

PHILOMATH FIRE & RESCUE

September 12, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:00 by President Phillips. Board members present were President Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds, and Vice President Rick Brand. Joe Brier was not present. Staff present was Deputy Chief (DC) Chancy Ferguson.
Guests – Victor Haney, Dan Kearl, Katie Kearns, Bob Riegelmann, Brad Fuqua, Jessica Olsen, Andrew Licon, Rich Saalsaa, Andy Louden, Charles Woodruff, Jean Goul, Scott Moser, Jackie Goldman, Layne Converse, Sam Schmeusser, Troy Schaffer, Hiram Loyd, Viktor Bovbjerg, and Ryan Phan.
- II. CONSENT AGENDA
 1. Minutes – August 4, 2022
 2. Minutes – August 8, 2022
 3. Bills – August 2022
 4. Chief Vacation Hours

President Phillips read notes, included in the Board Packet, from OA Rodriguez that including notations relating to various bills for September 2022. President Phillis also read aloud the Reminders for the Board Members. **Edmonds motioned to approve the consent agenda as presented. President Phillips seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – Member of the public had questions about the appointment of a Chief.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – The Board reviewed the upcoming conferences. They also noted that further discussion relating to the Volunteer Appreciation dinner will take place in early 2023.
 - Reminders for Board Members were read under the Consent Agenda.
 2. Fire Chief – DC Ferguson read through his Chief’s report. DC Ferguson also addressed the changes in personnel and encouraged the volunteers, personnel, and board members to work together for the success of the District, committing himself to the same.
 3. Board Secretary – President Phillips read OA Rodriguez’s written report, included in the board packet).
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Louden stated that the volunteers are ready to work with DC Ferguson and the District as a whole. President Louden read his Volunteer report, noting that the tactical pause is still in place and that the Volunteers will work towards increasing their social media presence and recruitment. The Board and staff talked about the upcoming Open House and Health Fair scheduled for October 15th.
 2. IAFF Local 4925 – Union President Licon stated that the Union supports the appointment of DC Ferguson as interim Chief. Union President Licon expressed concern about the pay raise approved for OA Rodriguez.
- VI. OLD BUSINESS

1. Chief Review Process – President Phillips stated that there was no progress made in the last month. Edmonds noted that there is a calendar in place and templates for the review process.
2. Standard of Coverage – Annual Review – Postponed by the Board for a future meeting.
3. Board Self-Assessment – Vice President Brand summarized the included document for the SDAO template checklist, included in the Board Packet. President Phillips and Edmonds recommended that questions be sent back to Vice President Brand by the end of September and he will return this topic to the October meeting. Treasurer Corbin asked the Board to consider how they can improve their process for self evaluation. Vice President Brand encouraged the Board members to note any absent areas from the checklist.
4. Lieutenant Job Description – 1st Reading – Chief Ferguson asked the Board to table this another month for additional staff review.
5. Union Motions -Tabled pending additional legal review.

VII. NEW BUSINESS

1. OFDDA Conference – November 2-5, 2022 in Hood River – President Phillips encouraged the board members to consider their availability for this upcoming conference.
2. Board Check-in – “Pulse Check” – President Phillips stated that this is currently paused, due to recent administrative changes.
3. Best Practices Survey – Edmonds recommended a work session to review the Best Practices Survey and President Phillips stated that they will work on scheduling this work session.
4. Letter from Accuity – Vice President Brand summarized the letter from Accuity, the District’s Auditor.
5. Administrative Assistant Job Description – 1st Reading – President Phillips noted that she has spoken with representatives at SDAO for resources to fill the Administrative Assistant position. The board members encouraged members to spread the word about the opening and Chief Ferguson noted that District members have reached out to neighboring departments for administrative support, if needed.

VIII. ACTION ITEMS

1. Chief Separation - The Board announced that they are formally separating from Chief Miller, effective September 12, 2022. **President Phillips moved to adopt a formal separation from Philomath Fire & Rescue by Tom Miller. Vice President Brand seconded. Motion passed 4-0.**
2. Appoint Interim Chief – **President Phillips motioned to appoint Chancy Ferguson as interim Chief. Treasurer Corbin seconded. Motion passed 4-0.**
3. Response to Loveland – President Phillips reported that the detailed response to Loveland has been waylaid by the last month’s personnel challenges. She apologized and stated that they will follow up with Loveland in the near future.

IX. NEXT MEETING – October 10, 2022

X. ADJOURNMENT – Meeting adjourned at 15:56.