

**Tangent Rural Fire District  
Board of Directors Meeting  
Minutes  
December 9, 2020**

**Board Members Present:** John Dunn, Bruce Riley, Paul Strombeck, Chris Meyer  
**Board Member Absent:** Scott Richards  
**Staff Present:** Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth  
**Other Regulars Absent:** Assn. President Walters

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

**I. APPROVAL OF:**

**Minutes – Regular Meeting, November 10, 2020**

**Action:** Strombeck moved to approve the minutes of November 10 as presented. Meyer seconded the motion and it passed 4-0 (Richards was absent).

**Financial Report – November 2020**

OA Duckworth reported that as of December 7, the District had received about \$859,000 in property taxes, which is 98% of what we budgeted, so it appears that the statewide economic issues of 2020 had little effect on our tax receipts. Also, the District recently made the final payment on our PERS transition liability balance, which will lower our PERS rates again as of January 1, 2021.

**Action:** Riley moved to approve the November financial report as submitted; Strombeck seconded the motion and it passed 4-0 (Richards was absent).

**II. STANDING REPORTS:**

**Volunteers Association** – The Chief reported in Assn. President Walters' absence. He shared that the Assn. had recently sent letters to numerous local businesses seeking donations since they could not hold their annual fund-raising pancake breakfast. The businesses are responding very well, and the Assn. will be making some decisions on how best to spend those funds. None of the funds are given to individual volunteers; they are either given out as donations to needy local charities, to help purchase volunteer personal protection equipment, or to assist the Assn. with their various projects.

**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 building, unless in our offices, and inside vehicles when 2 or more people are present. Staff and volunteers are doing

well with the new temporary rules and doing a good job of reminding each other when the need arises to do so. We have started more reporting again and have had to purchase some new equipment (ex. antimicrobial fogger, a machine to fit test new masks, and laptops for remote learning) to stay up to date and compliant. I will be submitting for reimbursement through the CARES Act grant for the new equipment and will also include a portion of my time. On a voluntary basis, Linn Co Health offered up COVID testing to our staff and volunteers. We will be tested the first Tuesday of the month through March. Approximately 2/3 of the department took advantage of the first free test.

At the recommendation of SDAO, all in-person training stopped as of December 9, including the ongoing FFI Academy. Instead, training will occur on-line and through staff-prepared videos. However, staff will be working individually with the two new student RVs and one other volunteer so they can complete their training more quickly to be able to assist with responses.

When responding to incidents, not only do our staff and volunteers wear masks, we carry extras to give those we respond to and ask that they wear them and practice social distancing.

- **Conflagrations:** We should see the Oregon Conflagration payments arrive in the next 30-45 days.
- **Well and Station Water Tank:** We hit water and are getting over 300 gpm. The pump is in and will be hooked to the tank tomorrow. However, because the electricity draw in the pump house is limited, our pump size is limited, so we are asking for a price quote on increasing the electricity draw with a larger pump. We are still on schedule to have the project completed by end of December.
- **Station Security:** The cameras have been installed and are functioning at this time. We have access to viewing the footage now. We will look to upgrade the main box for the cameras, which is now almost 7 years old and has become outdated, thus leaving the quality of the images less than satisfactory.
- **FF Night Schedule:** We are getting participation on the night schedule. We have some great numbers for hours tracked over the last month.
- **Community Relations:** The volunteer's association has received numerous donations to support their various projects.
- **Engine 71:** Working with Albany Fire, SDAO and Freebird Autobody to get the engine fixed. Parts are again hard to get currently. We have no concrete dates in place yet. And because E-72 is now out of service, we are asking Albany Fire for an engine temporarily.
- **Oregon Powder Coating Fire:** I have been working with a Private Fire Investigator, an Attorney from Pennsylvania and Capt. Chris Hunt concerning this fire. The incident has made it to litigation stage, and we are involved for various reasons. I have been talking and helping Chris through his questioning and what the future of the case 'may' look like for him. Tangent Fire is just information for the case at this point; we are not listed in any of the litigation.
- **Upcoming Events:**
  - December 7 Pearl Harbor Day of Remembrance
  - December 25 Christmas

**Asst. Chief/Training Officer's Report** – (The following is the A/C's written report as well as additional comments made at the meeting.)

- **Fire & EMS Training** –
  - In-House Firefighter I Academy – Nov. 9, 2020, to March 2021 – Per SDAO’s recommendation, all in-person training stopped as of December 9; this included the Academy.
  - Traffic Incident Management class was held Nov. 17 in our classroom and was remotely sent out to other personnel. Justin Guinan of ODOT taught the Class.
- **Health and Safety** –
  - OR-OSHA, OR administrative Rules – Addressing COVID-19 Workplace Risks is in the works. Currently writing our first copy, and presentation to our folks is December 15, as ALL entities must have it presented and posted in their workplace by December 18, 2020. Staff is producing a video which will be available to Board and staff as well as the volunteers.
  - The following two policies are due for review:
    - CFR 1910.1030 – Occupational Exposure (b) & (C) (to be updated)
    - CFR 1910.134 – Respiratory Protection (air-purifying respirators)
- **Safety Committee** – The Committee met December 8; they are helping with the posting of numerous signs on the property to make us compliant with various COVID regulations.
- **Tangent Fire District Website** –
  - Nothing new, still maintaining a consistent following. Interesting trivial piece of information-- January 1, 2020 to December 2, 2020 per Google Analytics, our website had **2633 visitors** (margin of error, 10%?).

**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-** Been working with SELMET on re-inspections, I have completed most of the buildings. I have one maybe two more days out there. Due to the COVID freeze, I will be picking up the last of them in December. I also have reached out to Albany on some of the same issues that they have run into (SELMET). I have finished up with Building 40 at TIP. I have also completed two site plan reviews for the City of Tangent; sometimes, the site reviews are not really in our jurisdiction, and some are just wanting information “if” they were to expand or remodel.

I completed a 4-hour virtual code amendment class; now I need to complete the rest online.

- **Vehicle Maintenance-** All three engines went in for their annual pump test. E-72 failed because the pump had a vacuum leak; parts have been ordered. However, other issues arose as the maintenance crew got further into inspection. We originally thought the repairs could be \$20,000 to \$50,000; however, it appears that the main repair will be replacing the pump housing, and we got a quote of \$13,278. While this is an expensive fix, the Chief and BC Chapin agreed that it needs to be done; it is 18 years old, but it is our best driving engine and still has more years of good use. When asked what probably caused the pump failure, staff said it could be water hammers. There is a certain order for putting the pump into operation. If it is done in the wrong order, this can cause much wear and tear on the system. While our volunteers are trained on appropriate operation of the pump, they so infrequently have to use it that sometimes mistakes are made; and this has probably happened a number of times over many years with this engine. The Chief shared that since his arrival, he is very particular about who can and can’t drive the apparatus; they need to be fully trained. When the Chief

was asked if he got a second quote from Benton County shops on the engine repair, the answer was no as their labor rates are similar to Hughes and the parts prices are the same with either, so the final price would be very similar. Also, the Chief is comfortable with Hughes' work product as he has worked with them the most. However, we don't have a contract with Hughes so we can get the work done anywhere.

We will be working on getting the annual preventative maintenance done on the rest of the vehicles. The goal is to have them all done by the end of December. E-71 and the command truck have new MCTs.

- We have been awarded \$833.89 per tender (T-71 and T-73) from the JND Legal Administration. This was a lawsuit that was filed months ago, and we put in for reimbursement through the claim's unit. The awarded amount was based on how long we (Tangent Fire District) had possession of the tenders. While we received a letter informing us of the awards, we have yet to receive the dollars.
- **Volunteers-** The last of the new volunteers have started. They went through orientation and have started through the fire academy. I have been helping with the academy days as well.
- **Resident Students Volunteers-** RVs have completed 12 hours of additional training. This included ladders, ropes and knots, and fire attack. We also completed some pump time for Aedan who is working on his Apparatus Operator taskbook.

**Activity Report** – 302 calls as of November 30.

### **OLD BUSINESS:**

**OA Position** – The Chief and Duckworth presented four different scenarios for the position to the Board—leave the position as is (.5 FTE + 150 hrs.); expand the position to .75 FTE with increased duties and benefits, expand the position to 1.0 FTE with additional increased duties and benefits, or eliminate the position and contract out for payroll and bill pay. The pros, cons, and costs of each option were discussed, and the Board agreed with staff that the position should remain in its current state. To eliminate the position would place undue burden on the Chief and many duties would just not get done. Increasing the FTE to full time would be prohibitive to the budget and even .75FTE would increase the costs significantly. From a survey done, the current salary range is in the ballpark of what like-sized, surrounding districts pay their OAs.

In February, staff will put together a timeline for applications, testing, interviewing, etc., with the job posting listed for the full month of March.

### **NEW BUSINESS:**

**Consideration of Resolution No. 2020-10 (Appropriating Unanticipated Revenue)**

The District purchased new safety jackets for the volunteers, and the Volunteer Assn. agreed to reimburse the District for one-half of the cost. This resolution recognizes the receipt of this unexpected revenue and appropriates it to the 4011 line item (Personal Protective Equipment) of the budget.

**Action:** Meyer moved to approve Resolution No. 2020-10 (Appropriating Unanticipated Revenue to the General Fund) as submitted. The motion was seconded by Riley and it passed 4-0 (Richards was absent).

**GOOD OF THE ORDER:**

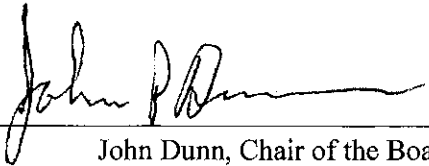
Chief Wooldridge reported that in lieu of not being able to offer the volunteers a Christmas dinner this year (due to COVID), the District would be giving each volunteer's family a spiral ham for the holidays.

Chair Dunn adjourned the meeting at 7:55 p.m.

Minutes submitted by Karen Duckworth  
Office Administrator

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APPROVED BY:

  
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John Dunn, Chair of the Board

01-13-2021

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Date