

PHILOMATH FIRE & RESCUE

April 11, 2022

Executive Session

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:03 by Board Vice President Daphne Phillips. Board Members present were Vice President Daphne Phillips, Rick Brand, Doug Edmonds, and Treasurer Ken Corbin. Staff present was Fire Chief Tom Miller.
Guest present was Volunteer President Andy Loudon.
Board Vice President Phillips adjourned the meeting to Executive Session at 15:04, meeting under ORS 192.660(2)(i) and 192.660(8) To evaluate the performance of an officer, employee or staff member, and ORS 192.660(2)(a) and 192.660(7) To consider the employment of an officer, employee, staff member or agent.

II. DICUSSION

III. ADJOURNMENT

4:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Board reconvened for their Regular Session with all the board members, staff and guest previously present.
Additional Guests: Union President Andrew Licon. Christopher McMorran and Joe Brier attended remotely.
- II. ACTION ITEMS
- A. Approval of Minutes – March 14th and 23rd, 2022 – **Treasurer Corbin motioned to approve both sets of minutes as presented. Brand seconded. Motion passed 4-0.**
- B. Approval of Bills – Chief Miller noted that fuel prices have risen dramatically and will impact the District’s line item for fuel expenses. **Brand motioned to approve payment of the bills in the amount of \$37,208.13. Edmonds seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
1. Board Report
- Review Board Calendar – Vice President Phillips reviewed the Board Calendar items listed for the April meeting. Chief Miller stated that there has been no movement on development of the Strategic Plan due to work on the proposed budget for Fiscal Year 2022 – 2023.
2. Fire Chief – Chief Miller’s report was included in the Board packet.
Edmonds asked about the Designation of Authority document, its duration, when it would be put in place, and other details. Volunteer President Loudon stated that this document would be used to give the IMT team the authorization to assist the Fire District in conflagration operations within the Philomath Fire & Rescue District. He stated that the authority of this document would be rescinded at the end of the declared conflagration. The Board, Chief Miller, and Volunteer President Loudon discussed the deployment of IMT units in the District and other details of deployment. The Board asked Chief Miller to invite Brent Griffiths, of the Oregon State Fire Marshal’s office, to discuss this process with the Board and to help develop a procedure for its implementation.

Corbin asked about injured personnel within the District. Chief Miller reported that two volunteers are recovering from injuries.

3. Board Secretary –

- Revenue/Expense Report – The Board looked over the Revenue & Expense reports for the month of March 2022.
- Review of Check Register –The Board reviewed the check register for the month of March.
- Chief Vacation Hours were included in the Board packet.

V. REPRESENTATIVE REPORTS.

1. Volunteer Association – Volunteer President Loudon reviewed the documentation he submitted to the Board.

Volunteer President Loudon discussed the Volunteer's ad hoc committee for Recruitment and Retention. He noted that the Volunteer Association is working with OA Rodriguez on how best to use their remaining activity line funds. Volunteer President Loudon thanked various department members for their work putting together the live-fire training on April 2nd, 2022. Volunteer President Loudon noted that, included in his documentation is the current condition of the Station 202 tactical pause, noting that the pause will remain pending further work with the District and Volunteers.

Volunteer President Loudon thanked Chief Miller for setting up the listening sessions regarding the Station 202 plans.

Volunteer President Loudon also noted, on behalf of the Volunteer Association, that he appreciates the input that the Board solicited from the personnel.

Vice President Phillips thanked the Volunteer Association for keeping the lines of communication open and the effort they are putting into working with the District. Volunteer President Loudon discussed the orientation of new volunteers with their roles in the District and how the volunteers are disbursed throughout the District and surrounding areas. All members discussed the value of volunteer response when the District is faced with multiple simultaneous calls.

Vice President Phillips thanked the Volunteers and personnel for their time and commitment during the Chief's 360 review.

2. IAFF Local 4925 – Union President Licon stated that he assumed the Union President position now that Captain Saalsaa retired from the role. Union President Licon reminded the Board that the Union is in an Opening Bargaining Session and have 90 days to close this process, this relating to staffing Station 202. He noted that the Union has started working more with their social media accounts, posting an appreciation for Dispatchers during Dispatcher Appreciation Week. He stated that, at future meetings, he will submit a written report with the Board packet.

VI. OLD BUSINESS

1. Review Board Policies – Corbin submitted notes to OA Rodriguez regarding the current draft of the Board policies, which were included in the Board packet. The Board discussed submitting their suggestions for changes to this draft to OA Rodriguez, requesting that these policies return for review at the May meeting.
2. Appoint Budget Committee – Review Applications – Vice President Phillips invited Christopher McMorran to introduce himself and talk about his interest in participating with the Budget Committee. The Board and Mr. McMorran discussed his interests in and availability for the Budget Committee. **Brand motioned to approve the current budget committee members,**

Van Hunsaker, Anton Grube, and Christopher McMorran, adding that additional members can be approved at the May meeting. Phillips seconded. Motion passed 4-0.

VII. NEW BUSINESS

1. Review Applications for Board Position – Vice President Phillips thanked Joe Brier for submitting an application for the open Board position. Mr. Brier stated that he would like to help the District fill the empty position until the election in 2023. He reported that he does not have plans to re-run for this position at that time. **Volunteer President Phillips motioned to appoint Joe Brier for Board Position 1. Brand seconded. Motion passed 4-0.**
2. Board Officer Elections – With the former Board President having resigned their position, the Board opted to re-elect for the President and Vice President positions of the Board.
President - Edmonds moved to nominate Daphne Phillips as Board President. Corbin Seconded. Motion passed 4-0.
Vice President - Corbin moved to nominate Rick Brand as Vice President. Edmonds seconded. Motion passed 4-0.
3. Chief Review Process – Development and Standardization – President Phillips clarified that this topic is to discuss the process of reviewing the Chief position and suggested creating a smaller committee to help develop this. Chief Miller stated that he would like to be part of that committee as well. Edmonds suggested that this group work on the timeline, process and documents of Chief review to streamline this process. President Phillips appointed Edmonds and herself to work with Chief Miller on developing the Chief review process and asked that the committee report back to the Board at the May meeting.
4. Levy Discussion – Chief Miller stated that he drilled down on his estimated financial needs and for the levy request. He apologized that the document was not included in the Board packet and stated that he will send that to the Board after the meeting. Chief Miller stated that he would like to start setting up presentations with the public regarding the District needs for the Levy. The Board and staff discussed the timing of the Levy and the current GO Bond.
5. Board Self-Evaluation – 2021: A year in review – Edmonds encouraged the Board to be reflective upon their role as Directors of the Fire District. Edmonds discussed how process of the board self-evaluation could work to help the board members identify deficiencies and move forward with improvements. The Board talked about how to establish this process and whether or not a committee would be useful. They also discussed using SDAO as a resource to be brought in to help develop this process. President Phillips nominated Treasurer Corbin and Vice President Brand to work on developing this board self-evaluation process and asked that the committee bring this topic at the May meeting.
6. Proposal: Consent Agenda – Edmonds introduced the idea of adding a Consent Agenda to the Board Agenda. He stated that this addition is intended to help streamline the Board meetings when it comes to reviewing regular, monthly submissions, which could be approved as a whole segment. Edmonds clarified that questions about items on the consent agenda could be directed to OA Rodriguez prior to the Board meeting. The Board discussed which items they would like to have included in the Consent Agenda. The Board asked to discuss this further at the May Board meeting, after reviewing this change with OA Rodriguez.
7. Civil Service Minutes Review – Minutes from the Civil Service meeting on April 5, 2022 were reviewed by the Board.

- VIII. ACTION ITEMS – President Phillips suggested that an SDAO representative attend the May meeting to discuss board etiquette and behaviors to help clarify the conduct and responsibilities of the Board members.

Wage recommendation - **President Phillips** motioned to approve **OA Rodriguez** for a **6% COLA increase, effective 07/01/22**. **Edmonds** seconded. **Motion passed 4-0**.

Phillips motioned to adjust **DC Ferguson's** monthly wages from **\$6,075 to \$6,820, effective May 1, 2022**. **Edmonds** seconded. Chief Miller stated that the wages for the Deputy Chief are woefully low and he wants to make sure that the District doesn't lose a valuable employee. **Motion passed 4-0**.

Attachment A Chief Miller – **Phillips** motioned to accept **Chief Miller's Attachment A** including a **6% COLA increase effective February 1, 2022 and 1-4% COLA increase February 1, 2023, based on the CPI West recommendation**. **Brand** seconded. **Motion passed 3 in favor, Phillips, Brand, Edmonds, 1 opposed, Corbin**.

IX. NEXT MEETING – May 9th, 2022

X. ADJOURNMENT – Meeting adjourned at 17:41 by Board President Phillips.

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