

PHILOMATH FIRE & RESCUE

June 2, 2021

2:00 PM

Budget Hearing

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors Budget Hearing was called to order at 14:00. Board members present were President Joe Brier, Treasurer Rick Brand, and Daphne Phillips. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests Present: Deputy Chief Chancy Ferguson and Volunteer President Andy Loudon. No remote attendees.
- II. BUDGET HEARING OPEN/PUBLIC INPUT – None.
- III. RESOLUTION ADOPTING BUDGET AND TAX LEVY – President Brier read the entirety of Resolution 21-01 Resolution Adopting the Budget. **Treasurer Brand motioned to pass Resolution 21-01 as presented. Phillips seconded. Motion passed 3-0.**
President Brier read the entirety of Resolution 21-02 Resolution Levying Taxes. **Treasurer Brand motioned to pass Resolution 21-02 as presented. Phillips seconded. Motion passed 3-0.**
- IV. ADJOURNMENT – The Philomath Fire & Rescue Budget Hearing was adjourned at 14:06.

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Regular Session meeting of the Philomath Fire & Rescue Board of Directors was called to order at 14:06 by President Brier. All members present for the Budget Hearing remained present for the Regular Session.
- II. ACTION ITEMS
 - A. Approval of Minutes - May 3rd, 2021 Minutes – **Phillips motioned to approve the minutes of the May 3rd Board meeting as presented. Treasurer Brand seconded. Motion passed 3-0.**
Approval of Minutes – May 13th, 2021 Budget Committee Meeting Minutes – **Phillips motioned to approve the minutes of the May 13th Budget Committee meeting as presented. Treasurer Brand seconded. Motion passed 3-0.**
 - B. Approval of Bills – OA Rodriguez presented the May 2021 bills. She noted some uncommon purchases under line items 6010 - Office Supplies, 6030 - Dues, Fees, and Subscriptions, 6040 - Publications & Elections, and 6280 - Volunteer Incentive Program. **Treasurer Brand motioned to approve payment of the bills in the amount of \$22,569.17. Phillips seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Brier stated that this will be his last Board meeting and thanked the Board and Staff for their hard work over the years. When facing future challenges, he encouraged all to assume the best intentions on behalf of all parties.
 2. Fire Chief – Chief Miller’s report was included in the Board packet. Chief Miller added to his report that Fire Season will start June 12th.
The Board and Staff discussed the liability and obligations of responding on mutual aid.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez presented the monthly Revenue/Expense reports for May 2021 and noted to the Board that one payment has been made for the GO Bond repayment in the amount of \$152,597.00. She also stated that the

District is on track for the budgeted cash carryover, adding that any additional funds carried forward could be considered for deposit into the reserves in July or August of 2021.

- Review of Check Register – OA Rodriguez reviewed the deposits listed on the Check Register, including a deposit of \$152,597.00 transferred for payment of the GO Bond Debt Services.
- Chief Vacation Hours included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the Volunteer Association has revised their bylaws and are in the process of changing their name from Philomath Volunteer Fire Department to the Philomath Volunteer Association.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – Phillips reported on the progress made towards coordinating this event, adding that Chief Miller and OA Rodriguez have been helpful in this process.
2. Standard of Coverage – The Board and Staff reviewed the Standard of Coverage documents and made suggestions to include some more statistical information.

VII. NEW BUSINESS

1. Personnel Policies – OA Rodriguez reported that SDAO and HR Answers put out a template for personnel policies and suggested that the District put a pause on reviewing the updated District policies until the staff has a chance to compare the proposed District policies against the template.
2. Cost Of Living Adjustment Recommendation – Chief Miller recommended a 1.7% COLA for the non-represented staff, mirroring the represented staff COLA, effective July 1, 2021. **Treasurer Brand motioned to approve the 1.7% increase for the non-represented staff. Phillips seconded. Motion passed 3-0.**
3. Civil Service Appointment Review – OA Rodriguez stated that Commissioner Sage’s term will expire August 31st, 2021. She asked the Board if they were comfortable having him continue on the Civil Service Commission or if they would prefer that the District recruit for a replacement. The Board agreed that if Sage would like to continue for another term, they would welcome his participation on the Civil Service Commission.
4. Review Board Docs for Disposal – OA Rodriguez reminded the Board that this is the time of year that they review documents for storage and disposal.
5. Lock-out/Tag-out - 1st Reading – OA Rodriguez presented the revised guidelines and Chief Miller discussed some of the details of the guidelines and practices. The Board and Staff discussed the extent to which personnel can do any sort of repair, primarily to apparatus or equipment and the function of the Lock-out/Tag-out guidelines. Treasurer Brand suggested including clarification on the extent of electrical work that can be performed. The Board requested this policy be returned for a 1st reading at the next meeting.

VIII. ACTION ITEMS – None.

IX. NEXT MEETING – July 12th, 2021

X. ADJOURNMENT – The Philomath Fire & Rescue Board of Directors meeting was adjourned at 14:49.