

**Board of Directors and Local Contract Review Board Joint Meeting
Minutes
June 10, 2020**

Board Members Present: John Dunn, Chris Meyer, Bruce Riley, Paul Strombeck
Board Members Absent: Scott Richards
Staff Present: Chief Wooldridge, AC Vonasek, BC Chapin, OA Duckworth
Others Present: None

Chair Dunn called the joint meeting of the Board of Directors and Local Contract Review Board to order at 7:00 p.m.

I. JOINT PUBLIC HEARING OF LOCAL CONTRACT REVIEW BOARD AND BOARD OF DIRECTORS – Consideration of Resolution 2020-02 (Repealing Resolution No. 2016-04) Opting Out of the Attorney General’s Model Public Contracting Rules and Amending Public Contracting Rules for the Tangent Rural Fire District.

Chair Dunn opened the public hearing and shared that the Board of Directors also sits as the Local Contract Review Board. In order to legally hold a joint public hearing of the two Boards, the hearing must be advertised in the Daily Journal of Commerce and the Albany Democrat-Herald which was done prior to the meeting. Staff then gave a brief summary of the resolution, which basically allows our Fire District to use more informal RFPs (Request for Proposal) vs. ITBs (Invitation to Bid) for our public contracting projects. It also grants the District the greatest level of flexibility for contracting rules that are not dictated by statute, and it includes a set of exemptions addressing standard purchasing needs not otherwise covered by the Code or the AG’s Model Rules. In order to adopt the resolution, the joint Boards must first adopt “specific findings,” which are the reasons why the District should be able to adopt its own public contracting code rules. Both the findings and the resolution were created by our attorney Carolyn Connelly with the Local Government Law Group from Eugene, Oregon.

Upon call for public comments, there were none, so the public hearing was closed.

Action: Meyer moved to approve the findings in support of Resolution No. 2020-02 as submitted. The motion was seconded by Strombeck. Upon vote, the motion passed 4-0 (Richards was absent).

Action: Meyer then moved to approve Resolution No. 2020-02 as presented (Opting Out of the Attorney General’s Model Public Contracting Rules and Amending Public Contracting Rules for the Tangent Rural Fire District). The motion was seconded by Riley. Upon vote, the motion passed 4-0 (Richards was absent).

As the Board is allowed to conduct other Board business at a joint meeting of the two Boards (as long as this is reflected in the Board agenda), the Board of Directors then moved on.

II. PUBLIC HEARING TO ADOPT FY 2020-21 BUDGET (Resolution No. 2020-03)

Chair Dunn opened the public hearing for comments on the approved 2020-21 budget as submitted by the Tangent Fire District Budget Committee. Hearing none, the public hearing was closed. As there were no changes in the approved budget since the Budget Committee meeting, no discussion ensued.

Action: Strombeck moved to approve Resolution No. 2020-03 (Officially Adopting the FY 2020-21 Budget of the Tangent Rural Fire Protection District, Making Appropriations, and Imposing & Categorizing Taxes), such budget as approved and forwarded by the Budget Committee in the amount of \$2,305,163, which includes \$1,820,500 for all appropriations for all funds and \$484,663 for unappropriated ending balance and monies reserved for future expenditure; and he further moved to impose a \$2.5739/\$1,000 tax rate upon the assessed value of all taxable property within the District. The motion was seconded by Meyer; and upon vote, it passed 4-0 (Richards was absent).

III. **APPROVAL OF:**

Minutes – Regular Meeting, May 13, 2020

Action: Riley moved to approve the minutes of the May 13, 2020, meeting as presented. The motion was seconded by Meyer. Upon vote, it passed 4-0 (Richards was absent).

Financial Report – May 2020

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

IV. **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 the bay doors. Most of the painting is done; still need to finish the trim and the cupola. TFD, Ausland and McKenzie continue to meet every Thursday to discuss the project. We had a significant dry rot issue in the hose tower, which was repaired by Ausland. The grant expenditures are approaching the final 10%, which means a little extra paperwork as we begin final submissions for payment. The state is looking to make sure the project is on point with the original plan and dollar amounts. A final punch list has been created and all parties are working toward finalizing everything. We had to have electricians out to rewire our security camera system--\$2,000 which is not part of the grant.
- **Surplus Vehicles:** We have received and deposited our monies for the sale of the two vehicles.

- **Medical Director:** I have been working closely with Dr. Woods, but we do not have a final contract yet.
- **Budget:** The budget is looking good as we approach the fiscal year end. Time will tell what our revenues will look like this winter. Staff has discussed what we can do to alleviate a revenue short fall and Karen has produced some information to consider.
- **COVID-19:** As the county moves forward in hopes of being approved for Phase 2 reopening, we will continue our efforts to keep our staff and volunteers safe by retaining the policies enforced in Phase 1. Focus seems to have shifted away from COVID and toward protesting controls. COVID did not just go away and we will take necessary precautions.
- **Engine Damage:** Parts came in for E-71; it will take 7-14 days for repair. Part orders are taking longer than normal for E-72 because of its age. We still have Engine 131 from Albany here and will keep it until our apparatus are fixed or Albany needs it returned for their use.
- **Command Rig Repair:** The duty rig is having some issues because of incorrect wiring of its battery system. New system being installed—approx. \$2000.
- **Summer Fire Season:** Both Linn and Benton County FD's are preparing for the upcoming wildland season and how we can fill OSFM requests. All departments are available this year and we should be able to fill orders for response. Our extended mutual aid with Deschutes Co is a work-in-progress and is completely voluntary for all Linn Co departments. We will be referring burn complaints to DEQ, but of course will respond if called out.
- **Corvallis Fire Department:** I spent 2 days in Corvallis assisting with a Lieutenants promotional process. It was a great experience and valuable time building relationships.
- **Potential Part-Time Student Resident Volunteer:** An individual approached the Chief asking about the potential for a part-time student resident's position—while he can't live at the station full-time, he could be here about half the time and would then only expect half the tuition scholarship given to full-time residents. This is a mature person who will be leaving his current employment to pursue firefighting as a career, and the Chief asked the Board whether they would approve of him drawing up an agreement for such a position. After a brief discussion, the Board sanctioned his request provided there was a very tight written agreement on expectations and remuneration.
- **Upcoming Events:**
 - **June 11** **TFD Blood Drive**
 - **June 14** **Flag Day**
 - **June 21** **Father's Day**

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.)

- **Fire & EMS Training** –
 - A few local, regional training groups are beginning to explore beyond webinars and online training, many keeping to the 20 to 24 maximum person count. Many Fire-EMS corporate-sponsored conferences have been scrapped for the year with emphasis on 2021.

- TFD has begun regular weekly training starting with EMS training on June 2 and will continue down this path still acknowledging social distancing, but with increases in class size to 24 persons which our drills seldom reach during normal operation.
- In-House Firefighter I Academy – Due to a recent interest in volunteering, the Volunteer Interview Committee has accepted six new volunteers into the organization. These six, plus a recent recruit who has been sitting patiently for a training opportunity, will make up a summer Firefighter academy. The academy will include NFPA Firefighter 1, NWCG, Type 2 Wildland Firefighter, and NFPA Hazardous Materials, Operational Level Responder. The academy starts with a Department Orientation and Meet & Greet June 15 at 1900 hours, and then field and skills academy beginning June 26. The intent and goal are to promote these individuals to line firefighters by the end of September.
- In-House Firefighter II Academy – BC Chapin is working on facilitating a firefighter II academy for the SRVs and any other senior firefighters who wish to work their way up to the next level of a firefighter.
- **Health and Safety** –
 - COVID-19 continues to challenge health and safety. The safe practices of distancing and spacing are becoming the new normal as we continue to stay ahead of the pandemic.
 - **Safety Committee** – May's Safety Committee meeting was not held due to COVID-19, however, staff will review the District's safety plan monthly till the pandemic plan has been removed.
- **Tangent Fire District Website** –
 - Our website, in some ways, appears to be the community outreach tool utilized by local interests as we had hoped; we get about 140 hits per month. June 11 is our summer Tangent community blood drive for the Red Cross. The blood drive is full and has been for a week now, and many of the "regular" donors who attend this drive were left out. Looking into the website analytics, our website was accessed 11 times to access the Red Cross Sign-up site for our blood drive. As the staff works to further the website and its capabilities, I feel it will grow to be a respected tool for our residents and the community. The Board suggested that the website be linked to our Facebook page and vice versa.

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 a sprinkler test for the new Oregon Powder Coating building. A final walk-through was completed on Best Bud; this was their last step in getting their occupancy certified. At this point, they are just medical, but eventually will be recreational also. Hendrix heating is up and running out of TIP. Working with SELMET on building identification.
- **Public Events-** We did two birthday drive-bys for the public.
- **Vehicle Maintenance-** Tender 73 was discovered with a sidewall tear in one of its driver tires. The driver tires were due to be replaced out of next budget cycle, but we had them done in May. On BC-71, some side lights were out so we had them replaced.
- **Volunteers-** We brought on 6 new volunteers. They will be starting our in-house firefighter academy in June. I have been working on setting up a Firefighter 2 academy for current volunteers that have

their Firefighter 1 level. Working on putting on a NWCG class for wildland firefighter type 2. Completed several fit tests for half-face respirators for the staff and volunteers.

- **Student Resident Volunteers-** For the month of May, the students have completed 9 hours of training in addition to regular training. These trainings included fire attack through a second story window and two sessions of search and rescue. Diego has been checked off on the cone courses for E-73 and started his drive time. Kailey Sousa will be leaving the program the end of June as she is moving, and another student is looking at participating in a program in Clark County, WA, as it is closer to home for him.

I am working with Albany Fire for specific trainings for the RVs that we are not able to conduct here on-site such as confined space awareness training. Also working with Albany on how we do our progressive hose lays for wildland.

Activity Report – This has been a consistently slow year for incident calls---115 through May.

V. **OLD BUSINESS:**

PERS Transition Liability Payoff (This item was added to the agenda as the information was only received the day before the meeting.) Staff reported that final figures had been received from Milliman (the actuary for PERS) about the payoff for our transition liability, and they were better than expected. With the budgeted payoffs planned for July 2020 and December 2020, the District will save about \$25,000 in PERS costs for FY 2020-21.

VI. **NEW BUSINESS:**

Potential Surplus of WT-72 – The Chief shared that, after discussing the issue with several others in the department, he would like to surplus Tender 72. It is an older piece of apparatus (1993 International/OMCO) that gets very little use. The last time it was used was for training purposes a couple of years ago. The District has two newer tenders that serve our purposes, and we have excellent mutual aid if we need assistance. The Board agreed to consider the surplus at a Joint Public Hearing of the Local Contract Review Board and the Board of Directors at their next Board meeting in July. Legal advertising will be done to allow this to occur.

Planning for Potential Budget Revenue Losses – COVID-19 has created a high Oregon unemployment rate, which, in turn, will create significant income tax revenue losses for many government agencies. At their May meeting, the Board asked staff to prepare a contingency plan should our revenue sources fall below our budgeted expectations for 2020-21.

In response to the Board's request, the Chief reported that Tangent Fire District gets no income tax revenue from the State, so any losses from that pot of money would not affect us. The bulk of our revenue is from property taxes and cash carryover from the previous year. As we are approaching the end of this fiscal year,

we know that the cash carryover we have projected for next year is solid. We also know that even during the last recession of '07-'10, our Fire District's assessed value for property taxes continued to increase, although our collection rate during that time decreased a couple of percentage points. However, the country's economic downturn this time is caused by very different reasons, so comparing our revenue losses this time to last may not be very accurate. For every 1% decline in the collection rate, we lose approximately \$8,000 - 10,000 in property tax revenue.

Should our property tax revenue decrease \$10,000 to \$50,000 during FY 2020-21, this could be absorbed within the budget because of planned sale of equipment, California conflag money not yet received for services provided in October 2019 and, as yet, unappropriated, and savings from the PERS transition liability payoff. However, we would prefer not to use these known revenue sources as doing so would then somewhat affect the following year's budget. Any losses exceeding these numbers would force us to rethink how our department operates, the programs we offer, and the staff we employ. Nothing will be known for sure until property taxes are received in November.

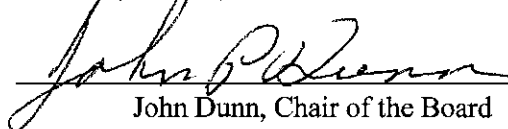
VII. GOOD OF THE ORDER:

Annual Volunteers Association Pancake Breakfast – The Chief announced that the Tangent Volunteers Assn. decided to cancel their regular October pancake breakfast due to the large gathering limitations because of COVID-19.

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

7-08-2020
Date