

PHILOMATH FIRE & RESCUE

January 8, 2019

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Brier at 12:00. Board members present were President Joe Brier, Treasurer Rick Brand, Robyn Jones, and Ruth Jacobs. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez. Guest Present: Melissa Miller, Sirens leadership
- II. ACTION ITEMS
 - A. Approval of Minutes – November Minutes – **Jacobs motioned to approve minutes as presented. Treasurer Brand seconded. Motion passed 4-0.**
December Minutes – **Jacobs motioned to approve minutes as presented. Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – November Bills – AA Rodriguez reviewed the November 2018 bills with the Board. Treasurer Brand asked about alignment for one of the fire apparatus and whether the work could be done locally. Chief Miller stated that this work is specialized adding that the local option was not available which is why the vehicle was taken to Eugene. **Treasurer Brand motioned to approve payment of the bills in the amount of \$16,222.99. Jones seconded. Motion passed 4-0.**
December Bills – AA Rodriguez presented the December 2018 bills and noted 3 voided checks due to a misprint. **Jacobs motioned to approve payment of the bills in the amount of \$29,849.54. Treasurer Brand seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brier apologized for his absence in the last few months and he thanked the Board for managing things in his absence. He also noted that he has heard compliments from the community about the District's the Open House this year.
 2. Fire Chief –
 1. Personnel – Chief Miller reported that Captain Saalsaa should be eligible for full active duty within the week. He added that the District's job postings drew a large number of very qualified applicants and applications have been reviewed. Chief Miller reported that Treasurer Brand will sit on the interview panel for the candidate evaluation process on January 19th. Chief Miller added that he has members of other leadership in the community who will help with the evaluation process as well. Chief Miller reported that mid-term evaluations have been completed for LTs Moser and Haney and AA Rodriguez.
 2. Volunteers – Chief Miller reported that the Holiday Party was December 18th and had 66 attendees. He reported that he attended the Volunteer Business meeting. Chief Miller stated that the recruit academy has ended and a learn-to-burn is scheduled for January 26th. Chief Miller stated that the Station 201 resident volunteer slots remain full, adding that he is still looking for an RV for 203.

3. Equipment - Chief Miller asked for \$21,000 from the received conflagration funds to be spend on PPE: boots, helmets, and turnouts.
 4. Siletz Grant – Chief Miller reported that the District received a matching grant for gas monitors, adding that he would would like to use conflagration funds for the District’s portion of this purchase.
 5. Building – Chief Miller stated that Station 201’s new sign is waiting on approval from the County Planner. Chief Miller also stated that the radio antenna relocation project is complete and came in within the District’s budget.
 6. Community Meetings - Chief Miller reported that he attended the Philomath Community Network meeting adding that at that meeting the Chamber of Commerce stated that they will no longer manage the car show at the Philomath Frolic. Chief Miller and the Board discussed the challenges of coordinating this event and possible alternatives.
 7. Master Plan – Chief Miller reported that the first Master Plan Committee meeting is likely to be scheduled on January 23rd, meeting at 5 pm, in the Conference Room at Station 201.
 8. Firewise Garden - Jacobs asked about the Firewise Garden project for Station 201. Chief Miller stated that this project is waiting on the County to coordinate expenses and the timeline.
3. Board Secretary –
- Revenue/Expense Report – AA Rodriguez noted that the bulk of revenue funds have been received and estimated additional tax funds to be expected before the end of the fiscal year.
 - Review of Check Register – AA Rodriguez noted deposits listed for the Citizens’ Bank account.
 - RunTracker – AA Rodriguez presented the RunTracker numbers for both November and December 2018. Chief Miller and the Board members discussed ways in which the District call volumes could be used to focus training throughout the community including fire preparedness and other prevention education.
 - Chief Miller’s vacation hours were included in the board packets.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor was not present.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – President Brier stated that he has not reached out to the band members yet and encouraged Jacobs to reach out if she has a means of contact. He also asked AA Rodriguez to confirm any dietary restrictions among the volunteers. President Brier stated that he signed all contract information for the Scout Lodge. Jacobs, Jones, Brand, and Brier confirmed that they will be in town for the Appreciation Dinner. Chief Miller asked about gifts and door prizes for the event and offered to manage those purchases. President Brier suggested asking the Sirens if they would like to participate in the decorating committee. Mrs. Miller agreed to

head the decorating committee. AA Rodriguez agreed to send out Save-the-dates with the help of Chief Miller.

2. Confined Space SOG – 2nd Reading – President Brier suggested that the District include a Confined Entry Permit form with this policy, adding that he will send Chief Miller a draft of this form. The Board and Chief Miller discussed the level of training needed for confined space responders. President Brier suggested clarifying the training standard and asked that this policy be returned for 2nd reading at the next meeting with these suggested, non-substantive changes.
3. Technical Rescue SOG – 2nd Reading – President Brier again stated that clarification of standards should be included in the definition of the policy. Jacobs encouraged the staff to ensure that the District policy match the NFPA standards and asked that this policy be returned for a 2nd reading at the next meeting.
4. Preventative Maintenance Procedures – 2nd Reading – The Board and staff discussed the flexibility of presenting this as a procedure rather than policy. **Jacobs motioned to adopt the District Building Preventative Maintenance Procedure as presented. Jones seconded. Motion passed 4-0.**
5. Community First Aid/CPR/AED Update – 2nd Reading – Jones encouraged charging up-front for registration in order to mitigate lost revenue and to cover expenses of these classes. **Jacobs motioned to adopt the Community First Aid/CPR/AED policy as written. Brand seconded. Motion passed 4-0.** Chief Miller and the Board discussed accrual of overtime due to classes taught outside the normal work schedule. Chief Miller stated that a cap was put in place for overtime with the most recent CBA. Jones asked if the cost of the fee covers the expenses for the District and if the District considers those financial adjustments for increased charges. Chief Miller assured the Board that the class expenses and fees break-even.
6. Master Plan Review – Chief Miller reiterated that the first Master Plan review meeting will likely be scheduled for January 23rd, adding that he currently has about 10 individuals interested. Chief Miller stated that at the initial meeting the group will review the current Master Plan, establish a SWOT analysis for the District, and discuss ways of soliciting public input.

VII. NEW BUSINESS

1. Chief's Evaluation – The Board discussed the prior year's review process for the Fire Chief. Jones suggested including a self-evaluation. Jones suggested asking a few identified individuals among the personnel for some informal input. Jacobs encouraged President Brier to reach out to the Union, Volunteers, and non-union staff for input.
2. Board Positions – AA Rodriguez reminded the Board that the positions for Jones, Sullivan, and Brand up for election in May 2019. Jacobs stated that she will reach out to Vice President Sullivan to ask about his intentions for running for another term.
3. Mileage reimbursement – President Brier read the Board policies, Article X, Section III – 17.5,6,7 aloud. He clarified that the District does not reimburse for mileage if a District staff vehicle is available for use. Chief Miller discussed per diem, travel, and fuel reimbursement for conferences, training and education for

District personnel. President Brier suggested that the Board Policies need to be reviewed. Jacobs agreed to review the Board Policies and submit suggested changes to the staff.

4. Action Items –

- a. Appropriate \$21,000 of conflagration funds for PPE – The Board and Chief Miller discussed the possibility of conflagration overages to go to the Vehicle Reserves fund to cover additional wear and tear on the fleet. Treasurer Brand asked for clarification of the District’s need for PPE. Chief Miller stated that these funds are being requested for equipment that is used to protect District personnel. The Board agreed that the safety of the personnel is a priority. President Brier asked about the replacement schedule for PPE so that the District can anticipate these expenses from year to year. Chief Miller stated that he and Deputy Chief Lilja are working to replace equipment in regular cycles in order to schedule replacement expenses. **Jones motioned to approve an appropriation of \$21,000 from the conflagration overages for PPE. Treasurer Brand seconded. Motion passed 4-0.**
- b. Siletz Matching Funds - **Jacobs motioned to appropriate \$2,700 from the conflagration reimbursement funds for the matching grant expenses for the gas monitors. Jones seconded. Motion passed 4-0.**

5. Budget Calendar – AA Rodriguez noted that the 2019 Budget Calendar was included in the board packet for review.

VIII. NEXT MEETING – February 5, 2019

IX. ADJOURNMENT – President Brier adjourned the meeting at 13:41.