

# PHILOMATH FIRE & RESCUE

September 9, 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 by President Rick Brand at 15:00. Board Members present were Robyn Jones, Treasurer Ruth Jacobs, and President Rick Brand. Staff present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.  
Guests: Volunteer Treasurer Ken Corbin, Deputy Chief Chancy Ferguson
- II. ACTION ITEMS
  - A. Approval of Minutes – **Treasurer Jacobs noted minor grammatical corrections to minutes then motioned to approve minutes with those two noted corrections. Jones seconded. Motion passed 3 – 0.**
  - B. Approval of Bills – AA Rodriguez presented the monthly bills for August 2019 and noted any uncommon expenses, like annual subscriptions and the District’s satellite phone. She added that there were no additions to the monthly bills. Chief Miller and the Board discussed the expense for wildland attire. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$43,337.08. Jones seconded. Motion passed 3 – 0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. President – President Brand reported that he attended the Chili Cook-off and was glad to see lots of District representation on the chili side as well as the public safety side. He thanked the personnel involved in the event. President Brand reminded the Board that they will have Executive Session today regarding the September 3<sup>rd</sup> incident. Treasurer Jacobs added that the Philomath Express reporter reached out about this topic and the Board should consider how they would like to respond.
  2. Fire Chief –
    - Personnel – Chief Miller stated that Captain Saalsaa received his annual review and he recommended Captain Saalsaa for his annual step raise, according to the Contract Bargaining Agreement. Chief Miller stated that the District also hired Daniel Spangler as a part-time firefighter.
    - Volunteers – Chief Miller stated that he attended the Volunteer Business Meeting.
    - Schools – Chief Miller reported that the District helped with the Back to School safety detail during the first week of the school year. Chief Miller added that there are busses being housed out on Hwy 20 that are adding traffic in that area in the early mornings and afternoons to pick up school kids.
    - Events – Chief Miller stated that the District put together a Chili Cook-off team to participate in the Public Safety Chili Cook-Off, coordinated by the local Sheriffs and Police. He added that the personnel had a good time, there was good support, and good attendance from the public.
    - Consumers Power, Inc Open House – Chief Miller stated that the District had a presence at this event with a fire safety display, engine tours, volunteer recruitment, and fire-house interactive display. Chief Miller reported that the District also participated in the Starker Community Event, as well.

224 – Chief Miller reported that 224 suffered a broken window, which shattered suddenly while crews were en route to a call. He stated it has since been repaired.

AFG Grant – Chief Miller reported that the first two waves of awards announcements have been released and the District has not been awarded any grant funds yet.

Meetings – Chief Miller stated that he attended the Philomath Community Network meeting this month. He stated that this meeting is held to coordinate community events. He added that the District Open House is coming up in October 5.

Costs for Master Plan Goals – Chief Miller stated that he will bring this information to the October meeting.

3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez presented the August 2019 Revenue/Expense reports, noting the transfer of \$76,000, per Resolution 19-04, to the Equipment Reserve Fund. She also noted that \$23,752 was transferred to the Equipment Reserve fund, as well, per the approved budget.
- Review of Check Register – AA Rodriguez reviewed deposits to the Citizens' Bank account. Jacobs asked about the \$11,000 check for Corvallis. Chief Miller stated that this expense is for the 9-1-1 cost share and this is the District's usage expense. Chief Miller reminded the Board that the 9-1-1 Tax District item will be on the November ballot.
- RunTracker – AA Rodriguez presented the August 2019 RunTracker numbers: 76 calls; 12 Fire, 64 Medical. She also reviewed the current year-end projections versus prior years during the same month.
- Response Breakdown – Chief Miller reviewed the call breakdown charts included in the Board packets. He noted that mutual aid is down a little from last year. Chief Miller added that Fire levels are at 24% of our call volume, a little down from last year, as well. Otherwise, he noted, the response breakdowns are comparable to last year. Chief Miller noted that Resident Volunteer and paid personnel on-scene have made up 4% more of our response this year so far. Chief Miller and the Board discussed the role of part-time personnel in response and District coverage. President Brand noted that the hours covered by staff seem to cover all hours of the day in almost equal measure. Chief Miller credited that to the after-hours Duty Chief and Duty Officer programs. Chief Miller stated that he and DC Ferguson are flexing their after-hours response times to help cover the District.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor not present.
2. IAFF Local 4925 – Union President Saalsaa not present.

VI. OLD BUSINESS

1. Office Administrator Job Description – 2<sup>nd</sup> Reading – AA Rodriguez presented the Job Description with the previously requested change to the job description. Treasurer Jacobs noted minor grammatical changes. President Brand recommended an addition, under Contact with Others, Section 4, "direct to appropriate resource". President Brand recommended a change to the layout, moving Preferred Qualifications beneath Necessary Qualifications. This Job Description will be returned to the Board for a 2<sup>nd</sup> reading at the October meeting.
2. Captain Job Description – 2<sup>nd</sup> Reading – Chief Miller noted that this Job Description is being reviewed after having been worked on by the District Officers. He stated that the staff will add a section for Selection Guidelines and bring back to the October meeting.

3. Master Plan Supplemental Document – Tabled until October.

VII. NEW BUSINESS

1. Surplus Policy – 1<sup>st</sup> Reading – AA Rodriguez presented the draft policy. Treasurer Jacobs asked why the District is creating this policy given that it mirrors District practice. Chief Miller stated that this addition is putting practice into policy. President Brand suggested A, B, C instead of bullets under Section III. This policy will be returned for 2<sup>nd</sup> reading at the October meeting.
2. Annexation/Withdrawal Policy – 1<sup>st</sup> Reading – AA Rodriguez reviewed the history of the policy and the need to include the withdrawal process, noting the verbiage that individuals withdrawing need to be annexing to a neighboring district. Treasurer Jacobs complimented the District members on the polite and informative interaction with the public regarding annexations and withdrawals. AA Rodriguez will confirm with the County about verbiage requiring fire coverage. Treasurer Jacobs recommended this policy move to 2nd reading at the October meeting.
3. Appreciation Dinner – Set Date – The Board discussed possible dates for the Annual Appreciation Dinner; February 29<sup>th</sup> and March 7<sup>th</sup> were considered, though the board favored February 29<sup>th</sup>. AA Rodriguez will confirm with the Philomath Scout Lodge for availability on February 29<sup>th</sup>.
4. OFDDA Conference – Chief Miller reported that this conference will be held November 7<sup>th</sup> – 9<sup>th</sup> in Seaside, Oregon. Treasurer Jacobs and President Brand both expressed interest in attending this event.
5. Annexations – Chief Miller presented 2 annexations on Hawk Crest Dr. **Jones motioned to approve the annexation of both properties on Hawk Crest Drive. Treasurer Jacobs seconded. Motion passed 3 – 0.**

VIII. ACTION ITEMS

President Brand stated that the local Philomath reporter, Brad Fuqua, reached out to all local organizations soliciting information for a series of articles. Treasurer Jacobs suggested that the District submit an article relating to access and driveways. She stated that this is a great opportunity to do some community outreach and education. Treasurer Jacobs suggested another article relating to volunteer recruitment. DC Ferguson recommended Volunteer Spotlights including what volunteering entails as a means to both recruit and showcase personnel.

Citizens Academy – Chief Miller reported that the Citizens Academy will be starting again this fall. He added that the group will be at the Fire Station on October 9<sup>th</sup>, at 6 pm.

Captain Saalsaa Step Increase – **Treasurer Jacobs motioned to approve Captain Saalsaa’s step increase, per the CBA. Jones seconded. Motion passed 3 – 0.**

- IX. NEXT MEETING – October 7, 2019 – Treasurer Jacobs, Jones, and President Brand confirmed their availability for this meeting.

- X. ADJOURNMENT - Meeting adjourned at 16:13.