

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 **November 18, 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 October 21, 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

Proceeds from sold ambulance

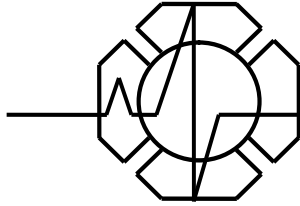
Request from staff to split the sale proceeds with Winston-Dillard Fire District

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

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

October 21, 2015

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Heide Cummings, Roy Holland, Alan Taylor

Absent: Darrell King, Kim Davidson

Approval of the Minutes:

Motion: Roy Holland, 2nd by Alan Taylor to approve the minutes of the September 21, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

REPORTS:

Financial:

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

Motion: Alan Taylor, 2nd by Heide Cummings to approve the Check Register & Statement of Revenue and Expense for September, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report

UNFINISHED BUSINESS:
Apparatus Replacement Plan
 Tabled

Refurbishment options:
Financing breakdown

Option	amount	payment	Term/ yrs	% rate	Explanation
1	\$ 170,000	\$ 20,545.23	10	3.601%	Refurbish 1 engine
2	\$ 170,000	\$ 15,058.55	15	3.783%	Refurbish 1 engine
3	\$ 120,000	\$ 14,566.91	10	3.689%	Refurbish 1 engine \$50,000 down
4	\$ 120,000	\$ 10,715.34	15	3.897%	Refurbish 1 engine \$50,000 down
5	\$ 320,000	\$ 38,539.32	10	3.532%	Refurbish 2 engines
6	\$ 320,000	\$ 28,047.47	15	3.633%	Refurbish 2 engines
7	\$ 450,000	\$ 38,409.16	15	3.497%	Refurbish 2 engines, Purchase used rescue under 5 yrs of age and refurbish

Option 1: Refurbish one engine
 Cost Estimate: \$170,000
 Funding Option: 100% Financing
 Financing information:
 Project Pricing Estimate \$ 170,000.00
 Term: 10 Years
 Interest Rate: 3.601%
 Annual Payments: 20,545.23

Option 2: Refurbish one engine
 Cost Estimate: \$170,000
 Funding Option: 100% Financing
 Financing information:
 Project Pricing Estimate \$ 170,000.00
 Term: 15 Years
 Interest Rate: 3.783%
 Annual Payments: 15,058.55

Option 3: Refurbish one engine

Cost Estimate: \$170,000

Funding Option: \$120,000 Financing/ \$50,000 Reserve Fund

Financing information:

Project Pricing Estimate \$ 120,000.00

Term: 10 Years

Interest Rate: 3.689%

Annual Payments: 14,566.91

Option 4: Refurbish one engine

Cost Estimate: \$170,000

Funding Option: \$120,000 Financing/ \$50,000

Financing information:

Project Pricing Estimate \$ 170,000.00

Term: 15 Years

Interest Rate: 3.897%

Annual Payments: 10,715.34

Option 5: Refurbish two engines

Cost Estimate: \$320,000

Funding Option: 100% Financing

Financing information:

Project Pricing Estimate \$320,000

Term: 10 Years

Interest Rate: 3.532%

Annual Payments: \$38,539.32

Option 6: Refurbish two engines

Cost Estimate: \$320,000

Funding Option: 100% Financing

Financing information:

Project Pricing Estimate \$320,000

Term: 15 Years

Interest Rate: 3.633%

Annual Payments: \$28,047.47

Option 7: Refurbish two engines and purchase a new or refurbished rescue unit

Cost Estimate: \$450,000

Funding Option: 100% Financing

Financing information:

Project Pricing Estimate \$450,000

Term: 15 Years

Interest Rate: 3.497%

Annual Payments: \$38,409.16

Chief reviewed the current options for refurbishing and purchasing vehicles with a heavy discussion by the Board and Staff.

Alan Taylor proposed 5 options for the program

Option 1: Continue with normal maintenance & repair for truck fleet

Option 2: Spend time & resources to research grant funding & apply. Also could begin a community funding campaign. Could we get a 50/50 match?

Option 3: Sell the Crown Point station. \$200,000- \$250,000

Option 4: Increase the tax rate for 3 years to achieve funding then reduce

Option 5: Implement budget spending reductions over a 3 year period & place savings in reserve Fund.

The Board and Staff discussed the options presented extensively with pros and cons of all the options.

Chief Sneddon noted that a decision was not critical at this meeting, Vice President Holland tabled the discussion to the November meeting.

Additional Unfinished Business:

None

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

<u>General Fund</u>		
	<u>TRANSFERS OUT</u>	
From the Debt Services GF:		
Copy Machine Lease		\$ 2,000
<u>Total Transferred Out – Debt Services GF</u>		<u>\$ 2,000</u>
From the Contingency:		
Contingency Fund		\$ 1,000
<u>Total Transferred Out – Contingency</u>		<u>\$ 1,000</u>
<u>Total Transfer Out - All Categories</u>		<u>\$ 3,000</u>
	<u>TRANSFERS IN</u>	
To the Materials and Services category as follows:		
<u>Equipment Maintenance</u>		\$ 3,000
<u>Total Transferred In – Materials & Service</u>		<u>\$ 3,000</u>
<u>Total Transfer In - All Categories</u>		\$ 3,000

The Chief stated that 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.

Motion: Kim Davidson, 2nd by Heide Cummings to adopt Resolution 15-005 a General Fund Transfer in the amount of \$3,000

Discussion: none

Motion Carried by Unanimous Decision

Acceptance of used Ambulance

The Chief proposed to the Board to accept the transfer of an ambulance from Winston/ Dillard Fire District at no cost to CFD. 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.

Motion: Kim Davidson, 2nd by Alan Taylor to accept the 2002 Ford/ Wheeled Coach ambulance transfer from Winston/ Dillard Fire District.

Discussion: none

Motion Carried by Unanimous Decision



Surplus 1998 International Ambulance

The Chief recommended to surplus the 1998 International/ CRS ambulance and place it up for transfer to another Fire agency.



During discussions at the meeting, it was brought up that the District should try to sell it before giving it away. After a large discussion the board finally decided that selling the unit was the best option and having the Chief administer the sale asking \$5,000 or best offer with a minimum bid of \$2,500.

Motion: Heide Cummings, 2nd by Alan Taylor to declare the 1998 International/ CRS ambulance as surplus equipment.

Discussion: none

Motion Carried by Unanimous Decision

Motion: Heide Cummings, 2nd by Alan Taylor to advertise the 1998 International/ CRS ambulance for \$5,000 or best offer with a \$2,500 reserve to be within the public interest.

Discussion: none

Motion Carried by Unanimous Decision

Surplus old copy machine

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

Motion: Heide Cummings, 2nd by Alan Taylor that it is in the best interest of the Public to offer for transfer at no cost the Cannon IR2200 copier to any agency.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business

GOOD OF THE ORDER:

A) Kim Davidson mentioned the "Shake Rattle & Roll" costume party for the Womens Resource Center Saturday October 24th at 6pm at the Coquille Community Center

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 8:33PM

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 October, 2015)

Petty Cash	\$ 100.00
Operating	\$ 16,135.03
Prime	\$ 20,930.13
LGIP Acct 1	\$ 18,637.13
Total Operating	\$ 55,802.29
BERF	\$ 40,385.99
Debt Service	\$ 15,054.93
Total All Funds	\$ 111,243.21

Budget Summary incomes verses expenditures:

Ending Last Day of October for Fiscal Year 2015/2016

Revenues	
Other Revenues	\$ 4,789.13
Prior Taxes	\$ 7,804.98
Taxes	\$ 17,160.62
Total Income General Fund	\$ 29,754.73
Income BERF/ Debt Service	\$ 100.81
Total income all Funds	\$ 29,855.54
Expenses	
Personal Services	\$ 132,650.86
Materials and Services	\$ 66,958.40
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,317.05
Total Expenditures	\$ 200,926.31
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 26.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 26.17
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 13.83
Total Expenditures all funds	\$ 200,966.31

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	5			30
EMS	56	47	43	43	54	38	48	62	50	56			497
MVC/Rescue	3	4	2	2	4	4	2	10	6	3			40
Good Intent	8	8	7	10	9	8	7	9	6	7			79
Monthly Total	69	61	52	60	71	55	60	81	66	71			646
Year to Date	69	130	182	242	313	368	428	509	575	646	646	646	

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	71			646	646
2014	56	55	36	54	81	36	55	62	55	76	39	52	566	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	468	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	502	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	501	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	442	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	479	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	474	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	544	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	477	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	487	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	484	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	485	599
avg	50	45	44	50	52	47	54	59	49	54	43	52	504	

TRAINING INFORMATION

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

- A) Company Operations
- B) Interior Fire Operations
- C) Back Board and spinal injuries

ADMINISTRATIVE REPORT

A. The auditors were in station last week for almost 2 full days, we seem to be moving forward very well with this year's audit report. I should have the report before the December meeting as that was our requirement in the last letter I sent to Mr. Rogers from the firm.

B.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Apparatus replacement plan

I have an updated plan that has better numbers for the short plan, the long range it is impossible to be able to speculate costs. The next 5 years calls for either refurbishing 2 engines or replacing 1, replacing the 2 1997 Fords at an estimated cost of \$45,000 if purchasing used, replacing the 1998 ambulance at a cost of \$150,000 and the 2005 Suburban at a cost of \$45,000 if a used unit is purchased. The financing has not been worked out as of yet, I am working on a 5 year financial plan and projections. These are the vehicles that are approaching the end of their useful life and are going to begin to use up the maintenance budget.

Engine Refurbish proposals

After several discussion with Board members, District Firefighters and my peers I am torn between refurbishing 2 units verses replacing 1 with a new unit. The benefits of both are closely matched in the pros and cons discussions. Some are firm on the refurbishment because we have three engines that are all identical which makes operations better and others are firm, you still have a 24 years old truck underneath and it is time to update. I have no solid answer for now, however I believe this is an answer requiring a group discussion. Please plan on an extensive discussion at this meeting as I would like to have the entire organization discuss it at the meeting and may have all the volunteers and staff there during the discussion.

Additional Unfinished Business:

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

New Business:

Proceeds from sold ambulance

I believe that it is in the Public's interest and the interest of fair government to send half the sale proceeds for the 1998 International/ CRS ambulance to Winston/Dillard Fire District since they in good faith transferred it at no charge to Charleston Fire and then again transferred a second unit recently. With this in mind I believe that \$2,000 should be transferred to Winston/Dillard Fire District.

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) The Conference was a good one again this year, I know there were lots of things learned by those attending from Charleston Fire. Next year it is the last weekend in October in Bend at The Riverhouse.

B)

C)