

**Board of Directors Meeting
Minutes
September 9, 2020**

Board Members Present: John Dunn, Scott Richards Bruce Riley, Paul Strombeck
Board Member Absent: Chris Meyer
Staff Present: AC Vonasek, BC Chapin, OA Duckworth
Staff Absent: Chief Wooldridge
Others Present: Assn. Pres. Walters; Volunteers Alecia Burwell, Loel Trulove, Candice Chapin; Private Citizen Diego Ramirez

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

I. 2019-20 AUDIT PRESENTATION (Kori Sarrett, CPA, Accuity LLC):

Ms. Sarrett shared that the audit looked great, and no adjustments were required. The auditors really concentrated on the District's handling of the Seismic Grant funds as this involved over \$800,000 of our expenditures during 2019-20; and to this, she stated every paper and document was in place. Regarding the financial statements, the District had a very healthy cash carryover for 2020-21, money was able to be transferred into both reserve funds, and our outstanding loan on E-73 is under \$80,000.

For many years, the District has had what is called in auditing terms a "significant deficiency" because of our segregation of duties issue, which all Districts our size have if they do all in-house accounting. This is because the size of our 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—a staff member for payroll, another one for accounts payable, another one for financial statements, etc. And because of this deficiency, we always had to file a plan of action addressing this issue with the Secretary of State's office. As our district is so small, our budget does not allow the hiring of more staff to correct this concern. However, this year, the Secretary of State's office allowed auditors to submit a detailed questionnaire to their clients regarding who is responsible within their Districts for each type of financial transaction regarding payroll, purchasing, reconciling, credit cards, etc. If the auditor felt the separation of duties involving these transactions was sufficient to mitigate the "segregation of duties" deficiency, the auditor could then report the issue as a deficiency, but not a significant deficiency that required a plan of action to the Secretary of State's office. Ms. Sarrett explained that because Tangent Fire hires an outside agency to process our payroll quarterlies and W-2s, because of the Board's involvement with signing checks and approving financial statements, and because various other purchasing transactions and bank reconciliations are subject to approval by multiple staff members, that Tangent Fire has met the requirements to have this significant deficiency removed from its audit reports. Yea!

Action: Riley moved to approve the 2019-20 Audit as presented. The motion was seconded by Richards and passed 4-0 (Meyer was absent).

II. CITIZEN COMMENTS:

Diego Ramirez, former student resident volunteer for Tangent Fire, asked to speak to the Board as a private citizen. Mr. Ramirez shared that he had recently resigned his SRV position because he didn't feel welcomed or treated fairly by management; and, to this end, he had documented all his concerns in writing to the Assn. President who then submitted them to the Board. He wanted the Board to know that resigning was a tough decision for him; and that if the problems he encountered are not attended to, they will continue to the detriment of the district. Richards thanked Mr. Ramirez for coming to the Board. Chair Dunn stated that the Board had received Mr. Ramirez's comments, as well as those from others, and that this is a confidential, personnel issue the Board is addressing through proper channels.

Alecia Burwell spoke as a volunteer of the District. She inquired as to the process the Board will use to address this issue. Will every volunteer be asked for his/her input---because not everyone may have the same concerns as those who previously submitted letters. Riley suggested that Ms. Burwell also submit her points in writing to the Board. Volunteer Candice Chapin then stated that not every volunteer is going to see the situation the same because not everyone may have had the same experiences with management. And volunteer Lt. Loel Trulove added that he had never been asked to submit a letter to the Board regarding the issue in question. To alleviate any further anxieties and potential rumors, Ms. Burwell thought it would be helpful if a representative of the Board could speak to the volunteers and share that the Board is aware of the issue, that it is being addressed as a confidential, personnel matter, and that a process is being followed.

III. APPROVAL OF:

Minutes – Regular Meeting, August 12, 2020

Action: Richards moved to approve the minutes of the August 12, 2020, meeting as presented. The motion was seconded by Strombeck, and, upon vote, it passed 4-0 (Meyer was absent).

Financial Report – August 2020

Action: Riley moved to approve the August report as submitted; Richards seconded the motion and it passed 4-0 (Meyer was absent).

IV. STANDING REPORTS:

Volunteers Association – Pres. Walters had nothing to report at this time.

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

- **Seismic Grant:** All work is complete. All final documents have been submitted. At this time, we are awaiting confirmation from Gloria Zacharias that all document requests from the state have been satisfied.
- **Medical Director:** We have agreed upon a price for the services of Dr. Woods. I have updated our past contract and sent it off for Dr. Woods to sign. He will officially take over September 1.
- **COVID-19:** We await new language from OSHA on mask wearing. I am anticipating the need to begin wearing masks during open classroom trainings in the near future.
- **Conflagrations:** I was mobilized to the Mosier Cr. Fire as part of the Incident Management Team. I was deployed for 5 days and we had a successful suppression of the fire. Linn County sent a Task Force to California to assist with their wildfires. Tangent Fire sent Engine 73 with a crew of 3 to the fires, along with other agencies from Linn Co. The Engine and Crew are home and the engine, while it had some mechanical issues down there, was fixed while on the fire—labor picked up by CALFIRE and parts by us—about \$185. The engine had tire issues on the drive home and required new tires. The Les Schwab in Grants Pass only had two tires, so we will be getting the other two replaced. The engine went through Hughes shop on Wednesday and Thursday with small issues and oil change taken care of. There was a leaky pipe that was repaired, and Hughes noted that some of our piping is corroding away, causing these small leaks to pop up. This will be something we monitor moving forward.
- **Well and Station Water Tank:** We have sent out ‘Request For Bid’ packets to Star Water Systems, Stutzman’s and Aqua Pro. These packets are due back 9/11/2020. I have been working with our insurance carrier to make sure we have our bases covered upon awarding the bid. I received another update today on language to make sure is in the bid award.
- **Tender 72:** The local agencies that showed interest in the tender did not materialize. We will list the tender on GovDeals and try to maximize our sale price.
- **Water Tenders:** Battalion Chief Chapin has been deployed in CA, so not much time was put into the potential replacement of our existing tenders. With that said, I have reached out to a couple of vendors on available demos and the current one available is only a 1500-gallon water tank. We will want a minimum of 2000-2500 gallons when looking at replacements. I am looking at other vendors that have tender options also, but some of those are not configured as pump and roll, thus an additional cost. I will continue looking at all of our options, but this should not be something we jump into without spending ample time researching. If we choose replacement as opposed to ‘fixing’ our current, it must meet our needs and our potential funding.
- With those existing problems...I would like to say we had a great live practice burn on Thursday the 27th and our tenders performed great. Those that attended garnered some great live fire training and a couple of the longer tenured volunteers stated they had not had that kind of field fire training before. Our crews looked great and I would gladly take a redo of the 7 Mile Lane fire. Cary was a great asset during training and held down our paused exercise while we responded with Halsey on a potential structure fire just down the road. Awesome job by everyone out there!!
- **Firefighter Night Schedule:** I plan to roll out the night sign-up for firefighters starting October 1. Though this has always been an option, possibly having a sign-up sheet will garner more night support similar to the ‘Night Officer’ program in place.

- **Station Security:** I have Tangent Fire on the waiting list to have the 3 new cameras installed and getting our system up and running again. Also, I had an announcement made at the last drill that we will be discontinuing the use of the generic 5311# door code. That is a widely known number and gives us no accountability to whom has been in the building. LCSO is in the process of adding door codes for each member, and I will text out the Board door code when it is active. The entry cards are the preferred method of entry and will continue to operate as they have in the past.
- **Hats and T-Shirts:** Due to the last t-shirt vendor not providing quality products, I have switched our source to No-Dinx. We have new t-shirts that were handed out and hats are starting to trickle out as well. Those that are giving me feedback really like these products. Fingers crossed that we have a quality supplier now.
- **9/11 Activities:** SRV Jensen is heading up our participation in the ceremonies on Friday the 11th. If any board member needs info, please contact Aedan or reach me by cell. We are trying to provide an engine and crew during the ceremony. Actually, this event turned into a virtual one.
- **Vacation:** I will be on vacation 9/6-13.
- **Upcoming Events:**
 - September 7 Labor Day
 - September 11 Patriot Day
 - September 22 Start of Fall

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.)

- **Fire and EMS Training** –
 - The class size in the classroom remains at 24 persons in total because of social distancing, and now face coverings are being enforced to comply with State's COVID-19 Exposure Plan requirements.
 - **In-House Firefighter I Academy** – Firefighter I Academy is continuing and is ¾ through the program; we are making good progress despite some of the summer obstacles.
 - **Field Fire Training** – August 27 we had a joint field fire training with Halsey-Shedd Fire District. The 40-acre field was made available by a local farmer for our training purposes. SRV Aeden Jensen took out our drone to take live action shots of the burn.
- **Health and Safety** – Nothing new to report.
- **Safety Committee** – They met while Vonasek was on vacation, but no minutes yet.
- **District Website** – Still maintaining a consistent following.
- **Current Oregon Fires** – Vonasek shared that Tangent Fire has had many opportunities this week to serve on various Oregon fires. However, due to the unreliability of our tenders at times and the fact that surrounding fire districts are at low staff (due to responding to conflags) preventing them from providing the mutual aid we would need if we had a large fire in our district, he decided it was best to keep our equipment and limited personnel here at the local level for now.

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

- **Fire Inspections** – Oregon Powder Coating has been signed off. I'm working with South Albany Storage, as well as John Deere, on some ongoing issues.
- **Vehicle Maintenance** – See Chief's report above on E-73 used for the CA conflag.
- **Volunteers** – Completed drive time with some of the volunteers and brought on two new out-of-district volunteers, one of whom may be interested in one of the student resident spots.
- **Student Resident Volunteers** – Diego Ramirez has resigned from the District. I spent several hours on brush rig training with the SRVs.

Activity Report – This has been a consistently slow year for incident calls--198 through August.

OLD BUSINESS:

Water Well Bids – Progress reported in Chief's report above.-

Continued Discussion on T-71 and T-73 Issues – Reported in Chief's report above.

NEW BUSINESS: None.

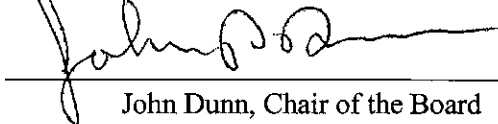
GOOD OF THE ORDER:

Executive Session – Chief Wooldridge submitted a letter to the Board requesting an Executive Session on September 16 to discuss personnel issues. SDAO will be contacted to be part of the process.

Chair Dunn adjourned the meeting at 7:47 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

10-14-2020

Date