

**Tangent Rural Fire District  
Board of Directors Meeting  
Minutes  
January 13, 2021**

**Board Members Present:** John Dunn, Bruce Riley, Paul Strombeck, Chris Meyer, Scott Richards  
**Staff Present:** Chief Wooldridge, BC Chapin, OA Duckworth  
**Staff Absent:** AC Vonasek  
**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, December 9, 2020**

**Action:** Meyer moved to approve the minutes of December 9 as presented. Riley seconded the motion and it passed 5-0.

**Financial Report – December 2020**

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

**II. STANDING REPORTS:**

**Volunteers Association** – The Chief reported in Assn. President Walters’ absence. He shared that the Assn. had received \$11,000 from numerous local businesses to replace funds lost from not hosting their annual fund-raising pancake breakfast (had to cancel because of COVID). The Assn. is very grateful for the community response, 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 station projects. Kudos to Volunteer Becki Vonasek for all her letter writing and thank you notes for this endeavor.

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

- **COVID-19:** We are continuing our current status, as advised by SDAO, and having distance drilling as we can. However, as we receive our vaccines, we will be moving to drilling in person with 3 smaller groups and keeping them separated. We will also continue to be COVID tested the first Tuesday of each month through the month of March. We received our first vaccines last night and 81% of the volunteers/staff participated—only 4 persons did not. The Board is eligible for the vaccine if there are partial vials of the vaccine remaining after all first responders receive theirs;

unfortunately, there were no extras last night. The CARES ACT monies were completely exhausted prior to TFD getting our last reimbursement. I have applied for FEMA monies and am working through that process.

- **Well and Station Water Tank:** The well project is now done, it's pulling 400 gpm, and the hydrants are working. This has been an odd year for expenses because of the unexpected well project and additional COVID expenses to purchase supplies to meet State regulations.
- **Engine 71:** Engine 72 is back in service, so E-71 has been shipped out to Freebird as they finally received the parts needed for repair.
- **Oregon Powder Coating Fire:** We have not heard from the entities working this for a little while now. We are hoping that we were merely a point of information and that we have fulfilled our requests. I have not spoken to Chris Hunt for a few weeks and do not have an update on how his process has went.
- **Budget 2021:** We are beginning the process of budgeting for the upcoming year. We have had to be very cautious this year with our monies because of the unexpected Well Project and Engine 72 Pump, but it has paid off. We will look at forecasting for the next fiscal year with caution but optimism.
- **Christmas Ham & Gift Card:** The ham and gift card were well received. I think this was a great gesture from the district, especially as some have been financially impacted this year. Great ideas on both items from Karen and Chuck, and many thanks for all the help from everyone this past year. Though it was a challenging year, I think we can find successes mixed in.
- **Fire Defense Board:** I have been voted in as the Linn County Fire Defense Board Chief. The last year was finishing the term left vacant by Chiefs Bradner and Sletmoe. My current appointment is a 3-year term.
- **Corvallis Fire Department:** I assisted CFD in their search of a new Battalion Chief. The panel took place on Monday, January 11.
- **Education:** We have some budgeted monies for conferences and classes that will not be spent this year because of all the cancellations due to COVID, and I would like to open discussion on allotting some of those monies to college degree/fire department related classes. The Board asked how much the Chief wanted to spend for such education, and he thought \$1500 would be fair for this fiscal year (there is \$17,000 budgeted in conferences that won't be spent and another \$13,000 in the "classes" line item). The Board thought this sounded reasonable, but the classes must be in an area that is beneficial to the fire department. They also asked the Chief to investigate what our surrounding fire districts offer their employees in the way of educational benefits and plug something into the 2021-22 budget for this category that is in line with other districts/departments.
- **Duty Officer Assignments:** Volunteer Loel Trulove who serves as one of our weekend duty officers will be having some surgery and so will be out of commission for this type of work for a few months. Thus, staff (Wooldridge, Vonasek, and Chapin) will take turns covering the Saturday shifts and BC Sonne will cover Sundays.
- **Upcoming Events:**
  - January 1                      New Year's Day
  - January 18                     Martin Luther King Jr. Day

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

• **FIRE & EMS TRAINING** –

- **In-House** – With Linn County experiencing COVID Extreme Risk restrictions through January 14, training has once again been significantly reduced to small gatherings. We are trying to limit the exposure to small groups should a positive person come forward, and it minimizes the number of people impacted in our organization for the 14-day quarantine if it were to occur.
  - Vonasek and the Chief have identified 3-4 volunteers who are not in compliance with our training standards for a firefighter, so work plans are being created for those individuals. If they do not complete their work plans, they will be placed on “inactive” status and will not be able to respond to calls. We want to work with these individuals to bring them up to standards as they have been very valuable to the District.
- **Regional** – Not much has been offered throughout the state and the valley through the COVID restrictions. Some agencies are in great need of firefighters and are pushing the limits.
- **State** – Typically, the State offers a lot of training this time of year. Webinars have replaced a lot of annual training events and conferences. There is a stronger focus during COVID on EMS training as our EMTs and EMT-Is recertify this May. Folks tend to wait last minute to get their training caught up, but I feel confident everyone will get their CE hours in on time.
  - A state task committee made up of the OR Health Authority, State Fire Marshal's Office, and other state agencies have established criteria for in-state fire training, including operations in the fire service and the state. One area the task committee addressed was the recommendation to the number of people allowed during training. The number is dependent on the agency's needs. We have chosen to keep our groups to six or less including the lead instructor.
- **National** – The National Fire Academy has been offering a limited schedule of classes so far. I, for one, am hoping to attend the academy again this year, and Brice Walters had to cancel last year. The next application period starts April 15, 2021 with courses starting October 2021.

• **HEALTH & SAFETY** –

- **Safety Committee** – New monthly meeting schedule for the Safety Committee. They are to meet at 6:30 PM on the first Tuesday of each month just before drill. I have asked the Safety Committee to establish some safety goals for 2021 to perhaps give them focus.
- **Policies** – OR-OSHA Temporary Rule on COVID-19 has been presented through Target Solutions with 92% completion among the volunteers and staff (everyone who is a responder).
  - Policies related to COVID-19 and its training is available to members through Target Solutions. A COVID-19 Quick Guide was put online and anyone who has a question about COVID-19 in the absence of staff now has a quick reference point to go to.
  - PPE – I will be amending the Tangent FPD, PPE Policy to reflect the term of service for our firefighter structural personal protective gear out two additional years for a total of 12-years. Current NFPA 1851 standard places the lifespan of firefighter bunker gear at 10 years. I have spoken with the Chief, and due to TFD's low call volume and garment exposure to high toxicity levels from by-products of combustion, this will not put our people at risk. In addition, we will be using Safety Clean Northwest in Milwaukie, OR to do all of the

structural PPE repairs, as they are NFPA 1851 certified for inspecting, modifying, and repairing. We will continue with inspecting all our PPE 2x annually.

- **COMMUNITY OUTREACH** –

- **Tangent Fire District Website** – Not much to report, but our website continues to stay very active with visitors. As a side note, there have been a lot of social media users using our Facebook Acct to transfer to our Webpage.
- I visited with B/C Chapin about building a Fire Prevention page to place on our website and brainstorming some ideas of what that might look like.

**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-** Chief and I met with Judy at TIP on some sprinkler issues and looked at the building sprinkler system, which is aging and will require many head replacements. I have been researching the codes, and Chief and I have reached out to others for their take on the interpretation of the codes. I did a preliminary inspection of the Cascadia Equine clinic. The Cascadia Clinic is being built in a two-part phase. They will be adding a second building soon to accommodate smaller animals as well. For their building, I am researching code requirements for alarm systems.
  - I completed the final 4 hours code amendment class online.
  - I have worked with Jonathan Jones from OSFM on some of the inspections. While Tangent Fire isn't an enforcement agency, OSFM is, and they can help to ensure that recommendations made to businesses are completed.
- **Vehicle Maintenance-** Engines are still being scheduled for their annual PMs. Next is Engine 71, which we already know needs repair of its foam system, and Engine 73. Engine 72 is back in service as of 12/31/2020; final cost for Engine 72 is \$14,811.55, which includes the pump test and PM. Tender 71 needed two new batteries; but overall, both tenders are in good condition.
- **Volunteers-** Due to family circumstances, we lost one of the new volunteers (Cailie).
- **Resident Students Volunteers-** RVs have completed 12 hours of additional training. This included fire attack search and rescue, salvage and overhaul and water supply. In addition to these hours, I spent an additional 12 to 16 hours training Parker, Knightin, and Austin to bring them up to NFPA 1403 standards so they can respond within our district as firefighters. Aedan, this past month, was able to finish his Firefighter 2 and Apparatus Operator taskbooks.

**Activity Report** – 324 calls for 2020.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**Consideration of Approval for Purchase of Extrication Tools at NPPGov Pricing** – The District wishes to purchase a new set of Holmatro extrication tools from Fire Rescue Equipment NW in the amount of \$31,626.90. This item was included in our current 2020-21 budget as a \$35,000 appropriation from the

Equipment Reserve Fund. This purchase price is at NPPGov (National Purchasing Partners Government) pricing, which negates the need for obtaining other price quotes. And, also, the purchase is a sole source procurement as Fire Rescue Equipment NW is the sole provider of Holmatro rescue equipment for our region. It is important for the District to purchase the Holmatro brand of tools as they will then match the other set of extrication tools we currently have, and they are also compatible with those used by our auto-aid agencies surrounding our District.

**Action:** Meyer moved to approve the purchase of a new set of Holmatro extrication tools from Fire Rescue Equipment NW in the amount of \$31,626.90 as the purchase is already appropriated in the current budget, the purchase is at government pricing, the vendor is the sole source of Holmatro tools in our region, and efficient utilization of existing goods requires the acquisition of compatible equipment. The motion was seconded by Strombeck and it passed unanimously (5-0).

**Consideration of Resolution No. 2021-01 (Recognizing and Appropriating Unanticipated LOSAP**

**Forfeited Funds)** – The District recently received a check in the amount of \$1,120.87 from the OFDDA LOSAP Trust for forfeited LOSAP funds from the accounts of individuals who have left our District and were not vested in the LOSAP program at their time of leaving. We periodically receive these checks, and the District has a plan in place for equitable distribution of such funds---the funds are to be shared equitably with current TRFPD LOSAP participants who were participating in the program at the time the forfeited funds accumulated. This resolution recognizes the unanticipated revenue and appropriates it accordingly.

**Action:** Riley moved to approve Resolution No. 2021-01 as submitted, recognizing and appropriating the unanticipated revenue as follows:

<b><u>Fund</u></b>	<b><u>Revenue Account</u></b>	<b><u>Amount</u></b>
General Fund	1007 Miscellaneous Income	\$1,120.87

<b><u>Fund</u></b>	<b><u>Appropriation</u></b>	<b><u>Amount</u></b>
General Fund	3130 Volunteer Expenses	\$1,120.87

The motion was seconded by Strombeck and it passed unanimously (5-0).

**Appointment of 2021-22 FY Budget Officer –**

**Action:** Meyer moved to appoint Fire Chief Larry Wooldridge at the Budget Officer for the Tangent Rural Fire District 2021-22 FY Budget. The motion was seconded by Richards and it passed unanimously (5-0).

**Approval of 2021-22 FY Budget Timeline –**

**Action:** Meyer moved to approve the 2021-22 FY Budget Timeline as presented with the full Budget Committee Meeting scheduled for May 3, 2021. The motion was seconded by Riley and it passed unanimously (5-0).

**GOOD OF THE ORDER:**

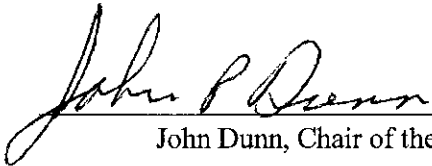
There is still time to register for the SDAO Virtual Conference to be held in February.

Chair Dunn then adjourned the meeting into Executive Session at 7:55 p.m. per ORS 192.660(2)(i) to conduct the annual performance review of Chief Wooldridge.

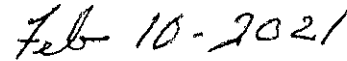
Minutes submitted by Karen Duckworth  
Office Administrator

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APPROVED BY:

  
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John Dunn, Chair of the Board

  
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Date