

PHILOMATH FIRE & RESCUE

December 13, 2021

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 Jones at 1500. Board members present were President Robyn Jones, Treasurer Ken Corbin, and Doug Edmonds. Rick Brand arrived at 1502. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lilliee Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson.
- II. ACTION ITEMS
 - A. Approval of Minutes – November 8, 2021 – **Edmonds motioned to approve minutes as presented. Brand seconded. Motion passed 4-0.**
November 19, 2021 Special Session - **Edmonds motioned to approve minutes as presented. Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – November 2021 – OA Rodriguez noted that there was a bill under 6010 – Office Supplies, in the amount of \$1,259.86 for newsletter printing. She stated that the current cost for the newsletter printing and mailing is now 45 cents each. Staff and Board discussed the origin of the newsletters, it's value and the response from the public. **Brand motioned to approve payment of the bills in the amount of \$18,182.69. Edmonds seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Jones stated that she had nothing to report.
 2. Fire Chief – Chief Miller's report was included in the Board packet.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez noted that 95% of the current year tax revenue has been received with the remainder expected to be received throughout the year. She added that the District has received 2 approvals for conflagration reimbursement packets that have been submitted, Grandview & Bootleg, but no reimbursement money has yet been received.
 - Review of Check Register – OA Rodriguez noted deposits to the Citizens Bank account, adding that the majority of this month's deposits relate to classes taught by the District.
 - Chief Vacation Hours – Chief Miller's vacation hours were included in the Board packet. Board and Staff discussed sick leave accrual and vacation payout.
- 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 – Chief Miller reported that at the recent Volunteer Business meeting the volunteers agreed that they do not want to have the Appreciation Dinner in February and they are not yet decided about hosting Summer event either. OA Rodriguez noted that she

has not gotten any direct communication from the Volunteer association about reimbursing funds for the overages of the last Summer event despite several email requests.

2. District Fiscal/Strategic Planning – Next Steps & Committee Appointment – Edmonds recommended establishing a subcommittee of the Board to work through the strategic planning process. He stated that the District is in a good spot to build this plan from existing documents and the mission and vision statements. He recommended that a small group of dedicated individuals should be established to flesh out the Strategic Plan. The Board asked Edmonds to help coordinate this Strategic Plan Committee. **Treasurer Corbin motioned to establish a Strategic Plan Committee with Edmonds coordinating it on behalf of the Board. Jones Seconded. Motion passed 4-0.** Edmonds noted that it would be helpful to have one or two other Board members partnering with him in this committee. He added that he can report back monthly to the Board on the development of this project. Treasurer Corbin and Brand both expressed interest in participating in the committee as well. Edmonds recommended they meet frequently, and soon, to establish a game plan for this group.
3. Cybersecurity Policy – Cpt. Saalsaa not present to discuss the policy and IT details. The Board asked that this policy be returned at the January meeting.

VII. NEW BUSINESS

1. Smoke Guidelines – 1st Reading – OA Rodriguez noted that this policy was developed by the staff in response to changing legislature from Summer 2021. OA Rodriguez added that nothing was changed from the original submission. **President Jones motion to pass the Smoke Guidelines to 2nd reading. Brand seconded. Motion passed 4-0.**
2. Discuss Implementation of a Conflagration Policy – OA Rodriguez stated that there are practices related to dispatching for conflagration already established by the district as well as a payroll policy relating to overtime accrual for exempt employees. Treasurer Corbin stated that the original concern arose relating to Chief Miller self-dispatching for conflagration where he is eligible to make a significant amount of overtime compensation. To mitigate this liability, Corbin had previously suggested developing some sort of policy relating to who can dispatch personnel for conflagration response. Chief Miller noted that the origins of this concern harken back to 2017 and at that time the Board limited Chief Miller to deploy to only one conflagration per year. Chief Miller added that he has chosen to place himself last on the list of eligible responders for deployment and stated he only dispatches when a higher level of responder is needed. Brand noted that in 2017 there was concern about having sufficient leadership in the District and that leadership coverage has improved significantly in the last few years. Staff and Board discussed putting additional conflagration deployment limitations in Chief Miller's contract, rather than in policy, in order to mitigate District liability.
3. Supplemental Budget - Resolution 21-04 – OA Rodriguez gave a quick introduction to the resolution, noting that this is intended to appropriate funds from conflagration revenue and Vehicle Reserves for the vehicle purchase the Board approved at the November 19th Special Session. President Jones read the entirety of Resolution 21-04. **Brand motioned to approve Resolution 21-04 as read. Edmonds seconded. Motion passed 4-0.**
4. Negotiations - Appointment of Committee Members – Chief Miller noted that Vice President Phillips expressed interest in participating on this committee as did Kevin Sullivan, former board member. Chief Miller added that he will work with the negotiations committee in a support role. **President Jones motioned to appoint Daphne Phillips and Kevin Sullivan for the negotiations committee. Edmonds seconded. Motion passed 4-0.**

5. Review Master Plan – Chief Miller noted that it is a good time to review the master plan to update the medium-term and long-term goals. President Jones encouraged Chief Miller to clean up the Master Plan, removing items that have been accomplished in order to better understand what is still outstanding and what goals might be added. Treasurer Corbin noted that in the previous Master Plan development there was a large committee that helped develop this document. Chief Miller will return the Master Plan to the January meeting with a cleaned-up copy of the document for the Board to review.
 6. Board Policies – OA Rodriguez noted that it is a good time for the Board to review their policies as part of their annual duties and responsibilities. Edmonds asked the more senior Board members to consider whether any of the Board policies should be revised. He posed the questions of whether or not it is time for a legal review of the policies. Board and Staff the discussed the inclusion of video conferencing as an acceptable attendance option. OA Rodriguez stated that she will collect input from the Board members and bring an updated version of the Board Policies to the next meeting.
 7. Chief's Evaluation – OA Rodriguez reminded the Board that Chief Miller's review is due in February 2022. Chief Miller reminded the Board that his current contract is up in February as well. Board and Staff discussed previous processed for evaluating the Chief. Edmonds noted that he would like to have an executive session of the board prior to approval of the Chief's contract. President Jones noted that the Chief is due for a 360-degree evaluation this year. She added that the board members should review the questions on the 360 evaluation before the survey is finalized. Edmonds suggested reporting to the community regarding the Board's opinion of the Chief as part of the Levy campaign, as the City of Philomath recently did for City Manager Workman.
 8. SDAO Conference – Feb 10-13, 2022 – OA Rodriguez reminded the Board that the SDAO Conference is coming up in February of 2022. Chief Miller stated that the conference will be held in Eugene.
- VIII. ACTION ITEMS – Edmonds asked if the Board could get together at the beginning of the year to talk about the next year of the Board, review the prior year and update the annual calendar. He recommended this meeting separate from the regular Board meeting. The Board discussed this option and agreed to set aside 45 mins for that topic specifically at the regularly scheduled Board meeting. OA Rodriguez noted that she will confirm that the auditor is schedule to attend the February meeting.
- IX. NEXT MEETING – January 10, 2022
- X. ADJOURNMENT – Meeting adjourned 1610.