

PHILOMATH FIRE & RESCUE

Regular Session Board Meeting

December 9, 2019

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order by President Brand at 1500. Board members present were President Rick Brand, Vice President Joe Brier, Daphne Phillips, Treasurer Ruth Jacobs, and Robyn Jones. Staff present were Chief Tom Miller and Office Administrator (OA) Lilee Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson, Lieutenant Victor Haney
- II. ACTION ITEMS
 - A. Approval of Minutes – Brier noted a typographical error to Section VI, item 3. Treasurer Jacobs moved to approve minutes with that only correction. Vice President Brier seconded. Motion passed 5-0.
 - B. Approval of Bills – OA Rodriguez presented the monthly bills and noted the conflagration expenses paid while crews were deployed. She added that those expenses have been submitted for reimbursement with the Oregon State Fire Marshal. She also noted that there were expenses paid for the development of the 90-year commemorative logo. Treasurer Jacobs asked about the purchase of dress attire for the department. Chief Miller stated that the department uniforms were purchased for special events for all the personnel to use as needed. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$17,019.64. Jones seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brand thanked the District and all the personnel for all the help around town during the Holiday Season as well as setting up lights at Station 201. He reported that he looked into the settlement regarding the State Timber suit, adding that it will not impact the Fire District. President Brand reminded the Board that the Holiday Party is Tuesday, December 10th at 6 pm.
 2. Fire Chief – Chief Miller apologized for his absence at the November meeting and discussed details of the District's deployment to the fires in California.
Personnel – Chief Miller reported that the District is not currently accepting new applicants for volunteers due to challenges coordinating training for additional personnel. Chief Miller reported that Captain Saalsaa is attending a Community Risk Reduction class at the National Fire Academy and will be gone all week. He added that Captain Saalsaa will return with information for risk identification within the Philomath community. Chief Miller reported that the District completed a Mobile Water Supply course, qualifying 7 new Tender Operators within the District.
Meetings – Chief Miller stated that he attended the monthly Volunteer Business Meeting and Volunteer Captain Andy Loudon was elected as Volunteer President. Chief Miller stated that the Volunteers and Staff also discussed the 90-year anniversary campaign. Chief Miller stated that he is working with the Volunteers to put proceeds from the campaign towards a rescue tool to be housed at Station 202. Chief Miller stated that he has also reached out to local business owners to coordinate events for the campaign throughout 2020. Phillips stated that she thinks that the extrication tool would be a good goal to work toward with this fundraiser.

Chief Miller reported that the District participated in the Tree Lighting event at the Museum. He also stated that Volunteer Fire Academy finished Sunday, December 8th, adding that those new members are now able to respond. Chief Miller announced that January 30th will be the Promotional Ceremony, which will be held at the Museum, at 7 pm.

Apparatus – Chief Miller stated that there was nothing to report for apparatus.

Equipment – Chief Miller stated that he sent adjusted bids for the Self-Contained Breathing Apparatus (SCBA) to the Board prior to the meeting and asked the Board to consider these bids during this meeting.

Building – Chief Miller reported that the Station 201 front door was replaced and a repair was made to a door in the residence.

Chief Miller reported that the base radio was replaced at Station 203 after the prior radio died.

Fire Defense Board - Chief Miller stated that the topic of concern at the Fire Defense Board meeting was Dispatch, issues and resolutions, as well as updates to the CAD system. He added that the 9-1-1 Tax District should help resolve some of these issues, once Dispatch is able to improve their systems and add personnel.

Chief Miller stated that he and OA Rodriguez met with a member from Blodgett fire to talk about funding for future construction projects in their District.

Insurance Services Office Report - Chief Miller stated that the ISO report was released and will go into effect March 1, 2020. He said that the District was rated at a Personal Protection Class (PPC) 4/10. The Board and Chief Miller discussed ways that the District could improve the ISO rating in the future.

Chief Miller thanked President Brand for looking into the Timber Suit and funds.

3. Board Secretary -

- Revenue/Expense Report – OA Rodriguez presented the November 2019 Revenue/Expense Reports. She reviewed the current fund account balances and discussed the tax revenues received and anticipated to be received, noting that it is possible the District will receive an additional \$50,000 in tax revenue before the end of the fiscal year, potentially \$30,000 more than budgeted. She advised the Board that she will keep them apprised of the situation as the funds are received.
- Review of Check Register – OA Rodriguez reported that one check was issued with only one signature: Check #30279. She stated this was due to a payroll error that necessitated a check to be quickly issued in lieu of a direct deposit.
- RunTracker – October & November 2019 - OA Rodriguez presented the RunTracker reports for both October and November. President Brier asked about a long dispatch time for some of the calls and Chief Miller stated that those, designated as Mutual Aid (MA), are responses out of District which is why the response times are elongated.

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. Master Plan Documents – 1st Reading – Treasurer Jacobs noted that she and OA Rodriguez have made their changes to the current copy of the document. Chief Miller suggested that the document be updated with the new ISO report numbers. Chief Miller added that he will review the Water Supply section as well. It was also noted that the Apparatus section still needs to be updated. Treasurer Jacobs noted that this new Mast Plan would be a good topic to be discussed with reporter Fuqua, once the Master Plan has been adopted by the Board.

2. Appreciation Dinner – Caterer & Decorations – Phillips stated that she has worked with the caterers to finalize the meal for this event. Treasurer Jacobs recommended Phillips send her meal plan to Chief Miller and the new Volunteer President, Andy Loudon, for final approval. Treasurer Jacobs encouraged Phillips to schedule a meeting with the decorating committee, adding that she would like to be included. OA Rodriguez stated that the site contract was returned to Philomath Scout Lodge and the reservation check was sent in.
3. Board Goals – President Brand stated that he would like the Board to establish some goals for the Board to work on. He stated that Jones noted that she would like to attend the Volunteer Business meetings and report back to the Board. President Brand stated that he would like to attend the County Board meeting with the County Commissioners and to keep in communication with neighboring districts. Chief Miller recommended the Board consider attending the County Development Planning Committee meetings. Treasurer Jacobs stated that she would be interested in attending the County Planning meetings. Phillips stated that she would be interested in attending the City Planning committee. Regarding the contract review listed in the Board Policies, the Board recommended that the Board Policies refer to Fiscal Management Policy. The Board requested to review the Fiscal Management Policy at the January meeting.
4. Self-Contained Breathing Apparatus – Chief Miller reminded the Board that the initial grant request was submitted for replacement of the SCBAs in the amount of \$310,000. He stated that since the District did not receive the grant this year, he has reviewed the estimates and reduced the quantity of requested equipment in order to reduce the expense of the replacements. Chief Miller stated that the Rapid Intervention Team (RIT) packs that the District currently has could be retained, with modifications, rather than replaced in order to minimize the expense. Chief Miller stated that the District currently has 10 packs out of service due to equipment failure. President Brand stated that if the District has funds in reserves, it would not be prudent to finance the SCBAs. Treasurer Jacobs noted that the District needs to consider how to restore the Equipment Reserve Fund after this expense. She also stated that she would like to see the District apply for the Safety Grant again next year for other equipment. Vice President Brier asked if there are any collateral costs that the District can expect with the purchase of these packs. Chief Miller requested \$210,000 be authorized for expenditure on these packs. **Treasurer Jacobs motioned to encourage Chief Miller to proceed with the purchase, not to exceed \$208,000 for the purchase of SCBAs with the funding coming from Equipment Reserves. Phillips seconded.** Vice President Brier stated that he is concerned about maintenance costs and interoperability with these new packs. Chief Miller noted that one of the bids includes maintenance and batteries for life. Treasurer Jacobs emphasized that reputability of the manufacturer is a factor of awarding this bid. **Motion passed 5-0.**
5. Capitalization Policy – 1st Reading – OA Rodriguez presented the Capitalization Policy, noting that the changes would adjust the District’s capitalization threshold to \$5,000 and 5 years of serviceable life. The Board and staff discussed the standards for establishing a lifetime of an item to be capitalized. **Jones motioned to move the Capitalization Policy to a 2nd reading. Vice President Brier seconded. Motion passed 5-0.**
6. Siren Job Description – 1st Reading – OA presented the Job Description with the modification to the Personal Conduct section. **Treasurer Jacobs motioned to move the Siren Job Description to 2nd reading. Jones seconded. Motion passed 5-0.**

VII. NEW BUSINESS

1. Contract Review by Board – OA presented the policies that relate to the Board review of the contracts of the District. President Brand suggested that if the contract falls under the \$10,000 price tag, per the Fiscal Management Policy, then it doesn’t necessarily need to

come to the attention of the Board. OA Rodriguez noted that she can bring the Summary of Contracts, that is submitted to the Auditors, to the Board for review annually.

2. Discrimination and Harassment Policy – Tabled – OA Rodriguez reported that the draft of this policy was due to coincide with a training relating to the policy however the training was rescheduled due to technical issues. She stated that she will work on a draft policy to return to the January meeting.
3. Articles for Philomath Express – Treasurer Jacobs asked for approval to reach out to Fuqua to talk about items related to the District.
4. Chief’s Evaluation – President Brand stated that he has worked with Vice President Brier and Treasurer Jacobs and he is almost ready to present some options to the Board for the Chief’s Annual Review and Contract. Treasurer Jacobs stated that she is waiting on one outstanding comparable. Treasurer Jacobs asked Vice President Brier and President Brand to meet with the Chief prior to the next meeting in order to establish his and their expectations, to be discussed at Executive Session in January 2020. President Brand recommended a 2-year contract.
5. SDAO Conference – Jones and President Brand stated that they are not available to attend this event. Treasurer Jacobs and Phillips stated that they will check their calendars for availability. Chief Miller stated that he will attend this event.

VIII. ACTION ITEMS –

DC Ferguson – Dr Woods – DC Ferguson stated that he met with the new Medical Director, from Samaritan Emergency Medicine, adding that he is the new Medical Director for all of Benton County. Chief Miller stated that DC Ferguson has taken on the role of the Medical Representative from the District working with the County.

IX. NEXT MEETING – January 6, 2020

X. ADJOURNMENT – Meeting adjourned at 16:56.