

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

December 5, 2011 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Chair Ries at 7:05 pm. Board members present were Tom Ries, Larry Sleeman, Rick Robinson and Ruth Jacobs. Angie Baca was absent. **There was a quorum.** Staff members present were Chief Tom Phelps. Resident Volunteer Zack Hittner attended to represent the Volunteers. Guest Present: Jackie Robinson and Ryan Massey with Wilson Heirgood Associates.

II. ACTION ITEMS

A. Approval of Minutes – **A motion was made by Jacobs, seconded by Robinson to approve the minutes of November 7, 2011 as amended. Discussion about necessity of motion to accept minutes. No vote taken, minutes accepted by consensus**

B. Approval of Bills – There were no questions about the bills. **A motion was made by Robinson, seconded by Sleeman to approve payment of the November 2011 bills in the amount of \$11,218.58. Motion carried unanimously.**

C. Surplus Property – Chief Phelps asked to have the Board declare the lockers salvaged from the High School and some old tire chains as surplus with the intent of selling them as scrap metal. **A motion was made by Sleeman, seconded by Jacobs to declare the salvaged lockers and the tire chains as surplus. Motion passed unanimously.**

III. PUBLIC COMMENT – There was none. President Ries recognized Ryan Massey of Wilson Heirgood. Chief Phelps stated that Ryan was a late addition to tonight's schedule and is here to provide our annual insurance review.

Massey reported that we can expect a 2% increase in premiums due to a 2% increase in property value based on market averages. We've turned in our Best Practices information and will get a discount on our insurance as a result. He thanked the District for hosting a couple of training opportunities. The rest of his message was a review of our coverage for buildings, vehicles and equipment, as well as an overview of the staff and services available through Wilson Heirgood.

IV. OLD BUSINESS –

1. Community Vision Report – President Ries moved the discussion of the Master Plan to later in the meeting.

2. Supplemental Environmental Project- Phelps reported that the DEQ has approved the use of a portion of our penalty from the 201 Meeting Room flooring project to help the High School remove unnecessary chemicals. We have committed \$4,000 to the project at the High School. Phelps has contacted the contractor, PBS Environmental, who is doing the work. They will be able to provide an account of the costs of the project which qualify for the SEP.
3. Budget Calendar- Phelps presented a draft Budget Calendar for the upcoming cycle. Board consensus was that the Wage and Benefit subcommittee will meet to discuss FY 2012/2013 and report back at the January Board meeting.
4. Facility Use Request- Chief Phelps reported that he was approached by local Youth Pastor Aaron Rutledge with an informal request. Rutledge is looking for a place to hold weekly youth group meetings and was interested in the Meeting Room at 201. Phelps reminded the Board that the recent office reconfiguration put the Volunteer Lounge upstairs in the Meeting Room and that one of the concerns from the Volunteers was that they might be regularly displaced. Board consensus was that a weekly Wednesday evening meeting would not be in the best interests of the District.

V. STAFF REPORTS

1. President – President Ries yielded to Vice President Sleeman for a report on the Appreciation Dinner. Sleeman reported that we will be using the same trio as last year for music. Save the Date cards will go out after the first of the year. Ries and Sleeman will meet with the caterer in January to work out details. The dinner is scheduled for February 25.

Ries reminded the Board that election for Board Officers is in January. Sleeman asked about a regular succession plan for the Officers' positions. Ries replied that a different approach would require amending the Board Policies. Ries directed Chief Phelps to provide a copy of the Board Policies in the packets for the January meeting.

Ries reported that the Board will meet in executive session in January to perform a Board review of the Fire Chief. The District performs a 360 degree review of the Chief every other year, but that this year the review is by the Board. The Board will meet in Executive Session at 1730 on January 9th, prior to the Regular Board meeting at 1900. The Chief was directed to prepare a narrative which addresses his goals for 2011 and any significant achievements for the year.

The Board decided to move the January Board Meeting to January 9th due to the fact that January 2 is a Federal holiday. Executive Session at 1730 and Regular Board Meeting at 1900.

2. Fire Chief – Phelps

- DEQ –The DEQ has approved our Supplemental Environmental Project to remove unnecessary chemicals at the High School.
 - Energy Trust of Oregon – To Lilja and Chief Phelps performed a walk-through of Station 201 with a consultant from the Energy Trust. The program provides a review of buildings and practices to provide recommendations for energy savings.
 - School District Bond Projects – Phelps reported that he is taking a more proactive approach with the School district’s construction. He attended a School Board meeting and a School District Supervisor’s meeting to answer any questions they might have. He has planned a meeting with Superintendent Forbess to review a letter that the Schools’ design firm is writing. The letter is a review of the cost of code compliance in the Schools’ projects to date.
3. Secretary/Treasurer – Irvin provided the current tax revenues, a statement of Revenues and Expenditures (the Budget to Actual) and the November RunTracker.

VI. REPRESENTATIVES REPORTS – Volunteer Vice President Zack Hittner reported that one Volunteer, Randy Lucas, has resigned to take a job in the Portland area. The Recruit training is going well. The December Business meeting is tomorrow (December 6th). The 2 new Resident Volunteers are learning the ropes.

VII. NEW BUSINESS -

1. Standard of Coverage (SOC) draft- Where will we use it? Phelps shared that the Standard of Coverage should be a clear, concise description of the services we provide and how well we can do it at certain times of day and on certain days of the week. It should be made available to the public and should be included in the Master Plan as an accompanying document. The Board discussed the length of the SOC and reconfirmed that it should be kept at a size that lends itself to adding it to the website (no more than four pages).
2. Mabel Boggs bequest- Phelps reported that Mabel Boggs, the wife of Lifetime Member Monte Boggs, passed away and left the District \$10,000. The bequest says simply that the money is for the Philomath Fire Department. Phelps reported that it will most likely be several months to a year before the District receives any money from the bequest. Phelps suggested that the Board consider the bequest, consider working with the Volunteers in determining how to utilize it and suggested considering putting the money into an endowment fund for scholarships.
3. Request for Reserve Fund Use- Phelps requested use of the Building Reserve Fund to pay Sanders Design for the preliminary building design work. The Board directed Chief Phelps to use the ‘Contracted Services’ line item.

VIII. OTHER BUSINESS – There was none.

IX. ADJOURNMENT – The next meeting will be January 9, 2012. Meeting adjourned at XXXX pm.

Tom Ries, President

ATTEST: _____

Secretary