

# PHILOMATH FIRE & RESCUE

January 11, 2021

Executive Session

- I. CALL TO ORDER – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:01 by President Brier. Board members present were Ruth Jacobs, Vice President Robyn Jones, Treasurer Rick Brand, and President Joe Brier. Staff present were Fire Chief Tom Miller and office Administrator (OA) Lillee Rodriguez.  
Guests: Chancy Ferguson, Ken Corbin, Jessica Olsen
- II. DISCUSSION – President Brier immediately adjourned to Executive Session under ORS 192.660(2)(b) To consider dismissal or discipline of or complaints against an officer, employee, staff, or agent.

## III. ADJOURNMENT

### Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - Regular Session was reconvened at 15:40 by President Brier. All prior members were present, minus Treasurer Brand.
- II. ACTION ITEMS
  - A. Approval of Minutes – **Jacobs moved to approve minutes as presented. Vice President Jones seconded. Motion passed 3-0.**
  - B. Approval of Bills – OA Rodriguez noted expenses related to repair of the training laptop and medical bills related to a work comp claim. **Vice President Jones motioned to approve payment of the bills in the amount of \$33,178.02. Jacobs seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. Board Report – President Brier stated that the Board was made aware of some concerns and the Board is taking them under consideration. He advised the group that the concerns are being addressed seriously though they will not be discussed in Open Session.
  2. Fire Chief – See Chief Report included in Board packet. As part of Chief Miller’s report, he discussed breakdowns of response times and response composition for calls the District personnel responded to in 2020.
  3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez noted that the bulk of the tax revenue has been received. She responded to a request from the Board a few months prior with information about spending trends for the District’s utilities. The Board and Staff discussed variations in the spending habits and noted the increased use of Substations along with additional personnel.
    - Review of Check Register – OA Rodriguez noted a deposit relating to First Aid/CPR class fee and sales of some of the District’s merchandise.
    - Chief Vacation Hours – Included in Board packet.
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer Vice President Olsen reported that the volunteers are making progress on the bylaws adding that their meetings are continuing via zoom.
  2. IAFF Local 4925 – No representative from the Union was present.
- VI. OLD BUSINESS
  1. Standard of Coverage Review – OA Rodriguez presented the Standard of Coverage document, noting that this is not a first reading of this document. She stated that this is a first pass at combining other

documents into one comprehensive document and that the Staff are still working on this document. Chief Miller stated that he plans to have this document ready for a 1<sup>st</sup> reading at the March meeting.

2. Chief Anniversary – Goals and Completions – President Brier assigned Vice President Jones and Treasurer Brand to work with Chief Miller on the review of his goals. He asked them to make a recommendation to the Board at the March meeting.
3. Master Plan Review – Documents included in Board Packet. Chief Miller reviewed the Master Plan financial goals document, clarifying that the yellow highlighted items have been completed. Chief Miller reviewed the completed items with the Board. Chief Miller and the Board discussed the projected “Bridge” certification costs and maintenance of that project. Chief Miller solicited the Board to give him suggestions for future projects so they can be included in the budget talks for Fiscal Year 2021 – 2022. Chief Miller talked about replacement of the training facility located at Station 201 and stated that the District will resubmit for a grant for the training tower. Chief Miller stated that staff are researching other districts’ grants for similar projects. Chief Miller talked about a possible remodel project for Station 202.

VII. NEW BUSINESS

1. Resident Volunteer Policy – 1<sup>st</sup> Reading – OA Rodriguez presented the policy, noting that changes were recommended by administrative staff and District officers. President Brier suggested rewording the section “Tuition Assistance”, removing a specific tuition amount and instead including verbiage stating that tuition reimbursement will be comparable to OSU full-time tuition in order to make the policy more fluid. Corbin asked whether the expectation that the Station be Resident Volunteers’ only residence is still accurate and being adhered to. Board members recommended rewording the resident requirements to state “primary” rather than “only residence”. Chief Miller and Board talked about how leave is coordinated among the Resident Volunteers. The Board asked that this policy be return for 1<sup>st</sup> reading at the February Meeting.
2. Archive Social – OA Rodriguez reviewed the services offered by Archive Social, the cost, and possible benefits of it. She stated that at this time, with the District’s limited social media presence that she does not think that, at this time, this service would bring value to the District.
3. Contingency Transfer – President Brier read the entirety of Resolution 20-05 to Transfer Appropriation Within the General Fund Budget of Philomath Fire & Rescue. **Jacobs motioned to adopt resolution as read. Vice President Jones seconded. Motion passed 3-0.**
4. Civil Service Commission Minutes – January 5, 2021 Draft – Included in Board Packet.

VIII. ACTION ITEMS -

- IX. NEXT MEETING – February 1, 2021 – OA Rodriguez noted that the Audit Presentation is scheduled for the February meeting.
- X. ADJOURNMENT – Meeting adjourned at 16:45.