

PHILOMATH FIRE & RESCUE

March 5, 2019

Executive Session

ORS 192.660(2)(i) and 192.660(8)

To evaluate the performance of an officer, employee or staff member.

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order by President Joe Brier at 12:48. Board members present were President Joe Brier, Vice President Kevin Sullivan, Treasurer Rick Brand, and Ruth Jacobs. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.
Guest present: Ken Corbin, Volunteer Association Treasurer
- II. ACTION ITEMS
 - A. Approval of Minutes – **Jacobs motioned to approve minutes as presented. Sullivan seconded. Motion passed 4-0.**
 - B. Approval of Bills – AA Rodriguez noted additions to the bills, including a zeroed-out check for Melissa Miller which the Volunteer Association paid. **Vice President Sullivan motioned to approve payment of the bills in the amount of \$30,773.98. Jacobs seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. President – President Brier stated that he will be doing disaster recovery in Lane County, after the recent, severe winter storms.
 2. Fire Chief –
 - Personnel – Chief Miller reported that the staff is working on the updated Job Description for the Deputy Chief position which will be posted on Daily Dispatch. Chief Miller stated that the new part-time firefighters received new-hire orientation on February 8th and the District is very pleased with the new personnel. Chief Miller reported that Captain Saalsaa attended a Public Information Officer (PIO) class for NWCG certification noting that this will enable him to work on conflagrations in a PIO position. He added that EMR classes will start this month, with 2 of the District personnel participating in that class.
 - Volunteers – Chief Miller reported that he attended the Volunteer Business meeting and the Appreciation Dinner and everyone seemed to have a great time at the event.
 - Apparatus – Chief Miller reported that the District has been notified that the Benton County Shops will raise their rates 14% this year. President Brier asked if Chief Miller to look into other repair services available in the area. Chief Miller stated that Corvallis will go out for a request for proposal for

repair services. Vice President Sullivan suggested we work with Corvallis to consider their proposal process and benefit from their work. Chief Miller stated that the District needs to consider whether or not any of the needed repairs on the vehicles can be take care of in-house as opposed to taking them in for repair. He also recommended that they use local options for smaller services in order to reduce costs.

- Building – Chief Miller reported that the RV carport was installed on the training grounds to house the District trailers. Chief Miller reported that the exhaust system at 202 needs some adjustment to accommodate the apparatus housed there. He added that the exhaust system at station 201 will need some attention within the next fiscal year. Vice President Sullivan recommended looking in to rebuilding and servicing the system as opposed to replacing it.
- Meetings - Chief Miller reported that he participated in the hiring process in Monroe.
- Master Plan Committee – Chief Miller stated that the committee worked through an analysis of the strengths, weaknesses, opportunities and threats to the District. He added that they have developed a list of priorities for each area in order to focus 3, 5, and 10-year plans. Chief Miller reviewed the identified priorities from the analysis with the Board.
- Budget – Chief Miller reported that the staff is working through budget discussions adding that replacement of the Deputy Chief position is a consideration for next fiscal year. Jacobs encouraged Chief Miller to get a letter from the Union with written approval for replacing the Deputy Chief position since they previously issued a statement suggesting an alternative to replacing the Deputy Chief. Chief Miller reported that the next staff budget meeting is scheduled this Friday and he would like to see some movement on negotiations prior to then.
- President Brier suggest Chief Miller attend the meet and greet for the new Corvallis Fire Chief.

3. Board Secretary –

- Revenue/Expense Report - AA Rodriguez reviewed the revenue and expense reports with the Board.
- Review of Check Register - AA Rodriguez reviewed deposits listed for the Citizens' Bank account.
- RunTracker - AA Rodriguez presented the RunTracker numbers for February 2019: 56 calls; 15 Fire, 41 Medical. The Board and staff discussed projected calls for the year and how response may differ from one year to the next. Corbin chimed in and added that the winter was mild and did not generate any additional calls due to severe weather.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor was not present. Volunteer Association Treasurer Corbin thanked the Board for the Appreciation Dinner.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – AA Rodriguez reported comparable numbers this year for the event expenses. She added that the caterers were appreciated and well received.

Treasurer Brand observed that the attendees seemed to be enjoying themselves and mingling more this year. Jacobs asked Corbin to solicit feedback from the Volunteer Association and to get a recommendation for next year for this or other ways to appreciate the personnel. Chief Miller stated that he will follow up with volunteers to see what they prefer.

2. Board Policies Review – Jacobs stated that the vast majority of her suggested changes relate to clarity, typos, and minor editorial corrections. She noted Article 2, Section 5 – annual review of the board policies.
3. Chief's Evaluation – President Brier stated that the Board conducted a review of the Fire Chief for the last year, have identified some goals for him, and would like to encourage him to stay for another year. President Brier and Chief Miller will work together to formalize his goals for the year.

VII. NEW BUSINESS

1. Appoint Budget Committee Members – AA Rodriguez reported that only Larry Sleeman and Anton Grube had responded with their availability for the Committee. The Board recommended soliciting for positions online, on the District website and facebook. Jacobs encouraged Chief Miller to encourage volunteers to spread the word for openings on the Budget Committee and Board positions.
2. Social Media Policy – AA Rodriguez recommended that this policy be tabled to next month in order to include some additional adjustments.
3. Volunteer Attendance and Incentive Policy – AA Rodriguez presented this policy, noting that the changes are made only to include the Siren volunteers. Jacobs recommended inclusion of a definition for Sirens and Volunteers and asked that this policy be returned for a 1st reading at the April meeting.
4. Supplemental Budget – AA Rodriguez reviewed the Supplemental Budget notice. President Brier read the Supplemental Budget Resolution. **Jacobs motioned to adopt resolution 19-01. Brand seconded. Motion passed 4-0.**
5. SDIS Board Self Evaluation – President Brier read through the self-evaluation and the Board discussed and answered the best practices questions.
6. Board Meeting Time – The Board considered whether or not the meeting could be moved away from the noon hour. President Brier suggested the Board meet in the afternoons in order to allow time for the staff to prepare. The Board agreed that 3 pm would be a good time to meet. **Sullivan motioned to move the April meeting to 3 pm as a trial. Jacobs seconded. Motion passed 4-0.**

VIII. NEXT MEETING – April 2, 2019 – Jacobs, Sullivan, and Brier confirmed their attendance at the April meeting.

IX. ADJOURNMENT – Meeting adjourned at 14:07.