

CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

"WE'RE HERE FOR LIFE"

Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **September 23, 2015** at the Barview Fire Station, 92342 Cape Arago Highway, at **7:00 PM**. THIS IS A PUBLIC MEETING AND THE PUBLIC IS INVITED.

Regular Business meeting is called to order in accordance with ORS192.610 to 192.690.

This meeting may be recorded.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

Approval of minutes of: Regular meeting August 26, 2015

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Apparatus replacement plan

More review of a proposed apparatus replacement and funding plan

Additional Unfinished Business:

Any business that is required to come before the Board that has risen since the posting of the agenda

New Business

Heat Pump installation Station 1

Review quotes for the installation a heat pump system at Station 1

Additional New Business

Any business that is required to come before the Board that has risen since the posting of the agenda

Executive Session workers comp claim information

"The Charleston Fire District Board will now meet in executive session for the purpose of considering records and information that are exempt by law from public inspection, and for the purpose of discussing current or potential litigation.

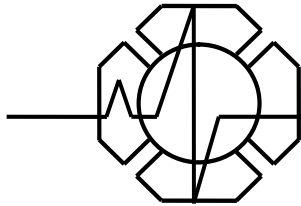
The executive session is held pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(h), which allow the Board to meet in executive session to discuss exempt records and current or potential litigation.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

Board to discuss a specific workers compensation claim with an employee

Good of the Order

Adjournment



CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

Phone: (541) 888-3268 www.charlestonfire.net

These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.

August 26, 2015

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Kim Davidson, Heide Cummings, Roy Holland, Darrell King, Alan Taylor

Approval of the Minutes:

Motion: Roy Holland, 2nd by Heide Cummings to approve the minutes of the July 15, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

REPORTS:

Financial:

Petty Cash	\$ 100.00
Operating	\$ 4,532.98
Prime	\$ 100,932.38
LGIP Acct 1	\$ 73,646.27
Total Operating	\$ 179,211.63
BERF	\$ 40,352.89
Debt Service	\$ 15,042.61
Total All Funds	\$ 234,607.13

Motion: Roy Holland, 2nd by Alan Taylor to approve the Check Register & Statement of Revenue and Expense for July, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report/ Chief asked to move September meeting to 9/23 due to training

UNFINISHED BUSINESS:

Legal Counsel Introduction and discussion on meeting attendance

Jim Coffey and Jane Stebbins attended the meeting. A general discussion on their abilities and services were discussed as were the District's needs and purposes. The upcoming OFDDA Fire Service Conference is coming up and they asked if the District would provide the registration fee for one of their attorneys to learn more on Fire District business and needs.

Apparatus Replacement Plan

Tabled for a future meeting

Additional Unfinished Business:

None

NEW BUSINESS

Employee Agreement negotiations

Chief Sneddon noted it was time to review and renegotiate the agreements between the District and each full time staff member

Darrell King called for members to sit on a committee to review the contracts and make recommendations. Alan Taylor and Heide Cummings volunteered for this committee. They will work with legal counsel and Chief Sneddon on the agreements

Additional New Business

None

GOOD OF THE ORDER:

A) Charleston Seafood Beer and Wine Festival was a great success.

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 7:57PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Current Meeting Financial Summary (Ending Last Day of August, 2015)

Petty Cash	\$ 100.00
Operating	\$ 39,785.33
Prime	\$ 17,501.39
LGIP Acct 1	\$ 77,373.13
Total Operating	\$ 134,759.85
BERF	\$ 40,364.12
Debt Service	\$ 15,046.79
Total All Funds	\$ 190,170.76

Budget Summary incomes verses expenditures:

Ending Last Day of August for Fiscal Year 2015/2016

Revenues	
Other Revenues	\$ 1,295.57
Prior Taxes	\$ 1,860.61
Taxes	\$ 1,841.50
Total Income General Fund	\$ 4,997.68
Income BERF/ Debt Service	\$ 50.80
Total income all Funds	\$ 5,048.48
Expenses	
Personal Services	\$ 72,911.57
Materials and Services	\$ 28,406.77
Capital outlay	\$ -
Debt Service, Telephone System	\$ 822.00
Total Expenditures	\$ 102,140.34
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 11.61
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 11.61
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 8.39
Total Expenditures all funds	\$ 102,160.34

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call volume for the fire district this month is as follows:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2	2	0	5	4	5	3	0					21
EMS	56	47	43	43	54	38	48	62					391
MVC/Rescue	3	4	2	2	4	4	2	10					31
Good Intent	8	8	7	10	9	8	7	9					66
Monthly Total	69	61	52	60	71	55	60	81					509
Year to Date	69	130	182	242	313	368	428	509	509	509	509	509	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61	52	60	71	55	60	81					509	509
2014	56	55	36	54	81	36	55	62	55	76	39	52	435	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	362	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	422	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	375	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	346	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	381	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	379	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	449	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	396	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	403	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	381	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	361	599
avg	50	45	44	50	52	47	54	59	48	54	43	52	400	

TRAINING INFORMATION

The following is a list of drills conducted for last month:

- A) Rope Rescue
- B) Wildland refresher

ADMINISTRATIVE REPORT

- A. Seafood Festival was a success and plans are in the works for 2016
- B. Still seeking new volunteer firefighters, slow activity in locating them within the Fire District boundaries.
- C. The students return to shifts this week with school starting next week.
- D. A request for proposal on refurbishing one of the Pierce Arrow engines was sent out recently with a due date of late September. This will give us an idea on the best direction for updating our fleet. The request was quite extensive as these units are 24 years old and the purpose of a refurb is to get another 15 to 20 years out of the unit.
- E. SWOCC has replaced Paul Reynolds with a man named Tony Peters, raised in Myrtle Point and is returning to Coos County to manage the Fire Science program.
- F. I sent an email to our audit firm Monday 9/21/15 to speak with Mr. Roger's so we can get the audit for FY 14/15 going as I have not received a reply to my request I sent in early August for a change in audit staff.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Apparatus replacement plan

I will have more for the plan for your review at the meeting, this is still a discussion item and a formal plan will not be completed for a few more months and will be a living document after that. The biggest issue at this time is vehicles needing replaced in the next 2 years and then the ongoing replacement plan after that. The most obvious is the need for a new rescue unit and then the engine refurbishment or replacement discussion. I have begun a plan for the next 10 years and currently working on the funding strategy for it. The program I have developed is in the early stages and is more of a wish list at this time. As we proceed with the planning process it will begin to thin down and the funding side will be more addressable. Obviously right now the plan is not attainable but will improve as we work through it. In the next few weeks I hope to sit down with some of my counterparts in other agencies and get some good feedback on these plans and our options. Obviously the future of the vehicle needs, options for operation and even the possibilities of consolidations will effect this plan however, not having a crystal ball slows this process down. Please remember as you review the plan I am attaching that it is in its basic form and will be adjusted greatly. Initially I hope to have a 5 year plan in place this winter and a 10 year plan completed by the end of the fiscal year.

Additional Unfinished Business:

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New Business:

Heat Pump installation Station 1

I requested quotes for the purchase and installation of a 4 head system to place HVAC in all three front offices and the Kitchen area.

Vendor	The Heat Pump Store	Chambers Plumbing	Pacific Air Comfort
Vendor Address	1035 Oregon Ave.	225 W. Lockhart Ave	1505 N. 7th St
	Bandon, OR 97411	Coos Bay, OR 97420	Coos Bay, OR 97420
	541-551-5187	5412699334	5412675916
	called 9/1/15	called 9/1/15	called 9/1/15
Quote pricing	\$8,674.00	\$12,469.00	\$9,158.00
Total Quote	\$8,674.00	\$12,469.00	\$9,158.00
Energy Trust of Oregon Grant (60%)	\$5,204.40	\$7,481.40	\$5,494.80
General Fund	\$3,469.60	\$4,987.60	\$3,663.20

I am recommending The Heat Pump Store for this project. The costs provided are all encompassing including permits and electrical installation.

Additional New Business:

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Executive Session

The following statement will be read into the minutes by the meeting chair:

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The discussion is specific to work comp claims and the cancer presumption laws and the relation to current claims.

Good of the Order

A)

B)

C)