

PHILOMATH FIRE & RESCUE

July 13, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:01. Board members present were Robyn Jones, President Rick Brand, Vice President Joe Brier. Daphne Phillips arrived at 15:09. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Volunteer Vice President Jessica Olsen and Ken Corbin.
- II. ACTION ITEMS
 - A. Approval of Minutes – Special Session Supplemental Budget Hearing, June 25, 2020 - Jones **motioned to accept the minutes of the Special Session Supplemental Budget hearing as presented. Vice President Brier seconded. Motion passed 3-0.**
 - B. Approval of Minutes – Budget Hearing and Regular Session June 1, 2020 – Vice President Brier **motioned to accept the Budget Hearing and Regular Session minutes as presented. Jones seconded. Motion passed 3-0.**
 - C. Approval of Bills OA Rodriguez presented the monthly bills and reviewed some uncommon expenses such as a mileage and per diem reimbursement, oversized dumpster rental, and Station 201 carpet cleaning. President Brand asked about fees related to public posting for the Budget Hearing. OA Rodriguez stated that public notice publication is required for the Budget Hearing, adding that there would be an additional charge for posting the Supplemental Budget Notice. **Vice President Brier motioned to approve payment of the bills in the amount of \$30,740.19. Jones seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President Report – President Brand reported that, regarding the Timber Suit, the judge in the case determined that attorney fees related to the suit would be included in the suit.
 2. Fire Chief Report – Personnel
 - Chief Miller thanked everyone involved in the recruitment of the Daytime FF process.
 - Chief Miller noted that there will be forthcoming changes to the face mask requirement and the department is working to stay up-to-date on those requirements.
 - Chief Miller reported annual advancements for Haney, Moser, and Rodriguez and recommended step raises for them, as appropriate.
 - Chief Miller reported that the District is waiting to hear about the grants for the Daytime FF and the Training Facility for Station 201.
 - Chief Miller stated that there was a multi-vehicle response that required multiple ambulances and was a very complicated call. Chief Miller noted that the regional Chaplains did come out to support the District personnel after that call.
 - Chief Miller reported that the District trained at the Corvallis Training Tower in conjunction with Corvallis Fire and that the training was well received by the personnel.
 - Chief Miller reported that the June burn-to-learn completed the requirement for the Spring Firefighter Academy recruits.
 - Chief Miller reported that a Community Volunteer, Toumbs, moved into Station 203 to become a Resident Volunteer.

Apparatus

- Chief Miller reported that 232 was towed into the shop and repaired.
- Chief Miller stated that the forklift underwent repair and annual service.
- Chief Miller noted that Captain Louden and Douglas Burke are currently working on apparatus replacement plan for the District.
- Chief Miller also noted that he is working on the Standard of Coverage document which he should have for the Board this Fall.

Equipment

- Chief Miller reported that the new SCBA packs have been received and are waiting for the personnel to be fully trained before they will be put in-service and deployed.
- Chief Miller stated that the SCBA Air compressor and radios had their annual services completed.
- Chief Miller stated that additional cameras will be installed at Station 201. Chief Miller noted that the project is waiting on parts for completion.
- Chief Miller noted that the power supply crashed on the computers and internet at Station 201 and Alyrica repaired that.
- Chief Miller reported that the fire alarm and smoke system received their annual service.

Meetings

- Chief Miller stated that regionalization is a big topic among the Fire Defense Board. He added that they plan to meet quarterly with Linn County leadership.
- Regarding the 9-1-1 Tax District Board Meeting, Chief Miller stated that the Board is comprised of a representative from each of the participating 14 entities as well as leadership from the Dispatch Center. Chief Miller stated that members were sworn in today. He added that there will be a sub-committee to work on project prioritization where another member of the District could be involved.
- Chief Miller stated that he attended the Blodgett Board meeting where their focus was on establishing a new Station near the Blodgett Market. Chief Miller reported that they are working on the details with Starker Forest and estimate the project to cost about \$4 million.
- Chief Miller reported that the Civil Service Commission meeting was held last week where COVID was topic of interest.

President Brand asked about the fiscal oversight of the 9-1-1 Tax District Board. Chief Miller stated that 3 Commissioners and 3 Board Members will comprise the Budget Committee. He noted that the Initial budget was set in place by the Commissioners. Chief Miller noted that OSU is planning their own policing department and will need someone to dispatch their services, adding that they may be interested in cost-sharing with the County Dispatch. President Brand asked where the Resident Volunteers (RVs) are primarily coming from. Chief Miller stated that most of the RVs are coming from Chemeketa, through the EMS and Fire program, and by word-of-mouth from current and former RVs.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the Revenue/Expense reports for June 2020, noting that reconciliations had been performed and that the year end numbers were fairly accurate, barring any audit adjustments.
- Review of Check Register – OA Rodriguez reviewed the Check Register and noted deposits to the Citizens Bank account. She noted large deposits related to repayment of the GO Bond debt, conflagration reimbursement, and COVID-19 expense reimbursement.
- RunTracker – OA Rodriguez presented the June 2020 RunTracker: 64 calls; 17 Fire, 47 Medical. She also asked the Board to consider what information from the RunTracker

report is useful for them, adding that the staff are looking at other ways to capture this information for the personnel. Board members noted that response times for calls, trends, and exceptional calls are important for them to be kept aware of, adding that year to year trending is helpful.

- Chief Vacation Hours – OA Rodrigues noted that Chief Miller’s vacation hours were included in the Board packets.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Vice President Olsen was present on behalf of Volunteer President Loudon. She stated that there was nothing to report and that the Volunteer Association would hold their business meeting the next day.
2. IAFF Local 4925 – Union President Haney was not present.

VI. OLD BUSINESS

1. Board Goals – President Brand stated that there was nothing pertinent on the City’s meeting schedule this month.
2. Fee Schedule Policy – 2nd Reading – OA Rodriguez noted the correction of the verbiage from “fine” to “fee” and the addition of the address post fee. Corbin asked if the District is intentionally planning on charging neighboring Districts. Vice President Brier noted that any charge to neighboring departments would be outlined in the Mutual Aid Agreements with each department. Chief Miller confirmed that charges would be for residents outside of the Fire District and for occasions not covered under the current Mutual Aid Agreements. The Board asked that this policy be returned for a 2nd reading at the next Board meeting.
3. Volunteer Assistant Chief Job Description – 1st Reading – OA Rodriguez presented the Assistant Chief (AC) Job Description and clarified that the AC responsibilities are sufficiently different than the Deputy Chief (DC) responsibilities to warrant keeping the job titles separate. Chief Miller clarified that the DC focuses primarily on Operations and Training, adding that the certifications are similar but the job responsibilities are sufficiently different. The Board asked that this Job description be brought back for a 2nd reading at the next meeting.

VII. NEW BUSINESS

1. Civil Service Appointment – OA Rodriguez confirmed that Commissioner Plant is interested in continuing his appointment to the Civil Service Commission. **Vice President Brier motioned to appoint Tom Plant for another term. Jones seconded. Motion passed 4-0.**
2. Video Surveillance Policy – 1st Reading – Chief Miller clarified that there will be no audio available on the surveillance system and no audio recording. He disclosed to the Board planned locations for the new cameras. OA Rodriguez noted that this draft had been disbursed to all the personnel and there were questions related to access to video surveillance recordings and ongoing monitoring of the cameras. Chief Miller stated that the camera display will be moved into a locked area and will not be monitored, with the footage only evaluated should allegations be levied. The Board and Chief Miller suggested 30 days retention of the footage should be sufficient. Chief Miller stated he would get clarification on the length of retention of the footage from the security company and details on the capabilities of the system. Corbin stated that in his conversations with the residents of the station, they noted that they are concerned about being monitored constantly and stated that it would be inappropriate to do so. However, he added, having the footage evaluated when a complaint lodged seems appropriate. Corbin noted that it should be added that the Board President have access to Footage. Vice President Brier asked if the Board wants to review the access log for the surveillance system periodically. Phillips noted that the reason for access to the footage should be included in log. Vice President Brier stated that the Board should be

notified any time the footage is accessed or requested, adding that this can be part of Chief Report. The Board requested this policy be returned for a 2nd reading at the next meeting.

3. Election of Board Officers – President Brand stated that Treasurer Jacobs does not plan to rerun at the end of her current term. The Board and staff discussed advertising for Jacobs’ position early in 2021. President Brand nominated Vice President Brier for the position of President. President Brand nominated Jones as Vice President. President Brand stated that he could serve as the next Treasurer. Vice President Brier nominated Brand for Treasurer Motion passed 4-0. OA Rodriguez stated that she will work with the Board to put together a “new board member book” to introduce new and prospective members.
 4. Approve Recurring Journal Entries – OA Rodriguez reviewed the list of recurring journal entries, noting those that are related to payroll and obligated withholdings and those that are monthly fees and subscriptions. President Brand asked that unusually large or uncommon expenses be brought to the Board’s attention. The Board approved the list of recurring journal entries as presented.
- VIII. ACTION ITEMS – Step increases for Haney, Moser, Rodriguez. **Vice President Brier motioned to approve eligible step increases for Haney, Moser, and Rodriguez. Jones seconded. Motion passed 4-0.**
- IX. NEXT MEETING – August 3, 2020 – Jones confirmed, Phillips likely, Brand and Brier available.
- X. ADJOURNMENT - Meeting adjourned 16:07