

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

February 1, 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 J. Reed Glasmann, Ruth Jacobs, Tom Ries, Larry Sleeman and Angie Baca. **There was a quorum.** Staff members present were Chief Tom Phelps, Administrative Assistant Gwynn Irvin, Fire Marshal Ray Hubbell, Lt. Carl Horning and Volunteer President Marty Theurer

II. ACTION ITEMS

- A. Approval of Minutes – Minutes of January 4, 2010 A motion was made by Baca, seconded by Glasmann to accept the minutes as presented with a correction
- B. Approval of Bills – **A motion was made by Glasmann, seconded by Baca to approve payment of the December 2009 bills in the amount of \$55,786.57 Motion carried unanimously.**

III. PUBLIC COMMENT -Glen Kearns of Koontz & Perdue, P.C. reported on the agency's audit for 2008/2009. Kearns stated the agency is in good shape. Financial statements are comprised of full accrual and modified accrual which is based on timing of transactions. The management letter with recommendations was reviewed with the Board. There were no significant deficiencies. Staff has already addressed any audit concerns.

IV. OLD BUSINESS -

- 1. Volunteer Dinner – Ries stated that Lifetime Members and other special guests should have been introduced as new members are not familiar with them. Sleeman is working on a press release for the newspaper on the awards.
- 2. Water Supply Standard – Hubbell stated that he is looking for the Board support in the form of a resolution that he will bring to the March meeting for their review.

V. STAFF REPORTS

- 1. President – Ries stated his weekly meetings with Chief Phelps are very educational.
- 2. Fire Chief –Wages & Benefits - Phelps reported the wage & benefits survey is ready to be sent out.

Reserve Fund - Two new high pressure cutters have been purchased.

Benton County Forestland Classification Committee (BCFCC) – There will be a public hearing on February 18, 2010 at 6:30 to receive feedback from property owners that are within the Oregon Department of Forestry Protection District boundary. Letters were sent out to approximately 2000 property owners notifying them that they may be paying an additional ODF Fire Protection assessment.

Attendance Standard – The Officers have been working on a new attendance standard that will include drills, emergency response and community events (standby). This will need to be formalized into policy and implemented. An overview was included in the packets. It will be implemented in the second quarter of the year.

Community Involvement – Phelps has joined the Benton CWPP Steering committee and has agreed to serve as the Oregon State Fire Marshal's representative on the BCFCC.

SDAO – Representative from Special Districts went through the station and will send a report on any safety issues he noticed.

3. Sec/Treasurer – Irvin is working on catching on data entry into the new accounting system.

VI. REPRESENTATIVES REPORTS – Volunteer President Marty Theurer thanked the Board members for the volunteer dinner. Theurer stated that the Volunteer Officers would like to participate in the Chiefs review next year.

VII. NEW BUSINESS -

1. Board Policy Review – Ries stated that he had reviewed the policies & procedures and there are a number that need to be reviewed and changed if needed. Baca stated that she would like to meet with staff in April to review the training that she attended.

VIII. OTHER BUSINESS –

1. Contract Review/Fire Chief - There was discussion of the severance pay to be included in Chief Phelps contract. Ries recommended 3 months. Jacobs stated she was not in favor of 3 months. **A motion was made by Glasmann, seconded by Sleeman to include three (3) months' severance pay in Chief Phelps contract. 4 ayes, 1 nay Motion carried.**

VIV. ADJOURNMENT – The next meeting will be March 1, 2010. Meeting adjourned at 9:40 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary