

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
June 9, 2021**

Board Members Present: John Dunn, Paul Strombeck, Chris Meyer, Scott Richards, Bruce Riley
Staff Present: Chief Wooldridge, BC Chapin, OA Duckworth, New OA Conrad
Staff Absent: AC Vonasek
Others Absent: Volunteer Assn. President Walters

Re-elected Board Members (from the May 18, 2021, election) Richards, Meyer, and Dunn were officially sworn into office for their 4-year terms (FY 2021-25) by Fire Chief Larry Wooldridge during a reception in their honor immediately prior to the start of the official Board meeting.

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

I. PUBLIC HEARING TO ADOPT FY 2021-22 BUDGET (Resolution No. 2021-05): Chair Dunn opened the public hearing to receive public comment, but no citizens were present. Neither did the Board have any further comments after the Budget Committee meeting held in May. Dunn then closed the public hearing and the following motion ensued:

Action: Richards moved to approve Resolution No. 2021-05 (Officially Adopting the FY 2021-22 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 \$1,738,890, which includes \$1,199,500 for all appropriations for all funds and \$539,390 for unappropriated ending balance and monies reserved for future expenditures; AND he further moved to impose a \$2.5739/\$1,000 tax rate upon the assessed value of all taxable property within the District. Riley seconded the motion, and, upon vote, it passed unanimously (5-0).

II. APPROVAL OF:

Minutes – Budget Committee Meeting – May 3, 2021 – It was announced that Laurie Henriksen, citizen member and Secretary of the Budget Committee, had previously reviewed and signed the minutes.

Action: Meyer moved to approve the minutes of May 3, 2021, as presented. Richards seconded the motion and it passed unanimously (5-0).

Minutes – Regular Board Meeting – May 12, 2021

Action: Meyer moved to approve the minutes of May 12, 2021, as presented. Strombeck seconded the motion and it passed unanimously. (5-0).

Financial Report – May 2021 – Duckworth reported that since all the outstanding conflag money has been received, the 2000 Personnel Services category of the current budget is now back in line and within authorized appropriations. And while a few line items within M&S and Capital Outlay have exceeded their individual appropriations, others are way under, so those two categories are also within budget.

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

III. **STANDING REPORTS:**

Volunteers Association – Assn. President Walters was not present at the meeting but had forwarded to staff that he had nothing new to report.

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

- **COVID-19:** Following OR-OSHA guidelines, we are now allowing those that have provided proof of vaccination to operate, move about and return to a more pre-covid way of life here at the fire station. We no longer have to wear masks, and we will soon be unlocking the front door to the public. I think with everyone's hard work and dedication to getting through this event, we can finally start to see the light at the end of the tunnel. Thanks goes out to Cary for all his hard work during the last year to keep us safe and OSHA ready should we have been inspected (we understand they currently are at Corvallis Fire). Chuck and the students have done a great job of keeping the station and apparatus clean and disinfected throughout the last year also. Great job by all.
- **Weekend Duty Officer:** Staff is still scheduled to work 7-day rotations and the volunteer officers have been picking up ½ and full shifts when they can. I appreciate their help.
- **Officer Training:** We have been trying to bring in EF Recovery for training on completing MVC documentation on scene via the duty officer cell phone, but they have canceled their last two commitments with us. I asked Chris Hunt to work on some officer training for me; he put my ideas on paper, and we will begin some new training for the officers this summer. This will bring us in line with our neighboring departments. And I would really like to bring someone in to teach Blue Card.
- **Linn County Radio System:** We have support from local government representatives to fund this project, but we are waiting to hear if it will fit into the parameters set forth. We have given the go ahead to LCSO to sign a letter of intent to begin some finer detail exploration by CODAN into the project. There is no commitment from either LCSO or the fire chiefs at this time, but the fire chiefs are ready to go. The cost was originally thought to be about \$1.2 million, but it looks like it will be closer to \$1.5 million. Equitable distribution of those costs will be difficult for all parties involved.
- **Welcome New OA:** Our new office administrator Denny Conrad attended the meeting and was introduced to all Board and staff members. We are excited for her to begin her duties on June 14, and she will train with Karen until Karen's last day July 30.

- **Prepping for Fire Season:** I have been working with the fire chiefs and ODF to determine when we would enter into fire season, and it has been decided that it will be June 15; that will be the last day to burn. Dry and warmer weather has arrived early, and it looks to be a longer and warmer summer. We are also prepping our crews and apparatus to be wildland fire ready in our district and for conflagration response.
- **New Well Electrical Issue:** The Board asked if the electrical issue had been fixed with the new well so that we are getting the water output we need. The Chief explained that Aqua Pro had changed a part on the pump, so we are still pulling 450 gpm from the hydrant, but 325 gpm from the well to the tank. Our power panel for the station won't handle any more. So everything is working well now.
- **Update on Recent Fire at Commercial Property on Hwy. 99:** The Chief reported that this will be a legal issue--no further information at this time.
- **Upcoming Events:**
 - June 10 Blood Drive @ TFD
 - June 14 Flag Day
 - June 20 Father's Day

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

- **FIRE & EMS TRAINING** –
 - **In-House** – DPSST brought the Car Fire prop to Tangent on May 25 for drill. Good turnout by the volunteers, and everyone got multiple turns.
 - B/C Chapin will be leading the wildland FF refresher training occurring most of this month.
 - Life Flight heli-transport will be training our EMS personnel working around rotary blade aircraft and patient loading. Chief said there is an issue with using the local school grounds for a landing site, but they are working through this.
 - **Regional** – The Linn-Benton Fire Training Council, has voted their officers for the next two years. Div. Chief Shawn Morgon, Corvallis Fire, is taking over as President. Chancy Ferguson, Philomath F&R, Vice-President, and Sean Johnson, Halsey-Shedd RFPD as Treasurer.
 - I will be remaining as district liaison officer to DPSST for our region.
 - **State** – Until DPSST finds a replacement for the recently vacated Field Training representative, we will be served by John West, who has been with DPSST for almost 20 years.
 - The state has not announced opening up for training at the DPSST academy, but I expect to hear something soon.
 - **OR-EMS** – All EMTs completed their EMT recertifications in May, and we did not incur any late fees for late submitted recerts. June 2 staff offered up a BBQ for drill to express our appreciation for their hard work.
 - **National** – The National Fire Academy has opened up for applications for classes.
- **HEALTH & SAFETY** –
 - **Safety Committee** – The Safety Committee held a regular monthly meeting, and minutes are posted.
 - **Policies** – Various safety policies are in review.
 - **Respiratory Protection** -

- **SCBA Update** – The District will be retaining a grant writer for purchase of new SCBAs this next fiscal year. Grant should be approximately \$200,000, and the grant writer’s fee will be written into the grant.
 - Our current SCBAs were flow tested and serviced this past week.
- **EQUIPMENT UPDATE** –
 - **Equipment** – Bunker Gear – New turnouts (3 sets to be paid for this fiscal year and 4 sets to be paid for next fiscal year) have been ordered for a few people while the current gear is checked and inspected to NFPA 1971 standards. We will be using the services of NW Safety Clean in Milwaukie, OR, to perform the inspections and needed repairs on our safety garments.
- **COMMUNITY OUTREACH** –
 - **Tangent Fire District Website** – Is holding its own very well.
 - **Tangent Community Blood Drive** – Next Red Cross Blood Drive is June 10, 2021.

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 few re-inspections. I finished the site plan review for Meekins Design. Met with DLF Pickseed on their upcoming expansion project; they are looking at adding two new buildings—one with 20,000 sf and another with 40,000 sf.
- **Pre-Plans-** I have had several webinars on potential new pre-plan software companies. We currently use incident view, and they are a year to two years out on having everything migrated over. In reviewing different companies, we will be moving forward with Flow MSP; set-up time will be 2-4 weeks.
- **Vehicle Maintenance-** E-71 portable radios were rewired. They are all up and charging correctly now. The command truck had its oil changed.
- **Building Maintenance-** I had EC Electric and Riteway Electric out doing quotes for the generator project. Aqua pro was out and installed some flow restrictors on the well pump; this is to help with the power surge issue.
 - I worked several days on cleaning up the Warren building. This will be an ongoing project., and we will be sending some old, unusable items to OSU Surplus.
- **Volunteers-** I have a group of volunteers that are helping create a volunteer recruitment video.
 - Out-of-district volunteers’ hours were handed out at the Board meeting.
- **Resident Students Volunteers-** Haden has been officially checked off to operate all engines. We are working towards the tenders with him. He has also finished his Firefighter 2 Taskbook. The RVs spent approximately 12 additional hours of training last month.
- **Wildland-** 7 volunteers took the S-131 wildland class that I taught on May 15. On May 20 we found out that **we received the VFA Grant**. This grant is for wildland fire boots for the volunteers. The anticipated paperwork signing will be towards the end of June. It will be a 50/50 grant with the District responsible for about \$3,000.
- **Training-** I attended a three-day class on NFPA 1403 live fire instructor; we now have three District members certified for live fire instructor.

Activity Report – 123 calls through May 2021, eight more than last year at this time. We have assisted Corvallis Fire with a couple of fires recently, and we feel good that they are reaching out to us more. The Chief has noticed that our volunteers have been very good recently in responding to incident calls quickly. The Board asked if we could charge customers who call frequently for the same type of call. The Chief said we can't charge if the call is an emergency; we can if the call is something like a public assist, although we usually don't.

OLD BUSINESS:

Proposed Job Description for Asst. Training Officer (temporary, part-time, hourly-wage position) – At last month's meeting, the Chief presented the Board with an idea for creating a temporary, part-time position (about 5 hrs./month) to assist with specialized training (ex. pumper training). We have a number of new volunteers, and the current Training Officer's schedule doesn't always allow for everyone to be trained as the need occurs, especially when we have a number of new recruits who come on board simultaneously. This position could also provide other specialized training that the District doesn't have the expertise to offer. The Board asked the Chief to create a job description for the position and bring it back to the Board for discussion.

At tonight's meeting, the Chief presented such job description and shared that he wrote it so that this position would be qualified to not only offer needed specialized training, but also attend conflags and backfill administrative positions for those employees serving on other conflags. The cost of conflag backfill is totally reimbursed as part of the cost of providing manpower and apparatus. This would be an in-house recruitment.

In discussion, the Board asked and the Chief responded: 1) the position would begin July 1 and is only temporary through the end of 2021; 2) that it is a necessary position temporarily in order to provide everyone with the specialized training they need at this time; 3) that the pay would be \$20-\$30/hour; 4) the hours would be very limited (3-10 hours/month and the budget includes a line item for part-time employees); and 5) that the total cost would include PERS and employer payroll taxes. Riley also added that he knows specialized training can be very expensive and this would be a cost-effective solution for the District to be able to offer this to our volunteers.

Action: No formal action was taken; however, the Board was in total agreement that the Chief could move forward with this recruitment per the limitations listed in the paragraph above.

NEW BUSINESS: (Item Added to the Printed Agenda)

Consideration of Resolution No. 2021-07 (Appropriating Unanticipated Conflag Revenue) -- The Chief assisted with the California EMAC Glass Fire in October 2020 by taking a Sweet Home Fire rig down to the fire to assist with apparatus needs. While we weren't sure his time would be reimbursed by the Military Dept., it was, and this resolution just recognizes and appropriates this revenue.

Action: Meyer moved to approve Resolution No. 2021—07 recognizing receipt of unanticipated conflagration funds for Tangent Fire’s service in the California EMAC Glass Fire and appropriating it as follows:

<u>Fund</u>	<u>Revenue Account</u>	<u>Amount</u>
General Fund	1012 State Conflag Income	\$1,449.50

<u>Fund</u>	<u>Appropriations</u>	<u>Amount</u>
General Fund	2040a PERS Payroll	\$ 359.50
General Fund	2041 Social Security	\$ 78.00
General Fund	2050 State Conflag Wages	\$1,012.00

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

GOOD OF THE ORDER:

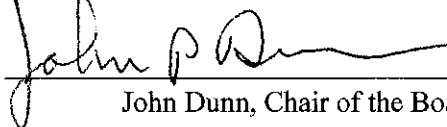
Dunn shared that he attended an OLST (Oregon Life Safety Team) meeting where he learned that Oregon received \$3.8 million for COVID grants, but there were \$16 million in requests.

Dunn also stated that he toured the Oregon Burn Center, and they are increasing their beds from 18-22. While the Center appreciates notification when we are responding to fires so they can be ready for potential victims, the Chief stated that this call is initiated through our medical responders (Albany Fire) to prevent redundancy.

Chair Dunn adjourned the meeting at 7:53 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

7-14-2021

Date