

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
December 8, 2021**

Board Members Present: John Dunn, Scott Richards, Chris Meyer, Bruce Riley, Paul Strombeck
Staff Present: IFC Stearns, BC Chapin, OA Conrad
Staff Absent: AC Vonasek
Absent: Volunteer Assn. President Walters
Citizen: B. Stearns

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

I. CITIZEN COMMENTS: None

II. APPROVAL OF:

Minutes – Regular Board Meeting – November 10, 2021

Action: Meyer moved to approve the minutes of October 13, 2021, as presented. Richards seconded the motion. Upon vote, it passed unanimously (5-0).

Financial Report – November 2021

Riley inquired about the amount projected in the 2021-2022 budget for the current taxes and the increase of revenue percentage from the prior year. Conrad responded: \$900,000, which \$892,585.02 has been received to date but did not know the increase from the prior year. She will have that figure at the next meeting. Chief Stearns commented regarding the unprotected conflagration expense. There is over \$70,000 in expenses but no revenue has been received yet. Chief followed up and it is not being paid until all the bills have been submitted, which is not due until December. It is anticipated by the first of the year payments should be released but have until June to make them. These were all Oregon conflagrations. Strombeck asked if we want to continue paying out prior to receiving the payment. Chief agreed it is a discussion to have because this does tie up a significant amount of the district's resources. The district does make a small amount of money, but the biggest advantage is the exposure it gives the personnel. They can work in a command structure and system that they may never see here. There are advantages to sending our people out to get the exposure to these large events and that kind of management. By law we must pay the employee and not wait until the district is compensated. Discussion if this is also true for the staff since the staff is getting their regular salary. Chief will check on this and a discussion can be had later. Dunn asked for our policy on conflagrations to be added to the agenda for the next board meeting for review.

Action: Riley moved to approve the November financial report as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously (5-0).

III. STANDING REPORTS:

Volunteer Association – No report

Interim Fire Chief – No written report, since Chief Stearns has only been here a week.

Chief Stearns briefly spoke: It has been a pleasurable week. The chief had a chance to meet one on one with the staff and several the volunteers. There is some work to do, but it is all good stuff. Chief attended a fire defense board meeting a joint venture with Linn & Benton County. It was well attended. The new radio system will have a big impact for the area. The grant and the study are done. We will need to stay involved in this process because it will impact the delivery of services in our area for years to come. This grant money does not extend out to the radios in the vehicles. We will need to be budgeting for the upgrade to use that system. They set up a technical committee, but the chiefs have realized they need to be involved again in the process. Shane Wooton of Albany Fire Department is the Fire Defense Board Chair.

Assistant Chief / Training Officer – (The following is the Asst. Chief's written report)

FIRE & EMS TRAINING –

In-House – Firefighter 1 Academy started November 4 and continuing at Lebanon Fire through the end of December. Tangent Fire District 2022 Training Calendar will be released later this month.

Regional – The Linn-Benton Fire Training Committee upon separation from the college will begin laying out its operational function to serve all Fire District's in Linn & Benton counties. Albany Fire will not be part of this organization but will provide resources if needed.

Corvallis Fire, Division Chief Shawn Morgan and Lebanon Training Chief, Mark Fitzwater have asked me to serve as senior training advisor to the new training committee. Which I gladly accepted.

State –DPSST brought the flammable liquids and gases training to our station, and ODOT's Justin Guinan, taught the Traffic Incident Management Training to us Oct. 26.

OR-EMS – Getting Training dialed in for 2022

National – The National Fire Academy is making a push to keep the Academy in Emmitsburg, MA open. Many outreach classes are being made available for the State of Oregon. Chuck has encouraged his FF 2s to attend some of the available classes made available at the DPSST campus and the state.

HEALTH & SAFETY –

Safety Committee – I hope to reinstate an active volunteer, Safety Committee for 2022 for monthly safety meetings

SCBA Grant Update – Our AFG grant is mostly complete with Tactical Business Group LLC, that we contracted with to help us with our AFG grant. A final review and sign off and it will be submitted. Mr. Jamison says we should be okay and feels pretty good about our status.

EQUIPMENT UPDATE –

Equipment – Bunker Gear – New turnouts have been ordered for a few people. Due to COVID structural fire PPE that has been ordered is expected for delivery around November 22nd. I am trying to get an update from Cascade fire Equipment for confirmation.

OTHER BUSINESS – \$\$

New Training Laptop – The old training laptop which is also used as my work laptop is coming up on 7 years old and has reached its limits with its processor to be able to upgrade certain software programs. Fire Studio 6 is one of those programs, it is an animated fire software program used for the development and continuing education for current and upcoming fire ground officers. Fire Studio is due to release “Fire Studio 7” after the new year, which we will likely upgrade to that. A new laptop is going to be looked at, Cost, \$??? at this time. I will discuss with Chief Stearns regarding this once he has settled into his role.

Volunteer Outreach & Secure Portal – I met with a representative of Streamline on Friday, Nov. 5. The increase in cost was \$70 a month. Streamline will not begin charging us till January 2022, which gives us a few months to test drive it. Feeding information into the Portal is a breeze compared to how I have tried to use Target Solutions and its accessibility for the Volunteers on the front end. In addition, this makes our web content adhere to Section 508 and WCAG 2.1 AA (Web Content Accessibility Guidelines), which makes our HTML content ADA compliant for Public entities.

Apparatus Bay TV – A new TV is up and working off the station’s Wi-Fi for access to the internet

Volunteer Cell Phone Replacement Fund – At this time, I do not know what this would look like, but I want to bring it up for thought and consideration for the Board Members.

The intent is to provide a way, legally from tax laws and BOLI (if that’s possible?) we create a fund that can assist a Volunteer who may have lost or damaged their phone either responding to a call or on a call. As I forementioned, cell phones are a vital part of our volunteer’s involvement with the District and notification for response to the station, and without one, they can’t respond. We have old documentation that that discourages volunteers from taking personal cell phones on calls, yet current fire training programs use phone apps to download to cell phones to assist on incidents such as medicals, hazardous materials, and specific types of events, such as incidents involving exotic metals and fertilizers.

I see that the replacement criteria will need to be carefully written, however that may look, and I hope to have a more comprehensive report on this for November’s Board Meeting.

COMMUNITY OUTREACH –

Tangent Fire District Website – I recently did a little house cleaning and made a few links a little easier to access.

Tangent Community Blood Drive – Next Red Cross Blood Drive is January 20. Our future Community Blood Drives will also include a food drive for FISH of Albany, so that individuals can donate non-perishable food items. This collaboration of Community events will take place during all four of our Tangent Community Blood drives, (Jan., Apr., Jul., and Oct.)

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

Fire Inspections- I went and visited the Extraction processing building and met with the contractor. I am currently working a site plan review for LB Tractor and gathering information from the contractor. Many emails for inspection meetings or site plans many at TIP.

Pre-Plans- I have been reviewing our district on google maps and sending google maps feedback on missing roads.

Fire Prevention/ED- Attended the OLSST meeting.

Vehicle Maintenance- E-71 foam motor has been ordered. Dodge 1500 had radio issues, Complete Wireless came out and fixed the radio. A new key fob has been ordered for the Dodge Durango. Replace the power strip and wiring in E-71 for radios.

Building Maintenance- Cary and I have spent some time in the Chiefs office going through and cleaning up the office. We started back doing office sanitization on Saturday evenings with the fogger. Cary and I repaired the power cord to one of the engines.

Volunteers- Brice, Cary and I met several times on the volunteer manual. I rewrote a few sections. It will be going to the officers meeting on Dec. 1 for review. Next step will be taking it to the volunteers for review and get feedback from them. I have been working with volunteers on drive time in the engines. The bulk of my time have been teaching firefighter 2 classes on Friday evenings and Saturdays.

Resident Students Volunteers- Nothing new.

Firefighter Academy-

Firefighter 1 classes have been well attended. For the last two academy's I brought in an outside instructor, Jonathan Jones who was the Deputy State Fire Marshal for this area. Firefighter 2 need to assist with a technical rescue, so I am reaching out to Albany's Technical Rescue to coordinate trainings.

Activity Report: Total YTD calls were 382 as of the month of November, up 80 from 2020, up 51 from 2019 and up 7 from last month.

IV. OLD BUSINESS:

Flagpole – Richards – Looking on the internet for local companies but have not found any. Suggestions were given for local places that have a Memorial flagpole – Oregon State Sheriffs Association, DPSST Academy and Timberlinn Park (Randy Martinek contact), for Richard to contact for information. Businesses that may perform installations: Salem Masonry and Greystone. An estimate is needed for this project to be included in the budget for next year.

Monitor in Station Bay – This is now up and working. The only downside is because it is a smart TV, it doesn't update and kicks the Active 911 off and then it needs to be rebooted. Chuck will check to see if the residents could have the ability to refresh it when needed.

Review Policy 1032-Professional Education Reimbursement – The proposed change for Policy 1032.3 – deletes “before June 1 of each year that they wish to seek reimbursement in the following fiscal year” to “in writing”.

Action: Meyer moved to approve the approve the amendments to Policy 1032.3 as presented. Richards seconded the motion. Upon vote, it passed unanimously (5-0).

V. **NEW BUSINESS:**

OFDDA 2021 Oregon Fire Service Conference – Dunn, Meyer & Richards

Conference was good with interesting speakers and we able to meet Jim Stearns. Networked to “check on Jim’s background” and everything was very positive. Chief Stearns is very well regarded in the firefighting community. The most interesting seminars was the Jackson Three, the chief and a board member. They talked about hiring the new chief, what was expected and how the chief work with each of the board members because each board member is different. They are willing to work with other districts as part of their mission.

ATT FirstNet was at the conference; discussion of if the coverage for this area is dependable. Information will be passed to Vonasek to review.

SDL brought up an issue with the Special Districts not being able to make a quick respond to a request for a particular petition signing or to get the word out that the special districts also need money. For example, funding money for COVID, there was no money for special districts immediately. People do not think of us as a government agency. They suggested that the board make a mechanism to have one of the board members have the authority to make a quick response back to the legislative branch or whomever. This person would contact each board member for their thoughts. A timely official response could be given without having to wait until the next board meeting. Our representatives do listen to the fire districts. They are looking for a response from the fire boards not just a representing yourself. Suggested to have this person send a group email to the board but when replying only send it to the that person not the whole group, otherwise it is a public meeting (need to respond individually), This is a good quick way to handle this. Another thing was mentioned was to do a better job reaching out to local representatives, mayors, and city planners to know about our district.

Guidance for Interim Chief – Board

Interim Chief Stearns had asked for guidance from the board and the board responded with the following:

- Look at the department – what are we doing good or what we need to improve
- Evaluate the staff’s work responsibilities are appropriate
- Overview with staffing – paid and volunteer
- Look at job descriptions and evaluation process and are done correctly and on time
- Officer development
- Re-engage the volunteers
- Review policies
- Operational SOP or SOG

Interim Chief Stearns does a SWOT analysis – Strengths, Weaknesses, Opportunities and Threats. He will look at what is going to happen to the district, the impact urban growth boundaries, lack of waters and how all of this will affect the community.

Oregon Health Division Religious Exemption Form – Chief Stearns

A volunteer gave Chief an Oregon Health Division Religious Exemption form for the COVID vaccine. Chief reached out to SDAO for guidance. SDAO HR department will review it and give advice on how to proceed. In the meantime, this individual will have to wear a mask at all times and every person that interacts with this individual. The students have been notified. OHA can send a COVID test for the individual to complete at

home test, then mail it back, the results will be emailed to the appropriate person. This individual will need to be tested once a week. We will either have to name this individual or make a policy everyone must wear a mask at all times, which technically is required right now.

GOOD OF THE ORDER:

- Christmas Dinner – December 14, 2021 at 6:00 p.m.
- Next Regular Board Meeting. – January 12, 2022 – 7:00 p.m.
- Interim Chief Stearns will be mailing a timeline for the process of hiring a new Fire Chief.

Chair Dunn adjourned the meeting at 8:24 p.m.

Amended Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



Paul Strombeck, Vice Chair of the Board

1-12-2022

Date