

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

March 25, 2026

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

Called to Order: 6:00 PM by Vice President Richards

Flag Salute

Roll call:

Present: Nancy Santos, Ed Powers, Dave Richards, Roy Holland, Don Manley

Staff Present: Chief Mick Sneddon, Captain Russell Shield, Jane Stebbins (Via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: - Regular meeting February 25, 2026
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$19,695.66
Prime	\$43,535.11
LGIP Acct	\$304,147.16
Total Operating	\$367,477.93
BERF	\$66,421.52
Debt Service	\$63,546.51
Total All Funds	\$497,445.96

Motion: Nancy Santos, 2nd by Don Manley to approve the consent agenda as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Jane Stebbins reviewed an info sheet she sent the Board and Staff regarding the process of annexing properties outside of the district. With the costs of everything and the tax rate, it is time to formally annex these areas and charge the same as anyone in the district.

Chief Sneddon informed the Board that during the April meeting, we will recognize a crew that responded to a cardiac event recently and due to life saving efforts, the patient survived post CPR. We will also recognize Deputy Chief Jerry Huff for his 40 years of volunteer service to the Charleston community.

UNFINISHED BUSINESS:

Station 1 Remodel

Chief Sneddon further discussed his ideas and how the funding research is going on. We are working on the paperwork for the Bloc grant currently. The first part is seeking and obtaining letters of support from entities and legislators.

Chief also discussed some different design ideas for the addition.

Station remodel

Chief Sneddon discussed the further the proposal for the station remodel and intent to fund entirely through grants. I am working with the grant writing agency we are currently using and they have located the Federal Bloc Grant which could provide \$1.5 Mill towards this project. I am working through the specifics currently. He is in the process of requesting letters of support from legislators and local agencies. Contacts have been made through Coos County to manage the grant funding as the Federal Government doesn't recognize Special Districts at this point.

No action at this time is required.



Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:
Resolution26-001

Adopting Supplemental Budget for Fiscal Year 2025/2026

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the Board of Directors of Charleston Rural Fire Protection District; and

WHEREAS, the notice of Supplemental Budget was posted and published as is required by Oregon Revised Statutes prior to the Public Hearing; and

WHEREAS, there was unanticipated debt obligations which resulted in additional debt payments during the 2025-2026 fiscal year.

NOW THEREFORE, the Charleston Rural Fire Protection District resolves the changes to the budget will be adopted amending the Budget for the Fiscal Year 2025-2026 as follows:

	Adopted Budget	Budget Adjustments	Amended Budget
General Fund Requirements			
Operating loan income	<u>150,000</u>	<u>50,000</u>	<u>200,000</u>
Total Requirements	<u>150,000</u>	<u>50,000</u>	<u>200,000</u>
General Fund Resources			
Debt Service	<u>155,700</u>	<u>50,000</u>	<u>205,000</u>
Total Resources	<u>155,700</u>	<u>50,000</u>	<u>205,000</u>

PASSED AND ADOPTED this 25th day of March 2026. THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Chief Sneddon explained that due to taking an additional \$50,000 off the signature loan as explained a few months ago, this meant that repaying the loan in full this year, would put us over budget. This resolution will remedy the problem.

Motion: Don Manley, 2nd by Ed Powers to adopt Resolution 26-001 Adopting Supplemental Budget for Fiscal Year 2025/2026.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Dispatch Agreement

Chief Sneddon discussed that this was a renewal of the current agreement with their updated cost.

Motion: Don Manley, 2nd by Dave Richards to approve the agreement for dispatch services with the City of Coos Bay Police Department.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

- A. The membership is currently discussing the fate of the pancake feed. It is very labor intensive and availability of the membership is becoming less every year. The annual sportsman's raffle has begun and tickets should be available in early April.
- B. In preparation of the remodel, staff will be completing general housekeeping in an effort to reduce items in storage that are otherwise of no value and can be salvaged or dumped with this, additional shelving at the outlying stations will allow for better storage of items that are accessed infrequently or kept for historical value.
- C. In February, Deputy Chief Jerry Huff passed a historical milestone reaching 40 years as a volunteer for Charleston RFPD. We will present an item to Chief Huff at the April meeting honoring him. Currently the only other member to fully reach 40 years is Deputy Chief Malcom Turkington, who serviced from November 1957 to the early 2000's.
- D. As of March 22, 2026, the Charleston RFPD has been providing service to the Lower Bay Area for 69 years.

Roy Holland adjourned the meeting at 6:30 PM

Secretary of the Board