

**Board of Directors and Local Contract Review Board Joint Meeting  
Minutes  
July 8, 2020**

**Board Members Present:** John Dunn, Scott Richards Bruce Riley, Paul Strombeck  
**Board Members Absent:** Chris Meyer  
**Staff Present:** Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth  
**Others Present:** Volunteer Assn. President Brice Walters

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Chair Dunn called the joint meeting of the Board of Directors and Local Contract Review Board to order at 7:00 p.m.

**I. ELECTION OF BOARD OF DIRECTORS OFFICERS FOR 2020-21**

**Action:** Riley nominated John Dunn for Chair, Paul Strombeck for Vice-Chair, and Scott Richards for Secretary. Richards seconded the nominations and upon vote, the entire slate of officers was elected unanimously 4-0 (Meyer was absent).

**II. JOINT PUBLIC HEARING OF LOCAL CONTRACT REVIEW BOARD AND BOARD OF DIRECTORS TO CONSIDER RESOLUTION NO. 2020-04 (Disposition of Surplus Equipment)**

Chair Dunn opened the public hearing to discuss the need to surplus Tender 72 – 1993 International/OMCO. The reasons for this were discussed in the June Board meeting—it is an older piece of apparatus that gets very little use, and we have two newer tenders that serve our purposes along with excellent mutual aid if we need assistance. There was no public input so Dunn closed the public hearing

**Action:** Riley moved to approve Resolution No. 2020-04 as presented, declaring T-72 as surplus equipment and giving the Fire Chief the authority to dispose of the same by negotiated sale. Richards seconded the motion and it passed unanimously 4-0 (Meyer was absent).

As the Board is allowed to conduct other Board business at a joint meeting of the two Boards (as long as this is reflected in the Board agenda), the Board of Directors then moved on.

**III. APPROVAL OF:**

**Minutes – Regular Meeting, June 10, 2020**

**Action:** Riley moved to approve the minutes of the June 20, 2020, meeting as presented. The motion was seconded by Strombeck. Upon vote, it passed 4-0 (Meyer was absent).

**Financial Report – June 2020**

Duckworth reported that the District ended the fiscal year financially healthy. Cash carryover was \$125,000 more than projected for the 2020-21 budget.

**Action:** Strombeck moved to approve the June report as submitted; Richards seconded the motion and it passed 4-0 (Meyer was absent).

#### IV. STANDING REPORTS:

**Volunteers Association** – President Walters reported that the Assn. decided to cancel the October Pancake Breakfast due to COVID restrictions, and Albany Fire also canceled their October Scavenger Hunt. The Assn. met on July 7, and Walters was glad to see there was lots of volunteer participation. He stated he will run for President again, but that Jakeman and Mowery have decided to step down from their positions. However, several of the newer volunteers have indicated an interest in filling those officer slots.

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

- **Seismic Grant:** Minus the Bay Doors, the seismic upgrade is essentially done. The grant expenditures are at the final 10%, which means a little extra paperwork as we begin final submissions for payment. The state is looking to make sure the project is on point with the original plan and dollar amounts. A final punch list has been created and all parties are working toward finalizing everything. The Bay Doors are slated to be installed July 13-15, with all painting done that week also. Gutters will be installed tomorrow (July 9).
- **Medical Director:** While working with Dr. Woods, he is putting together the contracts for both Albany FD and Corvallis FD, as they are both city-based departments and have similar language and needs. We will work to get TFD's done as soon as time permits.
- **Budget:** Awesome job to all, especially Karen, for all the hard work this past year. We tightened the belts and will enter into 2020-21 in a great position...but there are things to prepare for...see below. 😞
- **COVID-19:** We took some great steps forward by going to Phase 2 of reopening...but we have now taken a large step backward. I worry of a spike in cases for Linn Co again. We have continued to protect ourselves here at TFD and will march our march. We will close our station again to the public to enable staff to not wear masks while at work. We will make necessary adjustments in the event that someone visits the station. We obtained a grant for reimbursement of COVID supplies purchased for \$2317, and I will be submitting for a second reimbursement grant for additional COVID expenditures—hopefully for a few thousand more.
- **Engine Damage:** All the parts have been received by Freebird for Engine 71, so it went in for repairs today. Part orders are taking longer than normal times for E-72.
- **Summer Fire Season:** We have entered into the DEQ burn closure season; and as things dry, we will begin requiring extinguishment of backyard burns. Warmer and drier weather is just around the corner (finally).

- **Well and Station Water Tank:** This will be new business discussion, but it appears our well may have neared its useful life. We have shut down the public use of our water-fill station at this time and would like to discuss making that permanent. See new business.
- **Upcoming Events:**
  - **July 4 Independence Day!**
  - **July 15 New Tax Day**

**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.)

- **Fire & EMS Training** –
  - TFD is back to regular weekly training starting with EMS training on June 2 and will continue with this plan while maintaining respect for social distancing. The class size in the classroom is to remain at 24 persons in total. As neighboring departments sometimes attend our EMS drills, an addendum to our Exposure Control Plan has been written to address the concerns of COVID-19 to protect the District and its guests.
  - **In-House Firefighter I Academy** –  
The Firefighter I Academy has begun with seven recruits; the academy will run through the end of September. Too early to tell but hoping all seven will make it through to the end of September. They will be able to respond up completion of the academy, but they won't be accredited till December.
  - **In-House Firefighter II Academy** –  
B/C Chapin is facilitating the firefighter II academy for the SRVs and senior firefighters. He will address this in his report.
- **Health and Safety** –
  - COVID-19 continues to challenge health and safety show. Safe practices of distancing and spacing are the new norm as we continue to stay ahead of the pandemic.
- **Safety Committee** – The Safety Committee will resume meetings in July.
- **Tangent Fire District Website** –
  - The website continues to be accessed both locally and regionally. Public interest in browsing is all over the site.

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

- **Fire Inspections-** I met with Nutrien Ag on a new fire alarm system and looking up codes for them for compliance. Completed two fire inspections at Tangent Industrial Park and completed a driveway/access inspection for a new business going in at TIP. Chief and I did site plan review for Oregon Powder Coating on their pump house and did a site visit. I completed a courtesy walk through for a new marijuana grow building.
- **Building Maintenance-** After trying to fill one of our tenders, we found that our water tank was completely empty. I called and had Aqua Pro come out to look at our pump, and they found two problems. First problem was an electrical issue for which Axis Electric was called to come out and

repair. Axis found more wiring issues and came out another day to repair those. The second issue is that the pump is cavitating. I have been working on getting quotes on what it would cost to have our current well cleaned (current well may collapse) and what it would cost for a new well.

- **Vehicle Maintenance-** During a recent drill, T-71 ended up with a check engine light on. Petersons found and replaced the ERG valve (under warranty). At the same drill, T-73 went out of service due to a leaking air dryer; Hughes Fire replaced it.
- **Volunteers-** All new volunteers have been processed and started their training (an additional two new possible volunteers in the works). The new volunteers attended my S-130/S-190 class on June 27 and 28. Second part of the class will be held in July. The Firefighter 2 class is going well, and all volunteers are currently passing.
- **Student Resident Volunteers-** Kailey and Ryan have left our RV program. Ryan got offered a RV position at Clark County Fire. Kailey moved to Corvallis but will be staying on as an out-of-district volunteer. Aedan started July 1 with the student summer work experience program and will transition to the student program this fall. The students completed 3 hours of training in confined space awareness and 2 hours in residential fire attack.

**Activity Report** – This has been a consistently slow year for incident calls--137 through June.

V. **OLD BUSINESS:** None.

VI. **NEW BUSINESS:**

**Fire District Water Well Issues** – A few days ago, we tried to fill one of our tenders with water, but the tank had been run dry when an outside rig (the County and some farmers use our well water to fill their apparatus) filled up without informing us. This outside use of our water is an issue but is a topic for another time. The problem now is with our well. As BC Chapin mentioned in his monthly report above, we called Axis to address the electrical problems and Aqua Pro to get the pump running again (Aqua Pro has worked on our pumps recently).

The main issue is that the well is cavitating—the water is surging and there is lots of sediment. Possible solution could be to clean it or redrill it, but it could cave in during the process; and the process itself is expensive because of possibly moving utility lines. If we try this and it fails, we have spent several thousand dollars and still don't have a solution. A new well is an option, which the Chef discussed with Aqua Pro. A rough estimate would include drilling, electrical, excavation, pump and hookup, and pressurizing the existing hydrant—probably in the neighborhood of \$40,000 to \$50,000+. Another issue with a new well is getting water rights from the State; this can be a 12-18 month process, although we would probably have priority because we provide emergency services. The current well was put into operation in 1961, so it has provided many years of good service.

**Action:** The Board suggested that before any decisions are made, the Chief get a second opinion about what the issues are with our existing well, whether it is salvageable, or if a new one is the best solution.

**Orthodontia Insurance Coverage** – The Chief shared that our current dental insurance plan does not include orthodontia work. As July 1 was the beginning a new coverage year, this could be added to our current benefits if we do so this month. A couple of staff members could definitely use this coverage, but all members would have to sign for it. The additional cost to the district would be about \$300/year which would fit within the budget of the health insurance line item.

**Action:** After a brief discussion, the Board decided not to opt for this additional benefit at this time. Instead, they suggested this be part of the general discussion the Board has with staff every March when deciding a total salary/benefit package.

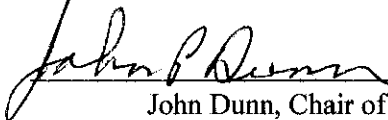
**VII. GOOD OF THE ORDER:** None.

Chair Dunn adjourned the meeting at 8:10 p.m.

Minutes submitted by Karen Duckworth  
Office Administrator

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APPROVED BY:

  
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John Dunn, Chair of the Board

8-12-2020  
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Date