

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

February 7, 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, Gwynn Irvin and Ray Hubbell. Volunteer President Marty Theurer was also present.

II. ACTION ITEMS

A. Approval of Minutes – **A motion was made by Baca, seconded by Glasmann to approve the Minutes of January 3, 2010 as amended. Motion carried unanimously.**

B. Approval of Bills – Sleeman inquired about the payment to Bellevue. Phelps stated it was for the new computer for the EMS Officer. It had been budgeted. **A motion was made by Glassman seconded by Jacobs to approve payment of the January 2011 bills in the amount of \$59,462.41. Motion carried unanimously.**

III. PUBLIC COMMENT – There was none.

IV. Koontz & Perdue – Glen Kearns, Auditor from Koontz & Purdue reported on the agency's audit for 2009/2010. Kearns stated the agency is in good shape. Current ratios are 3 to 1, which is good. An early payment was made on the loan, which will leave the final payment due in this current year. Kearns reviewed the audit by pages. On Page 12, Sleeman inquired what the miscellaneous income was comprised of. Kearns stated he would get the breakdown for the Board. Financial statements are comprised of full accrual and modified accrual which is based on timing of transactions. The management letter with recommendations was reviewed with the board. There were no significant deficiencies. Staff has already addressed the audit concerns. Kearns explained the unclaimed property law in Oregon. We have a few smaller checks that have not been cashed and are still on the outstanding list. We will need to look into these during the year and clean them up.

V. OLD BUSINESS –

1. Volunteer Dinner - Phelps stated the surveys were on his desk. The only issue heard was there needed to be a microphone next year. There also needs to be someone from the Pastoral Association and ODF invited next year. The dinner this year was approximately \$3,818 with a \$100 donation. It seemed to go well and everyone had a good time.

2. Vision Statement – Ries reviewed the vision statement. Some minor changes were made and given to the Administrative Assistant to clean up and get back to the Board.

3. Community Visioning Event – Phelps, Hiram, Viktor, Marty and Mary are interested on being on the committee along with the Board members Sleeman and Jacobs

VI. STAFF REPORTS

1. President – There was none.

2. Fire Chief –The DEQ has concluded their investigation and determined that as the property owner, we have committed three Class I violations and that our file will be referred to their Department of Compliance and Enforcement. We knew there was asbestos in the flooring and we may be some fine involved.

Stairs – Phelps stated that \$2,000 was approved by the Board for the stair project. The project will probably be around \$2,700 with the architecture plans. The area will be used to clear out the bay of all the work out equipment. Sleeman asked why there are always additional funds requested after funds have been approved for a project. The Board asked for a printout of all the persons using the cards to go to the Anytime Fitness to see how many are actually using it. Even if we don't have the equipment moved up there we can use it for storage.

Employment Relations Boards –Phelps stated that he had received notice about the Firefighters forming a collective bargaining unit. Phelps has been in touch with legal counsel. There is a February 14th deadline for the petition to be signed by 30%. Phelps required that Gwynn Irvin, Administrative Assistant be removed as she is a confidential secretary to the Chief. Ries stated that he would like to be involved on the board or committee.

Personnel – Phelps stated he would like to recommend changing the job description for the Training Officer to include direct supervision of the staff firefighters and program oversight for the Resident Volunteer program. Along with the proposed changes, Phelps would like to follow the Civil Service Commission's recommendations and make the position an exempt position and create a separate wage schedule for the position. Based on staff discussions and the need of the District, Phelps would also like to add Lieutenant qualifications to the firefighter job description for staff Firefighters. Current employees would not be required to obtain the certification and new hire would be given 24 months from the date of hire to obtain the classes and complete internal training and testing. Jacobs asked how sustainable we are as a volunteer district. Volunteers come and go. Right now we have a few new volunteers that are making Philomath their home and don't seem to be looking for another place to live. Baca asked that the Board receive the minutes from the Civil Service

Commission meeting. Sleeman stated there will be additional cost to both positions and doesn't want to be pushed into making decisions that will affect the budget.

Job Coaching/Goals – Phelps stated that he has met with Kevin Boyle to discuss his need for additional training and guidance. Phelps has not set up his goals yet, he requested a review of his performance review. Glassman has the stats. There are 3 top requirements. Jacobs stated that they need to be careful not to corrupt the confidentiality of the review.

Budget-Wages & Benefits – Larry Sleeman declared that he had a direct conflict and would not respond on this subject. Tom Ries and Ruth Jacobs are on the Committee. Nothing was discussed due to other budget issues at this time.

3. Sec/Treasurer – We will be receiving a high increase in the PERS contributions. I will be attending the CIS conference Feb 16-18 and should learn more regarding the health insurance benefits. They will be giving an amount not to exceed.

VII. REPRESENTATIVES REPORTS – Theurer stated there were glowing reviews on the dinner. At this time there are 32 Fire Volunteers and 7 EMS only Volunteers. At this time there are no recruits. There will a new class starting this spring. Theurer stated that he has asked that volunteers stay neutral and not pick sides on the Staff bargaining unit issue.

VIII. NEW BUSINESS -

1. Sleeman stated that he would like to see a budget calendar soon. At this time no dates have been set.
2. There will be a blood drive at the main fire station on February 9th, 2011, from 12'30 to 5:30 pm

VIX. OTHER BUSINESS – There was none.

X. ADJOURNMENT – The next meeting will be March 7, 2011. Meeting adjourned at 9:15 pm.

Tom Ries, President

ATTEST: _____

J. Reed Glasmann, Secretary