

PHILOMATH FIRE & RESCUE

January 9, 2023

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 by Vice President Rick Brand at 15:00. Board members present included: Treasurer Ken Corbin, and Doug Edmonds. Joe Brier and President Daphne Phillips were not present. Staff present included: Fire Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, Lieutenant Lindsay Taylor and Administrative Assistant Ashley Scott.
Guests: Volunteer President Dan Eddy, Kori Sarrett from Accuity LLC, and Jeff Griffin from SDIS.

- II. **INSURANCE PRESENTATION**- Jeff Griffin from SDIS Insurance gave an update presentation. He bought two packets of materials that were included in the Board Packet. Discussion included updating a few of the apparatus replacement costs and property costs. Jeff recommended to have the apparatus replacement costs be reevaluated due to the short supply of replacement apparatus available currently. The District was also commended for having minimal claims and receiving discounts to keep the premiums at a reasonable rate.

- III. **AUDIT PRESENTATION**- Kori Sarrett from Accuity LLC
 - a. Report to the Board of Directors
 - b. Annual Financial Report
 - c. Summary of Revenues and Expenditures

Kori Sarrett gave an overview of the Audit findings including the documents that were included in the Board Packet. Answered a few questions from Board Members regarding best practices for the District and ways we can do better with a limited size of personnel. Items they focus on with the audit were also discussed.

Doug Edmonds created a motion to approve the Audit as presented. Seconded by Ken Corbin. The motion passed 3-0.

- IV. **CONSENT AGENDA**
 1. Minutes – December 12, 2022- Included in the Board Packet. Approved with no changes or recommendations.
 2. Bills – December- Included in the Board Packet. Administrative Assistant Scott highlighted a few expenditures such as Resident Volunteer Tuition Reimbursement checks written and District Doctor bill.
 3. Chief Vacation Hours- Included in the Board Packet. Reviewed and approved by the Board.

Doug Edmonds created a motion to approve Consent Agenda. Seconded by Ken Corbin. The motion passed 3-0.

V. PUBLIC COMMENT- None.

VI. STAFF REPORTS

- Board Report
 - Review Board Calendar- after detailed discussion on moving a variety of things, Administrative Assistant Scott and Doug Edmonds will be meeting to update the items needed for the calendar.
 - Discussion began regarding Budget Committee members and how to work to create the committee for next Fiscal Year. Scott needs to confirm with Rodriguez for amount of members and recruitment process.
- Fire Chief – Ferguson Report was included in the Board Packet. All the items in the Chief’s Report were discussed. Chief and Scott highlighted social media concerns with finding volunteers.
- DC Saalsaa – Run and Year End Statistics were included in the Board Packet. DC discussed the graphs and highlights of the statistics. Discussion also included demographics contributing factor to increase in calls and current health care situation causing more calls to get seen in the Emergency Department.
- Board Secretary – Scott
 - Revenue/Expense Report for December was included in the Board Packet and discussed.

VII. REPRESENTATIVE REPORTS

1. Volunteer Association – Eddy- Volunteer President Eddy took a moment to thank all last volunteer board members (Andy and Jessica). The report was brought to the meeting – included in the finalized Board Packet. Items discussed included updating bylaws regarding Chief membership status final complete and change reflecting membership only sessions. Discussions with Chief about policy change to protect Association Officers from retribution for actions taken on behalf of association. Volunteer Activity was also discussed (Wind/ Ice event additional coverage from volunteers, February Volunteer Academy, Annual Training Calendar, working with Chief on Volunteer/Firefighter position descriptions. There are 2 volunteers attending EMT class and an EMR class coming up. The association would like to discuss reimbursement options for trainings and classes. Two new volunteers were interviewed, there are still RV vacancies. February Business meeting will be attended by Rick Brand.
2. IAFF Local 4925 – Moser- No report submitted, absent from meeting.

VIII. OLD BUSINESS

1. Lieutenant Job Description – 2nd Reading- due to limited time, postponed for February Board Meeting.
2. Administrative Assistant Job Description – 2nd Reading- due to limited time, postponed for February Board Meeting.
3. Cyber Security – DC Saalsaa- Moving forward, next steps discussed. Board Member laptops will be updated after the meeting.

4. Levy Resolution Review- Edmonds/ Brand

Motion created by Ken Corbin for the Board Operating Levy Resolution to be approved as written. Seconded by Rick Brand. Motion passed 3-0.

5. HKV Revision Letter- Ferguson- Chief waiting on their board to discuss what training options they want to be involved in.
6. Chief Goals- Corbin/ Phillips- Goals reviewed by board members.
7. SDAO Board Attendance- Multiple Board Members (Phillips, Edmonds & Corbin), Chief Ferguson, Administrative Assistant Scott, will be in attendance.

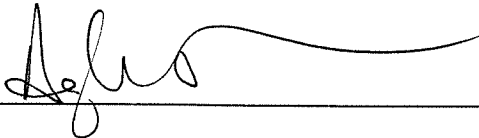
IX. NEW BUSINESS

1. Support Volunteer Job Description- 1st Reading- due to limited time, postponed for February Board Meeting.
2. Staff Captain Job Description- 1st Reading- due to limited time, postponed for February Board Meeting.
3. Captain Job Description- 1st Reading- due to limited time, postponed for February Board Meeting.
4. Deputy Chief Job Description- 1st Reading- due to limited time, postponed for February Board Meeting.

X. ACTION ITEMS- None.

XI. NEXT MEETING – February 13, 2023

XII. ADJOURNMENT- Meeting adjourned at 17:04.

A handwritten signature in black ink, appearing to read 'Rick Brand', is written above a horizontal line.

Vice Board President- Rick Brand