

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

July 11, 2011 Minutes

I. CALL TO ORDER/ROLL CALL

The Philomath Fire and Rescue Board meeting was called to order by Board Member Angie Baca at 5:30 pm. Baca gave the Oath of Office to Larry Sleeman and Rick Robinson. 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 President Marty Theurer was also present.

Guest Present: Jackie Robinson.

There were no comments

II. ACTION ITEMS

- A. Approval of Minutes – **A motion was made by Baca, seconded by Robinson to approve the minutes of June 6, 2011 as presented. Motion carried unanimously.**
- B. Approval of Bills – Sleeman questioned the elections cost. Phelps explained how the County portions out the costs. There were also questions regarding the alarm panel expense at the Wren Station. Hubbell stated there will be another bill for the same problem for the Llewellyn station. Robinson inquired if the panel was replaced after the fire at Station 203. Hubbell stated it was not affected at all. **A motion was made by Jacobs, seconded by Baca to approve payment of the June 2011 bills in the amount of \$17,138.15. Motion carried unanimously.**
- C. Authorization to Sign Checks – **A motion was made by Jacobs, seconded by Baca to authorize Rick Robinson to sign checks for Philomath Fire & Rescue and to remove J Reed Glasmann from the check signing. Motion carried unanimously.**
- D. Election of Officer – Secretary/Treasurer - **Jacobs made a motion to nominate Baca for the position of Secretary/Treasurer, seconded by Robinson Motion carried unanimously.**

III. PUBLIC COMMENT – There was none.

IV. OLD BUSINESS –

- 1. Civil Service Commission – There is still an open position of the Civil Service Commission. They meet every 90 days of as needed. The application is on the website.
- 2. Community Vision Report – Sleeman inquired how they are going to use the information to update the Master Plan. He recommended the information be sent out to a committee with

Board President Ries and another Board member. Ries and Phelps will put a calendar together with a timeline for working on the Master Plan and bring back to the Board.

V. STAFF REPORTS

1. President – With Ries out of town, there is no report. Sleeman asked that the volunteer appreciation dinner be put on the August agenda for discussion.
2. Fire Chief – Phelps
 - Wren Hills Estate Update – Phelps will be attending meeting with Benton County Board of Commissioners on July 12 where they will take testimony on the proposed subdivision for Wren Hills Estate. They will hold off making a decision until the end of July. Phelps stated he has received a letter from Larry Pribyl, a current homeowner in the uncovered area of Phase I asking that the PF & R Board of Directors consider making a rebate to him for putting sprinklers in his home when it was built. Board consensus was to check with SDAO regarding possible ramifications of doing this will be, and bring back to the Board.
 - Bargaining Unit Update – Phelps stated he met with Jacobs and they are working on setting up the first meeting to begin discussing issues.
 - Tax Lot Project – Phelps stated he received a map from Doug Sackinger at the County to identify boundaries. Staff firefighter Josh Sleeman has found more than 15 properties so far that have been improperly classified as being in the District or out of the District
 - Recruitment and retention Grant - Phelps has met with Carol Menken-Schardt and Brian Brooks to begin the process of planning a media campaign. Both of these persons are media specialists and they are discussing strategies. At this time they are both volunteering their time.
 - School District Bond Projects – Phelps reported work is continuing on the elementary school, the middle school is waiting for permits and the high school is in the demolition stage right now. Phelps and Hubbell will be working with the school district on where they will be placing students in the fall.
 - Bids for Building – Phelps stated that he would like Board consensus to begin working on plans for an addition to Station 201. This would increase dorm space for additional residents and office space. This would be a single story addition on the east side of the building. Board consensus is to put something together and bring back to the August meeting.

- Vacation Bank – Phelps stated that his vacation bank is in a deficit and he will be taking another week the end of July. The amounts will be refilled in August and will be adjusted.
- Inavale Horse Trials - EMS provided standby at the Inavale horse trials. There were only 5 patients with 1 person needing to be transported. The Frolic had minor injuries that required ice packs.

3. Secretary/Treasurer – Irvin reported the Revenues and Expenses are doing okay. The property taxes came in higher than projected. There was a glitch in the budgeted amount which will be corrected and the final expenses will be brought to the August meeting.

The activity reports for April thru June were included in the packets. Calls are at the same number as they were at this time last year. The run tracker report was reviewed.

- VI. REPRESENTATIVES REPORTS –President, Marty Theurer reported that the summer picnic will be held on September 11th. The place has not been set yet. Two volunteers have resigned in this last month, one has moved out of area and the other has decided that she has other obligations.

Sleeman stated he saw Hiram Loyd at the car show with Old #1.

The Department’s participation with “Smokey” and “Sparky” in the parade was a big hit this year. It was suggested that the Board members be more involved.

- VII. NEW BUSINESS -

1. OFDDA/OFCA Conference in November – Board members will check their schedules and see if they will be able to attend the conference.

2. Credit Card – Phelps asked that the Board authorize an increase t Fire Marshal Hubbell’s credit card. He has the lowest limit and there are times when he needs to spend more than authorized. Board consensus is for the Chief to handle this.

- VIII. OTHER BUSINESS – The September Board meeting falls on Labor Day. Another day will have to be set for the meeting. Baca stated she will be having Surgery on September 2 and won’t be available for the meeting.

- IX. ADJOURNMENT – The next meeting will be August 1, 2011. Meeting adjourned at 7:30 pm.

Tom Ries, President

ATTEST: _____

Angie Baca, Secretary