

Board of Directors Meeting
Minutes
August 12, 2020

Board Members Present: John Dunn, Scott Richards Bruce Riley, Paul Strombeck, Chris Meyer
Staff Present: Chief Wooldridge, BC Chapin, OA Duckworth
Staff Absent: AC Vonasek

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

I. APPROVAL OF:

Minutes – Regular Meeting, July 8, 2020

Action: Meyer moved to approve the minutes of the July 8, 2020, meeting as presented. The motion was seconded by Riley. Upon vote, it passed unanimously (5-0).

Financial Report – July 2020

Duckworth reported that the District ended the fiscal year 2019-20 financially healthy. Cash carryover was \$127,000 more than projected for the 2020-21 budget. And, our first PERS transition liability check was received by PERS reducing our PERS rates by 9% beginning with August payroll. Yea!

Action: Riley moved to approve the July report as submitted; Richards seconded the motion and it passed unanimously (5-0).

II. STANDING REPORTS:

Volunteers Association – No volunteers were present to give a 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:** All work is complete. There was some talk about getting our old awning over the front door repaired and reinstalled, but we won't do so if there is any cost involved. We are awaiting Ausland's final invoices so we can begin working toward closing out this grant.
- **Medical Director:** We have agreed upon a price for the annual services of Dr. Woods--\$2500. I have updated our past contract from our previous medical director and sent it off to Dr. Woods for signature. He will officially take over September 1, 2020.
- **Budget:** Audit went well. Karen had everything completely in order and they were able to complete the audit quickly with little to no extra questions. Great Job Karen!!
- **COVID-19:** We have obtained just over \$10,000 in reimbursement grants for items purchased and time spent during the pandemic. We will continue to seek funds whenever possible.

- **Engine Damage:** Both engines are repaired and back in service.
- **Well and Station Water Tank:** I have the RFQ from our legal representatives. We will solicit bids from 3 entities. I am eager to get the process started. We will not require a security bond, and the quote is not to exceed \$50,000 total for drilling, electrical, and pump service. It is hoped that the bidder will serve as the general for all 3 pieces of the project, but we may have to piece it out. There was discussion around the need for a timeframe for completion of the project; however, this is difficult because sometimes just getting the water rights can be a lengthy process. Once the water rights are approved, we could set a timeframe for the project. And then how long are the quotes viable if it takes months to get water rights.

Currently, we are limping along with water supply as the well is not keeping up with filling the tank as it should. However, we do have access to water for fires from some major industries in the area and some farmers. We have officially shut off the pump controls for the fill station. It appeared that someone used the fill tower over the weekend, even though signs are posted. Now, the access to the fill tower controls is only accessible via a key that staff has and one that is available to the weekend duty officer.

- **Tender 72:** We had a couple of other fire districts show interest in Tender 72, so we held off on listing on GovDeals. After giving both places time, we will now get the tender listed on GovDeals and hopefully have it sold by the September Board meeting.
- **Recent Local Grass Fire:** Meyer reported that a citizen had called him inquiring about the District's handling of a recent grass fire. There seemed to be some lack of communication among responders in their approach to extinguishing the fire. The Chief stated that he had also visited with this citizen, so he understood the issue. Unfortunately, a couple of newer recruits were involved in the response which confused standard protocol at the scene; this training issue is being addressed.

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.)

- **Fire & EMS Training** – TFD has resumed regular weekly training starting with EMS training on the first Tuesday, followed by suppression training for the rest of the month. In efforts to maintain accreditation and training hours, the Volunteer President recently surveyed the volunteers asking which they would like to see on fifth Tuesdays, do a family fun night, or do training? The results favored doing training in place of a family fun night. This will add 8 to 10 hours of training per year. The class size in the classroom remains at 24 persons in total and, with respect to social distancing a COVID-19 exposure Plan is being maintained to protect the District and its guests
 - **In-House Firefighter I Academy** – The Firefighter I Academy will be down four recruits in the academy as we go through August. One is very busy with the wildfire season and will hopefully resume in the Fall Firefighter Academy. Another will be moving out of the area soon, and the other two will be released from the program as they are not keeping up with the academy assignments. The completion of the academy should be the middle of September.
 - **In-House Firefighter II Academy** – B/C Chapin is facilitating the firefighter II academy for the SRVs and senior firefighters. He will address this in his report.

- **Health and Safety** – Currently, there is nothing new to report in health and safety at this time.
- **Safety Committee** – The Safety Committee intended to conduct a station inspection before the drill on the 4th but was interrupted by a call and will resume the inspection on the 11th.
- **Tangent Fire District Website** – The website continues to be accessed both locally and regionally. Public interest in browsing is all over the site.

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

- **Fire Inspections-** Completed 8 inspections for the month of July, two of which were reinspections. Three of the inspections were working with new business coming into Tangent. Two of the 8 inspections passed. I have been researching codes for a site plan review for Cam-West.
- **Building Maintenance-** Met with Star Water on the well. See the Chief's report.
- **Vehicle Maintenance-** Completed some minor repairs on the trucks such as tightening of bolts, radio misc. repairs.
- **T-73** – Still having transmission issues with this tender. The main problem with both T-71 and T-73 is that they were not originally built to be used as field fire tenders (we bought them used and had new tanks built on them). To get a steady stream of water when needed, the operator must keep the engine accelerated. After having it in for repairs numerous times, it was suggested that to fix the problem, T-73 needs a rebuilt Allison transmission and that may not even guarantee perfect performance. Petersons in Eugene stated labor on such a transmission change would be \$15,000 with parts at \$20,000; then it would have to go to OMCO to get the pump working with the transmission, which would be another \$15,000. Riley commented that he would not be willing to put \$50,00 into a repair that may not solve the problem; he would rather put that money into a new one. All Board members are frustrated with the total costs the District has put into these used tenders. When asked how much the tenders would be worth if we sold them, the Chief responded—maybe \$150,000 each.
 - **Action:** The Board asked staff to research costs of a new tender built especially for our purposes, potential revenue from sale of T-71 and T-73 (or just one of them), what the difference would be, and where we might get the money to fund such a transaction.
- **Volunteers-** We interviewed two potential volunteers; they are currently in the UA/Physical stage of the process. I spent three hours conducting driver training with some volunteers. I finished the wildland fire training for both RVs and volunteers on July 11 and 12. We conducted a live fire burn on July 18 for the firefighter 2 class.
- **Resident Students Volunteers-** The RVs have completed several hours of drive time and cone courses for several apparatus. We completed 4 hours of additional fire training. Diego has been shadowing me and working on his fire inspector task book.

Activity Report – This has been a consistently slow year for incident calls--170 through July.

OLD BUSINESS: None.

NEW BUSINESS:

Resolution No. 2020-05 (Accepting and Appropriating Unexpected COVID-19 Grant Monies) – The District applied for and received a Federal Grant through the CARES Act to reimburse us for COVID-related expenses. Even though the District previously paid for these expenses from line items in the 2019-20 budget and is just now being reimbursed in 2020-21, the Board needs to recognize this revenue and appropriate it to the same affected line items.

Action: Meyer moved to approve Resolution No. 2020-05, as submitted, recognizing receipt of \$10,231.15 in unanticipated grant revenue (line item 1010) in the General Fund and appropriating to the following line items:

- #3117 Disaster Mgmt. Supplies - \$487.47
- #4016 Medical Equipment - \$1830.00
- #4040 Office Equipment - \$1,267.70
- #2002 Fire Chief Wages - \$6,645.98

The motion was seconded by Richards and it passed unanimously (5-0).

Resolution No. 2020-06 (Transferring Appropriations Within the General Fund) – The District is in the process of soliciting quotes for the drilling of a new water well and needs additional funding for this project. As there is extra appropriated money for specific FY 2020-21 budgeted line items in the General Fund from Resolution No. 2020-05 (above), the Board now wishes to transfer those appropriations to Capital Outlay.

Action: - Richards moved to approve Resolution No. 2020-06, as submitted, recognizing the need for and approving such transfer of appropriations within the General Fund as follows:

<u>Appropriation Category</u>	<u>Increase(Decrease)</u>
4001 Bldg. Ground & Additions	\$10,231.15
2002 Fire Chief Wages	(\$6,645.98)
3117 Disaster Mgmt. Supplies	(\$487.47)
4016 Medical Equipment	(\$1830.00)
4030 Office Equipment	(1,267.70)

The motion was seconded by Strombeck and it passed unanimously (5-0).

Discriminatory Harassment Policy (No. 1019) Revisions – SB 479 requires every public entity to have a discriminatory harassment policy and states specific items that must be included within that policy. The District has had such a policy for a number of years but needs to amend it to include new SB 479 requirements. As the Board approves all personnel policies, this amendment is before the Board tonight.

Action: Meyer moved to approve the amended Discriminatory Harassment Policy No. 1019 as revised and submitted. The motion was seconded by Richards and it passed unanimously (5-0).

SDAO/OFDDA Fire District Directors Academy – Chair Dunn explained that this is a new program to ensure that Oregon’s fire district directors have all the tools necessary to provide superior leadership and governance to their communities. It offers current, in-depth training and education opportunities in several

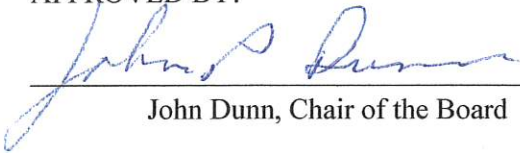
areas including board member basics, statutory obligations, fire service, risk management, and human resources. Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those who finish the corresponding module requirements. He encouraged all Board members to become involved with this at some level.

GOOD OF THE ORDER: The OFDDA 2020 Fall Conference has been canceled.

Chair Dunn adjourned the meeting at 8:17 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

9-9-2020

Date