

# PHILOMATH FIRE & RESCUE

October 7, 2019

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Rick Brand at 14:57. Board members present were Daphne Phillips, Treasurer Ruth Jacobs, Vice President Joe Brier, and President Rick Brand. Robyn Jones arrived at 1501. Staff members present were Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.  
Guests: Ken Corbin, Deputy Chief (DC) Chancy Ferguson, and Lieutenant Victor Haney
- II. ACTION ITEMS
  - A. Approval of Minutes – **Jacobs motioned to approve minutes as written. Phillips seconded. Motion passed 4-0.**
  - B. Approval of Bills – AA Rodriguez reviewed unique and large expenses for the month. President Brand asked how often sharps are picked up, about the port-a-tank patch kit and the expense to repair the Sparky Buggie. President Brand complimented the appearance of the Station 201 grounds as well. **Vice President Brier motioned to approve payment of the bills in the amount of \$48,186.26. Treasurer Jacobs seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – Corbin stated that he has been a volunteer for some time and he stated that he would be interested in becoming a board member in the future. He stated that when the next position comes available he would be interested in participating in the election. The Board discussed election cycles and thanked Mr. Corbin for his interest.
- IV. STAFF REPORTS
  1. President – President Brand congratulated the personnel on the Open House Event. He stated that he stopped in on the day of the event and everyone seemed to be having a great time. He noted that there seemed to be a lot of new vendors who are big contributors to the Philomath Community and it was good to see them involved.
  2. Fire Chief –  
Personnel – Chief Miller reported that he completed evaluations for volunteers Schell and Anderson. He added that Anderson elected to step down from her leadership position in order to help facilitate driver training.  
Chief Miller reported that 4 new recruits will be starting Fire Academy on October 26<sup>th</sup>, adding that the District has another new volunteer who took a hybrid course. Chief Miller stated that there will also be a new RV moving to Station 203.  
Leadership Retreat – November 1<sup>st</sup> in Newport – Chief Miller stated that this event is intended to build teamwork and consensus among the District leadership.  
Volunteer Business Meeting – Chief Miller reported that he attended the Volunteer Business meeting and announced that a Training Audit will be performed by Douglas Baily, a retired DC from Corvallis. Chief Miller added that Baily had a chance to meet with the Volunteers during their business meeting to get candid feedback. Chief Miller stated that Baily will work with DC Chancy to develop a training schedule. Chief Miller added that this is a good opportunity for the District to get some outside perspective on their trainings.  
Events – Chief Miller reported that members of the District participated in the PYAC Carnival, Open House, Homecoming Parade, and Fire Prevention Month events throughout

the community. He added that he attended the PCN Meeting and there are lots of community events going on during the month of October.

Equipment – Chief Miller stated that portable radios had been installed in 231. He added that there has been no update from AFG on the District’s grant application however notices will continue to be issued over the next three weeks or so. Chief Miller stated that the SCBAs have all been bid and are ready to order. He added that he thinks the District will know one way or another by the end of the month of October.

Building – Chief Miller reported that the Station 201 front door had been ordered. He also reported that there is a CARDV display in the front garden beds at Station 201.

9-1-1 District – Chief Miller stated that the 9-1-1 District Election Committee asked if the Fire District would put signs out in front of the building supporting the measure. He noted that they were not present for the Open House which would have been a good opportunity for them to talk to the public.

Citizens’ Academy – Chief Miller reported that there are 16 community members in the Citizen’s Academy this year and they will be at Station 201 on Wednesday, the 10<sup>th</sup>, from 6 pm to 8 pm. He said this is a local group of citizens who have an interest in learning about local government. Treasurer Jacobs mentioned that it might be nice for a Board member to be present that evening to answer questions.

Master Plan – Chief Miller stated that he is still working through final details, adding that the cost analysis was included in the Board Packet. He clarified that the cost analysis include today’s costs but the District will need to factor future expenses and inflation as well. President Brand suggested breaking it down into an excel spreadsheet to better understand the expenses and to plan for it.

### 3. Board Secretary –

- Revenue/Expense Report – AA Rodriguez presented the September 2019 Revenue/Expense Report and reviewed the current fund balances.
- Review of Check Register – AA Rodriguez reviewed deposits into the Citizens’ Bank account.
- RunTracker – AA Rodriguez presented the September 2019 RunTracker numbers: 57 calls; 9 Fire, 48 Medical. Chief Miller talked about what he expects for response to the new apartments in the District. Corbin asked about the access for the BLVD Apartments. Chief Miller clarified that there is a main access and a secondary egress for that development.
- Internal Controls – AA Rodriguez reviewed the Internal Controls Survey completed by Chief Miller and herself. The Board and Staff talked about training around password protection and malware. President Brand stated that he would like to talk to Captain Saalsaa about the benefits of free versus paid versions of malware protection for the District.
- Audit Notes - AA Rodriguez discussed some deficiencies identified by the auditors, including that the District should consider another audit group in the near future as best practices.

## V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor not present.
2. IAFF Local 4925 – Union President Saalsaa not present.

## VI. OLD BUSINESS

1. Office Administrator Job Description – 2<sup>nd</sup> Reading – AA Rodriguez presented the format changes to the policy, as requested by the Board. **Treasurer Jacobs motioned to adopt Office Administrator Job Description as presented. Jones seconded. Motion passed 5-0.**
2. Captain Job Description – 2<sup>nd</sup> Reading – AA Rodriguez presented the formatting changes to the Captain Job Description and the inclusion of the physical and mental demands of the position and the work environment. Jacobs recommended this policy return for a second reading at the November meeting.
3. Master Plan Supplemental Document – Treasurer Jacobs reminded the Board why the supplemental document was created, Chief Miller and the Board discussed the history, necessity, and creation of the Master Plan and Supplemental Document. President Brand asked if the current Master Plan document isn't really the Master Plan Summary whereas the Supplemental Document really is the meat of the Master Plan. Treasurer Jacobs will work with AA Rodriguez to continue to work on the completion of the Master Plan and Supplemental documents.
4. Surplus Policy – 2<sup>nd</sup> Reading – AA Rodriguez presented the Surplus Property Policy with the Board's requested format changes. **Treasurer Jacobs motioned to adopt the Disposal of Surplus Property Policy as presented. Brier seconded. Motion passed 5-0.**
5. Annexation/Withdrawal Policy – 2<sup>nd</sup> Reading – AA Rodriguez presented the policy with the change to include the ORS reference for withdrawal. **Treasurer Jacobs motioned to approve the policy as presented. Jones seconded. Motion passed 5-0.**
6. Appreciation Dinner – Invitees & RSVPs – The Board and staff discussed the upcoming event. Phillips was identified as the Board point person for this project. Treasurer Jacobs motioned to have Philips lead the Appreciation Dinner efforts. Jones seconded. Motion passed 5-0.

#### VII. NEW BUSINESS

1. Review of Civil Service Commission Meeting – AA Rodriguez apologized and noted that the minutes were not included in the Board packet as the minutes have not yet been completed. She stated that she would bring these minutes to the November meeting and reviewed the gist of the meeting.
2. Review Open House Event – Covered in Chief's report. Chief Miller stated that he estimates 350 to 400 members of the public were present for this event. He added that the weather was good and the District personnel received lots of compliments from the public. President Brand stated that he thought that there was lots of great support from community partners.
3. Board Best Practices Self-Assessment – The Board reviewed and completed the questions for the annual Best Practices Assessment. The Board and Staff discussed records management.
4. Engineer Job Description – Discontinue – Chief Miller stated that the District does not have an acting "Engineer" and recommends this job description for discontinuation. **Treasurer Jacobs motioned to approve discontinuance of the Volunteer Engineer Job Description. Philips Seconded. Motion passed 5-0.**
5. Lieutenant Job Description – 1<sup>st</sup> Reading – The Board and staff discussed the details of the job description, noting that there are some changes to be made and some organization of the description to be improved. Return for a 1<sup>st</sup> reading at the November meeting.

#### VIII. ACTION ITEMS

1. 9-1-1 Tax District Signage – Chief Miller reported that City Hall has stated that they will not pick and choose who puts up signage in front of City Hall, meaning anyone can.

Chief Miller and the Board discussed the background of the proposed Tax District. Treasurer Jacobs noted that the Board never took a position on the proposition, officially. She added if there is any financial advantage that it would be in the District's interest to recuse themselves. Brier stated that when it came to the Jail proposition, the District left their input at how it would impact the district, not in favor or opposed. Philips suggested the District remain neutral. Brier suggested drafting a policy stating that they will not post political signs on the property. **Vice President Brier motioned that the District will not endorse any elections through political signs on the property. Jacobs seconded. Motion passed 5-0.**

2. Citizens' Academy – Vice President Brier and Treasurer Jacobs stated that they could be present during the presentation.
3. Motion to not capitalize computers – **Jacobs motioned to no longer treat the purchase of office computer hardware as capital items. Philips seconded. Motion passed 5-0.**
4. Fuqua – GT Article – Treasurer Jacobs will follow up with Reporter Fuqua about his needs for article input.

IX. NEXT MEETING – November 4, 2019 – Philips not present. Jacobs, Jones, Brier, Brand confirmed.

X. ADJOURNMENT – Meeting adjourned at 16:34.