

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

October 5, 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, Tom Ries and Larry Sleeman. Angie Baca and Ruth Jacobs were absent. **There was a quorum.** Staff members present were Chief Tom Phelps, Administrative Assistant Gwynn Irvin, Fire Marshal Ray Hubbell and Fire Fighters Carl Horning Also present was Ben Waite, PVFD Vice-President.

II. ACTION ITEMS

A. Approval of Minutes – Minutes were accepted as presented.

B. Approval of Bills – A motion was made by Glasmann, seconded by Sleeman to approve payment of the October 2009 bills in the amount of \$71,736.32 Motion carried unanimously.

III. PUBLIC COMMENT – Paulette Oliver/Wilson Heirgood Assoc. – Oliver presented information on the District’s insurance policies. The District has had many years with a good experience rating. The insurance policy renews on January 1, 2010. Oliver stated that Wilson-Heirgood would come in and do an inspection for us and that we could have OSHA do a health & safety consultation. Compliance is not notified until there is a disabling incident. OSHA has been reviewing self insured businesses.

IV. OLD BUSINESS –

1. Volunteer Dinner/January 23, 2010/Scout Lodge – Ries will be checking on caterers and contact Carol Menken Schaudt as the guest speaker. PHS Band will be contacted to provide music. Sleeman stated that he, Phelps, Ries & Theurer need to meet the last week in October.

2. Personnel Policy Review - Phelps reported the information was in the packet last month, no changes had been recommended to the proposed policy change. The policy change addressed vacation & sick accrual, changing sick to “1 working day” and vacation to “weeks” as there are different work schedules. Phelps is also looking at moving these into an appendix, with the wages schedules and job descriptions. There were no comments. **A motion was made by Sleeman, seconded by Glasmann to approve the changes to the leave policy. Motion carried unanimously.**

V. STAFF REPORTS

1. President – Ries reported he will be going to the joint conference in November.

2. Fire Chief –Annexation/Contract for Protection - Phelps reported he sent a copy of the proposed contract to Benton County for review and comment. He will meet with the County to discuss enforcement options. Two contracts that the County uses to ensure that people follow through with utilities during annexation were included in the packet.

Training Ground - The hydrant has been installed and all work is complete on the new training ground for this year. Hose testing will be starting soon weather permitting.

Turnout Washer/Dryer - The new turnout washer and dryer have been installed and are working nicely.

Community Involvement - Staff & Volunteers provided stand-by at some of the football games, Homecoming Bonfire, sent an engine to the Homecoming Noise Parade, hosted the Patriot's Day Breakfast on 9/11, provided First-Aid/CPR training for the Nazarene School and held some "Cooking Safety" classes at the High School.

Staff Schedule - Phelps has implemented some changes in the schedule and expectations for operational staff members. Effective Oct 1, all operational staff are required to take part in the Home responder duty rotation. In addition, all full time regular operational staff are required to put in 40 extra hours per quarter outside of their normal duty schedule. Carl Horning and Ryan Riffle have started a 3 on/3off rotation. They will continue to work from 0700-1800.

Conflagration – Engine 233 with a crew of four went to Ashland for a State Conflagration. Between the two conflagrations this summer we will be submitting a bill for around \$18,000 for reimbursement to the State. Of the reimbursement, about one-half will be for personnel and one-half for the apparatus.

3. Sec/Treasurer – Irvin reported the audit would be the middle of October.

VI. REPRESENTATIVES REPORTS

Volunteers – Waite reported there are 6 new fire recruits.

VII. NEW BUSINESS - There was none.

- VIII. OTHER BUSINESS – Dennis Gibson, Dennis Gibson Construction reported that he and Chief Phelps had a difference of opinion regarding a billing for the training ground project. The Chief felt the additional charges were part of the original bid, Gibson stated it was a change of scope. Ries stated that the Board does not need to intervene at this time, and that he would be available to meet with the Chief & Gibson to resolve the issue. They will meet Tuesday morning at 8:00am at the fire station.

IX. ADJOURNMENT – The next meeting will be November 2, 2009. Meeting adjourned at 8:07 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary