

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
October 13, 2021**

Board Members Present: John Dunn, Scott Richards, Chris Meyer, Bruce Riley, Paul Strombeck
Staff Present: AC Vonasek, BC Chapin, OA Conrad
Others Present: Volunteer Assn. President Walters, Kori Sarrett, CPA (Accuity, LLC)

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

I. 2020-21 AUDIT PRESENTATION: Kori Sarrett, CPA - Accuity, LLC

Ms. Sarrett shared that the audit looked great, and no adjustments were required. Regarding the financial statements, the District has a capital outlay of \$57,000, which was planned. There are long-term liabilities of \$53,897. The District did a great job considering the fires, pandemic, and shutdown this last year.

Ms. Sarrett mentioned to the Board to consider a change in the Payroll pay period. As it stands the pay period is the 1st to the last day of the month with payday being the last day of the month and payroll is process 2 to 5 days prior to payday. She suggests changing the pay period to the 21st to the 20th with payday remaining the same, the last day of the month. This not only will truly capture the correct hours for the time, but it will also give the OA adequate time to process payroll. For good communication to the employees regarding the change, she suggested sending a notice with the employee's paystub for a minimum of two months. Ms. Sarrett will get back to the Board if this affects the employees on salary. The Board would like to add this to the agenda at the next meeting to completely understand how it will affect all employees.

Accuity, LLC is looking into is electronic bill pay for their clients. She will forward information as it becomes available. It is important the Board of Directors remain involved in the financial affairs of the District to provide oversight and independent review functions.

Action: Meyer moved to approve the 2020-21 Audit as presented. Riley seconded the motion. Upon vote, it passed unanimously (5-0).

II. CITIZEN COMMENTS:

As a Citizen, Walters asked the Board to consider recognizing the staff. Through this transition time with the Fire Chief, and COVID-19 the staff is under great stress. Other companies in the area are recognizing their employees with monetary bonuses or paid time off. He suggested recognizing AC Vonasek and BC Chapin. Walters is concerned there may be potential to lose another staff member. Volunteers could stay away from the station not only for Covid related reasons, but management related. The staff could not. The Board thanked Walters for his thoughts and on their own the Board would consider his points of concerns.

Some things did not happen, like the Award Banquet, this last year because of Covid. Hopefully, this will take place next year. The Board thanked Walters for coming forward and glad he has no regrets. It was the right thing to do. Let's learn from the past and look to the future.

III. APPROVAL OF:

Minutes – Regular Board Meeting – September 8, 2021

Action: Meyer moved to approve the minutes of September 8, 2021, as presented. Strombeck seconded the motion. Upon vote, it passed unanimously (5-0).

Minutes – Special Board Meeting – September 23, 2021

Action: Dunn moved to approve the minutes of September 23, 2021, as presented. Richards seconded the motion. Upon vote, it passed unanimously (5-0).

Financial Report – September 2021

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

IV. STANDING REPORTS:

Volunteers Association – Walters

Fire Prevention Week - We had a total of nine homes sign up to receive a fire prevention goodie bag. Bags were delivered last Wednesday evening to each house.

October Fish of Albany Food Drive - The Volunteer Association voted to make a \$250 donation.

Halloween Event - There was some interest in hosting a drive through trick or treating event at the station during the afternoon of Halloween. The hours will be 3:00 – 5:00 p.m.

TFD changes - I provided an opportunity for the volunteers to brainstorm ideas for change that we could take to the new Interim Chief. A few topics that came up were uniforms, a reader board at the station, looking into doing something with the old bell, looking into pagers/radios that volunteers can carry in order to hear incident radio traffic, and bringing back an awards banquet for volunteer recognition.

Open discussion:

Uniforms – Class B's, t-shirts, and pants – EMS Rank is required to be displayed on shirts as per Oregon Health Authority. New design for t-shirts. Ordering shirts from NoDinx. Will also discuss at Officers meeting.

Reader Board – Electronic outside, incorporate with flagpole and bell. Richards is setting up a committee for this project. This could be adopted into next year's budget.

Awards Banquet – Not held last year because of Covid-19. This is something that is important to the Volunteers and the Board. Usually held in the spring, but it could be at another time of the year.

Pager & telephones – Out of district volunteers would be able to hear what is happening with the call. These only work as well as the cell coverage. Some are very expensive.

Board thanked Walters for the good brainstorming.

Fire Chief's Report – Position vacant - No report.

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

FIRE & EMS TRAINING –

In-House – Looking at restructuring how new firefighters are brought up through the different topics. It has been viewed that new members lose some of their competency by quickly jumping into another training topic before mastering their skills as a firefighter.

This will be integrated into our next Firefighter 1 Academy which is currently awaiting to see who we have moving forward following volunteer interviews.

Update: As the acceptance process for New Volunteers continues, the recent administrative change in the District has put revamping the recruit training on hold for the moment due to lack of time. With this said, the current 2021 Fall Firefighter 1 Academy may be held at Lebanon Fire District.

LCSO Emergency Manager, Ric Lentz, is trying to establish a core group of EMS personnel within their SAR group and reached out to me asking for information. He has set up with the Oregon Health Authority an EMS affiliation ID number to establish them as state recognized EMS response group. He inquired about training, I offered to him that he and his SAR EMS certified members are welcome to attend our monthly EMS drills for their continuing education. He is also getting ready to sign a contract with Dr. Trey Woods as their Physician Advisor, who is also ours, which would make their training with very beneficial. As both Linn Co. SARs and TRFPD would be working off the same EMS Protocols.

October 9 – 10 – We were in Corvallis at B&R Auto Wrecking to take part in a Vehicle Rescue training on both days. Albany Fire and Halsey-Shedd Fire watched our District while we are away. Chuck and/or I as Duty Officer, were available both days to respond to our calls in our District. The purpose of this training was to standardize or operational guidelines for motor vehicle collisions which make up about one-fourth of our total responses.

Regional – The Linn-Benton Fire Training Council is going down a path of separating itself from the College. This will make a stand-alone training council which will give more flexibility, and perhaps lower the cost of training. Many obstacles are still to be worked out. With Division Chief, Shawn Morgan of Corvallis Fire serving as the new President, I have stepped into a consultant role for the training council and will remain as an administration support and lead instructor for the training council. **No current Updates**

State – Have reached out to DPSST to request the following training at Tangent Fire, Flammable Liquids and Gases training, Vehicle Fire Safety & Training; and through ODOT, Traffic Incident Management Training.

OR-EMS – Working on having Dr. Trey Woods, our current physician advisor, to come in and meet our EMTs and do a Case Review training. **Still Working on this, He is a very busy individual. Hopefully, this will happen at November EMS.**

National – The National Fire Academy has continued to remain open for classes on the Emmitsburg, MD campus during the upswing of COVID-19 cases.

HEALTH & SAFETY –

Safety Committee – The Safety Committee will hold a regular monthly meeting, and minutes are posted. **An internal audit of our station was done, and deficiencies will be posted.**

Policies – NEW Or-OSHA Temp. Rule – Heat Illness Prevention, came into play following heat wave in June in which the PDX airport hit 116 deg. on June 28th. Temp. Rule in place with training by August 1st. Our intro to Heat Illness Prevention was held July 20th

Updating new COVID procedures, also updating Respiratory Protection and for District specific policies

Respiratory Protection - SCBAs received their annual flow-test in June

SCBA Update – We had a few SCBAs which were non-functioning due to an array of issues from changing of fire equipment companies offering the brand name to field technicians who were overwhelmed and never followed through with repairs. We had 3-airpacks that were picked up and lost between Salt Lake City and Bellevue, WA that were found in a service vehicle. They were repaired and recently sent back to us by LN Curtis, who is our current MSA self-contained breathing apparatus supplier and service tech support.

AFG Grant – for SCBAs. Board Agenda item for October.

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 October. **Spoke with Cascade Fire Sales Rep. and our turnouts are scheduled for a November 22nd delivery date.**

COMMUNITY OUTREACH –

Tangent Fire District Website – Is holding its own very well.

Tangent Community Blood Drive – Next Red Cross Blood Drive is October 14th.

FISH of Albany – Will be holding a Community Food Drive, which will be occurring over a couple of days which includes during the Red Cross Blood drive.

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- Working with the City of Tangent and the State Fire Marshal's office with a new product that Nutrien AG is bringing in.

Pre-Plans- FlowMSP is nearing completion for set up. I have set out emails to all staff and volunteers on setting up the App. The next step is to get our pre-fire plans moved over to the system.

Fire Prevention/ED- Brice has been working with Sandy from AFD to do drop offs for fire prevention/education materials for fire prevention week. Brice is working with the volunteers to schedule time to go out and deliver the bags.

Vehicle Maintenance- BR-71 pump was repaired (new pump seal), it also received a full tune up. T-73 is back in service, it is getting the motor replaced on the fold-a-tank hydraulic system. Chief's vehicle, we will remove "Fire Chief" from door of the Durango – Board asked to wait on this until a new Fire Chief is hired. No need to spend the money currently.

Building Maintenance- Ausland has been back out to look at a possible leak in the hose tower. They came back out to look at a leak in my wall. They found that the plumbing contractor did not connect the pipes properly and fixed the leak. They will be back out in two weeks to check to see if it held.

Volunteers- I have been working on getting 6 new recruits through their UA's and Physicals. We currently have one that has been fully brought on. We are working on a Firefighter II academy for the volunteers and RV's.

Resident Students Volunteers- The three RV's have started the Paramedic program.

City of Tangent – Covid Monies – Writing up a proposal for fiberoptic for internet and getting estimates.

Out of District stand by Hours- Board is questions why this is tracked. Revamp this in/out of district. Chapin has been working on a plan and will discuss with Volunteer Officers.

Activity Report: Total YTD calls were 297 as of the month of September, up 62 from 2020 and 16 from 2019 and down 6 calls from last month.

The Board was asked what information they would like to be on this report. Just the basics. OA Conrad will prepare the report for next meeting both ways.

V. **OLD BUSINESS:**

Flagpole: Board member Richards will contact the Volunteers' if they would like to participate on the committee. A catalog is available for ideas and prices.

VI. **NEW BUSINESS:**

Review of Consulting Agreement for Grant Applications & supporting documentation – Vonasek explained the consulting agreement from Tactical Business Group LLC. Fees are 10% of the grant monies which is written into the grant total but will waive the fees if the grant is not approved. The Board asked if other districts have used this company, both Lebanon and Douglas have used TBG. Board would like to move forward to be included in this grant funding this time. This grant is for SCBA packs to be mounted in the seat for the 14 seated positions and extra respirator masks, one for each volunteer firefighter. Vonasek will follow up and sign the consulting agreement.

Interim Chief Hunt: Hunt is on a medical leave of absence.

GOOD OF THE ORDER:

- Next Regular Board Meeting. – November 10, 2021 – 7:00 p.m.

I. EXECUTIVE SESSION PER ORS 192.660(2)(b):

At 8:44 p.m. Chair Dunn recessed the meeting and entered Executive Session per the above listed ORS.

II. RESUME REGULAR OPEN MEETING:

At 9:37 p.m. Chair Dunn resumed the regular Board meeting, and the following action was taken.

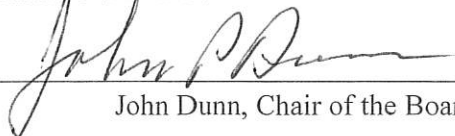
Action: Chair Dunn moved to request SDAO to assistance Tangent RFPD with the process of recruiting candidates for the Interim Fire Chief position. The motion was seconded by Strombeck and it passed unanimously (5-0).

OA Conrad will be the main contact for SDAO. Any questions or resumes received will be forwarded to all Board members.

Chair Dunn adjourned the meeting at 9:44 p.m.

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

11-10-2021

Date