

PHILOMATH FIRE & RESCUE

January 10, 2022

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & rescue Board of Directors meeting was called to order by President Jones at 15:00. Board members present were President Robyn Jones, Vice President Daphne Phillips, Rick Brand and Doug Edmonds. Treasurer Ken Corbin was not present. Staff present were Fire Chief Tom Miller and office Administrator (OA) Lillie Rodriguez.
Guests: Fire & Life Safety Captain Rich Saalsaa and Volunteer President Andy Louden.
- II. ACTION ITEMS
 - A. Approval of Minutes – December 13, 2021 – **Brand motioned to approve minutes as presented. Edmonds seconded. Motion passed 4-0.**
 - B. Approval of Bills – December 2021 – OA Rodriguez reviewed the monthly bills noting unusual or large expenses such as the \$15,128.12 paid for Tuition Reimbursement, \$3,320 to TSI Inc for a 5-year service contract for the Fit Tester, and the Capital Outlay Expenditures for the new engine and the Zoll Monitors. **Vice President Phillips motioned to approve payment of the bills in the amount of \$402,272.88. President Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – None.
 2. Fire Chief – Chief Miller presented the Year End numbers and breakdowns for calls for 2021. He also noted that he and OA Rodriguez had a phone conversation with David Ulbricht, of SDAO, regarding Local Option Levies. Brand recommended that the District solidify the number that they will be requesting in the Levy and a breakdown of expenses.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez presented the Revenue/Expense reports for December 2021, noting the zero balance for the Vehicle Reserve account, due to those funds being authorized for the purchase of the new engine. She also noted that the District had recently received the conflagration reimbursement for the Bootleg deployment.
 - Review of Check Register – OA Rodriguez reviewed the deposits to the District Citizens Bank account including transfers for payment of the GO Bond Interest, reimbursements from a Globalstar overpayment, Jack Fire deployment, and an insurance claim, as well as a transfer for the purchase of the new engine and Zoll monitors.
 - Chief Vacation Hours included in the Board packet.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Louden noted that the Volunteer Leadership is keeping track of Corbin’s recovery. He added that the Volunteers will be keeping their monthly business meetings on zoom. He stated that the Volunteers have talked about holding another Summer party instead of the more formal Spring Appreciation Dinner. Volunteer President Louden noted that the appreciation event reimbursement request was rejected by vote of the volunteers but in no way reflects the volunteers feelings toward or opinions of the Board. Louden added that the Volunteers have created an ad hoc staffing committee regarding service and certifications.

2. IAFF Local 4925 – Captain Saalsaa thanked the Board for their ongoing participation in negotiations. Vice President Phillips noted that the committee met once already adding that they have another meeting scheduled for 1/21/22 to continue with progress on the CBA.

VI. OLD BUSINESS

1. Appreciation Dinner – OA Rodriguez noted that Volunteer President Loudon touched on this topic in his report and added that the vote totals were included in the Board packet.
2. District Fiscal/Strategic Planning – Edmonds reported that the committee has met twice now and they identified some themes and a format to follow. Brand added that the initial meetings were to establish purpose and format as well as connections to master planning within the District. Edmonds talked about how the Strategic Plan bridges multiple Master Plans into an actionable plan for the District personnel to work through, with regular Board review. Brand noted that the Strategic Plan is a living document that should help the District move in the direction of their goals and facilitate cohesion among the many areas of need. Chief Miller noted that the document will be great for accountability as well. Volunteer President Loudon noted that in Corvallis the Strategic Plan was integral to budgeting for the Corvallis Fire Department.
3. Cybersecurity Policy – Cpt. Saalsaa discussed with the Board the purpose of the Cybersecurity Policy and how the District is responding to the technological needs of the District. Saalsaa noted that the District uses Kamind as an IT broker in order to ensure that the personnel have sufficient licenses for access to the software they use on a daily basis. He noted that there are various levels of access to the District system among the paid personnel, board members, and volunteers. Saalsaa noted that he is planning to perform a cybersecurity survey to evaluate the security of the District, adding that he is using the same group who evaluated the City's cybersecurity risks. He noted that they will make recommendations for the District to better mitigate any cybersecurity risks. Cpt. Saalsaa noted that the future costs to the department may likely be about \$30,000-\$40,000 annually for this protection. He reviewed the steps the District has taken so far to protect itself relating to access and security. Edmonds noted that this is a better plan for the District to prepare for the continuing advances of technology. Cpt. Saalsaa noted that the policy contains possible consequences for cybersecurity violations. Edmonds added that the development of this policy helped the District identify areas that could be improved for risk and access. Brand noted that this policy should be visited quarterly. **Edmonds motioned to move to 2nd reading. Brand seconded. Motion passed 4-0.**
4. Smoke Guidelines – 2nd Reading – OA Rodriguez noted that there were no changes to this policy from the first reading. **Edmonds motioned to approve the Wildfire Smoke Protection Guideline as presented. Jones seconded. Motion passed 4-0.**
5. Review Master Plan – Chief Miller stated that he believes that the Master Plan is due to be updated. He also reviewed the process for the last revision of the Master Plan. President Jones stated that she would recommend the Chief to move forward with the revision of this plan and the development of the committee to help with that process. Brand offered to work with Chief Miller on this revision. Chief Miller added that he will invite Treasurer Corbin to be involved in the Master Plan committee as well.
6. Review Board Policies – OA Rodriguez presented the Board with the updated policy, noting grammar changes, typo corrections, and revisions to Article VII, Section 1. Regular Meetings. Vice President Phillips thanked Edmonds for his suggested updates to the Regular Meeting section and asked if it would be good to include some statement that all Board members could potentially meet virtually. Discussed adding a “Board Etiquette” or Meeting expectations section. The Board asked OA Rodriguez to bring this policy to next meeting for another 1st reading.

7. Chief Miller Review – Report Progress – President Jones noted that she hasn't had time to make progress on this but will later this week. Chief Miller noted that his current contract has an addendum for finances and asked if the Board would like him to update that as well. President Jones agreed that this would be a good idea.

The Board took a short recess at 16:12 and resumed their meeting at 16:16.

VII. NEW BUSINESS

1. Board Discussion – OA Rodriguez presented the Board calendar and reviewed the purpose of the Board calendar. Edmonds discussed the purpose of reviewing the calendar regularly, in order to keep the Board on track with the annual activities that need to happen. Doug encouraged the Board members to consider processes from the prior year and to consider what went well and which processes could be improved. The Board discussed among themselves how this annual review could be completed and asked that it be added to the Board calendar in April.

VIII. ACTION ITEMS

- IX. NEXT MEETING – February 14, 2022 – OA Rodriguez reminded the Board that the Audit Presentation will be given at the February meeting.
- X. ADJOURNMENT – The Philomath Fire & Recue Board of Directors meeting was adjourned at 16:57.