

# PHILOMATH FIRE & RESCUE

February 5, 2019

Executive Session

11:30 am

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 Treasurer Brand at 12:16. Board members present were Treasurer Rick Brand, Robyn Jones, and Ruth Jacobs. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.  
Guests present: Peter Gelser, from Koontz, Blasquez, & Associates and Volunteer Firefighter Ken Corbin.
- II. ACTION ITEMS
  - A. Approval of Minutes – Jacobs noted one typo. Treasurer Brand recommended fewer abbreviations in the Board Minutes. **Jacobs motioned to accept minutes with the one noted, minor change. Jones seconded. Motion passed 3-0.**
  - B. Approval of Bills – AA Rodriguez reviewed the monthly bills, commenting on those of note and additions to the monthly expenses. **Jacobs motioned to approve payment of the bills in the amount of \$76,820.18. Jones seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. President – Treasurer Brand stated that President Brier left nothing to report.
  2. Fire Chief –
    - Personnel – Chief Miller reported adjustments to the Fire & Life Safety Officer work schedule, to reflect changes in the responsibilities and Job Description. Chief Miller also reported that the hiring process has completed resulting in 6 personnel in the District’s full-time firefighter hiring pool. He added that 4 of the applicants will be brought on as part-timers, with orientation scheduled for Friday, February 8<sup>th</sup>. Chief Miller and the Board discussed the hiring pool and process for on-boarding for a full-time position. Chief Miller reported that Deputy Chief Lilja tendered his resignation, effective January 31, 2019. Chief Miller also stated that Lieutenant Bryan Crocker received his annual evaluation and he recommended a pay increase for him, per the Contract Bargaining Agreement (CBA).
    - Apparatus – Chief Miller stated that the apparatus have received their annual maintenance adding that in the next fiscal year the District will need to budget for tires.

- Equipment – Chief Miller reported that the gas monitors arrived, reminding the Board that the District received a matching-funds grant from Siletz for those.
  - Facilities – Chief Miller stated that the District ordered an RV Carport for storage of the equipment trailers, noting that it is scheduled to be delivered February 14<sup>th</sup>. Chief stated that this purchase was made in order to keep the trailers out of any inclement weather.
  - Meetings – Chief Miller stated that he attended the Fire Defense Board meeting, where they discussed the new system for dispatching. Chief Miller and the Board discussed implementation and training for the new system and how it will streamline the District response and report writing. Jacobs questioned records management for the new system and Chief Miller reassured the Board that records maintenance will be maintained by the administrators of the system.
  - Master Plan Committee – Chief Miller stated that the committee had a productive initial meeting, including discussion of a strategic analysis for the District, noting that they will reconvene February 13<sup>th</sup>.
3. Board Secretary –
- Revenue/Expense Report - AA Rodriguez reviewed the revenue and expense reports with the Board. She noted income and expenses that will need to be included in the Supplemental Budget, which she will bring to the March meeting.
  - Review of Check Register - AA Rodriguez noted deposits listed for the Citizens' Bank account. She also pointed out a deposit for the Volunteer Length of Service Awards Program refund and reissuance of those funds.
  - RunTracker - AA Rodriguez presented the RunTracker numbers for January 2019: 43 calls; 13 Fire, 30 Medical. She also reviewed the RunTracker totals for January over the last 4 years.
  - Chief Miller's vacation hours were included in the Board packets.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor not present.
2. IAFF Local 4925 – Union President Saalsaa not present.

VI. OLD BUSINESS

1. Appreciation Dinner – Jacobs reported that she made contact with the band, noting that there will be 3 musicians. She said that the estimate for the band is \$250 plus dinner for the band members. The Board made plans to arrive at 2 pm to help set up tables and linens. Chief Miller reported that the owners of the Hallmark Resort in Newport donated a night stay at the coast as a gift for the event.
2. Confined Space SOG – 2<sup>nd</sup> Reading – Chief Miller noted that the only changes to this policy included the NFPA reference and confined space entry roster and worksheet. **Jacobs motioned to approve policy as presented. Jones seconded. Motion passed 3-0.**
3. Technical Rescue SOG – 2<sup>nd</sup> Reading – Chief Miller stated that the only addition to this policy was the NFPA reference. **Jones motioned to approve policy as written. Jacobs seconded. Motion passed 3-0.**
4. Master Plan Review – Treasurer Brand reported that the initial meeting of the Master Plan Committee went well. He reported that committee reviewed prior goals

and discussed the future of the District. Members were asked to develop a strategic analysis to bring back to the next meeting. Jacobs noted how productive and collegial the meeting was. Corbin agreed that the master plan meeting went well.

## VII. NEW BUSINESS

1. Audit Presentation – Mr. Gelser stated that the District received an unmodified opinion, regarding the financial review, indicating that there were no major issues that arose during the audit. He complimented the staff on their work and organization. He reviewed their findings, noting that Segregation of Duties will continue to be an issue for the Fire District due to the limited number of staff. Mr. Gelser cautioned about specific topics related to Local Budget Law and funds allocations. He added that there were no significant concerns identified. He encouraged the District to calculate Capital Assets as including the apparatus and all of the expenses included to get them in-service. Mr. Gelser gave a brief overview of the audit report and discussed the District's current financial standing. Mr. Gelser discussed some of the government requirements through GASB and discussed details of GASB 75 which tracks retiree health insurance benefits. He recommended that the District have a GASB 75 valuation every couple of years. The Board asked if there was any audit training to help with the budget and audit processes and the day-to-day finance review. Mr. Gelser stated that he felt that the Board is doing a good with the internal controls currently set in place. AA Rodriguez added that audit Corrective Action Plan, which addresses the deficiencies identified by the auditors, was included in the Board packets with copies sent to the auditor and State of Oregon.
2. Chief's Evaluation – Treasurer Brand stated that there is some input that the Board is still waiting on for the Chief's evaluation so the Board is not prepared to make a decision about this. Treasurer Brand added that the Board discussed how the Deputy Chief resignation will impact the Fire Chief position. Jacobs encouraged Chief Miller to get ideas from the personnel about what would be in the best interest of the District, especially given the evolution of the Fire & Life Safety position. Jacobs stated that she thinks that soliciting input will encourage buy-in from the personnel as the District moves forward.
3. Civil Service Commission (CSC) Minutes – AA Rodriguez noted that the CSC minutes were included in the Board packets.
4. Appoint Budget Officer – **Treasurer Brand motioned to appoint Chief Miller as Budget Officer. Jacobs seconded the motion** and added that this has been past practice. **Motion passed 3-0.**
5. Wage & Benefits Recommendation – Chief Miller reported that, as per the CBA, the Wage & Benefits Committee and Union need to start having discussions about wage adjustments for the next fiscal year. Jacobs relayed that Vice President Sullivan reported he will not run again for the Fire District Board. Jacobs suggested Vice President Sullivan return to his position on the Wages & Benefits Committee for this year's review. Jacobs recommended Sullivan, Jacobs, and Chief Miller meet to discuss wages. Jacobs stated that the negotiations need to be completed before July 1<sup>st</sup>, 2019.
6. Collective Bargaining Agreement and Non-Union Staff – Chief Miller reminded the Board that this relates to how the non-union staff is affected by changes in the CBA. Chief Miller stated that in the past Union negotiation, the Union members forfeit the option to attend doctor visits on the clock, which would

extend to the non-union staff. This change would also include non-union staff in the vacation buy-back option. Chief Miller recommended that the non-union staff follow suit with the Union personnel. The Board agreed that it would be in the best interest of the District to treat the Union and non-union staff equally relating to these changes.

7. **Jacobs motioned to approve Crocker pay increase per CBA. Jones seconded. Motion passed 3-0.**
  8. Board Policies Review – Jacobs submitted her suggestions and asked the Board members to review them to discuss at the March meeting.
  9. Annexation – Chief Miller stated that this property is adjacent to the current District boundary though is not currently in the District. Chief Miller recommended that the property be annexed into the Fire District. **Jacobs motioned to annex property, lot number 1702, as per District policies for annexation. Jones seconded. Motion passed 3-0.**
  10. Meeting Time – Jones recommended that the Board review their monthly meeting times and asked that it be added to the March meeting agenda.
  11. Chief Miller reported, for the good of the order, that the OFDDA Conference will be held in Seaside this year, in November.
- VIII. NEXT MEETING – March 5, 2019.
- IX. ADJOURNMENT - Treasurer Brand adjourned the meeting at 13:33.