

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

January 3, 2011 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,

II. ACTION ITEMS

A. Approval of Minutes – **A motion was made by Baca, seconded by Jacobs to approve the Minutes of December 6, 2010 as presented. Motion carried unanimously.**

B. Approval of Bills – **A motion was made by Jacobs seconded by Sleeman to approve payment of the December 2010 bills in the amount of \$15,115.08 Motion carried unanimously.**

C. LOSAP Program – **The Board tabled action on LOSAP Program fund transfer.**

D. Surplus Equipment – **A motion was made by Glasmann, seconded by Baca to surplus the attached provided list of equipment. Motion carried unanimously.**

III. ELECTION OF OFFICERS – **Jacobs nominated Tom Ries for President. Baca nominated Larry Sleeman for Vice-President. Sleeman nominated J. Reed Glasmann for Secretary/Treasurer. All motions carried unanimously.**

IV. PUBLIC COMMENT – There was none.

Wilson Heirgood Insurance – Kevin Pardy - Pardy reviewed the District's Property and liability coverage. The premium cost will be \$30,245 this year and was \$28,093 last year. In response to a question from the Board, he noted that our 6% increase in premium was due, in part, to our current budget level. He advised, due to recent history with another District, that we drop the coverage on 232 to \$100K and that we contact Dona Holmes about coverage level on the training building (it's currently insured for \$82,400). Phelps will follow up with Dona Holmes of SDAO.

KP Boyle Consulting – Kevin Boyle presented an overview of the October strategic planning session. Jacobs and Sleeman agreed to be the Board reps on the Planning Committee. Boyle stated that a key element of the next phase is to invite the right cross section of the community. Board decided to set a date sometime between April 16<sup>th</sup> and May 15<sup>th</sup> 2011. Phelps will ask volunteers and staff about interest in serving on the planning committee.

V. OLD BUSINESS –

1. Volunteer Dinner/January 22, 2011/Scout Lodge – Ries and Sleeman will meet with Valley Catering to go over details. Invitations will go out this week. Chief Phelps will contact Luke Hansen about taking photos and LFCC about borrowing a podium. The committee will meet at the Scout Lodge on January 14<sup>th</sup> to discuss final details. Set up will be Friday, January 21, at 1300.
2. Firefighter Hiring – Phelps reported that he would like to start moving forward on the hiring process. He recommended retaining the current staffing levels and approach to staff schedule. Board agreed by consensus to move forward with hiring.
3. Meeting Room Use – After review of existing Facility Use operating guideline and prior opinion from legal counsel and based on comments from the Board, Phelps stated he did not see any reason to change existing policy, but will be expanding the current practice of facility use by the public to include allowing community groups to use the upstairs meeting room at 201 for non-profit activities. No action required by the Board.

V. **STAFF REPORTS**

1. President – There was none.
2. Fire Chief – OSHA Investigation – Phelps stated that OSHA has concluded their investigation and will not take any action on the asbestos exposure during the flooring project at 201. DEQ is continuing their investigation.

Training Ground Fence – We are currently seeking bids for a security fence for the training ground.

Personnel – Phelps recommended Ray Hubbell's annual step increase effective January 1, 2011.

Staff Communication – Regular staff meeting are being held on a staggered schedule to include all staff has been added to the schedule.

Budget – The Board should be prepared to provide wage and benefits changes for Fy2011/2012 at the February Board meeting.

3. Sec/Treasurer – There was none.

VI. **REPRESENTATIVES REPORTS** – Theurer provided a written report in his absence. The new Elected Board for the Volunteer Association is President Marty Theurer, Vice President – Zack Hittner, Secretary – Jean Goul and Treasurer - Dan Kearl'. Viktor Bovbjerg has completed his training and testing to become a firefighter. The Volunteer Association is looking forward to the upcoming Appreciation Dinner.

VII. **NEW BUSINESS** -

1. **Glasmann made a motion to approve a step increase for Ray Hubbell, seconded by Sleeman. Motion passed unanimously.**

2. Vision Statement – The Board discussed the vision statement. They decide to go with version two with an amendment about safety. Ries will provide amended version at the February Board meeting.

VIII. OTHER BUSINESS – There was none.

VIV. ADJOURNMENT – The next meeting will be February 7, 2010. Meeting adjourned at 9:50 pm.

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Tom Ries, President

ATTEST: \_\_\_\_\_

J. Reed Glasmann, Secretary