

## **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 **October 21, 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 September 23, 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

Engine Refurbish proposals

Review of proposals to refurbish one or more of the Peirce Engines

Additional Unfinished Business:

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

#### **New Business**

Resolution 15-005: General Fund Transfer

Funds transfer to purchase the new copy machine instead of leasing for a substantial savings

Acceptance of used Ambulance

Winston/ Dillard Fire District has approved to transfer a used ambulance to CFD at no cost

Surplus 1998 International Ambulance

Release of the old ambulance for surplus

Surplus old copy machine

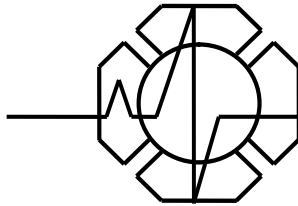
Release of old copy machine for surplus

Additional New Business

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

#### **Good of the Order**

#### **Adjournment**



# CHARLESTON FIRE DISTRICT

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

Phone: (541) 888-3268 [www.charlestonfire.net](http://www.charlestonfire.net)

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

## September 23, 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, 2<sup>nd</sup> by Heide Cummings to approve the minutes of the August 26, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

### REPORTS:

Financial:

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

**Motion:** Alan Taylor, 2<sup>nd</sup> by Roy Holland to approve the Check Register & Statement of Revenue and Expense for August, 2015.

Discussion: None

Motion Carried by Unanimous Decision

### **Administrative:**

Chief gave report

**UNFINISHED BUSINESS:**

**Apparatus Replacement Plan**

Chief reviewed the plan stating that it was in the wish list form. The plan covers 15 years of replacements and the funding as well as the final research on actual or close guess on amounts has not been determined. The Board discussed with staff on the plan and options for it. There will be more to come with it in the future.

**Additional Unfinished Business:**

None

**NEW BUSINESS**

**Heat Pump installation Station 1**

Chief informed the Board on the installation request of a 4 head system to place HVAC in all three front offices and the Kitchen area. The bid tabulation was provided and reviewed noting the 60% grant from the Energy Trust of Oregon. Chief Sneddon recommended that the project be awarded to The Heat Pump Store of Bandon in the amount of \$8,674.00 with the Energy Trust of Oregon refunding 60% to the District so the amount paid by the General Fund is \$3,469.60.

Vendor	The Heat Pump Store	Chambers Plumbing	Pacific Air Comfort
Vendor Address	1035 Oregon Ave. Bandon, OR 97411 541-551-5187	225 W. Lockhart Ave Coos Bay, OR 97420 5412699334	1505 N. 7th St Coos Bay, OR 97420 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

The Board and Staff discussed the project and that it was a budgeted item. The District share will be paid from the Building Maintenance line and the grant portion paid from the Grants Line in the General Fund.

Motion: Roy Holland, 2nd by Kim Davidson to award the project to The Heat Pump Store for the amount of \$8,674.00 with the assistance of the Energy Trust of Oregon at 60%

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business

Copy Machine Purchase

Chief noted that the copy machine had been ordered and was considerably less than anticipated and most likely will be purchased instead of leasing to save additional money. The purchase is under \$5,000 so no board action will be required

1950 hours

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

The regular meeting reopened at 2005 hours

GOOD OF THE ORDER:

A) Darrell King thanked our crew for their assistance at the Show & Shine at Shore Acres State Park and their dedication. Their presence was needed when a medical emergency occurred with a participant.

B) Chief commented about the recent trip to the National Fire Academy

Motion: Roy Holland motioned to adjourn the meeting

Meeting adjourned at 8:12PM

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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 September, 2015)

Petty Cash	\$ 100.00
Operating	\$ 22,842.44
Prime	\$ 34,539.86
LGIP Acct 1	\$ 31,305.60
Total Operating	\$ 88,787.90
BERF	\$ 40,374.75
Debt Service	\$ 15,050.75
Total All Funds	\$ 144,213.40

**Budget Summary incomes verses expenditures:**

Ending Last Day of September for Fiscal Year 2015/2016

Revenues	
Other Revenues	\$ 3,389.85
Prior Taxes	\$ 4,438.62
Taxes	\$ 3,191.62
Total Income General Fund	\$ 11,020.09
Income BERF/ Debt Service	\$ 75.39
Total income all Funds	\$ 11,095.48
Expenses	
Personal Services	\$ 103,592.28
Materials and Services	\$ 49,442.40
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,095.05
Total Expenditures	\$ 154,129.73
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 18.89
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 18.89
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 11.11
Total Expenditures all funds	\$ 154,159.73

# 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	4				25
EMS	56	47	43	43	54	38	48	62	50				441
MVC/Rescue	3	4	2	2	4	4	2	10	6				37
Good Intent	8	8	7	10	9	8	7	9	6				72
Monthly Total	69	61	52	60	71	55	60	81	66				575
Year to Date	69	130	182	242	313	368	428	509	575	575	575	575	

## 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	66				575	575
2014	56	55	36	54	81	36	55	62	55	76	39	52	490	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	404	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	456	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	445	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	386	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	434	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	424	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	496	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	432	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	449	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	432	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	415	599
avg	50	45	44	50	52	47	54	59	49	54	43	52	449	

## TRAINING INFORMATION

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

- A) NFA Management Strategies for Success (3 Senior Officers)
- B) Drivers course
- C) Rope rescue
- D) Started a new online training program for all members for General Fire and EMS training opportunities

## ADMINISTRATIVE REPORT

- A. Still seeking new volunteer firefighters, slow activity in locating them within the Fire District boundaries.
  
- B. We are on program for the audit, I have extensive email discussions this week with Michele (our new auditor) and with Roy Rogers. Things are beginning to happen finally and Michele is scheduled to be here the week of the 13<sup>th</sup> in November.

Respectfully Submitted  
Michael J. Sneddon, Fire Chief



## **Unfinished Business**

### Apparatus replacement plan

Not much more to add at this time

### Engine Refurbish proposals

In July we sent out a "Request For Proposal" (RFP) for refurbishing of one of the Pierce Engines. In the answers from the companies Hughes Fire Apparatus (Pierce Dealer), Fire Line Equipment and True North (Formerly H&W in Hillsboro) all declined to bid stating they were all too busy to take it on. The only bidder is Fire Truck Unlimited in Henderson, Nevada. I have reviewed their bid and are continuing to do so. I am very pleased with the price quoted to the point of proposing that we do two units there by setting the District up for a good 10 years to continue to save funds to purchase a new engine. I have a proposal from a finance company for the program similar to what we are paying on currently for Station 3. I look at this meeting for a good discussion on this subject and hope for a direction to work on for the November meeting based on my understanding of your support of the program proposed.

I am also working with staff members to make sure we have everything in the list we should have.

I will discuss possible funding proposals at the meeting.

### Additional Unfinished Business:

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

# **New Business:**

## **RESOLUTION 15-005: GENERAL FUND TRANSFER**

**WHEREAS:** Oregon Local Budget Law permits the transfer of appropriations within a Fund in accordance with ORS 294.463 when needs arise that require certain changes in appropriation are necessary after the budget has been adopted.

**WHEREAS:** An analysis of the status of the current 2015–2016 budget of the Charleston Rural Fire Protection District has revealed that the amounts originally allocated for certain General Fund line item expenditures within the Materials & Services category will be inadequate to fund respective requirements through the end of fiscal year 2015 – 2016;

**NOW THEREFORE be it**

**Resolved:** That the Board of Directors of the Charleston Rural Fire Protection District hereby transfers appropriations in the amount

General Fund

**TRANSFERS OUT**

From the Debt Services GF:

Copy Machine Lease \$ 2,000

Total Transferred Out – Debt Services GF \$ 2,000

From the Contingency:

Contingency Fund \$ 1,000

Total Transferred Out – Contingency \$ 1,000

Total Transfer Out - All Categories \$ 3,000

**TRANSFERS IN**

To the Materials and Services category as follows:

Equipment Maintenance \$ 3,000

Total Transferred In – Materials & Service \$ 3,000

Total Transfer In - All Categories \$ 3,000

The purpose of this resolution is to move the funds we budgeted for the lease from the debt service to the Materials and Service as we are not leasing the machine. The cost savings was pretty good to purchase over the lease.

Acceptance of used Ambulance

Winston/ Dillard Fire District has approved to transfer a used ambulance to CFD at no cost to us. The unit is a 2002 Ford/ Wheeled Coach Ambulance the same size as the blue and white ambulance. This will replace the 1998 we received from them in 2007 that has become a source of problems due to a poor design.



Surplus 1998 International Ambulance

Staff requests to surplus the 1998 International/ CRS ambulance and place it up for transfer to another Fire agency. I am talking with Winchester Bay Fire about it at this time, have not heard if they are still interested.



Surplus old copy machine

Staff requests to surplus the Canon copy machine and place it up for transfer to another Public agency.

Additional New Business:

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

## Good of the Order

A) Joint Conference in Seaside is coming up fast, I have all signed up that have shown interest in it. The Perdiem forms will be completed in the next couple weeks.

B)

C)