

PHILOMATH FIRE & RESCUE

July 9, 2019

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board meeting was called to order by President Brier at 15:04. Board members present were Robyn Jones, Daphne Phillips, Rick Brand, and Joe Brier. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillie Rodriguez. Ruth Jacobs arrived at 15:38. Robyn Jones left at 15:40. Guest Present: Lieutenant (LT) Victor Haney.
- II. ACTION ITEMS
 - A. Approval of Minutes –
 - June 4th Budget Hearing – **Rick Brand motioned to approve minutes for the June 4th Budget Hearing as presented. Jones seconded. Motion passed 4-0.**
 - Budget Committee Meeting May 16th – President Brier stated that the list of attendees needs to be corrected.
 - June 4th Regular Minutes – **Jones motioned to approve June 4th Regular Meeting Minutes as presented. Brand seconded. Motion passed 4-0.**
 - B. Approval of Bills – AA Rodriguez reviewed the monthly bills, noting uncommon expenses including the start-up fee for the new CAD system and the Board member election fees. **Jones motion to approve payment of the bills in the amount of \$25,835.86. Brand seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brier welcomed new Board member Daphne Phillips and congratulated Robyn Jones on her election to a permanent Board position.
 2. Fire Chief –
 - Personnel - Chief Miller stated that he suspects that the District will experience a fair amount of turnover in May and June due to the end of the school year and summer availability. He noted that this is the second year in a row that this trend has proven true. Chief Miller stated that the District ran an ad in Daily Dispatch for Resident Volunteers and two new RVs will be moving in this month. He added that Aine Smith has started as a part-timer and Chancy Ferguson started in the Deputy Chief (DC) position. Chief Miller recommended Lieutenants Moser and Haney for their annual step increase.
 - Volunteers - Chief Miller reported that he attended the Volunteer June meeting, adding that they are busy with many stand-by activities during the summer months. Chief Miller added that the District has a new community volunteer, Ian Sargent.
 - Apparatus – Chief Miller stated that the District is relocating some apparatus for ISO purposes. Chief Miller also stated that he is creating an automatic aid agreement with Kings Valley and Blodgett. He noted that 221 will be coming back to station 201 for response.
 - Equipment – Chief Miller reported that the SCBA Committee has completed their evaluation. Chief Miller thanked Viktor Bovbjerg for his work on the committee. Chief Miller said that the next step is to request bids from 3 of the vendors. He added that he should know more next month about the AFG grant and the cost of the SCBAs. Chief Miller stated that the ESO tablets are up and running for patient care and added that they will work more efficiently in transfer of patient care between Philomath and Corvallis Fire.

Building – Chief Miller stated that the 201 landscaping project has started for the west end. Chief Miller noted that a plumber will be needed to run a water line to west end for sprinklers.

Meetings – Chief Miller stated that he and DC Ferguson attended some executive level classes at the beginning of the month, adding that DC Ferguson completed the ICS-400 class, Incident Command for Complex Incidents, as well.

Master Plan – Chief Miller thanked the Master Plan committee for helping review the Master Plan, noting that staff, volunteers, Board members and community members helped put this document and plan together. Chief Miller stated that he and AA Rodriguez will work on developing the supplemental document next.

President Brier asked if there are sufficient volunteers to operate 233 when it moves to Station 203. Chief Miller stated that there will be a water supply class offered by the District next month to ensure that several personnel are capable of operating that apparatus. Treasurer Brand noted that he forwarded a USDA grant opportunity on to Chief Miller. Chief Miller stated that he looked into it and the grant would be for buildings and could potentially be used to increase the building for a resident volunteer at Station 202 in Wren. Chief Miller stated that placing a single-wide trailer near station 202 would cost the District approximately \$47,000 and the area has hook-ups already. Chief Miller noted that Blodgett and Kings Valley may be in a position to help support the purchase of that structure for Station 202. Chief Miller noted that he isn't sure if the population of Wren would meet the standards for the USDA grant.

3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez reviewed the Year End Expense Reports, noting additional carryover funds in the amount of \$76,000. Chief Miller and the Board discussed options for the additional carryover funds. Treasurer Brand recommended discussing this topic further at the next meeting. Jones added that the District might know better about the grant award, at that time, as well.
- Review of Check Register – AA Rodriguez reviewed deposits into the Citizens Bank account as well as transactions to “clean up” the year end reports in QuickBooks.
- RunTracker – AA Rodriguez reviewed the June 2019 Runtracker: 53 calls; 14 Fire, 29 Medical. Treasurer Brand noted that this month seemed to have more fires, Chief Miller agreed that there were more fire calls this month than prior months. Treasurer Brand asked about personnel ratios for response to calls, paid versus volunteer. Chief Miller offered to bring a report with this information to the next Board meeting.
- Utility Trends – AA Rodriguez presented the Board with the trends of utility expenses since July 2014. She discussed the different time periods, pre-construction, during construction, and post construction, and the impact of improvements to the building and additional personnel on the monthly bills. Chief Miller reviewed the ways that the District worked to be more efficient with utility expenses. Treasurer Brand asked about heating the bays.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Taylor not present.
2. IAFF Local 4925 – Union President Saalsaa not present. LT Haney stated nothing to report.

VI. OLD BUSINESS

1. Chief Goals – President Brier stated that Chief goals were emailed to Board members prior to the meeting. He added that he met with Chief Miller and the goals were discussed and

agreed upon by the Chief. Jacobs added that she liked the goals and that the Job Description details has been removed.

2. Social Media Policy – 2nd Reading – Treasurer Brand noted that on the second page “social media platforms” should replace “Facebook and Instagram”. Jacobs recommended adopting the policy with a note to revisit it in a year or as needed. President Brier stated that clarification is not substantive change. **Treasurer Brand motioned to approve the Cell Phone & Social Media Policy with the recommended clarification. Jacobs seconded. Motion passed 4-0.**
3. Volunteer Association Expenditures – AA Rodriguez presented the final draft of the Volunteer Expenses Guidelines and explained that they are to help ensure that funds are being spend appropriately for the Volunteers. Treasurer Brand stated that he thinks these guidelines look good.
4. Physical Exam Policy – 2nd Reading – AA Rodriguez noted that primary reason for the policy change had to do with removing age-related physical requirements, instead having physicals for all interior firefighters every other year. Treasurer Brand stated that objective could be rewritten in a more positive light, suggesting verbiage such as “optimum performance of duties”. The staff and Board members discussed the rationale for the physical fitness policy. Phillips recommended verbiage including “to ensure that all interior firefighter are fit for duty” or “to ensure safety and physical condition of personnel”. Chief Miller noted that the policy verbiage has to do with template verbiage received from SDAO. **Jacobs motioned to adopt the Physical Exam Policy as presented. Brand seconded.** President Brier asked Haney for his opinion of the verbiage. Haney stated that he doesn’t take issue with the verbiage. **Motion passed 4-0.**
5. New District Website – AA Rodriguez reviewed the new site with Board and reported that the new site will be implemented later this week.

VII. NEW BUSINESS

1. Swear in new Board Members – Chief Miller swore in Daphne Phillips as the new Board member for Position 5.
2. Recurring Journal Entries – AA Rodriguez reviewed the Recurring Journal Entries. Board members and the staff discussed monthly payroll withholdings. **Treasurer Brand motioned to approve the Recurring Journal Entries for 2019 – 2020. Jacobs seconded. Motion passed 4-0.**
3. Civil Service Appointments – Expire August 1 – AA Rodriguez stated that Van Hunsaker’s term as one of the Civil Service Commissioners is set to expire July 31st. She added that she spoke with him and he is interested in continuing on the commission. **Jacobs motioned to approve Hunsaker for another term on the Civil Service Commission. Treasurer Brand seconded. Motion passed 4-0.**
4. Board Officer Positions – President Brier noted that annually the Board reviews the executive positions.
Board President - **Jacobs nominated Brand as Board President for the 2019 - 2020 fiscal year. Phillips seconded. Brand accepted. Motion passed 4-0.**
Board Vice President - Jacobs noted that Phillips is likely not ready to take on the Vice President position. **Jacobs nominated Brier for Vice President. Phillips seconded. Brier accepted. Motion passed 4-0.**
Secretary/Treasurer - **Jacobs nominated Jones as Treasurer.** Brand stated that Treasurer position takes about 30 minutes per week to review and approve bills. **Brand seconded. Motion passed 4-0.** Jacobs noted that if Jones was unable to accept the position, she would accept the role of Treasurer. The Board asked AA Rodriguez to

reach out to Jones to see if she would be available to take on this role and report back at the next meeting.

5. COLA Recommendation – Non-Union Staff – Chief Miller stated that the Union members received a 3% COLA and recommended AA Rodriguez for a comparable COLA. **Jacobs moved to approve AA Rodriguez for a 3% COLA. Treasurer Brand seconded. Motion passed 4-0.**
6. Review Board Documents for Disposal – The Board discussed the process for reviewing and disposing of old documents. The Board asked AA Rodriguez to pull guidelines for record retention. President Brier recommended that he and Treasurer Brand review Board documents for purging. Jacobs added that she has old documentation that should be stored at the District administrative office.
7. Board Meeting Time – Phillips suggested meeting on Mondays. She stated that Tuesday afternoons can be difficult for her. Board members agreed that Mondays at 3pm work well for the majority.
8. OFDDA Fire Service Conference – President Brier reviewed the OFDDA conference topics and benefits of attendance. He encouraged interested Board members to register for the November conference. Jacobs and Treasurer Brand noted that they might be able to attend. Treasurer Brand recommended Phillips attend the SDAO Conference in February, adding that it covers a lot of topics that are relevant to Board members of Fire Service Districts. Chief Miller stated that he and Jones will be attending the SDAO Regional Meeting on August 8th and Phillips confirmed she will attend the same regional training on August 22nd.
9. 9-1-1 Service District – President Brier stated that the 911 Director requested Board support for the 911 Service District measure. He added that he requested the measure verbiage from the Dispatch Director but that has not yet been furnished. Chief Miller added that the community wants to know what the funds will go towards, whether it be wages, infrastructure, or equipment and there are still a lot of questions surrounding the topic. President Brier suggested the 911 Director return to give another presentation to the Board. Chief Miller added that the governing board of the 911 District will consist of members of the impacted Districts.
10. Action Item – President Brier stated that Chief Miller requested that LTs Moser and Haney be approved for their annual step increases according to Contract Bargaining Agreement. **Jacobs recommended approval for step increases based on Chief Miller's recommendation. Treasurer Brand seconded. Motion passed 4-0.** Brand thanked Chief for his consistency in performing these annual reviews.

VIII. NEXT MEETING – August 12, 2019 @ 3 pm – Jacobs, Brier and Brand agreed they could meet the 12th at 3pm.

IX. ADJOURNMENT – Meeting adjourned at 16:37.