

PHILOMATH FIRE & RESCUE

November 4, 2019

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:04 by President Brand. Board Members present were President Rick Brand, Treasurer Ruth Jacobs, and Robyn Jones. Staff members present were Deputy Chief (DC) Chancy Ferguson and Administrative Assistant (AA) Lilee Rodriguez. Guests Present: Ken Corbin, Lindsay Taylor.
- II. ACTION ITEMS
 - A. Approval of Minutes – **Treasurer Jacobs motioned to approve minutes as written. Jones seconded. Motion passed 3-0.**
 - B. Approval of Bills – AA Rodriguez presented the monthly bills and noted some annual fees and exceptional expenses. The staff and Board discussed the expenses for gross decontamination supplies. President Brand asked about the fee paid to the Oregon Ethics Commission. Treasurer Jacobs asked about expenses related to the Leadership Retreat and “gang charger” for radios. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$26,773.79. Jones seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – Corbin thanked the Board for their work.
- IV. STAFF REPORTS
 1. President –
 - Citizens’ Academy – President Brand stated that both he and Treasurer Jacobs attended the Citizens’ Academy. He stated that the event that the District hosted was a very informative event, with lively dialogue.
 - Outreach to Reporter - Treasurer Jacobs clarified that Jones is serving the remaining 2 years of Ries’ 4 year term, ending 2021.
 2. Fire Chief – DC Ferguson thanked the Board members for participating in the Citizens’ Academy, adding that their presence gave the attendees a good idea of the variety of community participation supporting the Fire District.
 - Personnel – DC Ferguson reported that 3 new volunteers are onboarding during the month of November. He reviewed the current standings for the volunteer personnel in their different roles. Staff and Board members discussed the roles of Community Volunteers versus other Volunteer personnel.
 - Training – DC Ferguson stated that the District has 4 volunteers enrolled in the current Firefighter I Academy. He added that 3 Resident Volunteers will be attending the Pumper Operator Academy in Monroe and 4 or 5 will participate in Tender Operator Academy. DC Ferguson stated that he will work with Captain Saalsaa to develop a “field guide” for the “Philomath way” of various operations. DC Ferguson stated that part of this development has come from the Training Audit that was performed by Douglas Baily, Ret. DC from Corvallis. DC Ferguson stated that the District has Paramedic coverage for every day of the week and this will impact the protocol response for the District and the County. He added that the District is currently working to find a replacement Medical Director. DC Ferguson stated that the leadership of the District are looking forward to interviewing an individual for that position in order to have more say in the expectations for that role.
 - DPSST Audit – DC Ferguson stated that the District will be audited for certification and accreditation in the month of December.

Apparatus – DC Ferguson reported that annual inspections were completed for 5 apparatus with both Tenders still to be inspected, though this will be dependent upon the budget and their need.

Self-Contained Breathing Apparatus (SCBAs) – DC Ferguson reported that the District did not receive the AFG grant for the SCBAs. He stated that Chief Miller is working with the vendors to get some pared-down numbers for the replacement of the SCBAs and will bring solid numbers back to the Board at a future date. DC Ferguson added that Chief Miller is also working on getting prices for a wheeled litter for back-country rescue.

Conflagration Response – DC Ferguson stated that 4 members from the District were deployed to California for conflagration and estimated expenses for that deployment come to approximately \$76,000 for the full two-week deployment. DC Ferguson stated that the personnel have stepped up to cover while these members are away. DC Ferguson noted that the crew had been released to return home but were dispatched to another fire en route. The staff and Board discussed reimbursements for conflagration.

Personnel – Treasurer Jacobs asked why the District has been attracting so many personnel. DC Ferguson stated that Corvallis did not have an academy this year which has helped us. He also noted that word-of-mouth has helped the District to attract personnel.

3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez presented the October 2019 Revenue/Expense Reports. She stated that the General Fund balance is down to approximately \$50,000, after payroll processing for the month of October. She noted that tax income should begin to be deposited into the LGIP account between the 15th and 20th of November.
- Review of Check Register – AA Rodriguez reviewed the deposits into the Citizens' Bank account and noted two checks that were voided.
- RunTracker – Not included in Board packet. AA Rodriguez noted that she will bring the October run numbers to the December Board meeting.
- Audit Notes – AA Rodriguez presented some notes from the audit for Fiscal Year 18-19, adding that their full report should be available in early 2020.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor stated that Volunteer Officer nominations will take place at the Business Meeting on the 5th, with elections to be held in December. She added that the Volunteers voted to keep the current schedule of business meetings, one per month, rather than having a business meeting every other month and using the additional night for drill.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Master Plan Documents – Treasurer Jacobs requested another month in order to make changes to both the Master Plan and Summary documents. AA Rodriguez noted that the document titles were adjusted to reflect the Master Plan as the document containing the process and narration with the Master Plan Overview as the shorter, more condensed version. Treasurer Jacobs stated that she will work on the document and get a draft to the Board prior to the December meeting, adding that she will coordinate with staff for the next version of this draft.
2. Appreciation Dinner – Invitees & RSVPs – AA Rodriguez presented a list of former volunteers, staff, and other invitees for the Appreciation Dinner invite list. The Board reviewed the list and deferred to the decision of the Volunteers regarding invites to former

participants. AA Rodriguez stated that she would bring this up to the Volunteers during their November Business meeting.

3. Lieutenant Job Description – 1st Reading – AA Rodriguez stated that this Job Description will be deferred to the December meeting, waiting on additional input from the District Officers. Th Board and staff discussed some of the qualifications of the Job Description.
4. OFDDA Conference – November 7-9 Seaside, Oregon – President Brand stated that the Board members who were initially interested in this event were not available to attend this conference this year. He stated that he thinks this conference is better suited for District Board members and leadership because it is geared specifically to Fire Service as opposed to generally to Special Districts.
5. Oregon Fire Chief’s Association – Spring Conference April 30 – May 3 Redmond, Oregon – DC Ferguson stated that Chief Miller will likely attend this conference, and perhaps, he will as well.

VII. NEW BUSINESS

1. Board Goals – President Brand asked the Board members to consider goals for their leadership position. He noted that he had a chance to review the Board Policies and he felt that there were areas that were not be addressed, in terms of outreach as well as involvement with partnering entities and the community. President Brand added that “approval of contracts” is part of the Board’s role and he wants to ensure that they are actively involved in that. The Board discussed ways in which to be available to the public so that community members can feel heard. Treasurer Jacobs noted that when the Bond was being pursued there were “listening sessions” and it might not be bad practice to have something similar to that once a year, with the Fire Chief and DC present to speak to operations of the District. President Brand stated that at the completion of the Master Plan would be a good time to schedule a presentation and Open House discussion for the members of the public. President Brand asked the Board members to review the Board Policies before the next meeting and he will look into outreach with neighboring agencies and County Commissioners. Treasurer Jacobs agreed that having some stated Board goals would be a great idea moving forward.
2. Review of Civil Service Commission Meeting minutes – Topic was reviewed at the October meeting, a copy of the minutes were included in the November Board packet.
3. Replacement of Self-Contained Breathing Apparatus (SCBAs) – DC Ferguson stated that Chief Miller should make his recommendation to the Board at the December meeting. DC Ferguson emphasized that the current SCBAs are 15 years old and at the end of their usable life.
4. Discrimination and Harassment Policy – AA Rodriguez noted that the 1st draft of this policy is waiting on recommendations from SDAO, relating to an updated bill that will go into effect January 1, 2020.
5. Capitalization Policy – 1st Reading – AA Rodriguez presented the draft policy as recommended by the auditors. Staff and Board discussed capitalization thresholds and tracking bulk purchases versus individual items. DC Ferguson noted that turnouts would fall under the \$5,000 threshold and asked the Board whether those items need to be tracked as a bulk purchase. AA Rodriguez noted that turnouts are being tracked internally to establish replacement timelines. Treasurer Jacobs recommended including a section in the policy bulk purchases versus individual items for the next meeting. Return for 1st reading at December meeting.
6. Siren Job Description – 1st Reading – AA Rodriguez presented the draft of the Job Description, noting that having a job description in place ensures that volunteers know

what is expected of them in that role. Treasurer Jacobs stated that the personal conduct section should relate to the personnel policies, so as not having to rewrite multiple policies with every update. AA Rodriguez added that this draft will go to the Volunteer Association for review as well.

7. Annexation - Worth Lane – DC Ferguson presented the Annexation request for Partition Plat Number 91-11, Parcels 1 and 2. **Jones motioned to approve annexation on Worth Way. Treasurer Jacobs seconded. Motion passed 3-0.**

VIII. ACTION ITEMS –

President Brand asked the Board members to consider Board Goals to discuss at the December meeting.

- IX. NEXT MEETING – December 2nd, 2019 – Jacobs, Jones, and Brand confirmed their availability.
- X. ADJOURNMENT – Meeting adjourned at 16:34.