

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
October 14, 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
Other Regulars Absent: Assn. President Walters

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

I. APPROVAL OF:

Minutes – Regular Meeting September 9, 2020 and Special Meeting September 16, 2020

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

Financial Report – September 2020

OA Duckworth reported that the 2020 SAL (Summary of Assessments and Levies) reports were released by the Linn County Assessor yesterday, and TRFPD's share of property taxes for 2020 should be approximately \$969,000. The District's collection rate has been about 94% for the last couple of years; if that rate holds this year, the District could expect to receive about \$910,000 in income from property taxes. However, the collection rate may be lower this year due to COVID issues and the economy.

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

II. STANDING REPORTS:

Volunteers Association – Assn. President Walters submitted a written report to the Board in his absence. It stated that the Assn. matched the Board's personal \$1,000 donation to help wildfire victims by donating \$500 to the Santiam Canyon Wildfire Relief Fund and \$500 to the Linn County Wildland Fire Fund. Also, they held elections for Assn. officers, and Walters was again elected President for a two-year term, Dan Taylor was elected VP, and John Pegg was elected Secretary.

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

- **Seismic Grant:** All submitted documents are complete. Ausland has been out a few times fixing minor things as they arise. We have a one-yr. warranty with them on their completed work.
- **COVID-19:** New language from OSHA sounds like we will wear masks while responding in apparatus starting in November. I will be seeking more information and clarity.
- **Conflagrations:** September was a historic month for wildfire in Oregon. Though we did not deploy on any of the local fires, we were ready to help our neighbors if they needed us. I went to the Slater Fire in Southern Oregon at the end of the month for a late season team transition. At the time of writing this, Linn Co currently has a strike team at the Glass Fire near Santa Rosa California.
- **Well and Station Water Tank:** Aqua Pro has been selected for our well project. I have met with them and they will be acting as the General Contractor, thus having the need for only one contract. We should have the contract signed by the time of the board meeting—just waiting on them to finalize dates.
- **Tender 72:** Working with two local departments on a potential donation. Upper McKenzie Fire has not been overly receptive. Gates Fire has contacted me about the loss of their tender. They did not lose the tender in the fire but had a loss due to mechanical issues fighting a structure fire resulting from the large fires. I explained that was not the ideal intent of our donation but would bring it to the board. At the Board meeting, the Board decided to sell T-72 as originally planned.
- **Station Security:** The 3 new cameras will be installed on Friday, October 16.
- **Hats and T-Shirts:** Uniform shirts have been ordered and I anticipate them arriving soon. We will send them off to have the patch sewn on. I will work with members to get an accurate pant size and have them ordered also.
- **Chimney Brushes:** The Chief suggested that the District discontinue the chimney brush lending program to area citizens; we should not be encouraging people to climb up on their roofs during the winter and use our equipment—it is a liability issue. The Board agreed.
- **Vacation:** I will be on vacation 10/17-21.
- **November Board Meeting:** November meeting would be the 11th which is Veteran's Day. Change the date? This was discussed later in the Board meeting.
- **Upcoming Events:**
 - October 12 Columbus Day
 - October 31 Halloween

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** –
 - The class size in the classroom remains at 24 persons in total with respect to social distancing, and now face coverings are being enforced to comply with State's COVID-19 exposure Plan requirements.
 - In-House Firefighter I Academy - The Firefighter I Academy was completed on September 26 with Live Fire training; this concluded their 140-hour academy. Those completing the academy were Levi Bursik, Chris Kinkade, and Justin McCubbins.

Another Firefighter I academy for the Fall/Winter is being planned for the new SRVs and volunteers that are coming into the department.

- Vehicle Extrication Training- Vehicle rescue training was offered on October 3 & 4, hosted by Tangent Fire District and held at B&R Auto Wrecking in Corvallis. B&R donated ten cars for the training event. The class was taught by Chris Mills of Fire Rescue NW.
- **Health and Safety** –
 - The following two policies are due for review:
 - CFR 1910.1030 – Occupational Exposure (b) & (C)
 - CFR 1910. 134 – Respiratory Protection
- **Safety Committee Meeting**: The Safety Committee meeting was held during the Volunteer meeting on October 6. Becki Vonasek explained to the new people the role of the Safety Committee and tried to encourage more participation.
- **Tangent Fire District Website** – Nothing new to report; 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**- Conducted several road inspections for apparatus access. Completed two fire inspections.
- **Vehicle Maintenance**- T-72 had \$1,400 worth of work done. Also, Sheet Metal Solutions replaced the two storage trays on the vehicle; when they heard we were going to donate T-72 to a fire district who lost their apparatus in the Oregon fires, they agreed to donate their materials and labor on the vehicle. If we are now going to sell it, then we will need to pay Sheet Metal for their services. BC-71 and 792 got the oil and air filter changed. Nothing to report on T-71/T-73.
- **Building Maintenance**- I spent several days upstairs cleaning, patching holes, painting and mopping after the last RVs moved out. With what happened, I am reviewing the Student Resident Volunteer program and will be adding to the policy; ex. there will be no more holes in walls in dorm rooms, and a full dorm room and kitchen inspection will occur prior to their leaving the program.
- **Volunteers**- We completed interviews for 4 potential volunteers, and they will be moving to background checks. The firefighter 2 academy has wrapped up. They finished by completing a live burn we put on, Flammable, Liquid and Gas Live fire with DPSST, followed by Extrication taught by Chris Mills. We started with 10 in the academy and ended with 7. Four of the 7 completed all skills and knowledge sections of the task book. The other 3 will have to set up time with Cary or me to finish off the skills section of the task book.
 - Also, I took a class on staffing the fire station--A Data-Driven Approach to Recruiting Millennials.
 - I want to give a big thanks to Aedan, Angelo, Chris, Justin and Levi for helping Cary and me out during the week of September 21 through September 25. Some of them helped me with the building clean-up upstairs while the others helped Cary with building the props for the Firefighter 1 and Firefighter 2 live burn.
- **Student Resident Volunteers**- We interviewed 3 applicants for the RV positions. They all did very well in the interview and Chief's interview. We brought all three on board, so we now have two full-time students and one part-time student.

Activity Report – 235 calls as of September 30.

OLD BUSINESS:

Progress on Water Well: See Chief's report above.

NEW BUSINESS:

Consideration of Resolution No. 2020-07 – As part of the Seismic Retrofit Project that was just completed at the station, the District was allowed to be reimbursed (from Seismic Grant Funds) for District-incurred expenses for the pre-engineering study of the project and all legal expenses. The amount received from the grant was \$12,227.83 This resolution recognizes receipt of this unanticipated revenue and appropriates it to the 3085 Professional Services line item of the budget (where the items were originally expensed).

Action: Meyer moved to approve Resolution No. 2020-07 (Appropriating Unanticipated Revenue to the General Fund from the Seismic Retrofit Grant) as presented. Strombeck seconded the motion and it passed unanimously (5-0).

Consideration of Resolution No. 2020-08 – Resolution No. 2020-07 above appropriated the unanticipated revenue to the 3085 Professional Services line item as this is where the items were originally expensed and, for accounting purposes, is the correct way to appropriate the funds. However, the District needs funds to drill a new water well on the property, and this was an unknown expense at the time the 2020-21 budget was prepared. Oregon Budget Law allows transfers of appropriations within a fund when authorized by a resolution, and that is what this resolution does. It transfers the \$12,227.83 from the 3085 Professional Services line item to the 4001 Building Grounds & Additions line item, so these funds can be used to help fund the new well.

Action: Richards moved to approve Resolution No. 2020-08 (Transferring Appropriations within the General Fund) as presented. Riley seconded the motion and it passed unanimously (5-0).

Consideration of Resolution No. 2020-09 – As the Seismic Retrofit project has been completed, there is no longer a need for a Seismic Grant Fund. ORS 294.353 allows for the elimination of an unnecessary fund when the necessity for maintaining that fund has ceased to exist and allows that any balance remaining in the fund may be transferred to the General Fund if approved by resolution. This resolution eliminates the Seismic Grant Fund and transfers the \$3.85 balance to the General Fund.

Action: Strombeck moved to approve Resolution No. 2020-09 (Authorizing Elimination of Seismic Grant Fund and Transferring Balance to the General Fund) as presented. The motion was seconded by Meyer and it passed unanimously (5-0).

Potential Early Payment of Earned Conflag Wages to Appropriate Staff – The Chief shared that both BC Chapin and he serve on conflags this summer/fall—Chapin on a California conflag and the Chief on two Oregon conflags. District Policy No. 427 (Conflagrations) stipulates that when staff (not volunteers) serve on conflags, they receive their regular paychecks during this time period (for which the District is reimbursed with conflag funds), but they do not receive their overtime pay until such reimbursement is received by the District from the State (or the out-of-state entity). In-state reimbursement usually occurs within 3 months of the conflag, but out-of-state reimbursement can sometimes take up to a year. Last year, when staff served on conflags, the Board okayed half payment of earned conflag overtime pay within a couple months of the hours earned and the other half payment a couple of months later. The Chief asked the Board whether they wish to stay with the conflag policy as written or pay the individual staff members early for some of the overtime pay earned, as the Board did last year.

Discussion by the Board centered around balancing what is fair to the employees (earning thousands of dollars but not being paid for the work for 3-12 months) against maintaining a strong District budgetary position before property taxes are received. The District receives full reimbursement for all the employees' regular and overtime pay earned during a conflag, so this is not the issue—it's just that the reimbursement isn't received for an extensive period of time. The Board agreed that the District Conflag Policy should be the standard; any exceptions should be on a case-by-case basis considering our budgetary position at the time.

Could our current budget handle partial payments at this time for the conflag pay under consideration? The answer was yes.

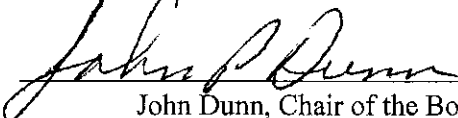
Action: Riley moved to immediately pay BC Chapin and Chief Wooldridge half their earned overtime hours for the conflags on which they served this fall/summer—payment of the remainder of their overtime hours would be decided at a later date after property taxes are received in November, final expenses on the new well are known, and whether some of the conflag reimbursement money has been received. Richards seconded the motion and it passed unanimously (5-0).

November Board Meeting Date Changed – The November Board meeting date was changed from Wednesday, November 11 (Veterans Day) to Tuesday, November 10, 2020, 7:00 p.m.

Chair Dunn adjourned the meeting into Executive Session per ORS 192.660(2)(i) at 7:50 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn, Chair of the Board

11-10-2020

Date