

**Board of Directors
Regular Board Meeting
Minutes – December 11, 2019**

Board Members Present: Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Board Member Absent: John Dunn
Staff Present: AC Vonasek, BC Chapin, OA Duckworth
Others Present: Volunteer Assn. V-P Dave Jakeman

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

I. CITIZEN COMMENTS: None.

II. APPROVAL OF:

Minutes – Regular Meeting, November 13, 2019.

Action: Meyer moved to approve the minutes of the meeting as presented. It was seconded by Richards and, upon vote, passed 4-0 (Dunn was absent).

Financial Report – November 2019 –

Action: Riley moved to approve the financial report as submitted. It was seconded by Meyer and passed 4-0 (Dunn was absent).

III. STANDING REPORTS:

Volunteers Association – No report.

Fire Chief's Report – (The following is the Chief's written report as well as additional comments made at the Board meeting.)

- **Seismic Grant:** Work has begun and is in full swing. The North wall has been exposed, back awning is repaired and awaiting new roof, interior walls demoded, concrete cutting and chipping has begun. The West wall of the bay will be made into a flat wall, and some footing may be required there. The back wall that needed plumbing renovation had to be done at prevailing wage, which increased the cost from \$1200 to \$2100. TFD, Ausland and McKenzie meet every Thursday to discuss the project. I have been added to their Procore site which has progression of the project on it. I have been working to obtain a better flow plan of the work, so that we may better prepare for what is next.

- **Water Tanks:** All letters have been sent out detailing our exit plan to all property owners. I have not heard from any of them at this time. I spent some time with Koos Farms and had a good conversation. They are aware that we will only cover the \$6K portion of their new tank should they decide on the bigger tank, and they understand and support our decision.
- **Medic 71:** Program is continuing as all parties decide on the future of it. Albany Paramedic will go on light duty and then maternity leave soon, and that should last for the next 3-6 months. AFD does not plan to hire a temp for that position.
- **Linn County:** We are working on the illegal burn response throughout the county as a Fire Defense Board and hope to limit our exposure to neighborhood disputes. As this is really a DEQ issue, we will only send a duty officer to calls that are not a fire danger. Linn County has signed an extended mutual aid agreement with Jefferson/Deschutes Counties. This is completely at the discretion of the district chief.
- **Officer Training:** We had our first officer training on October 30 and second training on December 4. My goal is to enhance and reinforce our officer decisions and their capabilities. Our Lt's are participating in the weekend duty rotation now. Both of our BC's are done for the year, but we have maintained coverage thanks to the LT's stepping up.
- **Albany Fire:** We have restructured our auto-aid response with AFD. The main change was adding an additional engine, medic and BC to AFD response and an additional engine or tender from TFD's response.
- **Upcoming Events:**
 - **December 14** **Meyer Christmas Party**
 - **December 25** **Christmas**
 - **December 31** **New Year's Eve**

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

- **Training:**
 - The Fall Firefighter Academy is into week #4; we have four recruits in the program, and they are doing well.
 - Due to holidays, training to start the winter and new year is mostly refresher/compliance review into January.
 - **TFD In-house Training:**
 - **Vehicle Extrication** – Multi-session, Winter of 2020
 - **DPSST** – DPSST will be bringing the following state training Props:
 - January 2020 – Mobile Fire Training Unit (Corvallis Drill Tower)
 - February 2020 – Fire Service Instructor II, Tangent Fire District
 - **Portland Western Railroad** – Response to Diesel Locomotives. Jan. 2020.
 - **Regional:** Linn-Benton Fire Training Council
 - Dec 2019 – HAZMAT Ops Level
 - Jan 2020 – NFPA Fire Instructor 1
 - Feb 2020 – NFPA Fire Instructor II

- **State:** Winter 2020 fire school (February), has been announced and is open for enrollment.
- **National Fire Academy:** Brice Walters will be attending the National Fire Academy in late February 2020.
- **Emergency Medical Services:**
 - Angelo Nicosia and Taylor Bovinette have signed up for the EMT class being offered locally by Lane Community College.
 - An Emergency Medical Responder class is pending scheduling. The course is hosted by Philomath Fire & Rescue, and we have two volunteers, possibly three who are interested.
- **New Website:** Been working on a new website powered and managed by Streamline, which is endorsed by SDAO. Very clean, easy to update, and is compliant in many areas, including the Americans with Disabilities Act and Section 508. Section 508 compliance means all users, regardless of disability status, can access the technology. It's a way to break down barriers and provide new opportunities for all Internet users. Compliance standards are set by Section 508 of the Rehabilitation Act of 1973 that requires federal agencies to provide software and website accessibility to people with disabilities. When websites are 508 compliant, they are compatible with assistive technology, such as screen readers. Vonasek provided a demonstration of the new website at the Board meeting.

The cost is \$100/month which gives us 24-hour support, and Streamline maintains the site for viruses and non-compliance issues. The Board stated they would be interested in staff tracking the hits we get on the website.

- **Health and Safety:**
 - Reviewing the Respiratory Protection program and looking ahead to evaluating self-contained breathing apparatus, which needs replacement in the 21-22 fiscal year. As our current self-contained breathing apparatus gets older, we are experiencing more frequent and costly failures.
 - Reviewing PPE decontamination protocols of neighboring departments; looking for a plan that would work for Tangent FD. We are leaning on PPE protocols from Lebanon FD as a template to start with and modify for our needs.
- **Safety Committee:** The Safety Committee held its monthly meeting in conjunction with the Volunteer meeting on December 3.

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

- **Fire Inspections** - Central Valley Christian School was inspected by the State and me. Due to being in California on conflags, I have been catching up on rescheduling inspections. Also, still working with OSFM on the Selmet Fire. The investigation is really between OSFM and Selmet; we are just serving as a rep of the local jurisdiction where the fire occurred.
- **Fire Prevention** - School Lunch was November 15. I have 4th and 5th grade classes scheduled to do a fire-station tour with fire-prevention education in December. Helped facilitate a Haz-Mat drill with Nutrien AG with a follow-up discussion on December 6.

- **Vehicle Maintenance** - Brush 71 received a new alternator, battery, and new tires. It also had its yearly PM completed. Command Truck shoreline plug was repaired. E-71 tire valve stem was replaced.
- **Personal Training** - In November, I completed part 2 of 3 of the leadership series I am attending; the third one is scheduled for mid-December.

Activity Report – 331 total calls for 2019 through November—36 fewer than last year at this time.

IV. **OLD BUSINESS:** None.

V. **NEW BUSINESS:**

Consideration of Revisions to Policy No. 1102 – LOSAP (Length of Service Award Program) – The Chief explained that the two main purposes of the LOSAP program are to reward volunteers for their active participation in our Volunteer Program and to reward their longevity with the Program. In reviewing the policy, it was determined by staff (with input from reps of the Volunteers Assn.) that changes needed to be made to the eligibility requirements and contribution allocation system to better reward those volunteers who truly demonstrate active participation in drills and call responses as well as recognize the length of time served with the organization. The revised document before the Board tonight reflects the proposed changes.

Action: Riley moved to approve revised Policy No. 1102 – LOSAP (Length of Service Award Program) as submitted. Richards seconded the motion and, upon vote, it passed 4-0 (Dunn was absent).

Consideration of Revisions to the LOSAP Adoption Agreement – The LOSAP program is sponsored by OFDDA, and we have a signed adoption agreement with them that sets the ground rules for TRFPD participating in the LOSAP program. Any time Tangent Fire wishes to change those rules, which includes eligibility requirements and allocation of contributions, we must file a new Adoption Agreement with OFDDA. As the Board just approved revisions to Policy No. 1102 (the LOSAP Program) in the item above, so now must the Board approve a revised Adoption Agreement to reflect the changes. This revised agreement must be received by OFDDA before the beginning of the calendar year for which it will be effective.

Action: Meyer moved to approve the revised OFDDA LOSAP Adoption Agreement dated December 11, 2019, with the effective beginning date of the revisions to be January 1, 2020. Riley seconded the motion and it passed 4-0 (Dunn was absent).

Consideration of Policy No. 1019 – Discriminatory Harassment – the revisions to this policy are necessary to update the language to meet SB 479 requirements.

Action: Riley moved to approve Policy No. 1019 (Discriminatory Harassment) as revised. Richards seconded the motion and it passed 4-0 (Dunn was absent). The Board also asked that staff get a written sign-off from each staff member and volunteer that each has read and understands the policy.

VI. **GOOD OF THE ORDER:** Some thank you cards were distributed to the Board in recognition of their thoughtfulness by the recipients of those actions.

Vice Chair Strombeck adjourned the meeting at 8:10 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



Paul Strombeck, Vice Chair of the Board

1-8-2020

Date