

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

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

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

I. CITIZEN COMMENTS: None.

II. JOINT PUBLIC HEARING OF BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING DISPOSITION OF SURPLUS DISTRICT PROPERTY (Resolution No. 2019-05)

Chair Dunn opened the joint public hearing to consider comments regarding disposition of surplus District property (2010 Dodge Journey and 1997 Brush-72). Hearing none, he closed the public hearing and opened discussion to the Board members (also sitting as the LCRB) and staff. Chief Wooldridge commented that these two items are no longer of use to the District because of condition and/or age; however, there is still value to them and both could be sold for revenue to the Equipment Reserve Fund. This item was previously discussed when the Board was considering the purchase of two new staff vehicles.

Action: Meyer moved to approve Resolution No. 2019-05 Regarding Disposition of TRFPD Surplus Property. Richards seconded the motion and it passed unanimously (5-0).

III. APPROVAL OF:

Minutes – Regular Meeting, March 13, 2019.

Action: Riley moved to approve the minutes as submitted; Strombeck seconded the motion and it passed unanimously (5-0).

Financial Report – March 2019 –

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

IV. STANDING REPORTS:

Volunteers Association – Walters shared that the Assn. elected to purchase a TV and sound system for the fitness center with some of their funds (from their own treasury and from Fire District budgeted monies). Their treasury is now sitting well, and next year's fundraising proceeds will be donated to a local charity.

He has also been meeting with the Chief about the District's current social media policy. It seems to be fairly restrictive about any District members posting anything District-related to their personal social media accounts. The Assn. understands that postings of incidents is inappropriate, but they would like to be able to share with family and friends via their personal accounts about awards received or pictures of the station and apparatus without having to check with the Chief for permission for every posting. Walters said he had done research on surrounding departments, and their policies appear less restrictive than ours. While the Board stressed the importance of keeping a tight rein on social media postings due to the repercussions it could have for the District should something inappropriate be posted, they stated they would entertain a revised social media policy for their review. The Board also suggested that the Chief spot check social media accounts and driving records of all volunteers and staff, with the results of such checks to be part of their annual evaluations. The Chief shared that the volunteers do not have performance evaluations at this time.

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

- **Medic 71:** There are changes happening at Albany Fire Department that have put any changes to moving the Medic crew's location on hold. The project is in limbo as AFD looks at budgeting cuts, but it is my understanding that emergency services is a priority for their Budget Committee.
- **Dispatch/IT:** I met with Cathy at Dispatch April 3 to discuss our box cards, dispatch and how moving forward will look for TFD responses in and out of district.
- **Staff Vehicles:** Durango is here and got decals on Friday, April 5. The quote for decals was \$1300 and the bill came in at \$520, so we saved money here. When all lighting and siren equipment comes in, we will take the vehicle to Wireworks and leave it until it is finished. We will be getting the additional lighting we requested. I should have a delivery date this week for the pickup, according to Wilson Motors, and we will begin to schedule accordingly.
- **Lt. Position:** We are looking at building a plan for AIC Lt. Brice Walters to be officially promoted to Lieutenant. This course will layout necessary classes, benchmarks, and a timeline for completion of those.
- **Station Upgrades:** The new exhaust system should be almost completed by the board meeting. AC Vonasek will be scheduling for our paving project behind the station, and we hope to line up a date for that this summer. This will provide additional parking spots, fix the paving problem around the drainage area, and create more paved storage area behind the Warren building.
- **April 30 Drill:** The Support Team is putting together dinner plans for the 5th Tuesday drill this month and we will have a chili cook off. Board members are welcome to participate in either the cook off or as a judge.
- **Upcoming Events:**
 - April 15 – 17 OSFM IMT Conference
 - April 30 Chili Cook Off
 - April 30 – May 3 OFCA Conference

Asst. Chief/Training Officer's Report - (Written report only.)

- **Training** –
 - **TFD In-house Training:**
 - **32-hour Apparatus Operator** class was conducted over two weekends, taught by retired Corvallis Battalion Chief Dan Wehrman. 16 TFD personnel participated in the course and are now working on their task books.
 - **A Live Fire Training** was held in our live burn box on March 26. A lot of our new firefighters got to go through live fire scenarios working as a team and systematically controlling the fire working in an IDLH atmosphere.
 - **Vehicle Extrication (Rescue)** will be held for Tangent Fire on April 13 & 14. The class will be taught by Chris Mills who is a firefighter with TVF&R and is the regional salesperson for Holmatro Rescue tools
 - **Accredited Firefighters** – two more of our people have had their credentials submitted to the state for their Firefighter I certification. Several more of our recent recruits are nearing this goal as well. Several of them have either already enrolled or have expressed a real interest in acquiring their EMT.
 - **Regional:** The Linn-Benton Fire Training Council (LBFTC) last fall received a \$10K grant to benefit Linn and Benton county fire agencies, which needs to be spent by June 30, 2019. I, with other Training Officers in the region, have secured a training opportunity. With the increase in the use of shipping Conex boxes as live burn props, we will be bringing in an organization to facilitate an NFPA 1403 Live Burn in a Fixed Unit class. The class will be held at Corvallis Fire's Drill Tower in early May.
 - Upcoming training to include:
 - Apparatus Operator
 - Wildland Firefighter
 - Wildland Crew Boss
 - NFPA Instructor I
 - **State:** Various spring training in the wildland sector is available throughout the state.
- **Health and Safety** – The policy review is moving slowly on Health and Safety policies but maintaining an emphasis on compliance-driven policies with some of the new state-level rule changes. Respiratory Protection and Hazard Communications review is complete, will meet with Chief regarding those changes before implementing any operational changes that may apply. Our Exposure Control Plan is still a work in progress, and I hope to have it done by the end of the month.
- **Safety Committee** – **Safety Committee Meeting** was held in March. During this meeting, the Safety Committee did a station walkthrough. This walkthrough was a quick inspection of the station and its facilities for safety concerns, with minimal discrepancies being pointed out. The safety committee is currently experiencing a decline in interest.
- **Emergency Medical Services** – All state-level EMTs are due for recertification this spring, and some have already submitted their renewals for their 2-year certification. With the addition of the training management application, Target Solutions, this is the first time in my ten years here that the EMTs were this far ahead of their continuing education hours for recertifying. In the past, we were

often hit with late fees due to EMTs not certifying until after the due date from lack of required hours.

With this said, when we sit back and assess the value in some of our programs, Target Solutions (approx. \$4K a year) has had a significant impact on our training program at many levels. And I think it is also worth noting that the Oregon Health Authority endorses Target Solutions, so any audits in our EMS training that may be questioned by the state are seldom an issue due to detail in training hours designation (category), and the individual's minimum CE hours have been met.

- **Student Resident Volunteer Program** – Have had conversations with each of the SRVs. With B/C Chapin taking over the SRV program, I sat with B/C Chapin and shared with him my views with each of the residents going forward in the program. All three SRVs 6-month probationary period ends April 1, therefore, all SRVs will be at full scholarship starting Spring term.
- **Samard Memorial** – The Chief shared that Vonasek has been working on a design for the Dusty Samard Memorial.

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

- Completed five fire inspections for the month of March. Completed one driveway review for the city. Still working with business owners on pre-fire plans.
- In addition to assisting with regular training, I helped with the Cone course, which is to help our recruits work towards driving our apparatus. I've been working with Cary to get our volunteers their Firefighter 1 Taskbooks signed off.
- Two months ago, I brought up to the board the Columbia Southern University partnership program and would like to see if the Board would like to move forward with the agreement. At the meeting, the Board was agreeable to entering into this partnership providing the Chief review the contract to ensure that it doesn't bind us to any requirements or time period.
- I have been getting up to speed on the RV program as I took over supervising them in the month of March. He and the Chief are researching possible ways to allow the student RVs to take advantage of the full \$2,000/term scholarship (even if their expenses fall short of that). This discussion is only in the beginning stages; any potential changes would need Board approval.
- School birthday lunches are still a success. I talked with the school over the last month about individuals who have been left out. We are going to be switching the birthday lunches to just, "lunch with a firefighter."

Activity Report – 27 incidents in March for a total of 95 for the year--- 17 more than last year at this time.

V. **OLD BUSINESS:**

Awarding of CM/GC Construction Contract for Seismic Grant – The Chief reported that we received proposals from the following companies: 1) Andy Medcalf Construction; 2) Ausland Group; 3) Emerick Construction; 4) Gerding Builders; and 5) McKenzie Commercial (no part of Mackenzie, our

architect/engineer for the project). Mackenzie did a complete numerical assessment of each proposal based on their cover letter, company qualifications and expertise, key personnel experience and qualifications, and their approach and schedule for the project. This assessment was then discussed with Chief Wooldridge and Grant Administrator Casebolt. While it was determined that any of the five could do the project, the recommendation to the Board is that the contract be awarded to the Ausland Group. Just a few of the reasons given were that they attended the pre-proposal meeting with two staff members, they asked good questions, offered a logistics plan which no other proposer did, they have done an abundance of Seismic Retrofit work (although not many with fire stations), and Mackenzie's research on them was positive. The Board was in possession of the scoring matrix for all five companies and agreed with the recommendation.

Action: Riley moved to award the CM/GC Construction Contract for the Seismic Grant to Ausland Group from Eugene. The motion was seconded by Meyer and it passed unanimously (5-0).

Work Session on 2019-20 Proposed Budget – Just a review with the Board as to the budget that would be proposed to the Budget Committee on April 24 to see if the Board had any questions or suggestions. At this point in the budgeting process, the Board cannot make any decisions until it is heard by Committee. Following are select items that either staff wished to share w/the Board or for which there were questions.

GENERAL FUND –

1000 – Income Resources

1001 – Projected Beginning Cash on Hand – This amount is the sum of \$200,000 unappropriated ending balance; \$40,000 contingency; \$98,000 extra cash carryover from previous budget; and the remaining from extra conflag income, extra property tax revenue, and unspent appropriations in the various line items. Thus, projected beginning balance for 2019-20 is \$400,000.

1002 – Fire District Current Tax – Expected property tax revenue for 2018-19 is \$797,000. A 1.5% increase on these taxes, as suggested by the county tax assessor's office, gives a projected sum of \$808,000 for 2019-20. However, a more conservative figure of \$800,000 was used to build this budget. This figure would be higher (about \$140,000 more) except for Enterprise Zone 8 exempt funds (Selmet and BetaSeed) who are receiving tax deferrals on their expansions.

1006 – Interest – We are receiving considerably more than anticipated in interest from our LGIP account; therefore, this line item is doubled from last year.

1011 – State Conflagration – Revenue from conflagrations is always an unknown; however, we know for sure that we will receive (during the 2019-20 budget year) about \$20,000 still owed us from our participation in last year's California Camp Fire Conflag.

EXPENSES:

2000 – Personnel Services –

2001 – Administrative Wages – Included is a 3.0% COLA for staff as approved by the Board at their April Board meeting. Also, staff member Chapin was promoted from Captain to Battalion Chief with an appropriate salary increase.

2024 – Staff Health Insurance – Fortunately, our health insurance premiums only increased 5% for 2019-20 due to a change in carriers. As the Board approves personnel benefits, action was required to approve the new plan.

Action: Meyer moved to approve Option 1 of the new OFCA/SDIS staff health insurance plan as negotiated by WHA (our insurance agent)—switching from MODA to Regence for medical, Caremark Express for Rx, and dental remaining with MODA. Riley seconded the motion and it passed unanimously (5-0).

2040 – Retirement (PERS) – Rates for 2019-20 increased considerably; however, the dollars for this line item only increased over last year by 6.8% as we had built a cushion into that line item last year.

2050 – Conflagration Wages – The Board asked how much \$ outflow we could sustain from conflagrations without quick reimbursement. The Chief responded that State conflags are reimbursed within a couple of months, so this isn't the problem. The out-of-state conflags can be a financial problem, though, as we are usually not reimbursed until the following fiscal year. He is working on revising our "Conflag Policy" to address this issue. Probably staff who participate in out-of-state conflags would receive their regular Fire District salary but wouldn't receive the extra pay earned until the District receives our reimbursement.

3000 – Materials & Services –

3007 – The reason for the significant increase in this line item is the one-time purchase fee for an updated Incident View program.

3008 – Staff Cell Phones – This item is being eliminated.

3031d – EMS Contract Instructors – This line item has been eliminated as we do this training in-house and with the help of Albany Fire and Lebanon Fire instructors.

3032 – Training Materials – Line items 3032a (fire training props) and 3032b (medical training props) are being combined into this one line item—just 3032.

3055 – Station/Office Maintenance – This item was reduced as staff reconsidered the need for electrician services to reconfigure the telecom closet.

3071 – Annual PMS Checks/Apparatus Repair – Significant increase in this line item due to some major repairs of our rigs during the current budget year causing us to be overexpended; hopefully, most of these repair issues have been resolved, but this large increase is just in case. The Chief then shared that Corvallis Fire has released an RFP for apparatus maintenance services, and surrounding fire districts will use this information to decide on the best vendor for them. We will await their findings before we decide on a contract for Tangent Fire. However, the Chief has talked with Benton County shops, and they have agreed to eliminate their 18% admin. fee for any contracts we negotiate ourselves, ex. Les Schwab for tire service or another vendor for hose and ladder testing. It may be that Benton County is still our best alternative.

3074 – Tires – This increase is to purchase tires for a tender and one of the engines.

3085 – Professional Services – Significant decrease as we will not be conducting a fire chief job search this year.

3117 – Disaster Mgmt. Supplies – The Chief decreased this line item as he wants to reassess how and to whom the District provides these supplies.

3130 – Volunteer Expenses – Volunteers are not using our Fitness Program any more (although they are using the on-site fitness center), so that \$2,000 has been added to the volunteer uniforms item.

4000 – Capital Outlay –

4001 – Buildings, Grounds & Additions – The LED switchover project planned for the current budget year is not really needed as the Seismic Retrofit Grant will include updated LED lighting in the main bay, and the Chief is researching the cheapest way to make the transition in the main office part of the station—probably just LED lights and not totally new equipment.

4011 – Personnel Protective Clothing – A \$6000 reduction here as we are catching up on needed turnouts and wildland sets.

4012 – Small Equipment Replacement & 4013 – Rescue – These line items have been reduced to a minimum as we found we were not using them very often.

4014 – Fire Hose – A \$4000 decrease here as we are building a sufficient supply of hose.

4015 – Miscellaneous Equipment – This line item is being reduced by \$4,600 as we purchased a lot of miscellaneous equipment during 2018-19 year. The generator transfer switch/wiring project will be done during 2019-20 with appropriated monies. Money for nozzles was added to this line item as we are trying to standardize our nozzles on all apparatus.

4016 – Medical Equipment – Small increase to provide upgrading of our CO2 monitors.

4040 – Water Resources Development – We will be phasing out our water tank system over the next several years. Repair and/or replacement is extremely costly, and those costs don't support the benefit we receive from them. They don't help our ISO ratings, and we use them very infrequently—only a couple of times over the past many years. Eventually, they will be turned over to the farmers on whose properties they exist. We have an adequate water supply for our field fires with our own apparatus; if we need help, it is only minutes away from surrounding fire districts.

5000 – Contingency & Transfers to Reserve Funds –

5000 – Building Reserve Fund - \$10,000 will be transferred into this fund from the General Fund.

5010 – Equipment Reserve Fund – \$83,350 will be transferred into this fund from the General Fund to provide for monetary buildup for replacement of equipment per the District's 5-yr. plan.

Seismic Grant Fund – This grant is in the amount of \$1,163,245. The fund will only exist until the project is completed.

6000 – Debt – The District signed a \$127,500, 5-year loan agreement in 2017-18 with Zion Bank to assist with the purchase of a Type III engine. The second payment of \$29,500 is due during 2019-20.

7000 – Unappropriated Ending Fund Balance – Budgeted \$220,000 (\$20,000 increase over current year).

The District is continuing to build this balance to ensure enough funds to carry the District for the first five months of the fiscal year until property taxes are received in November.

BUILDING RESERVE FUND - \$10,000 to be transferred from the General Fund. Appropriations will be: \$10,000 for phase I of replacement of interior station doors and \$20,000 for a behind-the station paving project.

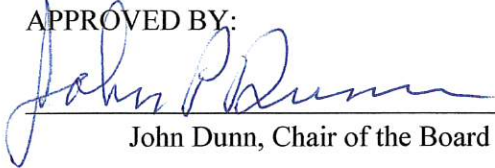
EQUIPMENT RESERVE FUND - This fund will receive a \$83,340 transfer from the General Fund to help with saving for planned expenditures in the 5-yr. plan. Also, we are selling the staff Journey vehicle and the B-72 brush rig, the combination of which should bring about \$20,000 in revenue. The main planned expenditure for the year is new extrication tools for \$35,000, but it is hoped we could receive some grant money for these.

**TRFPD Board of Directors
April 10, 2019 Board Meeting
Minutes – Page 8**

Chair Dunn adjourned the meeting at 8:55 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

5-8-2019

Date