

# PHILOMATH FIRE & RESCUE

September 14, 2020

## 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 Joe Brier. Board members present were President Joe Brier, Vice President Robyn Jones, Treasurer Ruth Jacobs, and Rick Brand. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.  
Guest – Ken Corbin
- II. ACTION ITEMS
  - A. Approval of Minutes – OA Rodriguez noted that both July and August Board minutes were included in the Board packet but only the August minutes need to be approved. **Brand motion to approve minutes as presented. Jacobs seconded. Motion passed 4-0.**
  - B. Approval of Bills – OA Rodriguez noted uncommon expenses during the month, including two payments to Pioneer Telephone. She also noted that there was also \$33,300.27 spent during the month on the Station 202 residence project. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$71,532.17. Vice President Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. Board Report – President Brier stated that many personnel for the District are out for conflagration deployment. Chief Miller stated that he expects the personnel back after the initial 2-week deployment for each team. Chief Miller listed the area deployments for the personnel.
  2. Fire Chief – See Chief Report included in Board packet.
  3. Secretary –
    - Revenue/Expense Report – OA Rodriguez noted current funding is sufficient to get through until tax revenue comes in. She added that in the next budget year the cash carryover will need to be increased, proportionate to the operating budget increase. She also detailed funds that have been collected for Holmatro Rescue Equipment in the amount of \$4,347. Chief Miller noted that the District is trying to figure out how to replace the Open House event with accommodations for COVID-19.
    - Review of Check Register – OA Rodriguez reviewed the deposits listed on the check register. She also noted that Check #30881 was voided due to the payment being made with credit on the account.
    - Chief Vacation Hours- OA Rodriguez noted that the Chief's vacation hours are included in the Board packets.
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer Association Treasurer Corbin stated that there was nothing to report.
  2. IAFF Local 4925 – Union President Haney was not present.
- VI. OLD BUSINESS
  1. Volunteer Assistant Chief Job Description – 2<sup>nd</sup> Reading – **Treasurer Jacobs recommended adopting the Volunteer Assistance Chief Job Description with 2 minor, non-substantive adjustments. Brand seconded. Motion passed 4-0.**

2. Video Surveillance Policy – 2<sup>nd</sup> Reading – Treasurer Jacobs stated that she thinks that this policy will benefit everyone’s protection. Chief Miller noted that the draft of the policy was well-received by all the personnel. Brand recommended that the policy be reviewed a year from now. Treasurer Jacobs noted one minor adjustment. **Treasurer Jacobs moved to adopt the Video Surveillance Policy with the one non-substantive adjustment. Vice President Jones seconded. Motion passed 4-0.**
3. First Aid/CPR Fee Policy – 2<sup>nd</sup> Reading – OA Rodriguez reminded the Board why this policy was being reviewed. **Vice President Jones motioned to approve the First Aid/CPR Fee Policy as presented. Brand seconded. Motion passed 4-0.**
4. Annexation Withdrawal Policy – 2<sup>nd</sup> Reading - OA Rodriguez noted that this policy was being reviewed in order to include some clarification on the annexation/withdrawal process. **Vice President Jones motioned to approve the Annexation/Withdrawal Policy as presented. Brand seconded. Motion passed 4-0.**
5. Training Reimbursement Policy – 2<sup>nd</sup> Reading – OA Rodriguez reminded the Board why this policy was being reviewed. **Treasurer Jacobs motioned to adopt the Training Reimbursement Policy as presented. Vice President Jones seconded. Motion passed 4-0.**

VII. NEW BUSINESS

1. Appreciation Dinner – Set the Date – OA Rodriguez noted that this is part of the Board Calendar and asked the Board to consider how they would like to manage planning for this event given the concerns of COVID-19. The Board discussed whether they would like to set a tentative date now or table the topic for a future meeting. Treasurer Jacobs suggested pushing the event towards summer, potentially taking advantage of outside locations. Treasurer Jacobs recommended tabling this topic until next month. President Brier asked Volunteer Association Treasurer Corbin to discuss the event with the Volunteers and to bring their feedback to the Board.
2. 2021 Conferences – OA Rodriguez noted that this is the time of year the Board considers who might attend upcoming conferences. However, with limited in-person events, she stated that she will get information about any upcoming virtual conferences and bring that back to the Board.

VIII. ACTION ITEMS

- Surplus Items – An itemized list of hose to be surplussed was included in the Board packet.
- Radios & Hose – Chief Miller stated that 8 Motorola radios are scheduled to be surplussed. **Treasurer Jacobs motioned to surplus 8 radios and the hose as detailed in the included list. Brand seconded. Motion passed 4-0.**

IX. Good of the Order – President Brier reminded the Board members that the Board audit questionnaire needs to be completed individually and returned directly to auditor.

X. NEXT MEETING – October 5, 2020

XI. ADJOURNMENT – Meeting adjourned at 15:57.