

# PHILOMATH FIRE & RESCUE

November 9, 2020

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:06 by Vice President Jones. Board Members present were Daphne Phillips, Treasurer Rick Brand, and Vice President Robyn Jones. Staff present were Fire Chief Tom Miller, Deputy Chief (DC) Chancy Ferguson, and Office Administrator (OA) Lilee Rodriguez.  
Guests Present: Volunteer Vice President Olsen, Firefighter Tegen, Volunteer Treasurer Corbin.
- II. ACTION ITEMS
  - A. Approval of Minutes – **Phillips motioned to approve the October 5<sup>th</sup>, 2020 minutes as presented. Treasurer Brand seconded. Motion passed 3-0.**
  - B. Approval of Bills – OA Rodriguez presented the monthly bills, noting expenses for the Daytime Firefighter desktop computer and the equipment rental for the Community Movie Night hosted on October 30<sup>th</sup>. **Phillips motioned to approve payment of the bills in the amount of \$34,995.17. Treasurer Brand seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. Board Report – OA Rodriguez noted that the Board President did not submit any report for review.
  2. Fire Chief – See DC Ferguson report included in Board packet.
  3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez presented the Revenue/Expense reports for the month of October 2020. She noted the current fund balances adding that the first receipt of tax revenue has come in, in the amount of approximately \$208,000.
    - Review of Check Register – OA Rodriguez noted that check #30974, for FunFlicks, was issued with 1 signature due to the timing of the event and the requirements of the vendor. She noted that the expense for the movie event came out of the line item where community activities like Open House would be tracked.
    - Conflagrations – OA Rodriguez noted that the District participated in 7 conflagrations this fire season. She added that there is additional funding anticipated from conflagration response than was originally budgeted. She stated conflagration funds should be received by April or May of 2021.
    - Chief Vacation Hours included in the Board packet.
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer Vice President Olsen reported that the Volunteers are working on their bylaws and expect to have a draft available next month. She noted that they talked among themselves and decided that they would like to combine the Appreciation Dinner with Summer Picnic. It was recommended to be held at Volunteer Assistant Chief Theurer's property.
  2. IAFF Local 4925 – Union President Haney not present.
- VI. OLD BUSINESS
  1. Appreciation Dinner – Phillips noted that with the Appreciation Dinner potentially being combined with the Summer Picnic that it would be a good idea to review this topic again in March or April of 2021.

2. Standard of Coverage Review – Chief Miller reported that the Deployment Standard had been updated recently and he requests that the Standard of Coverage and the Deployment Standard be merged into a single document. The Board agreed to Chief Miller’s recommendation and encouraged him to return this document at the next Board meeting.
3. Deputy Chief Job Description – 2<sup>nd</sup> Reading – OA Rodriguez noted that she worked with Jacobs to correct minor typographical changes adding that no substantive changes were made since the last reading. **Treasurer Brand motioned to approve the Deputy Chief Job Description as presented. Phillips seconded. Motion passed 3-0.**
4. Office Administrator Job Description – 2<sup>nd</sup> Reading – OA Rodriguez reminded the board of the changes made to this job description. **Phillips motioned to approve the Office Administrator Job Description as presented. Treasurer Brand seconded. Motion passed 3-0.**

VII. NEW BUSINESS

1. Audit Bids in 2021 - OA Rodriguez asked the Board to consider whether or not they want Blasquez & Associates to submit a bid for the Audit bid process. The Board and staff discussed this and decided that it would be in the District’s best interest to solicit 3 audit bids from other agencies, not including the current auditors, Blasquez & Associates. OA Rodriguez noted that the audit process this year went really well. She added that there was discussion about making a clarifying correction on this Fiscal Year’s resolution to appropriate funds. She stated that she worked with a specialist at the Local Government Budget office to create an amendment to that resolution. She will bring this back to the Board at the December 2020 meeting.
2. Civil Service Commission Minutes – OA Rodriguez noted that the minutes from the Civil Service Commission meeting held on October 6, 2020 were included in the Board packet.
3. Capitalization Policy – 1<sup>st</sup> Reading – OA Rodriguez noted that the auditors discovered that our capitalization policy must state that the fixed assets can only have a 1 year requirement. **Phillips motioned to move the Capitalization Policy to a 2<sup>nd</sup> reading at the next meeting. Treasurer Brand seconded. Motion passed 3-0.**

VIII. ACTION ITEMS – None.

IX. NEXT MEETING – December 7, 2020

X. ADJOURNMENT – Meeting adjourned at 15:33.