

PHILOMATH FIRE & RESCUE

September 13, 2021

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Jones at 1400. Board members present were President Robyn Jones, Treasurer Ken Corbin and Doug Edmonds. Board members absent were Vice President Rick Brand and Daphne Phillips. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests Present: None.
- II. ACTION ITEMS
 - A. Approval of Minutes – Edmonds recommended including absentee members of the Board on the roll call for future minutes. **Edmonds moved to approve minutes as presented. Treasurer Corbin seconded. Motion passed 3-0.**
 - B. Approval of Bills – OA Rodriguez presented the August 2021 bills, noting expenses under 6010 – Office Supplies, credits under 6210 – Medical Supplies, and a reorganization of two charges related to the flagpole project from 6170 – Building Maintenance to 6270 – Volunteer Activities. 36,642.16. OA Rodriguez and the Board discussed the average range of monthly bills. **Edmonds motioned to approve payment of the bills in the amount of \$36,642.16. Treasurer Corbin seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Jones stated that there was nothing to report.
 2. Fire Chief – Chief report included in the Board packet.
Chief Miller reported to the Board that he received information from ODOT relating to the City of Philomath beautification project and some temporary easements. He added that ODOT is scheduled to meet with the District on October 1st to discuss timelines and access. The Board and Chief Miller discussed the increased call volumes of the District. Treasurer Corbin suggested correcting the run numbers for any Kings Valley calls and the Board and Chief Miller discussed mutual aid responses. Edmonds asked for a percentage of call volume for the year to be included in Chief Miller’s monthly report.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez noted that revenue is minimal for the District until mid-November when the bulk of tax revenue is received. She reported to the Board that the District expects to pay out more for conflagration wages than was originally budgeted for the year. The Board asked OA Rodriguez to come back next month with a resolution appropriating \$80,000 in additional conflagration wages.
 - Review of Check Register – OA Rodriguez reviewed the Check Register for August 2021, noting deposits from reimbursements for the AED purchase and the Siletz Grant.
 - Chief Miller Vacation Hours were included in the Board Packet.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Loudon was not present.
 2. IAFF Local 4925 – Union President Saalsaa was not present.
- VI. OLD BUSINESS
 1. Appreciation Dinner – OA Rodriguez stated that she had not yet heard from the Volunteer Association about cost-sharing the expenses of the Summer Appreciation BBQ. She also

reminded the Board that this is the time of year that they start thinking about dates for the next year's Appreciation event. The Staff and Board talked about timing of the 2022 Appreciation event during the pandemic. President Jones suggested that the volunteers be consulted relating to their preference for the Appreciation Dinner timing.

2. Board Trainings – OA Rodriguez presented the Board with information about webinar resources for the Board, regional trainings in neighboring Districts, as well as in-person training that has been scheduled for the November Board meeting.
3. Standard of Coverage – 1st Reading – OA Rodriguez presented the Standard of Coverage with prior corrections to the table of contents. **Edmonds motioned to move the Standard of Coverage to a 2nd reading. Treasurer Corbin seconded. Motion passed 3-0.**
4. Firefighter Job Description – 2nd Reading – OA Rodriguez reminded the board that the only change to this job description was the clarification of “a, b, and c shifts”. **Treasurer Corbin motioned to approve the Firefighter Job Description as presented. Edmonds seconded. Motion passed 3-0.**
5. Part-Time Firefighter Job Description – 2nd Reading – OA Rodriguez reminded the Board that this job description had been modified from its original format to mirror that of the Firefighter Job Description, including the inclusion of “a, b, and c shifts”. **President Jones motioned to approve the Part-Time Firefighter Job description as presented. Treasurer Corbin seconded. Motion passed 3-0.**

VII. NEW BUSINESS

1. Apparatus Budget Planning – Edmonds stated that he met with Chief Miller and OA Rodriguez to discuss the Apparatus Replacement Plan. He thanked them both for their work on this project. Edmonds reviewed the plan for the Board members, discussing the need to break out the annual reserve goals in order to meet the replacement needs of the District. Edmonds noted that the District is currently more than \$1 million dollars behind where the District needs to be in order to meet the apparatus replacement plan. Treasurer Corbin noted that when he started in the District 30 years ago, how the District organized itself and met its financial needs was quite different than today. He noted that the District is in a position of only being able to afford their current personnel or apparatus, adding that a levy might be a good idea for the District to consider. Chief Miller reviewed a possible bond and levy plan for the District wherein the District would request funds from the public. Treasurer Corbin thanked Edmonds for his work to put the replacement expenses for the apparatus together for the Board to consider. Treasurer Corbin stated that he is concerned the District is supporting too many people, though he did concede that response times have been cut by 2 minutes. Treasurer Corbin stated that a serial bond may be the way for the District to go, with a “renewing bond”, though the District could also wait for current apparatus to break down before seeking replacement. President Jones noted that putting the plan in place is the best practice for getting the District on a fiscally responsible, long-term plan. President Jones thanked Edmonds and OA Rodriguez for their work on this project.
2. Board Meeting Day Move – The Board and staff discussed moving the Board meetings to the 2nd Mondays of each month from the 1st Mondays as well as meeting at 3 rather than meeting at 2. President Jones noted that even a 2:30 start time would be better than 2pm.
3. Covid-19 Vaccine Mandate – The Board and Staff discussed the Oregon Rule relating to the Covid-19 Vaccine mandate and how that might impact personnel and operations. Chief Miller noted that the cost of any COVID-19 testing will likely to fall to the department for payment. The Staff and Board discussed whether or not the testing should happen on paid or unpaid time. The Board asked the Staff to get

recommendations from the District's legal counsel, the Local Government Law Group, regarding management of a COVID vaccine mandate and exemptions.

4. Smoke Guidelines – OA Rodriguez noted that the District is still working on the Wildland Smoke Guidelines, noting that they will likely be similar to the Heat Guidelines in that they will be topic specific guidelines under the Safety Policy umbrella.
5. Resolution – GF to Apparatus Reserves – OA Rodriguez reported that there was no resolution included in the Board packet because it hadn't yet been written due to needing to appropriate funds for conflagration wages. She stated she will bring a resolution for the conflagration wage appropriations to the October meeting.

VIII. ACTION ITEMS –

Edmonds asked what the Board should do to move forward in regards to fiscal planning for the District. The Board asked Chief Miller to connect with SDAO regarding the next steps and planning for bond and levy options. Chief Miller stated that brush truck replacement and station 202 remodel should be prioritized in future expenditures. Treasurer Corbin asked about the annual call volume and response needs for the area of Station 202. He also commented on the inverse relationship between volunteers and paid personnel. Chief Miller noted that dispersing personnel throughout the Fire District will benefit the community at large and the local areas, in particular, emphasizing the geography of the District. Chief Miller noted that in case of a massive seismological event, response to outlying areas may be impossible if personnel are not already located in those regions. The Board encouraged Chief Miller to work with SDAO's advisory group to discuss the process and timing of bonds and levies for the Fire District.

IX. NEXT MEETING – October 11th, 2021

- X. ADJOURNMENT – The Philomath Fire & Rescue Board of Directors meeting was adjourned at 15:33.