

**Board of Directors
Regular Board Meeting
Minutes – July 10, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others: Volunteer Assn. Pres. Walters, Volunteer Eric Johnson

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

I. CITIZEN COMMENTS: None.

II. APPROVAL OF:

Minutes – Regular Meeting, June 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 – June 2019 – Staff reported that we will have a healthy beginning General Fund cash balance for 2019-20; however, if the Board approves the supplemental budget tonight, that cash carryover will be reduced by \$40,000 to accommodate purchase of a 2019 Dodge Ram pickup (which was budgeted in 2018-19 but not received until 2019-20). When questioned why the training budget was so underspent, the response was that there were not as many volunteers applying for outside classes this past year, and we did a lot of our regular trainings with in-house staff. Also, the training budget has been reduced for 2019-20 for this very reason. Then Riley suggested that possibly some of the excess could be used to pay off our 5-yr. debt earlier than planned; however, the Chief said our loan interest rate is very low (2.87%), and he would rather have the cash for unexpected incidents than pay the loan down. Also, our LGIP account is paying 2.75% interest on all our money except the checking account; and having a good cash balance is important to allow us to pay our bills until property taxes are received in November.

Action: Riley moved to approve the financial report as submitted. It was seconded by Strombeck and passed unanimously (5-0).

III. STANDING REPORTS:

Volunteers Association – Pres. Walters introduced and welcomed new volunteer Eric Johnson who comes to us with volunteer firefighter experience from the Yakima, Washington, area.

Walters stated that the annual pancake breakfast would be October 5 providing the station seismic rehab project does not prohibit use of the bay and kitchen at that time. It will be offered in conjunction with the Albany Fire scavenger hunt, and Tangent Fire will be a stop on that route (we will provide fire engine rides).

The Assn. agreed at their last meeting that all proceeds from the breakfast this year would be donated to the local Fish of Albany charity who assists with clothing, transportation, medicine, food and shelter for those in need. The Board thought this was a great idea and asked that staff prepare a press release so that our community is aware of yet another way in which our volunteer firefighters give back to our local citizens.

The President also shared that the Association hasn't been very active lately, so they are talking about some other possible events they could sponsor during the year. Chair Dunn suggested they become involved with the National Night Out on August 6—more help is needed and it would provide another way to become involved with the community.

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 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 will be picked up tomorrow, July 11.
- **Station Upgrades:** The paving work at the station started today and they finished today (July 10). They did a great job, and 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!
- **Use of TRFPD Forklift:** As Hughes Fire is contracting for maintenance services with Albany Fire out of Station 13, they asked if they could use our forklift when needed if they paid for its annual maintenance. The Board agreed they would rather not do this—if it were a Memo of Understanding w/Albany Fire for their use, that's one thing, but the forklift is public property and should not be loaned to a private, for-profit company.
- **Monthly Newsletter:** This will begin again very soon, and the staff is conversing about how they could make a quarterly newsletter available to the community.
- **Upcoming Events:**
 - **July 28** **Department BBQ (food, bounce house, porta tank for kids)**
 - **July 30** **5th Tuesday drill potluck**
 - **August 6** **Neighborhood Watch Night Out**

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** – Fall, 2019
 - **Wildland Firefighter, Refresher** – Chris and Chuck have us ready for the summer 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** – Staff will be completing a self-risk assessment of all Tangent Fire's operations—administrative as well as operational. It is not a requirement, but SDIS supports it, and it is good from the standpoint that it lets us know where we need to improve. Riley asked if there was some type of state or national accreditation for Fire (as there is for police) if we comply with or meet certain standards. Wooldridge and Vonasek said they weren't aware of any organization that did this for fire.
- **Safety Committee** - Safety Committee Meeting will be held later in July.
- **Emergency Medical Services** – Nothing to report.

Staff Battalion Chief's Report - (The following is the BC's written report as well as additional comments made at the Board meeting.)

- 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 and 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.

Activity Report – 32 incidents in May for a total of 184 for the year--- 9 more than last year at this time.

IV. OLD BUSINESS:

Grant Updates – The Chief reported that we are currently in negotiations with Ausland and Mackenzie about the grant costs. The figures are about \$80,000 over the authorized grant, but we are working with both companies to cut costs. The main area where we could save significant money is elimination of the proposed folding bay doors (at \$40,000 per door) and install roll-up doors instead. Wooldridge has visited with Harrisburg Fire who recently installed the folding doors, and they reported that they were not very enamored with them.

Of immediate need to move the project forward is the required asbestos check. We will be doing this through GeoEngineers (same company that did our soil test) at a cost of \$9,950. The contract has been drawn up by our attorney and is just waiting approval by the Board and signatures.

Action: Meyer moved to approve GeoEngineers as the company who will perform the required asbestos test for our Seismic Grant at a cost of \$9,950 and designated the Chief to sign the attorney-approved contract with them. The motion was seconded by Riley and it passed unanimously (5-0).

Also, Casebolt is in the process of getting BOLI wages established for the project. August 2 will be the next on-site meeting with Mackenzie, Ausland, and Tangent Fire to continue discussion on project costs and timeline. If we have any additional costs above the approved grant, they would be with LED lighting. It may be that the grant would only pay for upgraded lighting and not LED throughout the station. As we were wanting to change over to LED lighting for the entire station, this might be a good time to do this as the grant would probably pick up some of the costs.

Personnel Policy Revisions –

Work Hours (currently Policy 1007) – The revisions to this policy were necessary because of the promotion of the Staff Captain to a Staff Battalion Chief position. As the Battalion Chief position is an “exempt” position, this eliminated the need for the policy section on “non-exempt, salaried full-time firefighter.”

Conflagrations (currently Policy 427) – The revisions to this policy revolved around conflag remuneration to our staff and volunteers who participate in conflags. The revised policy now states that staff employees who report for conflags will continue to receive their regular paychecks throughout the conflag until such time as the District is reimbursed for the conflag, and then those employees will receive any extra pay they are due (such as overtime wages). However, volunteers who report for conflags will receive their full conflag earnings from the District within 25 working days following return from the conflag.

Action: Riley moved to accept the revisions to the “Work Hours” and “Conflagrations” policies as submitted. The motion was seconded by Meyer and it passed unanimously (5-0).

V. NEW BUSINESS:

Consideration of Resolution No. 2019-09 (Continuing an Equipment Reserve Fund) – Our Reserve Funds need to be revisited by the Board every 10 years to assess continuing need for them. The Equipment Reserve Fund is due for renewal in 2020, so it is coming before the Board tonight for that discussion. The Board agreed that there is continued need for this fund.

Action: Meyer moved for approval of Resolution No. 2019-09 (Continuing an Equipment Reserve Fund). Richards seconded the motion and it passed unanimously (5-0).

Consideration of Resolution No. 2019-10 (2019-20 FY Supplemental Budget Increasing Appropriations to the General Fund) – The reason for this supplemental budget is that the 2019 Dodge Ram pickup we ordered during the 2018-19 budget year did not arrive by the end of that fiscal year; therefore, funds that had been budgeted for such purchase carried over as cash. The pickup was received in July of 2019 (the beginning of 2019-20 budget year), so it is now necessary to use some of the cash carryover balance in the GF to pay for the pickup and accessories (lighting, siren, canopy, decals, etc.) As this new appropriation is less than 10% of the GF budgeted appropriations, no public hearing is necessary, and the supplemental budget did not have to be published. However, a public notice was published in the Albany Democrat-Herald (at least 5 days prior to the July 10 meeting) announcing that a supplemental budget would be part of the agenda.

Action: Meyer moved to approve Resolution No. 2019-10 (Supplemental Budget Increasing Appropriations to the General Fund by \$40,000) as submitted. Richards seconded the motion and it passed unanimously (5-0).


VI. GOOD OF THE ORDER:

Riley Appointment to DPSST Committee – Riley announced that Eriks Gabliks from DPSST called him to ask if he would serve on a committee for fire training revocations and discipline issues, and Riley agreed.

Chair Dunn adjourned the meeting at 8:15 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

8-14-2019

Date