

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

March 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 Vice President Zack Hittner was also present.

Guest Present: Rick Robinson and Johnny Watkins

II. ACTION ITEMS

A. Approval of Minutes – **The minutes of February 7, 2011 were accepted as presented.**

B. Approval of Bills –**A motion was made by Glasmann seconded by Jacobs to approve payment of the February 2011 bills in the amount of \$24,020.49. Motion carried unanimously.**

III. PUBLIC COMMENT – Johnny Watkins commented on the rescue vehicles or engines coming to a scene and leaving their headlights on blinding oncoming traffic. He was referring to an incident at his home where lights were left on in the driveway; the ambulance also complained that it was blinding them as they arrived on scene. Watkins feels there should be some discussion on this issue as it is not legal to be leaving your lights on.

IV. OLD BUSINESS –

1. Vision Statement – Ries reviewed the vision statement. It was suggested that in the first line “very” be deleted from the statement.

2. Community Visioning Event – Phelps stated that the meeting will be on Friday March 11<sup>th</sup> at 3:00 pm. Hiram and Marty will be unable to attend. Board members Sleeman and Jacobs will be there. Jacobs stated there need to meet now if there plan on having the Community meeting in April or May.

3. Anytime Fitness – Phelps stated that he had not heard back regarding how many different persons were using the cards for the fitness center.

VI. STAFF REPORTS

1. President – Ries & Jacobs stated they met with Chief Phelps regarding his goals. These were built out of feedback from Phelps' performance review. Ruth read the goals. Glasmann asked if there will be any benchmarks. Sleeman stated there should be a report quarterly.

2. Fire Chief –

Stairs – Phelps stated that \$2,000 was approved by the Board for the stair project almost a year ago. 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. Even if we don't have the equipment moved up there we can use it for storage. **A motion was made by Jacobs, seconded by Sleeman to spend an additional \$1,900 of funds for the stairs out of the reserve program. Motion carried unanimously.**

Bargaining Unit – Phelps stated he has filed for an exclusion of the Training Officer position from the proposed bargaining unit. Phelps received an email today regarding the request. Due to the confidential nature between the Training Officer and Chief he feels it should not be included.

Personnel /Hiring– 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. Changes have been made by the attorney in the description. This will have budget implications. 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. Phelps stated the Civil Service Commission endorsed the job and the pay scale.

Sleeman stated he is not ready to respond on the change. Glasmann stated that if there is a Deputy Chief position why we would need a Chief. Phelps responded that the position would also create a succession position if the Chief should leave. Phelps also stated there is a clause in his contract that the Board can adjust his salary.

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. 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. Going to a Deputy Chief position was presented to the Civil Service Commission. Draft minutes were included in the packet. Baca stated that she would like to have a Civil Service representative come to the Board meeting.

Job Coaching/Goals – Phelps stated that Nels Thompson will be acting as his coach and working with him weekly. They will be focusing on employee evaluations next week.

Budget-Wages & Benefits – Larry Sleeman declared that he has a direct conflict and would not respond on this subject. Tom Ries and Ruth Jacobs are on the Committee. Wages were not discussed due to other budget issues at this time. PERS is going up approximately \$21,000 dollars. Phelps stated that we could budget a 2% COLA. Jacobs & Ries will meet regarding the health insurance. . Phelps stated that wages and benefits are big items. All increases go before the Board for approval. **Baca made a motion seconded by Glasmann to add the 2% COLA and Lieutenant allowance for planning purposes only. Glasman and Baca, voted aye, Ries and Jacobs voted nay. Motion failed.**

Training Ground Fence – Training Officer Doug Lilja reviewed the proposal for fencing the training ground. The project is a chain link fence with gates that would secure our existing one acre training ground. Currently there are people walking and driving through the area. This could pose a potential injury if there is a training going on and a person could be injured. At times there are autos sitting around for days that are used for training with only flagging as a deterrent to stay away. The total cost for the fence would be \$12,629 after a \$3,000 grant from SDAO. **A motion was made by Baca, seconded by Glasmann to approve spending \$15,629 on the fencing project with \$12,629 out of the reserve fund and the \$3,000 grant. Motion carried unanimously.** The project will be done by June 1, as the cost of material continues to go up.

3. Sec/Treasurer – We received another \$21,000 in property taxes this week. At the CIS Conference they announced the health insurance would not exceed 4.5% increase. The budget calendar was included in the packet.

VII. REPRESENTATIVES REPORTS – Vice President, Zack Hittner stated there are five new recruits this term. There will be a burn to learn scheduled for April 9, 2011 in Wren.

VIII. NEW BUSINESS -

1. The Board reviewed the handout from SDAO & Wilson-Heirgood regarding workshops they will come facilitate for Boards. There was a list of several that the Board is interested in. They will discuss this again.

VIX. OTHER BUSINESS – There was none.

X. ADJOURNMENT – The next meeting will be April 4, 2011. Meeting adjourned at 9:25 pm.

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Tom Ries, President

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

J. Reed Glasmann, Secretary