

Board of Directors
Regular Board Meeting Minutes
May 13, 2020

Board Members Present: John Dunn, Chris Meyer, Bruce Riley (in person)
Paul Strombeck and Scott Richards (by teleconference)
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others Present: None

Chair Dunn called the meeting to order at 7:00 p.m. Board members Strombeck and Richards called in to the meeting from their homes and were able to hear and participate in all discussions and votes.

I. APPROVAL OF:

Minutes – Regular Meeting, April 8, 2020

Action: Meyer moved to approve the minutes of the April 8, 2020, meeting as presented. It was seconded by Riley and approved unanimously (5-0).

Minutes – Budget Committee Meeting, April 22, 2020

Action: Riley moved to approve the minutes of the Budget Committee Meeting as presented (previously signed by Budget Committee Chair Henriksen). The motion was seconded by Richards and passed unanimously (5-0).

Financial Report – April 2020

Duckworth announced that the LGIP interest rate had recently dropped from 1.75 to 1.3%.

Action: Riley moved to approve the April report as submitted; Meyer seconded the motion and it was approved unanimously (5-0).

II. 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 is beginning to wrap up. All exterior of the station is done minus exterior paint and bay doors. TFD, Ausland and McKenzie continue to meet every Thursday to discuss the project. I have been added to their Procore site which has progression of the project on it. The apparatus bay roof is being replaced with comp roofing and we have removed all skylights. We have

a significant dry rot issue in the hose tower. Ausland is addressing it; and while it will stretch our grant monies to the end, we should still be able to make budget. We will also be getting a new front porch overhang, and the canvas cover will be moved to the back entry if it is still salvageable. And completion date has been moved out to June 12.

- **Surplus Vehicles:** Both the Journey and Brush 72 are sold and have been taken from our property. We will see about \$17,800 combined for both vehicles.
- **Medical Director:** Our past contract has been sent to the new potential MD (Dr. Trey Woods), and we will begin finalizing a cost soon.
- **Budget:** Budget...in my opinion is/was a success. We have a new budget committee member who wants to learn and understand our budget. That is great! Fresh eyes and fresh ideas will be a benefit to our district. Karen has done a great job with the budget and our financials...Thank You Karen. The budget process, the state of our budget, and our successes are a direct result of our staff here, the board's oversight and direction, and a tax rate supported by our patrons. I would like to thank all involved for our successes.
- **COVID-19:** We are still implementing new things that will ultimately carry us through this pandemic. The new normal will forever be changed and it is up to us to keep our people safe and educated. We will continue to seek ways to keep everyone safe, provide needed PPE, and provide an environment that will set us up for success.
- **Engine Damage:** Engines 71 & 72 were both involved in an unfortunate incident on our property that led to both engines being taken out of service. There is an opportunity to review our driver-training practices and make changes as necessary. We have an Albany engine in service at our station until we get one of the other engines back. The partnerships that we have enable seamless support back and forth between the two agencies. Currently, E-71 is back in service with a temporary bumper until a new one can be ordered. E-71 has some damage to its roll-up doors and equipment associated with that—repair costs will be about \$30,000, but the claims adjuster said it won't affect our insurance rates.
- **CA Conflag** – California has recently accepted all of Oregon's claims for the California conflag last fall; we should be receiving our share within 2-3 weeks.
- **Upcoming Events:**
 - **May 10** **Mother's Day**
 - **May 15** **Peace Officers Memorial Day**
 - **May 25** **Memorial Day**

At this point in the meeting, the District received an incident call, and the AC and Staff BC left the Board meeting to respond.

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. Chief Wooldridge gave the report in the AC's absence.)

- **Fire & EMS Training** –
 - All local, regional and state-level training has been limited to webinars and online-based training. A lot of training conferences, including nationally have been delivered via webinar with attendance costs reduced to almost nothing.

- TFD started doing weekly hands-on training again May 12. The volunteers have been divided into 3 groups, each group attending a hands-on drill every third week. The 12th was EMS training and will likely be done by following social distancing protocols with max. 8 to 10 people.
- **Health and Safety –**
 - COVID-19 and its challenges and effects on the department continue--just trying to stay ahead of its ever-changing curve.
- **Safety Committee –**
 - **Safety Committee Meeting:** April's Safety Committee was not held due to COVID-19, however, staff will review the District's safety plan monthly until the pandemic plan has been removed.
- **Tangent Fire District Website –**
 - The website continues to be utilized by local interests. The staff works to frequently change information and layout to keep it looking updated.

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

- **Fire Inspections-** I completed two fire extinguisher inspections for two business.
- **Vehicle Maintenance-** Engine 73 is back in service and working. The code that was showing was bad batteries and positive cable. When loaded tested, they tested in good condition.
- **Building Maintenance-** As different rooms have been completed with seismic upgrade, I have been restoring them back to usable space and reorganizing the rooms.
- **Volunteers-** We held two morning breakfasts for the volunteers. The first one was a great success, while the second one was attended with minimal volunteers. We have decided to move forward with the current volunteer applications we have on file and will be interviewing shortly. I have been upgrading the volunteer lounge room with new kitchen utensils and dishes.
- **Resident Students Volunteers-** For the month of April, the students completed 6 hours of training in addition to regular training. These trainings included ropes and knots, fire attack and taking hydrants and fire attack through second story window. The RVs have also been working on driving. Kailey and Diego have been checked off in the cone courses for the E-71 and Ryan has completed all three engines. They all are now working on drive time for the assigned engines.
- **Operating Policies:** I have also been reviewing our policies to see which ones can be turned into Standard Operating Guidelines vs having them as policies. SOGs just give more flexibility than a stringent policy.

Activity Report – a total of 88 calls so far for 2020; very slow year.

III. **OLD BUSINESS:** None.

IV. **NEW BUSINESS:**

COVID-Caused Budget Revenue Losses (Potential) – Comments were shared among the Board that many state and local agencies are already looking at possible 15-20% budget cuts due to the high unemployment rate causing lower-than-expected income tax revenue. Even though Tangent Fire does not receive income tax revenue, the Board asked staff to prepare a Plan B for how we would adjust the budget if we receive less-than-anticipated property tax revenue during this next fiscal year.

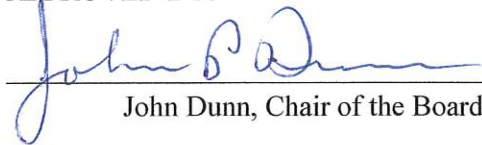
V. **GOOD OF THE ORDER:**

Volunteers Association State Conference – Dunn reported that this June conference had been cancelled.

Chair Dunn adjourned the meeting at 7:45 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

6-10-2020

Date