

PHILOMATH FIRE & RESCUE

July 12, 2021

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors Regular Session Board meeting was called to order by Robyn Jones at 1400. Board members present were Doug Edmonds, Robyn Jones, Ken Corbin, Daphne Phillips, and Rick Brand. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
- II. ACTION ITEMS
 - A. Approval of Minutes – June 2, 2021 - **Phillips motioned to approve minutes as presented.** Edmonds noted some changes to the board packet. **Corbin seconded. Motion passed 5-0.**
 - B. Approval of Bills – June 2021 – OA Rodriguez presented the June Bills, noting year-end adjustments to the inventory and election expenses. **Brand motioned to approve payment of the bills in the amount of \$32,337.73. Phillips seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – None.
 2. Fire Chief – Chief Miller report included in Board packet.
Chief Miller updated the Board on the discussion of contracting services to Kings Valley. He also gave the Board an idea of the District’s current average cost per call which was approximately \$1600 per call, well below average among other departments.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez presented the June Revenue/Expense Reports. She noted the year-end fund balances and let the Board know that they will need to consider what to do with additional, unbudgeted cash carryover funds.
 - Review of Check Register – OA Rodriguez noted deposits relating to transfers for the bond repayment, payment of bills, as well as funds received for classes taught by the District.
 - Chief Vacation Hours – Chief vacation hours 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 – Phillips updated the Board members on the progress of the event coordination. OA Rodriguez confirmed that she and Chief Miller were going to the property later that day to plan the layout of the band and tents as well as access for vendor deliveries.
 2. Standard of Coverage – OA Rodriguez noted updates relating to Budget and calls statistics in the Standard of Coverage document. Corbin asked if there should be included in the Standard of Coverage some statement relating to leaving personnel in district during mutual aid response.
 3. Lock-out/Tag-out – 1st Reading – OA Rodriguez presented the Lock-out/Tag-out policy, noting Captain Saalsaa’s emailed commentary and explanation. **Phillips motioned to move policy to 2nd reading. Brand seconded. Motion passed 5-0.**
- VII. NEW BUSINESS
 1. Swear in new Board Members – Chief Miller swore in Doug Edmonds and Ken Corbin to their Board positions.

2. Approve Recurring Journal Entries – OA Rodriguez presented the recurring journal entries, noting that these are withdrawals directly from the District’s checking account with the majority of them relating to payroll withholdings and contributions. **Edmonds motioned to approve the recurring journal entries for Fiscal Year 2021 - 2022. Phillips seconded. Motion passed 5-0.**
3. Election of Board Officers –
Board President - **Brand nominated Jones and she accepted the nomination. Phillips and Corbin seconded.**
Board Vice President - **Jones nominated Phillips for VP and she accepted the nomination. Brand seconded.**
Board Treasurer/Secretary - Corbin expressed interest in the Treasurer/Secretary position. **Phillips nominated Corbin. Brand seconded.**
Motion passed for all positions 5-0.
4. Cash Carryover – OA Rodriguez reported that the district carried over an additional amount of cash carryover in the amount of approximately \$60,000. She asked the Board to consider which reserve fund or funds they would like that excess to be moved to. Chief Miller recommended putting the additional carryover into the Apparatus Reserve Fund. Edmonds encouraged breaking down the replacement plan into annual contributions for each apparatus. The Board requested that OA Rodriguez return next month with a resolution for the carryover. OA Rodriguez also requested that the resolution and budgeted transfers occur in November, when the bulk of the District’s tax funds come in.
5. Board Trainings – OA Rodriguez reminded the Board that there are resources online for the Board members, adding that if they would prefer an in-person training that one could be arranged.

VIII. ACTION ITEMS

IX. NEXT MEETING – August 2, 2021

X. ADJOURNMENT – Meeting adjourned at 14:57.