

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

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: AC Vonasek, BC Chapin, OA Duckworth
Others Present: Volunteer Assn. V-P Dave Jakeman

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

I. CITIZEN COMMENTS: None.

II. PRESENTATION OF 2018-19 FINANCIAL AUDIT:

Kori Sarrett, CPA, Accuity, LLC, officially presented the 2018-19 audit to the Board of Directors. She shared that the overall audit was great—no adjustments or journal entries needed. Several comments/explanations:

1. The District will always have the deficiency of segregation of duties because we just do not have enough employees to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records; the Office Administrator has access to and processes all District financial transactions. However, we have mitigated as best we can— Fire Chief approves bank statements and makes all physical deposits, only Board members sign checks, staff members (other than the office admin) assign the line items against which expenses are charged, etc.
2. All compliances were in order—ex. our budget, insurance coverages, and public contracting laws.
3. We had a healthy carryover balance of approximately \$589,000.
4. We have four years remaining on our 5-yr. loan to purchase E-73 with a balance of \$104,000. There is a new GASB rule which makes the audit share our remedies for such debt.

Action: Meyer moved to approve the 2018-19 audit as submitted by Accuity, LLC. Strombeck seconded the motion and it passed unanimously (5-0).

Minutes – Regular Meeting, September 11, 2019.

Action: Riley moved to approve the minutes of the meeting as presented. It was seconded by Richards and, upon vote, passed 5-0.

Financial Report – September 2019 –

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

III. STANDING REPORTS:

Volunteers Association – Volunteer Jakeman reported that the annual pancake breakfast netted the Assn. \$2,336.76, all of which will be donated to the Albany FISH program. He also shared that the fire truck rides, offered in conjunction with the Albany Fire Scavenger Hunt, were very successful.

Fire Chief's Report – (The following is the Chief's written report as he was absent from the meeting.)

- **Seismic Grant:** We are waiting for an update from Ausland on their timeline for arriving on site to begin work. We have had some preliminary numbers come back as we move to have a more finalized budget, and the numbers did not favor TFD. We are looking at eating away the entire grant without including the folding doors or the roof on the old part of the station. I hope to have better numbers prior to the board meeting to pass on, but things look like we will have to get creative to stay on track. I will assume entering in the quarterly reports from Scott Casebolt and that should be about the last of his involvement moving forward. I have asked that he be available, and he agreed, to help with how we got to the numbers we submitted for the grant process. TFD and Mackenzie are working with our attorney with some contract issues that Ausland has brought up. Our attorney, Carrie Connelly, has advised to not change anything other than an area about prevailing wages. These issues, if changed, do not favor TFD and we plan to hold them to the original contract they agreed to. I do not know at this time if this also will delay our project, and for how long if it does.
- **Water Tanks:** We have not heard from Koos Farms still. I have been in contact with our attorney, Carrie, and she has reviewed our existing contract and does not feel that we are bound to remove anything, including tanks, as we move toward separation of this project. We have some basic language to start drafting a letter, which will also be run by Carrie prior to sending out. Once sent out, the separation will not be effective for 180 days, as per the contract.
- **Operational Meeting with AFD:** Chief Wooton has met with his command staff and sent an email out to all line Lieutenants about some of my concerns and how I see our relationship moving forward. This has caused some 'noise' from the line people. I have met with Chief Wooton and his BC's to gain clarity on the noise and answer questions that may have come up. I believe we are identifying the problems and will be addressing those, some within AFD and some within TFD. I believe that the change I have brought is hard for some to acclimate to but know that nothing has been a glaring change. I have only tried to clear up some gray areas between our departments and hold our officers accountable to the positions they hold. I am open to discuss with any of you if would like to do so.
- **Medic 71:** Negotiations between AFD Management and the Union have just begun. I do not hold much hope that the Union continues this program as we see it today. More to come as negotiations move forward.
- **Some Local Things:** As I look over the past nine months, I wanted to try and capture some of the change that has happened. We have 9 new names on the roster that were not there when I came on board, we have a new SRV, we covered Corvallis FD during their banquet, and we have responded with Corvallis FD twice in the last week on calls. We have a new Chief in Albany, a new Chief coming in Lebanon, a new Ops Chief, Training Chief and Battalion Chief in Lebanon, a new Chief in Corvallis and a new Deputy Chief in Philomath. What do these things mean to Tangent Fire you

may ask, and I'm glad you did. All things new are a change to someone or something, and with those changes come some feelings of uncomfortableness. All of these things listed, and more that I did not, are good things and all part of a move forward in Linn and Benton Counties. I am excited for what is ahead of us here at Tangent Fire. We are making changes that will benefit our patrons and our neighboring districts; we are becoming a stronger and more efficient department with momentum that will take us to the next level. I am proud of our staff and volunteers, proud of our board and their desire to serve, proud of the families that support our volunteers, and proud of our community that we protect.

- **Upcoming Events:**
 - **October 5** **Pancake Breakfast/AFD Treasure Hunt**
 - **October 5** **Memorial services for LT Yeager, HSRFD**
 - **October 15** **Chris Hunt last drill and retirement**
 - **October 30** **Officer development training, Steve Abel**

In discussion of the Chief's written report, Riley stated that he was frustrated with the progression of the Seismic Grant project; if we have a signed contract, how is it that Ausland wants to renegotiate at this point? Also, as the project gets moved further out, what are the Grant rules about potentially extending the timeline? He also asked how many dollars the District had invested in this project so far? Answer: 1) the original \$8,000 fee for ZCS who did the estimation of the project a couple of years ago; and 2) attorney fees—a few thousand dollars to this point. Other questions will have to be answered by the Chief when he returns.

Since the Chief submitted his written report, the water tank letter was finalized by our attorney and was distributed to the Board. Upon review, the Board gave their okay.

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.)

- **Training –**
 - The Fall Firefighter Academy is ready to go. Starts in Mid-October and runs through January 2020. New format to the training this year to hopefully have our volunteers ready to respond by the end of January. The success of this academy will depend upon their commitment to the academy.
 - The week of September 16 we had DPSST's vertical ventilation prop on our training pad and got several training sessions through it while it was here.
 - September 24, DPSST brought in and set up their vehicle fire prop which is a controlled propane gas training prop; fifteen of our people successfully went through the program.
- **TFD In-house Training:**
 - **Vehicle Extrication** – Multi-session, Winter of 2020
 - **DPSST** – DPSST will be bringing the following state training Props:
 - Nov. 19 & 26 – Flammable Liquids and Gas props.
 - January 2020 – Mobile Fire Training Unit (Corvallis Drill Tower)
 - **SDAO** - Oct. 22 – All Staff/Personnel Sexual Harassment training is scheduled to be taught by SDAO HR staff person Monica Harrison.

- ODOT – Oct 24 – Tangent Fire will be hosting a Traffic Incident Management class taught by Justin Guinan from ODOT for first responders.
- **Portland Western Railroad** – Response to Diesel Locomotives. Jan. 2020.
- **Regional: Linn-Benton Fire Training Council**
 - Oct 26 - Firefighter I Academy –
 - Dec 2019 – HAZMAT Ops Level
 - Dec 2019 – NFPA Fire Instructor 1
 - Jan 2020 – NFPA Fire Instructor II
- **State:** Winter 2020 fire school has been announced and is open for enrollment.
- **National Fire Academy:** Brice Walters will be attending the National Fire Academy early next year.
- **Emergency Medical Services:**
 - Dan Jones, Brice Walters, Becki Vonasek, and Cary Vonasek attended the Oregon EMS Conference in Salem September 26 & 27. Dan Jones and Brice Walters are attending the conference on grants provided by the Oregon Rural Health System.
 - An Emergency Medical Responder class is pending scheduling currently. The course is offered and facilitated by Philomath Fire & Rescue. We likely will have 3 to 4 volunteers interested.
- **Health and Safety** – Nothing to report.
- **Safety Committee – Mtg:** October 1, the Safety Committee held their monthly meeting in conjunction with the Volunteer meeting. The minutes are not available at this time.

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

- **Fire Inspections-** Fire inspection is going well. To help facilitate fire inspections, we purchased the Image Trend Elite mobile inspection software. This allows us to input to the State straight from the field.
- **Fire Prevention-**
 - School Lunches have started; our first one was on September 27. Our next one is October 4. I have reached out to the school to start setting up fire education.
 - We have purchased the incident view editor, this will allow me to move our fire pre-plans from paper form to internet access on our tablets; so, not only will we be able to access them, our mutual aid partners will as well.
- **Vehicle Maintenance-** Been shuttling vehicles to ST-13 for their PM's. E-71, E-72, E-73 and T-73 are current on PMs. Due to poor visibility at night with E-73 headlights, we had the lens assemblies changed out. E-73 also received a hard-suction bin and a hose divider. E-72 wiper sprayer was temporarily repaired while a permanent part is on order. When asked how much money has been spent on T-71 and T-73 for repairs since their purchase, BC Chapin responded that they haven't been the money pit many staff and volunteers had thought. While we have spent several thousand on the two, this was to be somewhat expected as they were purchased as used chassis. Because they were originally built for uses other than fire service, several adjustments had to be made for them to run properly for fire usage. Hopefully, after this next round of repairs w/T-71, expenses will taper off.

The Board asked if we really need to have three tenders, Vonasek shared that if we only had two and one was in the shop, we wouldn't have enough to respond to a fire call. And the Board commented that in the future, we should probably consider only buying new apparatus as this provides warranties and the rigs are then specifically built for fire service use, eliminating the need for adjustment repairs.

- **Volunteer Recruits-**
 - Since Dan Jones left the SRV program, he asked if he could stay on as an out-of-district volunteer; and we have allowed him to do so. We interviewed three candidates for the vacant SRV position and offered the position to Kailey Sousa, a new student to Chemeketa CC's fire program. She accepted, and her first shift day will be October 8.
 - We currently have one volunteer in the process of background checks and physicals.
- **Out-of-District Volunteers** – With his staff report, Chapin included a chart of out-of-district volunteer hours completed with the District and asked the Board if they would like to see this information periodically. O-of-D volunteers are asked to volunteer 24 hours w/the District each month. The Board said they appreciated this information.

Activity Report – 281 calls total for 2019 through September. Most of our calls were medical in September.

IV. **OLD BUSINESS:**

Second Reading of Ordinance No. 103 (Fee Schedule for Public Record Request) – The First reading of this ordinance was heard at the September 11, 2019, Board meeting. Upon the second reading, the Chair called for a motion.

Action: Meyer moved to approve Ordinance No. 103 as presented. It was seconded by Richards and the motion passed unanimously (5-0).

The Chief will now take the ordinance to the County Clerk for recording and it will become effective in 30 days.

Grant Updates – See Chief's report above.

V. **NEW BUSINESS:**

Policy Review: No. 1013 Leaves (Sick, Unpaid Family/Medical Leave, and Misc.) – This policy is coming before the Board as a new section has been added to accommodate an unpaid family and medical leave plan. Because of the District's small size, we are not bound by either the Federal or Oregon laws relating to required family and medical leaves; however, such an addition to this policy provides for a similar plan for our staff members if the Board should so choose to approve it.

Action: Richards moved to approve Policy No. 1013 as amended, adding an Unpaid Family/ Medical Leave Plan for staff members. The motion was seconded by Strombeck and, upon vote, it passed unanimously (5-0).

Policy Review: No. 1218 – Personal Firearms (Replacing Carrying Weapons on Duty) – Discussion on this item was held over to the next Board meeting when the Chief will be present.

VI. GOOD OF THE ORDER:

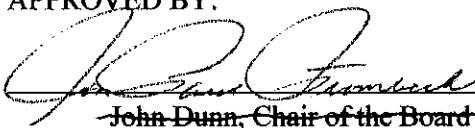
OFDDA Fundraiser – Chair Dunn thanked the Board for their personal contribution to the recent OFDDA fundraiser, which was raising funds for scholarships for smaller districts to assist them in attending the OFDDA Conference or other approved trainings. They raised \$3200 and will be able to offer 4 scholarships.

Board Member Riley Part-Time Job – Riley, retired Linn County Sheriff and TRFPD Board Member, shared that he has accepted a part-time job with the University of Oregon Police Department as a consultant. He will be employed approximately 20 hours per month, but it should not interfere with his Board duties.

Chair Dunn adjourned the meeting at 8:00 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

12-11-19

Date