

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

November 7, 2011 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Board Vice President Larry Sleeman at 7:00 pm at the Philomath Library. Board members present were Larry Sleeman, Ruth Jacobs, Angie Baca and Rick Robinson. Tom Ries was absent. **There was a quorum.** Staff members present were Chief Tom Phelps, Gwynn Irvin and Ray Hubbell. Volunteer Vice President Zack Hittner was also present.

Guest Present: Jackie Robinson.

II. ACTION ITEMS

Approval of Minutes –**A motion was made by Baca, seconded by Jacobs to accept the minutes of October 3, 2011 as presented. Motion carried unanimously.**

Approval of Bills – An additional list of bills was distributed. There were no questions. **A motion was made by Jacobs, seconded by Robinson to approve payment of the October 2011 bills in the amount of \$20,153.02. Motion carried unanimously.**

III. PUBLIC COMMENT –There was none.

IV. OLD BUSINESS –

1. Community Vision – Jacobs reviewed the revisions from sections 1 & 2 of the Master Plan that was discussed at the last Board meeting. More changes will be made at the end of the review process. Hazmat was taken out. Goals will be done at a later date. Standard of coverage needs to be developed after the plan has been reviewed. There currently is a resident living at Station 203 and none at 202 as there are no living accommodations. Consensus of the Board was the revision looked good. Jacobs will email the changes to the Administrative Assistant to keep in a file. Sleeman inquired about the standard of coverage. Phelps responded that Depoe Bay's is 27 pages long and since we will be adding this to the website it should be kept to 4 pages.

The Board continued to review the next sections beginning with Section 3.1.1, Introduction – consensus was to remove this. 3.1.2 needs to be updated. Phelps will get the information for 3.1.3 & 3.1.4 from Benton County & the City of Philomath. Section 3.1.3 (duplicate #) City of Philomath zone Codes & Map will be deleted. Fire Marshal Hubbell will review 3.1.5 Safety Codes. Section 11.0.0 Emergency Response Call Volume will be rewritten. Phelps will use charts so illustrate the different types of calls, time of day, etc.

## V. STAFF REPORTS –

1. President –Volunteer Dinner – Sleeman reported the dinner will be held on February 25, 2012 at the Philomath Scout Lodge. There will be more information at a later date. Phelps asked that the Board change the name of the dinner to the Philomath Fire & Rescue Appreciation dinner. Board member concurred. Save the date cards will go out in January.

### 2. Fire Chief – Phelps

Wren Hill Estate Update – Phelps stated Benton County has 30-60 days to take action on the annexation, but feels it will go through.

DEQ Fine – Phelps stated DEQ has tentatively approved Supplemental Environmental Project (SEP) with Philomath High School. Phelps reported that he has pledged \$4,000 towards the project.

Bargaining Unit Update – Phelps stated there have been five meetings and the Board will be meeting in Executive Session at the conclusion of the Board meeting.

Tax Lot Project – Nothing to report.

Station Design Project – Phelps reviewed the conceptual drawing for the Station 201 addition. The design was prepared by Dave Sanders. Phelps stated he has an invoice for approximately \$1,040. The cost would be approximately \$340-\$370 per sq.ft. to complete the addition. Phelps stated it is a project 2-3 year down the road. District will need to find grants or other funding to proceed.

Sprinkler Incentives – The project is currently on hold.

School District Bond Projects – Hubbell and the School District are meeting with the City Manager to discuss the fire lanes at the school. They are looking at using 16<sup>th</sup> street as the fire lane. There will be no parking on the school side of the street. Hubbell has been doing the annual inspections at the schools. The emergency lighting at the schools is substandard.

Open House – There were approximately 100 persons at the open house. Hubbell had prevention areas set up throughout the station but most people were not interested in looking around, but were more interested in the engines and the bucket rides.

District Name – Phelps stated that he is doing research on the legal name of the District. This issue has come up through the bargaining negotiations. Baca stated there was a vote by the volunteers many years ago.

3. Secretary/Treasurer – Irvin reported the audit went well and we should have a draft in the next few weeks. The first tax payment from Benton County was deposited in the pool account. The amount received was lower than at the same time last year. The raffle and t-shirt sale raised approximately \$625 for the Susan G Komen Foundation. We will start receiving the property tax funds the middle of November. At this time there have been no major expenses.

The run tracker report was reviewed.

VI. REPRESENTATIVES REPORTS –Vice-President, Zack Hittner stated the volunteer consensus is to have the dinner at the Scout Lodge with standby coverage from another District. Phelps stated he will make the arrangements. Phelps requested the name for the dinner be changed to the Philomath Firefighters Appreciation Dinner. Board members concurred.

ASSOCIATION – Hubbell. There was no report

VII. NEW BUSINESS - There was none.

VIII. OTHER BUSINESS –

1. OFDDA/OFCA - Board members stated that the OFDDA/OFCA conference was very good. They received information on the importance of comprehensive physicals for all volunteers and staff. Ken Jones provided his top 10 list for Directors.

2. Facility Use Request – Phelps stated that a request had been received from Lois Shaw for the use of the upstairs of the fire station for free child care day. One of the items in our use request prohibits childcare. Phelps has check with legal and they seemed to keep feel it would be okay. It was not for profit and only for one day. Shaw is licensed and will have staffing that meets the requirements. There are no ADA regulations for other groups that use the facilities. **A motion was made by Jacobs, seconded by Robinson to allow the use of the station on November 19<sup>th</sup> for the free childcare. Motion carried unanimously.**

3. Agenda items for following month. Sleeman asked that we add additional items for the upcoming agenda at the end of the meeting. Items for the December agenda are the budget calendar, and the standard of coverage.

4. Attorney - Speer Hoyt, Inc has reduced the retainer to \$1,000 per year and reduces the hourly rate by 10%. Review of the minutes each month is one of the items done at no charge.

IX. ADJOURNMENT – The next meeting will be on December 5, 2011. Meeting adjourned at 9:10 pm. The Board went into Executive Session pursuant to ORS 192.660(2) (d), Labor Negotiations, to conduct deliberations with persons designated by the governing body carry on labor negotiations.

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Larry Sleeman, Vice - President

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

Angie Baca, Secretary Treasurer