

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

April 5, 2010 Minutes

I. CALL TO ORDER/ROLL CALL

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

II. ACTION ITEMS

- A. Approval of Minutes – Minutes of March 1, 2010. Minutes were accepted as presented
- B. Approval of Bills – **A motion was made by Jacobs, seconded by Glasmann to approve payment of the March bills in the amount of \$28,941.36. Motion carried unanimously.**
- C. Resolution #10-02 – Water Supply Standard – Chief Phelps reported that he had received a letter from Greg Ferrett, Benton County planning recommending that the District hold off until next month, but continue to move forward as the current codes are being revised. Discussion followed. **A motion was made by Glasmann, seconded by Jacobs to approve Resolution #10-02 Establishing the Standards for Review of Projects Requiring a Building Permit Within the boundaries of Philomath Fire and Rescue. Motion passed unanimously.**
- D. Contract for Protection – Phelps distributed a copy of the Fire Suppression Agreement that was reviewed and revised by legal counsel. Board consensus was to delete Number 5 section B & D of the agreement. **A motion was made by Glasmann, seconded by Baca to approve the Contract for Protection with the changes. Motion carried unanimously.** Phelps stated the agreement will be recorded with the applicant's deed at the County. Sleeman asked that the revised agreement be brought back to the May Board meeting.
- E. Attendance Standard – Phelps stated that an attendance standard has been in the process of review for the past 6-8 months. The officers have reviewed the standard and are in agreement. Points will be awarded for meeting attendance, responding to calls, doing standby at events and duty week. A total of 18 points (minimum standard) per quarter is required prior to disciplinary notice. Theurer stated the standard is a good thing as there are dollars invested in training volunteers. New persons will know up front about requirements. Action will be tabled until the May Board meeting.
- F. Reserve Funds Request – Phelps requested funds to put a stairway in the new addition to the second floor. The aerobics equipment will be moved from the bay area. The sprinkler system will need to be extended. Sleeman inquired if there are any other funds that can be used. Phelps stated no. **A motion was made by Glasmann, seconded by Baca to spend up to \$2,000 out of the building reserve fund. Motion carried unanimously.**

Phelps reported the upstairs floor in the station needs replacing. The floor is coming up and contains asbestos. Three bids have been received to carpet the upstairs main room and stairs, lay new vinyl in the kitchen and bathrooms. The bids ranged from \$7,400 - \$12,000. **A motion was made by Baca, seconded by**

Glasmann, to authorize the use of the building reserve funds in the amount \$7,400.16 to lay new carpet and vinyl flooring on the stairway and the upstairs rooms. Motion carried unanimously.

Phelps stated the hydraulic extension hoses that we currently have for our heavy extrication tools are not certified for the current pressures we use. Lilja has contacted two manufacturers to get prices on hoses which are compatible with our system. **A motion was made by Baca, seconded by Jacobs to spend up to \$2,000 to purchase the hydraulic hoses. Motion carried unanimously.**

III. PUBLIC COMMENT –There was none.

IV. OLD BUSINESS -

1. Wages & Benefits - Phelps recommended step increases for Josh Sleeman, Carl Horning and Ryan Riffle. Board member Sleeman declared a conflict. **Jacobs made a motion, seconded by Baca to accept Phelps recommendation for the step increases. 3 ayes, 1 abstain. Motion carried.**
2. Civil Service Commission Report – Board members have asked that the minutes from the Civil Service be included in their packets. Phelps reported that the Civil Service is looking into the proposed reorganization to create a Deputy chief Position. This position would handle some administration duties, fill in if the Chief was not available, and supervise the staff firefighters and resident volunteers. The consensus is the position should be made exempt. The position should be open in-house. The wage & benefit committee have also been discussing the position.
3. Special District Safety Report – Phelps reviewed the SDAO report.

V. STAFF REPORTS

1. President – There was none.
2. Fire Chief –Promotions – Phelps reported that Ray Hubbell and Carl Horning have completed the training and evaluations necessary for the promotion to Captain. They will be added to the duty rotation.

Annexation – Phelps will be meeting with County Commissioner Dixon to discuss a County funded annexation to the Fire District. The County wants to start annexing parts of the Greenberry gap. The meeting will be on April 22nd.

3. Sec/Treasurer – Irvin is still working on the data entry into the new accounting program. The District website should be up and running sometime in May.

VI. REPRESENTATIVES REPORTS – There was none.

VII. NEW BUSINESS -

1. Board Policy Review – There was none.

VIII. OTHER BUSINESS –

1. Baca's Training Recap –Baca reported the financial training she attended in January was very good. There are a lot of new laws and she was able to network with other non-profits.

2. Muddy Creek Public Education – Approximately 27 persons, including presenters attended the fire safety training at the Muddy Creek School. Persons move into rural areas from urban and suburban areas and don't understand the fire danger. Information on home fire safety, fire defensible landscaping and fire safety websites were provided.

3. Board Duties & Responsibilities Workshop - Sleeman attended the Board Workshop in Halsey.

4. New Vehicle – Phelps reported that staff has been researching available grants for the new vehicle and nothing is available. Sleeman stated the purchase could be put into next year's budget. Glasmann stated the Board had already approved \$36,000 out of the vehicle reserve fund and should go ahead and authorize the balance out of this year's budget. **A motion was made by Glasmann, seconded by Jacobs to revise the prior amount for the new staff vehicle to \$41,545 out of the vehicle reserve fund. Motion carried unanimously.**

VIV. ADJOURNMENT – The next meeting will be May 3, 2010. Meeting adjourned at 9:05 pm.

Larry Sleeman, Vice President

ATTEST: _____

J. Reed Glasmann, Secretary