

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

October 3, 2011 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Board President Tom Ries at 7:00 pm. Board members present were Larry Sleeman, Ruth Jacobs, Tom Ries and Rick Robinson. Angie Baca 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 and Debbie Gavegan.

II. ACTION ITEMS

Approval of Minutes –**The minutes were accepted with the change to Page 3, VIII. Other Business. Hubbell asked that “thanks for the opportunity” be added to his comment.**

Approval of Bills –Sleeman inquired about the tires. They are for the ladder truck. **A motion was made by Jacobs, seconded by Sleeman to approve payment of the September 2011 bills in the amount of \$17,092.87. Motion carried unanimously.**

Training Office Revised Job Description – Phelps reported this revision has been in discussion for over a year and was presented at the August Board meeting. The Civil Service met in September and are in favor of this change. A letter of support was included in the packets. The changes are to add responsibility for supervision of the Firefighters and the Resident Volunteers. Jacobs read the proposed changes for the record. Robinson inquired if the current Training Officer has had a performance review. Phelps responded no. Jacobs stated that performance evaluations are important and holds the employee accountable. Jacobs supports the change. Robinson stated he has concerns regarding the cost. Phelps stated this will be discussed during the next budget cycle. **A motion was made by Sleeman, seconded by Jacobs to accept the changes to the Training Officer revised job description. Motion carried unanimously.**

III. PUBLIC COMMENT –There was none.

IV. OLD BUSINESS –

1. Community Vision – Phelps provided the schedule for review of the Master Plan and the revised sections 1 & 2. Jacobs will rewrite the sections with the changes and bring back to the Board.

2. OFDDA/OFCA Conference – Irvin distributed copies of the registrations and payments for each of the Board Members attending the conference. Baca will be unable to attend.

V. STAFF REPORTS –

1. President – There was none

Volunteer Appreciation Dinner 2012. Sleeman stated they are looking at alternative locations for the dinner. The Scout Lodge and the Club House at Adair. Sleeman asked that Zack take this back to the volunteers and see what their preference is. There is a difference in cost for the two venues. The Scout Lodge is not available on January 21st.

2. Fire Chief – Phelps

DEQ – Phelps stated we will be spending 80% of the DEQ fine locally and is looking in helping provide some curriculum support for the High School science department with Principal Ken Ball. There are a couple of other possibilities that Phelps is looking into.

Wren Hills Estate Update – Phase II has been approved for subdivision. The petition for annexation of the remaining portion of Wren Hill Estates has been submitted and the deed restrictions have been filed and recorded with Benton County. Phelps recommended signing the document as the Board had approved this 5-6 months ago.

Bargaining Unit Update – Phelps stated there have been four meetings.

Tax Lot Project – Still working on this, Josh Sleeman has been on vacation. Benton County is doing a more intensive review.

Station Design Project – Phelps stated he has met with building designer, Dave Sanders and he will provide us with a quote to do a conceptual drawing for the Station 201 addition. Phelps would like to use Building Reserve funds for this project.

Sprinkler Incentives – The project is currently on hold.

School District Bond Projects – The Elementary School has not been finalized, there is still discussion on the fire lane. The Middle School still has outstanding items. The High School has night time restrictions; no permits have been issued for the sprinklers. Currently the fire alarms in the High School are having some issues. They will be back into construction in the next 30-60 days and are projecting the High School will be done by Summer 2012.

3. Secretary/Treasurer – Irvin reported 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 people enjoyed the volunteer picnic. He also reported there are 9 new recruits and 3 community volunteers. Phelps stated that we have spent almost \$4,000 on physicals for the new recruits. We did receive a grant for these.

VII. NEW BUSINESS - There was none.

VIII. OTHER BUSINESS - Hubbell reported the Volunteer Association is selling T-Shirts as a fundraiser for breast cancer awareness month. Funds will be presented to the Susan G Komen Foundation.

Board Member Robinson reported that he has been attending the Tuesday night fire drills. He did miss the last one as he had a new baby granddaughter. Robinson also announced their business has hired Ray Hubbell part-time.

Open House will be held on October 15, 2011 this year.

IX. ADJOURNMENT – The next meeting will be on Monday, October 3, 2011. Meeting adjourned at 8:55 pm.

Tom Ries, President

ATTEST: _____
Larry Sleeman, Vice President