

MINUTES OF THE REGULAR BOARD MEETING

OF

PHILOMATH FIRE AND RESCUE

August 1, 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 7:05 pm. Board members present were Larry Sleeman, Ruth Jacobs, Angie Baca Tom Ries and Rick Robinson. **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

A. Approval of Minutes – **A motion was made by Jacobs, seconded by Baca to approve the minutes of July 11, 2011 as presented. Motion carried unanimously.**

B. Approval of Bills – Adjustments were made to the list of bills due to duplications found on the list prior to the meeting. Sleeman inquired if the 911 users' fee is for the quarter, or yearly, Phelps responded yearly. **A motion was made by Baca, seconded by Jacobs to approve payment of the July 2011 bills in the amount of \$122,061.59. Motion carried unanimously.**

III. PUBLIC COMMENT – There was none.

IV. OLD BUSINESS –

1. Community Vision – Phelps distributed the table of contents from the 2000 Master Plan which can be used each month to review the plan with the Community Vision report information. It is estimated to take about 12 months for the review to be completed. Phelps and Ries will create a calendar for the review, and compact and incorporate areas of the vision report into appropriate sections of the Master Plan. Phelps stated the Vision report was built with no constraints, while the Master Plan is based on reality and costs. Some of the work can be done prior to the Board meetings. Baca volunteered to be on the committee.

2. Civil Service Commission – There is still a vacancy on the Civil Service Commission. Jacobs asked that a job description of what the Commission does be included with the application. Phelps stated he would send it out.

3. Bids for Building Plan for Station 201 – Phelps. Discussion moved to Chief's report under Station Design Project.

4. OFDDA/OFCA Conference – Irvin reported that 4 hotel rooms have been reserved. All Board members are planning to attend as is Chief Phelps. Irvin will check and see what the suite rooms consist of and get back to the Board. Scholarships are also being sent in to the OFDDA for the conference fees.

V. STAFF REPORTS –

1. President –

- Volunteer Appreciation Dinner 2012. Ries directed that the volunteers be asked if they are still interested in having the appreciation dinner in January at their next Business meeting.

Fire Chief – Phelps

- Wren Hills Estate Update – Phelps reported that he had received the signed documents from Doug Rue with the covenants for the annexation of Phase 1 of Wren Hill Estates into the Fire District. The documents are ready to be filed with the County. Phelps recommended the Board approve the petition for annexation. Robinson inquired if an addition is added onto one of the existing houses can they be forced to add sprinklers. Phelps stated he is working with Benton County on some options. Benton County will also be looking at Phase 2 of Wren Hills Estates sometime in mid September. They will do the advertising for the annexation and pass the bill onto Doug Rue. **A motion was made by Sleeman, seconded by Jacobs to approve the annexation of Phase I with the covenants included. Motion carried unanimously.**
- Bargaining Unit Update – Phelps stated he met with Jacobs and August 10th has been set for the initial meeting with the bargaining unit to begin discussions.
- Tax Lot Project – Phelps stated Josh Sleeman has been working on the tax lot project. He has found properties that were in District not paying taxes and properties out of District that have been paying taxes. Phelps will meet with the County Assessor to confirm these and encourage person out of District to apply for annexation.
- Station Design Project - Copies of the proposed design project layout area were included in the packets. All ideas are welcome. Phelps will have a report at the next Board meeting.
- Sprinkler Incentives – Phelps stated he is waiting for more information and will bring this to the next Board meeting.
- School District Bond Projects – Phelps reported work on the elementary will be finished. The sprinkler system at the Middle School is light duty and they are looking at how much separation will be needed. The High School does not have complete plans for the sprinkler system and the contractors are not following the current plans. Phelps

and Hubbell will meet with the contractors next week. Phelps will be attending the School Board meeting to update them from the Fire Department's perspective. Robinson asked if the District is spending more time than anticipated on this project. Phelps stated this project is too important not to be involved.

3. Secretary/Treasurer – Irvin reported the Revenues came in approximately \$27,700 higher than anticipated which brought the projected carryover up to \$201,997 for the General Fund. Carryover for the Building Reserve is \$171,737, Vehicle Reserve \$69,571 and Equipment Reserve \$34,103. These amounts will be confirmed during the audit.

The run tracker report was reviewed. Board members asked that a ledger be included on the report.

- VI. REPRESENTATIVES REPORTS –Vice-President, Zack Hittner reported that the summer picnic will be held on September 11th. The location 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. Two of the residents will be moving out in the next month, one will be moving out of District so she will become a Community EMS volunteer. Three recruits passed their tests last week and are now firefighters. They will have black helmets until they receive their live fire training. Another recruit will receive his yellow helmet. He came to the District from another area and has already had his training.
- VII. NEW BUSINESS - There was none.
- VIII. OTHER BUSINESS – Robinson stated he has gone to the last two fire trainings and inquired if it is appropriate for him to talk to the volunteers and see what would keep them here as volunteers, as well as residents. Board consensus is to continue. Robinson also stated he got his first ride in an engine.

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.

Sleeman inquired what the status of the DEQ fine is. Phelps stated that the State has repealed the letter sent to the Volunteer Association and reissued one to the District. Phelps and Doug Lilja met with representatives of the DEQ on July 15th to appeal the fine. This has set the stage for a hearing. Robinson asked as a Board member and a contractor, could the DEQ reduce the fine if the District were to provide public education to the contractors in the area. He feels there is a lack of knowledge among the contractors. Phelps stated the DEQ does have a program that provides an agency to lower their fines by taking part in their education program. They have a list of acceptable education or mitigation programs.

Sleeman also stated it has been 6 months since the Chief's review and it is time to review his goals. Ries and Jacobs will meet with the Chief to discuss these.

IX. ADJOURNMENT – The next meeting will be on Thursday, September 1, 2011. Meeting adjourned at 8:50 pm.

Tom Ries, President

ATTEST: _____

Angie Baca, Secretary