

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

November 9, 2009

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Chair Ries at 7:00 pm. Board members present were J. Reed Glasmann, Ruth Jacobs, Tom Ries and Larry Sleeman. Angie Baca was absent. **There was a quorum.** Staff members present were Chief Tom Phelps, Administrative Assistant Gwynn Irvin and Fire Marshal Ray Hubbell. Also present was Marty Theurer, PVFD President.

II. ACTION ITEMS

- A. Approval of Minutes – Minutes of October 5, 2009 were accepted as presented.
- B. Approval of Bills –Sleeman asked staff to check on utility costs at the Wren station. **A motion was made by Sleeman, seconded by Glasmann to approve payment of the October 1 thru November 9, 2009 bills in the amount of \$42,729.51. Motion carried unanimously.**

III. PUBLIC COMMENT – There was none.

IV. OLD BUSINESS –

1. Volunteer Dinner/January 23, 2010/Scout Lodge – Ries, Sleeman, Theurer & Phelps met to discuss the dinner. Sleeman presented a “Save the Date” card to be sent out prior to the invitations. There will be approximately 120 guests. The High School will be providing music. Childcare is being checked into. Theurer stated that the “no host bar” will be decided upon at the next business meeting. Ries, Sleeman, Theurer & Phelps will tour the Scout Lodge on November 16<sup>th</sup> @ 10:00 am.

V. STAFF REPORTS

1. President – Ries reported he was unable to attend the conference due to unexpected health issues. Jacobs & Phelps did attend. Jacobs stated the conference seemed a little overwhelming but returned with good information. Forecasting into the future and finding other revenue sources will be important.

Phelps stated it is time to put work groups together to discuss wage and benefits for the next fiscal year. A review is also needed for the 5 and 10 year plans for vehicles.

2. Fire Chief – Phelps reported there are some changes in ethics rules regarding gifts/food. The Legislature is also making some changes in mid-year budgeting that would allow some adjustments to be done by resolution.

Annexation/Contract for Protection - Phelps reported there was not a contract for fire protection yet.

Hose testing is being done in house this year with the new training ground being completed. Last year \$4,300 was spent to contract this service out

Community Involvement – Stand-by at some football games, CPR/First Aid training, fire prevention training are some of the community involvement that Staff & Volunteers have participated in.

3. Sec/Treasurer – Irvin reported the auditor spent one day at the office. Tax Receipts are starting to be disbursed by the County.

Monthly Report – Ries asked that response time be added to the monthly report. Ries also inquired how many medical transports were done out of the calls received. Phelps reported that the District is charged \$16.80 per call through dispatch.

VI. REPRESENTATIVES REPORTS

Volunteers – Theurer reported there were 22 volunteers at the last business meeting. The volunteer dinner was an item of discussion, as were the revised articles of incorporation. The first vote on new officers was held.

VII. NEW BUSINESS -

1. 2010 Best Practices Checklist – Members reviewed the Self Assessment Checklist for Board of Directors Responsibilities. A discount on insurance premiums is possible by the number of points totaled. This will be reviewed and completed at the next Board meeting.
2. Residential Sprinkler Standard - Hubbell stated he is working on a new sprinkler standard and will bring a draft to the next meeting.

VIII. OTHER BUSINESS – Phelps was asked if he wanted an open discussion or Executive session on his annual review/contract. Phelps stated an open discussion was okay with him. Ries & Glasmann will meet to put together the contract prior to the next Board meeting.

Phelps stated that his Wife is having an open house to celebrate his 50<sup>th</sup> Birthday on November 22<sup>nd</sup> at their home at 3:00pm. In lieu of gifts, donations for the food bank will be accepted.

VIV. ADJOURNMENT – The next meeting will be December 7<sup>th</sup>, 2009. Meeting adjourned at 8:55 pm.

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Tom Ries, President

ATTEST: \_\_\_\_\_

J. Reed Glasmann, Secretary