

**Board of Directors
Regular Board Meeting
Minutes – March 11, 2020**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others Present: Volunteer Assn. V-P Dave Jakeman

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

I. **CITIZEN COMMENTS:** None.

II. **APPROVAL OF:**

Minutes – Regular Meeting, February 12, 2020

Action: Meyer moved to approve the minutes of the February 12 meeting as presented. It was seconded by Strombeck and approved unanimously (5-0).

Financial Report – February 2020

Duckworth announced that the LGIP interest rate had recently dropped from 2.25% to 2.0%.

Action: Riley moved to approve the February report as submitted; Richards seconded the motion and it was approved unanimously (5-0).

III. **STANDING REPORTS:**

Volunteers Association – No report.

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

- **Seismic Grant:** Work is in full swing. The North side of the station is being put back together and interior paint is done for that side of the building. TFD, Ausland and McKenzie continue to meet every Thursday to discuss the project. Currently having discussions with Ausland, Mackenzie and our attorney regarding some charges submitted by Ausland that our project engineer has refuted and our attorney says should be within Ausland's 6% markup. Hopefully, this will be resolved soon. We are also awaiting roof replacement bids; don't yet know whether the flat roof over the office part of the main station will have to be replaced. I have been added to their Procore site which has progression of the project on it. We have chosen an exterior paint color; the timing will now be weather dependent and the cost to TFD shouldn't be out of pocket. We are deep into the work on the

office side of the station and we look forward to when this is finished. Substantial completion of the project is June 4.

- **Medic 71:** As of tonight's meeting date, it has been confirmed that M-71 will no longer be housed at Tangent; instead, it will be pulled back into the Lebanon and Albany stations. We should have an exact date very soon.
- **Linn County:** We are still working on the illegal burn response throughout the county as a Fire Defense Board and hope to limit our exposure to neighborhood disputes. The state is looking to assist in building out the 'caniburn.org' site to be much larger.
- **California Conflagration:** All packets are through the OSFM audit and at OEM at this time. They will also audit them prior to forwarding them on to California. As they progress, the state will continue to update the Fire Chiefs. I am still hopeful we may see funds by May.
- **Surplus Vehicles:** I am working with John Deatherage at GovDeals to list the vehicles on their site. We are currently awaiting our turn to get set up on their site; we must complete a training session with them before we can use the site.
- **EF Recovery:** I am working with Jim Clark at EF Recovery to obtain the new mobile app for their billing process to install on the Duty Officer Phone. This will allow us to complete the EF Recovery process while on scene and reduce the lack of information needed and turn-around time for out-of-district billing. EF has been slow to respond as they are revamping their system. I have received a video webinar to begin training the officers on this. As of tonight's meeting, I just received the contract to go ahead with the mobile app.
- **Medical Director:** The plan is in motion for all departments west of I-5 to go under Dr. Woods from GSH Corvallis and those east of I-5 to fall under Dr. Sprague from LCH Lebanon.
- **Budget:** Staff has been working on budget for the 2020-21 fiscal year. We were able to get the preliminary numbers to an area we feel comfortable with. We will tighten the belt this year to fund the PERS issue at hand and, hopefully, pay off entire amount.
- **COVID-19:** First positive cases in Linn County have been reported. As the Linn Co. Fire Defense Bd. Chair, I am in direct conference calls with the OSFM office and have reporting duties for our area. The rules seem to change daily, and getting enough equipment (N-95 masks, test kits, PPE) is somewhat problematic. At this point, the criteria for getting a test are: over a certain age, fever, and respiratory issues. The tests are sent to a lab in Oregon, and it takes several days for results. Tangent Fire will begin to triage our EMS calls; and while more than one staff person will probably respond to calls (especially during daytime hours), only one staff person (the others would be volunteers) will enter the home of the patient. This is to protect our staff so that in case one staff member is exposed and has to be quarantined, the department can still operate.
- **Upcoming Events:**
 - **March 8** **Daylight Savings**
 - **March 14** **St. Patrick's Day**

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

- **Training:**
 - **TFD In-house Training:**
 - **Vehicle Extrication** – Multi-session, Winter of 2020

- **Regional:** Linn-Benton Fire Training Council.
 - As President of the Fire Training Council, I have been attending other regional meetings to share ideas and see how other local training associations operate their firefighter academies and facilitate regional training. A regional training academy is still being discussed. One of the issues was the liability insurance for instructors; but we have learned that because we operate through the LBCC Extended Learning arm of the college, our instructors are covered by their insurance.
 - Jan / March 2020 – NFPA Fire Instructor 1
 - March 2020 – Apparatus Operator
 - May 2020 – Hazardous Materials Responder
 - May 2020 – Emergency Services Instructor I
 - May 2020 – Wildland Firefighter
 - June 2020 – Emergency Services Instructor 2
- **State:** Winter 2020 fire school (February) - all classes are full at this time.
- **National Fire Academy:** Brice Walters attended the National Fire Academy and had an excellent experience.
- **Emergency Medical Services:**
 - A lot of concern and preventive state and countywide measures are being put into place to help counter the COVID-19 virus threat.
 - The procurement process to purchase extrication equipment is moving forward with a team of department firefighters and EMS personnel to make up the evaluation team. Expected purchase date of May 1, 2020.
- **Health and Safety –**
 - Beginning the review of our Respiratory Protection program and looking ahead by evaluating self-contained breathing apparatus, which needs to be replaced in the 21-22 fiscal year. I have begun reaching out to other departments (Albany FD, Lebanon FD) for their documentation about their SCBA selection process and findings. Our current self-contained breathing apparatus are getting older and experiencing more frequent and costly failures.
 - Reviewing PPE decontamination protocols of neighboring departments, looking for a plan that would work for Tangent FD. Reviewing procedural ideas for how they may apply to us and will present them to Chief Wooldridge in the next month or two.
 - **Safety Committee:** Safety Committee Meeting was held on March 3. They continue to monitor station safety despite the challenges of the seismic work currently taking place. The plan is still to continue to share any concerns with Chief Wooldridge, who will then pass them on to the Ausland Group during their weekly meetings.
- **District Website:** The website continues to gain momentum but has begun to level off a little. First three months, the average monthly visits to our homepage is 120 users.

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

- **Fire Inspections-** I have completed the SELMET fire inspection. After several hours of research, I have completed their fire inspection report and have submitted it to SELMET. They are to provide me with a game plan of how they are going to proceed with addressing the recommendations of the

report. They also have several DEQ violations but are allowed to operate as long as they are working on the deficiencies. Tangent Industrial Park Building 21 has been inspected and submitted to Judy Dunning. Two driveway site inspections have been completed. There are some discrepancies with the City and County Roads Departments on driveway access. I met with both City and County and gave copies of the Linn-Benton Fire Protection Standards to both entities. Met with NH-Hay on their fire sprinkler compliance testing.

A few of the departments are looking at getting together to review and update the Linn-Benton County Fire Protection standards.

- **Fire Prevention-** E-71 Knox key secure mother board was bad; replaced it with a newer model. Met with SELMET and offered help in CPR/First Aid and fire extinguisher training. The last two times we have attended school lunches, turnout has been very poor, with little involvement from school staff. Discussion with the Chief on if it continues; we may stop the program.
- **Vehicle Maintenance-** Engine-71 had the driver side window repaired so it can be rolled up and down. Tender 73 - check engine light came on; found out the EGR valve was bad. Had it replaced (\$4,000).
- **Building Maintenance-** Station air compressor has been fixed three times in the month of February. Due to all original parts still on the compressor, they have been going out within a short time of each other. I filled in twice for the Chief at the Seismic meetings.
- **Volunteers-** We have received 4 volunteer applications; Volunteer Assn. Pres. Walters will be arranging interviews for those still interested.

E-mails went out to two volunteers stating they have been placed on inactive status due to low drill attendance and call response. They must meet with Cary and put a training plan together prior to June 1 or be removed from our roster.

- **Resident Students Volunteers-** For the month of February, the students completed 6.5 hours of training in addition to regular training events. The training included a 4.5 hr. driving course, an hour of ropes and knots, and an hour of vertical ventilation. I have had planning meetings with each student on his/her goals, trainings, and upcoming college classes.

Activity Report – a total of 41 calls so far for 2020; very slow year. We have had very little fire activity.

IV. OLD BUSINESS:

Appointment of Three Budget Committee Members – Of the five citizen members on the TFRPD Budget Committee, three had terms expire on June 3, 2019. Two of those (Travis Boshart and Brian Becker) had previously agreed to serve another 3-year term. The third member (Stan Lathrom) chose not to serve another term which left a vacancy on the Committee. Board member Meyer shared that Laurie Henriksen, a fairly new member of the community and a hazelnut orchard owner, had indicated to him that she would be interested in this committee. Citizen members of this committee are not elected; they are appointed by the Board of Directors.

Action: Riley moved to appoint the following Tangent citizens to the TRFPD Budget Committee to serve 3-yr. terms ending June 30, 2022: Travis Boshart, Brian Becker, and Laurie Henriksen. The motion was seconded by Meyer and it passed unanimously (5-0).

Potential Staff Salary Adjustments for 2020-21 Budget – While salaries are part of the budget, only the Board (not the Budget Committee) has the authority to decide staff salaries. In preparation for the meeting, the Board had received comparative administrative COLAs for surrounding fire departments, a list of the COLAs that Tangent Fire staff had received over the past 6 years, and a table showing total potential costs (salary and benefits) for each staff member if given a 0%, 1%, 2%, or 3% COLA for the new budget year. Other information the Board considered: CPI-W for 2019 (2.8%) and health insurance increase (5%) for the coming year.

The Board felt it was important for our staff salaries to remain competitive with other districts our size, but they also thought it was their responsibility to the taxpayers to keep salary adjustments in line with the current CPI.

Action: Riley moved to award the four staff members a 2.8% COLA (cost-of-living adjustment) on the base salary for each position for the 2020-21 fiscal year. The motion was seconded by Meyer and it passed unanimously (5-0).

V. **NEW BUSINESS:**

Secretary of State Response Re: 2019 Audit – Every year, our audit report includes a finding that states, “The size of the District’s accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties.” As explained to us, this finding exists because our office administrator processes all our financials—payroll, AP/AR, bank reconciliations, and financial statements. Every small district our size receives this same finding as we do not have enough staff to segregate those duties nor can we afford to hire more staff. However, several years ago, our auditor outlined for us how we could mitigate this situation to the best of our ability by adhering to the following: Only Board members sign checks, only the Fire Chief makes deposits, the Fire chief must approve all reconciliations, the Board must approve all financial statements, and we must outsource our quarterly payroll reports and W-2s. We have been following this process since their recommendation.

As of this year, however, this finding and how our District will correct it must be submitted as a plan (approved by the Board) to the Secretary of State’s office. Therefore, the Board reviewed a Plan of Action drawn up by the staff, to answer this request and took the following action which will be submitted to the Secretary of State.

Action: Riley stated that the TRFPD Board of Directors is aware of this audit finding and moved to adopt the Plan of Action as presented, which consists of the Board’s continued diligent monitoring of the District’s financial activities as explained in the Plan. As of this time, there is no plan to hire additional staff due to funding constraints. The motion was seconded by Meyer and it passed unanimously (5-0).

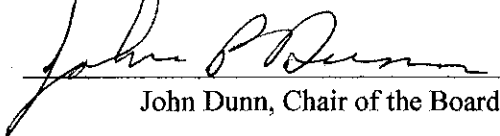
VI. GOOD OF THE ORDER:

Relay for Life – Board Member Meyer asked if the District would again provide a tent for the upcoming Relay for Life event and the Chief said yes.

Chair Dunn adjourned the meeting at 8:00 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

4-08-2020

Date