

Tangent Rural Fire Protection District

Board of Directors Meeting

Minutes

August 13, 2025

Board of Directors:       Chris Meyer – President  
                                  Paul Strombeck – Vice President  
                                  Scott Richards – Secretary  
                                  John Dunn  
                                  Bruce Riley  
Staff:                          Chuck Chapin – Interim Fire Chief  
                                  Chris Hunt - BC  
                                  Denny Conrad – Office Administrator  
Volunteer Association:    Amanda Wray - President  
                                  John Pegg – Vice President  
Citizens:                     Volunteer – Bryce Walters

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I.     **CALL MEETING TO ORDER: President Meyer**

Meeting called to order at 7:00 p.m.

II.    **ELECTION OF BOARD OF DIRECTORS OFFICERS  
2025-26**

Riley motioned to nominate the existing officer for this to serve another year. Dunn seconded the motion. Upon vote, it passed unanimously.

III.   **CITIZENS COMMENTS:**

None

IV.   **APPROVAL OF:**

A.     Minutes- Board Meeting July 9, 2025

**Action:** Dunn moved to approve the July 9, 2025; minutes as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously.

## B. Financial Report- July 2025

Conrad explained the carryover was higher than projected and the interest collected for the month of July was over \$5,000. The 2025-26 budget General Fund interest was raised to \$25,000. We are off to a good start. The other items highlighted in the financial report; wildland equipment, janitorial supplies, and batteries are expenses that low in stock or waited for the new fiscal year budget.

**Action:** Riley moved to approve July 2025; financial reports as submitted. Dunn seconded the motion. Upon vote, it passed unanimously.

## V. STANDING REPORTS:

A. Volunteer Association- No report

B. Interim Fire Chief- Chapin

1. **Meetings Attended:**

- a) *Staff Meetings*
- b) *Amazon Business*
- c) *Fire Defense Board Meeting*
- d) *Tangent Together*

2. Vacation July 22<sup>nd</sup> through 27<sup>th</sup>

3. **Fire Prevention:**

- a) *16 fire inspections and re-inspections*
- b) *Girls Scout First Aid Training*
- c) *Code research on Tangent Business Park*
- d) *Attended Safety Day at Barenbrug, provided fire extinguisher training*

4. **Equipment:**

- a) *E71 was in for a check engine light, issue to be found with DEF float crystallizing.*
- b) *E72 back in the shop with pump/electrical issues.*

5. **Building:**

- a) *Working on getting quotes for the back parking lot for the asphalt repair. Have two of the three quotes. Have reached out to two other companies for quotes. Quotes are between \$8,000 and \$16,000. The differences are the base depth. Both have the matting that will help from sinking.*
- b) *Working on painting the new pumphouse. Warren building is being cleaned up.*

6. **Administration:**

- a) *Policies*
- b) *Physical Asset Management*
- c) *Solicitation of Funds*
- d) *Procurement Threshold*

7. Good of the Order:

a) *I will be out August 14<sup>th</sup> through August 18<sup>th</sup>. Hunt will take Duty Officer. May have to reach out to Albany to cover a few hours.*

C. Interim Division Chief – Hunt

1. Next Academy

- a) *Four new recruits will be starting September 2<sup>nd</sup>*
- b) *Recruits chose to train 3 days per week*
- c) *Reduces academy duration from 3 months down to 2 months*
- d) *We interview 10 or 11 candidates and chose four. Three women and one man.*

2. Training

- a) *Continuing to work with 8 people on driving and pumping skills. This is where we are lacking to most,*
- b) *2025 focus has been on new techniques for fire attack and searching for victims*

3. Wildland Refresher Training

- a) *Training went well.*
- b) *Halsey Shedd hosting a field fire training exercise – two fields sending people tomorrow for a field burning. Then another crew next week. We have a number of new volunteers that have not been on a field fire.*

4. **Certifications**

- a) *29 people that will have certs listed below.*
- b) *Making good progress on getting people their next certifications over the last couple months*

(1)	Firefighter I	4
(2)	Firefighter II	7
(3)	Hazardous Materials Operations	4
(4)	Wildland Firefighter 2	5
(5)	Driver	4
(6)	Fire Officer I	1
(7)	Fire Instructor I	3
(8)	Fire Instructor II	1

Board thanked division Chief Hunt for his dedications. Chief Hunt was appreciative Chief Chapin for the flexibility in his schedule.

## VI. Activity Report- Chapin

Total YTD calls are 226. This is an increase of 8 from 2024, decrease of 25 from 2023, and decrease of 1 from 2022 and down 3 calls from last month.

We had a couple MVCs. 1. Vehicle vs pedestrian, patient taken to Emanuel Hospital. 2. Motorcycle into the ditch and in ICU. One serious Medical call – It was a well fair check. Patient ended up in ICU. Several Field fires.

## VII. OLD BUSINESS:

### A. Policies-Chapin

#### 1. Policy 204 – Annual Planning Master Calendar

This is new Lexipol policy. We current follow this, but now it is in policy.

#### 2. Policy 205 – American with Disabilities Act (ADA) Compliance

This all Federal and required. This may require purchasing of some ADA items to be compliant; Phone with TDY. Riley suggested to research this before buying anything. There maybe some language about making reasonable demand to accommodate based on agency size. Also to add required training to comply with the policy on the training calendar. Or if it requires a coordinator, to make sure and appoint one.

This is one of the perks of having Lexipol, because they are making sure that we are following Federal law.

#### 3. Policy 206 – Liability Claims

Policy is the same as prior. The policy number changed.

**Action:** Riley moved to approve Policy 204 -Annual Planning Master Calendar, 205-American with Disabilities Act (ADA) Compliance, and 206 – Liability Claims as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously.

### B. Provident Line Duty Cancer Initial Diagnosis – Conrad

Discussion ensued to decide what amount of coverage for the cancer rider to be added to the insurance policy; \$25,000 or \$30,000. This is coverage for the volunteers, staff and board. This was not budgeted for in the 2025-26 budget as the information just came to the attention of the district with the insurance policy invoice with Provident. This is line item #2023. It would put this line item over, but we have extra funds in the personnel portion of the budget because we do not have an Assistant Chief and that was budgeted for the full fiscal year.

This is something as board, they can have in place to help our volunteers and staff.

**Action:** Riley moved to add the Provident Line of Duty Cancer Initial Diagnosis to \$25,000 coverage as submitted. Dunn seconded the motion. Upon vote, it passed unanimously.

### C. Open Position – Chapin

We budgeted for new position of Lieutenant. The options are to open internally only, or both, internally and externally. Pro and cons to both ways. Chief Hunt would like to move to part time December 31. Brining on a lieutenant to work with Chief Hunt to become training officer position.

We are still shorthanded. When Chief Chapin moved up to Asst. Chief the position of Fire Marshall was never back filled. Chief Chapin continues to cover these duties. Chief Hunt moved to fulltime training but never back filled his position. Chief Chapin has been working with D. Ramirez one-on-one to mentor him into the position of Fire Marshall. This is a new FTE that is in the current budget. We do have two qualified volunteers with certification for this position and one of those with experience. That The board is a strong advocate of promoting from within. Suggest opening the position internally and have a testing procedure and if not satisfied with the candidates to open it to the public.

Chapin is roughly looking at a start date of December, possibly soon if with an internal candidate. This would allow Chief Hunt to have time to train prior to his going to part-time.

Chapin asked if getting an outside person to oversee the process. Possibility, Jim Stearns, neighboring chiefs, or have SDAO help with the process. Chapin has not investigated any of these options yet. Chapin was waiting for board approval.

Discussion ensued. Board asked since we have not filled the position of the Fire Chief, would it be better to wait. The new chief may now want to go in that same direction this full-time position.

Chapin stated reality the workload is there, and we need to figure out what needs to be done.

The board agreed, they would like to see the position of the Fire Chief filled prior to moving forward with added additional personnel. The acknowledges with the call rotation, the district will lose volunteers and there is a need to get new volunteers in and get them trained and involved before we are extremely short handed. The Duty Officer staff is getting over worked. When asked how many hours Chapin worked in a week; he responded – with Chief Hunt being out on sick leave on his timecard, he worked 576 hours straight. This is why the need to get back to 3 Duty Officer staff is important. Chapin and Hunt have been working with D. Ramirez to that level of duties. He is close with the Fire Marshall duties, but still need work on the Duty Officer duties and making with command decisions.

The board agreed that the situation with all the extra hours needs to be solved as quickly and responsibly as possible.

Board decision was to table the opening of the new position until Fire Chief has been filled permanently. When the time comes not opposed to outsourcing to hire a person.

Chapin added the problem is accumulated past workload hat was not getting done and trying to complete that and stay up with current work is the struggle.

Riley added that is the challenge of being the chief, you must choose what is the most important that need to be done. The board understand that some thing will need to be on the back burner. Possible there is a retired fire person looking for a part-time/temporary job that could take some of the presser off.

#### D. UGT DE Update – Chapin

Email from Sarah Eagle of DEQ gives the update of status of closure is under review internally. She does not expect any obstacles, but if arise will notify Chapin.

### VIII. NEW BUSINESS:

#### A. Board Communication Information – Chapin

Received from the Oregon Ethics a reminder of OAR rules for Board communications.

Prohibited serial communications occur when the governing body, outside of a public meeting, uses serial electronic written communications (notes, email, texts), in-person communications or an intermediary to communicate among a quorum of the members of the governing body for the purpose of deliberation or deciding on any matter within the governing body's jurisdiction (i.e., a matter ofr which the governing body has the authority to make a decision or recommendation)

OAR 199-050-05(10) & OAR 199-050-0020

If the board need to decide on a pressing matter, Tangent RFPD will provide notice (2 days or 24 hours if emergency) and schedule a TEAMS meeting.

#### B. Open House – Chapin

Seeing increased from volunteer responses and volunteer activities. Great things!  
We are lacking In-district volunteers.

Having an Open-House, Q&A session to build interest in our community. There are 5 in district volunteers. One person does only their required 24 hours, one is on family leave, one cannot go interior, two that can go interior.

How can we get in city limits volunteers?

- Word of mouth, have the volunteers recruit people

- Reach out to local business – write a letter to the employers for volunteers

- Sewer bill

- Flyers recruiting fire truck with lights passing out.

- Newsletter

Social Media - Facebook, TikTok  
Look at APD Facebook – fun posts  
Harvest festival banner “We are recruiting”

### C. Logo/Flag – Chapin

The board received an anonymous letter regarding on new logo. The letter states Tangent RFPD is not following or respecting the United States Flag Code. Reaching out to the American Legion, the commander had no issue with the new logo. He gave us a handout which states that a portion of the U.S. Flag Code allows it. A portion of the flag can be used in patches; it needs to be respectful.

The board concluded that what we have on our patch is not the whole American Flag. It is the colors of the flag but not a whole flag. Oregon DMV on the Veterans' license plate has a shield with the colors of the flag. The Army and Coast Guard both have the colors of the flag in their logos in their shields and ours is also part of a shield. The board concluded this is not an issue, We are not disrespecting the U.S. Flag with our new logo.

## IX. GOOD OF THE ORDER:

### A. A thank you letter – Barenbrug

Sent crew for their fire prevention safety day. It was held in both Spanish and English for approximately 100 people.

### B. BBQ for the Board and Staff – August 23, 2025 – 4:00 p.m. at Riley's.

### C. Swearing-In for promoted officers – September 10, 2025 – 6:30 p.m. (Prior to the Board Meeting) if badges come in.

### D. Board Meeting- September 10, 2025, - 7:00 p.m.

### E. Board thanked Walters for stepping up and helping with Duty Officer duties.

### F. Pancake Breakfast – September 13, 2025 – 6:30 – 10:00 a.m.

### G. Tangent Harvest Festival – September 13, 2025

## X. Recess of Regular Board Meeting

President Meyer adjourned the regular session board meeting at 8:25.

XI. EXECUTIVE SESSION PER ODR 192.660(2)(a) – To consider the employment of a public officer, employee, staff member or individual agent.

XII. Return to the Regular Board Meeting

President Meyer called the regular board meeting back to order at 8:46.

XIII. ADJOURNMENT – Meyer

President Meyer adjourned the meeting at 8:46 p.m.

Minutes submitted by Denny Conrad

Office Administrator

APPROVED BY:



Paul Strombeck, Vice President – Board of Directors

9-10-2025

Date