

PHILOMATH FIRE & RESCUE

March 10, 2021

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order at 16:02 by Board President Brier. Board members present were Daphne Philips, President Joe Brier, Ruth Jacobs, and Vice President Robyn Jones. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Ken Corbin, Volunteer President Andy Louden, and Deputy Chief Chancy Ferguson
- II. ACTION ITEMS
 - A. Approval of Minutes – **Phillips motioned to approve minutes with the addition of a period in Section III. B. Approval of Bills. Vice President Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez noted additions to the bills for the month of February. She also made note of annual or uncommon bills. **Jacobs motioned to approve payment of the bills in the amount of \$30,868.88. Vice President Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Brier stated that he had no report for the Board.
 2. Fire Chief – Chief Miller’s report was included in Board Packet.
Personnel - Chief Miller added that Captain Victor Haney resigned from the District with his last day scheduled for March 16th, 2021. Chief Miller stated that the current Daytime Firefighter will transition to the A Shift position and a new hire will be brought in from the hiring list to fill the Daytime Firefighter position. The Board and Chief Miller discussed vacation and sick leave payout.
RunTracker – Chief Miller stated that he believes the month-end calls actually totaled 62: 15 Fire and 47 Medical. He added that there were more calls this month due to the ice storm.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez noted that the County Tax Assessors have sent two notice of appeals which have impacted the tax revenue for the district in the amount of approximately -\$6,000 for tax revenue received. She added that prior tax appeals have taken years to work their way through the system so there is no telling when this appeal will be resolved.
 - Review of Check Register – OA Rodriguez noted that several of the Conflagration Reimbursements have been received. She also made note of deposits to the District’s Citizens Bank account from classes and fees.
 - Chief Vacation Hours – OA Rodriguez stated that Chief Miller’s vacation hours were included in the Board packet. The Board discussed the Chief’s accumulated sick leave and how that could be managed if used or at termination.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Louden reported that the Volunteers have a draft of their updated bylaws that have been distributed to the membership for review. He added that they should have that document approved in the near future.
 2. IAFF Local 4925 – Union President Saalsaa not present.
- VI. OLD BUSINESS
 1. Chief Anniversary – Vice President Jones stated that there was nothing to report at this time adding that she needs to meet with Treasurer Brand.
 2. Standard of Coverage – Will return for April Meeting – Chief Miller stated that this document will be pushed back to the June meeting instead of working on this during budget season.
 3. Resident Volunteer Policy – 1st Reading – OA Rodriguez read the statement added since the last 1st reading. The Staff and Board discussed other minor changes to correct typographic errors. They also clarified the tuition reimbursement changing from \$2600 to \$2800. **Jacobs motioned to move policy,**

with minor changes, to a 2nd reading at the April meeting. Vice President Jones seconded. Motion passed 4-0.

4. RFP for Auditors & Evaluation Criteria – OA Rodriguez noted the evaluation criteria included in the RFP adding that the District will develop evaluation parameters and a grading scale to review the submissions. Jacobs and Vice President Jones offered to participate as part of the evaluation board with Chief Miller and OA Rodriguez.

VII. NEW BUSINESS

1. Video Surveillance Policy – 1st Reading – OA Rodriguez read the change suggested under the Disclosure of Footage section. The staff, Volunteer President Loudon, and the Board discussed changes to the policy to provide clarification relating to access of live-feed and/or video recordings specific to the residential area of Station 201. The Board asked that this policy be returned for a 1st reading at the April Meeting.
2. Personnel Policies – Intro, Attendance, Teamwork & Conduct – OA Rodriguez reported the changes to these sections of the Personnel Policies, adding that the current versions were included in the Board packet. The Board reviewed each section and approved them one at a time.
 - Purpose of Personnel Policies - Jacobs motioned to move to 2nd reading.
 - Introduction – Phillips motioned to move to 2nd reading. Vice President Jones seconded. Motion 4-0.
 - Attendance and Punctuality – Phillips motioned to move to 2nd reading. Vice President Jones seconded. Motion passed 4-0.
 - Teamwork and Personal Conduct – Jacobs motioned to move to 2nd reading. Phillips seconded. Motion passed 4-0.
3. Budget Committee Appointment – OA Rodriguez noted that all current members of the Budget Committee are interested in serving again this year. She did add, however, that Mr. Sleeman would like to take his leave if there are other interested parties. OA Rodriguez presented the Board with an application for the Budget Committee from Ken Corbin. **Jacobs motioned to appoint Ken Corbin to the Budget Committee. Vice President Jones seconded. Motion 4-0.**
4. Board Election Deadline for Filing – March 18th – OA Rodriguez reminded the Board members to submit their paperwork and added that 2 new candidates had already submitted their applications for positions 2 and 3.

VIII. ACTION ITEMS

6 Surplus Nozzles – **Jacobs motioned to surplus the recommended 6 nozzles as surplus. Vice President Jones seconded. Motion passed 4-0.**

GOOD OF THE ORDER - Appreciation Dinner - Phillips stated that a Summer event at Marty Theurer's, with a bbq theme, is being planned for the annual Appreciation Dinner. She noted that she has done some initial legwork to get some budget ideas. Chief Miller stated that the Volunteers would like to plan this event for July 31st. Chief Miller added that the Longevity Awards and Promotions will be recognized at this event.

IX. NEXT MEETING – April 12, 2021 time moved to 1:30 or 2 pm.

X. ADJOURNMENT - Meeting adjourned at 17:14.