

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

Board Members Present: Chris Meyer, Paul Strombeck, Scott Richards, John Dunn

Board Members Absent: Bruce Riley

Staff Present: FC Griffin, AFC Chapin, OA Conrad

Volunteer Association: None

Volunteer Assoc. Absent: Taylor

Citizens: None

Connected to Teams: None

I. CALL MEETING TO ORDER: President Meyer

A. Meyer called the meeting to order at 7:03

II. 2022-23 AUDIT PRESENTATION: Kori Sarrett, CPA – Accuity, LLC

A. Kori Sarrett was unable to attend and has rescheduled for the November 8 meeting.

III. CITIZEN COMMENTS: None

IV. APPROVAL OF:

A. **Minutes** – Regular Board Meeting – September 13, 2023

Action: Dunn moved to approve the September 13, 2023 minutes as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously, (4-0).

B. **Financial Report** – September 2023

Action: Richards moved to approve the September 2023 financial report as submitted. Dunn seconded the motion. Upon vote, it passed unanimously, (4-0).

V. STANDING REPORTS:

A. Volunteer Association – Submitted Minutes from the Association Meeting held on October 3, 2023.

❖ Call to order: \$ 100 for association dinner for Jan. 2nd Jacki may possibly do.

❖ Financials: Checking: \$3,848.78 Savings: \$10,269.51

- ❖ Income: Board- \$500. Donations- \$ 460. Belt buckles- \$150. Anniversary shirts \$ 40.
 - ❖ Expenses: \$41.60 Propane for pancake Breakfast. \$ 175. Tangent together. \$ 87.91 Last association dinner.
 - ❖ Staff Announcements:
 - ❖ Office Administrator:
 - ❖ Chief: Fish food barrel, Thank you for station clean up, 5 new people in academy, Christmas dinner votes, Burn to learn, 19th blood drive, eclipse, Denny out of office till the 6th. Shirts & hats.
 - ❖ Assistant Chief:
 - ❖ Battalion Chief: Burn to learn, 30-yard dumpster full, E71 in service no top pre connect, Ball valves, thanks for harvest fest, Tyler on leave, John Pegg Jason Merryman certifications, Working on getting everyone's certifications up to date. Water hammer, Hughes fire injuries, no drill oct. 31st
 - ❖ Safety committee: None in house tonight. Chief reminder that updates to the station and warren building will be going into effect soon.
 - ❖ Old business: Familiarize selves with rigs, national night out, new emails, burn to learn, harvest fest.
 - ❖ New business: truck rides Saturday need more people, Smoker will be out at the rides, Pink shirt uniforms, Halloween candy pass out on the 31st 5pm or later.
 - ❖ Good of the order: Eat more food
 - ❖ Adjourn.
- B. Fire Chief - Griffin (The following is the Chief's written report as well as added comments made at the meeting.)
1. Emergency Calls:
 - a) *Responses seem to be slowing.*
 - b) *Multiple serious MVC's some with extrication.*
 2. Meetings:
 - a) *Backyard burning should begin October 15th. All chiefs were in agreement.*
 - *Backyard Burning is now open as of October 10th.*
 - b) *Weekly drills.*
 - c) *Weekly Staff Meetings.*
 - d) *Monthly Safety Committee.*
 - e) *Monthly Officer's Meeting.*
 - f) *Security Monster regarding upgrading our locking doors.*
 - *This meeting was postponed.*
 - g) *Captain Brandon Fountain LCSO regarding scene coordination and then a meeting with FC Shane Wooten.*
 - *Scene security at wreck sites.*
 - h) *AFD Chief Wooten and Labelle regarding scene coordination and mutual training.*

- a) *Met with DPSST to go over training process, paperwork and what Tangent Personnel currently are certified at.*
 - b) *Training committee met for the first time and started discussing the training plan and next year's schedule. Meet again in October.*
 - c) *We have certified two new engine bosses (John Pegg & Jason Merryman).*
 - d) *Two volunteers were checked off on driving staff vehicles,*
 - *Tyler Mockler was checked off to drive code 1 for E-73*
 - *Quentyn Brown was cleared to go to final check off with the Chief prior to driving code 1.*
 - e) *I am currently going through training records; this is going to take quite some time to update and verify personnel training records. As I go through training files, I will be setting up appointments with personnel to set up an individual development plan with each person. Maya is working on scanning in training record for each volunteer with file organization.*
 - f) *Total Personnel Training Hours:*
 - *Fire Suppression 64 hours*
 - *Extrication 34 hours*
 - *EMS 43 hours*
 - *Driver/AO 12 hours*
 - *Total hours 153*
 - g) *Working on training*
 - h) *Academies - Future Firefighter 1 Academy will be end of 2024 or January 2025. We will focus on other types of training. (drivers and apparatus operators. Still working on the plans.*
6. **Volunteers-**
- a) *We are working on a plan on when to bring new volunteers on and what that looks like.*
7. **Safety-**
- a) *SDS sheets have been all updated*
 - b) *Diego is still working on linking them into the Tangent Portal.*
 - c) *Working/re-establishing the safety committee.*

VI. ACTIVITY REPORT:

A. Total YTD calls are 324 as of the month of September. This is an increase of 3 from 2022, increase of 27 from 2021, increase of 89 from 2020 and down 15 calls from last month.

VII. OLD BUSINESS:

- A. OSHA – Griffin
 - 1. Closed out and paperwork had been submitted.
 - 2. Making a file with this and prior OSHA consults.
- B. Policies – Griffin
 - 1. The policies needed for the OSHA consult are completed
 - 2. Making progress on the others – getting use to the program.
- C. Warren Building Stair Project – Griffin
 - 1. Put out for bids. Received 3 bids. Wooded stairs \$12,000 to \$13,000. We will sell portable stairs.
- D. OFDDA Conference Attendee Count – Conrad
 - 1. Count of 4 for registration for the conference. Conrad will complete the registration tomorrow.
- E. Telemetry Lease with NW Natural Gas – Griffin
 - 1. 30-year lease with a onetime payment of \$10,000

VIII. NEW BUSINESS:

- A. Parttime Employment – Griffin
 - 1. Captain Hunt is teaching the 16-week Academy with BC Chapin. After the January 17 reorganization (see below) – this would include adding parttime training officer with Chris Hunt.
- B. Assistant Chief Status – Griffin
 - 1. AC Vonasek informed Chief of his retirement from Tangent slated for January 17, 2024. Chief asked for a letter of intention. Retirement agreement has been forwarded to the attorney.
 - 2. A retirement party will be planned for January.
- C. City of Albany Annexation (Ellingson Rd.) – Griffin
 - 1. Another annexation on Ellingson Rd.
 - 2. City of Tangent is aware of the urban growth boundary. This is the only way we can protect our area.
- D. Best Practices (WHA Insurance discount) – Griffin
 - 1. Went to training last night hosted by WHA at Halsey/Shedd RFPD.
 - 2. All the 5 categories with 2 percent discount for each have been completed.

IX. GOOD OF THE ORDER:

- A. OFDDA Conference – November 2-4, 2023
- B. Regular Board Meeting – November 8, 2023 7:00 p.m.
- C. Holiday Dinner – Friday December 8, 2023 (time TBA)
 - 1. Board made their choices for the options of food. The volunteers will have the final vote.
 - 2. Discussion of the holiday dinner gift exchange


X. ADJOURNMENT:

- A. President Meyer adjourned the meeting at 8:06 p.m.

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:


Chris Meyer, President - Board of Directors


Date