

# PHILOMATH FIRE & RESCUE

May 4, 2020

## Regular Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:02 by Board President Rick Brand. Board members present were President Rick Brand, Vice President Joe Brier, Treasurer Ruth Jacobs, Daphne Phillips, and Robyn Jones. Staff Present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.  
Guests Present: Volunteer Vice President Jessica Olsen, Deputy Chief (DC) Chancy Ferguson, Firefighter Lindsay Taylor, and Volunteer Treasurer Ken Corbin.
- II. ACTION ITEMS
  - A. Approval of Minutes – March 3, 2020 – Treasurer Jacobs clarified her comments regarding the planning commission. She noted that she will send the correction to OA Rodriguez.  
**Treasurer Jacobs motioned to approved minutes with her amendment. Vice President Brier seconded. Motion approved 5 – 0.**
  - B. Approval of Bills – March - OA Rodriguez presented the March bills, noting a charge for recruitment postings, the Spring newsletter, and Length of Service Awards Program (LOSAP) contribution. Treasurer Jacobs motioned to approve payment of the bills in the amount of \$30,793.25. Jones seconded. Motion passed 5 – 0.  
Approval of Bills – April - OA Rodriguez presented the April bills, noting a charge to the new Medical Director, postage for the Spring newsletters, and annual service for the extrication tools. **Jones motioned to approve payment of the bills in the amount of \$29,691.18. Jacobs seconded.** DC Ferguson discussed the expectations of the new Medical Director for the District and what the annual fee covers. **Motion passed 5 – 0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. President – President Brand acknowledge and thanked the personnel for working through the pandemic and doing so safely.
  2. Fire Chief – Chief Miller noted that the personnel have been commendable in making adjustments to accommodate the current public health crisis, including work with the Benton County Emergency Operations Center (EOC).  
Personnel – Chief Miller recognized Firefighter Taylor as the successful candidate for the Lieutenant Position and welcomed her to the ranks of paid staff. Chief Miller reported that he and Captain Saalsaa both performed work with the county EOC. He noted that the District has not had dramatic demand for PPE use in response to the pandemic, noting that the District had a supply of equipment in the Mass Casualty Trailer which has turned out to be a great resource for the whole county. Chief Miller reported that the personnel are working to submit a SAFER grant for the Daytime Firefighter position. Chief Miller reported that his elbow surgery went well. He will follow up within the next week with his physician.  
Training – Chief Miller reported that training during the pandemic has been a challenge but the District was able to provide personnel with several online trainings as well as a zoom training. He stated that Spring Fire Academy has begun, with 4 participants currently and a few more applications received within the last few days. Chief Miller stated that this additional interest is due to the appeal of the Resident Volunteer Program. He added that two current Resident Volunteers have put in their notice to leave in the next few weeks. He also noted that there will be Resident Volunteers positioned at Station 203. Chief Miller stated that Volunteer Captain Loudon is currently deployed in Salem as part of an Incident Management Team for COVID-19. Chief Miller added that Volunteer AIC Bovbjerg helped set

up overflow medical units in Salem as well. Chief Miller reported that Resident Volunteers Rios and West both achieved their EMT certification.

Apparatus – Chief Miller stated that there are no current issues with District apparatus.

Equipment - Chief Miller stated that delivery of the Self-Contained Breathing Apparatus (SCBAs) should be within the next few weeks. He reported that the extrication tools received their annual service. Chief Miller reported that the District received \$2,500 from the OSU Folk Club Thrift Shop and the funds will go toward purchase of hydraulic equipment for Station 202 as part of the 90-year campaign and fundraiser.

Building – Chief Miller reported that Station 203 is being outfit and furnished for two full-time Resident Volunteers.

Meetings – Chief Miller stated that he is working with the Fire Defense Board to discern the details of conflagration response this fire season. He reported that Monroe has elected to participate in conflagrations this fire season. Chief Miller reported that the District staff have completed the budget document and it has been disbursed to the Budget Committee. Chief Miller reported that the District members participated in a “Welcome Home” for Chief Robison from Toledo. The staff and Board discussed challenges relating to conflagration response and the potential for coronavirus exposure during deployment.

### 3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez noted the current standing of the GO Bond Debt Services Fund, reminding the Board that payment for this is typically due in early June.
- Review of Check Register – OA Rodriguez reviewed the check registers for March and April, noting deposits from refunded event registrations, EMR class, and merchandise sales.
- RunTracker – OA Rodriguez presented the RunTrackers for March 2020: 50 calls; 11 Fire, 36 medical, and April 2020: 60 calls: 9 Fire, 51 Medical. She noted that the current year end projections are about 50 calls ahead of 2019 projections.
- Chief Vacation Hours included in the Board Packet.
- Spring Newsletter included in the Board Packet.

## V. REPRESENTATIVE REPORTS

1. Volunteer Association – Olsen, nothing to report.
2. IAFF Local 4925 – Haney not present. Taylor stated nothing to report.

## VI. OLD BUSINESS

1. Newspaper Article – Included in Spring Newsletter – The Board and staff discussed additional ways to get information out to the public.
2. Board Goals – President Brand stated that he been keeping tabs on the City of Philomath calendar for topics and did not see anything relating to the Fire District.
3. Chief Miller Goals – Treasurer Jacobs stated that the Chief submitted his goals to the Board. **Treasurer Jacobs motioned to adopt the revised goals for Chief Miller, provided on March 9<sup>th</sup> to the Board. Vice President Brier seconded.** Treasurer Jacobs encouraged Chief Miller to distribute his goals to all the personnel in the District. **Motion passed 5 – 0.**

## VII. NEW BUSINESS

1. Daytime Firefighter Position – Revenue & Wage Projections – OA Rodriguez reviewed the wages and revenue projections included in the Board packet. The Board and Staff discussed personnel expenses and tax revenue projections as well as a brief discussion about future levies for the District.

2. Budget Committee Meeting – OA Rodriguez reminded the Board that the Budget Committee meeting is currently scheduled for May 14<sup>th</sup>, 2020 at 6 pm and will be held in the Apparatus Bay at Station 201. Staff and Board briefly discussed some changes to the budget document for Fiscal Year 2020 – 2021.

VIII. ACTION ITEMSU - None

IX. NEXT MEETING – June 1, 2020

X. ADJOURNMENT – Meeting adjourned at 15:55.