

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

November 8, 2010 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Chair Ries at 5:30 pm, at the Philomath Public Library. Board members present were Tom Ries, Larry Sleeman, J. Reed Glasmann, Angie Baca and Ruth Jacobs. **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 September 27th, 2010. **A motion was made by Glasmann, seconded by Sleeman to accept the minutes as presented. Motion carried unanimously.**

B. Approval of Bills – Glasmann reported he had reviewed the bills. The flooring was \$600 over the original bid. Phelps stated that was due to some extra work done in the bathrooms. **A motion was made by Sleeman, seconded by Glasmann to approve payment of the September bills in the amount of \$33,292.06 Motion carried unanimously.**

III. Public Comment – There was none.

IV. OLD BUSINESS -

1. Board Retreat – The notes from the planning session were provided by Kevin Boyle and were included in the packets. Ries stated community outreach would be good. Boyle has not been scheduled to return and possibly after the first of the year set up another meeting. Sleeman asked if January 8th 2011 would be too soon. Ries & Phelps will contact Boyle to discuss timeline.
2. Chief's Evaluation – The evaluation deadline has been extended to November 19, 2010 as some of the volunteers have said they never received a copy. A reminder will be emailed out to volunteers of the date.
3. Volunteer Dinner – Sleeman, Phelps and Theurer met to discuss the volunteer appreciation dinner. Phelps will contact Valley Catering to discuss some of last years' concerns. Chief Phelps will be the keynote speaker. The High School Jazz group will provide music this year and play during the dinner also. A big screen TV will be set up to show pictures, child care will be provided, and Phelps will work on this. The Board will be looking for someone to

take pictures during the dinner, possibly a high school student and make a donation to the school. Name tags will have the guest names included on them. Ries asked what the Board thought about opening the dinner to the public by selling tickets. The Scout Lodge will hold up to 160 persons with the tables and chairs.

V. **STAFF REPORTS**

1. President – Ries and Sleeman will be attending the Joint Conference of the OFDDA/OFCA Conference in Bend November 11-13.
2. Fire Chief – Attendance reports – The first quarter deficiency reports have gone out to the volunteers. The Chief and Officers will be reviewing them. There are still lots of questions. This will also create a connection between the Officers and their crews.

Crisis Response Team – Phelps stated that a copy of a letter from Sheriff Simpson was included in the packets. The Sheriff's office will be recruiting new members For the BCCRT and make some possible changes. They will not stand in the way of the current team continuing as a Crisis Response Team, but the team will have to name itself something different than Benton county Crisis Response Team. Sleeman stated he doesn't see the need to provide a duplication of service.

Flooring at 210 – The flooring has been completed at Station 201. There are still a few items to be finished in the bathrooms.

Foam - Phelps reported that we have received a bill for foam from 2008-2009. The company that provides this has changed hands a couple times and had not sent out any billings. After three years we received a bill for \$1,900. Doug Lilja called the company and explained that the books have been closed and we do not have the funds budgeted to pay for this. After discussion they have reduced the bill to \$690.

Web Site – After two years the Districts' website is up and running thanks to Lori Sleeman. The web address is: philomathfire.com.

Staffing – On a mutual aid move up call, there needs to be an officer in District before sending staff out to another station.

Run Tracker – In response to the run tracker report, Jacobs inquired what is a success or failure. Standard for calls is 8 minutes from dispatch to arrival on calls. Phelps stated that response time is dependent on where the call is, time of day, staff available.

3. Sec/Treasurer – The audit was completed on October 18. We received the property tax letter from Benton County and it seems consistent with the prior year.

VI. REPRESENTATIVES REPORTS – Theurer reported that he was unable to attend the business meeting this month. Nominations for officers have been opened. There are two months before they will vote and a three year term limit.

VII. NEW BUSINESS -

1. The Urban Renewal District public hearing will not be held by the City Council tonight.

2. Audit - The Auditors had a few minor issues as they have in past year. With small entities segregation of duties are an issue. They have suggested that the bank statements be reviewed after reconciliation.

3. Meeting Room Use-Policy Change – The draft policy was included in the packets. Sleeman feels there should be a charge for this use. The policy should state that the room is not ADA accessible. There should also be a damage waiver included. The policy will be brought back for discussion at the December meeting.

4. Glasmann inquired if there is a policy that the firefighters need to live in District. Chief responded yes there is. Glasmann also asked if we had an unwritten policy that firefighters needed to live within 2 minutes of the firehouse. The Chief responded, no we do not. Glasmann also inquired about staffing the Llwellyn Station (203) with a live in person. Phelps stated that unless the call is out in that area, it will be too far out to run calls.

VIII. OTHER BUSINESS –

Board elections will be held in January 2011.

VIV. ADJOURNMENT – The next meeting will be on December 6th, 2010. Meeting adjourned at 7:30 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary