

PHILOMATH FIRE & RESCUE

May 3, 2021

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by Vice President Jones at 14:00. Board members present were Vice President Robyn Jones, Ruth Jacobs, and Treasurer Rick Brand. Daphne Phillips attended remotely. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guests Present: Ken Corbin, Doug Edmonds
- II. ACTION ITEMS
 - A. Approval of Minutes – **Jacobs moved to approve minutes as presented. Treasurer Brand seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez brought the Board’s attention to payments under line item 6091 – Tuition Reimbursement. She noted that the total expenditures for that line item came to approximately \$48,500 which is over the budget for this year of \$30,000. She noted that this is the first time the District has exceeded that line item adding that additional funding has been allocated for the next Fiscal Year. OA Rodriguez also noted uncommon expenditures under 6001 for technical support, 6250 for turnout inspections, cleanings and repairs, and 6310 for several physicals that were performed in the Spring of 2021. **Jacobs motioned to approve payment of the bills in the amount of \$29,946.70. Treasurer Brand seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – None.
 2. Fire Chief – Chief Miller’s report was included in the Board Packet. Chief Miller recognized Ruth Jacobs for her years of dedication to the Philomath Fire & Rescue District and thanked her for her service.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez noted that the final GO Bond payments for the Fiscal Year will be paid out shortly, likely during the month of May. She added that the District has approximately 1 month’s remaining bills to come out of this year’s budget and other expenses should start wrapping up. She also noted that additional funds were allocated for the new auditors because the new bids came in significantly higher than the current auditor.
 - Review of Check Register – OA Rodriguez noted the \$99,311.99 conflagration reimbursement deposit as well as a deposit from Square for classes and merchandise purchases.
 - Chief Vacation Hours included in Board packet.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Loudon not present.
 2. IAFF Local 4925 – Union President Saalsaa not present.
- VI. OLD BUSINESS
 1. Appreciation Dinner – Phillips reported on her progress with planning the Appreciation Dinner. She noted some difficulty securing servers for the event as well as portable bar set-ups. She added that she has not pursued any bands for this event. Chief Miller stated that he

will look for a band for this event. Vice President Jones suggested an alternative caterer and OA Rodriguez said she could reach out to caterers the District has used in the past.

2. Video Surveillance Policy – 2nd Reading – OA Rodriguez noted the minor change to the policy with the removal of “and only” from the Disclosure of Footage section. **Treasurer Brand motioned to approve the policy as presented. Jacobs seconded. Motion passed 4-0.**

VII. NEW BUSINESS

1. Personnel Policies – Physical Examinations, Physical Fitness Period, Residency Requirement, Cost Consciousness, Driving Record, Use of District Vehicles – OA Rodriguez noted that these policies are not being changed in substance, primarily in location in the Employee Handbook. She also noted that there are specific operations guidelines related to Physicals and Driving for Emergency Responders whereas these policies are generic for all personnel. Board and Staff discussed Use of District Vehicles section and requested that it be returned for another 1st reading at the next meeting. **Jacobs motioned to move Physical Examinations, Physical Fitness Period, Residency Requirements, Cost Consciousness, and Driving Record as presented to a 2nd reading. Treasurer Brand seconded. Motion passed 4-0.**
2. Countywide AED Purchase – Chief Miller reported to the Board that the District was able to get a deal on a future purchase of AEDs by creating a bulk purchase with other Districts in the county. He added that the Fire District will purchase all the AEDs as part of this bulk deal and the individual Districts will reimburse the Fire District for their portion. He added that this purchase is part of the proposed budget for Fiscal Year 2021 – 2022.
3. Budget Committee Meeting – May 13th @ 6 pm – OA Rodriguez reminded the Board members that the Budget Committee Meeting is scheduled for Thursday, May 13th at 6 pm adding that remote attendance is set up for that meeting. OA Rodriguez noted that, along with the Board emails this month, she included resources for Board Trainings.

VIII. ACTION ITEMS – None.

- IX. NEXT MEETING – Due to the Memorial Day holiday, the Board will meet on Wednesday, June 2nd, 2021 at 2 pm.

- X. ADJOURNMENT – The meeting was adjourned at 14:43.