

PHILOMATH FIRE & RESCUE

January 13, 2025

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:00. Board members present included: President Doug Edmonds, Vice President Rick Brand, Treasurer Ken Corbin, and Joe Brier. Board Member Daphne Phillips was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott and Operations Chief Dan Eddy. Volunteer Association President Stephanie Vallancey was in attendance. Virtual attendees included Kori Sarrett from Accuity until the conclusion of her report and City Council Liaison and Mayor Christopher McMorran from 15:44 to 15:49.

- II. AUDIT PRESENTATION- Kori Sarrett, Accuity – discussed that the district was well prepared for the Audit. All categories are positive, no concerns about carryover. The debt schedule was incorrect which made the debt line items overspent. The debt schedule has been corrected for future years. Audit findings include segregation of duties that have been downgraded from a significant to a slight deficiency. The downgrade, which is a positive move, is due to the boards' involvement in reviewing and asking questions about the financial documents. (The size of the district was noted.) There is no follow-up needed with the Secretary of State.
Edmonds move to approve the Accuity Annual Financial Report dated June 30, 2024 as presented. Brand seconded.
Voting results 4-0 Passes with a quorum present:
Edmonds: In Favor
Brand: In Favor
Corbin: In Favor
Brier: In Favor

- III. CONSENT AGENDA
 - a. Minutes- December 9, 2024 Regular Session
 - b. Bills – December
 - c. Chief Vacation Hours***Corbin moved to approve Consent Agenda as presented. Brier seconded.***

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

IV. PUBLIC COMMENT – None

V. STAFF REPORTS

1. Board Report

Chief Check in- Edmonds had a meeting with Chief and that included the opportunity to ride along on multiple calls. Edmonds noted that the crews were very competent and very professional.

December Volunteer Association meeting- Brand was impressed that there were multiple people up for election for each of the positions and appreciated the camaraderie that was shown by the team.

- Review Board Calendar- Moved the Volunteer Association Meeting attendance to February and assigned Chief Check In Board Members until June.

- Appreciation Dinner- February 8, 2025 at Patrick Lumber Timber Hall at 1800.

2. Fire Chief Report – Included in Board Packet and highlights discussed by Chief Ferguson. Apparatus 233 step repair complete by volunteer Chris Leonard. AFG Grant submitted to replace 233 in the future. SAFER Grant to get a fire marshal position back at PF&R. FEPP Appartaus left to get painted today at Freebird Body and Paint.

During the Evergreen Structure fire it was recognized the team for a job well done and the effort of the crew to keep that structure standing. Volunteers are signing up to take shifts with our crew. Increased participation to handle back-to-back calls. Dan Abbott, from Knife River and a past PF& R Volunteer, is giving our keynote presentation at the appreciation dinner next month.

3. Operations Chief Report- Included in Board Packet and highlights discussed by Operations Chief Eddy. Highlights included nearly 1100 calls for service, majority of calls in the core of the city. Averaging three calls per day for service. Aid to other departments was 29% increase from last year. 69 calls to Corvallis and 11 calls returned to PF&R. While the number of requests to support Corvallis are much greater than the requests to support Philomath, this seemingly disparate imbalance is balanced by the underlying hours of support given by Corvallis. When thus is taken into account, there is more of an equilibrium in the numbers. The data collection system does not have the capability to record the hours, the support is noted anecdotally. Our district is working with dispatch to change the impact of automatic

move ups. Back-to-back calls: within 10- and 20-minutes had substantial increase in both categories. Continuing volunteers inclusion in active calls. Working through PMs on apparatus.

4. Office Administrator Financial Report- Included in Board Packet and highlights discussed by Scott. Working with Accuity to identify a reconciliation discrepancy in our QuickBooks accounting software.

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Included in the Board Packet and President Vallancey was present for questions.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorran arrived via Zoom at 15:44 and gave many updates to the Board. Two new city council members were sworn in recently: Brent Caseman and Spencer Irwin. The City Council is appointing members of citizen committees and appointing another City Counselor this evening. Council is looking toward the future by helping create a city vision with community partners. Hydrant testing: City Manager and Chief are working through the details. At the February meeting, the council will be appointing new Liaison positions. McMorran left the meeting at 15:49.

VII. OLD BUSINESS

1. Master Plan Community Survey Questions Update- Included in the Board Packet and highlights were discussed by Chief Ferguson.

Corbin moved to approve the community survey questions for the Master Plan.
Brand Seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

2. Work Session- Board Policy and Master Plan- Immediately following Regular Board Session.
3. Levy Assistance Update- Scott discussed the two options that were referred to when asked the OFSOA and SDAO Finance Alliance. Earlier, Scott reached out to the three referral options- two responded back and gave insight to their pricing and options they offer. Liz Loomis Public Affairs had a call with Chief Ferguson and Scott prior to the meeting to discuss PF&R's plan and what they can do to support and stay in the budget. Another referral was given to Betsy Schultz from PNW Strategies. The overall cost

options vary from \$48,000 to \$5,000 depending on the level of support desired. The Board would like to have a presentation from both options at the next meeting for about 20 minutes each to discuss differences and services they provide. We will continue to look for additional recommendations to consider.

VIII. NEW BUSINESS

1. Drone Program Job Description- Discussed by Chief Ferguson. The Board would like to add an ICS component, Incident Commander (under Supervision) and non-combat position to the job description and Preferred: one year of experience or training (under Preferred).
2. Surplus 293- Discussed by Chief Ferguson. The Ford F150 has a repair needed to its fuel system in the future. Questions were asked by the Board to discuss impacts to emergency response with this vehicle out of service.

Brier moved to approve that Chief Ferguson has the authority to surplus 293. Brand seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

The board discussed and reviewed potential options of replacing 293 with possibly one or two used vehicles that are newer than 293 that may be available from another agency.

Brier moved to authorize the Chief to move forward with the purchase of new vehicles cost not to exceed \$25,000. Brand seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

3. Conflagration Income Resolution- Discussed by Scott and Chief Ferguson. Resolution 25-01 read entirely by President Edmonds.

Brand moved to approve Resolution 25-01 as presented. Corbin seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

4. Set Budget Calendar- Discussed Scott, staying with the same timeline as last year and updated the dates to correlate with 2025.

Edmonds moved to approve the Budget Calendar as presented. Brier seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Brier: In Favor

5. SDAO Organizational Assessment- Discussed by Chief Ferguson, there will be a presentation from SDAO at the next meeting to discuss details of their assessment.

IX. ACTION ITEMS- None.

X. NEXT MEETING – February 10, 2025

XI. ADJOURNMENT- 17:07