

# PHILOMATH FIRE & RESCUE

**February 13, 2023**

**Location: Philomath Fire & Rescue**

**3:00 pm**

**Regular Session Board Meeting**

I. **CALL TO ORDER/ROLL CALL**- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Daphne Phillips at 15:00. Board members present included: Treasurer Ken Corbin, Joe Brier and Doug Edmonds. Board members not present included Vice President Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Daytime Firefighter Layne Converse and Administrative Assistant Ashley Scott. Guests included: Volunteer President Dan Eddy.

## II. CONSENT AGENDA

- a. Minutes – January 9, 2023- Included in the Board Packet.
- b. Bills – January- Included in the Board Packet. Scott highlighted a few expenditures including 2023 Insurance Coverage, Marketing Program New Recruits, SDAO Annual Conference Registrations, and Ladder Inspections Annual Testing. Discussed by Administrative Assistant Ashley Scott.
- c. Chief Vacation Hours- Included in the Board Packet. Chief was encouraged to take vacation.

Daphne Phillips created a motion to approve the Consent Agenda as submitted. Seconded by Doug Edmonds. Motion passed without discussion 4-0.

## III. PUBLIC COMMENT- None.

## IV. STAFF REPORTS

1. Board Report
  - Review Board Calendar Draft- Included in the Board Packet. Edmonds and Scott met to minimize the items listed on the Board Calendar to only Actionable or Mandated items.
2. Fire Chief Report – Ferguson- Included in the Board Packet. All items of the Chief's Report were discussed. Additional items included: Personnel, Union Communications, Training Activities, Apparatus/Equipment, Building Update, Community Involvement and Major Incidents. Discussion of Severance Event Reimbursement from SDAO- due to the Board taking the correct action we can request reimbursement.

3. Run Statistics- DC Saalsaa- Included in the Board Packet, discussed by Ferguson and Scott. The Board would like to know of items that will be covered by the media.
4. Board Secretary – Scott
  - Revenue/Expense Report- Included in the Board Packet, discussed by Scott. Scott will bring different reports to the next meeting for the Board to decide which reports they wish to see consistently.
  - OSCU and Citizens Bank- Included in the Board Packet, discussed by Scott. Discussion included necessity of OSCU accounts. Moved to New Business.
  - Petty Cash- Discussed by Scott. Moved to New Business.
  - May Election- Board Positions up for Election in 2023 (Position 1- Brier, Position 4- Brand, Position 5- Phillips) Recruiting options discussed, Phillips will be reaching out to each of the Board Members individually regarding her future involvement with the Board. The recommendation was made for Board Members to begin recruiting future Board Members. Discussion was recommended to have a article in the Philomath News.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Included in the Board Packet, discussed by Eddy. Topics included Association Business, Volunteer Activity, Recruitment and Retention, and Volunteer status.
2. IAFF Local 4925 – President Moser- No report submitted, no Union representative in attendance.

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa- Included in the Board Packet, discussed by Scott. Edmonds requested that an Executive Session be scheduled to discuss Cyber Security. President Daphne Phillips will be coordinating a time with Board Members.
2. Chief Goals- Corbin/ Phillips- Phillips read the goals. Consensus of the Board was reached that these goals are appropriate and adopted for Chief Ferguson 2022-2023 Review Process.

VII. NEW BUSINESS

1. Job Description Bundle- Chief Ferguson – Discussed overview with the Board. Foundational step to understand the organization of the District. All the Job Descriptions have been reviewed by Staff, HR Answers, and our Board. Chief Ferguson described the organization flow chart. Turn in Job Description insights to Scott to compile for next meeting's Final Review.

2. OFDDA- Oregon Fire Service Conference- Save the Date November 2-4, 2023: Edmonds RSVP'd for the event.
3. Vision & Value Statements- Converse- Included in the Board Packet, discussed by Converse. He discussed the entire process to collaborate and create these statements. Board Discussion included: Commending for including nearly 30 people to give insight and ownership to these documents. Per the Board: The Value Statement should be in bullet format and Vision Statement in paragraph format. Moved to Second Reading for March Meeting.
4. Appoint Budget Officer and Budget Committee
  - Budget Officer- Doug Edmonds moved to appoint Chief Ferguson as the Budget Officer Daphne Phillips Seconded. Approved 4-0.
  - Past Budget Committee will be contacted by Scott and see if they have interest in continuing this year. If not, we need to find more members of our community to be involved with this process. Scott will report back at next meeting with findings.
5. Set Budget Calendar- Included in Budget Packet, draft calendar to begin in February. The calendar was approved by the Board.
6. SDAO Conference Recap- Resource Library, Cyber Security discussion, Public Meeting and Executive Session, Board Member Orientation, and Expectations of Board Members and Staff, Legislative Update. Edmonds, Phillips, Corbin, Ferguson and Scott attended.
7. Surplus discussion regarding Contractor Trailer from Station 202 and Apparatus 232- Surplus District Policy and Monroe FD's Offer for Contractor Trailer are included in the Board Packet and discussed by Chief Ferguson.
  - Daphne Phillips motioned to approve the surplus and sale of the Contractor Trailer located at 202 for the price of \$8,500 to Monroe Rural Fire District. Seconded by Doug Edmonds. Motion passed 4-0.

A quote for 232 from Brindlee Mountain Fire Apparatus was brought and presented to the Board. This quote for 232 has been added to the Board Packet and discussed in depth by Chief Ferguson.

- Daphne Phillips motioned to approve the surplus and sale of Engine 232 for the price of \$300,000 to Brindlee Mountain Fire Apparatus. Seconded by Joe Brier. Motion passed 4-0.

President Daphne Phillips wanted to publicly express that the Board relies on the expertise and integrity of Staff to give recommendations that will move the District forward and encouraged staff and volunteers to give missing key information directly to the Board to help aid their decisions when needed.

At the March Meeting, Staff will make a recommendation for where the monies should be allocated.

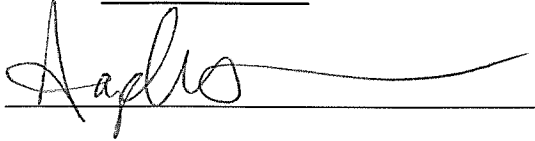
8. Annexation of 22463 Wells Creek Road- documentation included in the Board Packet. Ken Corbin motioned to approve the annexation request of 22463 Wells Creek Road. Seconded by Daphne Phillips. Approved 4-0.
9. Civil Service Commission Appointment- Scott- Brought application for Civil Service Commission to the Board Meeting, it has been added to the Board Packet. Ken Corbin moved to appoint Jerry Wolcott to our Civil Service Commission. Appointment passes 4-0.
10. OSCU and Citizens Bank- Included in the Board Packet, discussed by Scott. Discussion included necessity of OSCU accounts.
  - Doug Edmonds motioned to consolidate banks to Citizen's bank if possible. Seconded by Ken Corbin. Doug Edmonds rescinded the motion.
  - Doug Edmonds motioned to instruct staff to investigate consolidation of accounts from Oregon State Credit Union to Citizens Bank. Seconded by Daphne Phillips. Motion passed 4-0.
  - Daphne Phillips moved to authorize Ashley Scott as the Administrative Assistant for Philomath Fire & Rescue to have access given by Oregon State Credit Union to Credit Cards online to make payments and monitor all accounts. Seconded by Doug Edmonds. Motion passed 4-0.
11. Petty Cash- Daphne Phillips moved to discontinue the practice of Petty Cash on site. Seconded Joe Brier. Motion passed 4-0.

VIII. ACTION ITEMS

- a. Executive Meeting Scheduling on Cyber Security
- b. Board Orientation and Expectations
- c. Attend Volunteer Business Meeting- Daphne Phillips to Attend in March- add to Board Calendar for future meetings.
- d. Recruit Board Members
- e. Suggested names to Scott for Budget Committee
- f. Job Description Bundle to Scott for revisions.

IX. NEXT MEETING – March 13, 2023

X. ADJOURNMENT at 16:51.



A handwritten signature in black ink, appearing to read 'Daphne', is written over a horizontal line.

Board President- Daphne Phillips