

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

March 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 and EMS Coordinator Marcia Gilson.

II. ACTION ITEMS

- A. Approval of Minutes – Minutes of February 1, 2010. Minutes were accepted as presented
- B. Approval of Bills – **A motion was made by Sleeman, seconded by Glasmann to approve payment of the February bills in the amount of \$18,865.82. Motion carried unanimously.**
- C. Approval of Reserve Funds Use – New Copier – Phelps reported that we are planning on purchasing a new color copier machine in the amount of \$5,100. The new machine will provide an opportunity to do the District newsletters in house, used for the new map books, brochures and other public education materials. Georgia Pacific donated \$500 towards the new maps. The current copier will be sold. Sleeman asked if a lease was available. Phelps stated there is but it would be \$6,800 through the lease. **A motion was made by Baca, seconded by Glasmann to spend up to \$3,100 out of the reserve fund. Motion carried unanimously.**
- D. Appoint Budget Officer – Chief Phelps was appointed Budget Officer.

III. PUBLIC COMMENT –There was none.

IV. OLD BUSINESS -

- 1. Water Supply Standard – Hubbell reviewed the draft resolution that was included in the packet. The standard won't affect most structures that are inside the city limits as they have an adequate supply of water. Fires will be more manageable, or put out if sprinkled. Jacobs stated it is time to educate the public. Sleeman inquired if the District will be working with the County to make sure they are okay with this. Phelps stated yes. The County will be looking at the standard to see if it will be an "advisory capacity" or "regulatory capacity".
- 2. County Forestland Classification Meeting – Phelps reported that as a member of the Benton County Forestland Classification Committee (BCFCC) he attended the public hearing on February 18. There were 120 persons in attendance. Approximately 41 persons gave either

oral or written testimony. Most persons were against the additional assessment based on misconception. The BCFCC will meet next week to discuss the information.

3. Special District Safety Report – Phelps reviewed the SDAO report.

V. **STAFF REPORTS**

1. President – There was none.
2. Fire Chief –Wages & Benefits – There will be an approximately 8% increase in medical benefits this year.

Reserve Fund – Phelps requested that the Board amend the approval to spend \$36,000 out of the Vehicle Reserve Fund by an additional \$5,000. A utility body is needed for the pickup. The truck bed will be sold. The Board recommended looking for other available dollars or checking to see if something could be purchased at a later date. They requested this be brought back to the April Board meeting.

Attendance Standard – A new attendance standard is being developed by the Chief and Officers. This will be used to quantify volunteer participation. Attending drills/trainings, standby or coming to calls will be counted. Consensus is to include this in the Volunteer Personnel Policy.

Annexation – The draft Emergency Response Agreement was reviewed. This will allow persons to build their home prior to annexation into the District. Phelps will send this to legal for review.

3. Sec/Treasurer – Irvin had no report. Glasmann reported that he has been reviewing the invoices. Sleeman asked that there be an update on the budget development for 10/11 at the next meeting.

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

VII. **NEW BUSINESS** -

1. Board Policy Review – There was none.
2. Coop Training – Gilson reported that she attended the COOP, Continuity of Operations Plan for agencies in Benton County. The workshop was covered by a grant the Benton County received to assist departments within a six county region in formally developing a COOP plan. In the wake of recent disasters and concerns related to a Pandemic flu outbreak, jurisdictions need to improve the levels of preparedness and specific response capabilities to meet these various risks. The plan will address, alternate facility location – requirements for location; clearly defined roles and responsibilities within the District; defines delegations of authority – success; requirements for communications; and several other components. Gilson stated that

prior to her time being spent on the project she would like the Board support. When the plan is written the Board will be asked to approve it and it will be included in the County plan. Consensus of the Board is for Gilson to continue with this project.

VIII. OTHER BUSINESS –

1. Baca's Training Recap -Held over to April meeting.

VIV. ADJOURNMENT – The next meeting will be April 5, 2010. Meeting adjourned at 8:55 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary