

**TANGENT RURAL FIRE PROTECTION DISTRICT**  
**Board of Directors Meeting**  
**March 13, 2019 – 7:00 p.m.**  
**AGENDA**

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**BATTALION CHIEF BADGE PINNING CEREMONY FOR CHUCK CHAPIN – 6:30 PM**

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- I. CALL MEETING TO ORDER:** Chair Dunn.
  
- II. CITIZEN COMMENTS:**
  
- III. JOINT PUBLIC HEARING OF BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING USE OF A REQUEST FOR PROPOSAL (RFP) SOLICITATION FOR A CONSTRUCTION MANAGER/GENERAL CONTRACT (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR CONSTRUCTION OF THE DISTRICT'S STATION #71 SEISMIC RETROFIT PROJECT.**
  - A. Open Public Hearing.**
  - B. Request Exemption and Submit Supporting Findings.**
  - C. Take Public Comments on Supporting Findings.**
  - D. Close Public Hearing.**
  - E. Vote on Resolution No. 2019-04 (Exempting Seismic Retrofit Project from Competitive Bidding Requirements and Directing the Use of an RFP and CM/GC Alternative Contracting Method).**
  
- IV. APPROVAL OF:**
  - A. Minutes - Regular Board Meeting – February 13, 2019.**
  - B. Financial Report – February 2019.**
  
- V. STANDING REPORTS:**
  - A. Volunteers Association - Walters.**
  - B. Fire Chief –Wooldridge.**
  - C. AC/Training Officer – Vonasek.**
  - D. Staff Battalion Chief - Chapin.**
  - E. Activity Report (February) – Vonasek.**
  
- VI. OLD BUSINESS:**
  - A. Grant Updates — Casebolt.**
  - B. Staff Vehicle Purchases Update – Wooldridge**
  - C. Job Description for Battalion Chief Position – Wooldridge**

**D. 2019-20 Budget**

1. Appointment of Budget Committee Members (Matt Grill & Bob Bilyeu) to New 3-year Terms through June 30, 2021.
2. Discussion on Staff Salaries for 2019-20 Budget.

**VII. NEW BUSINESS:**

- VIII. GOOD OF THE ORDER:** [Next Regular Board Mtg. – April 10, 2019.](#)  
[Full Budget Committee Mtg. – April 24, 2019.](#)

**IX. ADJOURNMENT.**

## **PUBLIC HEARINGS**

**RESOLUTION NO. 2019-04**

**TANGENT RURAL FIRE PROTECTION DISTRICT**

**JOINT RESOLUTION OF THE TANGENT RURAL FIRE PROTECTION DISTRICT  
BOARD AND LOCAL CONTRACT REVIEW BOARD EXEMPTING THE  
STATION #71 SEISMIC RETROFIT PROJECT FROM COMPETITIVE BIDDING  
REQUIREMENTS AND DIRECTING THE USE OF AN RFP AND  
CM/GC ALTERNATIVE CONTRACTING METHODS**

WHEREAS, the District Board of Tangent Rural Fire Protection District (District) acts as the District's Local Contract Review Board (LCRB) (collectively, "Boards"), pursuant to ORS 279A.060; and

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 279C.335(1), all public improvement contracts shall be based on competitive bids except those exempt by the LCRB; and

WHEREAS, pursuant to ORS 279C.336(2), the LCRB may exempt certain contracts from the traditional competitive bidding process after holding a public hearing and adopting findings demonstrating that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to the public agency; and

WHEREAS, the District has properly adopted public contracting rules which exempt and authorize use of an Request for Proposals (RFP) alternative contracting method for public improvement contracts ("District Rule 137-049-0650"); and

WHEREAS, the Construction Manager/General Contractor (CM/GC) is an alternative contracting method that provides project delivery in which the owner executes a single contract with one entity to provide construction management and general contractor services; and

WHEREAS, the CM/GC is selected before design is complete, and as a result can provide valuable advice from a construction perspective to help ensure a design that fosters smooth and cost-effective construction; and

WHEREAS, the District is undertaking a Station #71 Seismic Retrofit Project with a grant from the State of Oregon Infrastructure Finance Authority Seismic Rehabilitation Grant Program in the amount of \$1,163,245 (Project); and

WHEREAS, the Public Contracting Code divides powers and duties for contracting into two categories, those that must be performed by the LCRB, and those that must be performed by the "Contracting Agency"; and

WHEREAS, to make use of a CM/GC alternative contracting method, ORS 279C.335 and District Rule 137-049-0620 require the Board to submit findings to the LCRB which support the LCRB exempting the Project from competitive bidding requirements; and

WHEREAS, as provided in ORS 279C.335(5), the District published notice of the public hearing where the Boards would consider this Resolution once in the Daily Journal of Commerce, not less than 14 days before the hearing; and

WHEREAS, the LCRB considered the findings presented by the Board, as set forth in the attached Exhibit A, supporting the use of the CM/GC alternative contracting method. The CM/GC method will be accomplished through the use of a RFP solicitation process to hire a highly qualified, quality driven and experienced contractor with a demonstrated excellent record of past performance and integrity to provide the professional services required for the Project; and

WHEREAS, the Boards considered public testimony regarding the use of the CM/GC method at the public hearing offered during the citizen participation period at the Board meeting held March 13, 2019; and

WHEREAS, the Boards, being fully advised, find and conclude as follows:

1. It is unlikely that the use of the CM/GC method will encourage favoritism in the awarding of a public improvement contract or will encourage favoritism in the awarding of a public improvement contract or will substantially diminish competition for a public improvement contract;
2. The use of the CM/GC process ensures early contractor input during the design construction planning processes and is expected to contribute to the ability to manage the costs of construction against approved budgets; and
3. The District has complied with all procedures under ORS 279C.335.

NOW, THEREFORE, it is hereby resolved as follows:

1. Findings. The above recitals, and those set forth on the attached Exhibit A, are hereby adopted by the District Board, sitting as the LCRB, as findings of fact supporting approval of the District Board's request for use of an RFP solicitation process to obtain the services of a CM/GC for the District's Project.
2. RFP and CM/GC Exemptions. Use of an RFP process to obtain the services of a CM/GC is found to be in the District's best interests. The requested exemption is, therefore, approved and the Fire Chief or Grant Administrator is hereby authorized to proceed with an RFP solicitation process to obtain the services of a CM/GC contractor, and to present the intended awardee and contract to the District Board for approval prior to execution.

3. Post-Project Evaluation.

a) Upon Project conclusion, pursuant to ORS 279C.355 and District Rule 137-049-0620(2), the Fire Chief or Grant Administrator is hereby directed to prepare a formal post-project evaluation of the full Project to determine whether it was actually in the District's best interest to use the RFP and CM/GC alternative contracting method. The evaluation must be delivered to the LCRB within thirty (30) days of the date the District accepts the Project, as defined in the executed CM/GC contract.

b) The post-project evaluation shall set forth:

(1) Financial information, consisting of actual costs compared with original Project cost estimates, any guaranteed maximum price, and the number of change orders issued;

(2) A narrative description of successes and failures experienced during the design, engineering, and construction phases of each Project; and

(3) An objective assessment of the use of the RFP and CM/GC alternative contracting methods, as compared to the findings set forth in this Resolution.

DATED this 13th day of March 2019.

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John Dunn, Chair  
Board of Directors

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John Dunn, Chair  
Local Contract Review Board

**ATTEST:**

**ATTEST:**

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Scott Richards, Secretary  
Board of Directors

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Scott Richards, Secretary  
Local Contract Review Board

## EXHIBIT A

### CM/GC EXEMPTION FINDINGS ORS 279C.330(1) AND ORS 279C.335(2)(b)

1. Firms Available to Bid. All interested and qualified contractors statewide will have an opportunity to provide a response to the RFP, which will be advertised in the *Daily Journal of Commerce*.
2. Operational, Budget, and Financial Data. The State of Oregon Infrastructure Finance Authority awarded the District a Seismic Rehabilitation Grant in the amount of \$1,163,245 to perform necessary seismic upgrades to Station #71 (Project). This is a significant amount of money in relation to the District's budget and resources. Due to the critical timing and nature of this Project, careful coordination and scheduling will be essential. Having a CM/GC involved early in the construction phasing will allow the District to work with the contractor to develop a construction plan that will minimize impacts to District operations. District finds that the ability to carefully screen experienced contracting firms in this area will significantly affect the Project's schedule and cost. The utilization of the CM/GC method has been shown in its use by other agencies in Oregon to alleviate financial risk due to minimizing delay and requests for additional work and change orders. By undertaking this pilot project by which the District will use a CM/GC, it is anticipated that the District will find that reduced risks provide a significant value and substantial cost savings to the District.
3. Public Benefit. Efficient completion of the seismic upgrades will address the nonconforming structural and non-structural elements that could potentially undermine District's response to localized hazards, or result in the partial or total collapse of the structures in a major seismic event. A CM/GC coordinated approach increases the ability for District to mitigate the risk of structure failure and to continue to provide a dedicated standard of care to the public.

There will be a general public benefit from the expeditious construction of the Project by improving the station while minimizing impacts to operations. In addition, the public will benefit from the improved quality and lower cost of the pilot project anticipated through use of the CM/GC process. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process. In turn, this better enables the District to complete the Project on time. Creating a Project team at the start of the Project, comprised of the Architect, the District, and CM/GC creates a more informed and better quality decision making process. A more efficient construction team reduces the District's financial exposure and enhances delivery of the Project. The District, therefore, finds that the CM/GC alternative contracting method is required to ensure a qualified general contractor is retained for this complex Project, while addressing time and cost constraints.

4. Value Engineering. The RFP selection process, early involvement of the contractor, and negotiated contract approach gives the contractor a significant opportunity to engage in value engineering (i.e. the evaluation of what a system does as compared to cost). The selected CM/GC will be brought on board immediately following award of a contract in order to

assist the Project team with construction scheduling, phasing, costing, operator interaction issues, quality assurance, and design constructability reviews. The selected CM/GC will also advise the District and the design team regarding specialty construction issues and any long lead time procurements. CM/GC contributions to the design phase permit a collaborative approach to value engineering which ultimately translates into time and cost savings realized by the District. Construction issues which may not otherwise be known to the design team can be factored in and addressed while the design is drafted. In turn, this results in a higher quality product, lower costs, and a telescoped timeline.

5. Specialized Expertise. The challenge of performing this Project in an operational fire response facility is significant. It is important to utilize a general contractor that has demonstrated expertise in managing, scheduling, and performing under these conditions in a satisfactory manner. The District, therefore, finds that selecting a firm through an RFP process allows the District to contract with a firm with the appropriate CM/GC expertise. The necessary mix of experience and expertise for a CM/GC contractor cannot be adequately evaluated in a formal lowest responsible bid selection process. A qualified project manager with strong leadership skills is one of the components required for a successful CM/GC project. The RFP process will allow the District to review the qualifications of each proposer's project manager and confirm the manager's ability, experience, record of quality, past performance and integrity needed to carry out the proposer's contractual obligations. The process will also allow the District to identify qualified teams that have met critical deadlines in past projects and that have the ability to work collaboratively to meet Project needs. The costs for such specialized expertise are included in the overall Project budgets and will be included within accepted GMPs.

6. Public Safety. Efficient completion of the seismic upgrades will address the nonconforming structural and non-structural elements that could potentially undermine District's response to localized hazards, or result in the partial or total collapse of the structures in a major seismic event. Using this pilot CM/GC process is anticipated to remedy these issues more quickly by accelerating the Project's completion schedule in comparison to standard contracting methods.

7. Funding Source. Pursuant to the awarded grant, the grant funds need to be expended within two years. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process which will enable District to complete the Project on time. The Project is fully funded by a State of Oregon Infrastructure Finance Authority Seismic Rehabilitation Grant. It is important to maximize the number of projects performed with these grant funds. Therefore, it is critical for the Project to come in on budget and on time from both legal and public perception perspectives. The CM/GC process, with its maximum price provisions, value engineering potential, constant oversight from a project manager, and construction input beginning in the design phase will help the District stay within its budget to maximize the grant's effectiveness.

8. Market Conditions. Identifying and contracting with the full Project team at an early stage will allow the District to capitalize on current market conditions, rather than having them affect a later bid/build phase. Such cost and market variables can be anticipated in the GMP, but ultimately should have no effect on the District. The CM/GC subcontractors cannot go over the GMP, but may come in under the GMP, and the District will realize those cost differences. Having a qualified CM/GC play a role as an integrated team member early in the Project with the



District, the Architect and other Project members provides advantage to the District, as it adds expertise to the design phase which translates into District savings and provides more budgetary certainty.

No negative financial impacts to the District are expected as a result of using the RFP solicitation process to select a CM/GC for this Project. There is a sufficient pool of qualified Oregon-based construction companies with expertise in the type and size of project planned, and there are additional qualified firms located in the greater Pacific Northwest. It is anticipated that a substantial number of competitors will submit proposals for this Project, allowing the District to select from among a number of qualified contractors.

9. Technical Complexity. Because of the site and schedule constraints, effective project planning and coordination will be crucial among the District, project manager, Architect and CM/GC. Strong budget and schedule controls will be essential. The conventional design-bid-build approach would contain too much risk for the District on this Project. The CM/GC will bring specific construction expertise to the team process and assist in addressing specific Project challenges as part of its pre-construction services. The CM/GC will also provide input on issues such as operations of the facility during construction, public safety, phasing and coordinated scheduling. The CM/GC method encourages innovative planning and coordination that further improve the construction schedule and on-site conditions. The ability to coordinate and manage this project would be especially challenging to an inexperienced or narrowly-focused team. The RFP process allows the District to consider the proposer's experience and expertise in completing this type of work, its sensitivity to safety, legal, and operational issues, and the qualifications and experience of its project manager and support team.

10. New Construction or Renovation of an Existing Structure. This Project involves renovation of an existing structure.

11. Occupied or Unoccupied During Construction. The District facility will be in use and occupied during construction, adding to the Project's technical complexity and need for a coordinated team.

12. Single Phase or Multiple Phases of Construction Work to Address Specific Project Conditions. This Project includes a multiplicity of technical issues related to structural upgrades, electrical systems, piping systems, HVAC systems, and fire alarm and security systems, as well as complex sequencing and phasing of work in an occupied fire station that will remain fully operational during the course of construction. It is important to the Project's success for both budget and schedule that the District has a general contractor that understands the complexity, has the ability to manage these types of complex projects, and develops bid instructions to attract appropriate subcontractors to perform Project work. The District, therefore, finds that selecting a firm through the CM/GC method allows the District to contract with a firm with the needed technical phasing expertise.

13. Whether the District has the Personnel, Consultants and Legal Counsel that have Necessary Expertise and Substantial Experience in Alternative Contracting Methods. Staff, in conjunction with the Architect (who was chosen based upon qualifications and experience with the CM/GC project delivery model), an experienced contractor, as well as other Project team

members and the District Legal Counsel, together, will have the level of expertise with the CM/GC alternative contracting method needed to produce a high quality Project outcome. The District acknowledges that the expertise will come primarily from non-staff elements. To this end, the District's contract with the chosen Architect obligates the Architect to assist with and oversee the CM/GC selection process.

14. Unlikely to Encourage Favoritism or Substantially Diminish Competition. As noted in Finding 1, CM/GC competition will be encouraged through the use of an RFP solicitation process, with notice of the RFP published so as to reach a wide range of potentially interested proposers. No reduction of competition is expected since the RFP for this CM/GC contract will be advertised in the same manner as a traditional low bid solicitation, with full disclosure of the planned CM/GC alternative contracting method. Uniform evaluation criteria will be used in the selection and award of the CM/GC firm, and the construction work elements will be subcontracted and procured through open competitive bids managed by the CM/GC and based on identified selection criteria. Favoritism cannot play a role in the selection of the CM/GC, as award will be based upon set, weighted RFP criteria. All qualified firms will be able to participate in an open, competitive selection process, with an opportunity to protest the award before it is final.

15. Will Result in Substantial Cost Savings. The CM/GC contracting method has the potential to achieve substantial cost savings for the District through the involvement of the contractor in the design phase of the Project. Early input by the CM/GC during the design process is expected to contribute to general cost savings through constructability assessments, life cycle cost analysis, and value engineering. By having the CM/GC available before the design is finalized, the contractor is able to participate in the design, propose cost saving revisions, and ensure the constructability of the Project so that costly change orders are less likely.

Cost savings will also be realized because, through the RFP selection process, the District can select a well-organized, experienced CM/GC. This should also lead to fewer change orders and, in turn, reduce staff and Architect time to design, negotiate, and administer the changes.

Lastly, the CM/GC method allows for early procurement of major equipment, allowing the Project to avoid cost increases due to material shortages or cost escalation. If subcontracted costs are less than identified in the guaranteed maximum price, some or all of the savings will be passed on to the District under the agreement required of the CM/GC.

16. Time Savings. An exempt CM/GC process allows the District to condense the overall time required to complete construction of the Project by enabling the District to procure construction services simultaneously or shortly after soliciting Architect services. Having the CM/GC on board early in the process allows for coordination in the development of the Project construction schedules and the initiation of early site work, where advantageous or warranted. This can help to shorten construction periods and minimize construction operational impacts. Early detection of potential construction difficulties, from a contractor's view, can also prevent potential delays and costly and time consuming change orders.

## **MINUTES/FINANCIAL/STANDING REPORTS**

**Board of Directors  
Regular Board Meeting  
Minutes – February 13, 2019**

**Board Members Present:** Paul Strombeck, Scott Richards, Bruce Riley, Chris Meyer  
**Board Members Absent:** John Dunn  
**Staff Present:** Chief Wooldridge; AC Vonasek, Capt. Chapin, OA Duckworth  
**Others Present:** Volunteer Assn. Pres. Walters, Grant Administrator Casebolt

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

**I. CITIZEN COMMENTS: None.**

**II. A. SEISMIC GRANT UPDATE:** Angeline McFadden, Project Coordinator, and John McDowell, Structural Engineer, for Mackenzie were present to give an update on our seismic grant. Next steps in the process:

- 1) Approve a proposal to provide geotechnical engineering design services for the project. The purpose of these services is to evaluate soil and groundwater conditions of the site as a basis for developing geotechnical engineering design recommendations and to conduct a site-specific seismic hazard evaluation for the proposed project as required by the International Building Code. The water table will be checked as well as any signs of liquefaction.

It is proposed that the soil testing will occur on March 1, 2019.

**Action:** Riley moved to approve the proposal with GeoEngineers to perform the geotechnical engineering design services for the Seismic Retrofit Project within the scope of the services and fees as presented in the proposal dated January 18, 2019. He also suggested TRFPD Grant Administrator Scott Casebolt sign on the District's behalf. Richards seconded the motion and it passed 4-0 (Dunn was absent).

- 2) Conduct a joint public hearing of the Board of Directors and the Local Contract Review Board (LCRB) regarding the use of a request for proposal (RFP) solicitation for a construction manager/general contractor (CM/GC) alternative contracting method (District Rule 137-049-0650) for construction of the Seismic retrofit project. The District adopted its own set of public contracting rules in 2016 as written by our legal team, which exempts us from following normal Attorney General Contracting Rules requiring an Invitation to Bid procedure and allows us to proceed with this alternative form of bidding for this project provided that the LCRB holds a public hearing and adopts findings demonstrating that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to the public agency.

This alternative method of RFP and CM/GC provides the District the option to execute a single contract with one entity to provide construction management and general contractor services; also, then the

CM/GC can be involved during the design process and ensure a design that fosters smooth and cost-effective construction. It also protects us from accepting low bidder.

This joint public hearing of the Board and the LCRB will be held at the regular Board meeting of March 13, 2019.

General questions asked of Mackenzie: 1) What happens if we go over budget. Mackenzie answered that we shouldn't as everyone involved knows what the budget is; and if in the unlikely chance that this could happen, we would know in advance and adjust the project. 2) What is Mackenzie's experience with seismic upgrade projects? Their engineer responded that they have done 10-15 such projects with fire departments.

**B. AFG GRANT UPDATE** – Casebolt reported that we are just waiting for the equipment from Air Exchange to arrive and then it will be installed. He already submitted the environmental and preservation form required of the grant, and he has filed quarterly reports on the grant.

**C. SPIRE GRANT (for emergency preparedness)** – More discussion whether to apply for this grant for the replacement of our generator. A new one could potentially be more powerful (run the complete station for 72 hours is the goal), and ours is old, although it performs when we need it. We run our generator every week for one hour to ensure that it runs properly, and we have it serviced annually. The new one would probably be propane vs. natural gas. Currently researching the costs for propane tanks and fuel.

### **III. APPROVAL OF:**

#### **Minutes – Regular Meeting, January 8, 2019.**

**Action:** Meyer moved to approve the minutes as submitted; Riley seconded the motion and it passed 4-0 (Dunn was absent).

**Financial Report – January 2019** – Vonasek that the money in Line Item 3033 (Training Complex Maintenance) was used to make needed changes to the training box (the window and framework for fire protection). The work was done by Sheet Metal Solutions.

Line Item 3071 (Apparatus Repair) is at 98% due to some large repairs on the rigs. Benton County Shops has always provided our service on the apparatus, but the Chief is looking at alternative options (more on this in the Chief's report).

**Action:** Riley moved to approve the financial report as submitted. It was seconded by Meyer and it passed 4-0 (Dunn was absent).

### **IV. STANDING REPORTS:**

**Volunteers Association** – Pres. Walters shared that the Assn. wants to do the summer picnic again this year. Also, he reported that the officers are now more involved with onboarding new volunteers—ex. assisting with the interview process.

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

- Thank you. That is how I would like to start my time here, saying thank you for trusting me with this fire district. This has been a great first month and I feel very welcome. As I begin to adjust to a new district, I will be attempting to meet one on one with as many people as I can. Change is never easy, and I represent change from what has been. My goal is simply to ease the minds of as many I can, open a line of communication to all and establish a foundational relationship that both sides can build upon. My door will always be open for whomever wants to enter. Cary, Chuck, and Karen have been great, and we will make a great team.
- **Chris Hunt:** Chris has completed his six-month temporary hire to backfill the Training Officer position. He will continue to put in hours helping Cary with training-related tasks while Cary continues to support me while I come up to speed.
- **Budget:** We have begun the budgeting process with the intent to be early/on-time with our presentation. Staff will meet weekly, separate from our weekly staff meetings to address our progress and findings in the budget process. Karen and I attended an Oregon Dept. of Revenue budget training at the Linn Co Fairgrounds.
- **Personnel:** Lt. Loel Truelove will be taking a 3-month leave of absence as he looks to take care of his body and mind before deciding on his future with Tangent Fire. We had a long conversation; I encouraged him to take care of himself, and we would be here to support him in any way we could. I am encouraged he came and talked openly, and whatever he decides I will support. Loel has put in a career in the fire service; and if the tank is empty for him in terms of responding, we will look for other ways for him to be involved if he still has that desire.
- **Benton County Shops:** The District has used Benton County Shops for apparatus maintenance for many, many years; however, they are raising their rates (considerably) as of March 1, 2019, and will begin applying an 18% administrative fee to all labor and materials. This is a huge issue for all our surrounding districts who contract with Benton County; as a group we are researching alternative services---ex. another vendor with NFPA mechanic certifications or finding a location for a multi-district shop facility where we would hire our own mechanics. For now, we will be having our apparatus preventive maintenance done by Hughes (out of Springfield, although they will provide a mechanic to come to our area when needed). More on this at your next meeting.
- **Fire Chief's Goals:** Per the Board's request upon my hire, my progress on the goals you set for me are attached to my report (see full Board agenda) for these goals.
- **Upcoming Events:**
  - **February 7-10** SDAO Conference, Sunriver
  - **March 9th** Awards Dinner

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

- I am slowly transitioning back into my role as the Training Officer. I plan on shadowing Larry for another month and then let him entirely take the reins, and I will be available for any questions he may have. Chief Wooldridge has been grasping our District procedures and essential programs quite well; but as I have said before, I do not want to overwhelm him as he is also being introduced to county-level fire programs as well as those from neighboring Districts.
- **Training** - New firefighters are progressing to the level of being able to respond to incidents in District. Also, Captains Chapin and Hunt are pushing to upgrade our training so that when new volunteers arrive, they know our expectations.
  - **TFD In-house Training:** Apparatus Operator, Vehicle Extrication, and Live Fire Training (@ TFD)
  - **Regional:** As many of you may know, I serve in two capacities outside of the Department for training. First, I serve as District Liaison Officer for the region for the Department of Public Safety and Standards of Training (DPSST), and I serve as Vice-President for the Linn-Benton Fire Training Council (LBFTC). Recently, the President for the LBFTC retired, which moves me up as Interim President for the remainder of the year. I have spoken with Chief Wooldridge and he supports this move for now. Nothing changes with this move other than I will be working closely with the college (LBCC) and be more involved with coordinating regional training for the Linn and Benton county fire agencies.
    - Upcoming training to include:
      - Apparatus Operator
      - Wildland Firefighter
      - Wildland Crew Boss
      - Hazardous Materials Operations Level
      - NFPA Instructor I
  - **State:** February – Winter Fire School @ DPSST academy
- **Health and Safety** - Currently reviewing Health and Safety policies for compliance with some of the new state-level rule changes. Respiratory Protection and Exposure Control Plans are the primary policies for review, followed by the remaining Health and Safety policies. Vonasek was asked if he liked Lexipol for our policies. His response was mixed; he is beginning to appreciate it the more he uses it and he really likes the critical updates they provide.
- **Safety Committee** - Safety Committee Meeting was held in January during the Volunteer meeting.
- **Emergency Medical Services** – No report
- **Student Resident Volunteer Program** - Performance evaluations and development plans for the SRVs will be completed by February 15. All three SRVs 6-month probationary period ends April 1; therefore, all SRVs will be at full scholarship starting Spring term.

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

- Fire inspections have been continuing with business owners. Pre-fire plans have been continuing as well. A total of 25 smoke alarms to date have been installed into homes around the district thanks to volunteers Dave Jakeman and Becki Vonasek.

- Since September, we have had 8-9 new volunteer recruits and the training has been fast and furious to get them up to speed to respond to incidents. During January, we had 1 RV who was able to fulfill our requirements to respond out of district and received his yellow helmet. We also had a task book sign-off day for our recruits.
- We had our Golden Valley Farms water tank repaired—cost was \$1,602.19. This involved a new valve and solenoid for the system. At Koos Farms we still are looking at ideas to fix that one (temporarily we are going to try flex seal tape).

A short discussion ensued about the age of our water tanks and the cost of replacements. The Chief offered that new replacements would be cost prohibitive at probably a minimum of \$40,000 per tank (30,000 gallon). Unless it is a 30,000-gallon tank, it doesn't meet the ISO standard for a stand-alone water system, which is required to affect our ISO ratings. Currently, we have enough mobile water with our tenders, and we can call for mutual aid if we need it. These tanks have only been used for trainings, and only three times over the past ten years for actual incidents. Removing the tanks entirely could be tricky as we have contracts with the farmers on whose properties they sit; for now, he just recommends spending as little as possible on maintenance only. It seems they haven't benefited the district as much as originally thought.

- To help with recruitment and retention of volunteers, staff is researching the possibility of a learning partnership program with Columbia Southern University (Alabama). They have a wide variety of programs offering Associate, Bachelor, Master, and PhD degrees. By partnering with them, students affiliated with Tangent Fire (staff, volunteers, spouses, and children) would receive a 10 percent tuition discount, no application fee, and exclusive scholarship opportunities (60 credit hours covered per year for up to three years for certain programs). Books are included in the tuition costs. CSU does ask (although it isn't required) permission to use Tangent Fire's name and logo on their website, and a learning partnership non-binding agreement must be signed. This partnership agreement would have to be a Board decision; more information at the next meeting.

**Activity Report** – We started the year with 29 calls in January, 4 more than last year at this time. When asked how many volunteers we currently have, Vonasek stated 23-24 without staff and students. Thirty would be ideal, but the most important number is how many actually respond to incidents.

## V. **OLD BUSINESS:**

**Grant Updates** – This item was moved to the beginning of the agenda.

**Continued Discussion on Potential Remuneration Adjustment for Staff Captain's Position** – Last month, the Board was informed about staff findings regarding our compliance with the new Oregon Pay Equity Law. After completing the required pay equity analysis, it was found that there were no pay equity issues related to protected class, but it did reveal a pay equity issue related to comparable work as performed by the staff captain.



The Board asked the Chief to research the situation and report back with his findings. After consulting with 6 other fire districts, the Chief found that our current Staff Captain position is currently providing services to Tangent Fire District that correlate with the responsibilities of a Battalion Chief position. He is in charge of our prevention and public education program, performs some supervisory roles for our SRV program, and regularly works in the duty officer capacity. He also learned that Battalion Chief positions in surrounding districts are paid an average of 72% to 77% of the Chief's salary (both considered at the base salary). And, it seems that even Staff Captains are paid (base salary) 65% to 70% of the Chief's salary. The base salary for our staff captain position is currently budgeted at 56% of the Chief's salary, which shows that this position is being compensated far less than like positions in other surrounding fire departments. While we can't match \$ salaries with larger departments, we should be able to match %s.

Wooldridge presented the Board with two options for correcting this situation. Option 1: Promote the position to Battalion Chief with 10% salary increase March 1, 2019, another salary increase of 8% July 1, 2019, and a final salary increase of 5% July 1, 2020. Option 2: Keep the position at a Staff Captain with a 10% salary increase March 1, 20219, and a final salary increase of 5% July 1, 2019. This option would require removing some of the responsibilities currently being performed, and those would fall back to the Chief and AC. The Chief recommended Option #1 as it would provide the position some flexibility, ex. adding Fire Marshal duties to the job description. Additional costs to the districts would be approximately \$2200 this fiscal year and another \$8,000 - \$12,000 (including the PERS increase) for next fiscal year.

Riley asked whether the adjustment could wait for the new fiscal year. Wooldridge explained that the Staff Captain has already been performing at the BC level since his arrival a year ago, and he also took on extra responsibilities in the training area during the last six months while Vonasek filled in as Interim Chief. This is probably long enough without appropriate compensation. And, even with the options presented, full adjustment wouldn't be completed until July 2020. And the Board asked when Captain Chapin last had a performance evaluation---answer: December 2018.

**Action:** Riley moved to approve Option 1 as presented by the Chief: This option reclasses the Staff Captain's position to a Battalion Chief with a 10% salary increase March 1, 2019, another salary increase of 8% July 1, 2019, and a final salary increase of 5% July 1, 2020. Richards seconded the motion and it passed 4-0 (Dunn was absent). The Board also asked to see a new job description for the Battalion Chief at the March Board meeting.

## VI. NEW BUSINESS:

**Consideration of Resolution No. 2019-03 (Recognizing and Appropriating Unanticipated LOSAP Forfeited Funds)** – The District recently received a check in the amount of \$1,108.32 from the OFDDA LOSAP Trust for forfeited LOSAP funds from the accounts of individuals who have left our District and were not vested in the LOSAP program at their time of leaving. We periodically receive these checks, and the District has a plan in place for equitable distribution of such funds---the funds are to be shared equitably with current TRFPD-LOSAP participants who were participating in the program at the time the forfeited funds accumulated. This resolution recognizes the unanticipated revenue and appropriates it accordingly.

**Action:** Meyer moved to approved Resolution No. 2019-03 as submitted, recognizing and appropriating the unanticipated revenue as follows:

<u>Fund</u>	<u>Revenue Account</u>	<u>Amount</u>
General Fund	1007 Miscellaneous Income	\$1,108.32

<u>Fund</u>	<u>Appropriation</u>	<u>Amount</u>
General Fund	3130 Volunteer Expenses	\$1,108.32

The motion was seconded by Strombeck and it passed 4-0 (Dunn was absent).

**Discussion of Potential Staff Vehicle Additions** – Wooldridge explained that, after visiting with staff and volunteers, the District has need for an additional staff vehicle; however, he proposed that purchasing 2 vehicles would be more beneficial to our needs and we could still stay within budget. Currently, we have only the Journey for staff/volunteer use, and it's wearing out. Reasons for two vehicles: 1) We have two (and soon to be three) staff members who are on the State Fire Marshal's management teams for conflagrations; these individuals must take a staff vehicle with them when they report for duty. If we don't have one available, they would have to take the brush rig. The Chief's experience with responding to many conflags is that over the period of two years we would probably recoup the cost of the two staff vehicles. 2) There are times when two or more staff members are traveling to meetings, trainings, conferences each day, and we must use our personal vehicles for business purposes. 3) The Journey does not accommodate multiple volunteers and all their turnouts/SCBA gear when traveling for training in other locations, nor does it allow for separation of contaminated gear from the passengers in the vehicle.

The current budget has \$50,000 appropriated for replacing the command vehicle (if we received partial grant money). The intent was that with purchase of a new one, we would use the old command rig as a staff vehicle. However, our current command vehicle does not need replacing at this time; it probably has another 5 years of good use. Instead, we could purchase two new or used staff vehicles. The Chief presented research regarding the costs of purchasing used vehicles vs. new vehicles (at State pricing) (see staff report in the full agenda packet for particulars). It was his recommendation to the Board that the command rig not be replaced at this time, but that we purchase two new staff vehicles instead—probably a ½ ton pickup and an Explorer. In addition to the \$50,000 appropriation in the Equipment Reserve Fund, there will be additional unspent Capital Outlay monies available in the General Fund for projects the District will not be executing this year. These funds could be used to outfit the new staff vehicles with emergency warning systems, decals, painting, radios, etc. As volunteer Dennis Weis has resigned, he turned in old B-72 to the District (he used it to report to incidents as our photographer). With the purchase of two new staff vehicles, both B-72 and the Journey would be surplus and that revenue would go into the Equipment Reserve Fund (probably about \$20,000).

**Action:** No formal action, but the Board directed the Chief to come back with three firm price quotes on two new staff vehicles. They also suggested that the total costs for both vehicles (including outfitting them with emergency warning systems, decals, radios, painting, etc.) not exceed

\$70,000. Of course, the Board would have to approve the purchase price by formal action at a Board meeting.

**Appointment of 2019-20 Budget Officer -**

**Action:** Meyer moved to appoint Chief Larry Wooldridge as the Budget Officer for the 2019-20 budget. The motion was seconded by Riley and passed 4-0 (Dunn was absent).

**Approval of 2019-20 Budget Timeline -**

**Action:** Richards moved to approve the 2019-20 budget timeline as presented. Meyer seconded the motion and it passed 4-0 (Dunn was absent).

Vice Chair Strombeck adjourned the meeting at 8:45 p.m.

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Minutes submitted by Karen Duckworth  
Office Administrator

APPROVED BY:

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Paul Strombeck, Vice Chair of the Board

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Date

Langent Rural Fire Protection District

2/28/2019 12:39 PM

Register: Umpqua Checking Account

From 02/27/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/27/2019		QuickBooks Payroll ...	-split-	Created by Pay...	13,902.63		43,159.33
02/28/2019	EFT	PERS	Payroll Liabilities	2553	6,288.44		36,870.89
02/28/2019	EFT	EFTPS	-split-	93-0585226	4,854.06		32,016.83
02/28/2019	EFT	Oregon Dept of Reve...	Payroll Liabilities	0294080-2	1,277.00		30,739.83
02/28/2019	13806	Burke, James D	-split-		368.62		30,371.21
02/28/2019	13807	Sonne, Steven W	-split-		460.77		29,910.44
02/28/2019	13808	SDIS	-split-		7,666.46		22,243.98
02/28/2019	13809	American Legion Pos...	3000 · Materials & Ser...	In Memory of ...	250.00		21,993.98
02/28/2019	13810	Battery XChange	3000 · Materials & Ser...	3 computer batt...	80.85		21,913.13
02/28/2019	13811	Comcast Business	3000 · Materials & Ser...	8778 10 602 03...	234.70		21,678.43
02/28/2019	13812	Complete Wireless S...	3000 · Materials & Ser...	Inv. 93667 - ra...	375.00		21,303.43
02/28/2019	13813	Daily Journal of Com...	3000 · Materials & Ser...	Acct. 1005483...	75.90		21,227.53
02/28/2019	13814	Department of Public...	3000 · Materials & Ser...	ARF72743 (fin...	200.00		21,027.53
02/28/2019	13815	Mackenzie	4000 · Capital Outlay	Seismic Project...	2,782.32		18,245.21
02/28/2019	13816	Mackenzie	4000 · Capital Outlay	Seismic Project...	1,305.00		16,940.21
02/28/2019	13817	N W Natural	3000 · Materials & Ser...	247388-2/2766...	291.75		16,648.46
02/28/2019	13818	Pacific Power	3000 · Materials & Ser...	16109101-001 7	769.02		15,879.44
02/28/2019	13819	Les Schwab Tires	-split-	Inv. 23008752...	1,249.59		14,629.85
02/28/2019	13820	Diego Ramirez	4000 · Capital Outlay:...	Boot Reimburs...	50.00		14,579.85
02/28/2019	13821	Standard Insurance	2000 · Personnel Servi...	004163470001 ...	229.41		14,350.44
02/28/2019	13822	TWGW, Inc. Napa A...	3000 · Materials & Ser...	31910 - #759200	24.38		14,326.06
02/28/2019	13823	Xfinity	3000 · Materials & Ser...	8778 10 602 01...	166.23		14,159.83
02/28/2019	13824	Cardmember Service	Umpqua Bank Credit C...	4798 5100 420...	1,529.72		12,630.11
02/28/2019	DD1173	Chapin, Charles A	-split-	Direct Deposit		X	12,630.11
02/28/2019	DD1174	Duckworth, Karen F	-split-	Direct Deposit		X	12,630.11
02/28/2019	DD1175	Vonasek, Cary M	-split-	Direct Deposit		X	12,630.11
02/28/2019	DD1176	Wooldridge, Larry W.	-split-	Direct Deposit		X	12,630.11

Tangent Rural Fire Protection District

2/15/2019 10:42 AM

Register: Umpqua Checking Account

From 02/15/2019 through 02/15/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
Jan. 02/15/2019	13794	A Stitchin' Time Inc	-split-	Inv. 15248- uni...	577.92		78,290.60
Jan. 02/15/2019	13795	ALSCO	3000 · Materials & Ser...	LEUG1869671...	259.45		78,031.15
Jan. 02/15/2019	13796	Bretthauer Oil Co	3000 · Materials & Ser...	Acct. 5361 CL...	499.64		77,531.51
Jan. 02/15/2019	13797	Chemeketa Communi...	3000 · Materials & Ser...	Inv. # S1027085	350.00		77,181.51
Jan. 02/15/2019	13798	Cruise Master Prisms...	-split-	Inv. 23613 - un...	180.11		77,001.40
Jan. 02/15/2019	13799	Dunn, John	-split-	SDAO Conf. St...	380.00		76,621.40
Jan. 02/15/2019	13800	Fire Rescue Equipme...	3000 · Materials & Ser...	Inv.1960--extri...	1,690.00		74,931.40
Jan. 02/15/2019	13801	SDIS	3000 · Materials & Ser...	Inv..34P52208-...	18,577.00		56,354.40
Jan. 02/15/2019	13802	Speer Hoyt LLC	3000 · Materials & Ser...	#502552- Seis...	486.50		55,867.90
Jan. 02/15/2019	13803	Tangent	3000 · Materials & Ser...	134-CP Parks/...	57.25		55,810.65
Jan. 02/15/2019	13804	U. S. Bank Equipme...	3000 · Materials & Ser...	Inv. 37664630...	174.31		55,636.34
02/15/2019	13805	Mobile Tech Fitness ...	4000 · Capital Outlay:...	Inv. 533-2 - fit...	150.00		55,486.34

# Chief's Report, March 2019

**Budget:** We have completed the first go through of the budget. Karen and I will attend a budget audit class the 20<sup>th</sup> of this month.

**Personnel:** I continue to meet and visit with volunteers as often as I can. We are progressing with training opportunities for our volunteers and morale seems to be up amongst all. We are developing plans to better capture the necessary steps that our firefighters need to follow in order to progress with certifications.

**Medic 71:** I have met with DC Romey and DC Sipe about moving the Medic 71 computer out of Chuck's office. I also solicited feedback from all Medic 71 crew members and have identified a few different potential areas for the computer. We are looking into putting the computer either in the Medic 71 crew area or in a room upstairs that could be identified for the crew if someone needed to stay the night also.

**Dispatch/IT:** I have been meeting and conversing with Micah to better understand our fees for service from LCSO. We are charged a fee based on the number of calls we are dispatched to each year. Last year our records show 401 calls, LCSO showed 435 calls for service. There is now a mechanism in place that will allow for proofing each month's calls to have a more accurate record and in the end a more accurate bill. Our records were (3) off when compared to theirs at the end of February; those have been accounted for and/or corrected on their end.

**Staff Vehicles:** Final numbers for the staff vehicles are all compiled. Jim Burke and I worked diligently to get the best prices and cut expenditures as much as we could. Both vehicles are Dodge products and come with a V-6 engine. The Ram 1500 comes in a Flame Red but the Durango is an Octane Red, which is an odd maroon color. I would recommend either Grey or Black to better blend in with our existing color scheme. The Ram 1500 comes with a spray in bedliner and we can add the bed slide at a later date. Both vehicles will have adequate emergency lighting and decals.

**Staff BC Position:** The job description is complete and ready for review. As I noted at the last board meeting, Chuck was working out of classification with many of his duties already, thus cleaning up the Staff Captain job description with some additions and clarifications were the main focus. I have removed the SRV program from the Asst. Chief position all together, as Chuck was already doing their day-to-day supervision and added it to the BC position. The BC will also coordinate the volunteer recruitment and retention program.

**Upcoming Events:**

- **March 9**                   **Awards Dinner**
- **March 20**               **Budget Audit Class**
- **April 15 – 17**       **OSFM IMT Conference**
- **April 30 – May 3**   **OFCA Conference**

Respectfully submitted,

Larry Wooldridge, Fire Chief

## TANGENT RURAL FIRE DISTRICT

### GOALS FOR CHIEF WOOLDRIDGE STARTING JANUARY 2, 2019

The Board of Directors for Tangent Fire has set the following goals for Chief Wooldridge to be accomplished, preferably, within the first three months, but no longer than six months from his start date.

#### 1. Initial Contacts:

- Schedule and meet with every staff member including all full-time staff and volunteers. These meetings should be one on one, using this time to get to know everyone and share your expectations with them. *Have currently met numerous times with staff and approximately 1/2 of the volunteers*
  - Make contact with our surrounding local fire department chiefs. Become an active part of the Linn/Benton Fire Defense Board. *Attended Fire Defense Board meeting, lunch with Sweet Home Chief, have lunch meeting with Albany and Lebanon Chief's hopefully in February. Met with Lebanon Chief and Div Chief working on M-71 direction. Went to Halsey FD and met with the Chief.*
  - Schedule and meet with Linn Co. Sheriff Jim Yon and tour Sheriff's Dept. to include 911 dispatch, Integrated CAD system. Discuss IT contract and general response to calls. *Working with Micah Smith to better understand the contracts and billing. Have a response call vetting process in place to better evaluate the calls we are billed for.*
  - Meet with Tangent Fire Support Team. *Met with 2 (unofficial spokes people) in January. Done*
  - Become familiar with LCSO deputies that patrol the Tangent area.
  - Be introduced at a Tangent City Council meeting to meet city leaders. *Meeting with Loel 2/6/19 to get city meeting schedule. Attending monthly city council meetings.*
2. Review all operational and administrative policies and familiarize yourself with our budget process. *Reviewing policy each week and beginning the budget process. Attended a budget training put on by Oregon Dept of Rev. Attending a budget audit class this month.*
3. Become familiar with the layout of our district and reach out to meet property owners where our water tanks are located. *Have explored the district and visited most water tank sights. Have started the duty officer rotation. Done*
4. Set up lines of communication with staff and volunteers to include verbal, text and email. *Text and email members throughout the month. Looking to establish an Officer 'Group Me' app to quickly communicate between the group.*
5. Join a local service club such as Rotary, Optimists, Lions, etc.



6. Be aware of the upcoming Awards Banquet (March 9, 2019), how it works, and the importance to our volunteers to be recognized for their service. **Working with Cary on Volunteer recognition awards. Will be done as of this board meeting.**
7. Come up with an innovative event that can be utilized to enhance the awareness of our service to our community and to enhance the relationship with the citizens of Tangent.
8. Think about what type of further education you could take to benefit you as Fire Chief. **Only 8 classes from finishing Bachelor's Degree, National Fire Academy classes.**
9. Meet with former Chief Scott Casebolt to understand the importance and processes of obtaining grants for our district.

# **Staff Battalion Chief's Report**

**February 2019**

**(For March 2019 Board Meeting)**

**Fire inspections have been continuing with business owners. Pre-fire plans have been continuing as well. I have been working with the city on our neighbors to the west of us for code compliance.**

**As well as helping with regular training, I also assisted with the Pumper Operator class held during the last part of February and first part of March. I also attended a four-day class (L-0049 ICS train the trainer).**

**The last two vehicles went through their annual inspections. One of them has been repaired and the other is being scheduled for repair.**

**We brought on one new volunteer who lives within Tangent. He comes with prior experience from Toledo Fire District and has a strong background in wildland.**

**And, I've been working on getting quotes for doors and exit signs for the main building.**

**Tangent Rural Fire District**  
Activity Report

Month of February 2019

Total Alarms 39

**SUPPRESSION ACTIVITIES**

*Fire Responses by Type:*

Structure Fire (smoke)	0
Flue Fire	0
Wildland Fire (conflag)	0
Field Fire (tree fire)	0
Vehicle Fire	0
Mutual Aid	2
Public Assist	0
False Alarm	5
Haz-Mat	1
Illegal Burn	1
Miscellaneous	2

Total No. of Fire Responses 11

*Estimated Value of Property*

Buildings & Contents	\$ 0
Vehicles & Contents	\$ 0
Other	\$ 0

*Estimated Loss of Property Involved in Fire:*

Buildings & Contents	\$ 0
Vehicles & Contents	\$ 0
Other	\$ 0

Total Man-Hours for Fire Responses:

53.3 Hours

**MEDICAL ACTIVITIES**

*Medical Responses by Type:*

Trauma	1
Respiratory Distress	1
General Medical	10
Cardiac	4
Burns	0
Poison/Drug	0
Public Assist	1
M.V.C.	5
False Alarm	3
Mental Evaluation	0
Mutual Aid	3

Total No. of Medical Responses 28

Total Man-Hours for Medical Responses:

44.7 Hours

	Fire	Medical	Total	YTD Total	YTD 2018
JAN	10	19	0	<b>29</b>	25
FEB	11	28	39	<b>68/+23</b>	45
MAR	0	0	0		78
APR	0	0	0		101
MAY	0	0	0		134
JUN	0	0	0		175
JUL	0	0	0		225
AUG	0	0	0		269
SEP	0	0	0		303
OCT	0	0	0		343
NOV	0	0	0		367
DEC	0	0	0		<b>401</b>

**OLD BUSINESS**

## **BOARD GRANT UPDATES**

3/13/2019

### **Seismic Rehabilitation**

Things are starting to move forward on the seismic grant. Last Friday (March 1) the Geotech company did their drilling for the soils analysis, and this Friday (March 8) the architects and engineers will be coming to the station for measurements so they can develop their drawings. The first two invoices came and have been paid and reimbursed through Business Oregon. There will be a learning curve with the required paperwork, but as we get more familiar with the process that will become easier.

**\*\*\*HOURS SPENT: 2.0**

### **AFG (Exhaust evacuation system)**

The equipment is scheduled to ship on March 14 and arrive on or about March 21. Foreman John Ponath will be here to accept the equipment and will be contacting us soon to schedule the installation.

**\*\*\*HOURS SPENT: 0**

I spent last week at the National Fire Academy evaluating grants, but due to a number of computer crashes and connectivity issues we were unable to complete all of the 9,000 grants. I will provide more detail at the meeting.

### **Generator**

I had a meeting with Holly at USDA, and after looking at the fire district boundaries she determined by Median Family Income statistics that our level of assistance would only be 15% We were hoping for the 35% level. At the February Board meeting, I reported that a portable generator would not be a good option, and that we could easily replace the current generator. After calling Oregon Office of Emergency Management regarding the SPIRE grant, I was told that a fixed generator was not on the approved list, only portable. So, with those two setbacks we are back to square one on the generator and will be discussing other funding options in the near future.

Respectfully submitted,  
Scott Casebolt, Grant Administrator

## 2019 Tangent Fire District

### New Staff Vehicle Price Comparisons

(State Pricing)

Dodge Durango SXT AWD Octane Red/Billet	\$25,442.21 (Tonkin)
Dodge Durango Pursuit AWD Redline 2	\$29,583.92 (Tonkin)
Ram 1500 Crewcab 4x4 Flame Red	\$27,064.32 (Tonkin)
Ram 1500 Crewcab 4x4 Flame Red	\$26,800.00 (Wilson)
Ford F-150 Supercrew 4x4 Race Red	\$28,200.30 (Gresham)
Ford F-150 Supercrew 4x4 Vermillion Red	\$29,461.00 (Gresham)
Chevrolet Equinox AWD Summit White	\$23,305.85 (Hubbard)
Chevrolet Silverado 1500 4x4 Red Hot	\$30,499.56 (Hubbard)

Decals – Van Dyke’s Signmakers	\$1300.00 each
Paint – Freebird Body & Paint	\$1000.00
Canopy – Truck Pros	\$2190.00
Bed Slide – Truck Pros	\$1419.00
Lighting/Wiring – Wireworks (PU)	\$7153.68
Lighting/Wiring – Wireworks (SUV)	\$6734.39
Lighting/Wiring – Sublet (Hughes)	\$9620.42 each
Radio’s – Complete Wireless	\$ 721.00 each

Dodge Durango – Billet (Tonkin)	\$25,442.21	Ram 1500 CC – Flame Red (Wilson)	\$26,800.00
Deacals – Van Dyke’s Signmaker	\$ 1,300.00	Decals – Van Dyke’s Signmaker	\$ 1,300.00
Lighting/Wiring – Wireworks	\$ 6,734.39	Lighting/Wiring – Wireworks	\$ 7,153.68
Radio – Complete Wireless	\$ 721.00	Radio – Complete Wireless	\$ 721.00
		Paint – Freebird Body & Paint	\$ 1,000.00
		Canopy – Truck Pros	\$ 2,190.00
DMV Fees	\$ 205.00	DMV Fees	\$ 205.00
	<hr/>		<hr/>
	\$34,402.60		\$39,369.68

Total \$73,772.28

# TANGENT RURAL FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

**POSITION TITLE:** STAFF BATTALION CHIEF  
**POSITION CLASSIFICATION:** Exempt, Full-Time, Salaried  
**SUPERVISOR:** Fire Chief

The **Staff Battalion Chief** is responsible for meeting the following requirements and performing the duties of said position. The Fire Chief is responsible for ensuring that the Staff Battalion Chief is in compliance through annual performance evaluations.

### **I. DUTIES:**

#### **A. Administrative:**

1. Assist in the operation of the Fire District in accordance with the policies and guidelines as prescribed by the Board of Directors.
2. Maintain a regular work schedule as the Fire Chief may direct and respond to after-hour emergencies as available in the District.
3. Maintain good working knowledge of State statutes that govern fire districts.
4. Carry out all duties and responsibilities assigned by the Fire Chief.
5. Assume the roles and responsibilities of the Assistant Chief/Training Officer in his/her absence.

#### **B. Prevention/Pub Ed:**

1. Perform Company Level Fire and Life Safety surveys of new and existing commercial and public buildings for compliance with fire safety codes.
2. Develop **and maintain** pre-fire plans.
3. Identify and recommend correction of common fire and life safety hazards and issue written evaluations.
4. Investigate and respond to inquiries and complaints; determine if a hazard exists and recommend appropriate action.
5. Coordinate the Juvenile Firesetter responses including interviews of juveniles involved in fire-related situations.
6. Stay current on all applicable codes, regulations, and new or alternate fire and life safety technologies related to company level inspections.
7. Develop and participate in public information and education programs and prepare pamphlets, brochures, and other informational and educational materials.
8. Maintain written and electronic records, reports, and other correspondence on all company level inspections and pre-fire plans.

#### **C. HR/Personnel:**

1. **Process applications for volunteer and SRV positions.**

2. Review SRV chore list regularly and modify to reflect current District activities.
3. Provide input to the Assistant Chief/Training Officer for SRV annual performance reviews.
3. Provide daily supervision of SRV's as needed.
4. Coordinate Volunteer Recruitment and Retention Program.

D. Budget:

1. Maintain and order office, building maintenance, and janitorial supplies.
2. Prepare an annual building and equipment maintenance budget, present the budget to the Fire Chief, and monitor expenditures throughout the year.
3. Purchase/maintain wildland equipment and PPE.

E. Communications:

1. Meet regularly with the Fire Chief to set goals.
2. Participate in weekly staff meetings.

F. Relationships:

1. Maintain healthy relationships with all members of the District.
2. Maintain collaborative relationships with peer agencies and other public safety entities to improve efficiencies.
3. Assist other agencies with hiring and promotional processes.
4. Mentor, advise, and support all members.
5. Maintain memberships in all relevant professional associations.
6. Develop working relations with City of Tangent administrative staff.

G. Training:

1. Assist with Tuesday night drills, Thursday make-up drills, and basic fire academies.
2. Assist with maintenance of training grounds and facilities.
3. Attend relevant conferences and training to keep current.
4. Assist with maintenance of department NWCG training standards.

H. Other:

1. Participate in the Duty Officer Program.
2. Supervise apparatus maintenance and repairs.
3. Maintain Address Marker Program.
4. Maintain annual inspection program for water tanks.
5. Provide routine maintenance and repairs for small equipment and SCBA's.
6. Maintain Commercial and Residential Knox Box Program

**II. MINIMUM QUALIFICATIONS FOR THE POSITION:**

- A. Minimum of five years of fire service experience.
- B. Minimum of two years of experience as a fire officer at the rank of Lieutenant or higher



- C. DPSST NFPA Firefighter II Certification
- D. DPSST NFPA Pumper Operator Certification
- E. State of Oregon Certification of EMT Basic or higher
- F. Valid Oregon Driver's License
- G. Ability to perform all the job functions of Firefighter
- H. General computer skills
- I. Demonstrated proficiency in oral and written English communication
- J. Live within 10-minutes' response time from the District's borders
- K. **Completion of Fire and Life Safety Awareness I & II**
- L. **Completion of Fire Department Company Inspector**

**III. PREFERRED QUALIFICATIONS FOR THE POSITION:**

- A. Class B Commercial Driver's License
- B. Associate or higher degree in a related field
- C. National Fire Academy Coursework
- C. Wildland Interface Firefighter
- D. Experience with computer programs (Word, Excel, Powerpoint, Publisher, etc.)
- E. Fire Officer I or Fireground Leader certification
- F. DPSST NFPA Mobile Water Supply certification
- G. DPSST NFPA Fire Instructor I certification
- H. DPSST NFPA Wildland Apparatus Operator certification
- I. **DPSST NFPA Fire Inspector I**
- J. **DPSST NFPA Juvenile Firesetter Intervention Specialist I**

**Remove**

**Added**

**Updated**

**TO:** TRFPD Board of Directors  
**FROM:** TRFPD Staff  
**SUBJECT:** 2019-20 BUDGET - STAFF SALARIES DISCUSSION  
**DATE:** March 13, 2019

The Board makes the decision for any COLA (Cost-of-Living Adjustment) for staff for the 2019-20 Proposed Budget. Following are various data for informational purposes.

1) Comparative Administrative Staff COLAs:

<u>Fire District/Department</u>	<u>2018-19 COLA</u>	<u>2019-20 Proposed COLA</u>
Albany Fire (Rachel)	2.5	2.5% min. (will follow union negot.)
Halsey-Shedd Fire (Sean J.)	3%	3%
Jefferson Fire (Tammy)	1.5%	Western Region CPI
Lebanon Fire (Gordon S.)	2%	3%
Philomath Fire (Lillee)	3%	3%
Scio Fire (Sheila)	2.2%	Western Region CPI (not over 4%)
Sweet Home Fire (Julie)	2.5	Will follow union negotiations
<b>TANGENT FIRE</b>	<b>3.0%</b>	<b>??</b>

2) Benefit Increases for 2019-20:

**PERS Contribution Rate** (directly from the PERS website): The PERS rate is set by the state legislature for the 2019-21 biennium. Our current 2017-19 biennium rate is 33.15% plus 6% pickup; the new rate for 2019-21 will be 37.66% plus 6% pickup.

**Health Insurance Increase:** Not finalized yet; estimate is 5.0% as the entire OFCA group will probably be going to a new carrier for a much cheaper rate.

3) CPI-W for 2018: See attached (CPI-Western Region = 3.1%); they are no longer calculating a Portland/Salem CPI.

4) Past COLAs Awarded to TRFPD Staff:

2018-19	3.0%
2017-18	2.6%
2016-17	2.0%
2015-16	2.0%
2014-15	1.5%

## Summary of PERS Employer Contribution Rates

Rates shown reflect the effect of side account rate offsets and retiree healthcare contributions,  
and exclude contributions to the IAP and debt service for pension obligation bonds.

Employer Number	Employer Name	Net Employer Contribution Rate 7/1/17 - 6/30/19			Net Employer Contribution Rate 7/1/19 - 6/30/21		
		Tier 1/ Payroll	Tier 2 Payroll	OPSRP General Service Payroll	OPSRP Police and Fire Payroll	Tier 1/ Payroll	Tier 2 Payroll
SLGRP (Default Tier 1/Tier 2 Rates)							
Special Districts							
2553	Tangent Rural Fire Protection District	41.76%	28.38%	33.15%	47.03%	33.03%	37.66%
2626	Tillamook Peoples Utility District	21.19%	13.80%	18.57%	24.99%	18.28%	22.91%
2864	Tri-City Water and Sanitary Authority	16.33%	12.02%	16.79%	20.87%	16.57%	21.20%
2660	Tualatin Valley Fire & Rescue	22.04%	10.48%	15.25%	27.75%	15.68%	20.31%
2587	Tualatin Valley Irrigation District	12.38%	8.07%	12.84%	19.78%	15.48%	20.11%
2842	Tualatin Valley Water District	17.78%	11.20%	15.97%	21.78%	15.65%	20.28%
2772	Umatilla County Soil & Water District	15.98%	8.15%	12.92%	18.10%	10.61%	15.24%
2732	Umatilla County Special Library District	17.08%	7.48%	12.25%	9.42%	0.59%	5.22%
2653	Umatilla Fire Department	23.96%	10.54%	15.31%	20.52%	13.03%	17.66%
2826	Wasco County Soil-Water Conservation District	13.50%	9.19%	13.96%	17.40%	13.10%	17.73%
2695	Washington County Consolidated Communications Agency	21.75%	14.74%	19.51%	25.28%	19.29%	23.92%
2540	West Extension Irrigation District	10.86%	6.55%	11.32%	16.74%	12.44%	17.07%
2867	West Multnomah Soil And Water Conservation District	20.06%	15.75%	20.52%	24.51%	20.21%	24.84%
2589	West Slope Water District	30.98%	21.38%	26.15%	33.41%	24.58%	29.21%
2606	West Valley Housing Authority	16.50%	11.56%	16.33%	19.87%	14.80%	19.43%
2754	Western Lane Ambulance District	19.68%	13.79%	18.56%	23.96%	18.33%	22.96%
2686	Weston Cemetery	8.94%	4.63%	9.40%	14.25%	6.76%	11.39%
2817	Wickiup Water District	21.72%	13.89%	18.66%	25.88%	18.39%	23.02%
2552	Winston-Dillard Fire District	36.86%	24.74%	29.51%	43.61%	31.32%	35.95%
2600	Winston-Dillard Water District	19.27%	12.87%	17.64%	23.44%	17.41%	22.04%
2676	Woodburn Fire District	31.93%	20.31%	25.08%	37.06%	24.82%	29.45%
2562	WyEast Fire District	29.69%	18.69%	23.46%	34.24%	22.53%	27.16%
2843	Yachats Rural Fire Protection District	25.64%	14.64%	19.41%	30.81%	19.10%	23.73%
2726	Yamhill Communications Agency	20.46%	13.87%	18.64%	24.06%	18.40%	23.03%
State							
1000	State Agencies	18.67%	10.78%	15.55%	22.24%	14.75%	19.38%

**In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.**

## Western Information Office

### Consumer Price Index, West Region — January 2019

**Area prices were up 0.2 percent over the past month, up 2.7 percent from a year ago**

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), edged up 0.2 percent in January, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) The January increase was influenced by higher prices for shelter and food. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 2.7 percent, the lowest year-over-year increase in the index since August 2017. (See [chart 1](#) and [table A.](#)) Energy prices advanced 1.7 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy advanced 2.9 percent over the year. (See [table 1.](#))

#### News Release Information

19-261-SAN  
Wednesday, February 13, 2019

#### Contacts

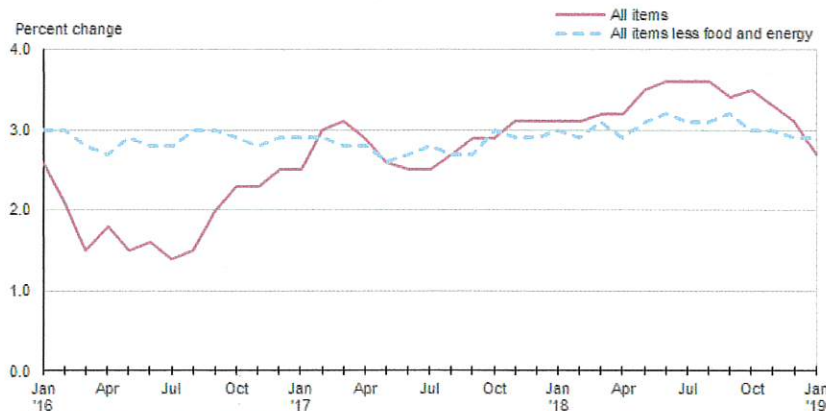
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#### PDF

 [PDF version](#)

Chart 1. Over-the-year percent change in CPI-U, West region, January 2016–January 2019



Source: U.S. Bureau of Labor Statistics.

#### Food

Food prices advanced 0.5 percent for the month of January. (See [table 1.](#)) Prices for food away from home rose 0.5 percent, and prices for food at home rose 0.4 percent for the same period.

Over the year, food prices increased 2.2 percent. Prices for food away from home advanced 3.5 percent since a year ago, and prices for food at home rose 1.0 percent.

#### Energy

The energy index declined 3.7 percent over the month. The decrease was mainly due to lower prices for gasoline (-6.0 percent). Prices for electricity decreased 0.4 percent, but prices for natural gas service increased 1.0 percent for the same period.

Energy prices advanced 1.7 percent over the year, largely due to higher prices for gasoline (2.3 percent). Prices paid for natural gas service rose 1.6 percent, and prices for electricity advanced 0.5 percent during the past year.

#### All items less food and energy

The index for all items less food and energy advanced 0.4 percent in January. Higher prices for apparel (1.4 percent), household furnishings and operations (0.9 percent), and shelter (0.5 percent) were partially offset by lower prices for education and communication (-0.2 percent).

Over the year, the index for all items less food and energy advanced 2.9 percent. Components contributing to the increase included shelter (4.2 percent) and other goods and services (3.2 percent). Partly offsetting the increases was a price decline in apparel (-1.4 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2015		2016		2017		2018		2019	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	-0.3	0.7	0.5	2.6	0.5	2.5	0.5	3.1	0.2	2.7
February	0.6	0.9	0.1	2.1	0.6	3.0	0.5	3.1		
March	0.8	1.1	0.2	1.5	0.3	3.1	0.4	3.2		
April	0.3	1.0	0.5	1.8	0.3	2.9	0.4	3.2		
May	0.8	1.2	0.5	1.5	0.2	2.6	0.5	3.5		
June	0.0	1.1	0.2	1.6	0.0	2.5	0.2	3.6		
July	0.3	1.3	0.1	1.4	0.1	2.5	0.1	3.6		
August	-0.1	1.3	0.0	1.5	0.2	2.7	0.2	3.6		
September	-0.2	1.0	0.3	2.0	0.5	2.9	0.3	3.4		
October	0.0	1.1	0.3	2.3	0.3	2.9	0.4	3.5		
November	-0.2	1.5	-0.2	2.3	0.0	3.1	-0.2	3.3		
December	-0.1	1.8	0.0	2.5	0.1	3.1	-0.2	3.1		

The February 2019 Consumer Price Index for the West Region is scheduled to be released on March 12, 2019.

### Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 29 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at [www.bls.gov/opub/hom/homch17\\_a.htm](http://www.bls.gov/opub/hom/homch17_a.htm).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

West (1982-84=100 unless otherwise noted)



TANGENT RURAL FIRE PROTECTION DISTRICT							
TOTAL MONTHLY COSTS FOR STAFF SALARIES/BENEFITS (2018-19 & 2019-20)							
							Total \$ & %
		Wooldridge	Vonasek	Chapin	Duckworth	Total Salary & Benefits \$	Monthly Increase for District
<b>2018-19 (Current)</b>							
Salaries		6,594	5,865	3,963	2,368	18,790	
Health Ins.		2,232	1,576	2,232	26	6,066	
PERS		2,582	2,296	1,552	-	6,429	
SS/Med		504	449	303	181	1,437	
<b>TOTAL</b>		<b>11,912</b>	<b>10,186</b>	<b>8,050</b>	<b>2,575</b>	<b>32,723</b>	<b>N/A</b>
<b>2019-20 (0% COLA)</b>							
		*	**	***	****		
Salaries		6,792	5,865	4,345	2,388	19,390	
Health Ins.		2,344	1,655	2,344	27	6,369	
PERS		2,965	2,561	1,897	-	7,423	
SS/Med		520	449	332	183	964	
<b>TOTAL</b>		<b>12,621</b>	<b>10,529</b>	<b>8,918</b>	<b>2,598</b>	<b>34,146</b>	<b>\$ 1,423</b>
							<b>4.35%</b>
<b>2019-20 (1% COLA)</b>							
Salaries		6,860	5,924	4,388	2,412	19,584	
Health Ins.		2,344	1,655	2,344	27	6,370	
PERS		2,995	2,586	1,916	-	7,497	
SS/Med		525	453	336	185	1,498	
<b>TOTAL</b>		<b>12,724</b>	<b>10,618</b>	<b>8,984</b>	<b>2,623</b>	<b>34,949</b>	<b>\$ 2,227</b>
							<b>6.80%</b>
<b>2019-20 (2% COLA)</b>							
Salaries		6,928	5,982	4,432	2,436	19,778	
Health Ins.		2,344	1,655	2,344	27	6,370	
PERS		3,025	2,612	1,935	-	7,572	
SS/Med		530	458	339	186	1,513	
<b>TOTAL</b>		<b>12,827</b>	<b>10,707</b>	<b>9,050</b>	<b>2,649</b>	<b>35,232</b>	<b>\$ 2,510</b>
							<b>7.67%</b>
<b>2019-20 (3% COLA)</b>							
Salaries		6,996	6,041	4,475	2,460	19,972	
Health Ins.		2,344	1,655	2,344	27	6,370	
PERS		3,054	2,637	1,954	-	7,646	
SS/Med		535	462	342	188	1,528	
<b>TOTAL</b>		<b>12,929</b>	<b>10,796</b>	<b>9,116</b>	<b>2,675</b>	<b>35,515</b>	<b>\$ 2,793</b>
							<b>8.53%</b>
<b>ASSUMPTIONS:</b>							
* Wooldridge will have a step increase on July 1, 2019.							
** Vonasek is at the top of the pay scale in the 10-year longevity column.							
*** Chapin will have an 8% pay equity increase July 1 and annual step increase March 1, 2020.							
****Duckworth's wages are based on .5FTE + 150 hrs./year. She is at the top of the salary scale, but will earn a 10-year longevity increase on March 1, 2020.							