

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
August 9, 2023**

Board Members Present: Chris Meyer, Paul Strombeck, Scott Richards, Bruce Riley, John Dunn
Staff Present: FC Griffin, BC Chapin, OA Conrad
Volunteer Assoc None
Citizens: None

Prior to the Meeting Bruce Riley took the Oath of Office as a member of the Board of Directors of the Tangent Rural Fire Protection District. Term of office is July 1, 2023, through June 30, 2027.

President Meyer called the meeting to order at 7:04 p.m.
Zoom: No citizens connected.

I. **CITIZEN COMMENTS:** None

II. **APPROVAL OF:**

Minutes – Regular Board Meeting – July 12, 2023

Action: Dunn moved to approve the July 12, 2023 minutes as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously, (5-0).

Financial Report – July 2023

Action: Richards moved to approve the July 2023 financial report as submitted. Riley seconded the motion. Upon vote, it passed unanimously, (5-0).

III. **STANDING REPORTS:**

Volunteer Association – Not present
No report

Fire Chief - Griffin

(The following is the Chief's written report as well as added comments made at the meeting.)

Emergency Calls:

We could exceed 500 calls this year, we are busy. Compared to last year, field fires are up. Recent mutual aid to Lebanon near Sodaville Cutoff (LCSO, ODF, Dozer & Helo).

We have had two field fires with minimal unharvested crop/equipment loss.

Call up for Halsey.

Chapin with two of our Grant Summer employees are at the Wiley Creek Fire with our type 6. Should be released at 19:30. The State Fire Marshal has a model where they bring in local resources first, then bring in Immediate Response Task Force, then conflagration with the governor's signature if needed.

We received a Mid-Report for the Grant to complete. It is capturing good data: i.e.: How many red-flag days occurred? How many of these days were staffed because of the grant? Have you supported neighboring agencies because of this grant?

This grant has given us the opportunity to do this.

Meetings:

- Weekly Staff Meetings. Should we change are day/time to accommodate Director Meyer?
- Safety Committee. Inspector Ramirez will Chair the Committee and update our policy to bring us into compliance. Recent Near Miss (3).
- Tuesday night drills
- Officer's Meetings
- Benton County Fire Defense Board
- Linn County Fire Defense Board
- ASA Committee
- Tangent City Strategic Plan
- Tangent Together

Correspondence:

OR-OSHA Rules Committee for Non-Entry Firefighting.

Phone conversation with Mark Wolf, Local Gov't. Law Group. Re: the worker's comp claim.

Operations/Equipment:

Purchased a Portable Honda Trash Pump for dewatering/tender filling/drafting operations.

Included some fittings and 24' of 3" suction hose. We will be able to put this on the tenders. Then be able to take the tenders on conflagrations; they need to be able to self-fill.

Strombeck asked about the tenders. Griffin replied, we can make the tenders work. If we wanted our tender work well, we should purchase a couple surplus chassis and put the bodies on them.

Chief is looking at options with the Federal Procurement program – FEPS.

One of the tender had the alarm for a hydraulic line; it needed a new circuit board. It is back in service.

Chief with C. Hunt made a check list for how to operate the tenders.

The board apricates making the tenders work for the district.

Training:

Captain Hunt and the recruits are making great progress, finishing up Mid-September. All the cars out back (along the R/R tracks) have been donated by Rogers Towing and will soon be disassembled/flamed.

Other:

National Night Out at City Hall.

Red Cross Blood Drive. Copy of stats included.

OEM FEMA grant paperwork has been completed. Now has a contact person at EMO.

D. Ramirez working on the paperwork for a near-miss. It was a PPE issue.

Monster Security is installing. They also have an access door locks system. Chief will be looking into this option.

Staff Battalion Chief's Report – Chapin

(The following is the BC's written report as well as added comments made at the meeting.)

Meetings Attended:

- 3-Staff meetings
- 1-IMT conference meeting
- Golden Fire (Conflag) from July 22nd to July 26th
- Wireworks

Fire Inspections- 8 fire inspections were completed for the month of July with one reinspection and 1 final inspection to for Stuewe and Sons new building. 1 site plan meeting with sheet metals solutions. D. Ramirez presents himself and communicates codes very well.

Pre-Plans- We have been re-implementing Incident View for pre-plans and mapping to calls. Working on HWY 99 address markers.

Vehicle Maintenance- T-73 had a pressure switch go bad. T-71 had slack adjustors issues and brake switch out. BC-71 had oil/oil filter; air filters changed. BR-71 carburetor was cleaned and repaired.

Working on quotes for a new command truck.

Training- Been assisting Chris with the fire academy. 4 applications have been sent in for Firefighter 1 certifications. I have been working with three of our volunteers to help them achieve their next level of wildland certifications. Training records are being uploaded into the server, and personnel training records are being reviewed for completeness (will be an ongoing task).

We are implementing ESO EHR program for our patient care reports. There will be a training component as we implement.

Volunteers- I met with three potential future volunteers. One has returned his application. Working with Maya on drive time to be able to drive staff vehicles. All apparatus operators have been encouraged to come down and drive our apparatus anytime to keep them moving.

Dunn asked – What is the percentage of responding? Chief and Conrad responded – We do not have that number, but the number of volunteers responding are up.

Safety- Since our safety audit with OSHA we have been reviewing our SDS's, lockout tag out procedure. Diego has accepted to be our safety chairperson. Diego is reviewing all safety practices for Tangent and making recommendations to the Chief for changes.

- Safety committee roles

- Safety minutes
- Incident/Accident retention
- Exiting/Not an Exit
- Emergency Action Plans
- Chemical Labeling

Activity Report: Total YTD calls are 251 as of the month of July. This is an increase of 24 from 2022, increase of 46 from 2021, increase of 81 from 2020 and up 5 calls from last month.

IV. OLD BUSINESS:

1. Amended Resolution No. 2023-05 – Adopting Budget, Making Appropriations, and Imposing & Categorizing Taxes – Conrad

Action: Riley moved to approve the Resolution No. 2023-05 as submitted. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0).

2. OSHA – Griffin

We are working on the list from our OSHA consult. There were 4 serious and 16 less than serious items. We have most completed and will have all completed by the September 18, 2023.

The following items are now in compliance: guard on generator, fall protection over the water tank, ladder guard and pad lock, and exit signs.

Safety committee was not being run correctly. D. Ramirez is now the lead and is making the corrections.

V. NEW BUSINESS:

1. Temporally Filling of Asst. Chief Position – Griffin

Chief proposal is to immediately promote C. Chapin to fill the role of Acting Assistant Chief temporarily, until further notice. Other duties have been split up between Griffin, Chapin, and Ramirez. Increase Chapin wage to the Step 5 which is about a \$10,000 pay increase.

Board proposed a letter/document stating this Acting incapacity Assistant Chief and the pay increase is temporary, adding subject to change upon Chief discretion and have our attorney approve the wording. Chapin should sign this document to confirm full understanding of the intent of the position. This will diminish any miscommunication.

Riley asked about weekend duty coverage. Chapin and Griffin are taking a command truck home on the weekends on their Duty Officer schedule. Volunteer L. Trulove has been taking a few weekend duties. It has been working well.

2. Auditor Draft Report – Griffin

Conrad reported we received the Auditor Draft Report. Everything looks good, no findings. Same concern as last year, because we are a small organization, we are not able to separate the financial duties. That is not something we can change but keep doing as much as we can; i.e., having two board members sign the checks, having the chief review the invoices, and having an outside accounting firm calculate and submit the quarterly payroll taxes. Conrad will contact the Auditors to schedule when the report can be presented to the board, either September or October.

3. Social Media/Web Page Consulting – Griffin

Hannah Blicher has started a business, Palindrome Marketing, to run company portals and websites. We are having a hard time keeping up posting things on social media. Chief is not completely ready to sign up for her services but is still very interested. She offers monthly subscriptions with so many hour per month. If fees are reasonably, this could be a great way to reach out with the younger generation of volunteers. We have Streamline, but it counterintuitive. Conrad was able to add items, like the blood drive, but we just do not have the time. B. Walters has access to our Facebook page, and he does a great job. D. Ramirez is also interested in working on this. Another option is SDAO has internship program that we would like to look into father.

4. Oregon Fire Marshall Photo Contest – Griffin

Griffin sent in a great photo of our tender at a fire. Stop by his office

VI. GOOD OF THE ORDER:

- 1. Regular Board Meeting – September 13, 2023 7:00 p.m.**
- 2. Tangent Harvest Festival – September 23, 2023**
 - a. Chicken Dinner Tickets \$10.00**

President Meyer adjourned the meeting at 8:23 p.m.

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



Chris Meyer, President - Board of Directors

9/13/23

Date