

PHILOMATH FIRE & RESCUE

May 7, 2019

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by Treasurer Rick Brand at 15:02. Board members present were Robyn Jones, Ruth Jacobs, and Treasurer Rick Brand Staff present were Fire Chief Tom Miller, Administrative Assistant (AA) Lillie Rodriguez.
Guests Present: Volunteer Association Treasurer Ken Corbin and Volunteer Association President Lindsay Taylor.
- II. ACTION ITEMS
 - A. Approval of Minutes – **Jacobs noted a typo under the Meeting section of the Fire Chief report but otherwise motioned to accept the minutes with that small correction. Jones seconded. Motion passed 3-0.**
 - B. Approval of Bills – AA Rodriguez reviewed bills noting that year end is coming and expenses for projects should wrap up shortly. **Jacobs motioned to approve payment of the bills in the amount of \$21,810.56. Jones seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brier did not leave a report for the Board.
 2. Fire Chief –
 - Personnel – Chief Miller reported that he has a tentative offer out for the Deputy Chief position. He also stated that the EMR class recently concluded and resulted in two new EMRs certifications being awarded to District personnel.
 - Volunteers – Chief Miller reported that he attended the Volunteer meeting in April.
 - Apparatus – Chief Miller reported that he was involved in an accident in his District vehicle, 290, which is now in the shop for repair. He reported no personal injury and stated that he had a urine analysis completed, per policy. He noted that 224 is also in the shop due to problems with an injector system, which will fall under warranty.
 - Equipment – Chief Miller stated that the SCBA Committee will be testing and evaluating the Self-Contained Breathing Apparatus (SCBA) bids next week.
 - Building – Chief Miller stated that the District has contracted with Mill Creek to service all 3 District stations for HVAC and water heater system maintenance.
 - Meetings – Chief Miller reported that he attended several meetings this month. He noted that the Fire Chiefs met to discuss the new CAD System for Benton County. As part of this update, he said, the Fire District has been organized into response areas, which will better indicate to response personnel the general area of the emergency, hastening response.
 - Chief Miller reported that the new Corvallis Fire Chief will start June 17th.
 - Chief Miller reported that he attended the Spring Conference for Fire Chiefs where the hot topic was inclusion of volunteers in the presumptive cancer

coverage. Treasurer Brand noted that this inclusion will impact the District's insurance rates in the future but is in the best interests of the District and its personnel.

- ISO Rerate – Chief Miller stated that the District is working with Philomath Public Works to flow the hydrants throughout town to ensure the function of the system.
- Chief Miller reported that the new CAD System implementation is scheduled to take place in the near future, adding that he met with Linn County IT Department and they were very helpful for setting up the system.
- Trust Edge – Chief Miller reported that he attended a Trust Edge Class and he looks forward to implementing some of the concepts they discussed with the District personnel.
- Chief Miller reported that the District responded to several fires recently. He stated that there was a barn fire out toward Blodgett as well as a commercial fire on 17th. Treasurer Brand asked how the personnel are doing after the recent fatality they responded to. Chief Miller stated that the Lieutenants did not report any concerns about the personnel to him, adding that he encourages the Lieutenants to keep an eye on their personnel and one another.
- Master Plan – Chief Miller reported that the Master Plan group will meet later this week and are making good progress with the goal date of July 1 for a final draft.
- Budget – Chief Miller reported that the draft budget prepared and ready review by the Budget Committee at the May 16th meeting.

3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez reviewed the April Expense Reports adding that the District is anticipating between \$80,000 and \$95,000 extra for Cash Carryover into the next Fiscal Year, noting that those funds will be needed to offset rising personnel expenses.
- Review of Check Register – AA Rodriguez noted deposits into the Citizens Bank account. She also noted two exchanges that zeroed out that were made to clean up the reports.
- RunTracker – AA Rodriguez presented the RunTracker numbers for April 2019: 41 calls total; 16 Fire, 25 Medical. Treasurer Brand asked about some listed False Alarms for the month of April. Chief Miller stated that the entity that called them in has had an ongoing problem with their system and it is being worked on.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Association President Taylor clarified that the False Reports were from issues with the water system at the facility.
2. IAFF Local 4925 – Union President Saalsaa not present.

VI. OLD BUSINESS

1. Negotiations – Jacobs proposed to hold off on this discussion until the Board can hold an Executive Session. The Board has planned to hold this on May 16th at 5:30.
2. Chief Goals – Jacobs stated that the Board members and Chief Miller met and she will resubmit those goals to Treasurer Brand and Chief Miller and this discussion will be continued at the June meeting.

3. Social Media Policy – 1st Reading – Tabled to June meeting.
4. Volunteer Attendance and Incentive policy – 2nd Reading – **Jacobs motioned to approve the Volunteer Attendance and Incentive policy as presented. Jones seconded. Motion passed 3-0.**
5. Board Policies Review – 2nd Reading – Jacobs recommended these policies to be tabled until the July meeting in order to include the newly elected Board members.
6. Appoint Budget Committee – Treasurer Brand read through the applications for Booker and Hunsaker. The Board members discussed the qualifications of the applicants as well as their involvement and positive reputations in Philomath. **Jones motioned to approve both applicants as members of the Budget Committee. Jacobs seconded. Motion passed 3-0.**
7. SDAO Best Practices – Board Trainings – Tabled to June meeting.
8. Volunteer Association Expenditures – Tabled to June meeting.

VII. NEW BUSINESS

1. New Website – Roll-out July 1, 2019 – Tabled to June meeting.
2. Physical Exam Policy – Jacobs stated that she will send notes and corrections to AA Rodriguez, adding that the policy should be brought back for a first reading at the June meeting.
3. Annexation of Sullivan Property – The Board reviewed the Annexation paperwork. **Jones motioned to accept the annexation of the Sullivan property. Jacobs seconded. Motion passed 3 – 0.**

VIII. NEXT MEETING – June 4, 2019 – Jones and Brand confirmed that they will be present. Jacobs stated that she may potentially not be present.

IX. ADJOURNMENT - Meeting adjourned at 15:38.