

PHILOMATH FIRE & RESCUE

July 11, 2022

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 by President Phillips. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Joe Brier was not present. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guests: Volunteer President Andy Louden, Deputy Chief (DC) Chancy Ferguson, Volunteer Treasurer Jean Goul, Volunteer Vice President Jessica Olsen, Acting Volunteer Secretary Sam Schmeusser, Part-Time Firefighter Alex Schilz, and Ted Baker – Hoskins-Kings Valley (HKV) Board member.
Remote Attendees: Brad Fuqua - Philomath News, Dan Kearl, Victor Haney, Melissa Miller, Viktor Bovbjerg, and Lindsay Taylor.
- II. CONSENT AGENDA – OA Rodriguez reviewed a note about the minutes submitted by Treasurer Corbin noting a typo for correction. She also reminded the Board that the Consent Agenda items will be reviewed individually but voted on and approved as a group unless a particular item necessitates separation for discussion and approval.
 1. Minutes – June 13, 2022 – Included in Board packet.
 2. Minutes – July 5, 2022 – Included in Board packet.
 3. Bills – June 2022 – OA Rodriguez reviewed the inventory corrections listed under 6901 – Cost of Goods Sold, as well as expenses in 6040 – Publication and Elections, 6090 – Education/Training, and 6161 – Vehicle Maintenance for the purchase of a trailer that was budgeted for Fiscal Year 2022 – 2023. She noted the month-end total for the June 2022 bills of \$37,171.08.
 4. Chief Vacation Hours were included in the Board packet.
 5. Civil Service Appointment – OA Rodriguez noted that Commissioner Sage indicated that he would not be interested in continuing in his role on the Civil Service Commission. She indicated that recruitment to fill that opening will be posted online.

Vice President Brand motioned to approve the consent agenda as presented. Edmonds seconded. Motion passed 4-0.
- III. PUBLIC COMMENT – DC Ferguson noted that the crews who responded to the Frolic Grounds fire performed exceptionally, and he wanted to bring that to the attention of the Board. DC Ferguson added that the mutual aid response worked like a “well-oiled machine”.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – President Phillips quickly reviewed the Board Calendar for the month of July, noting that several items will be addressed in New Business. Treasurer Corbin asked about the Volunteer Appreciation Event.
 - Combine COLA & Wage Recommendations on Board Calendar – OA Rodriguez recommended combining these two items on the Board Calendar and moving them to March so that they can be discussed in time to include them in the budget development.
 2. Fire Chief –

- Chief Miller discussed an infographic depicting the groups associated within the Philomath Fire & Rescue department including the Volunteers, Officers, Paid Staff and Union Members. Volunteer President Loudon clarified that all members of Philomath Fire & Rescue are members of the Volunteer Association, according to their bylaws. Chief Miller clarified that the term “Community Volunteer” is now being used to refer to any responder who responds from home, regardless of whether they live in-district.
- Chief Miller presented a breakdown of the expenses of the volunteer members as well as their response to calls and standby. Chief Miller clarified that he broke out to costs of the Resident Volunteer separate from the Community Volunteers. He added that the administrative support cost of the volunteers totals approximately \$230,977.
- Chief Miller reviewed his report, as included in the Board Packet, and added that he is very sorry that this [vote of no confidence] has gotten this far, stating that he is doing all he can to lead the department through the current challenges.
- Vice President Brand asked Chief Miller to present the totals for Mutual Aid response to the Philomath Fire District at future monthly meetings. Chief Miller and the Board discussed staffing Station 202 with volunteers and part-time employees as well as the gas card incentive Chief Miller recommended instituting.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez reviewed the Fiscal Year End balances and the cash carryover, noting that the District is not expected to carryover any excess funds into Fiscal Year 2022 – 2023.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account. She also noted that the State Fire Marshal Grant was deposited into the District’s account in June 2022 in the amount of \$30,800.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reviewed his report, included in the Board Packet. Volunteer President Loudon distributed an email that included the DPSST Fire Ground Leader requirements, which he noted is more than what the Volunteers are recommending for the qualifications of the personnel to staff Station 202. Volunteer President Loudon stated that the Volunteer Association is viewing the suspension of himself and Vice President Olsen as retaliation for bringing up safety concerns and, as such, they have initiated a BOLI complaint. He encouraged the Board to read through the attachments to his report to get a thorough understanding of the communications between the Volunteer Association and Chief Miller.
2. IAFF Local 4925 – Volunteer President Loudon disbursed an email from the Union Legal Representative to the District Representative to the Board on behalf of Union President Licon, who was unable to be present. OA Rodriguez read the motions presented by the Union, included in the Board Packet. The Board members noted that they had questions for the Union and would like to revisit both of these motions at the August meeting.

VI. OLD BUSINESS

1. Board Policies - 2nd Reading – OA Rodriguez noted clarifications and typographical changes brought to her attention by Treasurer Corbin. **President Phillips motioned to approve the Board Policies with the noted, non-substantive changes. Edmonds seconded. Motion passed 4-0.**

2. Chief Review Process – President Phillips noted that she, Edmonds, and Chief Miller have been working on developing the forms that will become part of the Chief Evaluation Process. She expects to have these documents available for approval at the August meeting.
3. Hoskins-Kings Valley (HKV) Inter-Governmental Agreement (IGA) – President Phillips thanked the HKV Board for meeting with her and Adam, the HKV Volunteer Chief. Edmonds stated that there was no disagreement between the two boards and President Phillips clarified that both boards understand that response to HKV from Station 202 would be dependent upon staffing. **Edmonds moved to approve the Hoskins-Kings Valley Inter-Governmental Agreement. President Phillips seconded.** Treasurer Corbin stated that he believes there should be no mention of response from Station 202 in the agreement. He said he otherwise thinks that this is an overall good plan. Treasurer Corbin also expressed concerns about the costs of staffing Station 202 adding that he thinks the contract amount won't cover the actual expenses of subsidizing HKV. **Motion passed 3-1 (Yea – Edmonds, Phillips, Brand; No – Corbin).** Mr. Baker stated that he sees this as a step to help harmonize and synchronize local departments to help function more efficiently, adding that it is only a year-long contract and adjustments are expected. He thanked the Philomath Board and Chief Miller for their work, noting that he looks forward to working with Blodgett in the future, too.
4. Levy Discussion – Chief Miller apologized and stated that he had nothing additional to discuss at this time.
5. Board Self-Evaluation – Vice President Brand stated that SDAO would not be able to work with the Board on a self-evaluation until August. Edmonds asked Vice President Brand to get some clarification on the process of the self-evaluation. OA Rodriguez noted that this Board Self-Evaluation is a different process than the Annual Best Practices review.
6. Strategic Plan – OA Rodriguez reported that the Strategic Plan was returned from the June meeting. She briefly reviewed the color-coding of the document, noting that this is a document that will receive ongoing revision in order to keep it updated with the progress of District projects and goals. Edmonds added that this document would not replace the Master Plan but is more focused on the details of the various goals and projects of the District. Edmonds added that he would like to see this document again to discuss the various projects at greater detail.

VII. NEW BUSINESS

1. Standard of Coverage – Annual Review – OA Rodriguez reminded the Board that this policy was brought forward from the June meeting. She added that there is a recommended section title change on page 19 in order to clarify the information contained therein. The staff and Board discussed the purpose of the Standard of Coverage document and its interpretation. The staff and Board also discussed in-district, versus mutual aid response. **President Phillips moved to have the Standard of Coverage to a 2nd reading.** Vice President Brand noted a discrepancy relating to a statement about staffing Station 202 and 203, he recommended rewording for clarification. Chief Miller agreed that the document needs additional review of the document, to return for a 1st reading at the August meeting.
2. Annual Review of Board Documents for Disposal – OA Rodriguez reminded the Board that this is an annual reminder for the Board to review the documents that they store. President Phillips volunteered to review the Board documents in storage and will report at the August meeting if anything is due for disposal.
3. Approve Recurring Journal Entries – OA Rodriguez reviewed the origins of the recurring journal entries, noting that half of them are related to payroll, with the other half relating to monthly automatic payments. She also noted that each of the listed items also generates a

paper invoice that is reviewed by the Chief and the Board Treasurer. **President Phillips motioned to approve the Recurring Journal Entries for Fiscal Year 2022-2023 as presented. Vice President Brand seconded. Motion passed 4-0.**

4. State & Approve Board meeting Days & Time – **Edmonds motioned for the Board of Directors to continue meeting on the 2nd Monday of each month at 3 pm unless otherwise noted. President Phillips seconded. Motion passed 4-0.**
5. Election of Board Officers – OA Rodriguez reminded the Board that the Officer positions were recently re-elected, noting that in July is when the position elections are typically held. She stated that the Board could keep the current elections or opt to re-elect at this time. The Board discussed maintaining the current officers and agreed that would be the best action at this time. **Edmonds motion to keep the Board Officers in their current positions through the Fiscal Year 2022 – 2023. Vice President Brand seconded. Motion passed 4-0.**
6. Lieutenant Job Description – 1st Reading – OA Rodriguez noted that the Lieutenant (LT) Job Description was up for review in March of 2020 and was not sufficiently followed up on. Chief Miller also noted that this updated description was used for the last hiring for the Lieutenant position. The Board requested this draft be brought back to the August meeting with track changes.

VIII. ACTION ITEMS –

Union Motions – Edmonds reread the motions presented by the Union, included in the Board packet. Vice President Brand stated that he had questions about the rationale behind the motions. OA Rodriguez reminded to Board that the union made these requests at the June meeting and were requested by the Board to put together motion verbiage for the Board to consider. The Board requested that the motions be returned at the August meeting to be discussed further.

OA Wage Recommendation – **President Phillips motioned to increase the Office Administrator monthly wage from \$4286 to \$4700. Vice President Brand and Edmonds seconded.** The Board agreed that the OA Rodriguez's contributions to the District are valuable and appreciated. **Motion passed 4-0.**

The Board took a 5-minute break at 16:42. Vice President Brand and Mr. Baker left the meeting.

The Board resumed their meeting at 16:47.

HR and Operational Reviews – President Phillips reported that SDAO recommended the District work with HR Answers for a Human Resources review in relation to the retaliation charges. She noted that she will start working with HR Answers and Mark Wolf, legal counsel for the Board, and will return a quote for the work to the Board to review and approve before the end of July. President Phillips added that the SDAO Operational review will take place shortly after the HR review. The Board discussed scheduling a Special Session Board meeting to approve the quote for HR Answers, likely during the week of July 18th, in order to start the review as quickly as possible. President Phillips stated that the Organizational Review will be worked through with the help of SDAO and Vice President Brand will be the point person for that. She added that ideally reports will be completed by the end of August.

Appreciation Event – OA Rodriguez reviewed prior planning for the Appreciation Event. The Board discussed pushing back the event, possibly to Spring 2023. The Board asked that the Volunteers be surveyed about when the planning of the event would be best for them and asked that President Louden report back to the Board.

Fire District Personnel – Edmonds thanked the staff for putting together the organization chart clarifying the overlapping roles and titles of the personnel noting that it helps him understand which groups are being discussed and who that consists of. Chief Miller clarified that the term “Community Volunteer” will, from now on, refer to all volunteers who respond from home, regardless of whether or not they live in district.

- IX. NEXT MEETING – August 8, 2022
- X. ADJOURNMENT – Meeting adjourned at 16:59.

DRAFT