

PHILOMATH FIRE & RESCUE

March 3, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at by President Rick Brand. Board members present were President Rick Brand, Treasurer Ruth Jacobs, Vice President Joe Brier, Daphne Phillips. Robyn Jones arrived at 15:07. Staff Present were Office Administrator Lilee Rodriguez and Deputy Chief Chancy Ferguson. Chief Tom Miller arrived at 15:17.
Guests Present: Lieutenant Victor Haney, Volunteer Treasurer Ken Corbin, Volunteer Vice President Jessica Olsen.
- II. ACTION ITEMS
 - A. Approval of Minutes – OA Rodriguez noted the adjustments to the January minutes previously requested by the Board. **Treasurer Jacobs motioned to approve minutes as corrected. Phillips seconded. Motion passed 4-0.**
February Minutes – **Treasurer Jacobs motioned to approve February minutes as presented. Phillips seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez presented the monthly bills for February 2020, noting uncommon and large expenses for the month. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$28,496.66. Phillips seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – Jessica Olsen thanked the Board for their efforts putting on the Annual Appreciation Dinner.
- IV. STAFF REPORTS
 1. President – President Brand thanked those who participated in coordinating the details of the Appreciation Dinner and noted that this year’s dinner seemed to be the most casual and light-hearted.
 2. Fire Chief – Personnel –
 1. Chief Miller stated that job postings will be issued this week for Resident Volunteer, Firefighter and Lieutenant. Chief Miller stated that Lieutenant Coerper resigned in February.
 2. Chief Miller stated that a member from SDAO gave a presentation to the District personnel regarding discrimination, harassment and sexual harassment, satisfying the District’s annual training refresher.
 3. Chief Miller reported that the District personnel are relying upon their Personal Protective Equipment (PPE) and good hygiene practices to safeguard against the spread of COVID-19. He added that the District is also in the process of reviewing the Mass Casualty Incident (MCI) trailer to ensure there are sufficient supplies for any local outbreak.
 4. Chief Miller thanked the Board and personnel for their work toward the Appreciation Dinner. He said he has received lots of positive feedback for the dinner.
 5. Chief Miller noted that Captain Loudon received the Samaritan Award for the District as well as the Chief’s Award this year at the Appreciation Dinner. Chief Miller stated that Captain Loudon has been really helpful with special projects and to fill in some gaps in our personnel during recent transitions.
 6. Chief Miller reported the Volunteer Awards were issued at the Appreciation Dinner.
 7. Chief Miller reported that the District added 1 volunteer in the last month.

Equipment -

1. Self-Contained Breathing Apparatus (SCBAs) – Chief Miller reported that the SCBAs should start shipping within the next few weeks, though the masks may arrive later.
2. Training Tower – Chief Miller reported that he is currently writing an Assistance for Firefighters Grant (AFG) request for a training facility to replace the mobile home on the training grounds.
3. Turnouts – Chief Miller stated that annual inspections are almost complete and very few repairs or replacements were required.

Meetings –

1. Fire Defense Board - Chief Miller stated that he attended the Fire Defense Board meeting whose current focus is the 9-1-1 Tax District. He stated that the start-up revenue for the 9-1-1 District will not be received until early 2021 and there are facility limitations impacting their current ability to hire.
 2. Regionalization - Chief Miller stated that Linn and Benton Counties are endeavoring to work more inclusively, starting with reviewing their box alarm system. Chief Miller is working to help define the system for this regional group. President Brand asked how much the regionalization project will impact the Fire District. Chief Miller stated that this could impact the District personnel responding to out-of-district calls as well as the outside resources covering the Philomath Fire District.
 3. Dispatch – Chief Miller reported that he had a lengthy meeting with Dispatch regarding the issues they're having. He said that he is working with the Corvallis Fire Department on these issues as well.
 4. SDAO Conference – Chief Miller stated that he attended the Annual SDAO Conference with Treasurer Jacobs, adding that there was a heavy focus during their trainings on topics related to harassment and discrimination. Treasurer Jacobs noted that the keynote speaker was particularly inspiring relating to Making Meaningful Connections through acknowledging, honoring, and connecting with individuals. She added that she attended a class on Stress Presumption and First Responders and how personnel manage emotions relating to the Emergency Response profession. The Board and staff discussed resources available to Emergency Responders as well as how the leadership within the District support the personnel after particularly difficult calls. Treasurer Jacobs summarized the topics of some of the other classes she attended. She also encouraged other Board members to attend the SDAO or OFDDA conferences.
3. Board Secretary –
- Revenue/Expense Report – OA Rodriguez presented the February 2020 Revenues and Expenses reports, noting that the bulk of the Districts funds have been received, though some funds will continue to trickle in until the end of May 2020. She also noted the current fund balances for all funds.
 - Review of Check Register – OA Rodriguez reviewed the Check Register for February 2020 with the Board, noting deposits for a regular monthly transfer, First Aid/CPR class and sales of some of the 90-year commemorative merchandise.
 - RunTracker – OA Rodriguez presented the February 2020 RunTracker numbers: 51 calls: 11 Fire, 40 Medical. She also noted the current year-end projections.
 - Chief Vacation Hours – OA Rodriguez reported that Chief Miller's Vacation Report was included in the Board packet, noting that in the month of February Chief Miller received his 120 additional vacation hours.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Vice President Olsen had no additional report.
2. IAFF Local 4925 – Union President Haney had no report on behalf of the Union, stating that they are currently happy.

VI. OLD BUSINESS

1. Appreciation Dinner Review – Phillips noted that it was quite an experience helping with the dinner for her first time and she appreciated the opportunity to meet the personnel. She said that the Sirens were wonderful to work with. Treasurer Jacobs noted that it was a great event and seemed very lively. Phillips asked if a follow-up survey needs to be sent out to gather feedback from the personnel. Treasurer Jacobs noted that Chief Miller is considering another location but the Board is waiting for additional input on that. Volunteer Vice President Olsen offered to collect feedback from the volunteers at their Business meeting.
2. Newspaper Article – Treasurer Jacobs stated that she has generated a draft article for the Philomath Express relating to the Master Plan and solicited additional input from the other Board members and staff. President Brand stated that he will author the article for print.
3. Board Goals – President Brand asked about progress on Board Goals. Treasurer Jacobs noted, after telephone discussions with Benton County Planning Commission staff, that the District is in a reasonable position to know about planning issues that related to the District, in a timely way, due to the District staff being part of the standard communication chain of the Commission for subjects that relate to the Fire District and service area. Treasurer Jacobs noted that the commission meets twice a month, as needed, adding that she does not plan to attend those meetings regularly. Treasurer Jacobs concluded that the Board needs to rely on communications from District staff, media coverage of planning activities, and word of mouth to keep generally informed about planning issues that may affect the District.
4. Discrimination and Harassment Policy – 2nd Reading – OA Rodriguez noted that no changes were made to this policy from last month. **Vice President Brier motioned to adopt the policy as written. Jones seconded. Motion passed 5-0.**
5. Chief Miller Goals – Chief Miller apologized for not having these ready to present and added that he will email these to the Board for their review and it will be discussed at the April meeting.

VII. NEW BUSINESS

1. Appoint Budget Committee – OA Rodriguez reported that 4 members of the budget committee have expressed their interest in participating on the Budget Committee again this year. For the 5th position, the Board recommended posting publicly for the open position in order to get some new participants with new insights.
2. PPE Policy – Safety – OA Rodriguez recommended this policy be shifted to the Safety procedures, rather than General Administration. The Board asked that this policy be returned, with revisions, at a future meeting.
3. Board Best Practices – OA Rodriguez stated that the Board Best Practices Program is starting up again. She reviewed the District's current qualifying discounts with SDAO, adding that she will send out Board trainings later in the year, as they become available.

VIII. ACTION ITEMS

- IX. NEXT MEETING – April 7, 2020 – The April meeting day was adjusted to accommodate Board availability.
- X. ADJOURNMENT - Meeting adjourned at 15:54.