

PHILOMATH FIRE & RESCUE

August 3, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:03. Board members present were Treasurer Rick Brand, Daphne Phillips, Vice President Robyn Jones, and President Joe Brier. Staff present were Fire Chief Tom Miller and office Administrator (OA) Lillie Rodriguez.
Guests present: Victor Haney, Andy Louden, Chancy Ferguson, Ken Corbin
- II. ACTION ITEMS
 - A. Approval of Minutes – July 13, 2020 Minutes – **Vice President Jones motioned to approve minutes.** Treasurer Brand noted that there should be mention of advertising in 2021 for the opening Board seat. **He seconded with the mentioned change. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez presented the monthly bills, noting the large expense of the purchase of the Self-Contained Breathing Apparatus (SCBA) in the amount of \$206,190.00. Treasurer Brand asked about the fee for annexation and clarified a typo for one bill.
Treasurer Brand motioned to approve payment of the bills in the amount of \$233,632.10. Vice President Jones seconded. Motion passed 4-0.
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Brier stated that Board Report has supplanted the President Report. He also noted that the state office sent a letter thanking the District for providing personnel to the Emergency Operations Center.
 2. Fire Chief – Personnel –
 - Chief Miller stated that personnel are adjusting to meet PPE mandates.
 - He stated that the District is still waiting to hear the results of the submitted grant applications.
 - Chief Miller stated that he did receive an alert for conflagration deployment, though it was cancelled. He said this opportunity helped the personnel prepare for future deployment requests.
 - Chief Miller advised the Board that the COLA and other personnel wage changes went into effect on July 1, 2020.
 - Volunteers –
 - Chief Miller reported that the District has 5 new volunteers on-boarding with the District who will start fire academy September 29th.
 - Apparatus Update –
 - Chief Miller reviewed the recommendations of the Apparatus Replacement Committee: Douglass Bailey, Andy Louden, and DC Ferguson. Chief Miller noted that the estimated price for replacement apparatus is estimated based on today's rate. The Apparatus Replacement plan was included in Board Packet.
 - Equipment Update –
 - Chief Miller asked the Board to surplus the former SCBA packs adding that the SCBA Surplus list was included in the Board packet. Chief Miller and the Board discussed options for where the surplus SCBA packs could go either through donation or sale.

Treasurer Brand encouraged Chief Miller to surplus the packs for sale in order to recoup some funds back into the reserves.

Building –

- Chief Miller stated that the installation of cameras at Station 201 is almost complete. He noted that video recordings are retained for 30 days.
- Chief Miller reported that a heating and cooling unit will be installed at Station 203.

Meetings –

- County Fire Defense Board Meeting - Chief Miller stated that a committee to discuss dispatch difficulties is being convened and Chief Miller has assigned Captain Saalsaa to participate in that group.
- Regionalization - Chief Miller stated that he met with Chief McCarthy to talk more about regionalization.
- Chief Miller stated that he attended the Hoskins Kings Valley Board meeting.

RunTracker –

Chief Miller reviewed the monthly numbers for RunTracker for July 2020 including historical numbers back to 2016.

Chief Miller and the Board discussed upcoming changes and topics of interest for the new 9-1-1 Tax District. Chief noted, in the future, the tax district should pay for radios, rather than the individual special districts, which would include maintenance.

3. Board Secretary – Rodriguez

- Revenue/Expense Report – OA Rodriguez noted that the transfers according to the budget had been completed so the fund totals are accurate. She added that the annual audit is scheduled for 2nd week of October.
- Review of Check Register – OA Rodriguez reviewed deposits to the Citizens Bank account.
- Chief Vacation Hours were included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reported that the volunteers are coordinating a celebratory parade for recent retirees Newell and Sleeman. He added that they are currently working on reviewing their bylaws.
2. IAFF Local 4925 – Union President Haney had nothing to report.

VI. OLD BUSINESS

1. Fees Policy – 2nd Reading – OA Rodriguez presented the clean copy of the policy, noting prior change of verbiage from “fine” to “fee”. The Board and Staff discussed billing for out-of-district responses and cancelled calls. **Treasurer Brand motioned to approve the Fees Policy as presented. Jones seconded. Motion passed 4-0.**
2. Volunteer Assistant Chief Job Description – 2nd Reading – Treasurer Brand noted a typo under Supervision Exercised. He also asked about the Selection Guidelines for the position. Chief Miller suggested that there be a statement included noting that the competitive process would be followed in the case of multiple applicants. The Board requested this job description be returned at the next meeting for a 2nd reading.
3. Video Surveillance Policy – 1st Reading – OA Rodriguez presented the updated policy noting the inclusion of the recommended statements by the Board and the addition of the Video Surveillance Access Log. The Staff and Board discussed the reason for video surveillance access and requested that this policy be returned for 1st reading at the next meeting.

VII. NEW BUSINESS

1. Civil Service Commission Minutes – OA Rodriguez noted that the meeting was reviewed last month by Chief Miller in his Chief Report and stated that the draft minutes were included in the Board packet.
2. FA/CPR Fee Policy – 1st Reading – President Brier noted that this policy was carried over from the cancelled April meeting. OA Rodriguez refreshed the Board about the issues surrounding cancellations with the FA/CPR classes. She noted the change to include fees transferable to one class. The Board requested that this policy return for 2nd reading at the next meeting.
3. Annexation Withdrawal Policy – 1st Reading – OA Rodriguez reminded the Board of the prior discussions related to the annexation and withdrawal process and the District’s prior meeting with Benton County Public Works. The Board requested that this policy return for 2nd reading at the next meeting.
4. Training Reimbursement Policy – 1st Reading – OA Rodriguez reviewed changes made to the policy including completing appropriate documentation, GSA rates, and \$50 per day limit for meals. The Staff and Board discussed reimbursements for trainings and ways that other departments manage reimbursements.

VIII. ACTION ITEMS

Surplus Items

- SCBAs – **Phillips motioned to surplus 42 SCBA packs, 67 SCBA masks, and 93 SCBA bottles per the Surplus Equipment spreadsheet. President Brand seconded. Motion passed 4-0.**
- Radios – Chief Miller stated that the radio surplus list is not ready for the Board to review.

IX. NEXT MEETING – The Board discussed that the next meeting was originally scheduled for Labor Day and rescheduled it to the following Monday, September 14th.

X. ADJOURNMENT - Meeting adjourned at 16:00.