

PHILOMATH FIRE & RESCUE

June 1, 2020
Budget Hearing

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Budget Hearing was called to order by President Rick Brand. Board members present were Board President Rick Brand, Vice President Joe Brier, Robyn Jones, and Treasurer Ruth Jacobs. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson, Lieutenant Victor Haney, and Volunteer Association President Andy Louden.
- II. BUDGET HEARING OPEN/PUBLIC INPUT – None.
RESOLUTION ADOPTING BUDGET AND TAX LEVY – President Brand read through the Resolution Adopting the Budget 20-01. **Vice President Brier motioned to adopt Resolution 20-01. Treasurer Jacobs seconded. Motion passed 4-0.**
President Brand read the Resolution Adopting Tax Levy 20-02. **Jacobs motioned to adopt Resolution 20-02. Jones seconded. Motion passed 4-0.**
- III. ADJOURNMENT – President Brand adjourned the Budget Hearing at 15:11.

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – All attendees remained for the Board meeting.
- II. ACTION ITEMS
 - A. Approval of Minutes – May 4th Board Meeting – **Treasurer Jacobs motioned to adopt the minutes as presented. Vice President Brier seconded. Motion passed 4-0.**
Approval of Minutes – Budget Committee Meeting – OA Rodriguez noted slight changes to the format of the minutes for the Budget Committee meeting this year as compared to years passed. **Treasurer Jacobs motioned to adopt minutes as presented. Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez presented the bills for the month of May 2020, noting uncommon and unusual expenses. Vice President Brier asked about an expense related to additional cameras for Station 201. Chief Miller explained that the added security will be to monitor common spaces within the station. The Board encouraged the staff to develop policy and signage related to adding video surveillance at the station. **Jones motioned to approve payment of the bills in the amount of \$25,982.98. Vice President Brier seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brand reported that a packet was received by the District relating to the Statewide Timber Lawsuit. Treasurer Jacobs asked about any District liability for legal fees should the District move forward or opt-out of the lawsuit. The Board members encouraged Chief Miller to discuss the situation with SDAO's legal department to discern how the District should respond to this suit. President Brand stated that there are discussions within the county relating to the 9-1-1 Tax District Board and its members, adding that it is still a work in progress. He reported that the 9-1-1 Tax District Board will go into effect July 1, 2020.
 2. Fire Chief –
Personnel –

- Chief Miller reported that the District is moving forward with evaluations for the Daytime Firefighter position on June 26th. He stated that the 4 applicants will work through 3 evaluation stations that day.
- COVID-19 – Chief Miller stated that counties in Oregon can begin to apply for Phase 2, moving on from Phase 1, for reopening the State. He noted that Benton County has not yet applied.
- Emergency Operations Center (EOC) – Chief Miller stated that the EOC has been reduced in their scope and personnel and are now working with local community members and businesses.
- SAFER Grant – Chief Miller reported that the Safer Grant award has been adjusted to cover 100% of the personnel expenses for the hired position for the duration of the grant.
- Annual Review - Chief Miller recommended DC Ferguson for a step increase.
- Volunteers – Chief Miller stated that personnel training has returned to normal and there is an upcoming burn to learn scheduled for June 7th.
- New Recruits - Chief Miller thanked DC Ferguson and the other instructors for working through Fire Academy in a quick and efficient manner, noting that the District has 6 new recruits graduated from that class.
- Chief Miller reported that no Volunteer business meetings have been held since start of the COVID-19 Stay Home, Stay Safe order.

Equipment –

- SCBAs - Chief Miller reported that the new air packs have arrived. He also reported that the Lifepak annual service was performed though the AEDs were not evaluated this year.
- Riding Mower - Chief Miller stated that the prior lawn mower was 30 years old and needed major repair and instead of continuing to keep repairing it, a new mower was purchased. Treasurer Jacobs complimented the District on the appearance of the Station 201 grounds.

Apparatus – Chief Miller stated that no apparatus are currently in need of repair.

Building –

- 203 - Chief Miller stated that Station 203 is currently housing 2 RVs.
- 201 - Chief Miller reported that sprinkler test and annual carpet shampooing of station 201 has occurred. Chief Miller reported that additional cameras will be placed in the residence common space and the administrative areas, primarily in the hallways. Treasurer Jacobs asked about how the personnel have been receptive to the additional cameras. Chief Miller stated that he is the only administrator who has access to the security footage. The Board and personnel discussed developing a policy relating to the use of the security footage.

Meetings –

- Chief Miller noted that the Fire Defense Board has been focused on conflagration response during the COVID-19 pandemic. He added that the 9-1-1 Tax Service District is also a hot topic of conversation.
- Chief Miller stated that he attended the Linn Benton Fire Chief Board and they are going to work on developing a cross-county response matrix.
- Chief Miller stated that he held a meeting among himself and the Resident Volunteers where they reviewed the Resident Volunteer Policy and Station 201 resources. Chief Miller talked with the Board about why the District has suddenly had a surge of Resident Volunteer applicants in recent months.

9-1-1 Service District – Chief Miller asked the Board to nominate a member to represent the District on the 9-1-1 Tax District Board. Chief Miller and the Board discussed some prior communications related to the 9-1-1 Tax District.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented Revenue/Expense reports for May 2020. She noted that the interest from the LGIP account had been allocated among the funds and noted that the District is still waiting on the \$87,296.67 for the California Conflagration deployment in December 2019.
- Review of Check Register – OA Rodriguez noted deposits into the Citizens Bank account and transfers from the LGIP account related to the GO Bond repayment.
- RunTracker – OA Rodriguez presented the RunTracker for May 2020: 59 calls; 14 Fire, 45 Medical. Chief Miller and the Board discussed recent call volumes related to the COVID-19 pandemic.
- Chief Vacation hours were included in the Board Packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the Volunteer Business meeting has been moved to next week. He noted that the Volunteers are working to update their bylaws. He also noted that there have been some retirements from the association and they will talk about how they will recognize the departing individuals. Loudon stated that two members with 20+ year careers retired within the last month and noted how difficult it is to recruit non-resident volunteers. He also noted that the volunteers are working on breaking down their annual budget in order to better report their needs to the District.
2. IAFF Local 4925 – Union President Haney stated he had nothing to report.

VI. OLD BUSINESS

1. Board Goals – President Brand stated that he has been keeping an eye on the City meetings, adding that nothing related to the District has been on the agendas recently. Treasurer Jacobs noted that she intends to talk with her neighbors about the recent ISO re-evaluation and how it has impacted them, if at all. Chief Miller stated that the District newsletter generated quite a bit of response for the ISO rerate and rescue tool fundraising.

VII. NEW BUSINESS

1. Fee Schedule Policy – OA Rodriguez presented the Fees Schedule Policy, noting that this is putting into policy some of the District practices. Chief Miller clarified “fees” the District will charge for services rendered versus “violations” which would be issued by and collected through the City of Philomath. President Brand asked this policy be returned for a 2nd reading at the July meeting.
2. Civil Service Appointment Review – OA Rodriguez reported that Thomas Plant is interested in continuing in his position on the Civil Service Commission.
3. Assistant Chief (AC) Job Description – OA Rodriguez presented the adjustments to the Volunteer AC Job Description. She added that the Job Description will likely need to be returned for a first reading at the July meeting due to formatting and the addition of Physical and Cognitive Demands and Work Environment. Chief Miller stated that he, DC Ferguson and Volunteer AC Theurer have had a chance to review it. The Board and staff discussed where the Volunteer AC fits in on the organizational chart. Vice President Brier recommended replacing the Volunteer AC with the DC Job Description. Chief Miller reviewed some of the history of the AC and DC positions. OA Rodriguez stated that she will bring this Job Description back for 1st reading at the next meeting.

VIII. ACTION ITEMS

9-1-1- Service District – President Brand recommended Chief Miller to represent the District on the 9-1-1 Special District Board. The Board and staff discussed the possible workload of this position. Chief Miller and Volunteer President Loudon agreed that Dan Kearl would be a good consultant for the District’s initial projects, if he’s interested. President Brand stated that Chief Miller should act as the lead and work with Kearl for his expertise. **Treasurer Jacobs motioned to have Chief Miller act as the lead on the 9-1-1 Service District body and encouraged him to seek technical support and advice from other members. Jones seconded. Motion passed 4-0.**

DC Ferguson Step Increase – **Treasurer Jacobs motioned to approve DC Ferguson step increase. Jones seconded. Motion passed 4-0.**

- IX. NEXT MEETING – July 6, 2020 – Vice President Brier stated that he will not be available for the meeting July 6th. The Board discussed meeting on July 13th instead.
- X. ADJOURNMENT – Meeting adjourned at 16:25.