

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
January 11, 2023**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: FC Griffin, AC Vonasek, BC Chapin, OA Conrad
Volunteer Association: None present
Citizens: Kori Sarrett, CPA - Accuity LLC

Vice President Strombeck called the meeting to order at 7:00 p.m.
One citizen connected by Zoom for about 10 minutes.

- I. **2021-22 AUDIT PRESENTATION:** Kori Sarrett, CPA Accuity LLC
Reported no noncompliance, no issues with the minimum standard and no journal entries. This means the monthly information you are receiving is accurate. Separation Duties deficiencies, but only a comment this is the lowest level because an outside payroll firm to prepare the quarterly reports. General Funds finished at \$250,000 above where it started. The carryover is now \$880,000 which is a years' worth of operating expenses, and that is with still funding reserves. Overall, the funds were up \$326,000, which continues to save for future needs.
Riley inquired what it would take to have separation of duties. Sarrett's replied, three or four accounting people so no one person was touching the same processes. All small departments have this deficiency. Riley inquired what our percentile rating would be. Sarrett's replied, in the 95th percentile. Our contract with Accuity is through 2026.

II. **CITIZEN COMMENTS: None**

III. **APPROVAL OF:**

Minutes – Board Meeting – December 14, 2022

Action: Richards moved to approve December 14, 2022 minutes as submitted. Riley seconded the motion. Upon vote, it passed unanimously, (5-0).

Financial Report – October 2022

Meyer inquired regarding the overage of the Workers' Compensation line item. Conrad reported with is higher because of the Summer Employees. Tonight, on the agenda is a resolution to appropriate the grant funds to reduce this overage.

Action: Riley moved to approve the December 2022 financial report as submitted. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

IV. STANDING REPORTS:

Volunteer Association – None

Fire Chief – Griffin

Emergency Calls:

Ended the year with a record number of calls (443). Weather day and car fire near MP7 EB Hwy 34.

Meetings:

Attended weekly staff meetings, volunteer drills, and officer's meetings. Also met with Brent Griffiths from OSFM. Tangent Together meetings.

Correspondence/Outreach

Completed our OSHA 300A log with nothing reportable for 2022. Continue to visit local businesses. This month was Steel Fab., KWS (Beta Seed) and Agility Robotics (more during new business).

Operations/Equipment:

To be covered during new business.

Training:

Tangent Business Park has given us permission to host a Skid Truck Event this Spring on the concrete pad before it is demolished for construction of a new structure. DPSST is working on coordinating.

Other:

Staff will be starting budget discussions very soon. We have a new SRV.

ISO rating is now 5/10. The rating of 5 applies if within 5 miles from the station. Chief reached out for information if there is anything can be done to get a better rating. To get the 10 to an 8, reworking our mutual aid agreements, if the other departments are closer than us.

Chief will add a Chief's message for the Tangent RFPD website.

Assistant Chief/Training Officer – Vonasek

(The following is the Assistant Chief's written report as well as added comments made at the meeting.)

FIRE & EMS TRAINING –

In-House – In-House Firefighter 1 academy is wrapping up. All are engaging at a high level. Final weekend of the academy, January 14th will be held at the DPSST campus in Aumsville for their live fire training.

Reminder: Sunday, January 15th the conclusion of the winter fire academy will be celebrated with a lunch BBQ or burgers and hotdogs with the new Firefighters and their families. Everyone is welcome to come celebrate their achievements.

Chris Mills from Fire, Rescue Equipment, NW will be doing our Vehicle Technical Rescue class March 25 & 26 in Corvallis. Vehicle technical rescue is one of the areas Chief Griffin and the officers have identified as one of the areas that we want Tangent FD to excel at.

Miller Farms has donated an older 2-story farmhouse on Fry Road for Live Fire training. The family is currently having environmental and utility work done to clear the structure from potential risks to the firefighters and the environment.

Regional – No Report

State – Winter Fire School Feb. 25th & 26th / Spring Fire School, April 15th & 16th

OR-EMS – Newport EMS Conference March 30 – April 2, 2023

National – The National Fire Academy is accepting applications for next year's classes

HEALTH & SAFETY –

Safety Committee – Will met in January during the Volunteer's meeting. Diego Ramirez will be the Chairperson for the Safety Committee. I asked that the safety committee to set a date this month to audit the station's walkways, such as sidewalks and other areas where uneven grounds may create a trip hazard to those who are visiting our facility. A few slabs of concrete accessible to the public daily have shifted creating a potential hazard.

Safety committee meetings will resume regular meetings on first Tuesdays of the month. The focus of the safety committee will ensure a safe environment in and around the station and its premises for a safe place to work and play.

EQUIPMENT UPDATE –

Equipment – Rest of SCBA Cylinders were ordered. Proposed delivery by end of January.

Ice Machine – Contacted Mike with Sunset Refrigeration to come out and look at ice machine, (which isn't currently cycling ice). Mike said the machine is in good shape, but the power module on the front of the ice machine is not talking to the control board. Therefore, the machine cannot make ice, nor can you make machine adjustments. He is looking at ordering a new power module. The refrigeration unit is working well when bypassed and set to make ice.

Strombeck looked up the code if it needs to be on a dedicated circuit or on a GFI. GFI is not needed if on a dedicated circuit.

OTHER BUSINESS –

Insurance Services Organization Audit – We received our ISO rating.

COMMUNITY OUTREACH –

Tangent Fire District Website – I've added emails to everyone's listing on the website for the Board and Staff.

I also placed the calendar back on the site which got bumped from a server upgrade by Streamline, which until recently I wasn't aware of. I believe there was some talk about placing bios online about the board and staff

Tangent Community Blood Drive & Food Drive – Next Blood Drive is set for January 19 at the fire station.

Staff Battalion Chief's Report – Chapin (The following is the BC's written report as well as added comments made at the meeting.)

Meetings Attended:

- 3 staff meetings
- LBFM meeting
- APS/Axis Electrical meeting
- 3 security camera/quotes meetings
- LBCC Job Fair
- Vacation 12/27-30/2022

Fire Inspections- Completed two site plan reviews, currently working on three more. Did a quick driveway review for Tangent Industrial Park.

Vehicle Maintenance- All engines and brush rig have had it yearly PM's/DOT/NFPA standard tests completed. E-73 had the instant chains repaired. E-72 had an intake port replaced, primer replaced, and exhaust leaks repaired. We are currently working on getting the Water Tenders completed. Now completed.

Building/Ground Maintenance- Warren building was inspected for upgrading electrical for the water softener. Currently working on buffing student RV rooms. I am currently working with LCSO and ATT FirstNet to get cell boosters in the station for our ATT wireless devices.

Volunteers- All 5 new volunteers have been fully on-boarded. We brought on new EMS only volunteer. Tylor Mockler is moving from volunteer to a student resident volunteer. Met with a potential volunteer today. Possibility of another OSP. One of the new recruits is going to Volunteer Resident and moving soon.

Activity Report: Total YTD calls are 443 as of the month of December. This is a 27-call increase from 2021, 119 increase from 2020, 89 increase from 2019 and same number of calls as last month.

V. OLD BUSINESS:

- A. Fire & Safety Services Fee Schedule** – Chapin
Call into SDAO but have not heard back.
- B. DEQ Open File “Additional Work Required for Petroleum Leak” - Fuel Tank Removal November 1992** – Griffin
Still waiting for DEQ to assign a project manager. Could take up to 6 months.
- C. SCBA update** – Griffin – Vonasek
More tanks are on order.
- D. Ice Machine** – Vonasek – see Asst. Chief report above.
- E. Paid Leave Oregon** – Conrad
After further meetings and discussion because Tangent RFPD is small employer, less than 25 employees, we are not required to fund employer’s contribution PLO.
- F. Part-time Prevention Position/Grant** – Griffin
Meeting with Rodondi this week. Both departments use the same attorney. IGA was written by the attorney and the cost is split by both departments. Should hear if we received the grant this month. Chief provided job description for the boards review.
- G. January Board Work Session** – Dunn
Session went very well. Goals were set for the department. In 6 months plan another work session. The board will compile department goals to review at the next work session.
- H. Board Jackets** – Dunn
All board members have jackets. Discussion if names should be added to the

VI. NEW BUSINESS:

- A. Consideration of Resolution No. 2023-01 (Appropriating Unanticipated Grant Revenue – WFS Staffing Grant)** – Conrad

Action: Riley moved to approve Resolution No. 2023-01 (Appropriating Unanticipated Grant Revenue – WFS Staffing Grant). Meyer seconded the motion. Upon vote, it passed unanimously, (5-0).

- B. Consideration of Resolution No. 2023-02 (Accepting DPSST Wildland Training & Appropriating Unanticipated Grant Revenue)** – Griffin

Action: Riley moved to approve Resolution No. 2023-02 (Accepting DPSST Wildland Training & Appropriating Unanticipated Grant Revenue). Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

- C. Consideration of Resolution No. 2023-03 (Accepting SDIS 2022-2033 Safety & Security Grant & Appropriating Unanticipated Grant Revenue)** – Griffin

Action: Richards moved to approve Resolution No. 2023-03 (Accepting SDIS 2022-2033 Safety & Security Grant & Appropriating Unanticipated Grant Revenue). Meyer seconded the motion. Upon vote, it passed unanimously, (5-0).

D. Tangent 2022-24 Budget

1. Appointment of 2023-24 Budget Officer

Action: Riley nominated Chief Griffin as the 2023-24 Budget Officer. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

2. Approval of 2023-2024 Budget Timeline

Action: Riley moved to approve the 2023-24 Budget Timeline. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

Dunn will be unavailable for the June 14 meeting.

E. Awards Banquet Date – Griffin

Date of April 1 or 15. Conrad will check if room and caterer are available for either of these dates.

F. Community/Business Outreach – Griffin

1. Fire Extinguisher Training -

Talking with businesses if there is anything we can do for them. There is fire extinguisher digital simulator. Cost is \$14,000. Would like to set up a demonstration. Lebanon has a lower-level simulator. Maybe this can be a fund-raising idea, that with other departments we can share.

2. First Aid and CPR Training-

There is interest in the department holding CPR training. The Board is interested in having training prior to a meeting. Could include the volunteers and spouses. Have it on a weeknight and serve dinner then have the training.

G. Winter Driving & Equipment – Chapin

Issues with the latest ice storm. Chaining up apparatus and skid truck training. Dodge will be getting the ODOT approved tires. Instant chains are not recommended.

GOOD OF THE ORDER:

A. Celebration BBQ for Fire Academy Graduates – Sunday, January 15, 2023 at Noon

B. Blood Drive – January 19, 2023 – 11:00 a.m.

C. Board Meeting – February 8, 2023 – 7:00 p.m.

Swearing-In of Winter Firefighter Academy Graduates – 6:30

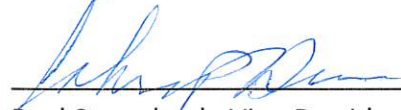
D. SDAO 2023 Conference – February 9-12, 2023 – Sunriver, Oregon

Chief Griffin is attending.

Vice-President Strombeck adjourned the meeting at 8:28 p.m.

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



Paul Strombeck, Vice-President - Board of Directors

2-8-2023

Date