

PHILOMATH FIRE & RESCUE

August 8, 2022

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 at 15:00 by President Phillips. Board members present were President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, Doug Edmonds, and Joe Brier. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson, Volunteer Vice President Jessica Olsen, Union President Andrew Licon, Resident Volunteer (RV) and acting Volunteer Secretary Sam Schmeusser, and Brad Fuqua of the Philomath Express. Remote attendees: Volunteer Officer Viktor Bovbjerg, Volunteer President Andy Loudon, Dan Kearl, Melissa Miller, and Rory Loveland.
- II. CONSENT AGENDA
 1. Minutes – July 11, 2022
 2. Minutes – July 20, 2022
 3. Bills – July 2022
 4. Chief Vacation Hours
 5. Civil Service Commission Minutes – July 5, 2022

OA Rodriguez reviewed the documents contained in the Consent Agenda. OA Rodriguez also reviewed the July 2022 bills, noting charges in line 6001 – Contracted Professional Services, 6010 – Office Supplies, 6020 – Insurance and Bond, 6030 – Dues and Fees, 6130 – Gas & Oil, 6161 – Vehicle Maintenance, and 6250 – Uniforms. She reported that fuel prices are significantly higher than years past, 2 administrative computers needed to be replaced, and she believes there is a duplicate charge under 6210 for Life Assist, adding that she will look into the possible duplicate and make corrections if needed. She reported that the monthly bills totaled \$51,118.40. OA Rodriguez also noted that the Civil Service Commission minutes are included in the Consent Agenda. **President Phillips motioned to approve the Consent Agenda items as presented. Edmonds seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – OA Rodriguez read an email sent by Rory Loveland on August 2nd, she also re-read his prior questions, related to Station 202 and the Intergovernmental Agreement with Hoskins-Kings Valley, read at the July 11th meeting. President Phillips reminded everyone that the Board is not obligated to respond to inquiries from the public but to hear them out. In this circumstance, she said, she will work with Chief Miller over the next week or so to draft a response to Mr. Loveland.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – OA Rodriguez reminded the Board members that the Oregon Fire District Directors' Association conference will be coming up in the near future and the Board should consider whether they are interested in sending any members to that event.
 - Board Documents for Disposal - President Phillips reported that she reviewed the documents retained by the Board and found none to be disposed.
 2. Fire Chief – Chief Miller reviewed his included Chief Report.
 3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez noted the Profit & Loss by Class report, page 2, the Capital Outlay of \$14,058 which is for the concrete repair at Station 201 which will be discussed further under New Business.
- Review of Check Register – OA Rodriguez noted that all deposits, outside the usual \$75,000 transfers, were received from the District’s Public Education revenue.
- OA Rodriguez also noted that Check number 33229 was issued with one signature because it was a paycheck and pay day was on the 5th.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Vice President Olsen reviewed the written report submitted by the Volunteer Association included in the Board packet.
2. IAFF Local 4925 – Union President Licon thanked the Board for reaching out to him and his wife during their recent health-scare. President Licon and the Board discussed the rationale and reasoning behind the previously requested motions. The Board agreed to discuss this topic more under Old Business.

VI. OLD BUSINESS

1. Chief Review Process – Treasurer Corbin stated that he likes these documents but he is concerned that these will replace a 360 review of the Chief and he thinks that would be less informative for the Board. President Phillips reminded the Board that they have the option to add on a 360 review of the Chief, but for the time being they are reviewing only the documents presented at this point and will consider the process of review more in the future. Edmonds also noted that the review process does include a quarterly “pulse check” with the personnel. **Treasurer Corbin moved to approve the Chief Review Self-Evaluation, Board Evaluation, and Quarterly Staff Reports as presented. Brier seconded. Motion passed 5-0.**
2. Levy Discussion – Chief Miller stated that there is nothing to report. Treasurer Corbin expressed concerns about the timing of the levy discussion in light of the recent personnel concerns. OA Rodriguez noted that, whether the Board elects to put a levy proposal on the May 2023 Ballot or later, it is in the District’s best interest to consider the need and impact of a levy.
3. Board Self-Evaluation – Vice President Brand reported that he had previously reached out to SDAO to start the self-evaluation process as well as how to bring in an advisor to help the Board recognize areas of improvement. Edmonds asked if there is a checklist the Board can review to get the self-evaluation started prior to inviting in a consultant or advisor. President Phillips asked Vice President Brand to keep pursuing this topic and to report back to the Board with an update and a timeline.
4. Strategic Plan – OA Rodriguez quickly reviewed the updates to the Strategic Plan, noting that Captain Saalsaa had also submitted a written report regarding the Cybersecurity Project. The Board and the staff reviewed the updates to the various projects that the District is actively working on. Vice President Brand asked that the staff ensure this document is available on the District’s website.
5. Standard of Coverage – OA Rodriguez reported that this document is still under revision and is not ready for review at this time.
6. Lieutenant Job Description – Chief Miller reported that he was able to locate prior emails relating to the changes made to the Lieutenant Job Description, from early 2020, adding that the job description was sidelined from the board agenda by the emergence of the global pandemic. Union President Licon clarified that changes made to the represented job descriptions need to be reviewed and approved by the Union, adding that since the Union

President at the introduction of these changes approved, it will be acceptable at this time. Chief Miller added that the District created a Senior Firefighter Job Description as a stepping stone to Lieutenant for the volunteer membership. Brier noted that there are clarifications to be made on the chain of supervision in this document, asking that it be returned for review at the next meeting.

7. Union Motions from July Board Meeting – OA Rodriguez re-read the 2 motions presented by the Union at the July 11th meeting.

Motion 1 – President Phillips motioned to adopt the labor management committee motion as presented. Vice President Brand seconded. The Board and Union Discussed the rationale and benefit of adopting this motion. The Board asked Union President Licon to get some additional clarification for the motion to revisit at the September meeting. **Vice President Brand rescinded his second. President Phillips retracted her motion.**

Motion 2 – President Phillips motioned to appoint the Board President and Fire Chief as designated signers for labor-related contracts. Brier seconded. The Board discussed adding some detail to the motion in order to clarify what the Board President and Fire Chief will be authorized to sign. **Brier retracted his second. President Phillips retracted her motion.** The Board asked to review the motions again in September.

VII. NEW BUSINESS

1. Double Eagle Paving – OA Rodriguez presented the invoice from Double Eagle, Invoice #8121, for the repair of the Station 201 concrete, in the amount of \$14,058. Chief Miller reminded the Board that purchases over \$10,000 require Board approval. **Treasurer Corbin motioned to pay invoice number 8121 from Double Eagle. President Phillips seconded. Motion passed 5-0.**
2. Streamline – Digital Newsletter – OA Rodriguez reported that the cost of printing and mailing newsletters is increasing due to three things: rising printing costs, rising postage costs, and increasing population in the district. OA Rodriguez recommended to the Board that the District shift to digital newsletters, through their current web-host, Streamline, rather than continuing to print paper newsletters. The Board agreed that this sounded like a good plan and encouraged OA Rodriguez to move forward with it.

VIII. ACTION ITEMS

Union Motions – President Phillips noted that she will reach out to the District’s Legal Counsel to review the motions presented by Union President Licon.

President Phillips reminded all attendees to bring their best selves to the Board meeting and to treat one another respectfully as they work through challenges together.

- IX. NEXT MEETING – September 12, 2022

- X. ADJOURNMENT – Meeting adjourned at 16:57.