

Tangent Rural Fire District
Board of Directors Meeting
Minutes for November 8, 2023

Board Members Present:	Chris Meyer, Paul Strombeck, Scott Richards, John Dunn, Bruce Riley
Staff Present:	FC Griffin, ACI AFC Chapin, OA Conrad
Volunteer Association:	President Dan Taylor
Citizens:	Kori Sarrett, CPA – Accuity, LLC
Connected to Teams:	None

I. CALL MEETING TO ORDER: President Meyer

A. Meyer called the meeting to order at 7:01

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

A. Kori Sarrett presented the audit report. The findings were no noncompliance, no issues with the minimum standard, no journal entries and no over expenditures with a 1.1 million carry over for the year. Separation of duties with small of an office staff is always a deficiency. Sarrett reminded the Board, it is their responsibility to have oversight of the finances. Our contract with Accuity is through 2026.

III. CITIZEN COMMENTS: None

IV. APPROVAL OF:

A. Minutes – Regular Board Meeting – October 11, 2023

Action: Richards moved to approve the October 11, 2023 minutes as submitted. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

B. Financial Report – October 2023

Conrad stated she was unable to complete the full financial report. The issue was with PERS and Conrad’s account with PER being set up incorrectly. This gives the district a credit to the PERS account. She was waiting for a reply from the auditors how to document this. The question was answered tonight with Kori Sarrett being here. Conrad will complete the financials and email them to the Board tomorrow.

- a) *Building walk through of both Main building and Warren building.*

VI. ACTIVITY REPORT:

Total YTD calls are 369 as of the month of October. This is an increase of 5 from 2022, increase of 33 from 2021, increase of 95 from 2020 and up 16 calls from last month.

Volunteers are responding to calls. Starting a "After Midnight Club". When the volunteers respond to 10 calls after midnight, they will get a sweatshirt with the saying on the back – "Getting out of bed since 1958". The RVs and SRVs are making the late-night calls.

Chief talked with Sheet Metal Solutions if they would be willing to allow their employees to come to our daytime calls. There is a gap in out responses for these calls. They were willing to meet with their employees to see if interested.

VII. OLD BUSINESS:

A. OFDDA – Griffin

1. Social Media-
 - a) *Need to increase the line item for Facebook and Instagram*
 - b) *This would reach the demographics of potential volunteers*
 - c) *Contact - Isaac Hamilton from Clackamas Fire*
2. .gov email address
3. SAM - Grants
 - a) *Still working with Cheryl to insure all of the paperwork is correct.*
4. Seismic Gas Shut Offs
 - a) *NW Natural does not install, only private companies*
5. Volunteers & OSHA
 - a) *What to do if OSHA shows up*
6. Need list of "Entry Firefighters"
7. Dean Aithwaite – Local Pastor
 - a) *Reaching out for his assistance if needed*

OA Conrad presented material from a vendor at the conference for training towers. Fire Facilities Steel Fire Training Towers, owner Steven Harms. At this time at there are two 100 percent grants available for the mobile training structure. Details were given. Chief Griffin added these are very high maintenance and high fuel consumption to operate. DPSST has a something like this, which Griffin likes to use. He would rather another department own it and Tangent could use it. Our burn room is old and shows wear but is good enough.

B. Best Practices (WHA Insurance discount) – Griffin

1. Chapin completed the last check box.

2. All the policies are in place.

VIII. NEW BUSINESS:

A. Assistant Chief Status – Griffin

1. Chapin is doing good job.
2. Vonasek has announce his retirement
 - a) Party January 9, 2024 4:00 -7:00 p.m.
3. Posting position
 - a) Chief Griffin would like to make this a permeant position for Chapin
 - b) Reorganization of the department
 - Accommodate a change in the staff and new division of duties

Riley inquired based on the qualifications of the job description, is there anyone in the department that is also qualified? Adding that if no one in the department qualified, not posting the position is appropriate. For transparency purposes it may be good idea to post it. Chief Griffin replied, he would have to go through the certifications of the volunteers. He will research this with Special Districts and best practices.

Volunteers are happy with the training that Chris Hunt and Chapin are doing. Chief included in that. Heading in the right direction.

B. SCBA Replacement – Chapin

1. Budget is \$120,000 for SCBAs unfortunately inflation has increased the purchase price a lot. With in-depth conversations with the chief, they agreed to wait on the new command truck (budgeted \$65,000) and put the emphasis on the SCBAs. Our current command truck is functional and can wait to be replaced. (side note: the preferred chassis for the truck is not available at this time) These is life safety equipment. Our current equipment is out of date and parts are unavailable. Our masks are out of date and not sealing to people's faces.

2. Options

- a) Option #1 - \$135,225.80 – Budgeted was \$120,000
 - Gives us status quo. It replaces the equipment we have right now, 17 packs
 - No additional volunteers could be added
 - No spares
- b) Option #2 - \$173,636.80
 - Replaces what we have now, 17 packs
 - Additional 5 packs, 6 facepieces, and 2 cylinders
 - Allows us to outfit the apparatus

- Allows us to bring in more volunteers (5 new applicants now)

Chapin's recommendation is option #2. The packs are good for 15 years and these G1 packs have a 15-year warranty through MSA. It was clarified our last purchase were for only tanks (cylinders). This would be sufficient for our volunteer and bring on new volunteers in the near future.

Discussion if in the Equipment Reserve is both the SCBAs and the new command truck could be purchased. The conclusion was no. The Board agreed to move forward with purchasing Option 2. Chapin will order the Option package of SCBAs.

Future expenses – air compressor for the SCBAs and the generators. Both are working well but are 27 years old.

IX. GOOD OF THE ORDER

A. Holiday Dinner – Friday December 8, 2023 - 5:30 - 8:00 p.m.

B. Regular Board Meeting – December 13, 2023 - 7:00 p.m.

C. Retirement Party for Cary Vonasek – January 9, 2024 - 4:00 – 7:00 p.m.

Dunn suggested Tangent apply for the District of the Year next year at the OFDDA Conference. It will be in Sun River.

Dunn donated a \$250.00 Cascade Fire gift certificate won at the OFDDA Conference.

At the conference Gates Fire thanked the board for the tender that we donated to them.

X. RECESS OF MEETING:

A. President Meyer moved into Executive Session at 8:15 p.m.

XI. EXECUTIVE SESSION PER ORS 192.660(2)(I) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

A. President Meyer returned the meeting into regular session at 9:15 p.m.

XII. OPEN PUBLIC MEETING BUSINESS (if applicable):

A. Brief discussion ensued

Action: Dunn motioned to increase Chief Griffin to step 3 of the salary range based on the merits of his 1-year evaluation to take effect as of November 1, 2023.

Richards seconded the motion. Upon vote, it passed unanimously, (5-0).

XIII. ADJOURNMENT:


- A. President Meyer adjourned the meeting at 9:16 p.m.

Minutes submitted by Denny Conrad.

Office Administrator

APPROVED BY:


Chris Meyer, President - Board of Directors


Date