

# PHILOMATH FIRE & RESCUE

August 9, 2021

2:00 PM

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue District Board meeting was called to order by President Jones at 1400. Board members present were President Robyn Jones, Treasurer Ken Corbin, Doug Edmonds, and Vice President Rick Brand. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.  
Guest: Deputy Chief (DC) Chancy Ferguson and Fire & Life Safety Officer (FLSO) Rich Saalsaa.
- II. ACTION ITEMS
  - A. Approval of Minutes – **Edmonds moved to approve the minutes of the July 12<sup>th</sup> Board meeting as presented. Vice President Brand seconded. Motion passed 4-0.**
  - B. Approval of Bills – OA Rodriguez reviewed the July 2021 bills with the Board, noting annual expenses, large purchases, and expenses to be reimbursed through conflagration deployment. **Vice President Brand motioned to approve payment of the bills in the amount of \$95,364.78. Edmonds seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. Board Report – None.
  2. Fire Chief – Chief Miller’s report was included in the Board packet.  
Conflagration - FLSO Saalsaa noted that several lighting strikes have started fires around the state adding that we are heading into “red flag” days where the fire hazard is extremely high. Chief Miller and the Board talked about some of the concerns of unprotected areas that about the Fire District like the Greenberry Gap. Vice President Brand suggested that the District bill the County for response to unprotected area. President Jones recommended the District set a standard of billing for all out-of-district response.
  3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez discussed conflagration wages versus reimbursements, noting that the July deployments will incur reimbursements larger than were budgeted for fiscal year 21-22, by her estimates, close to \$60,000 over. OA Rodriguez noted that the audit process has begun with Accuity, the new auditors.
    - Review of Check Register – OA Rodriguez noted deposited transfers for bills and payroll as well as deposits made from the sale of District merchandise.
    - Chief Vacation Hours – Included in the Board packet.
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer President Loudon not present.
  2. IAFF Local 4925 – Union President Saalsaa stated he had no report.
- VI. OLD BUSINESS
  1. Appreciation Dinner – OA Rodriguez advised the Board that the event went well and was well-received by the attendees. She reviewed expenses incurred for the event and asked the Board if they thought it would be appropriate to ask the Volunteers to cover expenses above the \$5000 budget, since the Summer BBQ would normally be a Volunteer Event, spent from their activity funds. The Board agreed that this would be appropriate and asked OA Rodriguez to pursue this request with the Volunteer Association. OA Rodriguez and the Board discussed

appropriating some of the excess cash carryover to add to the budget of their Appreciation event line item.

2. Standard of Coverage – 1<sup>st</sup> Reading — OA Rodriguez noted the page numbering error in the document. She also read Edmonds’s notes on the Standard of Coverage document and his suggested changes. Chief Miller thanked the administrative staff for their help creating this document and the Board echoed that sentiment. The Board asked that this document return for a 1<sup>st</sup> reading at the September meeting. The Staff and Board discussed the purpose of the Standard of Coverage document. Edmonds asked about the image quality of the map of the District and recommended including a link in the document to a map page on the District website.
3. Lock-out/Tag-out – 2<sup>nd</sup> Reading – OA Rodriguez presented the policy with no changes. **Edmonds motioned to approve the Lock-out/Tag-out policy as presented. Corbin seconded. Motion passed 4-0.**

## VII. NEW BUSINESS

1. Board Trainings – OA Rodriguez reminded the Board that SDAO provides a variety of training resources, adding that there are online resources as well as webinars. Chief Miller noted that the District could host a Board training at the station and invite neighboring districts. The Board members stated that it would be helpful to have some new board training with training specific to Fire Service being most helpful.
2. Resolution – GF to Apparatus Reserves – OA Rodriguez reported that no resolution was written because more discussion needs to take place regarding excess funds for the District. Edmonds noted that annual budget should include an allotment to reserves per apparatus rather than lumped together as one sum. The Board encouraged Chief Miller and Edmonds will work towards creating an apparatus reserve plan.
3. Civil Service Commission Minutes – The Civil Service Commission minutes from the July 13<sup>th</sup> meeting were included in the Board packet.
4. Cybersecurity Policy – OA Rodriguez reminded the Board that the development of this policy was brought to the District’s attention by SDAO’s Best Practices program. 1<sup>st</sup> Reading not available at this time. OA Rodriguez stated that FLSO Saalsaa and Edmonds will work together on developing this policy. FLSO Saalsaa reassured the Board that, through the cloud, the District has many protections in place as well as individual and secure log-ins. He added that the largest risk that the system has is the volunteers and their access. Saalsaa noted that the access cards for the doors can be extended to access the computer systems.
5. Firefighter Job Description – 1<sup>st</sup> reading – OA Rodriguez stated that the only change to this job description is on page two with the inclusion of A, B, and C shift. The Board moved the Firefighter Job Description to a 2<sup>nd</sup> reading.
6. Part-Time Firefighter Job Description – 1<sup>st</sup> reading – OA Rodriguez presented the Part-Time Firefighter Job Description, noting that it mirrors the Firefighter Job Description and is now in the updated format with the Physical and Cognitive Demands. Chief Miller noted that the updated Job Description will be used to create a hiring list this winter. The Board advanced the Part-Time Firefighter Job Description to a 2<sup>nd</sup> reading.
7. OSHA Heat Rules – OA Rodriguez advised the Board that OSHA has established some temporary rules relating to heat adding that the District Staff have put together some guidelines related to Heat Illness and Prevention which were included in the Board packet. She also advised them that OSHA is working on some temporary smoke rules which the personnel will create guidelines for as well. The Board and Staff discussed availability of N95 masks for the personnel as well as training related to the heat guidelines.

VIII. ACTION ITEMS –

Siletz Grant for the LifePak Monitors - Chief Miller reminded the Board that the LifePak monitors were budgeted anticipating a \$20,000 grant from Siletz. He stated, however, that the grant was awarded in the amount of \$10,000. Chief Miller asked if some of the excess cash carryover could be used to make up the shortfall. Chief Miller added that, to qualify for the current bid, the District will be turning in some old equipment and he would like to add on an additional AED-pro which will cost \$2,500. Chief Miller asked if \$13,000 could be appropriated for this purchase. Treasurer Brand recommended paying for the LifePaks and AED directly from the Equipment Reserves rather than using the excess cash carryover in the General Fund. DC Ferguson noted that the AED-pro will blue-tooth connect with Corvallis's system. Treasurer Brand asked about training requirements for the AED-pro and if it would be different than the other equipment. The Board asked OA Rodriguez to return to the September meeting with a resolution for this expenditure from Equipment Reserves.

IX. NEXT MEETING – September 13, 2021 – Jones, Edmonds, and Corbin confirmed they would be available for the 13th. Brand stated the 13<sup>th</sup> would not work for him. Edmonds noted the 2<sup>nd</sup> Monday would be preferable for future meetings.

X. ADJOURNMENT – Meeting adjourned at 15:29.