Board of Directors
Regular Board Meeting
Minutes – June 12, 2019

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

Chair Dunn called into the meeting by speaker phone from Klamath Falls, so Vice-Chair Strombeck called the meeting to order at 7:00 p.m. TRFPD Resolution No. 2013-04 states that one Director may attend a Board meeting by electronic means provided that the Director attends the entire meeting. This resolution permits such Director to be counted toward the quorum requirement and to participate in all votes. As it was the Chair participating by electronic means, he received prior permission from Vice-Chair Strombeck to do so. With Chair Dunn's electronic attendance, the 3-Director meeting quorum was met.

I. PUBLIC HEARING TO ADOPT FY 2019-20 BUDGET (Resolution No. 2019-06)

Vice-Chair Strombeck opened the public hearing. There were no public attendees and the Board had no comments, so the public hearing was closed and a motion put forward.

> **Action:** Dunn moved to approve Resolution No. 2019-06 (Officially Adopting the FY 2019-20 Budget of the Tangent Rural Fire Protection District, Making Appropriations, and Imposing & Categorizing Taxes), such budget as approved and forwarded by the Budget Committee in the amount of $2,729,209, which includes $2,264,745 for all appropriations for all funds and $464,464 for unappropriated ending balance and monies reserved for future expenditures; and he further moved to impose a $2.5739/$1,000 tax rate upon the assessed value of all taxable property within the District. The motion was seconded by Riley and it passed 3-0 (Richards and Meyer were absent).

II. CITIZEN COMMENTS: None.

III. APPROVAL OF:

Minutes – Regular Meeting, May 8, 2019.

> **Action:** Riley moved to approve the minutes of the meeting as presented. It was seconded by Strombeck and passed 3-0 (Richards and Meyer were absent).

Financial Report – May 2019 –

Action: Riley moved to approve the financial report as submitted. It was seconded by Strombeck and passed 3-0 (Richards and Meyer were absent).

IV. STANDING REPORTS:

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 on order. We are looking into getting the top painted black to match our apparatus; this will be done at the factory.
- **HR Class:** I attended an HR class in May, which covered many things including social media. I joined a group that shares info and ideas through SDAO hosting.
- **Volunteers Testing:** We currently have two volunteers who are testing for career positions. They are early in the process, but it shows their desire to move forward and our commitment to preparing them for that process. Kudos to our training staff.
- **Staff Vehicles:** Durango is completed. Ram Pickup is built, awaiting spray-in bedliner from factory and shipment here from Detroit, Michigan.
- **Station Upgrades:** The new exhaust system is complete, and all items have either been taken care of or addressed for future repairs. Holding on the fix for the medic unit exhaust as we will be getting a new unit the first of the year.
- **Upcoming Events:**
  - **June 15** Fire Season begins in Linn County
  - **June 22** Relay for Life
  - **July 4** Holiday
  - **July ???** Department BBQ
  - **August** Neighborhood Watch Event (we will send an engine).

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** – Looking to reschedule, perhaps in Fall.
    - **Wildland Firefighter, Refresher** – Chris and Chuck have been getting our current interface firefighters up to speed with their annual wildland refresher. It is expected that it will be a busy wildfire year again.
    - **DPSST** – Have reached out to DPSST training coordinators to bring in-state training props such as vehicle fires, flammable liquids and gas, and ventilation. Fall of 2019.
    - **Portland Western Railroad** – Response to Diesel Locomotives. Fall 2019

- **EMS** – New continuing education matrix has been laid out for the EMT maintenance period 2019-2021.

- **Regional:** The NFPA 1403 Live Burn Training was completed. I am now, by NFPA standards, a certified live burn instructor for a fixed facility live burn prop, such as ours. Jacob Mowery will also be a certified live burn instructor once he has received his NFPA Fire Service Instructor II accreditation.
- **State:** Oregon Volunteer Firefighters Association is holding its annual conference at the Deschutes County Fairgrounds in Redmond on June 26 – 29. Would like to try to send a couple of volunteers; one on a state scholarship and one from our conference budget.
- **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** - Policy review continues, but at a slower pace due to adjusting to the needs of EMS recertification and training requests with the improving weather.
- **Safety Committee** – Safety Committee Meeting was held in June. Topics discussed were the new exhaust system and concerns for the dangling hoses when entering and exiting fire apparatus. Safety marking with yellow safety paint around curb edges. No accidents were reported from the last two months in or around the station.
  - Jason Jantzi, Risk Management Consultant will be doing a Safety Committee Workshop which will be hosted by Tangent RFPD on July 24 @ 6:00 PM. This workshop has not been finalized, but a training flyer will be sent out to area agencies.
- **Emergency Medical Services –**
  - All state-level EMTs are recertified for the next two years. This is my first time at Tangent Fire, that all EMTs and EMT-Is are recertified in our District without having to pay any late registration fees.
  - Currently, in our Department, we have the following number of EMS personnel by EMS level:

Emergency Medical Responder:

Dan Taylor	Glen Butler	Taylor Bovinette
Jim Burke	David Jakeman	

Emergency Medical Technician:

Cary Vonasek	Jacob Royer (New)	Ryan Tompkins (New)
Chris Hunt	Loel Trulove	Dan Ryan
Dan Jones	Nicholas Pomme	Rebecca Vonasek
Brice Walters	Michael Samard	Paul Radke
Jacob Mowery		

Emergency Medical Technician-Intermediate:

Alecia Burwell	Larry Wooldridge	Chuck Chapin

Paramedic:

Ann Mang

(Chris Hunt formerly was a Paramedic, but chose to recertify as an EMT after he retired from Corvallis FD)

Dunn commented that he liked receiving this list of our volunteers/staff and their certifications.

The Board asked if the District was offering more CPR classes; the answer is yes, Lt. Walters usually offers two per year.

Staff Battalion Chief's Report - (The following is the BC's written report.)

- Completed three more fire inspections and one re-inspection. I have been doing research for the City on the building on the corner of Birdfoot and Hwy 99 E.
- I have spent a large amount of time doing driver training with the volunteers. I spent four days in a FEMA Operations Section Chief Class. I taught a 4-day wildland class for the region. A group of volunteers and I attended a Conflagration simulation in Lebanon, which lasted 5 to 6 hours.
- Tender 73 went into Petersons for repairs, and we received it back the week of 27th. Chris and I have been working on prepping E-73 and the B-71 for Conflagrations.

  Board Comment: It was asked if the tenders we purchased on used chassis were costing us more in repairs than we had expected. Vonasek explained that because the original chassis were built for different uses (other than water tenders), there have been some costly wrinkles to iron out, but he felt that those repairs will settle down soon and that both tenders will work well for us. It was suggested to staff that we need to keep track of the repair expenses on T-71 and T-73.

- We attended the May school birthday lunch. The kindergarten and first grade classes came in for public education. We gave them a station tour, and one class even got to see the volunteers respond on a call. Very successful.

Activity Report – 25 incidents in May for a total of 152 for the year--- 18 more than last year at this time.

V. OLD BUSINESS:

Grant Updates –

- **Seismic Rehab** – The kick-off meeting with the design/engineering team (Mackenzie), the contractor, and TFD was held on May 17. We subsequently received the total project cost estimate from Mackenzie—this was $1,214,031, and the grant is for $1,163.245, which is about a $51,000 overrun. The group will be meeting again tomorrow to see where costs can be cut as we must stay within the awarded grant. Part of the overrun is because not enough foundation work was included in the original estimate. The Chief shared that a big cost savings could come from the proposed upgraded folding doors for the bay, but he will know more after tomorrow's meeting. Dunn stated that he wanted the folding doors as they were part of the original cost estimate, and contractors bid on the project knowing these were part of it.
- **AFG (Exhaust Evacuation System** – See notes above in the Chief's staff report. Grant monies have been received and the Board will vote on a resolution tonight to appropriate those funds for payment to the contractor.

Policy Revisions (Work Hours and Conflagrations) - Due to only three Board members in attendance at tonight's meeting, these items were postponed until the July Board meeting.

VI. NEW BUSINESS:

Paving Project (Behind the Station) – Consideration of Written Quotes – This project is included in the 2019-20 budget as an expenditure in the Building Reserve Fund; since the 2019-20 budget was just adopted earlier in this agenda, this project can come before the Board for consideration. However, the project will not begin until the new budget year starts on July 1, 2019. This project is to repair the asphalt near the refuse dumpsters and to repair around the storm catchment, to include ground prep and sealing. It also includes paving of two grass areas between the Warren Bldg. and the main station to increase parking. The area between the Warren Bldg. and tank vaults on the north end are to be covered with asphalt from the edge of existing asphalt out to the fence and to include behind the water tanks to facilitate additional storage. All vendors were present to view the site and facility prior to submitting quotes. Submitted quotes as follows:

Knife River (asphalt bid)	$28,041
Holderman Paving (asphalt bid)	$16,930
Final Finish Construction (concrete bid)	$60,350

Of course, the concrete bid cannot really be compared w/the two asphalt bids, and the District wants asphalt. There was some discussion as to whether 3" asphalt would be enough to handle the weight of our vehicles and/or the refuse truck that comes in twice a week for garbage pickup. According to Vonasek, he was told that 3" is the normal coverage for handling up to 80,000 lbs., and our filled tenders don't weigh that much. When asked if Holderman would stand behind their 3" work if it failed, Vonasek answered yes. They have been in business for 15 years, recently did the asphalt work for BetaSeed, and they have a good reputation. The Board recommended that Vonasek speak with Holderman to make sure that 3" will hold the weight of our vehicles or whether the coverage should be increased to 4" even though it would increase the price of the project.

> **Action:** Riley moved to accept the original Holderman Paving bid of $16,930, but added that the bid be allowed to increase up to $20,000 (as that is the maximum amount appropriated for that project in the budget) based on any adjustments needed to ensure adequate material to hold the weight of our vehicles without failing and that the work not begin until after July 1, 2019. Strombeck seconded the motion and it passed 3-0 (Richards and Meyer were absent).

Consideration of Resolution No. 2019-07 (Transferring Money from Contingency to Debt Service) – This is a resolution to transfer $100 from Contingency to Debt Service in order to have adequate funds to make an interest payment in June on our 5-yr. loan with Zion Bank.

> **Action:** Riley moved to approve Resolution No. 2019-07 as submitted with a second from Strombeck. Upon vote, the motion passed 3-0 (Richards and Meyer were absent).

Consideration of Resolution No. 2019-08 (Appropriating 2017 AFG Grant) – This grant was for the purchase and installation of a vehicle exhaust extrication system for the station bay. The work has been completed and the grant money has been received. This resolution just appropriates the $52,876 grant money so that the contractor can be paid.

> **Action:** Strombeck moved to approve resolution No. 2019-08 as submitted with a second from Riley. Upon vote, the motion passed 3-0 (Richards and Meyer were absent).

VII. GOOD OF THE ORDER:

SDAO Safety Award – Dunn suggested that the District nominate someone for this award for the upcoming OFDDA Conference in the fall.

At 8:10 p.m., Vice-Chair Strombeck recessed the regular meeting into Executive Session per ORS 192.660(2)(i) for discussion on the Fire Chief's initial 6-month performance.

The regular Board meeting resumed at 8:24 p.m. following Executive Session.

> **Action:** Because of his initial success in the Fire Chief's position, Riley moved to promote Chief Wooldridge from Step 5 ($79,130) to Step 6 ($81,504) on the salary schedule beginning July 1, 2019. The motion was seconded by Dunn and it passed 3-0 (Richards and Meyer were absent).

Vice-Chair Strombeck adjourned the meeting at 8:25 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:

John Dunn, Chair of the Board — 7-10-2019 Date