

**Tangent Rural Fire District  
Board of Directors Meeting  
Minutes  
January 12, 2022**

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

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6:30 p.m. Ceremony of the Swearing-In of our 3 newest Firefighter 1 Academy graduates; Spencer Randall, Nikolas Peyralans & Morgan Burch. Recognition of 3 individual volunteers for going above and beyond; Brian Gash, Loel Trulove & Brice Walters

Vice Chair Strombeck called the meeting to order at 7:03 p.m.

House Bill 2560 - Relating to expanding remote participation of public in self-government through use of technology, amending ORS 192.670; Effective January 1, 2022. Requires governing body of public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for member of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Imposes same requirements on hearing under ORS chapters 197 and 215.

The link for this phone-in Zoom meeting will be on our website for each Board Meeting. No citizens have connected to the meeting tonight.

I. **CITIZEN COMMENTS:** None

II. **APPROVAL OF:**

**Minutes – Regular Board Meeting – December 8, 2021**

Conrad explained not all the incident run call sheets were in the binder when the report was prepared for the last BOD Meeting. The updated Activity Report reads: Total YTD calls were 382 as of the month of November, up 80 from 2020, up 51 from 2019 and up 7 from last month.

**Action:** Riley moved to approve the amended minutes of December 12, 2021, as submitted. Richards seconded the motion. Upon vote, it passed unanimously (4-0).

**Financial Report – December 2021**

Conrad followed up on a question from last month's meeting regarding the difference of the budgeted Taxes Estimated to be received in 2020-21 & 2021-22; 2020-21 \$875,000.00 was budgeted and \$900,000.00 in 2021-22.

**Action:** Meyer moved to approve the December 2021 financial report as submitted. Richards seconded the motion. Upon vote, it passed unanimously (4-0).

### III. STANDING REPORTS:

**Volunteer Association** – No report

**Interim Fire Chief** – Stearns (The following is the Interim Chief's written report as well as added comments made at the meeting.)

#### **Meetings attended –**

During January I attended four weekly Staff meetings. In an effort to keep information flowing between staff and volunteers, the Volunteer President or his designee has been invited to attend staff meetings.

Attended three Tuesday evening volunteer training drills.

Attended a joint Linn/Benton Fire Defense Board meeting.

Attended a Tangent City Council meeting.

Attended the Tangent Fire District Board Meeting.

Met with and signed a contract with Dr Woods, our Physician Advisor.

Met with Lebanon Fire Chief, Joe Rodondi.

Attended Tangent Fire Christmas dinner and gift exchange.

**Budget** – A budget timeline has been developed and is available for review.

**Replacement Schedule** – To better assist with planning and budget preparation a replacement schedule for all apparatus has been developed. The replacement schedule covers the cost over the next 20 years to replace all apparatus currently in service. A copy of this will be email to each board member. About \$95,000.00 a year needs to be added into the Equipment Reserve. There are a couple of tenders that are problematic and a engine that will need to be replaced in 2028 as it will be 25 years old; an option would be to replace this with a pumper tender combination. It is basically an engine with a 2500 to 3000-gallon tank. This would save about \$300,000.00 in that 20 years, because only one apparatus instead of two. The other advantage with a district this size is when an engine goes out with the first 4 firefighters, we have to wait for the tender until enough firefighters show up to man the tender.

**Fire Chief Hiring Process** – Timeline has been developed and distributed for review. Position description and job announcement have been revised and updated and are ready for advertisement in February. Position description and the advertisement will also be emailed to the board members to review. SADO will be handling the advertising, collecting the resumes and letters of interest. SDAO will review and organize them into packets for each board member. This should be able to be completed within out 8 hours of free service given each year. The only cost will be about \$405.00 to run the advertisement regionally in the Daily Dispatch.

**Conflagration Billing** – In reviewing the outstanding invoices we discovered that we apparently never billed the state on response to the "Bootleg" fire in July of '21. I contacted OSFM and was able to submit the request for \$10,162 in reimbursement. I am happy to report that conflagration payments have started to come in and since the last meeting we have collected approximately \$58,000.

**Ordinance 102** – Ordinance #102 allows for cost recovery on certain calls when the responsible party is not a resident of the fire district. It appears the district has not been actively pursuing the available resource potential of this ordinance. Working with the contracted agency, EF Recovery that does the actual billing and collection we have re-started this program and will be reviewing calls for the past year to see if they should have been billed. EF Recovery is creating a simplistic system.

**Building code and Permitting** – The Tangent City Planner has proposed that the city adopt a set of retreat to work regulations that outline how building and fire codes will be applied within the city. It also makes requirements on frequency of fire inspections and the application of fire codes within the city. While I applaud the effort to improve the safety of the community, I believe we as an independent special district working with the local and State Fire Marshal’s office need to reserve the application of the fire code, frequency of fire inspections and any enforcement of the code as the authority having jurisdiction. We have met with the Deputy State Fire Marshal, the Mayor, and plan to meet with the City Manager on this matter.

**Observation** - December was a busy month with getting to know the area, the personnel, the policies and procedures of the district as well as meeting our key partners in the area. Starting in January I will be taking every third week as the Duty Officer and hopefully giving the other officers a little lighter load. The district seems to be in good financial condition, staff has been very helpful and seem to know their jobs, volunteers want to be involved and provide service to the community. I believe that with effective leadership this organization can grow and become the “team” we all want to see.

**Assistant Chief / Training Officer** – Vonasek (The following is the Asst. Chief’s written report as well as added comments made at the meeting.)

**FIRE & EMS TRAINING** –

**In-House** – The Firefighter 1 academy has concluded at Lebanon Fire with three firefighters who have completed the academy, they are Morgan Burch, Nikolos Peyralans, and Spencer Randall (lives in Tangent). In addition, 3-members of our organization have completed Fire Officer 1 training class, which is an accreditation, is a huge accomplishment for a mostly volunteer organization such as ours. These individuals are Brice Walters, John Pegg, and Justin McCubbins.

Steve Glaser Properties has offered up their rental house on Highway 34 for training purposes. The intent is to get as many hands-on trainings from the structure before we use it as a live burn later this spring. Currently, I am working with Jon Jackson to get through the legal documentation. B/C Chapin and I have been working together to maximize the training potential from this structure to our volunteers.

The first 4 months of the Tangent Fire District 2022 Training Calendar was released late December. It is posted on both the Home Page as well as on the Portal. I welcome the Board Members to review the training calendar, and should you see a training topic of interest, attend the training, and see your volunteers in action, know what they go through to achieve the same credentials a career firefighter must go through

**Regional** – Nothing new has materialized for the new Linn-Benton Training Committee

**State** – DPSST Winter Fire School Announced for February 2022

OR-EMS –

National –

HEALTH & SAFETY –

**Safety Committee** – Is to meet for the first time in 2022 on Tuesday the 4<sup>th</sup>.

**SCBA Grant Update** – Our AFG grant for SCBAs has been submitted by Tactical Business Group LLC. The work done by Blake Jamison has been amazing. The narratives he put together are very detailed, as he told me repeatedly, he was only taking on grants he felt had a good potential for being granted. We were one of five grants his organization took on for the 2022 AFG Grant process. Now we sit and wait, it is very possible we will hear something as early as late July of this year.

EQUIPMENT UPDATE –

**Equipment** – Bunker Gear – New turnouts have been ordered for a few people.

**New development**, it has been learned that our bunker gear through Inno-Tex still has not begun to start the build on our turnout order due to supply chain issues. This order was submitted in April 2021. I will be contacting Cascade Fire Equipment regarding the possibility of cancelling our current order with them, and then looking at LN Curtis & Sons to fulfill the order through MSA, Globe Bunker Gear. The benefits are, Globe offers what is referred to as “Responder Ready Bunker Gear” and, Globe makes up 80% of the turnouts we currently have. “Responder Ready” are off the shelf PPE with no extra bells and whistles and are basic cut. They do meet NFPA 1971 and 1851 standards. My Safety approach to structural PPE is the garment shall not impend in any way how an individual ascends and descends a 24-foot extension ladder, performs ventilation practices while working on a roof with a steep pitch, as well as performing a majority of basic firefighter skills while working in a hostile environment. We are currently in a position of firefighters, some of them new, not operating in properly fitted bunker gear due to limited PPE that meet current NFPA compliance due to age.

OTHER BUSINESS – \$\$

**New Training Officer Laptop** – The old training laptop which is also used as my work laptop is coming up on 7 years old and has reached its limits with its processor to be able to upgrade certain training software programs such as Windows 11 and training programs such as Fire Studio 6. I will discuss with Chief Stearns regarding this once he has settled into his role. In the meantime, I have purchased a personal (non-department) computer to fulfill my complex training needs, both District and Individual needs for offering regional training.

**Volunteer Outreach & Secure Portal** – I met with a representative of Streamline on Friday, on Nov. 5<sup>th</sup>. The increase in cost was \$70 a month. Streamline will not begin charging us till January 2022, which gives us a few months to test drive it. **Update** – Despite ease of accessibility, and I truly believe from an internal Safety Audit perspective, this is a good use of Taxpayer dollars to benefit the Volunteers and the Fire District. But the volunteers are very slow to give input to guide me into adding content to make accessibility for them easier. In the January volunteer meeting, I expressed my disappointment to the volunteers in efforts to

make their role in the department easier, following the models other Districts have used to improve Volunteer information sharing.

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

Chief Stearns has had a LOT of information to absorb to form an evaluation, there for I have placed this on a back burner for now.

### COMMUNITY OUTREACH –

**Tangent Fire District Website** – I recently did a little house cleaning and made a few links a little easier to access. I welcome Board Members to take a moment to spend a little time on our Department' website. If you see areas of opportunity you feel will gain connection to our community, Volunteers, and our neighbors, PLEASE share them with me. Think of our website as advertising for our District. What do we want our citizens, Volunteers, neighboring departments, and Departments globally to think of us?

**Tangent Community Blood Drive** – Next Red Cross Blood Drive is January 20<sup>th</sup>. Our future Community Blood Drives will also include a food drive for FISH of Albany, so that individuals can donate non-perishable food items. This collaboration of Community events will take place during all four of our Tangent Community Blood drives, (Jan 20, April 14, July21, and Oct 20, 2022).

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

**Fire Inspections-** I have been working with the City on a plan for fire inspections. I reached out to the State Fire Marshal's office, and a few fire districts to get there take on how to set up our program. I researched ORS's and the current fire codes on the proper way of handling our fire inspection program. I received good feedback from Tualatin Valley Fire and Rescue and the State. Chief and I are meeting with the Mayor of Tangent, then we will be meeting with the city manager and city planner.

One re-inspection was done out at Tangent Industrial Park. I processed two public requests on Tangent Industrial Park for any open fire code violations.

I have had several meetings over last month with the city, Linn County Building Officials and new business coming into the area.

**Pre-Plans-** N/A

**Fire Public ED-** N/A

**Vehicle Maintenance-** Dodge 1500 had oil, and filter changes. E-72 had its yearly PM done, came back overall good. The engine will need a new butterfly valve for its foam system (currently on order). E-71 went in for its new motor, ended up being wrong motor. As of January 4<sup>th</sup>, the new motor was installed, and all is good to go. E-71 has a small rock chip in it but was suggested to leave alone right now as it's not an issue. They said because of the type of rock chip they may make it worse. E-73 had its PM, new batteries,

and a new auxiliary exhaust put on. Dodge Durango had a new key fob made; a rock chip repaired. The command truck had a rock chip repaired.

**Building Maintenance-** N/A

**Volunteers-** Meet with the officers on the new volunteer manual. Had a lengthy discussion, we all came to a consensus. I drafted a final draft and sent it out to the volunteers. We will be meeting on Tuesday the 4<sup>th</sup> to discuss and get feedback from the rest of the masses. A few changes: standby minimum 24 hours a month, project board, FF2 offered more classes, Badge ceremony for the new volunteers.

I brought on one volunteer who is looking at getting into fire inspections. T-shirts have come in and distributed to most of the volunteers. The total end hours for out-of-district hours are 3,822.

Firefighter 2 is going well, we are scheduled for a live burn on January 22<sup>nd</sup>, I am working setting up the last two classes, with a couple of makeup days.

**Resident Students Volunteers-** We had two resident volunteers resign as of December 31<sup>st</sup>. The two that resigned brought up a couple of issues with the program. One is a lack of calls (nothing we can do). The other is the time commitment. We have reached out to other programs and it looks like we were requiring too much time on the resident volunteers. We are in the process of re-writing the Student Resident Program. Chief noticed how we distribute our scholarship was against IRS laws, limits funding to \$5,250.00 per year. We are in the process of refining how we do the scholarship funds, possibly adding a stipend. Student Work Experience Program are part time employees and cannot be part of the resident Student Volunteer at the same time.

Made some changes. Standby minimum 24 hour a month, minimum 4-hour blocks.

Chapin reported DTST approved our site to host National Fire Academy course for Wildlife Safety Plans Review with the class being held in June. The limit of attendees would be our classroom size, which is 24, but class size could be up to 30 and other classroom arrangements will be made if necessary.

**Activity Report:** Total YTD calls were 416 as of the month of December, up 92 from 2020 and 62 from 2019 and down 10 calls from last month.

**IV. OLD BUSINESS:**

**Flagpole** – Richards – talked with Salem Masonry – happy to do the finish work, Willamette Grey Stone can do the designing.

**V. NEW BUSINESS:**

**Volunteer Cell Phone Replacement Fund** – Vonasek

Volunteers are using their personal cellphone which are needed to receive the notices for calls. Different apps are being used which support the volunteers and us doing our job. If their phone is damaged on the job, who is responsible to replace it? Our insurance policy does not cover cell phones. Reach out to other districts to

see if they have a policy in place. We could just do it on a case by case basis, if a phone was lost or damaged while on a call.

**Timeline for Process of Hiring New Fire Chief – Stearns**

Timeline was reviewed and agreed that it was acceptable.

**Date for Awards Banquet – Stearns**

Date is set for the Awards Banquet of April 30, 2022 to be held at Central Electrical Training Center.

**Budget Timeline for 2022-2023 Budget – Stearns**

Timeline was reviewed and agreed that it was acceptable.

**Action:** Riley moved to appoint Chief Stearns as Budget Officer for the 2022-2023 Budget. Meyer seconded the motion. Upon vote, it passed unanimously (4-0).

Budget Committee has one opening.

**Review of Policy 427 - Conflagrations**

FLSA (Fair Labor Standard Act) ruling is employers must pay employees withing 30 days for work performed. Staff is exempt from FLSA, therefore our policy of paying staff the overtime from the conflagrations until the moneys are distributed to the District is acceptable.

**Voice of the District – Dunn – Not discussed as Dunn was not present.**

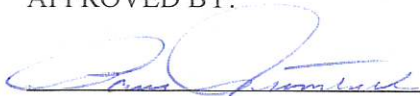
**GOOD OF THE ORDER:**

- Red Cross Blood Drive & FISH Food Drive – January 20, 2022
- Next Regular Board Meeting. – February 9, 2022 – 7:00 p.m. (Dunn and Riley will be unable to attend – Strombeck, Richards and Meyer must attend to have a quorum or meeting will need to be postponed)
- Host National Fire and Safety – need transport inspectors. June - 24 to 30 people.
- June hosting fire officer 3 & 4 Class Linn Benton CO

Vice Chair Strombeck adjourned the meeting at 8:20 p.m.

Minutes submitted by Denny Conrad.  
Office Administrator

APPROVED BY:



Paul Strombeck, Vice Chair of the Board

2-8-2022

Date