

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
May 11, 2022**

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

Chair Dunn called the meeting to order at 7:00 p.m.
No citizens have connected to the phone-in Zoom meeting tonight.

I. **CITIZEN COMMENTS:** None

II. **APPROVAL OF:**

Minutes – Special Board Meeting – April 6, 2022

Action: Meyer motioned to approve the minutes of April 06, 2022, as submitted. Riley seconded the motion. Upon vote, it passed unanimously (3-0), (Absent Strombeck & Richards)

Minutes – Regular Board Meeting – April 13, 2022

Action: Meyer motioned to approve the minutes of April 11, 2022, as submitted. Riley seconded the motion. Upon vote, it passed unanimously (3-0), (Absent Strombeck & Richards).

Minutes – Budget Committee Meeting – May 2, 2022

Action: Riley motioned to approve the minutes of May 2, 2022, as submitted. Meyer seconded the motion. Upon vote, it passed unanimously (3-0), (Absent Strombeck & Richards).

Financial Report – April 2022

Action: Riley moved to approve the March 2022 financial report as submitted. Meyer seconded the motion. Upon vote, it passed unanimously (3-0), (Absent Strombeck & Richards).

III. **STANDING REPORTS:**

Volunteer Association – Walters

Pancake Breakfast – June 18, 2022 - 7:00 to 10:00 a.m. We are advertising on Facebook, Elementary school, and Tangent's utility newsletter. A couple banner have been ordered. Chief Stearns's vintage truck will display a banner out on Hwy 99. The grill trailer has been reserved.

No new news on the BBQ trailer. Should have it in the fall.

Interim Fire Chief – Stearns

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

Meetings Attended:

Four weekly staff meetings
Four Tuesday evening drills
TRFPD Officers meeting
TRFPD Board meeting and Executive session
Fire Defense Board meeting – Harrisburg
Lebanon awards banquet
Budget work session
Williams FD memorial service

Budget:

The budget was presented for Board review at the April 13 regular Board meeting. Budget meeting was held May 2, where the budget was approved and recommended for Board adoption at the June 8 meeting. Next step is to advertise the budget (LB1 Financial Summary and notice of Budget hearing) on May 25. Good Questions from the Budget Committee and they understood what we are doing and our goals moving forward.

Fire Chief hiring process:

On April 6, the Board interviewed two finalists for the Fire Chief position. After consideration of both candidates the Board decided that neither candidate was the right fit for the position. Advertising for the position began again on April 20 and will run through May 20. The Board also decided to raise the top end of the pay scale to see if a potentially higher wage would increase the interest in the position. As of now we have 9 applicants; 3 other potential applicants the Chief visited with at the Chief's conference in Bend and one from current Firefighter 3 & 4 class being held here at the station. He is expecting 15 to 20 applicants. SDAO had a table at the Chief's conference just outside of the main hall. It had our flyer with the Chief's business card attached. Several people reached out to him at the conference.

Awards Banquet:

On April 30, we held the annual TRFD awards banquet which was well attended. Guest speaker Dan Olsen talked about the value of volunteers as well as recruitment and retention of volunteers. Randy Williams provided background music on the guitar and Dennis Weis was the photographer. Corks 'n' Forks did a good job as the caterer. Thanks to Denny and everyone who worked to make it a success. Chief thanked everyone for attending.

Observation:

It is good to have the budget process and the awards banquet completed for the year. Upcoming projects included the Chief hiring process and the volunteers pancake breakfast. I will have the applications and resumes as well as a ranking sheet available to the Board members by May 29th. Following your individual review and ranking we will have an executive session at the June 8 Board meeting to determine top 5

candidates. The volunteer pancake breakfast is scheduled for June 18 and Board members are encouraged to attend (flip cakes, pour coffee, etc.). Banners are being made to advertise the event and starting around June 1, you will see a really cool old '41 chevy truck with banners around town encouraging everyone to attend.

Riley said he appreciates the above and beyond the Chief is doing for the District, like staying as Interim chief longer.

Assistant Chief/Training Officer – Vonasek

FIRE & EMS TRAINING –

In-House – Training evolutions to help with our ISO audit are ongoing and should be wrapping up here soon. Live burn on Hwy 34 will take place June 4. Corvallis FD will be joining us and assisting with the burn.

I will be teaching an Emergency Services Instructor 1 class the weekend May 14 & 15 here at the station

Regional – Tangent Fire will be hosting a Fire Officer III & IV class the weeks of May 9th through May 20th; Class will be taught by a regional instructor.

State – Training continues to develop as the mask mandate looks to be dropped in March.

OR-EMS – Various spring EMS Conferences are occurring throughout the state.

National – Chuck was accepted into the National Fire Academy and will be attending the week of May 15.

HEALTH & SAFETY –

Safety Committee – Is to meet May 10 @ 1800 Hours to conduct a Station safety audit.

SCBA Grant Update – No report. Announcement of Grant could come as early as July 2022.

EQUIPMENT UPDATE –

Equipment – Nothing to report at this time

OTHER BUSINESS – \$\$

New Training Officer Laptop – The new laptop has been ordered

First check for \$170 from EF Recovery was received today. Cary told the new rep that he was disappointed in the service. She reassured him it will be better.

COMMUNITY OUTREACH –

Tangent Fire District Website – April our webpage was accessed 6182 times.

Tangent District Portal – Department members accessed the Portal 162 times.

Tangent Community Blood Drive & Food Drive – Next Red Cross Blood Drive is July 21. The FISH of Albany food drive hosted by Tangent Fire District will begin July 18 and will run through the week till Friday. Non-perishable food Items can be dropped off at the station during normal business hours. Checks should be made out to Fish of Albany.

Tangent School has asked for helmets. They have a business plan, which is willing to help donated monies for helmets. Vonasek will be working with Jazmin at the school to provide helmets for the students.

A community member asked if a firetruck could stop at their house Saturday, May 28 for her son's birthday and deliver their presents. The board would like pictures taken to put on our social media.

ISO audits and hydrants in district – Selmets has not returned information. It is just affecting themselves; other businesses will not be affected.

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:

- Three staff meetings
- Officers meeting
- RV one year review meeting
- Training- April 4th through April 8 (Fire Investigator class)
- Out of the office- April 25 through April 29

Fire Inspections- Did code research for J&H automotive. We received a couple of notices from Linn County, one for a garage addition and the other is for a shop.

Pre-Plans- N/A

Fire Public ED- N/A

Vehicle Maintenance- Wire works installed shoreline plugs in 791 and 792 and repaired a light bracket on BC-71.

The Chief's vehicle has a small electrical draw and if it sits for a week, it kills the battery.

Building Maintenance- Mobile Fitness came out and service all the gym equipment. Stair stepper is needing a new alternator belt. E-73 went into Petersons for diagnostics. They recognize there is a problem but until it gives an active code again, they can't do anything. Right now, it is running fine. E72 had an air leak in the air cannon for the back brake but is now repaired.

Volunteers- Knightin resigned as a volunteer to focus on school. We interviewed two individuals for volunteering, they both are proceeding in the process. I am will be meeting with one of them on a separate day, as he expressed interest in the Student Resident Position.

Resident Students Volunteers- Met with Haden for his yearly evaluation. Haden is entering is internship and is progressing through paramedic training. Potential person for the RV program. A RV plan was made and given to the chief for review.

Volunteers -Time keeping

June class instructor backed out, rescheduling looking at the fall. There were 24 signed up and 30 is the top number able to attend.

Meyer asked if Tangent area includes Hwy 34 by the railroad tracks on the north - Albany's area is north side of Hwy 34, Tangent's is south side.

Activity Report: Total YTD calls are 115 as of the month of April. This is 24 increase from 2021, 27 increase from 2020, down 12 from 2019 and down 6 calls from last month.

IV. OLD BUSINESS:

V. NEW BUSINESS:

A. LOSAP – Stearns/Conrad

LOSAP program had a maximum contribution of \$3,000 a year could be deposited in any one LOSAP recipient's account, which was the rule set by OFDDA when we put this policy into place. In 2018 the amount was changed to \$6000. We want to update our policy to reflect that change but did not want to commit to any certain amount. In Our Policy 1102 LOSAP, 1102.4: we are proposing is to take out "According to the rules of the Plan Document, TRFPD may not contribute more than \$3000/year to any on LOSAP recipient's account" and change to "The maximum LOSAP contributions to anyone recipient's account will be in accordance with the LOSAP plan and at the Board of Directors discretion". This will give the board the flexibility to choose the contribution amount. The other changes are on 1102.5 ELIGIBILITY FOR PARTICIPATION: Change the percentage from 70 to 75; also, in part 2) replace text with "Be in compliance with the Volunteer Requirement Handbook". We just revised the handbook, and this allows everything to work together. To get more volunteers involved we will now give LOSAP information at the new volunteers' annual evaluation.

Action: Riley motioned to accept Policy 1102 as submitted. Meyer seconded the motion. Upon vote, it passed unanimously (3-0), (Absent Strombeck & Richards).

VI. GOOD OF THE ORDER:

- A. Board Meeting – Monday, June 6, 2022 – 7:00 p.m.**
 - a. Budget Hearing**
 - b. Executive Session – PER ORS 192.660(2)(a) – To Consider employment of a public officer, employee, staff member or individual agent.**
- B. Meet 'n' Greet with Semi-finalists Fire Chief Candidates – June 28, 2022 – 6:00 to 7:00 p.m.**
- C. Interviews with Semi-finalists Fire Chief Candidates - June 29, 2022 – 8:00 a.m. at Central Electrical Training Center**
- D. Staff appreciation and Board BBQ – July 9, 2022, time to be determined.**

Volunteer Radke came to speak to the Board tonight.

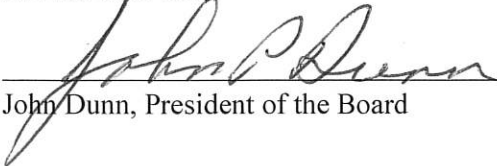
President Dunn communicated the process of chain of command and the procedure for items being added to the Board meeting agendas and asked Radke to follow this procedure.

SDAO: Meyer completed the class for the Best Practices. He also sent an email regarding the Board 301 class and is waiting for a reply.

President Dunn adjourned the meeting at 9:06 p.m.

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



John Dunn, President of the Board

7-13-2022

Date