

PHILOMATH FIRE & RESCUE

March 14, 2022

2:00 pm

Executive Session

ORS 192.660(2)(f) to consider information or records exempt by law from public disclosure

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 14:00 pm by President Robyn Jones. Board members present were Doug Edmonds, Vice President Daphne Phillips, Treasurer Ken Corbin, and President Robyn Jones. The Board moved to Executive Session under ORS 192.660(2)(f) to consider information or records exempt by law from public disclosure.
- II. DISCUSSION
- III. ADJOURNMENT

3:00 PM

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Board returned to Regular Session at 15:00 with all the prior members and Rick Brand attended remotely, joining at 15:03. Staff present included Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guests present: Union President Rich Saalsaa, Firefighter Andrew Licon, Deputy Chief Chancy Ferguson, and Volunteer President Andy Loudon.
- II. ACTION ITEMS
 - A. Approval of Minutes – February 14th, 2022 – **Vice President Phillips moved to approve minutes as presented. Corbin seconded. Motion passed 4-0.**
 - B. Approval of Bills – February 2022 – OA Rodriguez noted expenses in 6160 for annual maintenance of equipment, in 6250 for 4 sets of turnouts, as well as expenses that the Volunteers picked up to cover expenses relating to the Celebration of Life for Theresa. **President Jones motioned to approve payment of the bills in the amount of \$46,673.26. Edmonds seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Jones stated that she will be resigning from the Board due to moving out of the area.
 2. Fire Chief – Miller Report included in the Board packet.
Station 202 Staffing – President Jones asked if the planned staffing for Station 202 would still include an officer. Chief Miller stated that it would not, due to the District providing additional training for the members who will be stationed at 202, with an officer responding from Station 201. Treasurer Corbin asked if the Resident Volunteers (RVs) feel comfortable with the current agreement. Chief Miller stated that the best of his knowledge, everyone is on-board with this plan. DC Ferguson stated that he hasn't gotten any feedback other than lots of questions about the training he has provided them. Treasurer Corbin asked if the RVs are comfortable and competent to coordinate the work at Station 202. DC Ferguson stated that 5-6 individuals, RVs who have been with the program for more than a year, are qualified and

should feel confident to staff Station 202 and new, onboarding RVs will need the typical training plus the additional training he has developed for this. President Jones asked if there will be a change of Resident Volunteers (RVs), due to leaving the program, and how that will impact staffing. Chief Miller stated that leadership agreed that one RV at Station 202 would be a “qualified” responder with a “trainee” responder stationed with them. He added that qualifications and training would be considered to determine who will staff Station 202. Volunteer President Loudon stated that there are some disagreements on this topic and the content of the additional training has not been agreed upon. Chief Miller stated that Station 202 will need to wait for agreements to be shored up. President Jones confirmed that, at this time, staffing Station 202 will not move forward.

Building Update – President Jones asked if the hose tower will be covered under warranty and if an accurate bid number has come in for the cost of that project. DC Ferguson stated that he has had trouble with the warranty company and so has had no movement as of yet, noting that a \$30,000 project estimate has been added to the budget as a placeholder for this project.

New Engine – President Jones asked if the new vehicle will be stationed at 202. Chief Miller reported that the new vehicle does fit in Station 202 but does not allow access for the kitchenette. Chief Miller stated, due to this, the new vehicle will stay at Station 201 with the old vehicle staying at 202. Treasurer Corbin asked if the apparatus doesn’t fit at Station 202, but was intended for 202, why was it purchased. Chief Miller stated that it could be stationed at 202 in a pinch, adding that it will replace 265, which will be decommissioned. Chief Miller stated that the new 232 can act as brush truck and a type 1 engine, reiterating that the new vehicle could fit at 202 but is very tight to access. Treasurer Corbin stated that if the apparatus was not going to be placed at 202, he would not have approved the purchase. Brand suggested coming up with solutions among the staff in order to resolve the problem of where to house the vehicle. Vice President Phillips asked about whether or not the concerns for stationing RVs at 202 has sufficiently addressed the concerns of the personnel. Chief Miller stated that he thought that there was an understanding and that the District has worked to meet those concerns, stating that now the personnel are wanting to add additional requirements. Vice President Phillips asked whether or not the classes, developed by DC Ferguson, are sufficient to prepare and empower the personnel to respond from Station 202. President Jones recommended more work on this topic among the personnel before moving forward with this plan.

Senate Bill 1582 - Vice President Phillips asked about SB1582, coverage for the non-protected areas. Chief reminded the Board about the details of the Senate Bill which was proposing annexation abilities for areas without fire protection and noted that it did not pass committee, though, he said, it will be resubmitted.

Hoskins-Kings Valley (HKV) Inter-Governmental Agreement (IGA) - Edmonds asked about the HKV IGA and whether or not it has been reviewed by legal counsel and if it would come to the Board for review. Chief Miller confirmed and stated that he has a verbal agreement with HKV. He stated that part of the agreement includes training and stationing response at Station 202. Edmonds asked if the contract fee would cover the costs of training and staffing. Edmonds emphasized that training of personnel for Station 202 needs to be sufficient to meet the call needs within the District and for Hoskins Kings Valley.

Calls Out Of District - Treasurer Corbin asked about the mutual aid calls to Alsea. Chief Miller reported that the Alsea personnel stopped responding to medical calls during the pandemic

and they haven't picked that back up. Chief Miller stated that he isn't sure if this will continue going forward.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez noted the current fund balances of the various funds of the District. She also stated that the next bond repayments will be made in May. She reported that the current available funds should be sufficient to meet the needs of the District through the end of the fiscal year. OA Rodriguez stated that she expects an additional \$40,000 in tax revenue before the end of the current fiscal year.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account, including deposits relating to income from the District's First Aid/CPR classes.
- Chief Vacation hours were included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the volunteers are focusing on recruitment and retention noting that there has been a loss of leadership over the last several years, though there are lots of shorter-term RVs and volunteers. Volunteer President Loudon stated that the volunteers have completed the volunteer association budget. OA Rodriguez asked that that their budget document be sent to her. Volunteer President Loudon reported that the ad hoc staffing committee has been working with DC Ferguson on staffing Station 202 which is an ongoing process. Volunteer President Loudon added that the committee will continue to help DC Ferguson with ongoing training plans. Volunteer President Loudon reported that he completed the Stair Climb, in Seattle, a fundraiser for the Leukemia Society, as the lone representative from Philomath and came in 148th place of 1460. Volunteer President Loudon also reported that Volunteer Burkum lost his son last week to suicide.
2. IAFF Local 4925 – Union President Saalsaa thanked the Volunteer Association, the public, the staff, and Board for the support of his family during the recent loss of his wife, and Siren Volunteer, Theresa Spaulding. He stated that her Celebration of Life event was beautiful and the community outreach was truly phenomenal. On behalf of the Union, Union President Saalsaa stated that he will no longer be Union President. He thanked the Board, again, for their work during negotiations.

VI. OLD BUSINESS

1. Strategic Planning Committee Final Template and Minutes Review – Edmonds thanked the committee members and Loudon for their contributions to this document. He emphasized that this will be a "living document" that should work to help the District be accountable to their plans. President Jones thanked all participants for their work on this document. **Vice President Phillips motioned to approve the minutes of the Strategic Planning Committee as presented. President Jones seconded. Motion passed 5-0.**
2. Negotiations Update – President Jones apologized for delaying approval and stated that the Board appreciated the additional time to review the impact of the negotiations. **Vice President Phillips motioned to adopt the Contract Bargaining Agreement as submitted for 2022 -2026. Brand seconded.** Vice President Phillips thanked everyone for the process and helping her learn through the negotiation. **Motion passed 5-0.**

3. Master Plan Committee – Chief Miller stated that there was nothing to report. He stated that the group has not yet met again and that there were other factors that delayed the process including approval of the negotiations.
4. Updated Board Calendar – OA Rodriguez reviewed changes to the Board Calendar as requested by the Board and noted other changes including color-coding the events. She emphasized that this is a document for the Board and can be used, changed, and adjusted to suit them best.
5. Review Board Policies – OA Rodriguez noted that this draft is primarily an update relating to including remote options for attending the Board meeting. She also noted that some verbiage and formatting will need to be updated.
6. Chief Miller Review – **Vice President Phillips motioned to appoint President Jones and Edmonds to schedule the Chief’s review and meet with him at a mutually beneficial time. Treasurer Corbin seconded. Motion passed 5-0.**

VII. NEW BUSINESS

1. Appoint Budget Officer – **Vice President Phillips nominated Chief Miller as Budget Officer for Fiscal Year 22 -23. Edmonds seconded. Motion passed 5-0.**
2. Appoint Budget Committee – OA Rodriguez stated that one member of the prior Budget Committee confirmed that they would like to return to the Budget Committee for Fiscal Year 22-23. OA Rodriguez added that there is already one position that will be open and recommended recruiting for this position. Board members also noted that they would reach out to their networks to let people know that this position will be available.
3. Budget Needs for Local Option Levy and Levy Calendar – OA Rodriguez reviewed the Levy Calendar noting some of the time specific deadlines. Chief Miller reviewed the Local Option Levy Needs document. Chief Miller noted that the average cost per call is approximately \$1,500 per call based on the operating budget compared to the call volume. Chief Miller stated that the District needs to consider purchasing property on the east side of Philomath in order to place a station near where the new developments are expected. Edmonds stated his appreciation for this foundational information. Treasurer Corbin expressed concern about adding additional staff and stated that the Board should consider whether or not the District is moving to become an entirely paid department. Edmonds noted that the funds being available doesn’t require those funds to be spent directly and immediately on those items but that the planning is there to fund it when the need arises. He emphasized that the District should always consider future growth and needs. Brand stated concern about investing more at Station 202 if the property isn’t owned by the District. He encouraged the Chief to look into the purchase of that property. Chief Miller agreed with Brand and stated that there needs to be an agreement signed with the property owner and possible discussion regarding the purchase of the property. Chief Miller stated that he will bring the current 99-year lease to the next meeting. Vice President Phillips asked for a Station 202 tour. Edmonds encouraged the Chief to evaluate whether or not the current location for Station 202 is the best location to continue to invest into. The Board thanked the staff for their work on this document.
4. Station 202 Staffing – On hold.
5. Hoskins-Kings Valley Agreement – Chief Miller stated that he worked with SDAO and another department who provided the template to develop this Inter-Governmental Agreement. Chief Miller stated that the agreement is two-fold, at the staff-level and at the Board-level. Chief Miller reviewed sections 5 and 6, which detail the agreements of the two Districts. Chief Miller stated that the contract amount was based on his and DC Ferguson’s time commitment per this agreement. Chief Miller stated that he was imagining working out of Station 202 1

day per week. Chief Miller stated that this document is currently with the District attorney's for review. President Jones asked about use of equipment and materials during responses and how the cost of that will be recuperated. Chief Miller stated that use of the consumables would have to be approved by the Board. Edmonds clarified that the Districts would continue to be separate relating to equipment, budget, and other resources. He asked about Chief Miller's oversight of the HKV operations. Chief Miller stated that he would work with their current Volunteer Chief for operations. Treasurer Corbin asked how the District plans to staff enough RVs at Station 202 and 201 over the 3 shifts. Chief Miller stated that the agreement so far is to staff daytime at 202. Chief Miller noted that his discussions with HKV have related to response in the District versus commitment to HKV. Edmonds and Vice President Phillips encouraged adding "as available" for response from Station 202 to the contract. President Jones asked if increasing RVs increases the costs to the District and how does the District plan to anticipate that. Chief Miller stated that Staffing 202 is based upon those available. He clarified that on some shifts there are already 4 resident volunteers which would provide for two RVs at Station 202 and 2 at Station 201. President Jones reiterated that the contracted rate of \$23,000 seems particularly low and doesn't seem to factor in additional expenses for support personnel. Edmonds encouraged adding additional costs relating to consumables and personnel to the contract rate. Chief Miller stated, for the record, that "If the Volunteers would step up and cover Station 202 in the evening we wouldn't be having this discussion." He stated that their additional participation could help resolve some of the cost issues and the leadership concerns. Edmonds expressed concern about the additional costs of responding personnel. Brand recommended, since this is the District's first time working through this type of contract, the personnel track their hours and costs committed to this venture in order to ensure that the contract rate covers the full expenses to the District. Chief Miller stated that the contract is currently only for a year and after that initial year the contract rate can be reviewed. Edmonds agreed with Brand's statement. Vice President Phillips reiterated the addition of "as available" for response to HKV from Station 202, with legal approval.

6. Civil Service Minutes Review – OA Rodriguez presented the CSC minutes.
7. Surplus Items – A statement to surplus 8 AEDs was included in the Board packet. Chief Miller also asked to surplus old 265, noting that it has a replacement value of less than \$20,000. Vice **President Phillips motioned to surplus all 8 Physio-Control AEDs and the old 265 brush truck. Brand seconded. Motion passed 5-0.**
8. Email Policy – OA Rodriguez noted that this policy is included in relation to the Cyber Security policy that was recently adopted. Treasurer Corbin reiterated his concern about the safety of any emails sent outside of the District. Policy does not need to return to future meetings.

VIII. ACTION ITEMS –

Treasurer Corbin asked to discuss response to Alsea. Chief Miller stated that the calls the District is responding to in Alsea are at the request of Corvallis Fire Department and only for major calls.
Board Recruitment – OA Rodriguez stated that she will publish the posting relating to the open Board position, both to the District's website and facebook pages.

IX. NEXT MEETING – April 11, 2022

X. ADJOURNMENT – Meeting adjourned at 16:16.