

**Board of Directors  
Regular Board Meeting  
Minutes – January 8, 2020**

**Board Members Present:** John, Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley  
**Staff Present:** AC Vonasek, BC Chapin, OA Duckworth  
**Others Present:** Volunteer Assn. V-P Dave Jakeman

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

I. **CITIZEN COMMENTS:** None.

II. **APPROVAL OF:**

**Minutes – Regular Meeting, December 11, 2019 and Financial Report – December 2019**

**Action:** Meyer moved to approve the minutes of the December 11 meeting and the December financial report as presented. It was seconded by Richards and, upon vote, passed unanimously (5-0).

III. **STANDING REPORTS:**

**Volunteers Association** – Regarding the memorial stone honoring Tangent Fire members who served the District w/distinction, VP Assn. Jakeman stated that the Assn. is not ready to participate in the funding of this project until a new flagpole can be installed. The current flagpole already has a memorial attached to it. The Chief said that he is in the process of trying to fit the cost of a new flagpole into the budget; it needs to be 50 feet tall and accommodate all three flags—this will be costly.

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

- **Seismic Grant:** Work has begun and is in full swing. The North is exposed, back awning is repaired and awaiting new roof, interior walls demoded, concrete cutting and chipping are finished, and they poured concrete on January 8, 2020. TFD, Ausland and Mackenzie continue to meet every Thursday to discuss the project. I have been added to their Procore site which has progression of the project on it. I have been working to obtain a better flow plan of the work, so that we may better prepare for what is next; but Ausland has been great to work with. Next step is moving Karen out of her office and starting the work in that corner of the building.
- **Medic 71:** Program is continuing as all parties decide on the future of it. Albany Paramedic is now on light duty and then maternity leave soon, and that should last for the next 3-6 months. M-71 is operating on a sporadic schedule now. As a District, we are trying to increase the number of responders and times to our EMS incidents.

- **Linn County:** We are working on the illegal burn response throughout the county as a Fire Defense Board and hope to limit our exposure to neighborhood disputes. The burn message is being changed to only indicate backyard burning and not mention Ag burning.
- **Albany Fire:** We have restructured our auto-aid response with AFD. We continue to seek ways of improving our relations and our responses with AFD. We hope with the crew rotation happening after the first week of January that our auto-aid engines will have a more favorable and receptive group of personnel on them.
- **California Conflagration:** All packets were submitted by the deadline of December 27, with 1/3 of them already signed and approved through the audit stage. As they progress, the state will update the Fire Chiefs. I am still hopeful we may see funds by May. Once Oregon submits the packets to California, it is a three-month turnaround for our money.
- **Surplus Vehicles:** We have all decals off the two vehicles which we have surplused, and radios are coming out. We will send these to the OSU surplus property program to be sold. I have had some inquiries on the Journey and am entertaining the idea of a closed/sealed bid process for it.
- **Policies:** I continue to work with staff on updating policies that are in place. We are rewriting job descriptions for all employees, including volunteers.
- **Volunteer Meeting Update:** The Chief shared that he and staff attended the first half of the Volunteers meeting last night. They discussed the changes to the LOSAP policy, the new duty nights for officers, and the hope that next month a similar duty-night coverage plan will be rolled out for the firefighters. They also clarified what “standby” means when responding to a call. The information was well received by the volunteers who attended, and call responses today (January 8) were well manned.
- **Upcoming Events:**
  - **January 1**                    **New Year’s Day**
  - **January 20**                **Martin Luther King Jr. Day**

**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.)

- **Training** – The Fall Firefighter I academy has been completed, but in-house skill competencies will continue for another couple of weeks. Our fire recruits came out in the top 1/3 of the class.
  - **TFD In-house Training:**
    - **Vehicle Extrication** – Multi-session, Winter of 2020
    - **DPSST** -- DPSST will be bringing the following state training Props:
      - January 2020 – Mobile Fire Training Unit (Corvallis Drill Tower)
      - April 2020 – Fire Service Instructor II, Tangent Fire District
    - **Portland Western Railroad** – Response to Diesel Locomotives. Jan. 2020.
  - **Regional:** Linn-Benton Fire Training Council - As President of the Fire Training Council, I have been attending other regional meetings to share ideas and see how other local training associations operate their firefighter academies and facilitate regional training.
    - Dec 2019 – HAZMAT Ops Level
    - Jan / March 2020 – NFPA Fire Instructor 1
    - March 2020 – Apparatus Operator

- April 2020 – NFPA Fire Instructor II
- April 2020 – Wildland Firefighter
- **State:** Winter of 2020 fire school, February 2020; all classes are full at this time.
- **National Fire Academy:** Brice Walters will be attending the National Fire Academy in late February 2020.
- **Emergency Medical Services** - Met w/the Director of Extended Learning at LBCC. They may be interested in sponsoring an EMT program again on their campus, although the instructor would come from Lane Community College. LBFTC would promote and market the program. Still a work in progress.
- **Tangent Fire District Website** - The new TFD website launched December 13 and had propagated to its permanent domain by the 14<sup>th</sup>. The site is still very much in its beginning stages but has already generated a lot of attention by users. Two of our last blood donors at our Tangent Community Blood Drive said they learned of the Blood Drive from our website. Vonasek distributed some analytics of the website usage so far.
- **Health and Safety** –
  - Beginning the review of our Respiratory Protection program and looking ahead to evaluating self-contained breathing apparatus, which needs to be looked into for replacement in the 21-22 fiscal year. I have begun reaching out to other departments (Albany FD, Lebanon FD) for their documentation about their SCBA selection process and findings. Our current self-contained breathing apparatus are getting older and experiencing more frequent and costly failures.
  - Reviewing PPE decontamination protocols of neighboring departments and looking for a plan that would work for Tangent FD. I'm looking over some procedural ideas for how they may apply to us and will present them to Chief Wooldridge in the next month or two.
  - **Safety Committee Meeting** - January's Safety Committee held their monthly meeting in conjunction with the Volunteer Meeting on January 7.

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

- **Fire Inspections-** Fire inspections are continuing; had a couple of re-inspections that were completed.
- **Fire Prevention-** I had the 4<sup>th</sup> and 5<sup>th</sup> grade classes here at the station for fire education. We took an engine over to the school for kindergarten and 1<sup>st</sup> grade classes. I am working on scheduling 2<sup>nd</sup> grade class now.
- **Vehicle Maintenance-** All vehicles have completed their yearly PMs. I am now working on the list of minor things that need to be repaired. I adjusted the headlights for E-72 as they were too far right. 791 and 771 received oil changes and 771 had tires rotated.
- **Volunteer Recruits-** The new recruits have finished up their fire academy and now are working on their task books to receive their firefighter 1 certifications.
- **USDA Grant** – Chapin and Wooldridge have applied for a USDA grant to assist with the financing of some already budgeted items—ex. the transfer switch/wiring on the station generator, thermal imaging camera, nozzles, extrication equipment, wildland equipment, and maybe some PPE. While,

if awarded, the grant only picks up 15% of the cost of the items, it would still save us several thousand dollars as we already have the purchase of those items in our current budget.

- I was without a computer most of December. This allowed me to do some early spring cleaning up above the weight room and in the closet up front. I also completed the last of the Leadership trainings offered by Eugene/Springfield Fire department.

**Activity Report** – 354 total calls for 2019---47 fewer than last year.

**IV. OLD BUSINESS:**

**Consideration of Revisions to Policy No. 309 (Board/Staff Reimbursements)** – This policy was changed so that the Board does not set its own per diem rates for attending conferences; the Chief will do this instead so there is no conflict of interest.

**Action:** Meyer moved to approve the policy as changed; it was seconded by Strombeck and passed unanimously (5-0).

**V. NEW BUSINESS:**

**New Look for Staff Job Descriptions** – While the Board took no formal action, they agreed that the new format for staff job descriptions, as presented, was good. It brings the language and requirements of the job into alignment with the pay equity analysis that was done by staff a year ago.

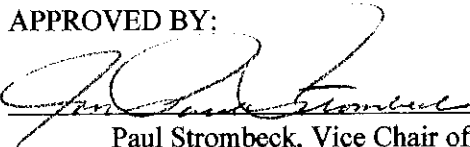
**VI. GOOD OF THE ORDER:**

**Executive Session Scheduled** – Chief Wooldridge asked for an Executive Session with the Board on Wednesday, January 15, at 7:00 p.m. so he could begin the discussion of his upcoming Performance Evaluation in February.

Chair Dunn adjourned the meeting at 7:40 p.m.

Minutes submitted by Karen Duckworth  
Office Administrator

APPROVED BY:

  
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Paul Strombeck, Vice Chair of the Board

2-12-2020  
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Date