

TANGENT RURAL FIRE PROTECTION DISTRICT
Board of Directors Meeting
September 11, 2019 – 7:00 p.m.
AGENDA

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

- II. CITIZEN COMMENTS:**

- III. APPROVAL OF:**
 - A. Minutes - Regular Board Meeting – August 14, 2019.**
 - B. Financial Report – August 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 (August) – Vonasek.**

- V. OLD BUSINESS:**
 - A. Seismic Grant Updates — Wooldridge.**
 - B. Continued Discussion on Water Tank Agreements w/Farmers.**
 - C. Continued Discussion on Water Fill-Tower Usage by Community Members.**

- VI. NEW BUSINESS:**
 - A. Review of Public Record(s) Request Policy.**
 - B. First Reading of Ordinance No. 103 (Fee Schedule for Public Records Requests).**
 - C. Review of Procurement Threshold & Delegation of Signatory Authority.**
 - D. Review of Investment Policy.**
 - E. SB 1049 (Relating to PERS) Discussion.**

- VII. GOOD OF THE ORDER:** Next Regular Board Mtg. – October 9, 2019

- VIII. ADJOURNMENT.**

MINUTES/FINANCIAL/STANDING REPORTS

**Board of Directors
Regular Board Meeting
Minutes – August 14, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth

Chair Dunn called the meeting to order at 7:00 p.m. following the swearing-in ceremony for re-elected Board members Strombeck and Riley.

I. CITIZEN COMMENTS: None.

II. SDAO BOARD PRACTICES ASSESSMENT:

This 90-minute assessment was administered by Rob Mills and Bob Kiefer of SDAO. While it is not a SDAO requirement, participation allows the District to receive a 4% discount on its liability insurance this year. The purpose of the assessment is for the Board to self-determine (through a rating scale) its knowledge of District compliance in areas of operations, budget and finance, customer relations, personnel administration, and policies and procedures. Mr. Mills will evaluate the responses and send a report back to the Board by the next Board meeting. If there are areas to improve upon, the Board can take action and report it back to Mr. Mills; he will then give a 60-day follow-up by e-mail. The Board's responses showed that they are very aware of how this district operates and that they take their duties and responsibilities seriously.

III. APPROVAL OF:

Minutes – Regular Meeting, July 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 – July 2019 – Staff reported that there were heavy expected expenses for July (ex. several annual insurance premiums and personal services contracts are paid in July).

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

IV. STANDING REPORTS:

Volunteers Association – No report.

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

- **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 at 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.

One of the reasons for the apparent budget overrun is because the original estimate submitted with the grant application did not include enough foundation work, and this foundation work is what will make us earthquake safe. Fortunately, the grant contingency line item is about \$117,000 and will, hopefully, cover our roof.

Asked if it was possible to apply to add monies to our grant, the Chief said we cannot resubmit the grant unless we pay back the funding we have already received—and, we are too far into the grant to do that.

- **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 later in the 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

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 –**

With the asphalt paving completed and to gain some space while the seismic upgrade is occurring, I will be removing 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 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 he will be 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 quiet till late September.

- **National Fire Academy:** A few individuals are pending acceptance. The Board asked if there were classes for Board members; Vonasek will get back to the Board on this.

- **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 hosted an Effective Safety Committee class. Jason Jantzi with SDAO will be the instructor and will this will be a BBQ hamburger event and is open to regional Districts. The purpose is to encourage more people to take an active role 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.

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.)

- Completed 4 fire inspections and pre-plans are ongoing.
- Petersons repaired T-71 for a shifting issue; after having it back, the 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.

Activity Report – 214 calls total for 2019 through July. It has been a slower summer than usual; our incident count is down as it is for our surrounding districts as well.

V. **OLD BUSINESS:**

Seismic Grant - As shared in the Chief's report above, the asbestos check was not done by GeoEngineers as we had originally intended. We had problems agreeing on contract terms, so the Chief hired TRC Environmental at a substantial savings to the grant (their quote was \$2500). Just as a formality, because this is part of the Seismic Retrofit project, the Chief asked the Board to approve the change in contractors.

Action: Meyer moved to approve TRC as the asbestos check contractor (as a replacement for GeoEngineers) for the Seismic Retrofit Project. Richards seconded the motion and it passed 5-0.

VI. NEW BUSINESS:

Possible Koos Water Tank Replacement – This tank has had a leaking problem that neither we nor the landowner have been able to resolve; it finally collapsed upon itself when the landowner was filling it. The District currently has contracts with landowners (who house various water tanks around the area) that speak to original placement and maintenance of the tanks but not to replacement of them. Chief Wooldridge stated that there is no need for the District to own or have access to those tanks any more as they do not benefit our ISO rating in any way, and we do not use them. The farmers are the ones who benefit from them as they use them for their own water needs. We now carry enough water on our apparatus to cover most brush fires, and mutual aid is only 5 minutes away. All tanks were well used when given to the District and most were free, but we certainly do not have the financial means to replace them—cost of new metal tank is \$1/gallon. Some of these tanks have a 30,000-gallon capacity.

The Chief shared if the District decides to replace the Koos tank (which is a 30,000-gallon tank) with a 10,000-gallon plastic version, the cost would be around \$6,000. Mr. Koos would like a 15,000-gallon tank at a cost of \$9895, but it would have to be shipped from Texas (another several thousand in freight) and there would be set-up costs. Currently, Wooldridge is having our attorney review the water resource contracts to determine the best way to phase them out and be fair to the landowners. Possibly, the District would just give the tanks to the landowners and only be responsible for replacing the floats when they fail.

In discussion, the Board had two concerns: 1) Are we even responsible for replacement tanks and to what extent? If we are legally liable for replacements, then we need to treat all the contract holders the same: 2) We need to eliminate this water resource program as it does not benefit the Fire District and could become an expensive liability for our taxpayers. The Board is anxious to hear our attorney's suggestions. In the meantime, and in fairness to Koos, the Board is willing to offer a 10,000-gallon plastic tank w/fittings for his property, although no formal vote was held.

Station Water Fill-Tower Usage – The Board asked that this item be placed on their September agenda as there continue to be issues with usage and potential personal injuries. It should be replaced totally with a hydrant, but this is very costly.

Chair Dunn adjourned the meeting at 9:15 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:

John Dunn, Chair of the Board

Date

Tangent Rural Fire Protection District

8/30/2019 11:41 AM

Register: Umpqua Checking Account

From 08/28/2019 through 08/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/28/2019			LGIP	Funds Transfer			70,000.00	81,648.51
08/29/2019	EFT	QuickBooks Payroll ...	-split-	Created by Pay...	11,201.92			70,446.59
08/30/2019	EFT	PERS	Payroll Liabilities	2553	7,616.81			62,829.78
08/30/2019	EFT	EFTPS	-split-	93-0585226	5,533.30			57,296.48
08/30/2019	EFT	Oregon Dept of Reve...	Payroll Liabilities	0294080-2	1,437.00			55,859.48
08/30/2019	14133	Burke, James D	-split-		184.31			55,675.17 <i>CC</i>
08/30/2019	14134	Chapin, Charles A	-split-		3,564.94			52,110.23 <i>CC</i>
08/30/2019	14135	Ramirez, Diego E.	-split-		537.08			51,573.15 <i>CC</i>
08/30/2019	14136	Sonne, Steven W	-split-		316.04			51,257.11 <i>CC</i>
08/30/2019	14137	Department of Justice	Payroll Liabilities	410000000156...	316.04			50,941.07 <i>CC</i>
08/30/2019	14138	SDIS	-split-	Staff Septembe...	8,030.06			42,911.01 <i>CC</i>
08/30/2019	14139	Cardmember Service	Umpqua Bank Credit C...	4798 5100 420...	1,300.55			41,610.46 <i>CC</i>
08/30/2019	14140	Active 911	3000 · Materials & Ser...	PO 75726 (ann...	442.00			41,168.46 <i>CC</i>
08/30/2019	14141	BoundTree Medical ...	3000 · Materials & Ser...	110521/ #8330...	295.98			40,872.48 <i>CC</i>
08/30/2019	14142	Cascade Fire Equipm...	3000 · Materials & Ser...	Inv. 102255 - v...	1,987.88			38,884.60 <i>CC</i>
08/30/2019	14143	Comcast Business	3000 · Materials & Ser...	8778 10 602 03...	235.16			38,649.44 <i>CC</i>
08/30/2019	14144	Dunn, John	2000 · Personnel Servi...	Stipend - OFD...	50.00			38,599.44 <i>CC</i>
08/30/2019	14145	Hughes Fire Equipm...	3000 · Materials & Ser...	Inv. 541175 - ...	818.95			37,780.49 <i>CC</i>
08/30/2019	14146	N W Natural	3000 · Materials & Ser...	247388-2/2766...	140.81			37,639.68 <i>CC</i>
08/30/2019	14147	OFSOA	3000 · Materials & Ser...	OFSOA Fall C...	240.00			37,399.68 <i>CC</i>
08/30/2019	14148	Pacific Power	3000 · Materials & Ser...	16109101-001 7	798.29			36,601.39 <i>CC</i>
08/30/2019	14149	Peterson Trucks, Inc.	3000 · Materials & Ser...	Inv. 702219 (T...	1,282.86			35,318.53 <i>CC</i>
08/30/2019	14150	Standard Insurance	2000 · Personnel Servi...	004163470001 ...	235.86			35,082.67 <i>CC</i>
08/30/2019	14151	Verizon	3000 · Materials & Ser...	270852664-1/9...	77.10			35,005.57 <i>CC</i>
08/30/2019	14152	Willamette Hose & F...	3000 · Materials & Ser...	Cust. 7981 #15...	17.20			34,988.37 <i>CC</i>
08/30/2019	14153	Wire Works LLC	4000 · Capital Outlay	Inv. 7879 - ligh...	7,315.98			27,672.39 <i>CC</i>
08/30/2019	14154	Xfinity	3000 · Materials & Ser...	8778 10 602 01...	170.46			27,501.93 <i>CC</i>
08/30/2019	DD1203	Duckworth, Karen F	-split-	Direct Deposit		X		27,501.93
08/30/2019	DD1204	Vonasek, Cary M	-split-	Direct Deposit		X		27,501.93
08/30/2019	DD1205	Wooldridge, Larry W.	-split-	Direct Deposit		X		27,501.93

Tangent Rural Fire Protection District

8/14/2019 12:22 PM

Register: Umpqua Checking Account

From 08/12/2019 through 08/14/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/14/2019	14108	AA Auto Wrecking	3000 · Materials & Ser...	#253782 - Tow...	550.00		17,784.88
08/14/2019	14109	ALSCO	3000 · Materials & Ser...	LEUG1962247...	191.55		17,593.33
08/14/2019	14110	Batteries Plus	3000 · Materials & Ser...	Inv. P1726353...	94.80		17,498.53
08/14/2019	14111	BoundTree Medical ...	3000 · Materials & Ser...	110521/ #8330...	453.12		17,045.41
08/14/2019	14112	Brethauer Oil Co	3000 · Materials & Ser...	Acct. 5361 CL...	878.60		16,166.81
08/14/2019	14113	Willamette Hose & F...	3000 · Materials & Ser...	Cust. 7981 #15...	7.99		16,158.82
08/14/2019	14114	Culligan of Albany	3000 · Materials & Ser...	Inv. 20190760...	57.65		16,101.17
08/14/2019	14115	The Daily Dispatch	3000 · Materials & Ser...	Inv. 000163	100.00		16,001.17
08/14/2019	14116	Davis Glass	3000 · Materials & Ser...	Inv. 39750/397...	100.00		15,901.17
08/14/2019	14117	Dunn, John	2000 · Personnel Servi...	Stipend - OFD...	50.00		15,851.17
08/14/2019	14118	Hughes Fire Equipm...	3000 · Materials & Ser...	Inv. 540960 (T...	1,287.19		14,563.98
08/14/2019	14119	Koontz, Blasquez & ...	3000 · Materials & Ser...	(2nd qtr. payro...	480.00		14,083.98
08/14/2019	14120	Mid-Valley Newspap...	3000 · Materials & Ser...	Acct. 138-6000...	144.44		13,939.54
08/14/2019	14121	Peterson Trucks, Inc.	3000 · Materials & Ser...	Inv. 702110 (T...	873.60		13,065.94
08/14/2019	14122	Rite Way Electric Inc	3000 · Materials & Ser...	119503- Inv. 3...	127.60		12,938.34
08/14/2019	14123	Tiffani Royer	3000 · Materials & Ser...	reimb. for stati...	9.89		12,928.45
08/14/2019	14124	Samaritan Occupatio...	3000 · Materials & Ser...	#2482 Johnson...	461.00		12,467.45
08/14/2019	14125	SDIS	3000 · Materials & Ser...	Policy 34P522...	136.00		12,331.45
08/14/2019	14126	Speer Hoyt LLC	3000 · Materials & Ser...	#52508- Seismi...	673.00		11,658.45
08/14/2019	14127	Tangent	3000 · Materials & Ser...	134-CP Parks/...	58.50		11,599.95
08/14/2019	14128	TWGW, Inc. Napa A...	3000 · Materials & Ser...	31910/#797749	47.16		11,552.79
08/14/2019	14129	U. S. Bank Equipme...	3000 · Materials & Ser...	Inv. 391095882	174.31		11,378.48
08/14/2019	14130	Valley Fire Control Inc	3000 · Materials & Ser...	Inv. 84215 - fir...	496.90		10,881.58
08/14/2019	14131	Van Dykes Signmake...	4000 · Capital Outlay	#38466/48483 ...	861.00		10,020.58
08/14/2019	14132	Karen Duckworth	3000 · Materials & Ser...	Reimb. for Bd. ...	23.00		9,997.58

Chief's Report, September 2019

TFD Officers: The officers are signing up for weeknight coverage where they make themselves available for calls from 22:00 – 6:00. We are seeing about 1/3 to 1/2 of the nights being covered so far. We will continue to evaluate this for the next 2 months.

Staff Vehicles: Both vehicles are complete and in service.

Station Upgrades: The paving work is complete. Parking spots are painted, bump stops installed, and all signs have been installed.

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.

Seismic Grant: We are awaiting an update from Ausland on their timeline for arriving on site to begin work.

Water Tanks: We are still trying to connect with Koos on the water tank decision. I have not been able to meet up with Kaleb to discuss the FD's position, nor does he seem to be in much of a hurry as he has not stopped by yet. I hope to have another update by the board meeting. I am in touch with SDAO legal to determine if they can help us with our current contracts or if we will need to use our legal.

Board Practices Assessment: We are in very good shape. You should all feel great about the assessment as I feel not many have this final report.

Operational Meeting with AFD: I have met with Chief Bradner and Chief Wooten about my expectations operationally when AFD assists with our calls. Chief Wooten will be meeting with his command staff and talking about some of my concerns and how I see our relationship moving forward.

Medic 71: Negotiations between AFD Management and the Union will take place in October and at that time we will have a better idea of the future of the Medic 71 program. Meeting with DC Romey and DC Sipe, they both indicated they thought the program would continue and both see the value of the program. LFD is in the hiring process to replace Jake Melander when he departs for Corvallis Fire this month.

Upcoming Events:

- **September 11** **9/11 Memorial Event**
- **September 13** **SDAO Golf Tournament**
- **September 19** **Oregon Fallen Firefighter Memorial**
- **October 5** **Pancake Breakfast/AFD Treasure Hunt**

Respectfully submitted,

Larry Wooldridge, Fire Chief

Asst. Chief/Training Officer's Report September 2019

Training –

Preparing for training some of the new volunteers B/C Chapin has been bringing on board.

I have also been busy also preparing the Firefighter I Academy for the training council.

TFD In-house Training:

Vehicle Extrication – Multi session, Late Fall of 2019

DPSST – DPSST will be bringing the following state training Props:

Sept. 16 – Vertical ventilation roof prop.

Sept. 24 – Vehicle fire Prop.

Nov. 19 & 26 – Flammable Liquids and Gas props.

SDAO - Oct. 15 – All Staff/Personnel Sexual Harassment training being taught by SDAO, HR staff person, Monica Harrison.

Portland Western Railroad – Response to Diesel Locomotives. Jan. 2020.

Regional: Linn-Benton Fire Training Council

Oct. 26 - Firefighter I Academy –

Dec 2019 – HAZMAT Ops Level

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

National Fire Academy: Brice Walters was accepted into the National Fire Academy. I was given notice that the class I had signed up for was cancelled due to low interest.

Emergency Medical Services: An Emergency Medical Responder class is being hosted by Philomath F&R; will be announced to our volunteers when a final schedule has been set.

Health and Safety –

Small handful (manageable) of lift-truck operators have been trained to operate the Station's fork lift. Training was done by Morgan Daniels from Beta Seed, Inc.

Safety Committee –

Tangent hosted the Effective Safety Committee class taught by Jason Jantzi of SDAO this past August.

Safety Committee Meeting: On September 3 the Safety Committee held their monthly meeting; minutes, however, are not available at this time.

Emergency Medical Services – Starting September 9, Tangent Fire will be hosting a live stream video of Dr. McUne's monthly EMS training which is at Station 11 in Albany.

Respectfully submitted,
Cary Vonasek
AC/Training Officer

Battalion Chief's Report

September 2019

Fire Inspections are ongoing. Completed 2 more site plan reviews. I spent several days out at Selmet, being a liaison between the State and Selmet during the investigation.

All vehicles are up and operational' we will be starting the process to get them in for their yearly PMs. All three engines passed pump testing. The air compressor for the engines was repaired. Remounted equipment on E-71.

Chris has been working with me to get my mobile water supply task book completed. Attended forklift training. With school starting again, I will begin working with the school for school lunches and education events. Worked on revising the Student Resident Volunteer program.

Over the last week, we have brought on three more out-of-district volunteers.

**Tangent Rural Fire District
Activity Report**

Month of August 2019

Total Alarms 27

SUPPRESSION ACTIVITIES

Fire Responses by Type:

Structure Fire (smoke)	1
Flue Fire	0
Wildland Fire (conflag)	0
Field Fire (tree fire)	1
Vehicle Fire	1
Mutual Aid	1
Public Assist	0
False Alarm	4
Haz-Mat	0
Illegal Burn	1
Miscellaneous	1

Total No. of Fire Responses 10

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:
108 Hours

MEDICAL ACTIVITIES

Medical Responses by Type:

Trauma	1
Respiratory Distress	1
General Medical	5
Cardiac	1
Burns	0
Poison/Drug	0
Public Assist	3
M.V.C.	3
False Alarm	3
Mental Evaluation	0
Mutual Aid	0

Total No. of Medical Responses 17

Total Man-Hours for Medical Responses:
34.9 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	225
AUG	10	17	27	241-28	269
SEP	0	0	0		303
OCT	0	0	0		343
NOV	0	0	0		367
DEC	0	0	0		401

NEW BUSINESS

Release of Records

901.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

901.2 POLICY

The Tangent Rural Fire Protection District is committed to providing public access to records consistent with Oregon's Public Records Law.

901.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Fire Chief or, in his absence, the Assistant Chief.

901.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (ORS 192.324; ORS 192.329):

- (a) The District is not required to create records which do not exist.
- (b) Within five business days of receiving a written Records Request Form to inspect or receive a copy of a public record, the Fire Chief shall acknowledge receipt of the request or complete the response to the request.
- (c) A written acknowledgement shall advise the requester of one of the following:
 1. The District is the custodian of the requested record.
 2. The District is not the custodian of the requested record.
 3. The District is uncertain whether the District is the custodian of the requested record.
- (d) As soon as reasonably practicable, but not later than 10 business days after acknowledgment of a receipt of the Records Request Form, the Fire Chief shall:
 1. Complete the response to the records request, or;
 2. Provide a written statement that the request is being processed and a reasonable estimated date on when the response should be completed based on the information currently available.
- (e) The time periods established by ORS 192.324 (copies or inspection of public records) do not apply to a public body if compliance would be impracticable because: 1) the staff or volunteers necessary to complete a response to the public records request are unavailable; 2) compliance would demonstrably impede the public body's ability to perform other necessary services; or 3) of the volume of public records requests being simultaneously processed by the public body.(ORS 192.329).
- (f) A request for records is considered complete when:

Tangent Rural Fire Protection District

TRFPD Policy Manual

Release of Records

1. Access or copies of the requested public records is provided to the requester, if no exemption applies or an explanation is provided to the requester regarding where the records are publicly available.
2. A written statement is sent to the requester that an exemption exists and that access is denied.
 - (a) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted, and the unrestricted material released (ORS 192.338).
 - (b) A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
3. A written statement is sent to the requester that the District is not the Custodian of Records for the record requested.
4. A written statement that state or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the records exists would result in the loss of federal benefits or other sanctions. This statement shall include the state or federal law citation relied upon by the District:
 - (g) If necessary, the Fire Chief may request additional information or clarification for the purpose of expediting the response to the request. The response to the request is suspended until the requester provides the requested information, clarification, or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days, the request shall be closed.
 - (h) If the public record is maintained in a machine readable or electronic form, a copy of the public record shall be provided in the form requested, if available. If the public record is not available in the form requested, the public record shall be made available in the manner in which it is maintained (ORS 192.324).

901.3.2 DENIALS

If the Fire Chief determines that a requested record is not subject to disclosure or release, the Fire Chief shall inform the requestor in writing of that fact and state the reason for the denial. When the denial is pursuant to federal or state law, the specific law shall be provided to the requester (ORS 192.329).

When asserting that a record is exempt, the written statement of denial shall include a statement that the requester may seek review of the determination pursuant to Oregon law as identified by ORS 192.329.

If the disclosure refusal is challenged by the requester by petition to the Attorney General or the Fire District Legal Counsel, the District will have the burden to support the denial (ORS 192.401; ORS 192.415).

901.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include:

Tangent Rural Fire Protection District

TRFPD Policy Manual

Release of Records

- (a) Patient Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy)
- (b) Personnel or similar files (ORS 192.355)
- (c) Records pertaining to pending litigation (ORS 192.345)
- (d) Legal opinions
- (e) Arson investigations (ORS 192.345)
- (f) A personnel discipline action, including materials or documents in support of the action (ORS 192.345)
- (g) Test questions, scoring keys, and other examination data used to administer an examination for employment (ORS 192.345)
- (h) Contents of real estate appraisals prior to acquisition (ORS 192.345)
- (i) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (j) Records that relate to archeological site information (ORS 192.345)
- (k) Any public records or information prohibited from disclosure by federal law or regulations (ORS 192.355)
- (l) Any public records or information prohibited, restricted, or otherwise made confidential or privileged by Oregon law (ORS 192.355)

901.5 FEES FOR PUBLIC RECORDS

The District has established fees (as permitted under ORS 192.324(4)) to reimburse it for costs associated with making public records available as outlined in District Ordinance No. 103 (attached to Public Record Request form).

Fees are limited to no more than \$25 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the District to proceed. Again, such fees are in accordance with District Ordinance No. 103.

If a fee is assessed and the requester has been informed, the request is suspended until the requester has paid the fee or Tangent Fire District has waived the fee. If the fee is not paid within 60 days of informing the requester of the fee or the Fire District has denied a request for a fee waiver, the request shall be closed.

TANGENT RURAL FIRE PROTECTION DISTRICT

PROCEDURE FOR PUBLIC RECORDS REQUEST

1. Complete and return the Records Request form with as much detailed information as you can.
2. The District will provide a written cost estimate and MUST receive confirmation that you want the District to proceed with your request.
3. The District will contact you with the estimate and a time the records will be available for inspection.
4. If you request to inspect records at District Office, you will be informed of the net available time for such inspection. A place for ONE person to review the files will be provided. One file at a time will be made available. When you are through with the file, return it to receive the next file. Any pages to be copied should be marked with sticky notes provided by the District.
5. When you complete your inspection, return the last file. If staff is available, requested pages will be copied at that time. If staff is not available, you will be informed via your preferred method of contact once staff has copied the requested pages.
6. If more than one person wants to review your requested records at the same time, reservations must be made in advance for a conference room. A research fee will be charged to cover staff's time to remain in the room with the files.

Exhibit A
Tangent Rural Fire Protection District
32053 Birdfoot Drive, Tangent, OR 97389
541-928-8722

Public Record(s) Request

Name: _____ Daytime Phone: _____
(please print)

Address (City, State, Zip): _____

E-mail Address: _____

Preferred Method of Contact:
_____ Phone _____ E-mail _____ US Mail

Request is for: ___ Inspection of Public Record (reviewed at District Office) ___ Copies of Public Record(s)

INFORMATION REQUESTED---Please be specific and provide as much detail as possible to allow District staff to determine the requested records' nature, content source, including dates and key words:

How would you like to receive these records?

_____ Pick up at District Office _____ E-mailed _____ US Mail (cost of postage will be added)

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.340 to 192.360. Further, I understand that fees may be charged to reimburse the District for its actual costs in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents, the fee will be actual cost plus staff time. I hereby request that the Fire Chief produce, a best to the Chief's ability, the records specified above. Any fees must be paid prior to release of the record(s) requested. A deposit for fees, based on the estimated cost, will be required for any estimate above \$25. For estimates above \$25, the District will provide a written estimate of the cost and will seek confirmation to proceed or cancel the request. I understand that if the fee is not paid or additional requested information is not provided within 60 days, the request will be closed.

Signature Date Submitted

FOR OFFICE USE ONLY

Date request acknowledged: _____ / _____ / _____ Estimated completion date: _____ / _____ / _____
Info compiled by: _____ Date completed: _____ / _____ / _____
Estimated amount due: _____ Date notified: _____ / _____ / _____
Total amount due: _____ Date picked up/mailed: _____ / _____ / _____
Receipt(s) #: _____

TANGENT RURAL FIRE PROTECTION DISTRICT

RECORDS OFFICER (FIRE CHIEF) ACKNOWLEDGMENT OF REQUEST (to be given to requestor of records within 5 days of request)

- The District is the custodian of the requested record(s).
- The District is NOT the custodian of the requested records. This completes the request and no further action is required.
- The District is unsure whether it is the custodian of the requested records. We will search for the record and make an appropriate response as soon as practicable.
Additional Details: (If needed, specify which records the District is the custodian of, which the District is not the custodian of, and which records the District is unsure about.)
- We request the following additional information to clarify and/or expedite the request:

- Copies of the requested record(s) are attached or are available on the District's website:
www.tangentfire.com

(RUN ON LETTERHEAD)

(Date)

To: (Insert Requestor Information)

This letter is in response to your public records request. On (date), the Tangent Fire District received your request for the following record(s):

(Describe records requested)

Having reviewed your request, we are able to inform you that:

_____ Copies of (all/the following) requested public records are enclosed or can be accessed at:
(Describe what records are enclosed or describe where to access records—e.g. providing the website link satisfies this requirement).

_____ District asserts exemptions to the following requested record(s):
(State record(s) and which exemption(s) apply)

_____ District is not the custodian of record for the following requested records:
(Insert any records of which District is not the custodian)

_____ State/Federal law prohibits District from acknowledging whether the requested record(s) exist(s).
(Cite to relevant State/Federal law.)

_____ District is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgment would result in (the loss of Federal benefits/other sanction).
(Cite to relevant State/Federal law.)

_____ The District is still processing your request and expects to complete its response by _____ based on the information currently available.

You may seek review of the District's determination that any of the requested documents are exempt from public disclosure pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427, and 192.431.

Sincerely

Larry Wooldridge
Fire Chief

TANGENT RURAL FIRE PROTECTION DISTRICT

Ordinance No. 103

(FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS)

WHEREAS, TRFPD is bound by the Oregon Public Records Law (ORS 192.311 to ORS 192.478);
and

WHEREAS, the Oregon Public Records Law allows the District to establish fees reasonably calculated to reimburse the District for the District's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, in response to a request; and

WHEREAS, the District provided an opportunity for interested persons to comment on the enactment of this Ordinance and the proposed fees herein, pursuant to ORS 294.160;

THEREFORE, BE IT ORDAINED that the District's nominal fees for search, review, release, and copying of any public record, including photographs, are as follows:

1. Copies of public records are \$0.10 per page for letter-sized copies and \$0.15 per copy for legal sized copies. Double-sided copies count as two (2) pages.
2. Charges for electronically stored materials will be calculated based upon the actual cost of the computer disc, flash drive, etc., plus the time required to make the copy, computed as provided in Section 3 of this fee schedule.
3. If a request for District records requires personnel to spend more than 15 minutes collecting or reviewing the requested records prior to their release or copying, the requester will be billed at the rate of \$7.50/quarter hour for each staff member involved, with a minimum of one-half hour (\$15.00) charge. The total staff time to collect and review the requested records will be estimated by the District, and the estimated fee must be deposited with the District before District personnel will begin collecting, reviewing, or copying the requested records. If the amount of time involved is less than estimated, the excess deposit shall be refunded to the requester. If the actual cost exceeds the deposit the difference must be paid by the requester before the requested documents will be provided. The actual costs of research will be billed to the requester even if the District personnel are unable to locate the requested records, or the District determines that the requested records are exempt from disclosure under the Public Records Act.
4. A change in the format of a record (for example, paper records scanned and saved onto a disc) will be billed for actual time it takes to convert the record to a new format, plus any additional costs associated with the change in format, provided that the District has the means to convert the records to the requested format. Staff time will be computed as provided in Section 3 of this Fee Schedule. Changes of format calculated to address the requirements of the Americans with Disabilities Act will not incur any additional charge.

5. The District may furnish records without charge or at a substantially reduced fee if the District determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.
6. If a request is of such size, complexity, or nature that compliance would disrupt the District's normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.
7. If the request requires advice from the District's attorney, the requester will be billed for the actual cost to the District of the time spent by the District's attorney to review, redact, and segregate the records. The District will not charge a requester for time spent by the District's attorney in determining the application of the Public Records Law to the request.
8. If the estimated fee to respond to a request is more than \$25.00, the District will provide a written cost estimate to the requester and will take no further action until the District receives confirmation that the requester wants the District to respond to the request and agrees to pay the applicable fees.
9. At no time will original records or photographs of the District be removed from the District's files or from the place of regular record retention. Original District records and/or photographs may not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring an in-person review of District records will be computed as provided in Section 3 of this fee schedule.

FIRST READING OF ORDINANCE:

September 11, 2019

SECOND READING OF ORDINANCE:

October 9, 2019

ADOPTED by vote of the Tangent Rural Fire Protection District Board of Directors this 9th day of October 2019.

ATTEST:

John Dunn, Chair of the Board

Scott Richards, Secretary of the Board

Procurement Threshold & Delegation of Signatory Authority

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform method of procurement procedures and purchasing authority for the District.

300.2 POLICY

The District will use a standardized system of purchasing management in keeping with Oregon Revised Statutes and Oregon Administrative Rules.

300.3 ESTABLISHING SIGNATORY AUTHORITY

No employee or volunteer is authorized to make purchases on behalf of the district except as specified below unless prior approval has been received from the Chief.

District Duty Officers may authorize District purchases (while on duty) with local established vendor accounts, such purchases not to exceed \$100. If the purchase exceeds \$100, prior authorization must be received from either the Chief or Asst. Chief (or a Board member in their absence).

The Staff Battalion Chief ~~Prevention/PubEd Specialist~~ may authorize District purchases of \$2,500 ~~\$1,000~~ or less only if such purchases fall within the appropriated limits of the major categories of the current year's budget.

The Asst. Chief may authorize District purchases of \$5,000 or less only if such purchases fall within the appropriated limits of the major categories of the current year's budget.

The Chief (or Asst. Chief in his absence) may authorize District contracts, purchases, and public improvement projects of \$5,000 or less only if such purchases fall within the appropriated limits of the major categories of the current year's budget.

Any District contract, purchase, or public improvement project greater than \$5,000 must be approved by the Board of Directors.*

Purchasing authority is separate and different from quote and documentation requirements.

Purchasing authority is only valid within appropriated category budget limitations.

*EXCEPTIONS: This policy allows for normal budgetary exceptions to the above-authorized signatory limits (items which could exceed the dollar limit authorized for signatory authority yet not require Board approval). Exception examples, although not all-inclusive, could be normal payables (ex. insurances) and/or equipment replacement/maintenance (ex. fire hose, SCBAs, apparatus maintenance/repairs) as approved in the annual budget, but which would be redundant and inefficient to bring to the Board for approval. Note: No exceptions allowed for purchases or projects within the 4001 Capital Outlay line item of any fund in the budget; any purchase or project over \$5,000 for this line item must be approved by the Board.

Tangent Rural Fire Protection District

TRFPD Policy Manual

Procurement Threshold & Delegation of Signatory Authority

300.4 PROCUREMENT METHODS

Employee Reimbursement Requests - Employees will be reimbursed when, with prior approval, the employee spends personal money for the purchase of goods for the District (ex. postage, supplies where there is no established vendor account). The employee must submit original receipts for reimbursement.

District Purchasing Cards - The Chief, Asst. Chief, and Staff Battalion Chief Prevention/PubEd Specialist shall have the use of District purchasing cards (credit cards) for purchase of District goods/services within their purchasing authority as detailed above. No personal charges shall be mixed with business purchases. The employee must submit original receipts for payment of the credit card bill.

Bids and Quotes:

- (a) Contracts, Purchases, and Public Improvement Projects less than or equal to \$2,500 - No quotes required; any procurement of goods or services less than or equal to \$2,500 may be awarded by direct selection by an employee with given authority.
- (b) Contracts, Purchases, and Public Improvement Projects greater than \$2,500 (and not subject to public contracting law) - Three informal written quotes required (to be attached to the invoice). When at least three quotes are solicited but at least three quotes are not received, the number of contractors/vendors who do respond with a bid/quote will be considered a sufficient number to award the bid. If the purchase exceeds \$5,000 (except as provided above), the written quotes must be submitted to the Board of Directors for selection.
- (c) Any purchases, contracts, and public improvement projects subject to competitive bidding are addressed in the PUBLIC CONTRACTING policy.

Investment Management

307.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the District's guidelines for the investment of District funds.

307.2 POLICY

The District will use a conservative approach to investment of any of its public funds.

307.3 CONSIDERATIONS

As the Fire District is almost totally supported with a tax base from the citizens it serves, prudent investment of those funds is an absolute.

The District prefers, if at all possible, to pay cash for large equipment and facility items and, to this end, has set up in-house reserve accounts to build resources for these purchases.

As the District operates with a fairly small operating budget, the District needs to have quick access to all of its funds; therefore, long-term ventures are not authorized investments.

307.4 GUIDELINES

The District operates with only one [local bank](#) checking account and one [LGIP \(Local Government Investment Pool\) account](#) ~~money market account in a local bank~~. The bulk of District funds reside in the ~~interest-bearing money market~~ [interest-bearing LGIP](#) account; and funds, as needed to cover purchases and payroll, are transferred from this account to the ~~non-interest bearing~~ checking account. ~~It is the Chief's responsibility, with Board approval, to choose the best interest-bearing account for District funds given the governing considerations above.~~

During the annual budgeting process, the Board decides the appropriate dollar amount from the General Fund to be transferred to the Reserve Funds (both Equipment and Facilities) to allow those Reserve Funds to build capital for future large purchases.

TO: TRFPD Board of Directors

FROM: Chief Wooldridge and OA Duckworth

SUBJECT: SB 1049 PERS Updates

DATE: September 3, 2019

SB 1049 (Relating to Public Employee Retirement) was signed into law on June 11, 2019. It changes PERS rules and benefits in multiple ways; and while it is already being challenged in the courts, we must follow the bill as passed until the courts decide otherwise. Pieces to the bill will be implemented at various times over the next year; unfortunately, the OARs (Oregon Administrative Rules) which provide the rules for complying with the bill have not been finalized (expected December 2019) as of this date. So, while we know what is expected of us, we cannot specifically define for you how it might affect Tangent Fire's PERS account down the road (No. 1 below). The bill affects not only an individual employee's PERS retirement account, but it also affects a public employer's PERS account (specifically, our unfunded accrued liability).

We have reached out to Dan Lawler, attorney for the Local Government Law Group of Speer Hoyt (our attorneys in Eugene) and to Mary Michelle Sosne, Actuarial Business Specialist with PERS who is heavily involved with administration and implementation of this bill for PERS, to inquire about how the bill will affect Tangent Fire. Both individuals were most willing to offer their opinions, although they differed.

1. **SB 1049, Section 35 (2)** – "A public employer that employs a retired member under ORS 238.082 or 238.088 (2) during calendar years 2020, 2021, 2022, 2023, or 2024 shall contribute to the Public Employees Retirement Board the percentage of the member's wages that would have been contributed to the board under ORS 238.225 if the member were an active member of the Public Employees Retirement System The board shall apply contributions made by a public employer under this subsection against the liabilities of the public employer. The board shall adopt rules governing payments made under this subsection."

This means that beginning January 1, 2020, Tangent Fire will have to begin paying PERS on Karen's salary, Jim Burke's salary, and any other retiree employed by us (ex. Lt. Loel Trulove, Scott Casebolt). The only salary of significance here is Karen's, and we only have to pay the employer's rate—not the additional 6% employee's contribution. Because she is a Tier 1 retiree, we pay that rate but only as a General Service employee which is a lesser rate than for Police & Fire. The unfortunate side is that it does not increase her retirement. SO, where does the money from this extra contribution go? There seems to be a difference of opinion. Mr. Lawler, the attorney, said the bill as written in the above paragraph appears to say that this additional contribution will be applied to the employer's liabilities, although he cautioned that until the OARs are written, there is no guarantee. When questioning Ms. Sosne of PERS, her

interpretation was that this money would go into a PERS general fund pot to eventually reduce the total unfunded accrued liability of PERS. She stated that PERS expected this pot of money would eventually reduce our PERS employer rates by no more than 0.5% to 1%; however, she also said that until the OARs are written, this is not clearly defined.

PERS and the State Legislature were aware that putting this part of the bill into effect on January 1, 2020, would negatively impact all public employers' 2019-20 fiscal year budgets as those budgets were already set by the time the bill was signed into law. **However, it is what it is, and we will have to comply; for us, this will mean an extra \$7,500 (approximately) in unplanned PERS costs for this fiscal budget.** If, in the future, the courts find against SB 1049, then that money would probably be returned to us.

2. **SB 1049, Section 46 (Employer Incentive Fund)** – This is the 75/25 match that could be of assistance to employers by reducing their individual unfunded accrued liability accounts. Our UAL currently sits at \$527,552. The employer pays a minimum of \$25,000 lump sum to PERS to reduce their UAL, and then the EIF part of SB 1049 kicks in another 25% of \$25,000 to reduce the employer's total UAL. All employers whose UALs exceed 200% of their payroll are first in line to be eligible for this money match; as we are right at the top with very high PERS rates, we were contacted to let us know that they (PERS) are accepting applications from these employers starting September 3. After 90 days, the application pool will be opened to all PERS employers.

Two definitions are in order: 1) Unfunded Accrued Liability - Created if the present value of an entity's PERS liabilities (benefits earned up to that point) exceeds the present value of the assets available to pay those liabilities (accumulated member, employer contributions, and investment earnings). 2) Transition Liability – The difference between the total UAL and the unfunded accrued liability attributable to the State/Local Government Rate Pool for an individual employer that joined the SLGRP. For Tangent Fire, this is excess PERS debt we brought with us when we joined the SLGRP (for OPSRP, we joined at the same time as all employers).

Unfortunately for Tangent Fire, an employer cannot participate in the 75/25 UAL match if it currently has any transition liability. We have a transition liability of \$213,217, the cost of which is elevating our PERS rate by 12.82%. Example: Our current OPSRP employer rate for 2019-21 is 37.66% (6% employee contribution rate not included). If we didn't owe the \$213,217, our OPSRP employer rate would be 24.84%. Considering our current payroll for 2019-20, we would pay \$106,000 in PERS contributions (this includes the 6% employee contribution and employer contribution on Karen's total salary). If our actual PERS rate (not total dollars) were decreased by 12.82%, we would pay \$75,000 (a savings of \$31,000!!). So, you can see that this transition liability is really hurting our bottom line.

The Inevitable Question: How do we begin to pay down this transition liability so that we can save a remarkable amount of money each year as well as begin to participate in future 75/25 matches (Ms. Sosne from PERS said there will be \$300M—coming from sports lotteries--set aside for this match fund next time around).

Knowing that we currently do not have the cash to pay off the full \$213,217 in transition liability, we asked some further questions of Ms. Sosne:

- a. Can we pay it piecemeal? Yes, but each time we want to make a payment, the actual effect on our PERS payroll rate must be calculated by Milliman (the actuary for PERS). Their cost is \$1,000 for each calculation. We must set a date of rate adjustment so they can figure the correct rate.
- b. Can we make a payment at any time during the biennium? Yes, and the reduced rates would take effect on the date we specify in the payment calculation with Milliman. We do not have to wait for a new biennium for new rates.
- c. If we apply for a rate adjustment calculation from Milliman based on a set payment amount, are we legally bound to make the payment? No, but we would be out the \$1,000 for the calculation analysis.
- d. If we paid \$100,000 this fiscal year, how much would that reduce our rates? While only Milliman can give us a definitive answer to this because so much of our current rates are based on historical information and that would all have to be updated, Ms. Sosne said a "quick and dirty" estimate would be a 6% (vs. the 12.82%) decrease in our rates.
- e. Although we wouldn't want to, could we borrow money to pay down this liability? No, paydowns of transition liability cannot be borrowed funds (however, paydowns of the UAL under the 75/25 program can be borrowed).

For Discussion: Assuming that the Board wants us to move in the direction of paying down this transition liability, we need to have a serious discussion about priorities. Is reducing this debt a priority over increasing our reserve funds or increasing our unappropriated ending balance? Should we use conflag money for this or extra cash carryover? What is the minimum payment we should be able to secure before asking for a calculation? Does the Board have other questions we need to have answered? As the Board is the true keeper of taxpayer funds, you need to decide if this is a priority for the District.