

**Board of Directors
Regular Board Meeting
Minutes – February 13, 2019**

Board Members Present: Paul Strombeck, Scott Richards, Bruce Riley, Chris Meyer
Board Members Absent: John Dunn
Staff Present: Chief Wooldridge; AC Vonasek, Capt. Chapin, OA Duckworth
Others Present: Volunteer Assn. Pres. Walters, Grant Administrator Casebolt

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

I. CITIZEN COMMENTS: None.

II. A. SEISMIC GRANT UPDATE: Angeline McFadden, Project Coordinator, and John McDowell, Structural Engineer, for Mackenzie were present to give an update on our seismic grant. Next steps in the process:

- 1) Approve a proposal to provide geotechnical engineering design services for the project. The purpose of these services is to evaluate soil and groundwater conditions of the site as a basis for developing geotechnical engineering design recommendations and to conduct a site-specific seismic hazard evaluation for the proposed project as required by the International Building Code. The water table will be checked as well as any signs of liquefaction.

It is proposed that the soil testing will occur on March 1, 2019.

Action: Riley moved to approve the proposal with GeoEngineers to perform the geotechnical engineering design services for the Seismic Retrofit Project within the scope of the services and fees as presented in the proposal dated January 18, 2019. He also suggested TRFPD Grant Administrator Scott Casebolt sign on the District's behalf. Richards seconded the motion and it passed 4-0 (Dunn was absent).

- 2) Conduct a joint public hearing of the Board of Directors and the Local Contract Review Board (LCRB) regarding the use of a request for proposal (RFP) solicitation for a construction manager/general contractor (CM/GC) alternative contracting method (District Rule 137-049-0650) for construction of the Seismic retrofit project. The District adopted its own set of public contracting rules in 2016 as written by our legal team, which exempts us from following normal Attorney General Contracting Rules requiring an Invitation to Bid procedure and allows us to proceed with this alternative form of bidding for this project provided that the LCRB holds a public hearing and adopts findings demonstrating that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to the public agency.

This alternative method of RFP and CM/GC provides the District the option to execute a single contract with one entity to provide construction management and general contractor services; also, then the

CM/GC can be involved during the design process and ensure a design that fosters smooth and cost-effective construction. It also protects us from accepting low bidder.

This joint public hearing of the Board and the LCRB will be held at the regular Board meeting of March 13, 2019.

General questions asked of Mackenzie: 1) What happens if we go over budget. Mackenzie answered that we shouldn't as everyone involved knows what the budget is; and if in the unlikely chance that this could happen, we would know in advance and adjust the project. 2) What is Mackenzie's experience with seismic upgrade projects? Their engineer responded that they have done 10-15 such projects with fire departments.

B. AFG GRANT UPDATE – Casebolt reported that we are just waiting for the equipment from Air Exchange to arrive and then it will be installed. He already submitted the environmental and preservation form required of the grant, and he has filed quarterly reports on the grant.

C. SPIRE GRANT (for emergency preparedness) – More discussion whether to apply for this grant for the replacement of our generator. A new one could potentially be more powerful (run the complete station for 72 hours is the goal), and ours is old, although it performs when we need it. We run our generator every week for one hour to ensure that it runs properly, and we have it serviced annually. The new one would probably be propane vs. natural gas. Currently researching the costs for propane tanks and fuel.

III. APPROVAL OF:

Minutes – Regular Meeting, January 8, 2019.

Action: Meyer moved to approve the minutes as submitted; Riley seconded the motion and it passed 4-0 (Dunn was absent).

Financial Report – January 2019 – Vonasek that the money in Line Item 3033 (Training Complex Maintenance) was used to make needed changes to the training box (the window and framework for fire protection). The work was done by Sheet Metal Solutions.

Line Item 3071 (Apparatus Repair) is at 98% due to some large repairs on the rigs. Benton County Shops has always provided our service on the apparatus, but the Chief is looking at alternative options (more on this in the Chief's report).

Action: Riley moved to approve the financial report as submitted. It was seconded by Meyer and it passed 4-0 (Dunn was absent).

IV. STANDING REPORTS:

Volunteers Association – Pres. Walters shared that the Assn. wants to do the summer picnic again this year. Also, he reported that the officers are now more involved with onboarding new volunteers—ex. assisting with the interview process.

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

- Thank you. That is how I would like to start my time here, saying thank you for trusting me with this fire district. This has been a great first month and I feel very welcome. As I begin to adjust to a new district, I will be attempting to meet one on one with as many people as I can. Change is never easy, and I represent change from what has been. My goal is simply to ease the minds of as many I can, open a line of communication to all and establish a foundational relationship that both sides can build upon. My door will always be open for whomever wants to enter. Cary, Chuck, and Karen have been great, and we will make a great team.
- **Chris Hunt:** Chris has completed his six-month temporary hire to backfill the Training Officer position. He will continue to put in hours helping Cary with training-related tasks while Cary continues to support me while I come up to speed.
- **Budget:** We have begun the budgeting process with the intent to be early/on-time with our presentation. Staff will meet weekly, separate from our weekly staff meetings to address our progress and findings in the budget process. Karen and I attended an Oregon Dept. of Revenue budget training at the Linn Co Fairgrounds.
- **Personnel:** Lt. Loel Truelove will be taking a 3-month leave of absence as he looks to take care of his body and mind before deciding on his future with Tangent Fire. We had a long conversation; I encouraged him to take care of himself, and we would be here to support him in any way we could. I am encouraged he came and talked openly, and whatever he decides I will support. Loel has put in a career in the fire service; and if the tank is empty for him in terms of responding, we will look for other ways for him to be involved if he still has that desire.
- **Benton County Shops:** The District has used Benton County Shops for apparatus maintenance for many, many years; however, they are raising their rates (considerably) as of March 1, 2019, and will begin applying an 18% administrative fee to all labor and materials. This is a huge issue for all our surrounding districts who contract with Benton County; as a group we are researching alternative services---ex. another vendor with NFPA mechanic certifications or finding a location for a multi-district shop facility where we would hire our own mechanics. For now, we will be having our apparatus preventive maintenance done by Hughes (out of Springfield, although they will provide a mechanic to come to our area when needed). More on this at your next meeting.
- **Fire Chief's Goals:** Per the Board's request upon my hire, my progress on the goals you set for me are attached to my report (see full Board agenda) for these goals.
- **Upcoming Events:**
 - **February 7-10** SDAO Conference, Sunriver
 - **March 9th** Awards Dinner

Training Officer's Report – (The following is the AC/Training Officer's written report as well as additional comments made at the Board meeting.)

- I am slowly transitioning back into my role as the Training Officer. I plan on shadowing Larry for another month and then let him entirely take the reins, and I will be available for any questions he may have. Chief Wooldridge has been grasping our District procedures and essential programs quite well; but as I have said before, I do not want to overwhelm him as he is also being introduced to county-level fire programs as well as those from neighboring Districts.
- **Training** - New firefighters are progressing to the level of being able to respond to incidents in District. Also, Captains Chapin and Hunt are pushing to upgrade our training so that when new volunteers arrive, they know our expectations.
 - **TFD In-house Training:** Apparatus Operator, Vehicle Extrication, and Live Fire Training (@ TFD)
 - **Regional:** As many of you may know, I serve in two capacities outside of the Department for training. First, I serve as District Liaison Officer for the region for the Department of Public Safety and Standards of Training (DPSST), and I serve as Vice-President for the Linn-Benton Fire Training Council (LBFTC). Recently, the President for the LBFTC retired, which moves me up as Interim President for the remainder of the year. I have spoken with Chief Wooldridge and he supports this move for now. Nothing changes with this move other than I will be working closely with the college (LBCC) and be more involved with coordinating regional training for the Linn and Benton county fire agencies.
 - Upcoming training to include:
 - Apparatus Operator
 - Wildland Firefighter
 - Wildland Crew Boss
 - Hazardous Materials Operations Level
 - NFPA Instructor I
 - **State:** February – Winter Fire School @ DPSST academy
- **Health and Safety** - Currently reviewing Health and Safety policies for compliance with some of the new state-level rule changes. Respiratory Protection and Exposure Control Plans are the primary policies for review, followed by the remaining Health and Safety policies. Vonasek was asked if he liked Lexipol for our policies. His response was mixed; he is beginning to appreciate it the more he uses it and he really likes the critical updates they provide.
- **Safety Committee** - Safety Committee Meeting was held in January during the Volunteer meeting.
- **Emergency Medical Services** – No report
- **Student Resident Volunteer Program** - Performance evaluations and development plans for the SRVs will be completed by February 15. All three SRVs 6-month probationary period ends April 1; therefore, all SRVs will be at full scholarship starting Spring term.

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

- Fire inspections have been continuing with business owners. Pre-fire plans have been continuing as well. A total of 25 smoke alarms to date have been installed into homes around the district thanks to volunteers Dave Jakeman and Becki Vonasek.

- Since September, we have had 8-9 new volunteer recruits and the training has been fast and furious to get them up to speed to respond to incidents. During January, we had 1 RV who was able to fulfill our requirements to respond out of district and received his yellow helmet. We also had a task book sign-off day for our recruits.
- We had our Golden Valley Farms water tank repaired—cost was \$1,602.19. This involved a new valve and solenoid for the system. At Koos Farms we still are looking at ideas to fix that one (temporarily we are going to try flex seal tape).

A short discussion ensued about the age of our water tanks and the cost of replacements. The Chief offered that new replacements would be cost prohibitive at probably a minimum of \$40,000 per tank (30,000 gallon). Unless it is a 30,000-gallon tank, it doesn't meet the ISO standard for a stand-alone water system, which is required to affect our ISO ratings. Currently, we have enough mobile water with our tenders, and we can call for mutual aid if we need it. These tanks have only been used for trainings, and only three times over the past ten years for actual incidents. Removing the tanks entirely could be tricky as we have contracts with the farmers on whose properties they sit; for now, he just recommends spending as little as possible on maintenance only. It seems they haven't benefited the district as much as originally thought.

- To help with recruitment and retention of volunteers, staff is researching the possibility of a learning partnership program with Columbia Southern University (Alabama). They have a wide variety of programs offering Associate, Bachelor, Master, and PhD degrees. By partnering with them, students affiliated with Tangent Fire (staff, volunteers, spouses, and children) would receive a 10 percent tuition discount, no application fee, and exclusive scholarship opportunities (60 credit hours covered per year for up to three years for certain programs). Books are included in the tuition costs. CSU does ask (although it isn't required) permission to use Tangent Fire's name and logo on their website, and a learning partnership non-binding agreement must be signed. This partnership agreement would have to be a Board decision; more information at the next meeting.

Activity Report – We started the year with 29 calls in January, 4 more than last year at this time. When asked how many volunteers we currently have, Vonasek stated 23-24 without staff and students. Thirty would be ideal, but the most important number is how many actually respond to incidents.

V. OLD BUSINESS:

Grant Updates – This item was moved to the beginning of the agenda.

Continued Discussion on Potential Remuneration Adjustment for Staff Captain's Position – Last month, the Board was informed about staff findings regarding our compliance with the new Oregon Pay Equity Law. After completing the required pay equity analysis, it was found that there were no pay equity issues related to protected class, but it did reveal a pay equity issue related to comparable work as performed by the staff captain.

The Board asked the Chief to research the situation and report back with his findings. After consulting with 6 other fire districts, the Chief found that our current Staff Captain position is currently providing services to Tangent Fire District that correlate with the responsibilities of a Battalion Chief position. He is in charge of our prevention and public education program, performs some supervisory roles for our SRV program, and regularly works in the duty officer capacity. He also learned that Battalion Chief positions in surrounding districts are paid an average of 72% to 77% of the Chief's salary (both considered at the base salary). And, it seems that even Staff Captains are paid (base salary) 65% to 70% of the Chief's salary. The base salary for our staff captain position is currently budgeted at 56% of the Chief's salary, which shows that this position is being compensated far less than like positions in other surrounding fire departments. While we can't match \$ salaries with larger departments, we should be able to match %s.

Wooldridge presented the Board with two options for correcting this situation. Option 1: Promote the position to Battalion Chief with 10% salary increase March 1, 2019, another salary increase of 8% July 1, 2019, and a final salary increase of 5% July 1, 2020. Option 2: Keep the position at a Staff Captain with a 10% salary increase March 1, 2019, and a final salary increase of 5% July 1, 2019. This option would require removing some of the responsibilities currently being performed, and those would fall back to the Chief and AC. The Chief recommended Option #1 as it would provide the position some flexibility, ex. adding Fire Marshal duties to the job description. Additional costs to the districts would be approximately \$2200 this fiscal year and another \$8,000 - \$12,000 (including the PERS increase) for next fiscal year.

Riley asked whether the adjustment could wait for the new fiscal year. Wooldridge explained that the Staff Captain has already been performing at the BC level since his arrival a year ago, and he also took on extra responsibilities in the training area during the last six months while Vonasek filled in as Interim Chief. This is probably long enough without appropriate compensation. And, even with the options presented, full adjustment wouldn't be completed until July 2020. And the Board asked when Captain Chapin last had a performance evaluation---answer: December 2018.

Action: Riley moved to approve Option 1 as presented by the Chief: This option reclassifies the Staff Captain's position to a Battalion Chief with a 10% salary increase March 1, 2019, another salary increase of 8% July 1, 2019, and a final salary increase of 5% July 1, 2020. Richards seconded the motion and it passed 4-0 (Dunn was absent). The Board also asked to see a new job description for the Battalion Chief at the March Board meeting.

VI. NEW BUSINESS:

Consideration of Resolution No. 2019-03 (Recognizing and Appropriating Unanticipated LOSAP Forfeited Funds) – The District recently received a check in the amount of \$1,108.32 from the OFDDA LOSAP Trust for forfeited LOSAP funds from the accounts of individuals who have left our District and were not vested in the LOSAP program at their time of leaving. We periodically receive these checks, and the District has a plan in place for equitable distribution of such funds---the funds are to be shared equitably with current TRFPD LOSAP participants who were participating in the program at the time the forfeited funds accumulated. This resolution recognizes the unanticipated revenue and appropriates it accordingly.

Action: Meyer moved to approved Resolution No. 2019-03 as submitted, recognizing and appropriating the unanticipated revenue as follows:

<u>Fund</u>	<u>Revenue Account</u>	<u>Amount</u>
General Fund	1007 Miscellaneous Income	\$1,108.32

<u>Fund</u>	<u>Appropriation</u>	<u>Amount</u>
General Fund	3130 Volunteer Expenses	\$1,108.32

The motion was seconded by Strombeck and it passed 4-0 (Dunn was absent).

Discussion of Potential Staff Vehicle Additions – Wooldridge explained that, after visiting with staff and volunteers, the District has need for an additional staff vehicle; however, he proposed that purchasing 2 vehicles would be more beneficial to our needs and we could still stay within budget. Currently, we have only the Journey for staff/volunteer use, and it's wearing out. Reasons for two vehicles: 1) We have two (and soon to be three) staff members who are on the State Fire Marshal's management teams for conflagrations; these individuals must take a staff vehicle with them when they report for duty. If we don't have one available, they would have to take the brush rig. The Chief's experience with responding to many conflags is that over the period of two years we would probably recoup the cost of the two staff vehicles. 2) There are times when two or more staff members are traveling to meetings, trainings, conferences each day, and we must use our personal vehicles for business purposes. 3) The Journey does not accommodate multiple volunteers and all their turnouts/SCBA gear when traveling for training in other locations, nor does it allow for separation of contaminated gear from the passengers in the vehicle.

The current budget has \$50,000 appropriated for replacing the command vehicle (if we received partial grant money). The intent was that with purchase of a new one, we would use the old command rig as a staff vehicle. However, our current command vehicle does not need replacing at this time; it probably has another 5 years of good use. Instead, we could purchase two new or used staff vehicles. The Chief presented research regarding the costs of purchasing used vehicles vs. new vehicles (at State pricing) (see staff report in the full agenda packet for particulars). It was his recommendation to the Board that the command rig not be replaced at this time, but that we purchase two new staff vehicles instead—probably a ½ ton pickup and an Explorer. In addition to the \$50,000 appropriation in the Equipment Reserve Fund, there will be additional unspent Capital Outlay monies available in the General Fund for projects the District will not be executing this year. These funds could be used to outfit the new staff vehicles with emergency warning systems, decals, painting, radios, etc. As volunteer Dennis Weis has resigned, he turned in old B-72 to the District (he used it to report to incidents as our photographer). With the purchase of two new staff vehicles, both B-72 and the Journey would be surplus and that revenue would go into the Equipment Reserve Fund (probably about \$20,000).

Action: No formal action, but the Board directed the Chief to come back with three firm price quotes on two new staff vehicles. They also suggested that the total costs for both vehicles (including outfitting them with emergency warning systems, decals, radios, painting, etc.) not exceed

\$70,000. Of course, the Board would have to approve the purchase price by formal action at a Board meeting.

Appointment of 2019-20 Budget Officer -

Action: Meyer moved to appoint Chief Larry Wooldridge as the Budget Officer for the 2019-20 budget. The motion was seconded by Riley and passed 4-0 (Dunn was absent).

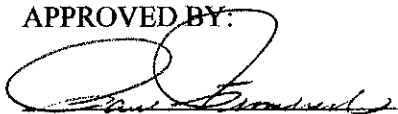
Approval of 2019-20 Budget Timeline -

Action: Richards moved to approve the 2019-20 budget timeline as presented. Meyer seconded the motion and it passed 4-0 (Dunn was absent).

Vice Chair Strombeck adjourned the meeting at 8:45 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



Paul Strombeck, Vice Chair of the Board

3-15-19

Date