

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

January 4, 2010 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Chair Ries at 8:00 pm. Board members present were J. Reed Glasmann, Ruth Jacobs, Tom Ries, and Angie Baca. Larry Sleeman was absent. **There was a quorum.** Staff members present were Chief Tom Phelps, Administrative Assistant Gwynn Irvin and Fire Marshal Ray Hubbell.

II. ACTION ITEMS

A. Approval of Minutes – Minutes of December 7, 2009 were accepted as presented.

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 \$142,532.20 Motion carried unanimously.**

C. Resolution 10-01, Resolution Transferring General Funds to Reserve Funds. Ries read Resolution 10-01. **A motion was made by Glasmann, seconded by Baca to approve Resolution 10-01, Transfer General Funds to Reserve Funds. Motion carried unanimously.**

D. LOSAP Program – **A motion was made by Glasmann, seconded by Jacobs to Authorize Trust to Trust Transfer. Motion carried unanimously.**

III. ELECTION OF OFFICERS – Ries stated it is important for the District to have Officers revolving each year. **Jacobs nominated Tom Ries for President, seconded by Baca. 3 ayes, 1 nay. Motion carried. Ries/Glasmann nominated Larry Sleeman for Vice-President, seconded by Jacobs. Motion carried unanimously. Baca nominated J. Reed Glasmann for Secretary/Treasurer, seconded by Jacobs. 3 ayes, 1 nay. Motion carried.**

IV. OLD BUSINESS –

1. Water Supply Standard – Hubbell stated that he is looking for the Board support in the form of a resolution to put water supply standard in the same category as the Benton County code Section 60.405(4) addressing emergency water supplies for fire protection in the Forest Conservation zone. Sleeman and Ries asked to see policies from other districts regarding sprinklers & water supplies.

2. Volunteer Dinner/January 23, 2010/Scout Lodge – Progress for the preparations were discussed. The Board will arrive at the Lodge at 5:00pm.

V. **STAFF REPORTS**

1. President – Ries stated that he and Jacobs will serve on the Wage & Benefits Committee as well as Chief Phelps and two staff members. The questionnaire will come from the Committee. The Board approved proceeding with the 6% PERS pickup effective January 1, 2010.
2. Fire Chief – Phelps reported as a retiree, the EMS position does not receive any benefits and recommended that a 6% increase effective January 1, 2010 be given. Consensus of the Board was to sign a contract with the increase.

Best practices – Completing the Best Practices qualifies the District for an 8% discount on property insurance, saving was \$723.

Annual Audit – The 2008/09 Audit was distributed. The Auditors will attend the February meeting.

Reserve Funds – Staff is seeking the Board's approval to make purchases out of the Reserve Fund. Retro-fitting the hydraulic rescue tools with new fittings and adding high pressure cutters - \$16,100. Staff is also looking at purchasing another pickup to use as a staff vehicle for about \$36,150. This will allow the conversion of an existing pickup to a brush rig and retire a brush rig which has reached the end of its useful life. Phelps stated these purchases are included in the 5 year plan. A motion was made by Baca, seconded by Glasmann to approve the purchase of the tools and vehicle in the amount of \$52,250.

Personnel Changes – The District has 6 new firefighters who have just completed their Recruit Academy and successfully completed training and testing. Carl Horning has completed the training and evaluation necessary to become a probationary Lieutenant. Ray Hubbell is also a probationary Lieutenant and is waiting to be approved at the next officers meeting. Board consensus was to go ahead with Horning's 2% incentive.

Community Involvement – Fire Extinguisher training was provided for Georgia Pacific employees and assisted with the County's H1N1 clinic at Philomath Elementary. Chief Phelps had lunch at the elementary school with the coloring contest winners in the Kindergarten, 1st and 2nd grades. Fire engine rides to school were provided for the 3rd, 4th, & 5th grade winners.

3. Sec/Treasurer – There was none.

Hubbell asked exactly what the Board is looking for regarding the response time on the report. They are looking for the first truck/first responder to arrive on the scene.

VI. **REPRESENTATIVES REPORTS** – There was none.

VII. NEW BUSINESS -

1. 911 Users Group – Phelps reported he had attended the 911 Users Group quarterly meeting. CRCC provides 911 dispatch service. Adair has made a formal request to join. Three recommendations were made. **A motion was made by Jacobs, seconded by Baca to choose proposal #1. Motion carried unanimously.**

VIII. OTHER BUSINESS –

1. Performance Evaluation/Fire Chief – Ries states that Chief Phelps evaluation was held in Executive Session. Phelps received a good review.

2. Contract Review/Fire Chief - Ries stated the Board has offered Chief Phelps a 6% salary increase and 1 week additional vacation effective January 1, 2010. **A motion was made by Glasmann, seconded by Jacobs to approve a 6% salary adjustment and 1 additional week vacation in Chief Phelps contract. Motion carried unanimously.**

VIV. ADJOURNMENT – The next meeting will be February 1, 2010. Meeting adjourned at 10:20 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary