

PHILOMATH FIRE & RESCUE

February 14, 2022

Location: Philomath Fire & Rescue

2:30 PM

Executive Session

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 14:34 by President Jones. Board members present were President Robyn Jones, Vice President Daphne Phillips, Treasurer Ken Corbin, and Rick Brand. Doug Edmonds was absent. **The Board moved to executive session, meeting under ORS 192.660(2)(d) To conduct deliberations with persons you have designated to carry on labor negotiations.**
- II. DISCUSSION
- III. ADJOURNMENT

3:00 PM

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL The Board of Directors returned to Regular Session at 15:00. All previous Board members remained present. Doug Edmonds arrived at 15:19pm.
Guests: Volunteer President Andy Louden, Deputy Chief Chancy Ferguson, and Firefighter Andrew Licon.
- II. ACTION ITEMS
 - A. Approval of Minutes – January 10, 2022 & February 4, 2022 – **Vice President Phillips motioned to approve the January 10th and February 4th minutes as presented. Brand seconded. Motion passed 4-0.**
 - B. Approval of Bills – January 2022 – OA Rodriguez noted payment for the annual property and casualty insurance and expenses to Hughes Fire under 6161-Vehicle Maintenance. Chief Miller and the Board discussed an expense to “Punchbowl” and Chief Miller stated that he is working to get that expense refunded. **Vice President Phillips moved to approve payment of the bills in the amount of \$63,203.66. Brand seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Jones stated that she had no report. Vice President Phillips confirmed with Volunteer President Louden that the Volunteers would like the Appreciation Event to be in the Summer.
 2. Fire Chief – Chief Miller’s report included in the Board packet.
 - a. Chief Miller reported that ODOT has reached out to the Department relating to their plans for Main Street and how that may impact Station 201. He added that ODOT had also sent an acknowledgement for the Board to review and sign relating to this work. Captain Saalsaa spoke to the beautification project planned for downtown Philomath, including changes to sidewalks and parking.
 - b. Chief Miller noted that he submitted a letter of support relating to SB 1582. Chief Miller, Captain Saalsaa, Volunteer President Louden, and the Board discussed how this bill might impact the District relating to fire coverage of the “Greenberry Gap” area.
 - c. Treasurer Corbin expressed his concerns about having mixed-gender crews housed at Station 202 and Chief Miller talked about ways that the District is working to mitigate this concern. Brand agreed and noted that having explicit training relating to ethics and professional behavior should be considered in order to address this potential directly. Vice President Phillips asked about the additional training that DC Ferguson is working on. He

stated that there is a training committee helping work on the additional training that should help better prepare Resident Volunteers to respond from Station 202 as the initial response. Louden stated that the volunteers are happy to be working with DC Ferguson and noted that they are in the very early stages of developing this additional training.

- d. Louden stated that a compromise was reached, regarding staffing Station 202, by stationing an officer with a volunteer at Station 202 for response which would address some of the safety issues that were brought up by the Volunteer Association.
- e. DC Ferguson reported that he expects the roofing repair for the Hose Tower to be covered under warranty.
- f. Treasurer Corbin asked about the Kings Valley merger and expressed concern about whether or not the local constituency will support that effort. Chief Miller stated that there are currently no plans for merging and there is a long road to bringing Kings Valley up to the Philomath Fire & Rescue standard for response, safety, and apparatus. Chief Miller noted that a merger would require approval of the voters in both districts and would potentially be an opportunity to form a new district and set a new tax rate. He said if this could be accomplished that it would put an end to the District having to ask for additional funds from the public through bonds and levies.
- g. Treasurer Corbin asked about whether or not the District has enough dorm rooms for the current level of Resident Volunteer staffing. Chief Miller stated that the numbers were increased only temporarily, for a member who has some prior qualifications and will replace a Resident Volunteer who will be departing in April. Chief Miller stated that many of the Resident Volunteers are, in fact, not staying at the Station. He added that the Resident Volunteers have worked out a system for “hot racking”, where the members share a room with a partner.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the Revenue/Expense reports for January 2022, noting the current fund balances. She also clarified that the cash carryover does include a portion of the general fund as well as the balance of the reserve funds, as well as how those funds are handled for cash carryover. OA Rodriguez reported that the budget for this fiscal year states that there is approximately \$22,000 still expected to be received in Current Year Taxes however she believes that the reality of that outstanding tax is probably closer to \$50,000.
- Review of Check Register – OA Rodriguez reviewed the Check Register for January 2022, noting deposits including the remaining outstanding reimbursements from the conflagrations in 2021. She also stated that Check #31848 was voided due to the payment having been made by credit card.
- Chief Vacation Hours included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Louden stated that the Volunteer Association has started working on their plan for recruitment strategies for the District and they are currently trying to understand why more community members aren’t volunteering. He added that the Staffing Committee has been dissolved and instead will work with DC Ferguson on his training program. Volunteer President Louden reported that their line item will likely be underspent due to the pandemic and not providing monthly dinners.
2. IAFF Local 4925 – Captain Saalsaa thanked the Negotiations Committee appointed by the Board. He noted that it went very smoothly adding that the new contract is for a 4-year commitment. He thanked Firefighter Licon and Lieutenant Moser for their work as well. Edmonds asked Saalsaa to speak to the cybersecurity assessment. Captain Saalsaa stated that he expects to hear from them before the end of the week. He added that only half the

contract was paid until the entirety of their recommendation has been received. Captain Saalsaa noted that he was able to work out with Kamind to renew the contract annually, at a discount, while securing the current price for the next 3 years.

VI. OLD BUSINESS

1. District Fiscal/Strategic Planning – Edmonds stated that the Strategic Planning Committee met for the last time and he thanked the committee members for their work. OA Rodriguez noted that the final template and minutes will be included in next month's packet. Brand stated that he thinks this will be a flexible document for the District to track projects and priorities for the District. Edmonds added that the next step will be for the staff to populate the template with the District goals. Edmonds noted that Volunteer President Loudon attended the last Strategic Plan meeting and was helpful in finalizing this document.
2. Negotiations Update – Vice President Phillips stated that the Board members have the contract from the union and the full Board would like review the details of the language and will have that review completed within the next week or so. She stated she doesn't anticipate any changes to the contract, only to clarify for the Board how the committee got to where they did with the negotiations.
3. Cybersecurity Policy – 2nd Reading – OA Rodriguez noted that no changes have been made to this policy from its prior version. **Brand moved to approve the Cybersecurity policy as written. Edmonds seconded.** Treasurer Corbin noted that he has a concern relating to the security of email. Captain Saalsaa noted that emails generated by the department have a stated disclosure on outgoing emails. He also noted that the District has a separate email policy relating to email use. Captain Saalsaa stated that it is likely that this policy will need to be updated again after the cybersecurity assessment is completed. Treasurer Corbin withdrew his objections. **Motion passed 5-0.**
4. Master Plan Update – Chief Miller reported that 13 members of the District and Philomath Community met for an initial review of the Master Plan process and an update of the SWOT analysis. He added that the goals identified by this group will be used to populate the Strategic Plan template.
5. Chief Miller Review – Report Progress – Jones stated that the 360 review has been completed and the board is working together on how to move forward with the results.

VII. NEW BUSINESS

1. Audit Presentation – Accuity CPAs – Kori Sarrett was present to give the Audit presentation for Fiscal Year ending June 30, 2021. She applauded the District on their audit process. She stated that while the State has standards for findings that require reporting, they were able to downgrade the Segregation of Duties finding to an "other control matter" finding, requiring no State reporting, assuming that the personnel continue to be diligent with in-house practices to mitigate this risk. Sarrett added that the District's cash carryover is at a good level compared to the operating expenses of the District. Sarrett cautioned that new accounting standard will be coming up regarding leasing and accounting recording. Brand asked about the cash carryover and Sarrett noted that aiming towards an amount of half of operating funds plus reserves is appropriate for the District to budget for. Brand stated that he appreciates that the Auditor recognizes the processes that the District has put in place to mitigate financial risks relating to Segregation of Duties. She complimented the Chief and Office Administrator on being on top of fiscal review and establishing a trusting and open relationship regarding the financials.
2. Budget Calendar – OA Rodriguez noted that the Budget Calendar is included in the board packet. She added that she will reach out to the budget committee members to ensure their interest in continuing on the committee. DC Ferguson asked if the Board appreciated the PowerPoint presentation he included last year and they all agreed that it was helpful.

3. Newsletter Article – OA Rodriguez reminded the Board that the Spring Newsletter is in the process of being developed and encouraged the board to consider contributing an article for the Summer edition, possibly relating to the plans for the levy.
4. Budget Needs for Local Option Levy – Chief Miller talked with the Board about the future staffing plans for the District as well as some other projects that the District is planning in the next few years. Chief Miller expressed concern about not having reserve funds available to keep the District on track with their internal replacement plans and some of the master plan items identified in the next few years. Chief Miller noted that, though the fire vehicles are not yet outdated, their age is starting to show and there are more needs for repairs on the existing vehicles. Edmonds asked about a Levy Timeline. Brand asked for some clarification on the differences between Operating Levy versus GO Bonds.
Treasurer Corbin asked if 293 and 263 could be used to as staffing vehicles. Edmonds reviewed the Apparatus Replacement plan development and Treasurer Corbin asked if 263 could be used as a stop gap before purchasing more staff vehicles.

VIII. ACTION ITEMS –

Fire Chief Review - The Board of Directors moved to an Executive Session, at 14:16, meeting under ORS 192.660(2)(a) and 192.660(7) To consider the employment of an officer, employee, staff member or agent.

The Board of Directors Regular Session meeting reconvened at 16:52.

Board President Jones reported that preliminary concerns were identified in the 360 review for Chief Miller and the Board would like to hold some listening sessions in order to gather more information. She emphasized that this is not an internal investigation, just an information-finding process in order to better support the Fire Chief. **Vice President Phillips motioned to extend the 360 review of the Fire Chief, establishing some listening sessions with select individuals and appointing Robyn Jones and Doug Edmonds to head that with Daphne Phillips as an alternate appointment. Brand seconded. Motion passed 5-0.** The Board stated that they will work with OA Rodriguez to establish the listening sessions.

IX. NEXT MEETING – The next Board meeting will be held March 14, 2022 at 15:00.

X. ADJOURNMENT – Meeting adjourned at 16:54.