

**Board of Directors
Regular Board Meeting
Minutes – September 11, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others Present: Lt. Walters, Volunteers Assn. President, Capt. Hunt, SRV Dan Jones

Chair Dunn called the meeting to order at 7:00 p.m.

I. CITIZEN COMMENTS: None.

II. SDAO BOARD PRACTICES ASSESSMENT:

The Chief shared with the Board the results of the SDAO Board Practices Assessment they participated in at the last Board meeting. Rob Mills, the SDAO Consultant who administered the assessment, reported to the Chief that he found Tangent RFPD to be well served by board members who bring a valuable mix of solid business and administrative experience to their positions. The District is well managed, financially sound, and strongly committed to employee safety and community service. He had no recommendations other than “stay the course.” Kudos to the Board for always being well prepared for meetings, for continuing their training as Board members at various workshops and conferences, for supporting and understanding the importance of good financial health, and for always remembering that their first duty is to the taxpayers of Tangent Fire.

III. APPROVAL OF:

Minutes – Regular Meeting, August 14, 2019.

Action: Meyer moved to approve the minutes of the meeting as presented. It was seconded by Strombeck and, upon vote, passed 5-0.

Financial Report – August 2019 –

Action: Richards moved to approve the financial report as submitted. It was seconded by Riley and passed unanimously (5-0).

IV. STANDING REPORTS:

Volunteers Association – Lt. Walters reported that the volunteers are heavy into planning the pancake breakfast set for October 5, including some advertising in targeted venues. Again, it will occur in

conjunction with Albany Fire's Scavenger Hunt. Breakfast will be served from 7:00 to 10:00 a.m. followed by the scavenger hunt. Engine rides will be given from 9:00 a.m. to 1:00 p.m.

Fire Chief's Report – (The following is the Chief's written report as well as additional comments made at the Board meeting.)

- **TFD Officers:** The officers are signing up for weeknight coverage where they make themselves available for calls from 22:00 – 6:00. We have all but three of the nights covered for the first month; we will continue to evaluate this for the next 2 months.
- **Staff Vehicles:** Both new vehicles are complete and in service.
- **Station Upgrades:** The paving work is complete. Parking spots are painted, bump stops installed, and all signs have been installed.
- **Fire Reports:** Staff has been inputting the NFRS fire reports. This is a learning experience and we are getting the process down. I will be going over necessary information with the weekend duty officers as they are lacking in their report/sign-in page.
- **Seismic Grant:** We are awaiting an update from Ausland on their timeline for arriving on site to begin work.
- **Water Tanks:** We are still trying to connect with Koos on the water tank decision. I have not been able to meet up with Kaleb to discuss the FD's position, nor has he stopped by yet. SDAO legal is not interested in getting involved, so I have sent copies of our water resource contracts to Carrie Connelly at Speer Hoyt to have her assess our contractual obligations and suggest how we can legally remove ourselves from the water tank business on private properties.
- **Board Practices Assessment:** See first item in the minutes (pg. 1).
- **Operational Meeting with AFD:** I have met with Chief Bradner and Chief Wooten about my expectations operationally when AFD assists with our calls. Chief Wooten met with his command staff to share my concerns and how I see our relationship moving forward. It is important to me that we serve as command for our incident calls in our district and Albany respect that, the same as we would respect Albany for their command of incidents within their jurisdiction. This was received well by Albany Fire. Shane Wooten takes over as Albany Chief on October 2. I have also been approached by Corvallis Fire's new Chief that he would like a good working relationship with us, however that could manifest itself.
- **Medic 71:** Negotiations between AFD Management and the Union will take place in October and, at that time, we will have a better idea of the future of the Medic 71 program. Meeting with DC Romey and DC Sipe, they both indicated they thought the program would continue and both see the value of the program, but it all hinges on union negotiations. LFD is in the hiring process to replace Jake Melander when he departs for Corvallis Fire this month.
- **Tangent Firearms Incident:** Tangent Fire's front door is now always locked (even when we have staff on duty) and there is a sign to ring the bell for assistance. This is for staff's security.
- **Upcoming Events:**
 - **September 11** **9/11 Memorial Event**
 - **September 13** **SDAO Golf Tournament**
 - **September 19** **Oregon Fallen Firefighter Memorial**
 - **October 5** **Pancake Breakfast/AFD Treasure Hunt**

- **November 6-9 OFDDA Conference in Seaside** (All Board members are attending)

Asst. Chief/Training Officer's Report – (The following is the A/C's written report as well as additional comments made at the Board meeting.)

- **Training** –
 - Preparing for training some of the new volunteers BC Chapin has been bringing on board.
 - I have also been busy preparing the Firefighter I Academy for the training council, and registration is already full.
 - **TFD In-house Training:**
 - **Vehicle Extrication** – Multi session, Late Fall of 2019
 - **DPSST** – DPSST will be bringing the following state training props:
 - Sept. 16 – Vertical ventilation roof prop.
 - Sept. 24 – Vehicle fire Prop.
 - Nov. 19 & 26 – Flammable Liquids and Gas props.
 - **SDAO** - Oct. 7 – All Staff/Personnel Sexual Harassment training being taught by SDAO HR staff person Monica Harrison.
 - **Portland Western Railroad** – Response to Diesel Locomotives - Jan. 2020.
 - **Regional:** Linn-Benton Fire Training Council
 - Oct. 26 - Firefighter I Academy -
 - Dec 2019 – HAZMAT Ops Level
 - **State:** Fall of 2019 and Winter of 2020 fire schools has been announced and open for enrollment. Otherwise quiet till late September.
 - **National Fire Academy:** Brice Walters was accepted into the National Fire Academy. I was given notice that the class I had signed up for was canceled due to low interest.
 - **Emergency Medical Services:** An Emergency Medical Responder class is being hosted by Philomath F&R; will be announced to our volunteers when a final schedule has been set.
- **Health and Safety** – Small handful (manageable) of lift-truck operators have been trained to operate the Station's fork lift. Training was done by Morgan Daniels from Beta Seed, Inc.
- **Safety Committee** – Tangent hosted the Effective Safety Committee class taught by Jason Jantzi of SDAO this past August.
 - **Safety Committee Meeting:** On September 3 the Safety Committee held their monthly meeting; minutes, however, are not available at this time.
- **Emergency Medical Services** – Starting September 9, Tangent Fire will be hosting a live stream video of Dr. McUne's monthly EMS training which is at Station 11 in Albany.
- **Memorial Stone or Bench** – The Board inquired about the progress of a large memorial stone to be placed on the Fire Station grounds for honoring outstanding volunteers and/or staff firefighters. Vonasek shared that an alternative could be a memorial bench in the parking lot area as granite for a very large stone with all the etching is very expensive. Still looking into it. Lt. Walters will also share the idea with the Volunteers Assn. to see if they could participate in the project.

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

- Fire Inspections are ongoing. Completed 2 more site plan reviews. I spent several days out at Selmet, being a liaison for the State, Selmet, and us during the investigation of the major incident out there last month. While the investigation has been completed, but the results haven't been released.
- When the Board asked about new construction next to Pape, Chapin said it was Oregon Powder Coating's new site. Regarding the new building next to the post office, this will be a grass seed office for R & S Bagg Warehouse, Inc. And, Tiger Lights is constructing a new warehouse next to their current facility on the highway. ***The Board asked Chapin to include in his staff report any new construction occurring in our District (including residential) so they are informed when citizens ask them. The Board also asked how the fire code determines required sprinklers, etc. for new construction. Chapin said this is basically set based on the size of building and occupancy.
- All vehicles are up and operational. We will be starting the process to get them in for their yearly PMs. All three engines passed pump testing. The air compressor for the engines was repaired. Remounted equipment on E-71.
- Chris has been working with me to get my mobile water supply task book completed. Attended forklift training. With school starting again, I will begin working with the school for school lunches and education events. Worked on revising the Student Resident Volunteer program.
- Over the last week, we have brought on three more out-of-district volunteers.

Activity Report – 241 calls total for 2019 through August. It has been a slower summer than usual; our incident count is down as it is for our surrounding districts as well.

V. **OLD BUSINESS:**

Seismic Grant – The Chief reported that this project is about 1 ½ weeks behind schedule. The County permits are done so we are almost ready to begin. Still haven't quite finished agreeing on final figures yet. Ausland reached out to him about preferred subcontractors, and he asked them to hire local contractors as much as possible.

Regarding lighting for the project, the Chief said that the bay will receive new LED lighting. He also met with an Energy Trust representative about possible incentive money to include LED lighting (at our expense) for the main office/classroom area as well. Will pursue this further. Strombeck offered that some of this changeover could be handled by staff/volunteers.

Water Tank Agreements – see Chief's report above.

Water Fill-tower Usage – This project would include replacing this tower with a fire hydrant, but this is a major budgetary item and won't be researched until the Seismic Retrofit is completed.

VI. NEW BUSINESS:

Public Records Policy (Release of Records) – Staff shared with the Board the new Public Records Policy (required by ORS 192.324). It includes all the forms necessary to request and answer such a release. No action by the Board is necessary except to acknowledge that we now have a system in place.

First Reading of Ordinance No. 103 (Fee Schedule for Public Records Request) - This Ordinance sets fees the district can charge for responding to public record requests. It is an ordinance (instead of a resolution) as it includes fees that can be charged to District patrons who are already taxpayers to our District. Such fees are allowed by State law (ORS 192.324(4)). The agenda for tonight's meeting, including reading of this ordinance was published in the D-H. An ordinance can be read by title only (instead of the full text) if all who attend the meeting have copies of the ordinance and have had a chance to read it. As no citizens were in attendance to offer comments and the Board had no question, the Board took the following action:

Action: Ordinance No. 103 (Fee Schedule for Public Records Request) was read by title only by Chair Dunn.

The second reading of the ordinance will occur at the Board's October 9 meeting as well as a vote on the ordinance. If it passes, it will be recorded w/the county and become effective 30 days after passage (ORS 198.570(1)).

Review of Fiduciary Policies

Procurement Threshold & Delegation of Signatory Authority (Policy 300) – Two changes to this policy: a) Change "Prevention/PubEd specialist" to "Staff Battalion Chief"; b) Change the purchasing authorization limit for the Staff Battalion Chief from \$1000 to \$2500.

Investment Management (Policy 307) – The only change to this policy is to recognize that the District no longer has an interest-bearing account with our local bank; instead, we now place the bulk of District funds with the LGIP (Local Government Investment Pool).

Action: Riley move to approve both Policy 300 and Policy 307 as changed above. The motion was seconded by Strombeck and it passed 5-0.

SB 1049 (Relating to PERS) – This recently passed Oregon legislative bill changes PERS (Public Employees Retirement System) rules and benefits in multiple ways. As of January 1, 2020, the District will have to pay PERS Employer Rates on any retired employees they employ even though that money will not change the retiree's benefits in any way. The law also sets up a 75/25 (Employer Incentive Fund) match which offers an employer an opportunity to reduce its unfunded accrued liability with PERS—the employer pays 75% of any paydown, and the State pays 25% (but there is an initial \$25,000 minimum paydown requirement before the State contributes any funds). Also, if the public agency has any transition liability, that must be paid first before participating in any 75/25 match.

As Tangent Fire has a significant transition liability (and this liability significantly increases the employer rate we pay to PERS), staff would like to begin a discussion with the Board as to whether reducing this liability is a priority for the District. Board and staff agreed that until our financial commitment with the Seismic Retrofit is totally known, this topic would have to move to the back burner.

VII. GOOD OF THE ORDER:

SRV Resignation: Dan Jones shared with the Board that he completed his fire program at Chemeketa and will be leaving our District the end of September. He is currently applying for full-time firefighter positions. He thanked the Board for the opportunity to participate in the Student Resident Volunteer program; he thinks it is a very good program for students to gain work experience and receive scholarships to complete their field of study.

Captain Chris Hunt Resignation: Training Capt. Hunt will also resign at the end of September. He wished to thank the Board for their support over the last two years in the Seattle Stair Climb to benefit leukemia and lymphoma. His grandson is currently in remission and enjoying school and just being a boy.

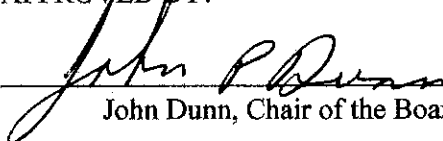
Capt. Hunt retired from the Corvallis Fire Dept. 3 years ago as their Training Chief. He and his wife then moved to Albany and he began volunteering with Tangent Fire. Because of staff turnover here, he filled in as Prevention/PubEd Specialist for 6 months and, then later, as the Training Officer for 6 months. He has continued to assist AC Vonasek in our training program, and he is most grateful for all the opportunities Tangent Fire has provided him. He and his wife will be moving to Arizona.

The Board shared that they so appreciated what Capt. Hunt has done for the department as we transitioned the former Staff Captain position into a Battalion Chief position and then hired a new Fire Chief. We were so fortunate to have a person with his knowledge and experience step in to help us at the right time. They wished him and his wife well in their new adventure.

Chair Dunn adjourned the meeting at 8:25 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn, Chair of the Board

10-9-2019

Date