

PHILOMATH FIRE & RESCUE

August 12, 2019

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board meeting was called to order at 1502 by Board President Rick Brand. Board members present were Ruth Jacobs, Vice President Joe Brier, Robyn Jones, Daphne Philips, and President Rick Brand. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez. Guests: Volunteer Ken Corbin, and Deputy Chief (DC) Chancy Ferguson
- II. ACTION ITEMS
 - A. Approval of Minutes –
July 9th Board Meeting Minutes – **Jacobs motioned to approve the minutes with the correction of the apparatus number, on page 2, of 233 to 244. Vice President Brier seconded. Motion passed 5-0.**
Budget Committee Meeting – **Vice President Brier motioned to approve minutes from Budget Committee Meeting on May 16th, 2019. Jones seconded. Motion passed 5-0.**
 - B. Approval of Bills – AA Rodriguez reviewed the monthly bills noting unique expenses including rental of a Dunk Tank, and zeroed items due to duplicate payments. Jacobs asked about the cost for the recent annexation of the Sullivan property. **Jones motioned to approve payment of the bills in the amount of \$22,816.29. Phillips seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President –
President Brand stated that he has received a grievance and the Board will likely convene an executive session to discuss that. President Brand stated that the meeting is pending the summation of an ongoing investigation. President Brand stated that he and Chief Miller met prior to the meeting and he thinks it will benefit the Board to discuss it at a future date, to be determined.
 2. Fire Chief –
Bereavement – Chief Miller reported to the Board that he was gone for a week during the month due to loss of a family member.
SDAO Board Training – Chief Miller reported that this regional training was attended by himself, DC Ferguson, and Board Member Jones with good take-aways for all. He added that Philips is signed up for one of these trainings later in the month.
Master Plan – Chief Miller stated that Annual Evaluations have begun for District officers, including volunteer officers. He noted that this is beneficial to discuss the volunteer's perspective and their goals.
Volunteers – Chief Miller stated that he attended the Volunteer Business meeting. He reported that the Frolic and Rodeo standbys were covered by personnel and the weekend of events went well. Chief Miller stated that Volunteer Lieutenant A volunteer lieutenant has been suspended pending investigation. Chief Miller noted that National Night Out, at the City Park, attracted a lot of attention with at least 200 members of the public who visited the Fire Department's station at the event.

Apparatus-

293 – Chief Miller reported that 293 now has tablet and mount in it and it will be stationed at 203. Chief Miller stated that this apparatus move supports the personnel that respond from Station 203.

224 – Chief Miller reported that the inverter in 224 burned up and had to be replaced. Chief Miller stated that the inverter was not covered under the warranty due to being beyond the warranty period.

251 – Chief Miller reported that new piston intake valves were purchased to facilitate connection adding that these were used during recent barn fire.

Equipment –

SCBAs - Chief Miller stated that MSA has been selected as the vendor of choice by the SCBA Committee. Chief Miller thanked the SCBA Committee for their work.

Carbon Monoxide Monitor – Chief Miller reported that the CO monitor attachment has arrived for the lifepak which will distinguish between oxygen and carbon monoxide in a patient's blood.

Building – Chief Miller stated that the landscaping is completed at the west end of Station 201 and added that the sprinkler system for that area has been reconnected and is functioning again.

Chief Miller reported to the Board that an underwriter for SDIS Property Insurance recently walked through the District stations with DC Ferguson to ensure that we had sufficient coverage for our structures.

Fire Defense Board – Chief Miller reported that Monroe Rural Fire recently received a new fire truck, adding that it assisted on the recent barn fire call.

Community –

Chief Miller reported that the BLVD apartments now have 3 buildings occupied, stating that they cannot occupy any additional buildings until the secondary egress is complete.

Proposed Annexation on Harris Rd. – Chief Miller stated that this property is contiguous to our District.

Surplus Policy – Chief Miller stated that he and AA Rodriguez are working on template for this policy, adding that they will bring it for a first reading at the September meeting.

Master Plan – Chief Miller solicited any input the Board might have for this document, adding that the Master Plan Supplemental document is under construction. President Brand asked when Chief Miller would like feedback. Chief Miller requested input within the next 3 weeks so as to have the document ready for the next Board meeting.

Fires – Chief Miller stated that the District was dispatched to a small wildland fire and shortly thereafter were also called out for a barn fire on Old Peak Rd. Chief Miller stated that the barn fire went to a 3rd alarm and the District received robust response from as far as Albany and Adair.

3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez presented the Revenue/Expense Reports, noting the additional \$76,000 in the cash carryover fund, which she stated is scheduled to be discussed later in the meeting.
- Review of Check Register – AA Rodriguez reviewed deposits to the Citizens' Bank account and noted voided checks.
- RunTracker – AA Rodriguez reviewed the July 2019 RunTracker; 72 calls, 13 Fire, 59 Medical. She compared 2019 runs versus the prior three years and the projection

for year-end totals. AA Rodriguez also reviewed the Personnel on Scene breakdown.

V. REPRESENTATIVE REPORTS

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

VI. OLD BUSINESS

1. 9-1-1 Service District Presentation – Chief Miller reported that Chief Emery cancelled his presentation and has not yet rescheduled.
2. Swear in New Board Member – Chief Miller swore in board member, Robyn Jones, into Position 1.
3. Board Meeting Time & Day – President Brand opened up the discussion about preferred Board meeting times. Philips stated that Monday afternoons or evenings work best for her. Jones and Jacobs agreed. Vice President Brier stated that the middle of the day is not ideal for him, adding that later afternoons would be better. Jones noted that Mondays can be a disadvantage due to Holidays. Board discussed rearranging meetings to other days. Monday afternoons were agreed to be best time and day of the week for the Board to meet.
4. Board Officer Positions – Secretary/Treasurer – **Jones nominated Jacobs for Treasurer/Secretary. Philips seconded.** Jacobs accepted nomination. **Motion passed 5-0.**
5. Summary of Board Documents to be Disposed – Vice President Brier stated that he reviewed the District's Record Retention Schedule and the Board documents. He said he noted the outside of the envelopes of documents with the date to be destroyed. Jacobs stated that she has some legal correspondence that she will bring in to add to the Board documents. AA Rodriguez encouraged the Board Members to make a statement in future meetings when they have plans to destroy any documents so that it is reflected in the minutes. President Brand asked if there is a filing system in place to keep records in order. Treasurer Jacobs encouraged members to date documents and envelopes so that they know when documents can be destroyed.

VII. NEW BUSINESS

1. Civil Service Commission Minutes – AA Rodriguez gave a quick review of the recent Civil Service Meeting, minutes were included in the Board packet.
2. Additional Carryover Funds – Chief Miller recommended putting the excess carryover funds into the Equipment Reserves Fund, stating that the District may need to pay out as much as \$40,000 due to the grant agreement, if they are awarded the grant. He added that the grant does not include any training SCBAs and he would like to be able to purchase 5 of them, at \$8,000 each. Chief Miller stated that he recommends building reserves be considered for future transfers. **Vice President Brier motioned to move the excess \$76,000 into the Equipment Reserves Fund. Jones seconded.** Jacobs noted that if these funds are transferred to Equipment Reserves then the District will have more funds in Equipment Reserves than in Building Reserves. Vice President Brier noted that equipment tends to be where the District needs funds, adding that building or land purchases would likely exceed any reserve we could set aside, necessitating a Bond. President Brand clarified that the reserve funds could be moved from fund to fund as needed. **Motion passed 5-0.**
3. Master Plan Supplemental Document – Treasurer Jacobs stated that she will work with AA Rodriguez to clean up the draft document. Jacobs suggested that the master plan

committee agree that the current document reflects their ideas. Board agreed to authorize Jacobs to work with AA Rodriguez to clarify the document. Jones asked if anticipated number of expenses could be included in the overview. Brand added that this additional information may help the Board better budget. President Brand encouraged the Board members to provide feedback to Chief Miller. Chief Miller emphasized that this document is for the public, as a narration of the District plans. President Brand emphasized that where there are funds involved there should include a section of how the District plans to reach those funding goals. Chief Miller stated that he will bring this back for the October meeting, giving the Master Plan Committee an opportunity to review it, then Jacobs will work to reformat it before it returns to the Board. Chief Miller stated that he would like this document completed before January 2020.

4. Office Administrator Job Description – 1st Reading – Chief Miller stated that AA Rodriguez suggested that the job description for AA does not reflect her current responsibilities. President Brand asked if under “Ability to – make decisions according to policy” what that entails, if it is limited to particular areas. The Board discussed this and recommended an addition possibly consisting of “in line with job description” or “administrative policies” or “commensurate with position responsibilities and in accordance with district policies”. President Brand recommended a six month probationary period. Chief Miller noted that other positions include a one year probationary period. Vice President Brier added that a year probation allows the individual to go through a full year’s worth of the position and to see the changes throughout the seasons. Chief Miller reminded the Board that he meets with employees mid-year as well as at their anniversary. Treasurer Jacobs noted that consistency among staff is vital.
5. Captain Job Description – 1st Reading – Chief Miller stated that the verbiage has not changed, but the certifications have. Chief Miller stated that this update is to reflect updated classes and to represent paid as well as volunteers in this position. He added that this version was reviewed and updated by the District Officers. President Brand asked about, under role, “may request additional specialized duties from the Chief”. Chief Miller stated that this statement relates to the individual offering to take on additional assignments or serve on various committees Chief Miller and the Board discussed the proposed changes to the Job Description. Chief Miller reported the volunteer personnel who are currently or are aspiring to an officer position.
6. Surplus Turnouts – Chief Miller turned the Board’s attention to the summary of equipment that is requested to be surplus. He clarified that the District is keeping 10 sets and would like to offer the remainder to neighboring departments, and then further. **Treasurer Jacobs motioned to surplus items as listed. Philips seconded.** Brand stated that he hopes the equipment can be used by others in our region.
Motion passed 5-0.

VIII. ACTION ITEMS

1. Annexation – Harris Rd – Chief Miller presented the Board with a request for annexation that came in within the last week. He reviewed the disposition of the property and emphasized that it is contiguous with the District boundaries. Vice President Brier asked if there are any issues with access on the property. Chief Miller stated that the approach will need to meet the County Standards for Access & Water Supply. Vice President Brier asked about the limitations on the Harris bridge. Chief

Miller emphasized that the District is on automatic aid with Blodgett, noting that we would respond to this call whether it was in our District or not. Chief Miller stated that Captain Saalsaa recommends this property for annexation. President Brand stated that he is concerned about the District's ability to cross the bridge on Harris Road.

Treasurer Jacobs motioned to annex the property, as requested, on Harris Road. Jones seconded. Motion passed 5-0.

2. Resolution 19-04 – Transferring Unanticipated Revenue to Reserve Funds – President Brand read the entirety of Resolution 19-04. **Treasurer Jacobs motioned to adopt Resolution 19-04. Jones seconded. Motion passed 5-0.**

- IX. NEXT MEETING – September 9th, 2019 – Philips stated that she will be unavailable as did Vice President Brier. Jones, President Brand and Treasurer Jacobs confirmed that they would be available for September 9th.
- X. ADJOURNMENT - Meeting adjourned at 16:36.

DRAFT