

Board of Directors
Regular Board Meeting Minutes
April 2020

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

Chair Dunn called the meeting to order at 7:00 p.m. Board members Dunn and Strombeck called in to the meeting from their homes and were able to hear and participate in all discussions and votes.

Action: Due to COVID-19 and social distancing , Meyer moved to suspend the Board's policy of only one board member at a time attending the meeting electronically and allow as many members to attend electronically as feel comfortable doing so. The motion was seconded by Richards and, upon vote, passed unanimously (5-0)

I. APPROVAL OF:

Minutes – Regular Meeting, March 11, 2020

Action: Meyer moved to approve the minutes of the March 11 meeting as presented. It was seconded by Riley and approved unanimously (5-0).

Financial Report – March 2020

Duckworth announced that the LGIP interest rate had recently dropped from 2.0% to 1.75%.

Action: Riley moved to approve the March report as submitted; Richards seconded the motion and it was approved unanimously (5-0).

II. 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. The North side of the station is done minus exterior paint. TFD, Ausland and Mackenzie continue to meet every Thursday to discuss the project. I have been added to their Procore site which has progression of the project on it. We have chosen an exterior paint color; the timing will now be weather dependent and the cost to

TFD shouldn't come out of pocket. We are beginning to wrap up the admin/south side of the building. All the concrete has been poured, and they will move forward with tile replacement soon. This is a very small area in the back hallway by Cary and Karen's offices and on into the classroom. We hope to have Karen back in her office by the end of April, and the reroofing should start next week. New roll-up doors are 4-6 weeks out. We do have some disputes on charges that are being reviewed with our attorney. The contractor is still holding with a substantial completion date of June 4.

- **Medic 71:** Program was officially done as of April 1, 2020. Lebanon Fire will be continuing the program from their station, but Albany Fire is undecided.
- **Linn County:** See COVID-19 report.
- **Surplus Vehicles:** Contract is in place with GovDeals and Cary has the Journey and Brush 72 listed. We've received one bid for \$2500 on the Journey and several interest calls on B-72 from people who are not fire related. We have placed minimum bids on both, but can change those as needed.
- **EF Recovery:** Completed a webinar training and discussed in the Officers' Meeting. We should begin to see a more consistent return on billing moving forward.
- **Medical Director:** No new information at this time.
- **Budget:** Budget is complete and ready for review. As I look forward to the current state of the world, we will be cautious. We will not know the full impact of the pandemic to our revenues until the end of the year.
- **COVID-19:** This has shaken and affected everyone in our organization, our town, our county, and this state. The reaches are obviously worldwide. My duties as County Chief are an immense addition during this crisis. Distribution of PPE has been very time-consuming. As I write this, we sit pretty well as a county, and I see other counties begin to see the stresses we did a few weeks ago. This gives me a false sense of security and a fear of complacency amongst all. We will need to stay diligent moving forward as a department and as a county emergency response system. We have measures in place at Tangent Fire to ensure (or at least for as long as possible) that we have business continuity and can continue serving our district. Looking long term . . . June or July . . . we must now consider how to keep our forces engaged and active. We have seen a decrease in response for respiratory calls. And volunteers can soon become detached from the department without the physical weekly drills, even though we have provided online activities. We do have several volunteers who will participate in the Albany Porch Parade on Friday and maybe we could plan the same for our community; if we do, we will put out information on our website and Facebook. The dynamics and longevity of the crisis change almost daily, and I will continue to monitor and make changes to position us for success.
- **Upcoming Events:**
 - **April 1** **April Fool's Day**
 - **April 12** **Easter**
 - **April 22** **Administrative Professionals Day/Earth 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.)

- **Suppression Training**
 - **TFD In-House Training** – All regular Tuesday drills are suspended at this time. Small group sessions, 3-5 persons, are being held as requested or to meet prerequisite needs. To assist volunteers in maintaining their LOSAP points, TFD will be utilizing Target Solutions & Vimeo for personnel training.
 - **Regional** – Linn-Benton Fire Training Council, along with South Willamette (Marion & Polk) & Mid-Willamette (Lane) Training Assns. have suspended all regional training until early May.
 - **State** – The DPSST campus has been closed to the general public and staff can be reached by phone or e-mail. Some of the outreach training is still being done at various locations, but with very minimum groups of participants.
 - **National Fire Academy** – All on-campus training suspended until May 10.
- **EMS Training** – Ongoing is keeping our EMS personnel aware of any specific PPE changes made for our protection to help counter the continuing COVID-19 threat. All N-95s and purifying respirators must be fit-tested. Currently we have 130 N-95s + 110 backstock, which allows us to have two responders enter the home of the patient. The protocol on N-95s is that each person has his/her own and uses it until it is soiled. We also have 5 purifying respirators and have had 4-5 more donated from local businesses. We need more goggles, however.

The procurement process to purchase Extrication equipment has reached a few bumps with the COVID-19 event, but is still slowly moving forward. The expected purchase date of May 1 may get pushed out a little.

- **Health and Safety** – Postponed for a couple of months until COVID-19 stabilizes. Beginning the review of our Respiratory Protection program and looking ahead to evaluating self-contained breathing apparatus (SCBA) for replacement in the 21-22 fiscal year.
- **Safety Committee** – Meeting was held on April 7. The Committee may modify its typical meeting per social-gathering recommendations.
- **Tangent Fire District Website** – The website appears to have developed a consistent following. Coronavirus information was recently added to the site through the WHO, CDC, and OHS websites, and is now our No. 3 accessed page.

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**- Due to COVID-19, I have stopped unnecessary fire inspections. For the month of March, I reinspected Barenbrug and Automotive Paint Specialists. We received one complaint on L&M for combustibles too close to the property line, and from this we developed a new process for complaints. L&M will be installing a 15-20' sound barrier berm to replace the hay bales there now.
- **Fire Prevention**- Completed a webinar on the new upcoming incident view for pre-fire plans. A significant amount of time was put into upgrading our COVID-19 kits and attending COVID webinars.

After the structure fire on 03/14/20 at Montgomery Farms, we identified some areas that needed to be improved for fire investigations. Hence, two forms were created for on-scene personnel to complete after the fire—one is a written form and the other is a computer fill-in form.

- **Vehicle Maintenance-** E-73 is currently in the shop for a transmission light check and a potential water in oil problem.
- **Building Maintenance-** Nothing to report.
- **Volunteers-** We have received 6 volunteer applications; however, due to COVID-19, we have decided to suspend the process at this time. All applicants have been notified and understand.
- **Resident Student Volunteers** – For the month of March, the students have completed 9 hours of training in addition to regular training events. This included 3.5 hours of driving course, 1.5 hours of rescue tools, 2 hours of search and rescue and calling a MAY DAY, and 2 hours of car fires.

Activity Report – a total of 67 calls so far for 2020; very slow year.

III. OLD BUSINESS:

2020-21 Proposed Budget – This was just a preliminary review of the proposed budget that will be presented to the full Budget Committee at their meeting on April 22. No actions were taken and no directions were received from the Board as this cannot be done until the full Budget Committee meets. Staff just shared where and why they had made changes from the current year's budget. As this was only a cursory presentation, detailed notes on individual budget line item changes will be provided in the Budget Committee Meeting Minutes after April 22.

IV. NEW BUSINESS:

LOSAP (Length of Service Awards Program) Distributions for 2019 – The Chief shared with the Board that four volunteers met the qualifications of the program for 2019 to have contributions made to their LOSAP retirement accounts.

Consideration of Resolution No. 2020-01 (Recognizing and Appropriating Unexpected Revenue) – Tangent Fire purchased new turnout racks to replace those destroyed during the Seismic Retrofit project. This purchase was approved by the Seismic Grant coordinator and auditor of Business Oregon as a reimbursable expense to the District. The District has now received reimbursement from the Grant for this expense, and this resolution just recognizes that income and appropriates it to the line item from which the original purchase was expensed.

Action: Meyer moved to approve Resolution No. 2020-01 as submitted. The motion was seconded by Richards and it passed unanimously (5-0).

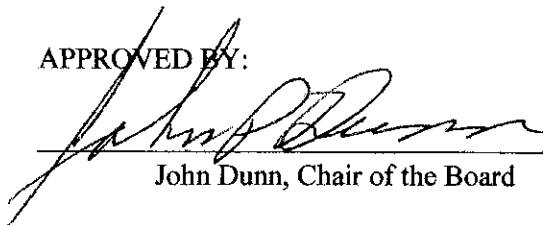
V. GOOD OF THE ORDER:

Upcoming Budget Committee Meeting – The Budget Committee meeting on April 22 will be held via Zoom Video Conferencing. The Board members will attend from their homes, and the citizen members will attend in person (unless they feel uncomfortable doing so) so they can have direct access to staff members to ask questions.

Chair Dunn adjourned the meeting at 8:30 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn, Chair of the Board

5-13-2020

Date