

TANGENT RURAL FIRE PROTECTION DISTRICT
Board of Directors Meeting
August 14, 2019 – 7:00 p.m.
AGENDA

SWEAR-IN CEREMONY FOR BOARD MEMBERS RILEY AND STROMBECK – 6:30 PM

- I. CALL MEETING TO ORDER:** Chair Dunn.

- II. CITIZEN COMMENTS:**

- III. PRESENTATION: 90-Minute SDIS Board Practices Assessment – Conducted by SDIS.**

- IV. APPROVAL OF:**
 - A. Minutes - Regular Board Meeting – July 10, 2019.**
 - B. Financial Report – July 2019.**

- IV. STANDING REPORTS:**
 - A. Volunteers Association - Walters.**
 - B. Fire Chief –Wooldridge.**
 - C. AC/Training Officer – Vonasek.**
 - D. Staff Battalion Chief - Chapin.**
 - E. Activity Report (July) – Vonasek.**

- V. OLD BUSINESS:**
 - A. Grant Updates — Wooldridge.**
 - 1. Board Reapproval of Asbestos Check Contract (new contractor) for Seismic Grant.**

- VI. NEW BUSINESS:**
 - A. POSSIBLE Consideration of Resolution No. 2019-11 (Contingency Transfer to Capital Outlay for Koos Water Tank Replacement) – This is just a placeholder for the agenda at this time—no resolution included with agenda as the Koos deal has not been finalized yet.**

- VII. GOOD OF THE ORDER:** Next Regular Board Mtg. – September 11, 2019

- VIII. ADJOURNMENT.**

MINUTES/FINANCIAL/STANDING REPORTS

**Board of Directors
Regular Board Meeting
Minutes – July 10, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others: Volunteer Assn. Pres. Walters, Volunteer Eric Johnson

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

I. **CITIZEN COMMENTS:** None.

II. **APPROVAL OF:**

Minutes – Regular Meeting, June 12, 2019.

Action: Meyer moved to approve the minutes of the meeting as presented. It was seconded by Richards and, upon vote, passed 5-0.

Financial Report – June 2019 – Staff reported that we will have a healthy beginning General Fund cash balance for 2019-20; however, if the Board approves the supplemental budget tonight, that cash carryover will be reduced by \$40,000 to accommodate purchase of a 2019 Dodge Ram pickup (which was budgeted in 2018-19 but not received until 2019-20). When questioned why the training budget was so underspent, the response was that there were not as many volunteers applying for outside classes this past year, and we did a lot of our regular trainings with in-house staff. Also, the training budget has been reduced for 2019-20 for this very reason. Then Riley suggested that possibly some of the excess could be used to pay off our 5-yr. debt earlier than planned; however, the Chief said our loan interest rate is very low (2.87%), and he would rather have the cash for unexpected incidents than pay the loan down. Also, our LGIP account is paying 2.75% interest on all our money except the checking account; and having a good cash balance is important to allow us to pay our bills until property taxes are received in November.

Action: Riley moved to approve the financial report as submitted. It was seconded by Strombeck and passed unanimously (5-0).

III. **STANDING REPORTS:**

Volunteers Association – Pres. Walters introduced and welcomed new volunteer Eric Johnson who comes to us with volunteer firefighter experience from the Yakima, Washington, area.

Walters stated that the annual pancake breakfast would be October 5 providing the station seismic rehab project does not prohibit use of the bay and kitchen at that time. It will be offered in conjunction with the Albany Fire scavenger hunt, and Tangent Fire will be a stop on that route (we will provide fire engine rides).

The Assn. agreed at their last meeting that all proceeds from the breakfast this year would be donated to the local Fish of Albany charity who assists with clothing, transportation, medicine, food and shelter for those in need. The Board thought this was a great idea and asked that staff prepare a press release so that our community is aware of yet another way in which our volunteer firefighters give back to our local citizens.

The President also shared that the Association hasn't been very active lately, so they are talking about some other possible events they could sponsor during the year. Chair Dunn suggested they become involved with the National Night Out on August 6—more help is needed and it would provide another way to become involved with the community.

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

- **Medic 71:** New Medic unit arrival has been updated to a potential September/early October arrival. We are still looking into participating in getting the top painted black to match our apparatus.
- **TFD Officers:** I am looking into our leadership team and their involvement. We will be discussing involvement during drills, drill attendance and night responses. I have received call and drill attendance for the past 18 months and plan to address some deficiencies that have become apparent.
- **Volunteers:** We have a strong number of volunteers at TFD, but we have a general lack of response from more than 50% of those. I am putting together a work group made up of our staff and 2 volunteers and we will be looking into creating a clear expectation of what I expect from our volunteers in both call response and drill attendance.
- **Staff Vehicles:** Durango is completed. Ram Pickup will be picked up tomorrow, July 11.
- **Station Upgrades:** The paving work at the station started today and they finished today (July 10). They did a great job, and the space is much needed for parking and for storage behind the Warren building.
- **Relay for Life:** We provided our pop-up canopy to the event and had an engine crew there for a few hours. Crew members walked a few laps, some in full turnout gear in support of the event.
- **Fire Reports:** Staff will begin inputting fire reports for NFIRS. Karen has been doing them but struggles to get all the information from responders needed to complete these reports. This will be a change in how things have been done in the past, but with a working knowledge of fire we should be able to complete the reports with less hassle moving forward. This has made Karen happy!
- **Use of TRFPD Forklift:** As Hughes Fire is contracting for maintenance services with Albany Fire out of Station 13, they asked if they could use our forklift when needed if they paid for its annual maintenance. The Board agreed they would rather not do this—if it were a Memo of Understanding w/Albany Fire for their use, that's one thing, but the forklift is public property and should not be loaned to a private, for-profit company.
- **Monthly Newsletter:** This will begin again very soon, and the staff is conversing about how they could make a quarterly newsletter available to the community.
- **Upcoming Events:**
 - **July 28** **Department BBQ (food, bounce house, porta tank for kids)**
 - **July 30** **5th Tuesday drill potluck**
 - **August 6** **Neighborhood Watch Night Out**

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

- **Training** –
 - **TFD In-house Training:**
 - **Vehicle Extrication** – Fall, 2019
 - **Wildland Firefighter, Refresher** – Chris and Chuck have us ready for the summer fire season.
 - **DPSST** –DPSST to bring in state training props for vehicle fires, flammable liquids and gas, and ventilation. Fall of 2019.
 - **Portland Western Railroad** – Response to Diesel Locomotives. Fall 2019.
 - **Regional:** Quiet for the fire season
 - **State:** Fall 2019 and Winter 2020 fire schools has been announced and are open for enrollment.
 - **National Fire Academy:** A few individuals have expressed interest in attending the National Fire Academy, with a few applications submitted requesting admission into Winter and Spring 2021 classes.
- **Health and Safety** – Staff will be completing a self-risk assessment of all Tangent Fire's operations—administrative as well as operational. It is not a requirement, but SDIS supports it, and it is good from the standpoint that it lets us know where we need to improve. Riley asked if there was some type of state or national accreditation for Fire (as there is for police) if we comply with or meet certain standards. Wooldridge and Vonasek said they weren't aware of any organization that did this for fire.
- **Safety Committee** - Safety Committee Meeting will be held later in July.
- **Emergency Medical Services** – Nothing to report.

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

- Fire inspections and pre-plans are ongoing. I completed several site plan reviews for businesses, some new buildings and some remodels. Attended a couple of inspections with the county building officials for final checks on sprinkler systems.
- I continued to help with volunteer drive time. Along with regular drills, we held a Thursday night session for some volunteers to get firefighter 1 taskbook checkoffs.
- We attended the June school birthday lunch at Tangent Elementary. We attended the school field day and sprayed the kids with water to keep them cool. Volunteers and staff walked around and played with the kids.
- Nutrien reached out for a grease fire demo for their staff. We provided an engine crew for standby and provided personnel to complete the demo. After the demo, we had a small little Q&A session.
- We facilitated a couple of days for a high-school student ride along in June.

Activity Report – 32 incidents in May for a total of 184 for the year--- 9 more than last year at this time.

IV. OLD BUSINESS:

Grant Updates – The Chief reported that we are currently in negotiations with Ausland and Mackenzie about the grant costs. The figures are about \$80,000 over the authorized grant, but we are working with both companies to cut costs. The main area where we could save significant money is elimination of the proposed folding bay doors (at \$40,000 per door) and install roll-up doors instead. Wooldridge has visited with Harrisburg Fire who recently installed the folding doors, and they reported that they were not very enamored with them.

Of immediate need to move the project forward is the required asbestos check. We will be doing this through GeoEngineers (same company that did our soil test) at a cost of \$9,950. The contract has been drawn up by our attorney and is just waiting approval by the Board and signatures.

Action: Meyer moved to approve GeoEngineers as the company who will perform the required asbestos test for our Seismic Grant at a cost of \$9,950 and designated the Chief to sign the attorney-approved contract with them. The motion was seconded by Riley and it passed unanimously (5-0).

Also, Casebolt is in the process of getting BOLI wages established for the project. August 2 will be the next on-site meeting with Mackenzie, Ausland, and Tangent Fire to continue discussion on project costs and timeline. If we have any additional costs above the approved grant, they would be with LED lighting. It may be that the grant would only pay for upgraded lighting and not LED throughout the station. As we were wanting to change over to LED lighting for the entire station, this might be a good time to do this as the grant would probably pick up some of the costs.

Personnel Policy Revisions –

Work Hours (currently Policy 1007) – The revisions to this policy were necessary because of the promotion of the Staff Captain to a Staff Battalion Chief position. As the Battalion Chief position is an “exempt” position, this eliminated the need for the policy section on “non-exempt, salaried full-time firefighter.”

Conflagrations (currently Policy 427) – The revisions to this policy revolved around conflag remuneration to our staff and volunteers who participate in conflags. The revised policy now states that staff employees who report for conflags will continue to receive their regular paychecks throughout the conflag until such time as the District is reimbursed for the conflag, and then those employees will receive any extra pay they are due (such as overtime wages). However, volunteers who report for conflags will receive their full conflag earnings from the District within 25 working days following return from the conflag.

Action: Riley moved to accept the revisions to the “Work Hours” and “Conflagrations” policies as submitted. The motion was seconded by Meyer and it passed unanimously (5-0).

V. NEW BUSINESS:

Consideration of Resolution No. 2019-09 (Continuing an Equipment Reserve Fund) – Our Reserve Funds need to be revisited by the Board every 10 years to assess continuing need for them. The Equipment Reserve Fund is due for renewal in 2020, so it is coming before the Board tonight for that discussion. The Board agreed that there is continued need for this fund.

Action: Meyer moved for approval of Resolution No. 2019-09 (Continuing an Equipment Reserve Fund). Richards seconded the motion and it passed unanimously (5-0).

Consideration of Resolution No. 2019-10 (2019-20 FY Supplemental Budget Increasing Appropriations to the General Fund) – The reason for this supplemental budget is that the 2019 Dodge Ram pickup we ordered during the 2018-19 budget year did not arrive by the end of that fiscal year; therefore, funds that had been budgeted for such purchase carried over as cash. The pickup was received in July of 2019 (the beginning of 2019-20 budget year), so it is now necessary to use some of the cash carryover balance in the GF to pay for the pickup and accessories (lighting, siren, canopy, decals, etc.) As this new appropriation is less than 10% of the GF budgeted appropriations, no public hearing is necessary, and the supplemental budget did not have to be published. However, a public notice was published in the Albany Democrat-Herald (at least 5 days prior to the July 10 meeting) announcing that a supplemental budget would be part of the agenda.

Action: Meyer moved to approve Resolution No. 2019-10 (Supplemental Budget Increasing Appropriations to the General Fund by \$40,000) as submitted. Richards seconded the motion and it passed unanimously (5-0).

VI. GOOD OF THE ORDER:

Riley Appointment to DPSST Committee – Riley announced that Eriks Gabliks from DPSST called him to ask if he would serve on a committee for fire training revocations and discipline issues, and Riley agreed.

Chair Dunn adjourned the meeting at 8:15 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:

John Dunn, Chair of the Board

Date

Tangent Rural Fire Protection District

7/31/2019 10:38 AM

Register: Umpqua Checking Account

From 07/29/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

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07/31/2019	EFT	PERS	Payroll Liabilities	2553	7,616.81			36,684.46
07/31/2019	EFT	EFTPS	-split-	93-0585226	5,526.58			31,157.88
07/31/2019	EFT	Oregon Dept of Reve...	Payroll Liabilities	0294080-2	1,422.00			29,735.88
07/31/2019	14079	Burke, James D	-split-		368.62			29,367.26
07/31/2019	14080	Ramirez, Diego E.	-split-		537.08			28,830.18
07/31/2019	14081	Sonne, Steven W	-split-		230.38			28,599.80
07/31/2019	14082	Department of Justice	Payroll Liabilities	410000000156...	230.39			28,369.41
07/31/2019	14083	SDIS	-split-	Staff Health Ins...	8,030.06			20,339.35
07/31/2019	14084	Mackenzie	4000 · Capital Outlay	Seismic Project...	3,560.76			16,778.59
07/31/2019	14085	Mackenzie	4000 · Capital Outlay	Seismic Project...	959.72			15,818.87
07/31/2019	14086	Cardmember Service	Umpqua Bank Credit C...	4798 5100 420...	3,129.29			12,689.58
07/31/2019	14087	Accuity, LLC	3000 · Materials & Ser...	Inv. 5976 - 201...	4,000.00			8,689.58
07/31/2019	14088	Annas Consultants Inc.	3000 · Materials & Ser...	#2564 - Breathi...	842.91			7,846.67
07/31/2019	14089	Batteries Plus	3000 · Materials & Ser...	Inv. P1671865...	224.97			7,621.70
07/31/2019	14090	Comcast Business	3000 · Materials & Ser...	8778 10 602 03...	235.16			7,386.54
07/31/2019	14091	FlashAlert Newswire	3000 · Materials & Ser...	Inv. 11537 An...	164.00			7,222.54
07/31/2019	14092	Freebird Inc. Body &...	4000 · Capital Outlay	#26121 - paint ...	1,198.60			6,023.94
07/31/2019	14093	Hunt, Chris	3000 · Materials & Ser...	Reimb. for wil...	24.48			5,999.46
07/31/2019	14094	Hughes Fire Equipm...	3000 · Materials & Ser...	Cust. 22355 / I...	156.98			5,842.48
07/31/2019	14095	McUne PC	3000 · Materials & Ser...	2019-20 Medic...	1,500.00			4,342.48
07/31/2019	14096	N W Natural	3000 · Materials & Ser...	247388-2/2766...	131.30			4,211.18
07/31/2019	14097	Pacific Power	3000 · Materials & Ser...	16109101-001 7	667.31			3,543.87
07/31/2019	14098	Pacific Office Autom...	3000 · Materials & Ser...	Inv. 169444 co...	145.20			3,398.67
07/31/2019	14099	Staples Credit Plan	3000 · Materials & Ser...	603551782038...	195.40			3,203.27
07/31/2019	14100	Stutzman Services Inc	3000 · Materials & Ser...	#48374071619 ...	245.00			2,958.27
07/31/2019	14101	Target Solutions	3000 · Materials & Ser...	Inv. 31049- an...	3,559.00			-600.73
07/31/2019	14102	Loel Trulove	3000 · Materials & Ser...	Food for volunt...	52.20			-652.93
07/31/2019	14103	TWGW, Inc. Napa A...	3000 · Materials & Ser...	31910/#712-79...	6.49			-659.42
07/31/2019	14104	Verizon	3000 · Materials & Ser...	270852664-1/9...	77.10			-736.52
07/31/2019	14105	WHA Insurance Age...	2000 · Personnel Servi...	2019-20 Annua...	582.00			-1,318.52
07/31/2019	14106	Xfinity	3000 · Materials & Ser...	8778 10 602 01...	166.24			-1,484.76
07/31/2019	DD1199	Chapin, Charles A	-split-	Direct Deposit		X		-1,484.76
07/31/2019	DD1200	Duckworth, Karen F	-split-	Direct Deposit		X		-1,484.76
07/31/2019	DD1201	Vonasek, Cary M	-split-	Direct Deposit		X		-1,484.76
07/31/2019	DD1202	Wooldridge, Larry W.	-split-	Direct Deposit		X		-1,484.76
07/31/2019			LGIP	Funds Transfer			20,000.00	18,515.24

Tangent Rural Fire Protection District

7/31/2019 11:02 AM

Register: Umpqua Checking Account

From 07/31/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2019	EFT	PERS	Payroll Liabilities	2553	7,616.81			36,684.46
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07/31/2019	14085	Mackenzie	4000 · Capital Outlay	Seismic Project...	959.72			15,818.87
07/31/2019	14086	Cardmember Service	Umpqua Bank Credit C...	4798 5100 420...	3,129.29			12,689.58
07/31/2019	14087	Accuity, LLC	3000 · Materials & Ser...	Inv. 5976 - 201...	4,000.00			8,689.58
07/31/2019	14088	Annas Consultants Inc.	3000 · Materials & Ser...	#2564 - Breathi...	842.91			7,846.67
07/31/2019	14089	Batteries Plus	3000 · Materials & Ser...	Inv. P1671865...	224.97			7,621.70
07/31/2019	14090	Comcast Business	3000 · Materials & Ser...	8778 10 602 03...	235.16			7,386.54
07/31/2019	14091	FlashAlert Newswire	3000 · Materials & Ser...	Inv. 11537 An...	164.00			7,222.54
07/31/2019	14092	Freebird Inc. Body &...	4000 · Capital Outlay	#26121 - paint ...	1,198.60			6,023.94
07/31/2019	14093	Hunt, Chris	3000 · Materials & Ser...	Reimb. for wil...	24.48			5,999.46
07/31/2019	14094	Hughes Fire Equipm...	3000 · Materials & Ser...	Cust. 22355 / I...	156.98			5,842.48
07/31/2019	14095	McUne PC	3000 · Materials & Ser...	2019-20 Medic...	1,500.00			4,342.48
07/31/2019	14096	N W Natural	3000 · Materials & Ser...	247388-2/2766...	131.30			4,211.18
07/31/2019	14097	Pacific Power	3000 · Materials & Ser...	16109101-001 7	667.31			3,543.87
07/31/2019	14098	Pacific Office Autom...	3000 · Materials & Ser...	Inv. 169444 co...	145.20			3,398.67
07/31/2019	14099	Staples Credit Plan	3000 · Materials & Ser...	603551782038...	195.40			3,203.27
07/31/2019	14100	Stutzman Services Inc	3000 · Materials & Ser...	#48374071619 ...	245.00			2,958.27
07/31/2019	14101	Target Solutions	3000 · Materials & Ser...	Inv. 31049- an...	3,559.00			-600.73
07/31/2019	14102	Loel Trulove	3000 · Materials & Ser...	Food for volunt...	52.20			-652.93
07/31/2019	14103	TWGW, Inc. Napa A...	3000 · Materials & Ser...	31910/#712-79...	6.49			-659.42
07/31/2019	14104	Verizon	3000 · Materials & Ser...	270852664-1/9...	77.10			-736.52
07/31/2019	14105	WHA Insurance Age...	2000 · Personnel Servi...	2019-20 Annua...	582.00			-1,318.52
07/31/2019	14106	Xfinity	3000 · Materials & Ser...	8778 10 602 01...	166.24			-1,484.76
07/31/2019	14107	Standard Insurance	2000 · Personnel Servi...	004163470001 ...	235.86			-1,720.62
07/31/2019	DD1199	Chapin, Charles A	-split-	Direct Deposit		X		-1,720.62
07/31/2019	DD1200	Duckworth, Karen F	-split-	Direct Deposit		X		-1,720.62
07/31/2019	DD1201	Vonasek, Cary M	-split-	Direct Deposit		X		-1,720.62
07/31/2019	DD1202	Wooldridge, Larry W.	-split-	Direct Deposit		X		-1,720.62
07/31/2019			LGIP	Funds Transfer			20,000.00	18,279.38

Tangent Rural Fire Protection District

7/15/2019 10:46 AM

Register: Umpqua Checking Account

From 07/15/2019 through 07/15/2019

ed by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
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07/15/2019	14060	Bretthauer Oil Co	3000 · Materials & Ser...	Acct. 5361 CL...	998.26		83,634.88
07/15/2019	14061	Culligan of Albany	3000 · Materials & Ser...	Inv. 20190660...	13.40		83,621.48
07/15/2019	14062	Dunn, John	2000 · Personnel Servi...	Stipend - OFD...	50.00		83,571.48
07/15/2019	14063	Brian Gash	3000 · Materials & Ser...	reimburse for d...	40.00		83,531.48
07/15/2019	14064	Holderman Paving, L...	4000 · Capital Outlay	Behind-the-Sta...	17,930.00		65,601.48
07/15/2019	14065	Jones, Daniel	2000 · Personnel Servi...	Summer Term ...	2,000.00		63,601.48
07/15/2019	14066	Kemper, Kyle	3000 · Materials & Ser...	instructor - EM...	125.00		63,476.48
07/15/2019	14067	Lexipol, LLC	3000 · Materials & Ser...	Inv. 29142 - 20...	2,950.00		60,526.48
07/15/2019	14068	Mid-Valley Newspap...	3000 · Materials & Ser...	Acct. 138-6000...	10.00		60,516.48
07/15/2019	14069	OFSOA	3000 · Materials & Ser...	2019-20 Annua...	40.00		60,476.48
07/15/2019	14070	Oregon Fire Museum	3000 · Materials & Ser...	2019-20 Annua...	72.00		60,404.48
07/15/2019	14071	Jacob Royer	4000 · Capital Outlay...	Boot reimburse...	50.00		60,354.48
07/15/2019	14072	Samaritan Occupatio...	3000 · Materials & Ser...	#2482 Eric Joh...	36.00		60,318.48
07/15/2019	14073	SDIS	2000 · Personnel Servi...	2019-20 WC In...	4,270.12		56,048.36
07/15/2019	14074	Speer Hoyt LLC	3000 · Materials & Ser...	#52303 - Seism...	154.00		55,894.36
07/15/2019	14075	Tangent	3000 · Materials & Ser...	134-CP Parks/...	57.25		55,837.11
07/15/2019	14076	Ryan Tompkins	2000 · Personnel Servi...	Summer Term ...	1,000.00		54,837.11
07/15/2019	14077	U. S. Bank Equipme...	3000 · Materials & Ser...	Inv. 388714008	174.31		54,662.80
07/15/2019	14078	WHA Insurance Age...	2000 · Personnel Servi...	2019-20 Annua...	1,137.00		53,525.80



Tangent Rural Fire Protection District

7/10/2019 6:49 PM

Register: Umpqua Checking Account

From 07/11/2019 through 07/11/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
07/11/2019	14058	 Wilson Motors	4000 · Capital Outlay:...	2019 Dodge Ra...	27,042.50			4,664.14

Chief's Report, August 2019

TFD Officers: The officers will be signing up for week-night coverage to make themselves available for calls from 22:00 – 6:00. This is a test process we will evaluate and if we find success, we will approach the volunteers with the same potential. When the new pickup is in service, we will begin training the Lieutenants on Duty Officer rotation and all officers will be involved in that rotation.

Staff Vehicles: Ram Pickup is painted and decaled. As of this report the pickup is at Wireworks getting emergency lights and radio installed. I expect it onsite by the board meeting. Those who have seen it have all offered positive comments.

Station Upgrades: The paving work is complete. Parking spots are painted, and we are installing the parking bumpers. I have signs to install for assigned parking spots.

Fire Reports: Staff has been inputting the NFRS fire reports. This is a learning experience and we are getting the process down. I will be going over necessary information with the weekend duty officers as they are lacking in their report/sign-in page. This lack of information is an issue Karen struggled with in the past.

Seismic Grant: The asbestos check was not done by GeoEngineers as we had originally intended. We had problems agreeing on contract terms. The asbestos check was done by TRC Environmental at a substantial savings to the grant. As of this report, we do not have the results back yet.

We are the 90% CMGC Report stage of the project. At this stage of the project, we are approximately \$93K over budget without a new roof over the old building. I believe we will forgo the folding doors and go with new rollup doors and save approximately \$90K. The roof over the old building will be part of the project, but it is unknown if a full replacement will happen. If it does get replaced, it will be a TPO membrane and not metal roofing. There are owner contingency dollars that will likely be spent for the roof and I believe TFD may have some participation out of our budget to complete the upgrade.

Water Tanks: The water tank at Koos Farm has collapsed on itself. Dave Neal has removed it and we have been talking with Koos Farms about a replacement. I think it is in our best interest to partner in getting a new tank. This will be an item for discussion at the board meeting.

2018-29 Audit: The audit came out great—no changes or corrections. Auditors will be at the October Board meeting for a full report.

Upcoming Events:

- **August 23** **HR Roundtable Training**
- **September 11** **9/11 Memorial Event**
- **September 13** **SDAO Golf Tournament**
- **October 5** **Pancake Breakfast/AFD Treasure Hunt**

Respectfully submitted,
Larry Wooldridge, Fire Chief

Asst. Chief/Training Officer's Report August 2019

Training –

With the asphalt paving completed and to gain some space while the seismic upgrade is occurring, I want to move a lot of "clutter" from against the back fence to the back of the Warren building. The "live fire" burn box needs maintenance along with the training boxes, and we will be doing some brush clearing along the fence. With the potential of storing materials for the seismic upgrade, I've asked the Chief to ensure with the contractors that limited storage of on-site building materials not interfere with critical training areas in the back during the seismic upgrade.

Chris Hunt had up been overseeing the in-house training for the past year. Chief Wooldridge, following his first 6-months, has laid out his expectations for staff positions and areas of responsibilities. Effective August 1, 2019, the volunteers will be asked to direct their training questions to me and not bother Chris or Chuck unless it is a question that they are in some way directly involved with, like wildland firefighting. Chris will continue as a volunteer and will be included in training at various levels while holding the title of Volunteer Training Captain, but stepping down as the day-to-day training lead.

Chris Hunt has been an enormous contributor to our training in both what he has brought to Tangent Fire and the mentoring he has provided me the past two years.

TFD In-house Training:

Vehicle Extrication – Fall of 2019

DPSST –DPSST to bring in-state training props for vehicle fires, flammable liquids and gas, and ventilation. Fall of 2019.

Portland Western Railroad – Response to Diesel Locomotives. Fall of 2019.

Regional: A few local departments have been conducting "live" field burns. Participation in these is open to neighboring Districts. We held our own out on Hinck Road last month and invited Albany Fire to join us.

State: Fall 2019 and Winter 2020 fire schools have been announced and are open for enrollment. Otherwise pretty quiet till late September

National Fire Academy: A few individuals are pending acceptance.

Emergency Medical Services: No Training Report

Health and Safety –

Internal Audit – A self-assessment tool was put out by SDIS; this was not a required action from SDIS, but an opportunity to address weaknesses that may be in our programs that may be overlooked or forgotten due to the complexities of some departmental programs that may be compliance-based or have operational impacts.

Staff, along with John Dunn, had a brief meeting in early July to break down the areas of responsibilities and to look into those areas using the assessment tool to find any gaps or deficiencies that may exist. After I gather all the findings from staff, I will put a report together and hope to have it ready by the September Board meeting. I'm also reaching out to Steve Silva of Wilson-Heirgood for any additional recommendations. This audit does not give us any credits and is separate from the assessment the District does each year for our 10% liability discount with our insurance. But it does help us identify any gaps we have that may leave us vulnerable to potential citations as well as an Atta-Boy from our insurance carrier.

Already in Health and Safety, I have identified one thing that has been overlooked, mainly due to the size of a department we are and the low risk it has with us. Nevertheless, if an incident were to occur, we could be at risk for fines for not having a plan in place. The rest is clarity to programs that outline the necessary steps for some of the programs we currently have in place.

Safety Committee –

August 8, Tangent Fire will be hosting an Effective Safety Committee class. Jason Jantzi with SDAO will be the instructor and will this will be a BBQ hamburger & fixins event and is open to regional Districts. The purpose is to encourage more people to take an active roll on our Safety Committee and allow other agencies the opportunity for this training.

Safety Committee Meeting: August 6 the Safety Committee held their August meeting. The minutes, however, are not available at this time.

Emergency Medical Services – In our recent meeting with the Chief regarding staff responsibilities, Chief Wooldridge will be the oversight for EMS. I will continue to report on EMS training.

Respectfully submitted,
Cary Vonasek
AC/Training Officer

2018 – 2019 Training Expenditure Report

During the June Board of Directors meeting, board member Bruce Riley inquired why the Training Division had an excessive amount of revenue left over in the 2018-19 budget. In a conversation I had with the Chief, we felt my initial response to the question might not have been satisfactory in addressing the issue adequately. And with Chris Hunt filling in while I was Interim training this past year was a little different for the department, so I wanted to summarize last budget year's expenditure for classes.

The following are some areas where training was obtained without spending any money from the budget. I want to point out that many of these were one time opportunities, and listed are the dollars that would have been spent, had we gone through regional and state training.

1. Through our regional partnerships, last fall we sent eight new recruit firefighters to Lebanon Fire's firefighter academy. This training opportunity was accomplished by offering to help with their academy in any way we could. However, LFD did not ask for any assistance. LFD's program included not only Firefighter I (\$300 per) but also included Hazardous Materials Operations Level Responder(\$125 per) during this 140-hour academy. [Savings of \$3400]
2. Last summer/fall Tangent saw a surge in volunteers exiting the department to take paid positions in other areas. Unfortunately, many of these volunteers and SRVs were those who had the driving and pumping skills that got our apparatus to the scene and got the equipment and the crews safely back in quarters.

Chris Hunt reached out to retired Corvallis Fire Battalion Chief Dan Wehrman to teach an Apparatus Operator course at Tangent Fire. B/C Wehrman was delighted to do the class and was able to conduct this training at Corvallis Fire's new training facility. Twelve personnel from our department attended this 32-hour class (\$25 per). [Savings of \$3000]

3. DPSST has been trying to fill several Field Training Coordinator positions; I believe at this time, there are four positions for the state that are vacant. These open positions also create an excess of revenue in their budget, so to help regional training associations such as ours (Linn-Benton Fire Training Council), DPSST has been offering \$10,000 grants to local training associations to help bring in specialized education to fill the gaps.
4. This past year, the President of the Linn-Benton Fire training Association stepped down after announcing his retirement from Philomath Fire & Rescue. As Vice President, I was placed into the position just as the training council had received a \$10,000 grant from DPSST. The fire training council agreed that the best use of this

money was to bring in the "Live Fire" Training class to our region. This class strictly adheres to NFPA 1403 for live-fire training as an instructor and will likely become an integral part of Oregon Fire Service Instructor I accreditation. The Linn-Benton Fire Training Council contracted with the International Society of Fire Service Instructors (ISFSI) to facilitate the class in Corvallis. Jacob Mowery and I attended this class(\$ 625 per). [Savings of \$1250]

5. The increased usage of Target Solutions among volunteers and staff has also helped in saving money in training. An example would be this last round of bi-annual EMT recertification. I had mentioned that with the implementation of Target Solutions, this was the first year ALLTangent Fire-EMS personnel were current with their continuing education hours at the time of their EMT recertification due date. This resource saved us from any late fees and scrambling to throw individuals into last-minute training up and down the valley floor to meet their hours before the due date. [Savings of \$200 to \$400 per]
6. Lastly, Emergency Medical Technician (EMT) is a costly and extended time commitment for a volunteer to take on (2-terms or 6-months on average). The EMT course costs about \$2,500 to complete, and that buffer is kept in the budget should a new volunteer decide to enroll in the program.

Roughly estimating, this would account for a little over \$10,000 that added to the cash carryover for the next budget year.

Our volunteer numbers are down right now by about 8 to 10 volunteers, and I understand if we ask for dollars, we should pay close attention to how revenue is spent. When our numbers are up, I think we do a fair job of spending those dollars to prepare our firefighters to be competent, safe responders who perform at a professional level. And from the Training Officer's chair, I also know that rejecting a volunteer's request for training due to lack of funding is one of the many reasons for losing interest in a Fire/EMS program.

Cary

Battalion Chief's Report

August 2019

Completed 4 fire inspections and pre-plans are ongoing.

Petersons repaired T-71 for a shifting issue; after having it back same day, we took it back out of service for a water leak. T-71 fully back in service. On both T-71 and T-73 (current issue is with T-73) the fan blows dust and straw back into the radiators causing them to overheat. We are looking into ways to prevent this from happening. I am working with Jim to get our engines through their yearly preventative maintenance and pump testing. T-72 tank to pump piping and valves were corroded and caused major leaking; piping and valves were replaced. E-71 and command truck windshields were fixed due to rock chips. BR-71 had a reverse light fixed.

Warren building and main station plus sidewalk areas have been pressured washed. Clean up around station will continue throughout the rest of the summer.

I reviewed my portion of the internal self-assessment and gave my feedback to A/C Vonasek.

We brought in a new volunteer in August, Aeden Jensen.

Tangent Rural Fire District
Activity Report

Month of 2019

Total Alarms

SUPPRESSION ACTIVITIES

Fire Responses by Type:

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

Total No. of Fire Responses

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:

Hours

MEDICAL ACTIVITIES

Medical Responses by Type:

Trauma	2
Respiratory Distress	0
General Medical	5
Cardiac	0
Burns	0
Poison/Drug	2
Public Assist	2
M.V.C.	5
False Alarm	0
Mental Evaluation	0
Mutual Aid	2

Total No. of Medical Responses

Total Man-Hours for Medical Responses:

Hours

	Fire	Medical	Total	YTD Total	YTD 2018
JAN	10	19	29	29	25
FEB	11	28	39	68	45
MAR	6	21	27	95	78
APR	7	25	32	127	101
MAY	7	18	25	152	134
JUN	9	23	32	184	175
JUL	12	18	30	214/-11	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		401

OLD BUSINESS



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July 26, 2019

Chief Larry Wooldridge
Tangent Rural Fire District
32053 Birdfoot Drive
Tangent, OR 97389

**Re: Pre-Renovation Asbestos Survey Proposal
Tangent Rural Fire Station – Seismic Upgrade Project
32053 Birdfoot Drive, Tangent, OR 97389**

TRC Proposal #07-2019-006

Chief Wooldridge,

TRC Environmental Corporation (TRC) is pleased to submit this proposal to the Tangent Rural Fire District (hereafter referred to as the "Client") to provide the above-referenced hazardous materials related services associated with the planned renovation project at the aforementioned fire station in accordance with the email and associated scope of work documents received by TRC from the Client and Client's architect on July 26, 2019. The following describes our understanding of the project needs and presents our approach to providing the requested services and associated cost.

PROJECT UNDERSTANDING

TRC understands that the project consists of a pre-renovation asbestos survey of the Tangent Rural Fire Station, located at 32053 Birdfoot Drive, in Tangent, Oregon, based on future planned seismic renovation activities. TRC's detailed scope of work is outlined as follows.

SCOPE OF WORK

TRC's proposed scope of work is detailed in this section. Upon receipt of notice to proceed, TRC will coordinate with the Client regarding the project schedule, site access and deliverables.

Task 1: Pre-Renovation Asbestos Survey

The primary focus of the Task 1 scope of work is to perform asbestos sampling activities within both facilities. TRC will collect samples as needed to determine the presence and/or location of asbestos containing materials within the buildings upon authorization by Client.

TRC proposes to provide the following services based upon the federal and local requirements for asbestos assessment. Survey activities will be conducted in accordance with Occupational Health and Safety Administration regulations (OSHA), 29 CFR 1926.1101, National Emissions Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, asbestos compliance issues for demolition and renovation, and 40 CFR Part 763 Asbestos Hazard Emergency Response Act (AHERA).

The asbestos survey will be performed by an AHERA Accredited Building Inspector. TRC will obtain bulk material samples for laboratory analysis, assess the condition, estimate the quantity of suspect ACM at the time of the site visit and provide a report for each facility summarizing the asbestos survey and analytical results containing the following information:

- a) Location of asbestos containing building materials (ACBMs);
- b) Approximate quantification of materials (square feet or linear feet);
- c) Condition of materials (Friable or Non-Friable);
- d) NESHAP Classification (RACM, Category I or II);
- e) Sample Location Drawings (if floor plans are provided);

TRC will make a diligent effort to identify concealed materials using discrete sampling methods; however, some materials may not become accessible until renovation activities begin. Roofing materials will not be sampled in conjunction with this investigation, unless requested by Client. If requested, TRC will attempt to patch the sample location using Henry 208 roofing patch or similar; however, TRC is not a licensed roofing contractor and will not be responsible for the any water loss events or voided roof warranties that may come from the roof sampling activities.

The quantity of samples necessary to test suspect building materials will be determined while on site and will be performed according to AHERA, OSHA and NESHAP guidelines. The minimum number of samples required is two (2) samples per suspect miscellaneous material, with the potential of an additional three (3) to five (4) samples being required for friable surfacing materials based on the quantity of material present.

Samples will be submitted under proper chain-of-custody documentation to a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory for analysis of asbestos by polarized light microscopy (PLM) with dispersion staining. Laboratory turn-around time (TAT) of three to five (3-5) business days will be utilized, unless requested differently by the Client. The laboratory will be asked to analyze to first positive (>1%) and stop analysis for subsequent duplicate samples of same materials. Sample analysis by method(s) other than that specified above (e.g. 400 point count) is excluded from this proposal, but can be provided at additional cost if deemed appropriate and necessary.

SCHEDULE AND REPORT DELIVERABLE

TRC will begin the project work immediately upon receipt of written authorization to proceed and/or Purchase Order. Following the completion of the site investigation activities and receipt of all analytical results, TRC will provide the Client with an electronic copy of the report. A full report will be completed and submitted within ten (10) business days following receipt of written authorization to proceed by the Client.

FEES

TRC offers the following lump sum pricing for the pre-renovation hazardous materials survey in accordance with the provided documents. Cost assumes all areas can be accessed and inspected during one mobilization per site.

Pre-Renovation Asbestos Survey & Report:..... \$ 2,425.00

TOTAL \$2,425.00

