

**TANGENT RURAL FIRE PROTECTION DISTRICT**  
**Board of Directors Meeting**  
**April 10, 2019 – 7:00 p.m.**  
**AGENDA**

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**Dinner Served at 6:30 p.m.**

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- I. CALL MEETING TO ORDER:** Chair Dunn.
- II. CITIZEN COMMENTS:**
- III. JOINT PUBLIC HEARING OF BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING DISPOSITION OF SURPLUS DISTRICT PROPERTY.**
  - A. Open Public Hearing.**
  - B. Take Public Comments.**
  - C. Close Public Hearing.**
  - D. Vote on Resolution No. 2019-05 (Disposition of TRFPD Surplus Personal Property).**
- IV. APPROVAL OF:**
  - A. Minutes - Regular Board Meeting – March 13, 2019.**
  - B. Financial Report – March 2019.**
- V. STANDING REPORTS:**
  - A. Volunteers Association - Walters.**
  - B. Fire Chief –Wooldridge.**
  - C. AC/Training Officer – Vonasek.**
  - D. Staff Battalion Chief - Chapin.**
  - E. Activity Report (March) – Vonasek.**
- VI. OLD BUSINESS:**
  - A. Awarding of CM/GC Construction Contract for Seismic Grant – Casebolt and Mackenzie.**
  - B. Other Grant Updates — Casebolt.**
  - C. 2019-20 Budget – General Discussion.**
- VII. NEW BUSINESS:**
- VIII. GOOD OF THE ORDER:** Full Budget Committee Mtg. – April 24, 2019.  
Next Regular Board Mtg. – May 8, 2019.
- IX. ADJOURNMENT.**

## **PUBLIC HEARINGS**

**TANGENT RURAL FIRE PROTECTION DISTRICT  
RESOLUTION NO. 2019-05**

**JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING  
DISPOSITION OF TRFPD SURPLUS PERSONAL PROPERTY**

**WHEREAS**, TRFPD Resolution No. 2016-04 (OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR TRFPD) adopted jointly by the Local Contract Review Board and the Board of Directors on July 13, 2016, includes a class exemption for the disposition of surplus personal property (E-16, (1), (2), (3)); and

**WHEREAS**, such rules state that the Contracting Agency may dispose of surplus personal property by any means determined to be in the best interest of the Contracting Agency, including but not limited to transfer to other departments, donation to other government agencies or non-profit organizations, negotiated or advertised sale, trade, auction, liquidation through commercially recognized third party liquidator, or destruction; and

**WHEREAS**, the TRFPD Board of Directors and the TRFPD Local Contract Review Board held a joint public hearing on April 10, 2019, to discuss the matter of disposing of the District's surplus personal property and determined that each of the following pieces of apparatus has either completed its useful life with the District or is no longer used by the district:

- 1) Brush 72 (Unit 772 – 1997 Ford Pickup)
- 2) Staff Vehicle (Unit 791 – 2010 Dodge Journey)

**WHEREAS**, the joint Boards have found that the chosen method of disposition (negotiated sale by the Fire Chief) will substantially promote the public interest in a manner that could not practicably be realized by a competitive solicitation process (cost savings from unnecessary solicitation expenses), resulting in a higher net return for the District;

**THEREFORE, BE IT RESOLVED** that the TRFPD Board of Directors and the TRFPD Local Contract Review Board declare the above pieces of apparatus as surplus and give the Fire Chief the authority to dispose of the same by negotiated sale.

**DATED** this 10th day of April 2019.

\_\_\_\_\_  
John Dunn, Chair of the Board

\_\_\_\_\_  
John Dunn, Chair, Local Contract Review Bd.

**ATTEST:**

\_\_\_\_\_  
Scott Richards, Secretary of the Board

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Scott Richards, Secretary, Local Contract Review Bd.

## **MINUTES/FINANCIAL/STANDING REPORTS**

**Board of Directors  
Regular Board Meeting  
Minutes – March 13, 2019**

**Board Members Present:** John Dunn, Paul Strombeck, Scott Richards, Bruce Riley, Chris Meyer  
**Staff Present:** Chief Wooldridge; AC Vonasek, Capt. Chapin, OA Duckworth  
**Others Present:** Volunteer Assn. VP Jakeman, Grant Administrator Casebolt

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Chair Dunn called the meeting to order at 7:00 p.m. following a badge-pinning ceremony for Chuck Chapin who was promoted from Staff Captain to Staff Battalion Chief.

- I. **CITIZEN COMMENTS: None.**
  
- II. **JOINT PUBLIC HEARING OF BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING USE OF A REQUEST FOR PROPOSAL (RFP) SOLICITATION FOR A CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR CONSTRUCTION OF THE DISTRICT'S STATION #71 SEISMIC RETROFIT PROJECT.**

Chair Dunn opened the joint public hearing and Grant Administrator Casebolt stated that this alternative method of RFP and CM/GC provides the District the option to execute a single contract with one entity to provide construction management and general contractor services; also, then the CM/GC can be involved during the design process and ensure a design that fosters smooth and cost-effective construction. It also protects us from accepting low bidder.

The District Board then requested the exemption and submitted supporting findings for such an exemption (through Resolution No. 2019-04 including Exhibit A) and the District Board, sitting as the LCRB, considered the findings. There were no public comments and the Chair closed the public hearing.

**Action:** Board Member Meyer then moved to approve joint Resolution No. 2019-04 (Exempting the Station #71 Seismic Retrofit Project from Competitive Bidding Requirements and Directing the Use of an RFP and CM/GC Alternative Contracting Methods). The motion was seconded by Riley and passed with all members voting in the affirmative and both Boards signing the resolution.

Casebolt added that the RFP has already gone out (the attorney said this could happen concurrently with the public hearing process), and that three construction firms have already expressed a definite interest in bidding the project. The Board should be able to award the bid at the April Board meeting. The soil testing was completed and the results should be in tomorrow—there didn't appear to be any issues.

At this point, Casebolt proceeded with updates on the AFG and SPIRE grants. The equipment for the AFG grant project (exhaust hose vehicle exhaust system for six apparatus in the main bay) is to arrive in two days and the contractor will then schedule a time to begin work. The SPIRE grant for a new generator is not really a possibility for us as they will only fund portable generators. Staff is still exploring the cheapest way

to convert our current generator to propane and get the wiring/transfer switch work done so that it can support the entire station in an emergency.

**III. APPROVAL OF:**

**Minutes – Regular Meeting, February 13, 2019.**

**Action:** Richards moved to approve the minutes as submitted; Meyer seconded the motion and it passed unanimously (5-0).

**Financial Report – February 2019** – Riley asked about the overexpenditure of Line Item 3007 (Incident View). Vonasek explained that a couple of years ago we moved away from Incident View as it wasn't meeting our needs; however, they have now gone to a web-based system and we will be able to make use of its administrative advantages, so we are moving back in that direction.

**Action:** Riley moved to approve the financial report as submitted. It was seconded by Richards and it passed unanimously (5-0).

**IV. STANDING REPORTS:**

**Volunteers Association** – VP Jakeman shared that the Assn. had been contacted by a local church who participates in the Neighborhood Watch Program. They asked to use the sign posts that the Assn. uses for its pancake breakfast banner for a Neighborhood Watch banner. However, we don't own those posts (cables); they would have to contact ODOT or whoever owns them. Then there was a short discussion on funding a banner for the group—maybe Van Dykes Signmakers would donate one or possibly several groups could pool their funds, such as LCSO, TRFPD Board, TRFPD Volunteers Assn., etc. The Assn. will do more research.

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

- **Budget:** We have completed the first go through of the budget. Karen and I will attend a budget audit class the 20<sup>th</sup> of this month.
- **Personnel:** I continue to meet and visit with volunteers as often as I can. We are progressing with training opportunities for our volunteers and morale seems to be up amongst all. We are developing plans to better capture the necessary steps that our firefighters need to follow to progress with their certifications.
- **Medic 71:** I have met with DC Romey and DC Sipe about moving the Medic 71 computer out of Chuck's office. I also solicited feedback from all Medic 71 crew members and have identified a few different potential areas for the computer. We are looking into putting the computer either in the

Medic 71 crew area or in a room upstairs that could be identified for the crew if someone needed to stay the night also.

- **Dispatch/IT:** I have been meeting and conversing with Micah to better understand our fees for service from LCSO. We are charged a fee based on the number of calls we are dispatched to each year. Last year our records show 401 calls, LCSO showed 435 calls for service. There is now a mechanism in place that will allow for proofing each month's calls to have a more accurate record and in the end a more accurate bill. This is important because we get billed \$40/call. Our records were (3) off when compared to theirs at the end of February; those have been accounted for and/or corrected on their end.
- **Staff Vehicles:** Final numbers for the staff vehicles are all compiled. Jim Burke and I worked diligently to get the best prices and cut expenditures as much as we could. Both vehicles are Dodge products and come with a V-6 engine. The Ram 1500 comes in a Flame Red, but the Durango is an Octane Red, which is an odd maroon color. I would recommend either Grey or Black to better blend in with our existing color scheme. The Ram 1500 comes with a spray-in bedliner and we can add the bed slide later. Both vehicles will have adequate emergency lighting and decals.
- **Staff BC Position:** The job description is complete and ready for review. As I noted at the last board meeting, Chuck was working out of class with many of his duties already, thus cleaning up the Staff Captain job description with some additions and clarifications were the main focus. I have removed the SRV program from the Asst. Chief's position altogether, as Chuck was already doing their day-to-day supervision and added it to the BC position. The BC will also coordinate the volunteer recruitment and retention program.
- **Funding EMT-Intermediate Classes:** The Chief has had an inquiry from a current volunteer about whether the District provides funding for an EMT-Intermediate course (about \$2,000). As the District doesn't provide EMS response at the intermediate level (IVs and administering more advanced drugs), we probably can't justify paying for this training. We have paramedics with that training staffed on M-71 at our station and Albany Fire paramedics are only 4-5 minutes away, so TRFPD has decided to concentrate on EMS basic response at this time. The Board concurred that the District should not pay for this level of training at this time.
- **SDIS Board Practices Assessment:** This is a 90-minute Board/Staff self-assessment of our District's best practices administered by SDIS personnel. They come to a Board meeting to ask the questions, and the findings are just to help us see where we are strong and where we need some improvement. Participating gives us an extra 4% discount on our property/liability insurance premium. The Board previously agreed to this assessment, and the Chief scheduled it for the Board's August 14 regular meeting.
- **Upcoming Events:**
  - **March 20**                    **Budget Audit Class**
  - **April 15 – 17**            **OSFM IMT Conference**
  - **April 24**                    **Full Budget Committee Meeting – 7:00 p.m.**
  - **April 30 – May 3**        **OFCA Conference (5 staff and Board members will attend)**

Asst. Chief/Training Officer's Report - (No written report; oral report presented at the Board meeting.)

- AC Vonasek has become the newly elected President of LBFTC (Linn Benton Fire Training Council) upon resignation of their prior President. This is a very important group to him as it consists of all the fire training officers from Linn and Benton counties who regularly gather to discuss trends and issues in fire service training. Serving in this capacity will take extra time for him, but the Chief totally supports his participation as the President.
- OSHA is making the rounds to Fire Districts/Departments. Recently, they have conducted audits of Polk County, Corvallis, and Adair, and the focus this year seems to be on SCBAs. Vonasek is working on an addendum to our Exposure Control policy to address how we deal with potential CDEF cleanup. He has also been consulting with Jason Jantzi from SDAO on how to prepare us for the audit; we are trying to schedule a courtesy audit so we can learn of any deficiencies before the formal audit occurs.
- Staff is working with the volunteers on their certifications. This will be the year for EMT and EMT-I recerts. Target Solutions has been a big help in assisting our volunteers with training, and it looks as though we will be able to have 100% recertifications by the deadline date.
- A live burn practice in our training complex has been scheduled for March 26.

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

- Fire inspections have been continuing with business owners. Pre-fire plans have been continuing as well. One of the student residents has been assisting with some pre-plans, and volunteer Mowery has also expressed an interest in learning about this area of the fire service. I have been working with the city on our neighbors to the west for code compliance.
- In addition to assisting w/regular Tuesday night trainings, I also assisted with the Pumper Operator class held during the last part of February and first part of March; and I also attended a four-day class (L-0049 ICS train the trainer).
- The last two vehicles went through their annual inspections. One of them has been repaired and the other is being scheduled for repair.
- We brought on one new volunteer who lives within Tangent. He comes with prior experience from Toledo Fire District and has a strong background in wildland.
- And, I've been working on getting quotes for door replacements and exit signs for the main building.

**Activity Report** – Call volume is up this year; 68 calls as of the end of February, which is 23 calls more than last year at the same time.

#### V. **OLD BUSINESS:**

**Grant Updates** – These updates were given at the beginning of the meeting.

**Staff Vehicle Purchases Update** – In continued discussion from last month's Board meeting, the Chief presented the Board with state pricing for several different models/styles of pickups and SUV options for two new staff vehicles (see pricing comparisons in the full agenda packet). State pricing is the same with any



dealership for identical makes/models. His recommendation was to purchase a new Dodge Durango SXT AWD from the Ron Tonkin dealership in Milwaukie, Oregon, and a new Ram 1500 Crew cab 4x4 Pickup from Wilson Motors in Corvallis as these two models would best serve our needs while also being moderately priced. Our District apparatus color theme is black over red; the pickup comes in flame red and we would have the top painted black. The Durango, however, does not come in a bright red, so the Chief recommended a black one to match our other rigs.

Each rig needs to be outfitted with emergency lighting, radios, and decals, and the pickup needs a canopy and bed slide (but the slide could be added later). While we have always had our emergency lighting done by Wireworks in Salem, the Chief did get another quote from BME out of Boise (as they heard about our purchases and asked to bid on lighting/wiring). Comparison pricing on this part of the package is included with the pricing sheet given to the Board. BME's bid did provide some extra lighting not included in the Wireworks' bid that would be nice to have but not necessary. The Board thought it would be better to deal with a local vendor because of warranty and possible follow-up work as well as keeping the money more local. However, the Board asked the Chief to check with Wireworks to see if they could match the better lighting proposed by BME.

**Action:** Meyer moved to approve District purchase of one (1) Dodge Durango SXT AWD (color black) from Ron Tonkin in Milwaukie, Oregon, (at state pricing) and one (1) Ram 1500 Crew cab 4x4 (color flame red) Pickup from Wilson Motors in Corvallis, (at state pricing) as well as all the extras needed (decals, paint, emergency lighting/wiring, radios, canopy, and bed slide) to outfit the rigs for emergency response at a total price not to exceed \$74,000. The motion was seconded by Richards and it passed unanimously (5-0).

**Job Description for Battalion Chief Position** – Chief Wooldridge explained that he created the Staff Battalion Chief job description by upgrading the Staff Captain job description. He added several new duties—full supervision of the SRVs, development of working relations with the City of Tangent, coordination of the volunteer recruitment and retention program, and budget responsibility for all wildland equipment and PPE. Also added were some minimum and preferred qualifications for the job, including Fire Instructor I and completion of Fire and Life Safety Awareness I & II and completion of Fire Department Company Inspector.

**Action:** As the Board approves all new and revised job descriptions, Riley moved to approve the Staff Battalion Chief job description as submitted with all the color-coded changes. The motion was seconded by Richards and it passed unanimously (5-0).

#### **2019-20 Budget –**

**Appointment of Budget Committee Members** – The 3-year terms of Committee members Bob Bilyeu and Matthew Grill expired as of June 30, 2018. Both have agreed to serve another 3-year term. The terms of the other current committee members—Travis Boshart, Brian Becker, and Stan Lathrom—do not expire until June 30, 2019.

**Action:** Meyer moved to appoint Bob Bilyeu and Matthew Grill to another 3-year term on the TRFPD Budget Committee, such term to expire on June 30, 2021. The motion was seconded by Richards and it passed unanimously (5-0).

**Discussion on Staff Salaries for 2019-20 Budget** – The Board was presented with comparative administrative staff COLAS from surrounding fire districts for the 2018-19 year and proposed admin. staff COLAs for their 2019-20 proposed budgets. The Board also considered the CPI Western Region index of 3.1% for 2018 and the health insurance premium increase of 5% (going with a new carrier to keep this increase to the minimum). While the PERS biennium rate for 2019-20 is increasing from 33.15% to 37.66%, this is beyond the District's control—the rates are set by the Legislature. Board comments centered around wanting to keep our staff salaries competitive for Districts our size as long as our revenue continues to increase.

**Action:** After considering all the presented material, Richards moved to award TRFPD staff a 3% COLA for the 2019-20 fiscal year. Meyer seconded the motion and it passed unanimously (5-0).

VI. **NEW BUSINESS:** None.

VII. **GOOD OF THE ORDER:**

**Dusty Samard's Passing** – Dusty served TRFPD as either a volunteer or Board member for 17 years. Upon his passing, his family graciously asked that remembrances for Dusty be given to Tangent Fire District. We have received several as of this date, and a short discussion ensued as to how the District could best use this money. Staff will do some research as to laying a Dusty Samard marble memorial plaque at the base of our flag pole with the names of those deceased individuals who made a significant contribution (based on a set of criteria) to the Fire District during their lifetimes.

Chair Dunn adjourned the meeting at 8:47 p.m.

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Minutes submitted by Karen Duckworth  
Office Administrator

APPROVED BY:

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John Dunn Vice Chair of the Board

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Date

Tangent Rural Fire Protection District

3/29/2019 11:58 AM

Register: Umpqua Checking Account

From 03/27/2019 through 03/29/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
<del>03/27/2019</del>	<del>13842</del>	<del>Ron-Tonkin-Chrysler...</del>	<del>4000 Capital Outlay</del>	<del>Inv-822171-2</del>	<del>26,841.19</del>		<del>41,672.18</del>
03/27/2019			Umpqua Checking Acc...	Transfer checki...		26,841.19	68,513.37
03/27/2019			Umpqua Checking Acc...	Transfer checki...	26,841.19		41,672.18
03/27/2019			LGIP	Funds Transfer		30,000.00	71,672.18
03/28/2019			1010 Grants	Deposit		4,209.00	75,881.18
03/28/2019		QuickBooks Payroll ...	-split-	Created by Pay...	15,764.46		60,116.72
03/29/2019	EFT	PERS	Payroll Liabilities	2553	6,429.51		53,687.21
03/29/2019	EFT	EFTPS	-split-	93-0585226	5,379.82		48,307.39
03/29/2019	EFT	Oregon Dept of Reve...	Payroll Liabilities	0294080-2	1,363.00		46,944.39
03/29/2019	13843	Burke, James D	-split-		460.77		46,483.62
03/29/2019	13844	Sonne, Steven W	-split-		460.77		46,022.85
03/29/2019	13845	SDIS	-split-	Staff Health Ins...	7,666.46		38,356.39
03/29/2019	13846	Dunn, John	2000 Personnel Servi...	3rd Qtr 2018-1...	50.00		38,306.39
03/29/2019	13847	Meyer, Chris	2000 Personnel Servi...	2018-19 3rd Qt...	75.00		38,231.39
03/29/2019	13848	Scott Richards	2000 Personnel Servi...	2018-19 3rd Qt...	75.00		38,156.39
03/29/2019	13849	Riley, Bruce	2000 Personnel Servi...	2018-19 3rd Qt...	75.00		38,081.39
03/29/2019	13850	Strombeck, Paul	2000 Personnel Servi...	2018-19 3rd Q...	75.00		38,006.39
03/29/2019	13851	Mackenzie	-split-	Seismic Project...	2,126.07		35,880.32
03/29/2019	13852	Mackenzie	-split-	Seismic Project...	2,083.34		33,796.98
03/29/2019	13853	Comcast Business	3000 Materials & Ser...	8778 10 602 03...	234.70		33,562.28
03/29/2019	13854	Dunn, John	2000 Personnel Servi...	OFDDA Mtg. ...	50.00		33,512.28
03/29/2019	13855	Curtis & Sons, LN	4000 Capital Outlay:...	Inv. 267249 - g...	405.67		33,106.61
03/29/2019	13856	Hughes Fire Equipm...	3000 Materials & Ser...	Cust. 22355 / I...	792.75		32,313.86
03/29/2019	13857	Mobile Tech Fitness ...	4000 Capital Outlay:...	Inv. 533 - fitne...	450.00		31,863.86
03/29/2019	13858	N W Natural	3000 Materials & Ser...	247388-2/2766...	398.42		31,465.44
03/29/2019	13859	Pacific Power	3000 Materials & Ser...	16109101-001 7	801.87		30,663.57
03/29/2019	13860	Standard Insurance	2000 Personnel Servi...	004163470001 ...	229.41		30,434.16
03/29/2019	13861	Staples Credit Plan	-split-	603551782038...	1,030.79		29,403.37
03/29/2019	13862	Verizon	3000 Materials & Ser...	270852664-1/9...	76.64		29,326.73
03/29/2019	13863	Willamette Water Te...	3000 Materials & Ser...	0285711	29.00		29,297.73
03/29/2019	13864	Xfinity	3000 Materials & Ser...	8778 10 602 01...	166.23		29,131.50
03/29/2019	13865	Willamette Hose & F...	3000 Materials & Ser...	Cust. 7981 #15...	11.70		29,119.80
03/29/2019	13866	Valley Fire Control Inc	3000 Materials & Ser...	Inv. 82258 - hy...	485.00		28,634.80
03/29/2019	13867	SeaWestern Fire Fig...	3000 Materials & Ser...	Inv. 211499 - S...	250.55		28,384.25
03/29/2019	DD1178	Casebolt, Scott A.	-split-	Direct Deposit		X	28,384.25
03/29/2019	DD1179	Chapin, Charles A	-split-	Direct Deposit		X	28,384.25
03/29/2019	DD1180	Duckworth, Karen F	-split-	Direct Deposit		X	28,384.25
03/29/2019	DD1182	Vonasek, Cary M	-split-	Direct Deposit		X	28,384.25
03/29/2019	DD1183	Wooldridge, Larry W.	-split-	Direct Deposit		X	28,384.25
03/29/2019	DD1181	Hunt, Chris E.	-split-	Direct Deposit		X	28,384.25

Tangent Rural Fire Protection District

3/25/2019 12:20 PM

Register: Umpqua Checking Account

From 03/27/2019 through 03/27/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/27/2019	13842	Ron Tonkin Chrysler...	4000 · Capital Outlay:...	Inv. 822171--2...	26,841.19		41,672.18

Tangent Rural Fire Protection District

3/15/2019 10:37 AM

Register: Umpqua Checking Account

From 03/15/2019 through 03/15/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/15/2019	13827	A Stitchin' Time Inc	2000 · Personnel Servi...	Inv. 15280- ca...	37.00		14,904.19
03/15/2019	13828	Benton County Publi...	4000 · Capital Outlay:...	45-23516 - tire ...	124.39		14,779.80
03/15/2019	13829	BoundTree Medical ...	3000 · Materials & Ser...	110521/#8312...	182.60		14,597.20
03/15/2019	13830	Brethauer Oil Co	3000 · Materials & Ser...	Acct. 5361 CL...	366.87		14,230.33
03/15/2019	13831	Cascade Fire Equipm...	3000 · Materials & Ser...	Inv. 097342 - fi...	1,095.00		13,135.33
03/15/2019	13832	Complete Wireless S...	4000 · Capital Outlay:...	Inv. S91375 po...	325.50		12,809.83
03/15/2019	13833	Cruise Master Prisms...	-split-	Inv. 23731, 23...	902.66		11,907.17
03/15/2019	13834	Karen Duckworth	3000 · Materials & Ser...	Reimb. for Cha...	38.38		11,868.79
03/15/2019	13835	Lighthouse Uniform ...	-split-	Inv. 103596 - p...	105.15		11,763.64
03/15/2019	13836	Linn County Sheriff	3000 · Materials & Ser...	2018-19 IT Ser...	4,550.00		7,213.64
03/15/2019	13837	OFSOA	3000 · Materials & Ser...	2019 Spring W...	70.00		7,143.64
03/15/2019	13838	Samaritan Occupatio...	3000 · Materials & Ser...	#2482 Duncan ...	36.00		7,107.64
03/15/2019	13839	U. S. Bank Equipme...	3000 · Materials & Ser...	Inv. 37898655...	174.31		6,933.33
03/15/2019	13840	Verizon	3000 · Materials & Ser...	270852664-1/9...	76.64		6,856.69
03/15/2019	13841	Willamette Water Te...	3000 · Materials & Ser...	0285711	10.00		6,846.69

Tangent Rural Fire Protection District

3/8/2019 12:28 PM

Register: Umpqua Checking Account

From 03/08/2019 through 03/08/2019

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
03/08/2019	13825	Steve Matthes	3000 · Materials & Ser...	Entertainment -...	360.00		16,644.83
03/08/2019	13826	Forks and Corks Cate...	3000 · Materials & Ser...	Final Payment ...	1,703.64		14,941.19

# Chief's Report, April 2019

**Medic 71:** There are changes happening at Albany Fire Department that have put any changes to moving the Medic crew's location on hold. The project is in limbo as AFD looks at budgeting cuts.

**Dispatch/IT:** I met with Cathy at Dispatch April 3 to discuss our box cards, dispatch and how moving forward will look for TFD responses in and out of district.

**Staff Vehicles:** Durango is here and gets decals on Friday, April 5. When all lighting and siren equipment comes in, we will take the vehicle to Wireworks and leave it until it is finished. I should have a delivery date this week for the pickup, according to Wilson Motors, and we will begin to schedule accordingly.

**Lt. Position:** We are looking at building a plan for AIC Lt. Brice Walters to be officially promoted to Lieutenant. This course will layout necessary classes, benchmarks, and a timeline for completion of those.

**Station Upgrades:** The new exhaust system should be almost completed by the board meeting. AC Vonasek will be scheduling for our paving project behind the station, and we hope to line up a date for that this summer.

**April 30 Drill:** The Support Team is putting together dinner plans for the 5<sup>th</sup> Tuesday drill this month and we will have a chili cook off. Board members are welcome to participate in either the cook off or as a judge.

## Upcoming Events:

- April 15 – 17 OSFM IMT Conference
- April 30 Chili Cook Off
- April 30 – May 3 OFCA Conference

Respectfully submitted,

Larry Wooldridge, Fire Chief

## TANGENT RURAL FIRE DISTRICT

### GOALS FOR CHIEF WOOLDRIDGE STARTING JANUARY 2, 2019

The Board of Directors for Tangent Fire has set the following goals for Chief Wooldridge to be accomplished, preferably, within the first three months, but no longer than six months from his start date.

1. Initial Contacts:

- Schedule and meet with every staff member including all full-time staff and volunteers. These meetings should be one on one, using this time to get to know everyone and share your expectations with them. *Have currently met numerous times with staff and approximately 2/3 of the volunteers*
  - Make contact with our surrounding local fire department chiefs. Become an active part of the Linn/Benton Fire Defense Board. *Attended Fire Defense Board meeting, lunch with Sweet Home Chief, have lunch meeting with Albany and Lebanon Chief's hopefully in February. Met with Lebanon Chief and Div Chief working on M-71 direction. Went to Halsey FD and met with the Chief.*
  - Schedule and meet with Linn Co. Sheriff Jim Yon and tour Sheriff's Dept. to include 911 dispatch, Integrated CAD system. Discuss IT contract and general response to calls. *Working with Micah Smith to better understand the contracts and billing. Have a response call vetting process in place to better evaluate the calls we are billed for. Met with Cathy Orcutt 4/3/19*
  - Meet with Tangent Fire Support Team. *Met with 2 (unofficial spokes people) in January. Done*
  - Become familiar with LCSO deputies that patrol the Tangent area.
  - Be introduced at a Tangent City Council meeting to meet city leaders. *Meeting with Loel 2/6/19 to get city meeting schedule. Attending monthly city council meetings.*
2. Review all operational and administrative policies and familiarize yourself with our budget process. *Reviewing policy each week and beginning the budget process. Attended a budget training put on by Oregon Dept of Rev. Attending a budget audit class this month.*
3. Become familiar with the layout of our district and reach out to meet property owners where our water tanks are located. *Have explored the district and visited most water tank sights. Have started the duty officer rotation. Done*
4. Set up lines of communication with staff and volunteers to include verbal, text and email. *Text and email members throughout the month. Looking to establish an Officer 'Group Me' app to quickly communicate between the group.*
5. Join a local service club such as Rotary, Optimists, Lions, etc.



6. Be aware of the upcoming Awards Banquet (March 9, 2019), how it works, and the importance to our volunteers to be recognized for their service. **Working with Cary on Volunteer recognition awards. Will be done as of this board meeting.**
  7. Come up with an innovative event that can be utilized to enhance the awareness of our service to our community and to enhance the relationship with the citizens of Tangent.
  8. Think about what type of further education you could take to benefit you as Fire Chief. **Only 8 classes from finishing Bachelors Degree, National Fire Academy classes**
  9. Meet with former Chief Scott Casebolt to understand the importance and processes of obtaining grants for our district.
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# Asst. Chief/Training Officer's Report

## April 2019

### Training –

#### **TFD In-house Training:**

**32 – hour Apparatus Operator** class was conducted over two weekends, taught by retired Corvallis Battalion Chief Dan Wehrman. 16 TFD personnel participated in the course and are now working on their task books.

**A Live Fire Training** was held in our live burn box on March 26. A lot of our new firefighters got to go through live fire scenarios working as a team and systematically controlling the fire working in an IDLH atmosphere.

**Vehicle Extrication (Rescue)** will be held for Tangent Fire on April 13 & 14. The class will be taught by Chris Mills who is a firefighter with TVF&R and is the regional salesperson for Holmatro Rescue tools

**Accredited Firefighters** – two more of our people have had their credentials submitted to the state for their Firefighter I certification. Several more of our recent recruits are nearing this goal as well. Several of them have either already enrolled or have expressed a real interest in acquiring their EMT.

**Regional:** The Linn-Benton Fire Training Council (LBFTC) last fall received a \$10K grant to benefit Linn and Benton county fire agencies, which needs to be spent by June 30, 2019. I, with other Training Officers in the region, have secured a training opportunity. With the increase in the use of shipping Conex boxes as live burn props, we will be bringing in an organization to facilitate an NFPA 1403 Live Burn in a Fixed Unit class. The class will be held at Corvallis Fire's Drill Tower in early May.

Upcoming training to include:

- Apparatus Operator
- Wildland Firefighter
- Wildland Crew Boss
- NFPA Instructor I

**State:** Various spring training in the wildland sector is available throughout the state.

### Health and Safety –

The policy review is moving slowly on Health and Safety policies but maintaining an emphasis on compliance-driven policies with some of the new state-level rule changes. Respiratory Protection and Hazard Communications review is complete, will meet with Chief regarding those changes before implementing any operational changes that may apply. Our Exposure Control Plan is still a work in progress, and I hope to have it done by the end of the month.

## **Safety Committee –**

**Safety Committee Meeting:** Was held in March. During this meeting, the Safety Committee did a station walkthrough. This walkthrough was a quick inspection of the station and its facilities for safety concerns, with minimal discrepancies being pointed out. The safety committee is currently experiencing a decline in interest.

## **Emergency Medical Services –**

All state-level EMTs are due for recertification this spring, and some have already submitted their renewals for their 2-year certification. With the addition of the training management application, Target Solutions, this is the first time in my ten years here that the EMTs were this far ahead of their continuing education hours for recertifying. In the past, we were often hit with late fees due to EMTs not certifying until after the due date from lack of required hours.

With this said, when we sit back and assess the value in some of our programs, Target Solutions (approx. \$4K a year) has had a significant impact on our training program at many levels. And I think it is also worth noting that the Oregon Health Authority endorses Target Solutions, so any audits in our EMS training that may be questioned by the state are seldom an issue due to detail in training hours designation (category), and the individual's minimum CE hours have been met.

## **Student Resident Volunteer Program –**

Have sat and had a conversation with each of the SRVs. With B/C Chapin taking over the SRV program, I sat with B/C Chapin and shared with him my views with each of the residents going forward in the program. All three SRVs 6-month probationary period ends April 1, therefore, all SRVs will be at full scholarship starting Spring term.

Respectfully submitted,  
Cary Vonasek  
AC/Training Officer

**Staff Battalion Chief's Report**  
**March 2019**  
**(for April 2019 Board Agenda)**

**Completed five fire inspections for the month of March. Completed one driveway review for the city. Still working with business owners on pre-fire plans.**

**In addition to assisting with regular training, I helped with the Cone course, which is to help our recruits work towards driving our apparatus. I've been working with Cary to get our volunteers their Firefighter 1 Taskbooks signed off. Two months ago, I brought up to the board the Columbia Southern University partnership program and would like to see if the Board would like to move forward with the agreement.**

**I have been getting up to speed on the RV program as I took over supervising them in the month of March.**

**School birthday lunches are still a success. I talked with the school over the last month about individuals who have been left out. We are going to be switching the birthday lunches to just, "lunch with a firefighter."**

**Tangent Rural Fire District  
Activity Report**

Month of March 2019

Total Alarms 27

**SUPPRESSION ACTIVITIES**

*Fire Responses by Type:*

Structure Fire (smoke)	0
Flue Fire	0
Wildland Fire (conflag)	0
Field Fire (tree fire)	0
Vehicle Fire	0
Mutual Aid	2
Public Assist	0
False Alarm	3
Haz-Mat	0
Illegal Burn	1
Miscellaneous	0

Total No. of Fire Responses 6

*Estimated Value of Property*

Buildings & Contents	\$ 0
Vehicles & Contents	\$ 0
Other	\$ 0

*Estimated Loss of Property  
Involved in Fire:*

Buildings & Contents	\$ 0
Vehicles & Contents	\$ 0
Other	\$ 0

Total Man-Hours for Fire Responses:  
24.8 Hours

**MEDICAL ACTIVITIES**

*Medical Responses by Type:*

Trauma	0
Respiratory Distress	0
General Medical	7
Cardiac	3
Burns	0
Poison/Drug	0
Public Assist	0
M.V.C.	4
False Alarm	7
Mental Evaluation	0
Mutual Aid	0

Total No. of Medical Responses 21

Total Man-Hours for Medical Responses:  
26.1 Hours

	Fire	Medical	Total	YTD Total	YTD 2018
JAN	10	19	29	29	25
FEB	11	28	39	68	45
MAR	6	21	27	95/+17	78
APR	0	0	0		101
MAY	0	0	0		134
JUN	0	0	0		175
JUL	0	0	0		225
AUG	0	0	0		269
SEP	0	0	0		303
OCT	0	0	0		343
NOV	0	0	0		367
DEC	0	0	0		401