

# PHILOMATH FIRE & RESCUE

July 14, 2025

**Location: Philomath Fire & Rescue**

**Regular Session Board Meeting**

**3:00 pm**

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Regular Session Board Meeting was called to order by Vice President Rick Brand at 15:01. Board members present included: Vice President Rick Brand, Treasurer Ken Corbin, Daphne Phillips, Joe Brier and Matt Kennedy. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott and Training Captain Viktor Bovbjerg. Guests included Mayor Christopher McMorran.
  
- II. CONSENT AGENDA
  - a. Minutes- June 9, 2025 Regular Session
  - b. Bills – June
  - c. Chief Vacation Hours

**Phillips moved to approve Consent Agenda as presented. Corbin seconded.**  
*Voting results 5-0. Passes with a quorum present:*  
*Brand: In Favor*  
*Corbin: In Favor*  
*Phillips: In Favor*  
*Brier: In Favor*  
*Kennedy: In Favor*
  
- III. PUBLIC COMMENT – None.
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar- Assignments to be updated later in the meeting after elections.
    - Edmonds sent the board documents to Brand. Discussion was had about having an area in Teams for all the Board Members to access the documents. Scott was going to confirm access.

- August 5<sup>th</sup> National Night Out at Philomath City Park- Board Members welcome to Attend.
  - Volunteer Business Meeting- Corbin
  - Chief Check In- Phillips covered her meeting with Chief. They discussed conflagrations and no current issues to address with the Board.
2. Fire Chief Report – Included in Board Packet and highlights discussed by Chief Ferguson. Fire season ramped up, deployed again to conflagration near Prineville. Formal training and wildland sign offs happening at the end of July.
  3. Operations Chief Report- Included in Board Packet and highlights discussed by Chief Ferguson. Phillips thanked the crews for being professional and helpful at her neighbor’s residence on a recent call. 9% increase noted by the Board in call volume.
  4. Office Administrator Financial Report- Included in Board Packet and highlights discussed by Scott. Upcoming transition with our accounting software from QuickBooks to CenterPoint. Recommended highly by our auditor. Owning the software directly, instead of the constant price changes. Trying to utilize the remaining checks we have with QuickBooks until we transition to CenterPoint but the financial reports will be limited during the transition until the audit and transition is finalized.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Included in the Board Packet and no questions were asked by the Board. They have increased the use of the internal website to better serve the Volunteer Association.
2. IAFF Local 4925 – Training Captain Viktor Bovbjerg discussed that two members of the Union are on conflagration, anticipating contract discussions coming up and getting executive team up to speed for a collaborative process to move the department forward. The Union has elected a New President, Andrew Licon.
3. City Council Liaison- Mayor Christopher McMorran discussed the concern from constituents regarding banning fireworks, Chief Ferguson encouraged having a safe area to fireworks usage. Hydrant testing is still being worked through at the city level.

VI. OLD BUSINESS

1. Liaison for Adjoining Rural Fire Protection Districts Duties- Ferguson has not had an opportunity to move forward on this topic.
2. Master Plan Update- Brier & Ferguson more discussion to come in new business.
3. Policy Updating- Out of District Response policy presented and discussed by Chief Ferguson.

**Corbin moved to approve “Out of District Response” policy as written. Phillips seconded.**

*Voting results 5-0. Passes with a quorum present:*

*Brand: In Favor  
Corbin: In Favor  
Phillips: In Favor  
Brier: In Favor  
Kennedy: In Favor*

Technical Rescue policy presented and discussed with Chief Ferguson.

**Phillips moved to approve “Technical Rescue” policies as presented. Brier seconded.**

*Voting results 5-0. Passes with a quorum present:*

*Brand: In Favor  
Corbin: In Favor  
Phillips: In Favor  
Brier: In Favor  
Kennedy: In Favor*

VII. NEW BUSINESS

1. Election of Board Officers

President

Phillips nominated Brand as President. Accepted by Brand.

Vice President

Phillips volunteered herself as Vice President.

Treasurer

Phillips nominated Corbin as Treasurer. Accepted by Corbin.

**Slate as stated.**

*Voting results 5-0. Passes with a quorum present:*

*Brand: In Favor  
Corbin: In Favor  
Phillips: In Favor  
Brier: In Favor  
Kennedy: In Favor*

2. Civil Service Appointments

Christopher McMorrان, Jerry Wolcott, and Van Hunsaker approved by the Board

**Slate as stated.**

*Voting results 5-0. Passes with a quorum present:*

*Brand: In Favor  
Corbin: In Favor  
Phillips: In Favor  
Brier: In Favor*

*Kennedy: In Favor*

3. Swear In New Board Member

All members read their oath and signed their oaths.

4. State & Approve Meeting Day and Time

Approved by the Board with consensus for the 2<sup>nd</sup> Monday monthly at 3 pm.

5. Schedule Chief Check Ins & Board Member Volunteer Business Meeting Rep- See Board Calendar for Updated Assignments.

6. 233 Discussion- Ferguson led a detailed discussion regarding repairs and the future of 233 and implications potential sale of 233. Discussion tabled until next meeting for further information.

7. Potential Levy Discussion- Chief Ferguson discussed that it is getting real and the Board needs to decide what direction they want to go. They decided they would like to see a Levy Calendar to start planning the next year.

VIII. ACTION ITEMS

a. Document Storage- Scott

b. Create Levy Calendar- Scott, Phillips & McMorran

IX. NEXT MEETING – August 11, 2025

X. ADJOURNMENT – 16:52