

# PHILOMATH FIRE & RESCUE

November 8, 2021

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 1502 by President Robyn Jones. Board members present were President Robyn Jones, Rick Brand, Doug Edmonds, Treasurer Ken Corbin, and Vice President Daphne Phillips. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lilee Rodriguez. Guests: George Dunkel of SDAO, Volunteer President Andy Louden, Deputy Chief (DC) Chancy Ferguson, Firefighter Andrew Licon.
- II. ACTION ITEMS
  - A. Approval of Minutes – **Edmonds motioned to approve the October 11, 2021 board minutes as presented. Treasurer Corbin seconded. Motion passed 5-0.**
  - B. Approval of Bills – OA Rodriguez presented the bills for the month of October 2021 noting the annual fee for the Medical Director, a new vendor, Feynman Group, who is helping assess the District's IT services need, a fee for legal postings for the supplemental budget, and additional expenses for coffee for the District, related to finding less expensive alternatives. OA Rodriguez also noted an erroneous duplicate charge in the amount of \$170.10 from Chipotle in Corvallis, she added that the repayment of this charge has been received. Staff and the Board discussed IT support for upcoming cybersecurity changes. Chief Miller noted that the District will pursue a grant for these IT services as well as security cameras for stations 202 & 203. The Board asked to have Captain Saalsaa attend the December meeting to discuss this further. **Treasurer Corbin motioned to approve payment of the bills in the amount of \$39,669.90. Phillips seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
  1. Board Report – Board President Jones noted that she had nothing to report. Edmonds reported that he attended a training in Junction City and his report was included in the Board packet. Treasurer Corbin noted that he attended the OFDDA Conference and it was a very worthwhile event.
  2. Fire Chief – Chief Miller's report was included in the Board packet.
  3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez presented the Revenue/Expense reports, noting a -\$0.06 correction on the GO Bond Fund that should have been on the Debt Services Fund, which has since been corrected. She also noted the current General Fund level adding that the District had started to receive their tax revenue on November 1<sup>st</sup>.
    - Review of Check Register – OA Rodriguez reviewed the Check Registers for both September and October 2021, noting deposits for classes taught by the District, merchandise sales, and insurance returns. She also noted that Checks # 31669 and 31703, both for Life Assist, were voided due to utilizing a credit on the account with them.
    - Chief vacation hours were included in the Board packet.
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – Volunteer President Louden stated that the Volunteers are holding their meetings by zoom, due to covid. He also noted that they are still waiting on input from the membership about the appreciation dinner.

2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – Tabled to December meeting.
2. Apparatus Replacement Plan – Tabled to December meeting, also to be combined with the Strategic Planning discussion.
3. Covid Temporary Administrative Order – OA Rodriguez reviewed the included Temporary Order for Covid Vaccination and the process for exemptions, testing, and logging.
4. District Fiscal/Strategic Planning – Edmonds talked about the financial challenges facing the District and his efforts to understand what options are available for the District to supplement the tax revenue. OA Rodriguez noted that Chief Miller will be discussing the Strategic Planning with the leadership and their upcoming retreat. Chief Miller discussed some of the opportunities and challenges of Bonds and Levies as well as partnering with neighboring districts. The Board asked Chief Miller to report back on this topic at the December meeting. Edmonds encouraged the Board members and staff to bring feedback on this project to the December meeting in order to keep moving forward with it.

VII. NEW BUSINESS

1. Board Training - George Dunkel, of SDAO, gave his Board 101 presentation immediately following the Approval of Bills. He reviewed the Oregon Statutes that relate to Fire Service and discussed the Board Roles & Responsibilities. Mr. Dunkel provided copies of his PowerPoint presentation, the recently updated Oregon Government Ethics Laws, and handouts related to Board Meetings, Public Meetings, and Executive Sessions. A brief break was taken after Mr. Dunkel's presentation and the board reconvened at 1640.
2. Smoke Guidelines – 1<sup>st</sup> Reading – Tabled to December meeting.
3. Cybersecurity Policy – 1<sup>st</sup> Reading – OA Rodriguez noted that the draft policy is included in the Board packet, adding that she will invite Captain Saalsaa to the next meeting to discuss some of the details. This policy will return at the December meeting as a 1<sup>st</sup> reading.
4. Discuss Implementation of a Conflagration Policy – Tabled to December meeting.
5. SDAO Best Practices – OA Rodriguez noted that the survey was completed and the District qualified for the full 10% discount.
6. Civil Service Minutes – October 5, 2021 – OA Rodriguez noted that the minutes of the October Civil Service Commission meeting are included in the Board packet.

VIII. ACTION ITEMS – None.

IX. NEXT MEETING – The next Board meeting is scheduled for December 13, 2021 at 3 pm.

X. ADJOURNMENT – Meeting adjourned at 1714.