**Tangent Rural Fire District**

**Board of Directors Meeting**

**Minutes**

**February 8, 2023**

**Board Members Present:** John Dunn, Paul Strombeck, Chris Meyer, Bruce Riley

**Staff Present:** FC Griffin, BC Chapin, OA Conrad

**Volunteer Association:** Dan Taylor - President, Chris Hunt

**Citizens:** None

**Board Member Absent:** Scott Richards

**Staff Absent:** AC Vonasek

President Dunn called the meeting to order at 7:15 p.m.

No citizens connected by Zoom.

1. **CITIZEN COMMENTS: None**
2. **APPROVAL OF:**

**Minutes – Board Work Session – January 7, 2023**

**Action:** Meyermoved to approve January 7, 2023 minutes as submitted. Strombeckseconded the motion. Upon vote, it passed unanimously, (4-0).

 **Minutes – Board Meeting – January 11, 2023**

**Action:** Strombeckmoved to approve January 11, 2023 minutes as submitted. Riley seconded the motion. Upon vote, it passed unanimously, (4-0).

**Financial Report – January 2023**

Conrad reported in line item #2006 - Payroll Expenses is over budget and upon investigation when the summer employees were paid overtime it was set up incorrectly. QuickBooks put it in this line item, but it should be in #2032. Conrad has a call out to the auditors for the best way to correct this issue.

**Action:** Rileymoved to approve the December 2022 financial report as submitted. Meyer seconded the motion. Upon vote, it passed unanimously, (4-0).

1. **STANDING REPORTS:**

**Volunteer Association** – Taylor

Fallen Firefighter - The Volunteer Association and the Board of Directors will donate to the GoFundMe for the Scio RFPD firefighter.

The smoker is at Steel Fab getting a special painting job. Drawings were submitted and they also had some great ideas.

**Fire Chief** – Griffin

(The following is the Chief’s written report as well as added comments made at the meeting.)

 **Emergency Calls:**

MVC fatal, Hwy 99E

Warehouse fire, Tangent Drive

**Meetings:**

Director’s workshop TRFPD on 01-07-2023

Attended SDAO legislative day in Salem 01-13-2023.

Weekly staff meetings and Volunteer drills and officers meeting.

Chief Rodondi regarding shared prevention position on 01-18-2023.

ASA meeting at LCSO on 01-19-2023.

Hispanic Advisory Committee meeting on 01-31-2023.

Joint recruitment discussion with Albany Fire Department on 02-01-2023.

Tangent Together Committee is doing a silent auction. We have donated a fire truck ride.

**Correspondence:**

Completed and submitted the 2022 Census Report.

Completed monthly newsletter.

Exemption fuel report.

**Operations/Equipment:**

Insurance will cover the damage to U72 after sliding into ditch.

**Training:**

The five new recruits successfully completed the academy.

**Other:**

Starting my education/tutoring on LEXIPOL. I have a contact with the company as well as online tutorial assistance.

Chief Griffin thanked the Board, volunteer Association

**Assistant Chief/Training Officer** – Chief Griffin reported

(The following is the Assistant Chief’s written report as well as added comments made at the meeting.)

**FIRE & EMS TRAINING –**

**In-House –** In-House Firefighter 1 academy will be completing their HAZMAT Ops and NFPA Driver.

Chris Mills from Fire, Rescue Equipment, NW will be doing our Vehicle Technical Rescue class March 25 & 26 in Corvallis. Vehicle technical rescue is one of the areas Chief Griffin and the officers have identified as one of the areas that we want Tangent FD to excel at.

Miller Farms has donated an older, 2-story farmhouse on Fry Road for Live Fire training. The family has made sure the environmental/asbestos work has been completed and utilities are to be cleared from the structure. Possible burn date is April/May timeline

 **Regional –** No Report

  **State –** Winter Fire School Feb. 25th & 26th / Spring Fire School, April 15th & 16th

**OR-EMS –** Newport EMS Conference March 30 – April 2, 2023

**National –** The National Fire Academy is accepting applications for next year’s classes

**HEALTH & SAFETY –**

**Safety Committee –** Will met in January during the Volunteer’s meeting. Diego Ramirez will be the Chairperson for the Safety Committee. I asked that the safety committee to set a date this month to audit the station’s walkways, such as sidewalks and other areas where uneven grounds may create a trip hazard to those who are visiting our facility. A few slabs of concrete accessible to the public on a daily basis have shifted creating a potential hazard.

Safety committee has completed a safety audit in and around the main building and have identified some safety issues the potentially could impact the public walking around or near the station. These concerns are to be addressed in February’s Safety Mtg.

**EQUIPMENT UPDATE –**

**Equipment** – SCBA’s are completely compliant with the delivery of the remaining cylinders which were put into service this past week.

**Ice Machine –** Contacted Mike with Mike’s Appliance to come out and look at ice machine, (which isn’t currently cycling ice). Mike said the machine is in good shape. Has replaced the power module but is replacing the aftermarket power cord with a manufacture’s rated power cord. Has ordered part, waiting for him to come back out to replace cord.

**OTHER BUSINESS –**

 **COMMUNITY OUTREACH –**

**Tangent Fire District Website –** I’ve added emails to everyone’s listing on the website for the Board and Staff.

I also placed the calendar back on the site which got bumped from a server upgrade by Streamline, which until recently I wasn’t aware of. I believe there was some talk about placing bios online about the board and staff.

**Tangent Community Blood Drive & Food Drive –** Next Blood Drive is set for April 20th at the fire station.

Riley inquired about CPR class for Board of Directors, and spouses of directors and volunteers. Chief will contact Brice Walters to schedule a class soon.

**Staff Battalion Chief’s Report** – Chapin (The following is the BC’s written report as well as added comments made at the meeting.)

**Meetings Attended:**

* 3 staff meetings
* LBFM meeting
* APS/Axis Electrical meeting
* 3 security camera/quotes meetings
* LBCC Job Fair
* Vacation 12/27-30/2022

**Fire Inspections-** Completed two site plan reviews, currently working on three more. A few businesses our expanding or building new. Gave a quick driveway review for Tangent Industrial Park.

**Vehicle Maintenance-** All engines and brush rig have had it yearly PM’s/DOT/NFPA standard tests completed. E-73 had the instant chains repaired. E-72 had an intake port replaced, primer replaced, and exhaust leaks repaired. We are currently working on getting the Water Tenders completed. Now completed.

**Building/Ground Maintenance-** Warren building was inspected for upgrading electrical for the water softener. Currently working on buffing student RV rooms. I am currently working with LCSO and ATT FirstNet to get cell boosters in the station for our ATT wireless devices.

**Volunteers-** All 5 new volunteers have been fully on-boarded. We brought on new EMS only volunteer. Tylor Mockler is moving from volunteer to a student resident volunteer. Met with a potential volunteer today. Possibility of another OSP. One of the new recruits is going to Volunteer Resident and moving soon.

**Other –** Submitted the AFG Grant. Security camera quotes. May reach out to Board Member Riley for some guidance for the cameras. Conrad and Chapin have been accepted to National Fire Academy course in June for a budget management, a 10-day course. Chapin was also accepted to Incident Management with the State Fire Marshall Office.

**Activity Report:** Total YTD calls are 36 as of the end of January. This is a 1-call increase from 2022, 15-call increase from 2021, 13-call increase from 2020 and 1-call increase from last month.

1. **OLD BUSINESS:**
	1. **Fire & Safety Services Fee Schedule –** Chapin

SDAO sent a few other departments fee schedules. (Lebanon and Lake Chinook Fire and Rescue) Will be looking at them next week. SDAO suggested the legal to look it over before moving forward.

* 1. **SCBA update –** Griffin

See Asst. Chief’s report

* 1. **Ice Machine –** Griffin

 See Chief’s report

* 1. **Part-time Prevention Position/Grant** – Griffin

Requesting authorization from the Board to hire for March 1, 2023.

Job description was provided for Board to review for approval.

Discussion ensued.

This is a fulltime position which will be shared with Lebanon Fire. The wage is $55,000 plus 85% for benefits; total $101,750. We will bill Lebanon monthly. Chapin will be the supervisor. With the new Fire & Safety fee schedule Chapin is completing this position will bring in revenue for the district. Our budget can withstand this FTE for this fiscal year. We should be hearing if we are awarded for the Fire Capacity Grant which is a three-year grant for 3 FTE. It is funded as a 90%-10% the first year, 75%-25% the second year and 50%-50% the third year. ITA is ready to be signed by Lebanon Chief Rondoni. The level of commitment from Lebanon is a concern. Chief will contact Chief Rondoni about either a 3 to 5 years or leave as a one-year contract.

A two-week cycle for reinspection, he will be here every other week. This position will benefit our department. This position would be able to provide services that we do not have time to offer now; public fire education.

**Action:** Rileymoved to approve the job description of the Fire and Life Safety Inspector as submitted for an FTE based on the understanding this position will be reevaluated in 12 months along with the understanding entering into a MOU with Lebanon Fire shares splits the position 50 percent with both pay (wages & benefits) and hours and with the FTE of wages and benefits not to exceed $102,000. Meyer seconded the motion. Upon vote, it passed unanimously, (4-0).

1. **NEW BUSINESS:**
2. **Review of Policies 100, 101, & 102** – Griffin

Copy of marked-up policies were provided for review.

Policies were reviewed and discussed.

**Action:** Rileymoved to approve the Policies 100 and 101 as submitted. Meyer seconded the motion. Upon vote, it passed unanimously, (4-0).

1. **Flagpole** – Griffin

Chief has not followed up with Scott Richards yet.

1. **Senate Bill 728** - Dunn

Copy of Bill 728 was provided.

Dunn testified at the Senate hearing. Fire Chief Assoc. concerns volunteers recruiting and retention and agree this would be an asset to the volunteers. 8700 volunteers in the state. This bill would give volunteers a credit on State taxes.

Attended a Council meeting for the State of Oregon. Risk assessment for Wildland fires.

Five other bills regarding pipelines within 500 feet must notify residents if there is an incident.

Three bills were introduced.

Reorganization of the Fire Marshall’s office.

**GOOD OF THE ORDER:**

1. **SDAO 2023 Conference – February 9-12, 2023 – Sunriver, Oregon**
2. **Board Meeting – March 8, 2023 – 7:00 p.m.**
	1. **Continuing Review of Policies 200, 202, 203 & 204**
3. **Awards Banquet – April 1, 2023**

President Dunn adjourned the meeting at 9:14 p.m.

Minutes submitted by Denny Conrad.

Office Administrator

APPROVED BY:

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John Dunn, President - Board of Directors Date