

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
November 10, 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 (attended drill mtg.)
Other Regulars Absent: Assn. President Walters (attended drill mtg.)

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

I. APPROVAL OF:

Minutes – Regular Meeting October 14, 2020

Action: Meyer moved to approve the minutes of October 14 as presented. Strombeck seconded the motion and it passed unanimously (5-0).

Financial Report – October 2020

OA Duckworth reported that the LGIP interest rate had again dropped; it is now 0.5%. As of November 10, the District has received about \$46,000 in property taxes; the largest chunk comes in about the fourth week of November.

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

II. STANDING REPORTS:

Volunteers Association – No report; Pres. Walters did not attend the meeting as he was participating in drill.

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

- **COVID-19:** New language from OSHA indicates we are to wear our masks inside the building, unless in our offices, and inside vehicles when 2 or more people are present. This new language is not yet in place, but TFD will start following these guidelines now, unless otherwise informed of new language.
- **Conflagrations:** TFD has all conflagration packets finished and turned in to OSFM for review. We should see the Oregon payments within 90 days, but the California payments are likely 6 months out.
- **Well and Station Water Tank:** We have a signed contract with AquaPro (as the general contractor). Drilling the new well is to begin the 3rd week of November, with a completion date within 60 days of the start date. There were no problems with obtaining water rights because we are replacing a well that caved in on itself.

- **Tender 72:** We are determining the best timeframe to maximize our sale of the tender. We will list it at GovDeals as soon as we determine what time of year they see the most activity for this type of vehicle. We will set a minimum and list it for 30 days.
- **Station Security:** The cameras have been installed and are functioning at this time. Our next step is to have the system looked at to get it functioning properly allowing us to review footage.
- **Hats and T-Shirts:** Uniform shirts are in getting patches sewn on at this time. The new coats are in and have been put in each FF's cubby. Pants will be ordered soon.
- **Duty Officer:** The weekend duty officer schedule is complete through the end of this year. The schedule has been sent out via photo text and a copy put in each officer's mailbox. There is also a posted schedule.
- **FF Night Schedule:** We have a sign-up sheet for out-of-district FFs to sign up for one of the upstairs' rooms. This will allow us to identify who is staying the night, give the FFs a sense of being part of station response, and allow for potential contact tracing should we have a COVID exposure.
- **Community Relations:** L&M Steel Fab brought lunch in on the 23rd to say thank you for anything we have done this past fire season to help and support our county and state.
- **Upcoming Events:**
 - November 11 Veterans Day
 - November 26 Thanksgiving

Asst. Chief/Training Officer's Report – (The following is the A/C's written report shared with the Board in his absence.)

- **Fire & EMS Training** – Currently, the class size for the classroom remains at 24 persons in total to allow for social distancing, and now face coverings are being enforced throughout the station to comply with State's mandated COVID-19 exposure plan requirements.
 - In-House Firefighter I Academy – Nov. 9, 2020, to March 2021 - A Winter Firefighter 1 academy will be starting up with Department Orientation on Nov. 9. Five new volunteers and the two new SRVs will make up the academy this winter. This academy will run till about early March 2021. Wooldridge, Vonasek, Chapin, and several seasoned volunteers will be teaching various segments of the Academy.
 - Traffic Incident Management Systems – Nov. 17 - TIMS class to be held Nov. 17 at 1830 hours. Justin Guinan of ODOT is teaching the Class.
- **Health and Safety** –
 - Updated entry signs around the station relating to COVID-19 safety precautions following the departure of Ausland after the completion of the seismic upgrade
 - The following two policies are due for review:
 - CFR 1910.1030 – Occupational Exposure (b) & (C) (to be updated)
 - CFR 1910.134 – Respiratory Protection (still pending due to revised COVID verbiage)
- **Safety Committee** – The safety committee held its monthly meeting on Nov. 3. Minutes from the meeting will be posted.
- **Tangent Fire District Website** – Nothing new, still maintaining a consistent following.

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 3 fire inspections and one re-inspection. Completed some code research for the City. I went to Lebanon one day to help assist with a fire investigation.
- **Vehicle Maintenance-** E-71 was damaged on the Selmet fire; after the incident, T-13 was leaving the scene, cut too close and hit the front end of the engine. I am working with Freebird to get it fixed. T-73 went out of service due to AC compressor (bad pulley bearings); it is now back in service (\$2,005). The engines have been scheduled for their yearly pump tests in November. After that, they will be scheduled for their yearly PMs.
- **Building Maintenance-** Cary fixed a leaking valve in the day room bathroom. And the Chief installed windows in Chapin's and Wooldridge's office doors. This allows them to keep their doors closed because of COVID, but allows others to see into the offices to see if they are in.
- **Volunteers-** Through the month of October I worked on bringing on 5 new volunteers. We have 4 out of 5 right now; awaiting respiratory clearance for the last one. Cary and I met and came up with academy dates and times for the new recruits.
- **Resident Students Volunteers-** Been working with the two new RVs getting them up to speed. They finished their HAZ-MAT training and have been responding to and assisting with medical calls. Provided 8.5 hours of fire training. Also, provided pump training for Aedan and Kailey. Aedan has been spending $\frac{3}{4}$ time here at the station vs. the half time that was talked about. Starting winter term, the Chief and I have agreed to a \$1,500 scholarship for Aedan.

Activity Report – 274 calls as of October 31; activity picked up this month.

NEW BUSINESS:

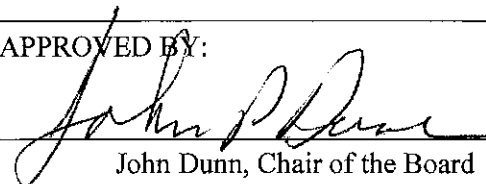
OFDDA Award Presented to Jason Jantzi – At their business meeting on October 24, OFDDA President John Dunn presented Jason Jantzi (SDAO Risk Management Consultant) with the President's Award for his support to the many fire districts across Oregon.

Retirement of OA Duckworth – As Duckworth will be retiring effective July 31, 2021, the Board asked staff to put together some salary/benefit comparisons for like positions and suggestions for potential FTE and job description changes, if any.

Chair Dunn adjourned the meeting at 7:40 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn, Chair of the Board

12-09-2020

Date