

**Board of Directors
Regular Board Meeting
Minutes – March 13, 2019**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Bruce Riley, Chris Meyer
Staff Present: Chief Wooldridge; AC Vonasek, Capt. Chapin, OA Duckworth
Others Present: Volunteer Assn. VP Jakeman, Grant Administrator Casebolt

Chair Dunn called the meeting to order at 7:00 p.m. following a badge-pinning ceremony for Chuck Chapin who was promoted from Staff Captain to Staff Battalion Chief.

- I. **CITIZEN COMMENTS: None.**

- II. **JOINT PUBLIC HEARING OF BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD REGARDING USE OF A REQUEST FOR PROPOSAL (RFP) SOLICITATION FOR A CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR CONSTRUCTION OF THE DISTRICT'S STATION #71 SEISMIC RETROFIT PROJECT.**

Chair Dunn opened the joint public hearing and Grant Administrator Casebolt stated that this alternative method of RFP and CM/GC provides the District the option to execute a single contract with one entity to provide construction management and general contractor services; also, then the CM/GC can be involved during the design process and ensure a design that fosters smooth and cost-effective construction. It also protects us from accepting low bidder.

The District Board then requested the exemption and submitted supporting findings for such an exemption (through Resolution No. 2019-04 including Exhibit A) and the District Board, sitting as the LCRB, considered the findings. There were no public comments and the Chair closed the public hearing.

Action: Board Member Meyer then moved to approve joint Resolution No. 2019-04 (Exempting the Station #71 Seismic Retrofit Project from Competitive Bidding Requirements and Directing the Use of an RFP and CM/GC Alternative Contracting Methods). The motion was seconded by Riley and passed with all members voting in the affirmative and both Boards signing the resolution.

Casebolt added that the RFP has already gone out (the attorney said this could happen concurrently with the public hearing process), and that three construction firms have already expressed a definite interest in bidding the project. The Board should be able to award the bid at the April Board meeting. The soil testing was completed and the results should be in tomorrow—there didn't appear to be any issues.

At this point, Casebolt proceeded with updates on the AFG and SPIRE grants. The equipment for the AFG grant project (exhaust hose vehicle exhaust system for six apparatus in the main bay) is to arrive in two days and the contractor will then schedule a time to begin work. The SPIRE grant for a new generator is not really a possibility for us as they will only fund portable generators. Staff is still exploring the cheapest way

to convert our current generator to propane and get the wiring/transfer switch work done so that it can support the entire station in an emergency.

III. APPROVAL OF:

Minutes – Regular Meeting, February 13, 2019.

Action: Richards moved to approve the minutes as submitted; Meyer seconded the motion and it passed unanimously (5-0).

Financial Report – February 2019 – Riley asked about the overexpenditure of Line Item 3007 (Incident View). Vonasek explained that a couple of years ago we moved away from Incident View as it wasn't meeting our needs; however, they have now gone to a web-based system and we will be able to make use of its administrative advantages, so we are moving back in that direction.

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

IV. STANDING REPORTS:

Volunteers Association – VP Jakeman shared that the Assn. had been contacted by a local church who participates in the Neighborhood Watch Program. They asked to use the sign posts that the Assn. uses for its pancake breakfast banner for a Neighborhood Watch banner. However, we don't own those posts (cables); they would have to contact ODOT or whoever owns them. Then there was a short discussion on funding a banner for the group—maybe Van Dykes Signmakers would donate one or possibly several groups could pool their funds, such as LCSO, TRFPD Board, TRFPD Volunteers Assn., etc. The Assn. will do more research.

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

- **Budget:** We have completed the first go through of the budget. Karen and I will attend a budget audit class the 20th of this month.
- **Personnel:** I continue to meet and visit with volunteers as often as I can. We are progressing with training opportunities for our volunteers and morale seems to be up amongst all. We are developing plans to better capture the necessary steps that our firefighters need to follow to progress with their certifications.
- **Medic 71:** I have met with DC Romey and DC Sipe about moving the Medic 71 computer out of Chuck's office. I also solicited feedback from all Medic 71 crew members and have identified a few different potential areas for the computer. We are looking into putting the computer either in the

Medic 71 crew area or in a room upstairs that could be identified for the crew if someone needed to stay the night also.

- **Dispatch/IT:** I have been meeting and conversing with Micah to better understand our fees for service from LCSO. We are charged a fee based on the number of calls we are dispatched to each year. Last year our records show 401 calls, LCSO showed 435 calls for service. There is now a mechanism in place that will allow for proofing each month's calls to have a more accurate record and in the end a more accurate bill. This is important because we get billed \$40/call. Our records were (3) off when compared to theirs at the end of February; those have been accounted for and/or corrected on their end.
- **Staff Vehicles:** Final numbers for the staff vehicles are all compiled. Jim Burke and I worked diligently to get the best prices and cut expenditures as much as we could. Both vehicles are Dodge products and come with a V-6 engine. The Ram 1500 comes in a Flame Red, but the Durango is an Octane Red, which is an odd maroon color. I would recommend either Grey or Black to better blend in with our existing color scheme. The Ram 1500 comes with a spray-in bedliner and we can add the bed slide later. Both vehicles will have adequate emergency lighting and decals.
- **Staff BC Position:** The job description is complete and ready for review. As I noted at the last board meeting, Chuck was working out of class with many of his duties already, thus cleaning up the Staff Captain job description with some additions and clarifications were the main focus. I have removed the SRV program from the Asst. Chief's position altogether, as Chuck was already doing their day-to-day supervision and added it to the BC position. The BC will also coordinate the volunteer recruitment and retention program.
- **Funding EMT-Intermediate Classes:** The Chief has had an inquiry from a current volunteer about whether the District provides funding for an EMT-Intermediate course (about \$2,000). As the District doesn't provide EMS response at the intermediate level (IVs and administering more advanced drugs), we probably can't justify paying for this training. We have paramedics with that training staffed on M-71 at our station and Albany Fire paramedics are only 4-5 minutes away, so TRFPD has decided to concentrate on EMS basic response at this time. The Board concurred that the District should not pay for this level of training at this time.
- **SDIS Board Practices Assessment:** This is a 90-minute Board/Staff self-assessment of our District's best practices administered by SDIS personnel. They come to a Board meeting to ask the questions, and the findings are just to help us see where we are strong and where we need some improvement. Participating gives us an extra 4% discount on our property/liability insurance premium. The Board previously agreed to this assessment, and the Chief scheduled it for the Board's August 14 regular meeting.
- **Upcoming Events:**
 - **March 20** **Budget Audit Class**
 - **April 15 – 17** **OSFM IMT Conference**
 - **April 24** **Full Budget Committee Meeting – 7:00 p.m.**
 - **April 30 – May 3** **OFCA Conference (5 staff and Board members will attend)**

Asst. Chief/Training Officer's Report - (No written report; oral report presented at the Board meeting.)

- AC Vonasek has become the newly elected President of LBFTC (Linn Benton Fire Training Council) upon resignation of their prior President. This is a very important group to him as it consists of all the fire training officers from Linn and Benton counties who regularly gather to discuss trends and issues in fire service training. Serving in this capacity will take extra time for him, but the Chief totally supports his participation as the President.
- OSHA is making the rounds to Fire Districts/Departments. Recently, they have conducted audits of Polk County, Corvallis, and Adair, and the focus this year seems to be on SCBAs. Vonasek is working on an addendum to our Exposure Control policy to address how we deal with potential CDEF cleanup. He has also been consulting with Jason Jantzi from SDAO on how to prepare us for the audit; we are trying to schedule a courtesy audit so we can learn of any deficiencies before the formal audit occurs.
- Staff is working with the volunteers on their certifications. This will be the year for EMT and EMT-I recerts. Target Solutions has been a big help in assisting our volunteers with training, and it looks as though we will be able to have 100% recertifications by the deadline date.
- A live burn practice in our training complex has been scheduled for March 26.

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

- Fire inspections have been continuing with business owners. Pre-fire plans have been continuing as well. One of the student residents has been assisting with some pre-plans, and volunteer Mowery has also expressed an interest in learning about this area of the fire service. I have been working with the city on our neighbors to the west for code compliance.
- In addition to assisting w/regular Tuesday night trainings, I also assisted with the Pumper Operator class held during the last part of February and first part of March; and I also attended a four-day class (L-0049 ICS train the trainer).
- The last two vehicles went through their annual inspections. One of them has been repaired and the other is being scheduled for repair.
- We brought on one new volunteer who lives within Tangent. He comes with prior experience from Toledo Fire District and has a strong background in wildland.
- And, I've been working on getting quotes for door replacements and exit signs for the main building.

Activity Report – Call volume is up this year; 68 calls as of the end of February, which is 23 calls more than last year at the same time.

V. **OLD BUSINESS:**

Grant Updates – These updates were given at the beginning of the meeting.

Staff Vehicle Purchases Update – In continued discussion from last month's Board meeting, the Chief presented the Board with state pricing for several different models/styles of pickups and SUV options for two new staff vehicles (see pricing comparisons in the full agenda packet). State pricing is the same with any

dealership for identical makes/models. His recommendation was to purchase a new Dodge Durango SXT AWD from the Ron Tonkin dealership in Milwaukie, Oregon, and a new Ram 1500 Crew cab 4x4 Pickup from Wilson Motors in Corvallis as these two models would best serve our needs while also being moderately priced. Our District apparatus color theme is black over red; the pickup comes in flame red and we would have the top painted black. The Durango, however, does not come in a bright red, so the Chief recommended a black one to match our other rigs.

Each rig needs to be outfitted with emergency lighting, radios, and decals, and the pickup needs a canopy and bed slide (but the slide could be added later). While we have always had our emergency lighting done by Wireworks in Salem, the Chief did get another quote from BME out of Boise (as they heard about our purchases and asked to bid on lighting/wiring). Comparison pricing on this part of the package is included with the pricing sheet given to the Board. BME's bid did provide some extra lighting not included in the Wireworks' bid that would be nice to have but not necessary. The Board thought it would be better to deal with a local vendor because of warranty and possible follow-up work as well as keeping the money more local. However, the Board asked the Chief to check with Wireworks to see if they could match the better lighting proposed by BME.

Action: Meyer moved to approve District purchase of one (1) Dodge Durango SXT AWD (color black) from Ron Tonkin in Milwaukie, Oregon, (at state pricing) and one (1) Ram 1500 Crew cab 4x4 (color flame red) Pickup from Wilson Motors in Corvallis, (at state pricing) as well as all the extras needed (decals, paint, emergency lighting/wiring, radios, canopy, and bed slide) to outfit the rigs for emergency response at a total price not to exceed \$74,000. The motion was seconded by Richards and it passed unanimously (5-0).

Job Description for Battalion Chief Position – Chief Wooldridge explained that he created the Staff Battalion Chief job description by upgrading the Staff Captain job description. He added several new duties—full supervision of the SRVs, development of working relations with the City of Tangent, coordination of the volunteer recruitment and retention program, and budget responsibility for all wildland equipment and PPE. Also added were some minimum and preferred qualifications for the job, including Fire Instructor I and completion of Fire and Life Safety Awareness I & II and completion of Fire Department Company Inspector.

Action: As the Board approves all new and revised job descriptions, Riley moved to approve the Staff Battalion Chief job description as submitted with all the color-coded changes. The motion was seconded by Richards and it passed unanimously (5-0).

2019-20 Budget –

Appointment of Budget Committee Members – The 3-year terms of Committee members Bob Bilyeu and Matthew Grill expired as of June 30, 2018. Both have agreed to serve another 3-year term. The terms of the other current committee members—Travis Boshart, Brian Becker, and Stan Lathrom—do not expire until June 30, 2019.

Action: Meyer moved to appoint Bob Bilyeu and Matthew Grill to another 3-year term on the TRFPD Budget Committee, such term to expire on June 30, 2021. The motion was seconded by Richards and it passed unanimously (5-0).

Discussion on Staff Salaries for 2019-20 Budget – The Board was presented with comparative administrative staff COLAS from surrounding fire districts for the 2018-19 year and proposed admin. staff COLAs for their 2019-20 proposed budgets. The Board also considered the CPI Western Region index of 3.1% for 2018 and the health insurance premium increase of 5% (going with a new carrier to keep this increase to the minimum). While the PERS biennium rate for 2019-20 is increasing from 33.15% to 37.66%, this is beyond the District’s control—the rates are set by the Legislature. Board comments centered around wanting to keep our staff salaries competitive for Districts our size as long as our revenue continues to increase.

Action: After considering all the presented material, Richards moved to award TRFPD staff a 3% COLA for the 2019-20 fiscal year. Meyer seconded the motion and it passed unanimously (5-0).

VI. **NEW BUSINESS:** None.

VII. **GOOD OF THE ORDER:**

Dusty Samard’s Passing – Dusty served TRFPD as either a volunteer or Board member for 17 years. Upon his passing, his family graciously asked that remembrances for Dusty be given to Tangent Fire District. We have received several as of this date, and a short discussion ensued as to how the District could best use this money. Staff will do some research as to laying a Dusty Samard marble memorial plaque at the base of our flag pole with the names of those deceased individuals who made a significant contribution (based on a set of criteria) to the Fire District during their lifetimes.

Chair Dunn adjourned the meeting at 8:47 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn Vice Chair of the Board

4-10-2019
Date