

PHILOMATH FIRE & RESCUE

February 4, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Rick Brand at 15:02. Board members present were President Rick Brand, Treasurer Ruth Jacobs, and Vice President Joe Brier. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lilee Rodriguez.
Guests: Volunteer President Andy Loudon, Ken Corbin, Volunteer Vice President Jessica Olsen, Union President Victor Haney, Jeff Griffith of SDAO and Peter Gelser from Koontz, Blasquez, & Associates.
- II. ACTION ITEMS
 - A. Approval of Minutes – President Brand noted that the section relating to the Fiscal Management Policy is a continuation of the SCBA policy and does not reflect the discussion of the policy. The Board asked OA Rodriguez to correct the minutes related to the SCBAs and Fiscal Management policy and return them to the March meeting for approval.
 - B. Approval of Bills – OA Rodriguez presented the monthly bills, noting expenses for large check tracking, an insurance payment, class tuition for the officers, and expenses for the 90-year campaign. **Treasurer Jacobs motion to approve payment of the bills in the amount of \$69,288.39. Vice President Brier seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brand stated that he attended the Promotional Ceremony and was impressed at all of the certifications that were recognized and the commitment that the personnel put in to achieving those. He also commented on the variety of certifications that were achieved. Chief Miller noted that the District has focused on encouraging each member to enrich their fire service careers.
 2. Fire Chief –
Personnel – Chief Miller reported that 28 personnel received 54 awards at the recent Promotional Ceremony. Chief Miller thanked the personnel who helped coordinate the event. Chief Miller reported that the community Business Inspection Program is back in swing with 20 businesses identified for inspection for the year.
Chief Miller stated that the entire personnel were recertified on CPR, thanks to Captain Saalsaa.
Chief Miller noted that budget discussions have begun among the staff.
Chief Miller reported that he spoke with the Civil Service Commission regarding the current hiring list and they agreed that it needs to be refreshed, which he plans to have happen sometime this Spring.
Volunteers – Chief Miller reported that he attended the Volunteer Business meeting and has moved forward with the 90-year campaign. Volunteer President Loudon confirmed that all personnel are on-board with the project. Chief Miller stated that he has reached out to some local businesses to coordinate events throughout the District for this 90-year celebration.
Apparatus – Chief Miller reported that 241 and 244 will be going in for periodic maintenance this week.
Equipment – Chief Miller noted that the SCBA units will likely be received in the next several weeks however there is a hold up for the masks that the District ordered, potentially delaying implementation.

Meetings – Chief Miller reported that the new 911 District has been a significant topic for the Fire District and neighboring Districts. He added that their budget cycle will begin July 1, 2020, potentially alleviating the Philomath Fire District from their annual financial commitment to Dispatch.

Chief Miller stated that he is working with the Long-Range Radio group toward cleaning up the radio channels and transmission oversight from Dispatch.

Chief Miller reported that he met with neighboring Districts' Boards and spoke with them about the District's updated Master Plan.

Chief Miller stated that he has been talking with regional leadership about creating a regional standard for response in case of any emergencies in the region as well as developing a response matrix.

Chief Miller reported that he and Treasurer Jacobs will be attending the SDAO Conference this coming weekend.

President Brand asked about the District's current radio system. Chief Miller stated that any upgrades to the system would go through the 911 District with the participating groups leasing the equipment from them. He added that 911 District should maintain that equipment as well. President Brand also asked after the conversations with the neighboring Districts. Chief Miller stated that there were questions relating to having personnel stationed in Wren and encouraging them to contribute toward the expenses of staffing that location, towards a residence/Office in Wren. He added that the neighboring districts have been enthusiastic about working with Philomath in any way possible. Chief Miller reported that Blodgett is looking into developing a station near the Blodgett market. President Brand cautioned Chief Miller to consider the ongoing costs of adding personnel at Station 202. Chief Miller added that he has reached out to the Alsea Fire Department, as well.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the January 2020 Revenue and Expense reports. She noted the corrections to the fund interest allocations resulting from allocating interest from the LGIP account to the General Fund, GO Bond, and Reserve Funds.
- Review of Check Register – OA Rodriguez reviewed the Check Register for January 2020, noting 3 overdraft fees from Citizens Bank.
- RunTracker – OA Rodriguez presented the January 2020 RunTracker numbers: 65 calls; 17 Fire, 48 Medical. She quickly reviewed the January call totals since 2015 and noted the year end projections for those prior years as well as 2020.
- Chief Vacation Hours – OA Rodriguez noted that she has included the Chief's vacation hours in the Board packets and will continue to do so in future Board packets.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the Volunteer's Business meeting will be next Tuesday, February 11th. He added that this will be the first meeting where all the committees will meet and discuss budgets which will help inform the budget line item for the Volunteer Activity Account.
2. IAFF Local 4925 – Union President Haney stated that he has no reports but had a few comments. He appreciated the Board members that were able to attend the Promotional Ceremony. He also apologized for his son stealing the show.

VI. OLD BUSINESS

1. Master Plan Documents – 2nd Reading – OA Rodrigues presented the clean copy of the document, noting that there were grammar and typographic changes but no substantive

changes. **Treasurer Jacobs moved to adopt the Master Plan and Master Plan Summary as presented. Vice President Brier Seconded. Motion passed 3-0.**

2. Appreciation Dinner Update – OA Rodriguez noted that Phillips had no report for the Board, adding that the Decoration committee will meet this coming Sunday to finalize centerpieces. OA Rodriguez stated that the RSVP survey went out twice and will go out once more. Chief Miller stated that the Hallmark Inn has donated a stay at the Coast and Chief Miller is compiling a list of gift cards to purchase for the event.
3. Newspaper Articles – Treasurer Jacobs stated that she would like to meet with some of the personnel to discuss the Master Plan. OA Rodriguez added that she would like the Board to contribute an article for the newsletter and reminded the Board that they had discussed creating an opportunity for the members of the community to come learn more about the Master Plan. President Brand encouraged Treasurer Jacobs and Phillips to create a draft article and submit it to the staff for review. Treasurer Jacobs stated that she would like to set a meeting with Volunteer Corbin to discuss some of the evolution of the District over the years. Treasurer Jacobs asked Chief Miller to see if he can locate the District's first master plan to compare where the District started and where they are now.
4. Board Goals – President Brand stated that he has not yet had a chance to connect with the City Manager or the Public Works leadership. Treasurer Jacobs added that she hasn't yet had a chance to connect with the Planning Commission, though she has left messages.
5. Discrimination and Harassment Policy – 2nd Reading – OA Rodriguez noted that the Discrimination and Harassment policy has been reviewed by SDAO and their HR specialists. Treasurer Jacobs asked that the current iteration of the policy be returned at the March meeting for a 2nd Reading.
6. Board Policies – 2nd Reading – **Treasurer Jacobs moved to approve the Board Policies as presented. Vice President Brier seconded. Motion passed 3-0.**
7. Captain Job Description – 2nd Reading – OA Rodriguez noted that the Job Description was presented to the Board for a 2nd reading in October but was never adopted. **President Brand motioned to approve the Captain Job Description as presented. Treasurer Jacobs seconded. Motion passed 3-0.**

VII. NEW BUSINESS

1. Audit Presentation – Peter Gelser, of Koontz, Blasquez, & Associates, presented the audit results, adding that he will tailor the presentation for the needs of the Board. He discussed discrepancies they found including creating conflagration funds receivable as well as mis-classified expenditures for the fire truck. Mr. Gelser noted that he and OA Rodriguez discussed these discrepancies previously as well as possible resolutions for them. Mr. Gelser also briefly reviewed the financials of the audit and drew the Board's attention to the financial position and the fund balances of the District. He also directed the Board to the budget to actuals statement at the back of the report. He encouraged the Board members to reach out to him with any questions they may have. President Brand noted the differences in overall funds from 2014 to 2018. The Board thanked Mr. Gelser for his time and his presentation.
2. Insurance Presentation – Jeff Griffin, from SDAO, started the Board with an overview of the financial standing of the District from the liability and financial health standpoint. He noted that the District is receiving the full longevity and Best Practices credits. He encouraged the Board to host a class, possibly related to Duties and Responsibilities, for the new Board members and a refresher for the senior Board members. Treasurer Jacobs stated that she would like the District to host an event that includes neighboring Districts as well. Mr. Griffin reviewed some significant national disasters that have affected the Insurance Industry and suggested that property insurance rates are likely to increase from

8 to 10%, adding that larger deductibles could help offset the insurance expense. Mr. Griffin added that Worker's Compensation rates have fallen and emphasized that the District is in a good financial position. Mr. Griffin recommended that the District consider increasing their deductibles in the future, though it is not financially beneficial now. Mr. Griffin also recommended that the District staff work through a mock OSHA inspection to evaluate their safety practices, including a report to make improvements for safety of the personnel. The Board and Mr. Griffin discussed some hot topics in the Fire Service including OSHA, personnel hydration, and insurance, generally. The Board thanked Mr. Griffin for his presentation and his time.

3. Wage & Benefits Recommendation – Chief Miller stated that the CPI West rate is 2.8%, per the December 2019 report, and he is making a recommendation that the non-represented paid staff receive that increase as per the annual COLA, effective 07/01/2020.
4. Appoint Budget Officer – **Treasurer Jacobs motioned to appoint Chief Miller as Budget Officer. Vice President Brier seconded. Motion passed 3-0.**
5. Set Budget Calendar – OA Rodriguez presented the Budget Calendar for 2020 and reminded the Board that the next step is to appoint the Budget Committee, adding that she has reached out to prior Budget Committee members to see if they would be interested in participating again this year. President Brand stated that a goal for the District next budget year should include increasing the personnel so that there is better coverage for sick days and vacations, mitigating the District's reliance upon the part-time pool. Chief Miller added that during the Training Audit it was identified that training the part-timers to the same standard as the full-time personnel is challenging because they are not on-site as often. Treasurer Jacobs noted that she would like to see a 5-year projection for the District's anticipated revenue and the personnel expenses. She added that she would like to see systematic contributions to the reserve funds. Chief Miller and the Board discussed options for funding future personnel expenses including grants, levies, and reserve funds.
6. Review Civil Service Commission (CSC) Minutes – OA Rodriguez reviewed the meeting minutes from their January 7, 2020 meeting. Chief Miller stated that the CSC was supportive of an internal hiring process but noted that there was not a sufficient number of interested personnel.

VIII. ACTION ITEMS

Chief Goals were included in the Board packet and the Board asked the Chief to include their suggestions in his goals and to bring them back to the Board at the March meeting.

- IX. NEXT MEETING – March 3rd, 2020 –Brier, Jacobs and Brand all agreed they will be present for the March meeting. OA Rodriguez confirmed that the Board meeting days will return to Mondays in April 2020.
- X. ADJOURNMENT - Meeting adjourned at 16:51.