

# PHILOMATH FIRE & RESCUE

April 2, 2019

Executive Session

3:00 pm

ORS 192.660(2)(d) To conduct deliberations with persons you have designated to carry on labor negotiations and ORS 192.660(2)( a) and 192.660(7) To consider the employment of an officer, employee, staff member or agent.

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Joe Brier at 15:45. Board members present were President Joe Brier, Vice President Kevin Sullivan, Treasurer Rick Brand, and Ruth Jacobs. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lilee Rodriguez.  
Guest Present: Ken Corbin, Volunteer Association Treasurer
- II. ACTION ITEMS
  - A. Approval of Minutes - **Jacobs motioned to accept minutes as presented. Vice President Sullivan seconded. Motion approved 4-0.**
  - B. Approval of Bills – AA Rodriguez noted uncommon purchases by the District including payment for a vehicle repair that will be reimbursed by insurance and an additional desktop computer. Chief Miller and the Board briefly discussed the preventative maintenance on the staff vehicles. **Treasurer Brand motioned to approve payment of the bills in the amount of \$29,453.13. Jacobs seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  - 1. President – President Brier stated that he had nothing to report.
  - 2. Fire Chief –
    - Personnel – Chief Miller reported that the Deputy Chief recruitment will continue until April 12<sup>th</sup>. At that time, he stated, the applications will be reviewed by the Civil Service Commission. Chief Miller discussed his plans for interview and testing for the applicants.
    - Volunteers – Chief Miller stated that he attended last month’s Volunteer Business meeting. He reported that the District completed another live fire training on March 30<sup>th</sup>. Chief Miller stated that this training has advanced all of our new responders to “yellow helmet” designation. Chief Miller stated that Volunteer Firefighter Loudon has been promoted to Volunteer Captain and was hired on as a temporary employee to help the District work through the Insurance Service Office (ISO) rerating of the District.
    - Apparatus – Chief Miller stated that 231 needed an unexpected pump repair which fell just outside of the warranty. He added that 233 has a plumbing leak that will be

addressed later this week. He added that the extrication equipment recently had their annual service with no issues.

Meetings – Chief Miller stated that at the Fire Defense Board they discussed the new CAD system. Chief Miller stated that he is trying to help coordinate training for this system prior to implementation. Chief Miller stated that ODF received a grant for fuels reduction in the Wren area as a wildfire prevention effort.

Chief Miller reported that the City of Corvallis has made a conditional offer for their new Fire Chief, with the intention of having him start in June.

Chief Miller stated that he attended the Linn-Benton Fire Training Council, adding that they received a grant from Department of Public Safety Standards and Training for firefighter training in the area.

Chief Miller stated that he had a meeting with an ISO representative. The District is now in the process of rerating and Captain Loudon will be integral in that project.

Chief Miller discussed with the Board some of the requirements for the rerate.

Chief Miller reported that Captain Saalsaa completed the annual inspection of the Philomath District schools.

Master Plan – Chief Miller stated that the Master Plan group has benefited from a lot of participation from the members and their different perspectives. He stated that the group will start working on verbiage for the District goals. Chief Miller stated that he expects the planning and outline to be completed by July 1, 2019. Jacobs suggested thinking of ways to solicit additional public input.

Budget – Chief Miller stated that until wage negotiations are completed the District is making some assumptions for wages in the next fiscal year.

### 3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez noted that the bulk of the tax revenue has been received for this fiscal year. She added that she attended a recent Audit Workshop where they suggested that the Board officially accept the results of the audit in the board meeting, as an acknowledgement of the Audit Presentation. AA Rodriguez and the Board discussed the role of the annual audit and auditors. She added that she and Chief Miller developed an in-house audit checklist to be more aware of any deficiencies in the fiscal management of the District, with a focus on transparency.
- Review of Check Register – AA Rodriguez noted deposits listed for the Citizens' Bank account and a voided check, #29767. AA Rodriguez and the Board discussed the expenses and fees for the First Aid/CPR classes as well as invoices for CMC Rescue and Occupational Medicine. The Board discussed the District expenses for physicals.
- RunTracker – AA Rodriguez presented the RunTracker numbers for March 2019: 67 calls; 14 Fire, 53 Medical. She also discussed how these numbers related to the year-end projections.

## V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Treasurer Ken Corbin discussed the Volunteer Activity Expenses and how those expenses are designated from District Funds versus donations and other Volunteer Funds. AA Rodriguez discussed the authorization, documentation and tracking of expenditures of District Funds. She added that she spoke with two auditors about this process and they recommended that the District retain control of the publicly funded line-item, saving the volunteers from having to coordinate their own annual audit. She added that she and Volunteer Treasurer

- Corbin worked on putting together some guidelines for the Volunteer expenditures. The Board recommended discussing this situation with the former Administrative Assistant, Marcia Gilson, and SDAO. The Board asked to see a breakdown of the Volunteer Line Item in the budget presented for next fiscal year.
2. IAFF Local 4925 – Union President Saalsaa not present.

VI. OLD BUSINESS

1. Negotiations – Jacobs stated negotiations are still in process and she will report back at the May meeting.
2. Chief Goals – Board President Brier asked that this item be brought back to the next meeting, stating that he has not had time to complete this item. Treasurer Brand and Jacobs offered to step in and take care of this item in Brier’s absence.
3. Social Media Policy – 1<sup>st</sup> Reading – AA Rodriguez presented the proposed policy nothing the addition of “posting authorization” on page 2. Jacobs suggested that SDAO have an opportunity to review this policy. The Board and staff discussed concern about the first bullet under Camera Use suggesting that it may be too prohibitive. The Board requested AA Rodriguez reach out to SDAO to get their opinion on the composition of this policy. Vice President Sullivan offered to reach out to the former Administrative Assistant to get a little background on the history of tracking these expenses.
4. Volunteer Attendance and Incentive policy – 1<sup>st</sup> Reading – President Brier suggested changing “responding personnel” to “emergency personnel in the Siren definition section. Jacobs suggested the addition of “unpaid personnel” in the Volunteers definition. Policy will return to the May meeting for 2<sup>nd</sup> reading.
5. Board Policies Review – Jacobs suggested holding off on approval of the updated Board Policies until after July 1<sup>st</sup> and the new Board members are in place. Treasurer Brand suggested changing the meeting time and date to something more general, such as the Board meets the first Tuesday of the month with the “time and location as posted”. The Board discussed member attendance by phone or digital means. Jacobs will send non substantive changes to Rodriguez. Jacobs suggested the Board Policies be returned for a 2<sup>nd</sup> reading at the May meeting.
6. Appoint Budget Committee – AA Rodriguez reported that an application from Van Hunsaker was received for one of the open Budget Committee positions and she is waiting on an application from John Booker. The Board stated that they will appoint the Budget Committee once they have all the outstanding applications for consideration.
7. Board Meeting Time – The Board discussed this under review of the Board Policies.

VII. NEW BUSINESS

1. Results of Board Position Filing – AA Rodriguez reported that one application was submitted for each of the available Board positions.
2. Budget Committee Meeting – AA Rodriguez reminded the Board that the Budget Committee is scheduled for May 16 at 6 pm. Vice President Sullivan stated he will not be present. President Brier stated that he may not be available but should be able to call in, if needed. The Board members requested a digital copy of the budget working document as soon as it is available.

3. Board Training Opportunities – SDAO Best Practices – The Board reviewed the SDAO Best Practices and requested AA Rodriguez reach out to SDAO for any additional trainings that could earn the District to additional insurance discounts.
  4. Volunteer Association Expenditures – The guidelines for Volunteer Expenses was included in the Board Packet and was previously discussed under the Volunteer Association section with Volunteer Treasurer Corbin.
  5. Deputy Chief Job Description – Chief Miller presented the recent revision of the Deputy Chief Job Description as part of a regular review of our Job Descriptions. Jacobs suggested an explicit statement that the Deputy Chief will be the back-up to the Fire Chief.
  6. Part-Time Firefighter Job Description - Chief Miller presented the current version of the Part-Time Firefighter Job Description as part of a regular review of our Job Descriptions.
- VIII. NEXT MEETING – The next Board meeting is scheduled for May 7, 2019 at 3 pm. Vice President Sullivan stated that he will not be in attendance at the May meeting. President Brier, Treasurer Brand, and Jacobs confirmed they will attend.
- IX. ADJOURNMENT - Meeting adjourned at 17:12.