

PHILOMATH FIRE & RESCUE

May 9, 2022

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:01 by President Phillips. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Board member Joe Brier was not present. Staff member present was Office Administrator (OA) Rodriguez. Fire Chief Tom Miller arrived at 16:10. President Phillips excused herself at 16:12 and rejoined the meeting remotely at 16:36.
Guests: Present were Volunteer Association President Andy Loudon, Union President Andrew Licon, Resident Volunteer Sam Schmeusser, Resident Volunteer Jacob Bernards, and Brad Fuqua of the Philomath News.
- II. ACTION ITEMS
 - A. Approval of Minutes – April 11, 2022 – **Treasurer Corbin motioned to approve minutes as presented. Vice President Brand seconded. Motion passed 4-0.**
 - B. Approval of Bills – April 2022 – OA Rodriguez noted an expenditure in 6300 for \$11,000 for the Oregon Fire District Directors Association (OFDDA), noting that this payment was for the annual Length of Service Awards Program (LOSAP). **President Phillips motioned to approve payment of the bills in the amount of \$37,505.31. Edmonds seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – OA Rodriguez noted that the months of June and July are particularly busy on the Board Calendar but that the only note for May is a reminder for the upcoming Budget Meeting which is currently scheduled for May 19th, 2022 at 6 pm.
 2. Fire Chief – Chief Miller's report was included in the Board packet. Treasurer Corbin asked about the Chief's absence. OA Rodriguez noted that the registration for the class that Chief Miller is teaching is intended to cover the Chief's time, cost of books, and lunches during the event. Treasurer Corbin also noted that he has questions for Chief Miller about whether 2 brush trucks are sufficient for the District. President Phillips noted that she and Chief Miller spoke about the Listening Sessions and that they are going well with a report from the Chief planned for the June meeting.
Chief Miller reviewed his Chief's report.
Edmonds noted that he investigated the communications class identified for the Chief and thought it seemed appropriate for him. The Board asked that this topic be brought to the June meeting to approve the payment for attendance for Vice President Brand.
Edmonds asked Chief Miller for context relating to current staffing and personnel response to calls, asking him to identify what his ideals would be or what would be most effective for a District similar in size.
Treasurer Corbin clarified that it is Old 265, not old 232, that will be going to Tye Valley.
Treasurer Corbin asked about the availability of brush trucks in District. Chief Miller reminded the board that HKV would have their brush truck available to the District as well.

Brad Fuqua noted that the Block Party will be on May 30th from 11 am to 6 pm.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez noted the current fund balance for the GO Bond Debt Repayment and General Fund. She added that in May is typically when the Debt Repayments are made. She noted that the current General Fund balance seems appropriate heading into the year end and planning for cash carryover. Board and Rodriguez discussed briefly the GO Bond and repayment plan.
- Review of Check Register – OA Rodriguez noted deposits to the Citizens Bank account, mostly from classes taught by members of the District, and also including some reimbursements for sending out the surplussed AEDs.
- Chief Vacation Hours were included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Association President Loudon included his report in the Board packet and reviewed the points of that. President Loudon stated that notes from the Resident Volunteer Listening sessions can be made available to the Board, upon request. Vice President Brand asked why the Volunteer Association and Chief have not met since February and President Loudon stated that he has inquired but has not heard back from Chief Miller to make further arrangements to meet. President Phillips asked Union President Licon if Listening Sessions have been held with the Union and staff and he indicated that the listening sessions have been focused on connecting with the Resident Volunteers.
2. IAFF Local 4925 – Union President Licon included his report with the Board packet and he reviewed the points of that report. The provisions of the recently signed Memorandum of Understanding (MOU) were read by President Licon and discussed between him and the Board. The Board also discussed the validity of contracts signed with the Union by the Chief rather than the Board, directly. The Union and Board will have their legal parties confer and determine best practices for negotiations and agreements for all contracts going forward. The Board asked President Licon to return the signed MOU with the signatories' names printed under the signature lines. The Board, staff, and guests discussed the upcoming levy and the amount the District plans to ask for from the voters.

VI. OLD BUSINESS

1. Review Board Policies – OA Rodriguez noted that a clean copy and track changes copy of the board policies in the board packet as well as notes from Treasurer Corbin. She noted the recommendations made by Treasurer Corbin seem reasonable and she had included them in the current copy. Treasurer Corbin also noted that the responsibilities of the Treasurer should more reflect the actual duties of that position or reflect “in the absence of an administrator” or “oversight of” the responsible party. Edmonds recommended developing administrative rules for the role of the Board and the Treasurer specifically.
2. Appoint Budget Committee – OA Rodriguez noted that an additional application was received from Tom Wright for the Budget Committee and was included in the Board packet. She added the Bob Boss has expressed interest in continuing on the Budget Committee, though noted that he would not be available on May 19th. Additionally, OA Rodriguez noted that Mr. Boss asked if his wife could serve in his stead and she encouraged him to have her complete an application. Budget Committee members appointed by the Board included Bob Boss, Anton Grube, Christopher McMorran, Tom Wright, and Van Hunsaker. **President Phillips motioned to appoint the listed Budget Committee members as listed. Edmonds seconded. Motion passed 4-0.**

3. Chief Review Process – President Phillips reported that she and Edmonds met with Chief Miller to develop a standard review form and process for reviewing the Chief. She noted that this will include an update of the Board Calendar as well as procedures for future reviews. President Phillips noted that this process will be reviewed by the Board’s legal department prior to approval. Edmonds added that the review process will include periodic “checkpoints” throughout the year in order to collect timely information about the sentiments of the personnel of the District. President Phillips emphasized that the process is still being developed and that there is nothing in writing set yet. The Board discussed among themselves about how this information would be reported to the Board. President Phillips and Edmonds emphasized that in the development of this system there will be room for modifications to the process as needed. Treasurer Corbin thanked President Phillips and Edmonds for their work on this process.
4. Levy Discussion – Chief Miller’s Levy Needs breakdown was included in the Board packet. The Board noted that the levy breakdown may seem high, initially, but is inclusive of the myriad plans and operations of the District and is subject to prioritization and modification. OA Rodriguez noted that the current \$8 million threshold is based on covering personnel expenses for the 5-year duration of the levy and is intended solely as a placeholder, not as the final levy amount. The Board and staff discussed the future-oriented focus of the levy and planning around that request and the District planning and messaging. The Board also discussed the development of a levy plan in order to better communicate to the community about the needs of the District.
5. Board Self-Evaluation – Vice President Brand researched into resources available through SDAO, noting that there is an annual Best Practices evaluation with them. Vice President Brand also noted that the Board could complete an in-depth internal evaluation and then invite a member from SDAO to meet with them to review those results and consider other perspectives. OA Rodriguez noted that she reached out to SDAO and they would be available later in the year to meet with the Board.
6. Consent Agenda – Edmonds spoke to the timesaving value of having a consent agenda and asked the Board to consider what topics they think could be included in that. Edmonds recommended Approval of Minutes and Approval of Bills as a starting point for the consent agenda.
7. Strategic Planning – OA Rodriguez noted that included in the Board packet were her notes from the staff meeting related to the development of the Strategic Plan. She added that there was an administrative meeting where goals were identified and assigned to individuals to return with timeframes and estimates.

VII. NEW BUSINESS

1. Brent Griffiths, OSFM – Mr. Griffiths needed to cancel due to a scheduling conflict.
2. Budget Meeting Reminder – OA Rodriguez noted that the Budget Committee meeting is currently scheduled for Thursday, May 19, 2022 @ 6 pm. She added that this meeting will be held in person with remote access. Remote access details are included below:
Join Zoom Meeting
<https://us06web.zoom.us/j/84825462703?pwd=N2M5dWo3bU1Md25xaFVYUG1ldkVmQT09>
Meeting ID: **848 2546 2703**
Passcode: **405949**

VIII. ACTION ITEMS – None.

- IX. NEXT MEETING – June 13, 2022 – Treasurer Corbin stated that he will not be present during the month of June and suggested that invoice review either be managed by an alternate Board member or wait for his return. Vice President Brand noted that he has reviewed invoices before and could do it again.
- X. ADJOURNMENT – Meeting adjourned at 16:47.

DRAFT