

**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

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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.

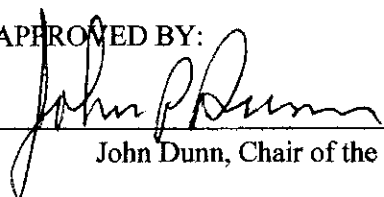
In discussion, the Board had two concerns: 1) Are we even responsible for replacement tanks and to what extent? If we are legally liable for replacements, then we need to treat all the contract holders the same: 2) We need to eliminate this water resource program as it does not benefit the Fire District 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

9-11-2019

Date