

**TANGENT RURAL FIRE PROTECTION DISTRICT**

**Board of Directors Meeting**

**July 10, 2019 – 7:00 p.m.**

**AGENDA**

- I. CALL MEETING TO ORDER:** Chair Dunn.
- II. CITIZEN COMMENTS:**
- III. APPROVAL OF:**
  - A. Minutes - Regular Board Meeting – June 12, 2019.**
  - B. Financial Report – June 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 (June) – Vonasek.**
- V. OLD BUSINESS:**
  - A. Grant Updates — Casebolt.**
  - B. Personnel Policy Revisions:**
    - 1. Review of “Work Hours” Policy – Discussion.**
    - 2. Review of “Conflagrations” Policy – Discussion.**
- VI. NEW BUSINESS:**
  - A. Consideration of Resolution of No. 2019-09 (Continuing an Equipment Reserve Fund) – Wooldridge.**
  - B. Consideration of 2019-20 Supplemental Budget (Resolution No. 2019-10--Increasing Appropriations to the General Fund) – Wooldridge.**
- VII. GOOD OF THE ORDER:**
  - Annual District Audit – July 22-23, 2019**
  - Annual District Picnic – July 28, 2019**
  - Next Regular Board Mtg. – August 14, 2019:**
    - a. Oath of Office for Riley and Strombeck – 6:30 p.m.**
    - b. 90-min. SDIS Board Practices Assessment**
- VIII. ADJOURNMENT.**

**MINUTES/FINANCIAL/STANDING REPORTS**

**Board of Directors  
Regular Board Meeting  
Minutes – June 12, 2019**

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

---

Chair Dunn called into the meeting by speaker phone from Klamath Falls, so Vice-Chair Strombeck called the meeting to order at 7:00 p.m. TRFPD Resolution No. 2013-04 states that one Director may attend a Board meeting by electronic means provided that the Director attends the entire meeting. This resolution permits such Director to be counted toward the quorum requirement and to participate in all votes. As it was the Chair participating by electronic means, he received prior permission from Vice-Chair Strombeck to do so. With Chair Dunn's electronic attendance, the 3-Director meeting quorum was met.

**I. PUBLIC HEARING TO ADOPT FY 2019-20 BUDGET (Resolution No. 2019-06)**

Vice-Chair Strombeck opened the public hearing. There were no public attendees and the Board had no comments, so the public hearing was closed and a motion put forward.

**Action:** Dunn moved to approve Resolution No. 2019-06 (Officially Adopting the FY 2019-20 Budget of the Tangent Rural Fire Protection District, Making Appropriations, and Imposing & Categorizing Taxes), such budget as approved and forwarded by the Budget Committee in the amount of \$2,729,209, which includes \$2,264,745 for all appropriations for all funds and \$464,464 for unappropriated ending balance and monies reserved for future expenditures; and he further moved to impose a \$2.5739/\$1,000 tax rate upon the assessed value of all taxable property within the District. The motion was seconded by Riley and it passed 3-0 (Richards and Meyer were absent).

**II. CITIZEN COMMENTS: None.**

**III. APPROVAL OF:**

**Minutes – Regular Meeting, May 8, 2019.**

**Action:** Riley moved to approve the minutes of the meeting as presented. It was seconded by Strombeck and passed 3-0 (Richards and Meyer were absent).

**Financial Report – May 2019 –**

**Action:** Riley moved to approve the financial report as submitted. It was seconded by Strombeck and passed 3-0 (Richards and Meyer were absent).

#### IV. STANDING REPORTS:

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

- **Medic 71:** New Medic unit on order. We are looking into getting the top painted black to match our apparatus; this will be done at the factory.
- **HR Class:** I attended an HR class in May, which covered many things including social media. I joined a group that shares info and ideas through SDAO hosting.
- **Volunteers Testing:** We currently have two volunteers who are testing for career positions. They are early in the process, but it shows their desire to move forward and our commitment to preparing them for that process. Kudos to our training staff.
- **Staff Vehicles:** Durango is completed. Ram Pickup is built, awaiting spray-in bedliner from factory and shipment here from Detroit, Michigan.
- **Station Upgrades:** The new exhaust system is complete, and all items have either been taken care of or addressed for future repairs. Holding on the fix for the medic unit exhaust as we will be getting a new unit the first of the year.
- **Upcoming Events:**
  - **June 15** Fire Season begins in Linn County
  - **June 22** Relay for Life
  - **July 4** Holiday
  - **July ???** Department BBQ
  - **August** Neighborhood Watch Event (we will send an engine).

**Asst. Chief/Training Officer's Report** - (The following is the Asst. Chief's written report as well as additional comments made at the Board meeting.)

- **Training –**
  - **TFD In-house Training:**
    - **Vehicle Extrication** – Looking to reschedule, perhaps in Fall.
    - **Wildland Firefighter, Refresher** – Chris and Chuck have been getting our current interface firefighters up to speed with their annual wildland refresher. It is expected that it will be a busy wildfire year again.
    - **DPSST** – Have reached out to DPSST training coordinators to bring in-state training props such as vehicle fires, flammable liquids and gas, and ventilation. Fall of 2019.
    - **Portland Western Railroad** – Response to Diesel Locomotives. Fall 2019

- **EMS** – New continuing education matrix has been laid out for the EMT maintenance period 2019-2021.
- **Regional:** The NFPA 1403 Live Burn Training was completed. I am now, by NFPA standards, a certified live burn instructor for a fixed facility live burn prop, such as ours. Jacob Mowery will also be a certified live burn instructor once he has received his NFPA Fire Service Instructor II accreditation.
- **State:** Oregon Volunteer Firefighters Association is holding its annual conference at the Deschutes County Fairgrounds in Redmond on June 26 – 29. Would like to try to send a couple of volunteers; one on a state scholarship and one from our conference budget.
- **National Fire Academy:** A few individuals have expressed interest in attending the National Fire Academy, with a few applications submitted requesting admission into Winter and Spring 2021 classes.
- **Health and Safety** - Policy review continues, but at a slower pace due to adjusting to the needs of EMS recertification and training requests with the improving weather.
- **Safety Committee** – Safety Committee Meeting was held in June. Topics discussed were the new exhaust system and concerns for the dangling hoses when entering and exiting fire apparatus. Safety marking with yellow safety paint around curb edges. No accidents were reported from the last two months in or around the station.
  - Jason Jantzi, Risk Management Consultant will be doing a Safety Committee Workshop which will be hosted by Tangent RFPD on July 24 @ 6:00 PM. This workshop has not been finalized, but a training flyer will be sent out to area agencies.
- **Emergency Medical Services –**
  - All state-level EMTs are recertified for the next two years. This is my first time at Tangent Fire, that all EMTs and EMT-Is are recertified in our District without having to pay any late registration fees.
  - Currently, in our Department, we have the following number of EMS personnel by EMS level:

**Emergency Medical Responder:**

Dan Taylor	Glen Butler	Taylor Bovinette
Jim Burke	David Jakeman	

**Emergency Medical Technician:**

Cary Vonasek	Jacob Royer (New)	Ryan Tompkins (New)
Chris Hunt	Loel Trulove	Dan Ryan
Dan Jones	Nicholas Pomme	Rebecca Vonasek
Brice Walters	Michael Samard	Paul Radke
Jacob Mowery		

**Emergency Medical Technician-Intermediate:**

Alecia Burwell	Larry Wooldridge	Chuck Chapin
----------------	------------------	--------------

**Paramedic:**

Ann Mang

(Chris Hunt formerly was a Paramedic, but chose to recertify as an EMT after he retired from Corvallis FD)

Dunn commented that he liked receiving this list of our volunteers/staff and their certifications.

The Board asked if the District was offering more CPR classes; the answer is yes, Lt. Walters usually offers two per year.

**Staff Battalion Chief's Report** - (The following is the BC's written report.)

- Completed three more fire inspections and one re-inspection. I have been doing research for the City on the building on the corner of Birdfoot and Hwy 99 E.
- I have spent a large amount of time doing driver training with the volunteers. I spent four days in a FEMA Operations Section Chief Class. I taught a 4-day wildland class for the region. A group of volunteers and I attended a Conflagration simulation in Lebanon, which lasted 5 to 6 hours.
- Tender 73 went into Petersons for repairs, and we received it back the week of 27<sup>th</sup>. Chris and I have been working on prepping E-73 and the B-71 for Conflagrations.

**Board Comment:** It was asked if the tenders we purchased on used chassis were costing us more in repairs than we had expected. Vonasek explained that because the original chassis were built for different uses (other than water tenders), there have been some costly wrinkles to iron out, but he felt that those repairs will settle down soon and that both tenders will work well for us. It was suggested to staff that we need to keep track of the repair expenses on T-71 and T-73.

- We attended the May school birthday lunch. The kindergarten and first grade classes came in for public education. We gave them a station tour, and one class even got to see the volunteers respond on a call. Very successful.

**Activity Report** – 25 incidents in May for a total of 152 for the year--- 18 more than last year at this time.

**V. OLD BUSINESS:**

**Grant Updates** –

- **Seismic Rehab** – The kick-off meeting with the design/engineering team (Mackenzie), the contractor, and TFD was held on May 17. We subsequently received the total project cost estimate from Mackenzie—this was \$1,214,031, and the grant is for \$1,163,245, which is about a \$51,000 overrun. The group will be meeting again tomorrow to see where costs can be cut as we must stay within the awarded grant. Part of the overrun is because not enough foundation work was included in the original estimate. The Chief shared that a big cost savings could come from the proposed upgraded folding doors for the bay, but he will know more after tomorrow's meeting. Dunn stated that he wanted the folding doors as they were part of the original cost estimate, and contractors bid on the project knowing these were part of it.
- **AFG (Exhaust Evacuation System)** – See notes above in the Chief's staff report. Grant monies have been received and the Board will vote on a resolution tonight to appropriate those funds for payment to the contractor.

**Policy Revisions (Work Hours and Conflagrations)** - Due to only three Board members in attendance at tonight's meeting, these items were postponed until the July Board meeting.

**VI. NEW BUSINESS:**

**Paving Project (Behind the Station) – Consideration of Written Quotes** – This project is included in the 2019-20 budget as an expenditure in the Building Reserve Fund; since the 2019-20 budget was just adopted earlier in this agenda, this project can come before the Board for consideration. However, the project will not begin until the new budget year starts on July 1, 2019. This project is to repair the asphalt near the refuse dumpsters and to repair around the storm catchment, to include ground prep and sealing. It also includes paving of two grass areas between the Warren Bldg. and the main station to increase parking. The area between the Warren Bldg. and tank vaults on the north end are to be covered with asphalt from the edge of existing asphalt out to the fence and to include behind the water tanks to facilitate additional storage. All vendors were present to view the site and facility prior to submitting quotes. Submitted quotes as follows:

Knife River (asphalt bid)	\$28,041
Holderman Paving (asphalt bid)	\$16,930
Final Finish Construction (concrete bid)	\$60,350

Of course, the concrete bid cannot really be compared w/the two asphalt bids, and the District wants asphalt. There was some discussion as to whether 3" asphalt would be enough to handle the weight of our vehicles and/or the refuse truck that comes in twice a week for garbage pickup. According to Vonasek, he was told that 3" is the normal coverage for handling up to 80,000 lbs., and our filled tenders don't weigh that much. When asked if Holderman would stand behind their 3" work if it failed, Vonasek answered yes. They have been in business for 15 years, recently did the asphalt work for BetaSeed, and they have a good reputation. The Board recommended that Vonasek speak with Holderman to make sure that 3" will hold the weight of our vehicles or whether the coverage should be increased to 4" even though it would increase the price of the project.

**Action:** Riley moved to accept the original Holderman Paving bid of \$16,930, but added that the bid be allowed to increase up to \$20,000 (as that is the maximum amount appropriated for that project in the budget) based on any adjustments needed to ensure adequate material to hold the weight of our vehicles without failing and that the work not begin until after July 1, 2019. Strombeck seconded the motion and it passed 3-0 (Richards and Meyer were absent).

**Consideration of Resolution No. 2019-07 (Transferring Money from Contingency to Debt Service)** – This is a resolution to transfer \$100 from Contingency to Debt Service in order to have adequate funds to make an interest payment in June on our 5-yr. loan with Zion Bank.

**Action:** Riley moved to approve Resolution No. 2019-07 as submitted with a second from Strombeck. Upon vote, the motion passed 3-0 (Richards and Meyer were absent).

**Consideration of Resolution No. 2019-08 (Appropriating 2017 AFG Grant)** – This grant was for the purchase and installation of a vehicle exhaust extrication system for the station bay. The work has been completed and the grant money has been received. This resolution just appropriates the \$52,876 grant money so that the contractor can be paid.

**Action:** Strombeck moved to approve resolution No. 2019-08 as submitted with a second from Riley. Upon vote, the motion passed 3-0 (Richards and Meyer were absent).

**VII. GOOD OF THE ORDER:**

**SDAO Safety Award** – Dunn suggested that the District nominate someone for this award for the upcoming OFDDA Conference in the fall.

-----  
At 8:10 p.m., Vice-Chair Strombeck recessed the regular meeting into Executive Session per ORS 192.660(2)(i) for discussion on the Fire Chief's initial 6-month performance.

-----  
The regular Board meeting resumed at 8:24 p.m. following Executive Session.

**Action:** Because of his initial success in the Fire Chief's position, Riley moved to promote Chief Wooldridge from Step 5 (\$79,130) to Step 6 (\$81,504) on the salary schedule beginning July 1, 2019. The motion was seconded by Dunn and it passed 3-0 (Richards and Meyer were absent).

Vice-Chair Strombeck adjourned the meeting at 8:25 p.m.

---

Minutes submitted by Karen Duckworth  
Office Administrator

APPROVED BY:

---

John Dunn, Chair of the Board

---

Date



## Tangent Rural Fire Protection District

7/1/2019 10:49 AM

Register: Umpqua Checking Account

From 06/26/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/27/2019		QuickBooks Payroll ...	-split-	Created by Pay...	14,928.77		50,865.67
06/28/2019	EFT	PERS	-split-	2553	6,679.66		44,186.01
06/28/2019	EFT	EFTPS	-split-	93-0585226	5,244.02		38,941.99
06/28/2019	EFT	Oregon Dept of Reve...	Payroll Liabilities	0294080-2	1,328.00		37,613.99
06/28/2019	14023	Burke, James D	-split-		460.77		37,153.22
06/28/2019	14024	Sonne, Steven W	-split-		230.38		36,922.84
06/28/2019	14025	GeoEngineers, Inc.	4000 · Capital Outlay	Inv. 158108 - S...	1,560.00		35,362.84
06/28/2019	14026	Mackenzie	4000 · Capital Outlay	Seismic Project...	1,287.50		34,075.34
06/28/2019	14027	Mackenzie	4000 · Capital Outlay	Seismic Project...	3,208.21		30,867.13
06/28/2019	14028	Dunn, John	2000 · Personnel Servi...	4th Qtr. 2018-1...	75.00		30,792.13
06/28/2019	14029	Meyer, Chris	2000 · Personnel Servi...	4th Qtr. 2018-1...	50.00		30,742.13
06/28/2019	14030	Scott Richards	2000 · Personnel Servi...	4th Qtr. 2018-1...	50.00		30,692.13
06/28/2019	14031	Riley, Bruce	2000 · Personnel Servi...	4th Qtr. 2018-1...	75.00		30,617.13
06/28/2019	14032	Strombeck, Paul	2000 · Personnel Servi...	4th Qtr. 2018-1...	75.00		30,542.13
06/28/2019	14033	ALSCO	3000 · Materials & Ser...	LEUG1940609...	87.35		30,454.78
06/28/2019	14034	Complete Wireless S...	4000 · Capital Outlay	Inv. 94087 - D...	105.38		30,349.40
06/28/2019	14035	Curtis & Sons, LN	4000 · Capital Outlay:...	Inv. 289277 - 2...	1,668.19		28,681.21
06/28/2019	14036	Knox Company	4000 · Capital Outlay:...	Inv. 01761033 ...	850.00		27,831.21
06/28/2019	14037	Koontz, Blasquez & ...	3000 · Materials & Ser...	(1st qtr. payrol...	264.00		27,567.21
06/28/2019	14038	Lebanon Fire District	3000 · Materials & Ser...	Inv. 6202019 T...	311.00		27,256.21
06/28/2019	14039	Pacific Power	3000 · Materials & Ser...	16109101-001 7	704.48		26,551.73
06/28/2019	14040	Standard Insurance	2000 · Personnel Servi...	004163470001 ...	235.86		26,315.87
06/28/2019	14041	Truck Pros	4000 · Capital Outlay	Repair Order #...	2,190.00		24,125.87
06/28/2019	14042	Xfinity	3000 · Materials & Ser...	8778 10 602 01...	166.24		23,959.63
06/28/2019	14043	Department of Justice	Payroll Liabilities	410000000156...	230.39		23,729.24
06/28/2019	14044	Bonneville Billing &...	Payroll Liabilities	8908563 510	53.84		23,675.40
06/28/2019	14045	SDIS	-split-	Staff Health Ins...	8,030.06		15,645.34
06/28/2019	14046	Cascade Fire Equipm...	4000 · Capital Outlay:...	Inv. 089325 - d...	371.74		15,273.60
06/28/2019	14047	Line Gear Fire & Res...	4000 · Capital Outlay:...	Inv. 30314 (wil...	941.00		14,332.60
06/28/2019	14048	Wire Works LLC	4000 · Capital Outlay	Inv. 7640 - ligh...	6,843.28		7,489.32
06/28/2019	14049	Tangent Volunteer Fi...	3000 · Materials & Ser...	2018-19 Grant ...	500.00		6,989.32
06/28/2019	14050	TWGW, Inc. Napa A...	3000 · Materials & Ser...	31910/#712-78...	191.11		6,798.21
06/28/2019	14051	Annas Consultants Inc.	3000 · Materials & Ser...	#2519 - Breathi...	160.00		6,638.21
06/28/2019	14052	Comcast Business	3000 · Materials & Ser...	8778 10 602 03...	234.61		6,403.60
06/28/2019	14053	Linn County Clerk	3000 · Materials & Ser...	May 2019 Elec...	323.49		6,080.11
06/28/2019	14054	Northwest Safety Cle...	3000 · Materials & Ser...	Inv. 19-24440 -...	174.02		5,906.09
06/28/2019	14055	Verizon	3000 · Materials & Ser...	270852664-1/9...	76.52		5,829.57
06/28/2019	14056	Cascade Fire Equipm...	3000 · Materials & Ser...	Inv. 101476 - ...	337.97		5,491.60
06/28/2019	DD1193	Casebolt, Scott A.	-split-	Direct Deposit		X	5,491.60
06/28/2019	DD1194	Chapin, Charles A	-split-	Direct Deposit		X	5,491.60

Tangent Rural Fire Protection District

7/1/2019 10:49 AM

Register: Umpqua Checking Account

From 06/26/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/28/2019	DD1195	Duckworth, Karen F	-split-	Direct Deposit		X		5,491.60
06/28/2019	DD1197	Vonasek, Cary M	-split-	Direct Deposit		X		5,491.60
06/28/2019	DD1198	Wooldridge, Larry W.	-split-	Direct Deposit		X		5,491.60
06/28/2019	DD1196	Hunt, Chris E.	-split-	Direct Deposit		X		5,491.60
06/28/2019			-split-	Transfer \$2,29...			2,295.38	7,786.98
06/28/2019			Umpqua Checking Acc...	Transfer \$2,29...	2,295.38			5,491.60
06/28/2019			-split-	Transfer \$6,84...			6,843.28	12,334.88
06/28/2019			Umpqua Checking Acc...	Transfer \$6,84...	6,843.28			5,491.60
06/28/2019			LGIP	Funds Transfer			10,000.00	15,491.60
06/30/2019	14057	Cardmember Service	Umpqua Bank Credit C...	4798 5100 420...	3,930.71			11,560.89

Tangent Rural Fire Protection District

6/14/2019 11:09 AM

Register: Umpqua Checking Account

From 06/14/2019 through 06/14/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/14/2019	13999	AA Auto Wrecking	3000 · Materials & Ser...	#252936 - Tow...	550.00		79,351.76
06/14/2019	14000	Albany Firemed	3000 · Materials & Ser...	29 membership...	1,885.00		77,466.76
06/14/2019	14001	Annas Consultants Inc.	3000 · Materials & Ser...	#2530 qtrly. br...	441.72		77,025.04
06/14/2019	14002	Brethauer Oil Co	3000 · Materials & Ser...	Acct. 5361 CL...	790.01		76,235.03
06/14/2019	14003	Cascade Fire Equipm...	4000 · Capital Outlay...	Inv. 099746 09...	7,871.52		68,363.51
06/14/2019	14004	Chemeketa Communi...	3000 · Materials & Ser...	Inv. # S105216...	225.00		68,138.51
06/14/2019	14005	Complete Wireless S...	4000 · Capital Outlay	Inv. 92577 (Du...	1,442.00		66,696.51
06/14/2019	14006	Complete Wireless S...	4000 · Capital Outlay...	Inv. S94171 (n...	396.50		66,300.01
06/14/2019	14007	Culligan of Albany	3000 · Materials & Ser...	Inv. 20190560...	90.50		66,209.51
06/14/2019	14008	Curtis & Sons, LN	-split-	Inv. 284527 & ...	630.27		65,579.24
06/14/2019	14009	Daily Journal of Com...	3000 · Materials & Ser...	Acct. 1005483...	37.80		65,541.44
06/14/2019	14010	Hughes Fire Equipm...	3000 · Materials & Ser...	Cust. 22355 / I...	111.72		65,429.72
06/14/2019	14011	Life Flight Network	3000 · Materials & Ser...	30 2019-20 M...	1,500.00		63,929.72
06/14/2019	14012	Linn Benton Commu...	3000 · Materials & Ser...	4 students - Wi...	600.00		63,329.72
06/14/2019	14013	Line Gear Fire & Res...	4000 · Capital Outlay...	Inv. 30023 (8 ...	959.12		62,370.60
06/14/2019	14014	Mid-Valley Newspap...	3000 · Materials & Ser...	138-60001625 ...	342.48		62,028.12
06/14/2019	14015	N W Natural	3000 · Materials & Ser...	247388-2/2766...	97.92		61,930.20
06/14/2019	14016	Peterson Trucks, Inc.	3000 · Materials & Ser...	Inv. 701893 - ...	2,883.15		59,047.05
06/14/2019	14017	Samaritan Occupatio...	3000 · Materials & Ser...	#2482 Vonasek...	256.00		58,791.05
06/14/2019	14018	Special Districts Ass...	3000 · Materials & Ser...	19HR-052019...	75.00		58,716.05
06/14/2019	14019	Speer Hoyt LLC	3000 · Materials & Ser...	#51953 - Seism...	235.00		58,481.05
06/14/2019	14020	Tangent	3000 · Materials & Ser...	134-CP Parks/...	57.25		58,423.80
06/14/2019	14021	TWGW, Inc. Napa A...	-split-	31910 - #7850...	161.98		58,261.82
06/14/2019	14022	U. S. Bank Equipme...	3000 · Materials & Ser...	Inv. 38594519...	174.31		58,087.51

Tangent Rural Fire Protection District

6/10/2019 11:36 AM

Register: Umpqua Checking Account

From 06/10/2019 through 06/10/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/10/2019	13977	Bovinette, Taylor	-split-		76.23		72,297.27
06/10/2019	13978	Burke, James D	-split-		258.00		72,039.27
06/10/2019	13979	Burwell {volunteer},...	-split-		76.23		71,963.04
06/10/2019	13980	Butler III, Glen	-split-		134.83		71,828.21
06/10/2019	13981	Chapin, Candiceane T	-split-		111.42		71,716.79
06/10/2019	13982	Gash, Brian J	-split-		410.47		71,306.32
06/10/2019	13983	Jakeman, David L	-split-		457.37		70,848.95
06/10/2019	13984	Mang, Ann E.	-split-		93.82		70,755.13
06/10/2019	13985	Mowery, Jacob D	-split-		175.42		70,579.71
06/10/2019	13986	Pegg II, John C.	-split-		216.96		70,362.75
06/10/2019	13987	Pomme, Nicholas D.	-split-		228.69		70,134.06
06/10/2019	13988	Radke, Paul R.	-split-		307.00		69,827.06
06/10/2019	13989	Royer, Jacob E	-split-		392.87		69,434.19
06/10/2019	13990	Ryan, Daniel M	-split-		99.69		69,334.50
06/10/2019	13991	Samard, Michael A	-split-		445.65		68,888.85
06/10/2019	13992	Sonne, Steven W	-split-		137.80		68,751.05
06/10/2019	13993	Taylor, Daniel R	-split-		474.96		68,276.09
06/10/2019	13994	Trulove, Loel E	-split-		117.27		68,158.82
06/10/2019	13995	Walters, Brice R	-split-		216.96		67,941.86

Tangent Rural Fire Protection District

6/11/2019 1:08 PM

Register: Umpqua Checking Account

From 06/10/2019 through 06/13/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/10/2019	EFT	EFTPS	-split-	93-0585226	764.94		71,608.56
06/10/2019	13977	Bovinette, Taylor	-split-		76.23		71,532.33
06/10/2019	13978	Burke, James D	-split-		258.00		71,274.33
06/10/2019	13979	Burwell {volunteer},...	-split-		76.23		71,198.10
06/10/2019	13980	Butler III, Glen	-split-		134.83		71,063.27
06/10/2019	13981	Chapin, Candiceane T	-split-		111.42		70,951.85
06/10/2019	13982	Gash, Brian J	-split-		410.47		70,541.38
06/10/2019	13983	Jakeman, David L	-split-		457.37		70,084.01
06/10/2019	13984	Mang, Ann E.	-split-		93.82		69,990.19
06/10/2019	13985	Mowery, Jacob D	-split-		175.42		69,814.77
06/10/2019	13986	Pegg II, John C.	-split-		216.96		69,597.81
06/10/2019	13987	Pomme, Nicholas D.	-split-		228.69		69,369.12
06/10/2019	13988	Radke, Paul R.	-split-		307.00		69,062.12
06/10/2019	13989	Royer, Jacob E	-split-		392.87		68,669.25
06/10/2019	13990	Ryan, Daniel M	-split-		99.69		68,569.56
06/10/2019	13991	Samard, Michael A	-split-		445.65		68,123.91
06/10/2019	13992	Sonne, Steven W	-split-		137.80		67,986.11
06/10/2019	13993	Taylor, Daniel R	-split-		474.96		67,511.15
06/10/2019	13994	Trulove, Loel E	-split-		117.27		67,393.88
06/10/2019	13995	Walters, Brice R	-split-		216.96		67,176.92
06/10/2019	13996	Department of Justice	Payroll Liabilities	410000000156...	137.80		67,039.12
06/12/2019			LGIP	Funds Transfer		70,000.00	137,039.12
06/13/2019	13997	Zions Bank	6000 Debt	Acct. # 000011...	1,478.36		135,560.76
06/13/2019	13998	Air Exchange, Inc.	4000 Capital Outlay:...	Inv. 44190 - Pa...	55,659.00		79,901.76

# Chief's Report, July 2019

**Medic 71:** New Medic unit arrival has been updated to a potential September/early October arrival. We are still looking into participating in getting the top painted black to match our apparatus.

**TFD Officers:** I am looking into our leadership team and their involvement. We will be discussing involvement during drills, drill attendance and night responses. I have received call and drill attendance for the past 18 months and plan to address some deficiencies that have become apparent.

**Volunteers:** We have a strong number of volunteers at TFD, but we have a general lack of response from more than 50% of those. I am putting together a work group made up of our staff and 2 volunteers and we will be looking into creating a clear expectation of what I expect from our volunteers in both call response and drill attendance.

**Staff Vehicles:** Durango is completed. Ram Pickup is built and has been shipped. I am waiting on an email from the Dodge dealer for an update. I hope to have a better timeline at the board meeting.

**Station Upgrades:** The paving work at the station is slated to begin July 10 and should not take too much time to complete. The space is much needed for parking and for storage behind the Warren building.

**Relay for Life:** We provided our pop-up canopy to the event and had an engine crew there for a few hours. Crew members walked a few laps, some in full turnout gear in support of the event.

**Fire Reports:** Staff will begin inputting fire reports for NFIRS. Karen has been doing them but struggles to get all the information from responders needed to complete these reports. This will be a change in how things have been done in the past, but with a working knowledge of fire we should be able to complete the reports with less hassle moving forward. This has made Karen happy!

## Upcoming Events:

- July 28 Department BBQ (food, bounce house, porta tank for kids)
- July 30 5<sup>th</sup> Tuesday drill potluck
- August 13<sup>th</sup> Neighborhood Watch Night Our

Respectfully submitted,

Larry Wooldridge, Fire Chief

**Asst. Chief/Training Officer's Report  
July 2019**

Settling back in after two weeks of holiday. So this will be a short report.

**Training -**

**TFD In-house Training:**

**Vehicle Extrication** – Fall, 2019

**Wildland Firefighter, Refresher** – Chris and Chuck have us ready for the Summer's fire season

**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 2019.

**Regional:** Quiet for the fire season

**State:** Fall 2019 and Winter 2020 fire schools has been announced and are open for enrollment.

**National Fire Academy:** A few individuals have expressed interest in attending the National Fire Academy, with a few applications submitted requesting admission into Winter and Spring 2021 classes.

**Health and Safety** – Nothing to report

**Safety Committee -**

**Safety Committee Meeting:** July Safety Committee meeting will be held later in July.

**Emergency Medical Services** – Nothing to report.

Respectfully submitted,  
Cary Vonasek  
AC/Training Officer

# **Battalion Chief's Report**

**June 2019**

**(for July 2019 Agenda)**

**Fire inspections and pre-plans are ongoing. I completed several site plan reviews for businesses, some new buildings and some remodels. Attended a couple of inspections with the county building officials for final checks on sprinkler systems.**

**I continued to help with volunteer drive time. Along with regular drills, we held a Thursday night session for some volunteers to get firefighter 1 taskbook checkoffs.**

**We attended the June school birthday lunch at Tangent Elementary. We attended the school field day; we sprayed the kids with water to keep them cool. Volunteers and staff walked around and played with the kids.**

**Nutrien reached out for a grease fire demo for their staff. We provided an engine crew for standby and provided personnel to complete the demo. After the demo, we had a small little Q&A session.**

**We facilitated a couple of days for a high-school student ride along in June.**



**Tangent Rural Fire District  
Activity Report**

Month of  2019

Total Alarms

**SUPPRESSION ACTIVITIES**

*Fire Responses by Type:*

Structure Fire (smoke)	0
Flue Fire	0
Wildland Fire (conflag)	0
Field Fire (tree fire)	0
Vehicle Fire	0
Mutual Aid	0
Public Assist	0
False Alarm	5
Haz-Mat	1
Illegal Burn	0
Miscellaneous	3

Total No. of Fire Responses

*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:  
 Hours

**MEDICAL ACTIVITIES**

*Medical Responses by Type:*

Trauma	1
Respiratory Distress	0
General Medical	9
Cardiac	1
Burns	0
Poison/Drug	1
Public Assist	1
M.V.C.	6
False Alarm	3
Mental Evaluation	0
Mutual Aid	1

Total No. of Medical Responses

Total Man-Hours for Medical Responses:  
 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/+9	175
JUL	0	0	0		225
AUG	0	0	0		269
SEP	0	0	0		303
OCT	0	0	0		343
NOV	0	0	0		367
DEC	0	0	0		401

**OLD BUSINESS**

## Work Hours

### 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure compliance with a variety of state and federal regulations, primarily the Fair Labor Standards Act (FLSA) and ORS 652.060 and ORS 652.070 regarding maximum working hours and overtime pay for full-time firefighters. This policy does not apply to volunteers.

### 1007.2 POLICY

TRFPD is required by the Fair Labor Standards Act (FLSA) and state laws and regulations to adhere to strict overtime rules. Protected employees are expected to adhere to hours of work as established by the Fire Chief and in compliance with ORS. 652.060 and ORS 652.070.

### 1007.3 DEFINITIONS

**Exempt Status:** Employees who are exempt from the provisions of the Fair Labor Standards Act for overtime, due to meeting the criteria in one of the following exemption categories-- Executive, Administrative, Professional, or Supervisory.

**Non-Exempt Status:** Employees who are covered by provisions of the Fair Labor Standards Act for minimum wage and overtime, and are eligible to receive overtime compensation.

### 1007.4 HOURS OF WORK BY CLASSIFICATION

**Exempt, Salaried Full-Time Firefighters:** Exempt from coverage of the laws requiring overtime pay due to the nature of their employment. These employees do not receive any cash compensation for hours worked in excess of their regularly scheduled daily or weekly hours. Currently, this category includes the Fire Chief, ~~and~~ Asst. Fire Chief, ~~and~~ Staff Battalion Chief. :

**Non-Exempt, Salaried Full-Time Firefighter:** ~~This position is currently the Prevention/ PubEd Specialist and is governed by the following Oregon statute: Hours of work for positions in this classification would be governed by ORS 652.060 and ORS. 652.070. At this time, Tangent Fire has no positions in this classification.~~

- ~~ORS 652.060 (Maximum Working Hours for Firefighters) - No person employed on a full-time basis as a firefighter by any regularly organized fire department maintained by any incorporated city, municipality or fire district and that employs not more than three persons on a full-time basis as firefighters shall be required to be on regular duty with such fire department more than 72 hours a week. However, any affected incorporated city, municipality or fire district shall be deemed to have complied with this paragraph and ORS 652.070 (Overtime Pay for Firefighters) if the hours of regular duty required of firefighters employed by it average not more than 72 hours a week over each quarter of the fiscal year of the employing city, municipality or fire district.~~
- ~~ORS 652.070 (Overtime Pay for Firefighters) - Every affected incorporated city, municipality and fire district shall put into effect and maintain a schedule of working hours required of regularly employed firefighters which shall not be in excess~~

# Tangent Rural Fire Protection District

TRFPD Policy Manual

## *Work Hours*

---

~~of the average hours established by ORS 652.060 (Maximum Working Hours for Firefighters), and which shall provide for at least 48 consecutive hours off-duty time in each seven-day period. Any affected incorporated city, municipality or fire district failing to do so shall pay to every regularly employed firefighter as additional pay for every hour of regular duty required of and performed by the firefighter over and above the average hours established by ORS 652.060 (Maximum Working Hours for Firefighters) a sum equivalent to one and one-half times the regular hourly rate of pay at the time of such default.~~

## Conflagrations

### 427.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for TRFPD's participation in both in-state and out-of-state conflagrations.

### 427.2 POLICY

Tangent Rural Fire Protection District understands the importance of offering our emergency services to both our in-state and out-of-state neighbors on conflagrations and will participate in such as the District's manpower, apparatus, and finances permit.

### 427.3 GUIDELINES

1. Sufficient District coverage (apparatus and manpower) must be maintained before responding to any conflagration.
2. When our participation is requested for any conflagration, the Fire Chief will decide whether Tangent Fire District, or any of its members, will participate.
3. Only District members who are qualified and hold the appropriate Oregon State Fire Marshal's Mobilization Plan certifications for requested conflag positions will be allowed to participate in such conflagrations.

### 427.4 DEFINITIONS

Work Week - 40 hours, which begins anew each Monday 8:00 a.m. of each calendar week.

### 427.5 REMUNERATION FOR IN-STATE CONFLAG SERVICES RENDERED

1. ~~**Volunteers** -- District volunteers who participate in conflags become temporary District employees for the duration of the conflag. If they serve in any capacity other than as part of the Incident Management Team (IMT), they will receive the hourly rate of pay for the positions they are assigned as outlined in the Oregon State Fire Marshal's Mobilization Plan for the first 40 hours and time-and-a-half at the rate in the Mobilization Plan for any hours exceeding 40.~~
2. ~~**Regular, Full-Time Staff Members** -- Full-time staff members who participate in conflags, in any capacity other than as part of the Incident Management Team (IMT), will receive their regular rate of pay (salary converted to hourly) for the first 40 hours and time-and-a-half for all hours exceeding 40.~~
3. ~~**Incident Management Team (IMT) Participants** -- An Incident Management Team consists of several supervisory individuals who oversee an entire conflag operation. If a District member, either staff or volunteer, is called to a conflag as a member of an Incident Management Team, the District sets the rate for those positions at \$40/hour for the first 40 hours and time-and-a-half for all hours exceeding 40.~~

# Tangent Rural Fire Protection District

## TRFPD Policy Manual

### Conflagrations

---

4. ~~District conflag participants will be paid, by the District, for their services no later than 15 working days following return from the conflag. The State then reimburses the District for all costs incurred by the District.~~
  
1. **TRFPD Volunteers** - District volunteers who participate in conflags become temporary District employees for the duration of the conflag. If they serve in any capacity other than as part of the Incident Management Team (IMT), they will earn the hourly rate of pay for the positions they are assigned as outlined in the Oregon State Fire Marshal's Mobilization Plan for the first 40 hours and time-and-a-half at the rate in the Mobilization Plan for any hours exceeding 40. Volunteer conflag participants will be paid, by the District, for their services no later than 25 working days following return from the conflag. The State then reimburses the District for all costs incurred by the District.
  
2. **TRFPD Full-Time Employees** - Full-time employees who participate in conflags, in any capacity other than as part of the Incident Management Team (IMT), will earn their regular rate of pay (salary converted to hourly) for the first 40 hours of each work week (as defined above), and time-and-a-half for all hours exceeding 40 for each work week (as defined above). While employees, technically, stop earning District wages as of the time they depart for the conflag until they return, they will receive their regular monthly paychecks from the District until the District is reimbursed by the State for that conflag. At the time the State reimbursement money is received, the District is reimbursed for the full cost of the employees' wages, but the employees (having already received their regular monthly paychecks) will receive only the extra pay (ex. overtime) they earned from the conflag.
  
3. **TRFPD IMT (Incident Management Team) Participants** - An Incident Management Team consists of several supervisory individuals who oversee an entire conflag operation. If a District member, either staff or volunteer, is called to a conflag as a member of an Incident Management Team, the District sets the rate for those positions at \$40/hour for the first 40 hours. **EXCEPTION: If an employee's regular wages exceeds \$40/hour, that employee will earn his/her regular rate of pay.**
  - (a) **TRFPD Volunteer IMT Participants** - Volunteers who participate in conflags as IMT members become temporary District employees for the duration of the conflag. They will receive the \$40/hour stipend for the first 40 hours and time-and-a-half for any hours exceeding 40. Volunteer IMT conflag participants will be paid, by the District, for their services no later than 25 working days following return from the conflag. The State then reimburses the District for all costs incurred by the District.
  
  - (b) **TRFPD Full-Time Employee IMT Participants** - Full-time employees who participate as IMT members will earn \$40/hour for the first 40 hours of each work week (as defined above) and time-and-a-half for all hours exceeding 40 for each work week (as defined above). While employees, technically, stop earning District wages as of the time they depart for the conflag until they return, they will receive their regular monthly paychecks from the District until the District is reimbursed by the State for that conflag. At the time the State reimbursement money is received, the District is reimbursed for the full cost of the employees' wages, but the employees (having already received their regular monthly paychecks) will receive only the extra pay (ex. pay differential and overtime) they earned from the conflag.

# Tangent Rural Fire Protection District

TRFPD Policy Manual

## Conflagrations

---

### **427.6 REMUNERATION FOR OUT-OF-STATE CONFLAGRATIONS**

Oregon has agreements with certain other states to provide emergency management services [or fire personnel/apparatus as part of a strike team](#) to each other for conflagrations when possible.

Reimbursement from these other states sometimes takes many months, at the minimum, and can cross fiscal years. Therefore, if Tangent Fire is called upon to serve on such conflagrations, the Fire Chief will decide whether TRFPD is in a financial position to participate with the requested number of positions until reimbursement can be received.

[Out-of-state conflag remuneration for volunteers and employees is calculated and paid according to the same rules as in-state conflags.](#)

# **NEW BUSINESS**



**TANGENT RURAL FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2019-09**

**RESOLUTION CONTINUING AN EQUIPMENT RESERVE FUND FOR THE SPECIFIC PURPOSES OF REPAIR OR PURCHASE OF FIRE VEHICLES OR FIRE PROTECTION EQUIPMENT.**

**WHEREAS**, Oregon Budget Law requires that a Reserve Fund be reviewed at least every 10 years per ORS 294.346 (2) to determine whether the fund should be continued or abolished; and

**WHEREAS**, TRFPD last reviewed and approved the Equipment Reserve Fund for continuation per Resolution No. 2010-05 dated July 14, 2010; and

**WHEREAS**, the TRFPD Board of Directors again reviewed this fund at its July 10, 2019, regular meeting and decided it has a continued need for this fund to ensure that funds are available for the repair or purchase of fire vehicles or fire protection equipment;

**THEREFORE, BE IT RESOLVED** that the Tangent Rural Fire Protection District hereby wishes to continue its Equipment Reserve Fund for the purposes outlined above; and

**THEREFORE, BE IT FURTHER RESOLVED** that transfers to and expenditures from this fund shall be determined on an annual basis by the Board of Directors through the normal budgeting process.

**ADOPTED** by the TRFPD Board of Directors this 10<sup>th</sup> day of July 2019.

**ATTEST:**

---

John Dunn, Chair of the Board

---

Scott Richards, Secretary of the Board

**TANGENT RURAL FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2019-10**

**RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2019-20 INCREASING APPROPRIATIONS TO GENERAL FUND**

**WHEREAS**, TRFPD ordered a new 2019 Dodge Ram 1500 Crew Cab Pickup in March 2019, at state pricing, with expected delivery before June 2019; and

**WHEREAS**, the 2018-19 District budget included sufficient, appropriated money in the General Fund to cover said purchase (a total of \$40,000 to include price of the pickup with decals, lights, siren, paint, radio, canopy, and license); and

**WHEREAS**, as of June 30, 2019 (the end of the District's fiscal year), said pickup had not been delivered (except for the radio and canopy), and thus had not been paid for (allowing appropriated 2018-19 funds for the pickup to increase cash carryover in the General Fund to begin FY 2019-20); and

**WHEREAS**, said increase in cash carryover will be needed during 2019-20 to pay for the pickup upon arrival; and

**WHEREAS**, given the information by the manufacturer at the time of order, the District could not have known the pickup would have had such a delayed delivery; and

**WHEREAS**, Oregon Budget Law allows for adoption of a supplemental budget if an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471), and that such supplemental budget being less than 10% of the General Fund appropriations does not require a public hearing or publishing of said supplemental budget;

**THEREFORE, BE IT RESOLVED** that the TRFPD Board of Directors adopts this supplemental budget using available 2019-20 cash carryover funds to appropriate an additional \$40,000 in 4000 Capital Outlay of the General Fund to cover upcoming expenditure.

<u>Fund</u>	<u>Revenue Account</u>	<u>Amount</u>
General Fund	1001 Beginning Cash on Hand	(\$40,000)

<u>Fund</u>	<u>Appropriations</u>	<u>Amount</u>
General Fund	4000 Capital Outlay	\$40,000

**PASSED and ADOPTED** by the TRFPD Board of Directors on July 10, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

John Dunn, Chair of the Board  
Paul Strombeck, Vice Chair of the Board  
Scott Richards, Secretary of the Board  
Chris Meyer, Member of the Board  
Bruce Riley, Member of the Board