

PHILOMATH FIRE & RESCUE

January 7, 2020

Executive Session

ORS 192.660(2)(i) and 192.660(8)

To evaluate the performance of an officer, employee or staff member.

I. CALL TO ORDER/ROLL CALL

II. DISCUSSION

III. ADJOURNMENT

Regular Session Board Meeting

I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Brand at 15:51. Board members present were President Rick Brand, Treasurer Ruth Jacobs, Daphne Phillips, and Robyn Jones. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.

Guests: Volunteer President Andy Louden, Union President Victor Haney, Ken Corbin, and Deputy Chief Chancy Ferguson

II. ACTION ITEMS

A. Approval of Minutes – **Treasurer Jacobs motioned to approve minutes as presented. Jones seconded. Motion approved 4-0.**

B. Approval of Bills – OA Rodriguez presented the monthly bills, noting large and uncommon expenses, such as the large dumpster rental and challenge coins purchase. Staff and Board discussed bills details. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$21,504.58. Jones seconded. Motion passed 4-0.**

III. PUBLIC COMMENT -

IV. STAFF REPORTS

1. President – President Brand reported that negotiations are in progress with Chief Miller, noting that the Chief and Board have been discussing Chief Miller's contract and goals. President Brand complimented the staff on the completion of the front door project.

2. Fire Chief –

Personnel – Chief Miller reported that he has put together a list of goals that he intends to work toward over the next year. He also reported that he completed mid-term reviews for LT Moser, OA Rodriguez, and DC Ferguson as well as an initial review for Volunteer LT Bovbjerg. Chief Miller reported that crews participated in a live-fire training at Corvallis Fire's training facility which worked well to advance the new personnel.

Chief Miller stated that he has worked with the Union to create a pay schedule for the new Captain position, including additional steps for pay incentives. Chief Miller recommended the pay scale be added to the current CBA as Attachment B.

Chief Miller reported that the District Annual Promotion Ceremony will be held at the Benton County Museum on January 30th at 7 pm. Chief Miller reported that 42 certifications will be recognized and 15 members will be sworn in to new positions. Chief Miller added that DPSST certification has come through for the District's updated training program.

Chief Miller stated that Captain Saalsaa has returned to full and active duty.

Chief Miller reported that the volunteers held a Holiday Party in December, which included a Holiday Craft event and decorating Station 201.

Chief Miller stated that 2 Resident Volunteers moved out within the last month. He added that this created an opportunity for RV Rios to move from Station 203 to 201. Chief Miller stated that recruiting for the RV Program will begin again in April 2020. President Brand asked if the attrition of the volunteers was normal loss. Chief Miller said it was not due to anything negative to the District, only positive growth for the RVs.

90-Year Campaign – Chief Miller presented the logo and the merchandise that the Volunteers will be selling as their fundraiser for the 90-year campaign. Chief Miller stated that he has asked Captain Saalsaa to look into creating a Square account to facilitate this fundraiser. Chief Miller added that, as part of this year-long campaign, postings will go up online promoting the Volunteer Association and their work over these last 90 years. Chief Miller reported that he met with a former long-time volunteer, Gary Cox, who had many stories of the department and old pictures to share.

Apparatus – Chief Miller reported that apparatus tires were evaluated for wear and at least one tender will need 10 new tires, which will be on the next budget.

Equipment - Chief Miller reported that the District selected Scott as the manufacturer for the SCBAs and is working with them on the delivery date.

Facilities – Chief Miller stated that Mill Creek did the biannual inspection of all three stations.

Meetings - Chief Miller reported that he and Treasurer Jacobs will attend the SDAO meeting in February. Chief Miller also stated that a Leadership Planning meeting was held with District officers where they worked on setting operational goals for 2020.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the December 2019 Revenue/Expense reports, noting the current account standings for all funds.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account and noted one voided check, #30345. OA Rodriguez also reported that two checks were issued with one signature each, # 30370 and 30371.
- RunTracker – OA Rodriguez reported the December RunTracker numbers for December 2019 and the year-end totals. Staff and Board discussed some of the details of the call breakdown for the year. Also included in the Board packet was a Year-End Statistics Narrative, provided by Cpt. Saalsaa.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reported that he is the new Volunteer President adding that the Association will be reviewing their bylaws and developing a budget for the funds that the District sets aside for volunteer operations. President Loudon stated that he will work with the volunteers to establish their mission. He added that the volunteer committee meetings will be more regularly scheduled. President Brand thanked President Loudon for the report, adding that the Board is glad to have that information.
2. IAFF Local 4925 – Union President Haney reported that Cpt. Saalsaa stepped down as Union President and that he has taken the mantle. He added that Moser has retained the Vice President role and Coerper has take on the role of Secretary/Treasurer.

VI. OLD BUSINESS

1. Master Plan Documents – 2nd Reading – Phillips presented her updated notes, adding that there were no significant changes to the content, only minor grammar and typographic changes. President Brand suggested including a goal in the master plan that states that the District will continue to “encourage volunteers to become officers”. Treasurer Jacobs recommended adding a statement to the volunteer section “also see goals related to volunteers, page 12” in order to cross reference this information. The Board asked for the Master Plan and Overview to be returned for a 2nd reading at the February 2020 meeting.

2. Appreciation Dinner Update – Phillips reported that she met with the decoration committee and they came up with a plan for décor for the event. They will meet again in a few weeks for a final approval for centerpieces. Chief Miller confirmed that he will still purchase door prizes adding that the volunteers enjoyed the door prizes last year.
3. Capitalization Policy – 2nd Reading – **Jones motioned to adopt the Asset Capitalization and Depreciation policy. Treasurer Jacobs seconded. Motion passed 4-0.**
4. Siren Job Description – 2nd Reading – **Treasurer Jacobs motioned to adopt the Siren Job Description. Phillips seconded. Motion passed 4-0.**
5. Chief Miller Annual Contract & Goals – President Brand stated that negotiations have been going well, that they have completed their comparables with similar districts. He added that they have been working with Chief Miller on his goals for 2020 and will approve those at the next meeting. **Treasurer Jacobs motioned to adopt attachment A with the same language as the prior contract with a CPI West increase, as of December 2019, of 2.8%. Jones seconded. Motion passed 4-0.** Treasurer Jacobs asked if the Board would ever entertain a salary schedule for the Fire Chief position in order to have the salary of the Chief be more predictable. The Board briefly discussed the pros and cons of having a step plan in place and Treasurer Jacobs asked the other members to consider this for future contracts.
6. Newspaper Articles – Treasurer Jacobs reported that the Board has secured a position for a column in April in the Philomath Express. She offered to work with staff to draft an article related to the Master Plan.
7. Board Goals – President Brand reported that he will keep tabs on the County Commissioners meetings and is working to make a personal connection with them. Treasurer Jacobs added that she looked at the committees that report to the commissioners and was not able to identify any that related to the business of the Fire District other than the planning commission. Phillips reported that she reached out to the city planning commissioner but has not yet heard back. President Brand recommended that the Board monitor the agenda and minutes of these entities to see if there are any topics that relate to the Fire District. Treasurer Jacobs recommended keeping an eye on the City Council meetings as well and recommended President Brand talk to the Mayor and Public Works to get connected.

VII. NEW BUSINESS

1. Discrimination and Harassment Policy – 1st Reading – OA Rodriguez presented the draft policy provided by SDAO to replace the District’s prior Harassment policy. President Brand mentioned concern about using the verbiage “employees”, potentially excluding District volunteers. OA Rodriguez recommended adjusting “employees” to “personnel” or “individual”. Treasurer Jacobs recommended advancing to 2nd reading at the February meeting.
2. Self-Contained Breathing Apparatus Funding – OA Rodriguez stated, after having spoken with a local budgeting specialist, that the SCBAs cannot be paid for with the reserve funds due to the verbiage used on the reserve fund budget. Chief Miller stated that he thinks that the expense for the SCBAs can be classified as an emergency due to the fact that several packs have been decommissioned due to mechanical and electrical failures as well as the hazard that it presents to District personnel as well as members of the public. Chief Miller emphasized that the condition of the current SCBAs is a huge safety concern. President Brand agreed that replacement of the SCBAs can be considered an emergency. Staff added that many of the SCBAs currently on the apparatus are not working properly. Chief Miller stated that it is likely the SCBAs will not arrive and be in-service until next fiscal year so the funds can be budgeted for. Jones recommended correcting the verbiage of the reserve accounts for future needs.

3. Fiscal Management Policy – No changes were made to this policy; the Board policies were adjusted to reference this policy. OA Rodriguez read the section in this policy that the Board policies refer to, under Section VI, Item 2, Checks: Checks are required to have a minimum of one signature from a Board member. However, every effort will be made to collect two signatures by any two board members. Checks issued with only one signature will be reported during the next scheduled Board meeting and noted in the minutes.
4. Board Policies – 1st Reading – OA Rodriguez reviewed the change to Article V, Section 3, line C, noting that the Board policy will, in future, reference the Fiscal Management policy. The Board agreed to move the Board Policies to a 2nd reading in February.
5. Vehicle Maintenance Plan – Chief Miller stated that the vehicle maintenance plan will be worked on by Douglas Baily.

VIII. ACTION ITEMS –

Scheduled Speakers - OA Rodriguez reminded the Board that the audit presentation is scheduled for the February meeting, as well as an insurance presentation from Jeff Griffin. She added that a Corrective Action Plan was created, based on the auditors' findings, and will be submitted to the Secretary of State.

Captain Pay Schedule – Chief Miller asked the Board to approve the pay schedule for the Captain position. Chief Miller reported that the Union members reviewed and approved the pay schedule already. **Treasurer Jacobs motioned to adopt the Captain pay schedule as presented. Phillips seconded.** Chief Miller noted that this document will become Attachment B for the CBA, effective immediately. **Motion passed 4-0.**

- IX. NEXT MEETING – February 4th, 2020 – Jones stated that she will not be in attendance.
- X. ADJOURNMENT – Meeting adjourned at 17:06.