

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

August 30, 2010 Minutes

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 Tom Ries, Larry Sleeman and J. Reed Glasmann. Ruth Jacobs and Angie Baca were 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. Visitor present was Dan Mc Garry on behalf of Salvador & Patricia Salcido

II. ACTION ITEMS

A. Approval of Minutes – Minutes of August 2, 2010. **A motion was made by Glasmann, seconded by Sleeman to accept the minutes as presented. Motion carried unanimously.**

B. Approval of Bills – **A motion was made by Glasmann, seconded by Sleeman to approve payment of the August bills in the amount of \$35,302.26. Motion carried unanimously.**

- II. PUBLIC COMMENT – Don Mc Garry, L N D Construction reported that he had received a letter, dated May 5, 2010, from the homeowner that was sent by Fire Marshal Hubbell concerning some issues relating to the construction of the Salcido house on Fir Creek Road. In the letter, Fire Marshal Hubbell had stated that the access for the property did not meet the Districts' access standards. According to Fire Marshal Hubbell, the access review letter is a standard letter that is sent out to all applicants after an inspection of the access at the proposed building site prior to building permit issuance. The letter states how the current access does not meet the standard and requests a meeting to discuss the issues with the home owner. The Salcido access had several items that were listed as being needed to addressed. According to Mr. McGarry, at the board meeting, he reviewed the letter and felt that all of the items were “no problem”.

Fire Marshal Hubbell returned to the building site around July 14<sup>th</sup> to see that construction was ongoing even though the letter clearly stated that no combustible construction was to take place prior to the access issues being resolved. McGarry stated that at no time during the review of the plans were these issues discussed and they had received the building permit. It was only when they called to arrange an inspection that they were denied and told they would need to speak to the Fire Marshal. Upon contacting the Fire Marshal, Mr. McGarry set a time and date to meet and discuss the issues on site. This meeting took place on July 16, 2010. Fire Marshal Hubbell relayed that he documented all items discussed as solutions for the access deficiencies on a form that he gave to Mr. McGarry and these items were discussed

to be the course of action to remedy the access issues that were identified. The access deficiency in question is the grade of the driveway. When completed, the driveway grade would be greater than 12% and as such would require dispensation for the excessive grade. At the meeting between Fire Marshal Hubbell and Mr. McGarry, it was discussed that a continuation of the fire separation already required by the building code between the garage and the house and would be continued through the second floor and up to the roofline and would include a separation door in the upstairs hallway.

During the board meeting it was stated from Mr. McGarry that he had not contacted Fire Marshal Hubbell when he received the letter, instead he contacted the county building department. Mc Garry stated the homeowners will not put the separation wall or the fire door. He also provided no other alternative as dispensation for the grade. Hubbell will be sending a formal letter to the home owners stating that the separation wall or an approved alternative is required.

IV. **OLD BUSINESS** -

1. Board Retreat – October 23, 2010 has been the chosen for the Strategic Planning session for Board and Administrative Staff. Kevin Boyle from Corvallis will facilitate the meeting. Boyle will meet with the Board in the morning and the staff will attend after lunch. They will be looking at financing, staffing and the master plan.
2. Chief's Evaluation – Sleeman and Ries are rewriting the questions. They would like to have leadership and managerial skills added. Reis asked if there need to be three different sets of questions. There needs to be a job description added to do the evaluation. Sleeman & Ries will work on the form.
3. Volunteer Dinner – Ries reviewed the comments from the prior year. The dinner will be held on January 22, 2011 at the Philomath Scout Lodge. They will be searching for a keynote speaker.
4. Wren Hill Estates – Nothing new at this time.

V. **STAFF REPORTS**

1. President – There was none.
2. Fire Chief – Ladder Truck - Two letter shave been received regarding the old 251 ladder truck. The ad states that it will be donated to an Oregon department and that the Fire Board will make the determination. The closing date is September 30<sup>th</sup>.

Red Cross Blood Drive – Phelps is working to put a blood drive together at the Philomath Station in the Spring of 2011.

Response Statistics – Statistics from 2009 and the first half of 2010 were included in the packets. In the future Phelps will be working on response times to different geographic areas and to different types of fire and medical calls.

Workers Compensation – The Chief has stated that he has been made aware of two cases in Benton County in which workers compensation claims secondary to emergency response have been denied. The nature of refusals may lead Philomath Fire and rescue changing some of our policies and practices with volunteers and employees. We are still gathering more information.

261- The new vehicle 261 is out in the parking lot for anyone who would like to see it.

Ladder Truck - Doug had prepared a cost completion for the new ladder truck that we purchased from Corvallis. This project came in under budget with Doug's shopping around. The staff and volunteers will be starting to do their drive time and training.

Conference – Ries will be able to attend the meeting in November after all. Irvin will make the reservations.

3. Sec/Treasurer – There was none.

VI. REPRESENTATIVES REPORTS – Volunteer President, Marty Theurer reported the volunteer picnic will be held at Bevans Park on Saturday September 11<sup>th</sup> 2010. Board Member, Ruth Jacobs attended one of the Tuesday night drills.

VII. NEW BUSINESS -

1. City Manager, Randy Kugler will be holding a meeting on September 13, 2010 at Philomath City Hall to do presentation on the URBAN Renewal District. \$35,000 from the tax dollars currently goes into this fund. If the District sunsets ,the Philomath Fire District will receive the \$35,000.

VIII. OTHER BUSINESS – There was none.

VIV. ADJOURNMENT – The next meeting will be September 27, 2010. Meeting adjourned at 8:25 pm.

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Tom Ries, President

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

Larry Sleeman, Vice-President