

**Board of Directors
Regular Board Meeting
Minutes – January 9, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Bruce Riley, Chris Meyer
Staff Present: Chief Wooldridge; AC Vonasek, Capt. Chapin, OA Duckworth
Staff Absent: Interim Training Captain Chris Hunt
Others Present: Volunteer Assn. Vice Pres. Jakeman, Grant Administrator Casebolt

Chair Dunn called the meeting to order at 7:23 p.m. (immediately following the swearing-in ceremony for Chief Wooldridge).

I. CITIZEN COMMENTS: None.

II. APPROVAL OF:

Minutes – Regular Meeting, December 12, 2018.

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

Financial Report – December 2018.

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

III. STANDING REPORTS:

Volunteers Association –VP Jakeman offered that the Assn. had donated \$500 for a weight room TV and \$200 to the Fundraiser for Foster Kids Camp.

Fire Chief's Report – (The following is the Chief's written report and oral comments submitted by AC Vonasek as Chief Wooldridge had only been on the job for one week as of this meeting.)

This is my last staff report as Interim Chief. It has been a challenging and rewarding six months and I want to thank the Board again for the opportunity; however, I am happy to settle back into my old desk and begin moving back into my position of training program management. My goal for the next several weeks is to make myself available to Larry as much as possible and help bring him up to speed with the many programs and projects we currently have. During this time, we will still be utilizing Chris Hunt, but only for a limited number of hours.

- **Monthly Activities:** December was consistent enough to keep our run average for the year. ODOT and Linn Co. road departments have been spreading de-icer throughout the district, especially on bridges and critical intersections.
- **District/Station Maintenance:** Stutzman came in this past month and did some needed maintenance on the structure. We had some areas on the external walls that were showing signs of wear and tear that needed attention before the winter rains begin.
- **Water Resources:** The search continues for a replacement water storage tank for Koos farm, but trying to locate a 30,000-gallon tank locally is proving to be very difficult. I will be introducing Larry to the water resource program among other programs in the coming weeks.
- **Staffing Levels:** We have had a better response recently by volunteers, which, in turn, has consistently allowed for full engine crew response for calls.
- **Apparatus Status:**
 - E-73 had had to be towed due to a hydraulic line failure on the transmission. It had to be taken to Springfield for repair as neither the county shops or any shop locally had the necessary computer to reprogram the transmission on the apparatus. It has been returned to service.
 - With the recent departure of Dennis Weis from the organization, we now have Brush-72 housed here in the Warren Building. The Board asked about his departure. Vonasek shared that Dennis recently retired from his paid position at Tangent Business Park and is moving to Portland. He has a potential opportunity to do more fire photography with departments in the Portland area, where there is much more fire activity for him to film. All agreed that Dennis has done a superb job for Tangent Fire for many years—not only volunteering for emergency response, but also leaving us with a wonderful pictorial history of the work we do in the community. He will be allowed to take his set of turnouts with him (all Tangent Fire references removed) as their age dictate they cannot be passed on to another volunteer. He will definitely be recognized at the annual awards banquet in March.
 - Currently, all apparatus are in service with a few pending their annual P/M.
- **Volunteer Activities:**
 - **Annual Awards Banquet:** March 9, 2019, at the Central Valley Electrical School auditorium.
 - Summer Picnic – TBA.

Interim Training Captain's Report – (The following is the Captain's written report as he was absent from the Board meeting.)

- December was a slow month for training. Due to the holidays we only had two days to train on fire and EMS skills. Even though actual training was limited, our training committee was busy finalizing the training plan for the next three months. This quarter will include two live-fire opportunities--one for car fires and the other for structure fires. Everyone is excited for that.
- Unfortunately, I will not be able to attend the board meeting in January, but I wanted to thank the board for the opportunity to fill in for Cary over the past 6 months. I really appreciate being part of the leadership team here at Tangent Fire and being part of the decision-making process. Tangent Fire is a great department.

TRFPD Board Meeting Minutes

January 9, 2019

Page 3

In Captain Hunt's absence, Vonasek reported that he is introducing Chief Wooldridge to our training format, but he is discovering that the Chief's experience with training is similar to our department, so he has already had some great input.

Staff Captain's Report – (The following is the Captain'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. Thirteen smoke alarms have been installed into two homes so far; one home had two alarms, in which none were working. The other home had five alarms and two not working.
- I have been working with Ed from Udell Engineering on the water systems for the new Oregon Powder Coating facilities that will be going in over by PAPE. ODOT wasn't excited about our requiring two accesses, but the Chief wrote them a letter explaining this was a necessity.
- I have been working with the Resident Volunteers on training. All three of them are up to speed and responding on calls now.
- We have been working on getting our engines into the shop for their yearly preventive maintenance. E-73 was in the shop for a week for a transmission fluid line issue. E-72 had a fuel pump leak, which was replaced; the yearly PM was started on this rig, but due to primer issues it will be going back in January to have it completed.
- Due to our receiving the SDIS grant last year, we were declined the grant for 2018-2019. After being asked whether staff had investigated possible Fire House Sub grants, Captain Chapin said he would do that.

Activity Report – We ended the 2018 calendar year with 401 incident calls, which is down from last year. It appears that the newly installed barrier along Hwy. 34 is doing its job as our call volume for accidents there has been reduced significantly.

IV. OLD BUSINESS:

Seismic Grant Update (Approval of Final Contract w/Mackenzie) (Written Report from Grant Administrator Casebolt)

I have been in contact with Mackenzie and have received the proposal from them. That proposal (attached as Exhibit A along with the contract) is included in your packets this month. I have had our attorney review both documents and she found them all to be in order. I recommend that we sign the contract as submitted. I am already working with Mackenzie to get the ball rolling as soon as the contract is signed.

A Board member asked why the \$ amount was not included in the contract submitted with the Board packet; Casebolt stated this was just an error transferring numbers during minor editing. The correct amount is \$124,500 (\$99,500 for Design and Engineering and \$25,000 for Project Management). The Board also agreed that Casebolt should be the District rep to sign the contract.

Action: Meyer moved to approve the contract with Mackenzie for the architectural/engineering services for our Seismic Grant as submitted with the change that the \$ amount be included in the contract (\$124,500--\$99,500 for Design and Engineering and \$25,000 for Project Management) and that Grant Administrator Scott Casebolt be the District representative to sign the official contract. Richards seconded the motion and it passed unanimously (5-0).

When asked how many future hours Casebolt projected he might accrue in overseeing the project, he couldn't be exact but said it would be more than already spent as we will be getting into the actual construction phase. While Mackenzie oversees project management, Casebolt will serve as the liaison between Mackenzie and the District. However, he will be out of the country between the end of July and September 8, and that is when the construction will begin, so there will be fewer hours accrued during that time. There is a kick-off meeting with Mackenzie next week and he is completing the quarterly report for the grant.

AFG Grant Update – (Oral Report from Grant Administrator Casebolt).

When we first applied for this grant (for an exhaust removal system), we were not alternating between E-71 and E-72 as first-out engine, so the bid was submitted with the rigs in their current housed positions at that time. Since, however, it was decided to alternate the two for more even distribution on wear/tear of the rigs, but this also means alternating the bay positions for them. Because the two differ in exhaust systems, each requires its own unique adjustment to the new exhaust removal system. The grant was originally written with the rigs staying in their permanent positions, so to alternate positions of the rigs would cost an additional \$8500 to set up both stations to accommodate the new exhaust systems for both rigs. In a meeting with Casebolt, Vonasek, Wooldridge, and Burke, it was decided that alternating the rigs was not worth the extra money, so we will go with the original plan as submitted and approved by the Board—no alternating of the bay positions of the rigs.

Casebolt is completing the quarterly report for the grant.

SPIRE Grant (for Emergency Preparedness) – This is a grant offered by the Office of Emergency Management to provide equipment to local governments and other recipients for emergency preparedness. The program funds the purchasing and distribution of equipment, including vehicles and other property, to be used during an emergency to decrease the risk for loss of life and property damage. Casebolt shared that this would be a great opportunity for Tangent Fire to purchase a portable generator to supply emergency power to the station if needed. Generators are one of the top items that the grant will fund. We currently have a stationary generator, but it is old and needs transfer switch/wiring to allow it to provide power to the entire station (not just the bay); and we are still researching whether its true capacity would meet our needs in an emergency. The Board also suggested that we find out whether our current generator produces dirty power. Will report back at the next meeting.

V. **NEW BUSINESS:**

Consideration of Resolution No. 2019-01 to Change Registered Agent for TRFPD with Secretary of State's Office – This is just a housekeeping issue. As we have a new Fire Chief, we need to file his name as the registered agent for our district with the Secretary of State's Office.

Action: Riley moved to approve Resolution No. 2019-01 recognizing Chief Larry Wooldridge as the registered agent for TRFPD as of January 2, 2019. The motion was seconded by Meyer and passed unanimously (5-0).

Consideration of Resolution No. 2019-02 to Change Authorized Signatures on the District's Umpqua Bank Checking Account – This is another housekeeping issue. New Chief Larry Wooldridge needs to be added as an authorized signature for our checking account, and the bank requires a Board-approved resolution to make this change.

Action: Meyer moved to approve Resolution 2019-02 as submitted to add Chief Larry Wooldridge as an authorized signature on the District's checking account.

Oregon Pay Equity Law – This law (H. B. 2005) became effective October 8, 2017, for every employer in Oregon. The law: 1) prohibits employers from screening job applicants based on current or past compensation and from determining compensation for a position based on a prospective employee's current or past compensation. Employers can only inquire about a job applicant's salary history after making a job offer including a compensation amount. And, the law: 2) prohibits pay discrimination based on protected class, defined as race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age. In other words, employers may not pay employees performing comparable work at different rates of pay because of their membership in one of these protected classes.

It requires every employer to complete a pay equity analysis of employee-paid positions and implement a corrective action plan (if needed) by January 1, 2019. The analysis must include the completion of job comparisons based on the law's five comparable characteristics—knowledge, responsibility, skills, effort, and working conditions. Tangent Fire staff completed the pay equity analysis and found that there is definitely a pay inequity in the Staff Captain's position based on comparable work of other staff positions; therefore, it was recommended the issue be corrected through the corrective action plan segment of the law. (see staff report in the Board agenda packet for lengthy details). During discussion, Riley questioned whether the pay inequity issue for the Staff Captain should even be addressed as part of this law—staff Captain Chapin is not a member of any protected class listed in the law. If there is a pay inequity for his position, it probably would be better addressed some other way—not as part of a corrective action plan of this law. Staff completed the pay equity analysis, and it seems there are no pay inequities based on protected class, so that should be all that is necessary to comply with the law.

Action: No formal action, but the Board directed Chief Wooldridge to research how other Fire Chiefs are addressing and complying with this law. Also, all Board members will research the statute (ORS652.220) to become more familiar with its requirements. The issue will be addressed again at the February Board meeting.

New Fire Chief's Goals – The Board presented Chief Wooldridge with a list of goals they would like to see him accomplish during the next three to six months (see list in the Board's agenda packet). The Chief had also (without referring to the goals submitted by the Board) compiled his own set of goals for the position and the two lists are very similar.

Action: The Board directed Chief Wooldridge to keep the Board apprised of his progress on the goals through his monthly staff report to the Board.

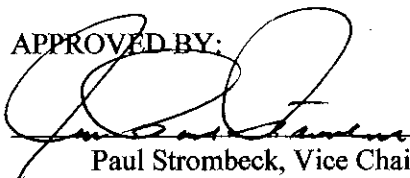
VI. GOOD OF THE ORDER:

Thank You Notes – Chair Dunn read letters from Tangent Elementary School and the Greater Albany School District thanking the Board for their recent donation to the school to assist families in need during the holiday season. (As a note, this donation came from the Board members' personal funds—NO District funds were used.)

Chair Dunn adjourned the meeting at 8:50 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



Paul Strombeck, Vice Chair of the Board

2-13-19

Date