

# PHILOMATH FIRE & RESCUE

February 1, 2021

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:02 by President Brier. Board members present were Treasurer Rick Brand, Daphne Phillips, and President Joe Brier. Ruth Jacobs and Vice President Robyn Jones attended remotely. Staff members present were Fire Chief Tom Miller and Office Administrator Lillie Rodriguez. Treasurer Brand had to leave early at 15:24.
- II. Guests: Ken Corbin, Andy Louden, Jessica Olsen, Chancy Ferguson, Peter Gelser, Auditor from Blasquez & Associates. Doug Edmonds attended remotely, admitted at 15:24.
- III. ACTION ITEMS
  - A. Approval of Minutes – Jacobs motioned to approve minutes as presented. Philips seconded. Motion passed 5-0.
  - B. Approval of Bills – OA Rodriguez noted additions to the bills after the distribution of the Board Packets taking the monthly totals to \$76,007.25. She noted a large, annual payment for the District’s property and liability insurance in the amount of \$35,830.00. Jacobs motioned to approve payment of the bills in the amount of \$76,007.25. Jones seconded. Motion passed 5-0.
- IV. PUBLIC COMMENT – Corbin asked about Board Positions up for election in May 2021. OA noted that positions 1, 2, and 3 will be up for election.
- V. STAFF REPORTS
  1. Board Report – President Brier stated that he had no report. Treasurer Brand noted that the Board meeting days and times may be problematic for him for the next several months.
  2. Fire Chief – Chief Miller’s monthly report was included in the Board Packet.  
Cameras – Chief Miller added to his report some clarifications about the Video Surveillance Policy and feed monitoring. He noted that the volunteers would like added to the policy, “Cameras in the residential section shall only be viewed for cause and only via recordings following the footage section of the policy.”
  3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez reviewed the Revenue and Expenses reports, noting the adjusted Personnel budget, pursuant to Resolution 20-05 transferring Contingency to Personnel Expenses.
    - Review of Check Register – OA Rodriguez reviewed deposits to the Citizens Bank account.
    - Chief Vacation Hours – Included in the Board Packet.
- VI. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer President Louden stated that the volunteers are nearing a first draft of their bylaws.
  2. IAFF Local 4925 – Union President Haney not present.
- VII. OLD BUSINESS
  1. Chief Anniversary – Vice President Jones noted that she and Treasurer Brand met to talk about the review. She added that they will meet with Chief Miller before the next Board meeting.
  2. Standard of Coverage - OA Rodriguez noted that the staff is making progress with this document but it is not ready for a 1<sup>st</sup> reading yet. Chief Miller said that he would like to bring this back at the March meeting.
  3. Resident Volunteer Policy – 1<sup>st</sup> Reading – OA Rodriguez noted the incorporated changes to the policy related to the tuition reimbursement rate. Corbin stated that he does not believe that the policy reflects the practices of the RVs for the Department. The Board asked staff to return this policy to the next board meeting for a 1<sup>st</sup> reading.
- VIII. NEW BUSINESS

1. Audit Presentation – Peter Gelser, from Koontz, Blasquez & Associates, presented the annual Audit Report to the Board. He thanked Chief Miller and OA Rodriguez for their work preparing for the audit. Mr. Gelser noted that there were some “clean-up” journal entries that were identified and this has to do with the fact that QuickBooks isn’t specifically designed for government entities, noting that these journal entries do not represent areas of concern. He reviewed the significant deficiencies identified by the audit: Segregation of Duties, Compliance with Budget Law: Excess Expenditures, Transfers, and Preparation of Financial Statements according to GAAP. Mr. Gelser talked about how each of these deficiencies impact the District and ways to mitigate them in the future. OA Rodriguez noted that the Corrective Action Plan was sent into the State with information on how they would correct these identified deficiencies. Mr. Gelser noted that in the absence of sufficient staff to address the Segregation of Duties, the District has internal controls that provide oversight of the financials. Mr. Gelser reviewed the financial standings of the District adding that the District is in a strong financial position. Mr. Gelser and the Board talked about outstanding PERS liability and how that impacts the standings of the District. The Board thanked Mr. Gelser for his work with the District.
2. Wage & Benefits Recommendations – Chief Miller recommended a 1.5% COLA increase, based on the December 2020 CPI West.
3. Budget Calendar – OA Rodriguez noted that the 2021 Budget Calendar is included in the Board Packet. She reminded the Board of the timing of budget discussions and renewing Budget Committee Members or advertising in the community for new members.
4. Budget Officer – President Brier appointed Chief Miller the Budget Officer for 2021.
5. May Election of Board Seats – Positions 1, 2, 3 – OA Rodriguez noted that a Board election advertisement included in the Board Packet. She reviewed the candidate application timeline and stated that the advertisement will be posted to Facebook and the District’s website.
6. Winter 2021 Newsletters – OA Rodriguez noted that the newsletters went out last week and there was a large response from the community related to the new Burn Permits.
7. RFP for Auditor – OA Rodriguez presented a draft of the Request for Proposal for a new auditor for the District for Fiscal Year 2020 – 2021.
8. Personnel Policies – OA Rodriguez noted that the Personnel Policies are due for a complete review and revision. She stated that the District has been working with a contractor through SDAO to update these policies. The Board and staff discussed how they want to manage the review of the policies and to minimize redundancies between these policies and individual policies.

IX. ACTION ITEMS

1. Annual COLA Increase – **Jones motioned to approve annual COLA Increase for 1.5%. Phillips seconded. Motion passed 4-0.**

X. NEXT MEETING – The next Board meeting is scheduled for March 1, 2021. The Board asked the staff to return with the Video Surveillance Policy – 1<sup>st</sup> Reading, Standard of Coverage, Resident Volunteer Policy 1<sup>st</sup> Reading, Chief Review, Budget Committee, RFP for Auditor and to start the Personnel Policies.

XI. ADJOURNMENT – Meeting adjourned at 16:10.