

**Tangent Rural Fire District
Board of Directors Meeting
Minutes
March 9, 2022**

Board Members Present: John Dunn, Paul Strombeck, Scott Richards, Chris Meyer, Bruce Riley
Staff Present: IFC Stearns, AC Vonasek, BC Chapin, OA Conrad
Others: Volunteer Assn. President Walters
Public: B. Gash

Chair Dunn called the meeting to order at 7:00 p.m.
No citizens have connected to the phone-in Zoom meeting tonight.

I. CITIZEN COMMENTS: Mr. Gash has been reading the minutes posted on the Tangent RFPD website. He is here tonight to experience the meeting in person. No addition comments.

II. APPROVAL OF:

Minutes – Regular Board Meeting – February 9, 2022

Action: Meyer moved to approve the minutes of February 9, 2022, as submitted. Richards seconded the motion. Upon vote, it passed unanimously (5-0)

Financial Report – February 2021

Chief Stearns reported he is pleased with the financial report earnings and expenditures. No surprises!

Action: Richards moved to approve the February 2022 financial report as submitted. Strombeck seconded the motion. Upon vote, it passed unanimously (5-0).

III. STANDING REPORTS:

Volunteer Association – No report. There will be a meeting next month

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

Meetings attended:

Three weekly staff meetings.
Three Tuesday evening drills.
Fire Defense Board meeting held in Sweet Home.
TRFPD Board Meeting.
TRFPD Officers meeting.
SDAO virtual Conference Feb.10 – 13.
Met with Red Cross representative and tour station as possible shelter site.
Met with two potential candidates for the Chief position.
Met with Brent Griffins, OSFM to discuss upcoming changes at State Fire Marshal Office.

Budget – Budget preparation continues, at this meeting we will discuss wages for personnel and what if any increases the Board would like to see included in the budget.

Fire Chief Hiring Process – At time of this writing SDAO has received four completed packets. The recruitment process is ongoing. Recruitment ends February 28th, and I will provide an update then. At the last Board Meeting the Board approved me taking the lead on the Monroe Fire Chief hiring process through SDAO. I met with the Monroe Board and assisted them in identifying the top 5 candidates to move to interviews. I am pleased with the candidate pool there and hope Tangent gets at least as good a group of applicants.

Policy Review – Staff has been and continues to review Policies, SOG's, and Past Practice. We have policies in place and in most cases, they are applicable and correct. In some cases, we have policy when Standard Operating Guidelines (SOG'S) would better serve and in some cases, we do things a certain way just "because that's how we've always done it". Our new volunteer officers are assisting in the policy development.

Burn to Learn – The Training Officer has secured a great house for training and eventual training burn. This past Tuesday evening drill was search and rescue utilizing this structure. This older two-story home sits well back off Hwy 34 and allows plenty of room for apparatus and a floor plan that can make searches challenging. We will get several "hands on" drills out of this property prior to using it for live fire training.

Observation – After a busy December and January the February numbers have dropped considerably. It is good to get outside with some training, we need to do more as the weather improves. Budget preparation continues, I plan no changes in staffing for the next budget year but will have recommendations to the Board on future staffing and operations.

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

FIRE & EMS TRAINING –

In-House – Compliance training is wrapping up. Will be conducting training evolutions to help with our ISO audit. And preparing for our live burn in Late April on Hwy 34.

Regional – Linn-Benton Training Committee is working on developing its spring training calendar.

State – Training continues to develop as the mask mandate looks to be dropped in March.

OR-EMS – No Report

National – Chuck accepted into the National Fire Academy

HEALTH & SAFETY –

Safety Committee – Is to meet March 1 @ 1830 Hours

SCBA Grant Update – No report, Announcement of Grant could come as early as July 2022.

EQUIPMENT UPDATE – **Equipment** – Bunker Gear – New turnouts have been distributed to volunteers. Upon further PPE audit, we have an increasing outdated inventory of bunker gear on hand. For the 22-23 Fiscal Budget, I have requested for purchase of additional sets of bunker gear.

OTHER BUSINESS – \$\$

New Training Officer Laptop – In process of shopping for new laptop at the current time, submitted a video needs assessment to IT to get recommendation for a processor.

Volunteer Cell Phone Replacement Fund – No Report

COMMUNITY OUTREACH –

Tangent Fire District Website – Continues to increase in popularity in terms of page views, last 4 months averaged about 7400 to 8000 views per month.

Tangent District Portal – Department members are increasingly accessing the Portal as more content is being put into the page.

Tangent Community Blood Drive – Next Red Cross Blood Drive is April 14th. The FISH of Albany food drive hosted by Tangent Fire District will begin April 11th and will run through the week till Friday.

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

Fire Inspections- Worked on Standard Operating Guidelines for fire inspections and the frequency for the type of occupancy. Completed a driveway inspection. I have been working with the City of Tangent on a fire and life safety checklist. I have set the department up on ESO fire inspections software. I have been working on checklist for the program.

Pre-Plans- Old HWY 34 had several address signs replaced, due to inability to read them.

Fire Public ED- I attended a webinar through the LB juvenile fire network, we had a guest speaker from the DA's office. He talked about fire crimes with juveniles and what parents may be responsible for. Since all the mandates are hopefully being lifted with COVID I have started ordering fire prevention materials for next school year.

Vehicle Maintenance- Mobile radio in 792 was replaced with a working radio. Good Month!

Building Maintenance- N/A

Volunteers- We interviewed two potential volunteers. We decided to move forward with one. He is in the physical and UA stage of the process. He comes with experience and was a former volunteer here years ago. We are actively recruiting for volunteers. The flyer for this is also on the Facebook page. Chris Kinkade volunteered to go around and put-up flyers at local business and at LBCC. Class B's have come in for the volunteers that gave sizes. I have been working on getting those out to them.

Firefighter 2- On February 12th we did command and control for the firefighter 2's. On February 26th we had 9 people that went into Albany and did a water rescue drill with Albany's water rescue team. The scenario was a vehicle partially submerged in a canal behind ST 12. We simulated approximately 6 scenarios. Our firefighter learned proper techniques in throwing rope bags to victims, how to operate with a water rescue team, learned equipment and placement for the different types of equipment. We spent approximately 4 hours in Albany.

Resident Students Volunteers- We found out that the flyer for the RV position never got posted like Chemeketa told me it was. Flyer were posted at LBCC. It is now posted for the RV position and is posted on Facebook & Daily Dispatch

I attended the SDAO conference on February 10th.

Activity Report: Total YTD calls are 61 as of the month of February: up 15 from 2021, up 20 from 2020, down 7 from 2019 and down 13 calls from last month.

IV. OLD BUSINESS:

V. NEW BUSINESS:

A. Budget– Stearns

i. Discussion of Staff Salaries/Benefits for 2021-2022

Working on the budget, have adjusted fuel costs a couple of times. A few line items have been adjusted for next year, but only a few percentages over last year's budget. Estimating \$990,000 for taxes revenues. CPI is now at 7.7%. Unrealistic for a 7 or 8 percent COLA. We received notice of an increase of 8 to 10% for workman's comp insurance. No increase for health insurance. We will compare staff salaries with other agencies. This will be revisited at next month meeting with an increase of 5% for staff salaries and work with those numbers in the rest of the budget. Discussion if there are other budget line items that may pose a problem in the foreseeable future, other than fuel; everything else is good. We are very fortunate that we can have this conversation, other districts can afford that. The staff understands the boards responsibilities and is grateful for this board and the great work they are doing for the district.

ii. Appoint Budget Members

Travis Boshart, Brian Becker, Laurie Henriksen, and Mathew Grill will continue to serve on the committee. Chris Meyer has asked Elaine Soto to serve on the Budget Committee. She has agreed. This is a three-year commitment.

Chief Stearns will check with ORS, and the state ethics commission if there is a conflict of interest for a staff member's adult child to be on the budget committee. Revisit at next meeting.

B. Review of Policy 427 - Conflagrations – Dunn

Our staff is FSLA exempt position, therefore the overtime does not have to be paid in the pay period; our current policy is good.

C. Voice of the District – Dunn

Speed up communications from board members to voice the opinions of the board members during a legislative session. As an example, last session the Republican legislatures had a particular post of money they were able to spend in their district. There was an opportunity for our representative to communicate with fire districts about our needs. Special Districts did not any receive monies from the COVID funds, as the representatives did not know Special Districts were a government body.

By electing a board member to the Chair of the Board, is giving this person the authority to represent the Board of Directors. Add this to the description of the Chair of the Board responsibilities.

D. Fitness Center request of usage by former Chief – Stearns

The board has been asked to open the fitness center by other past members of the volunteers and the consensus was no. The board will stand with that decision. Consensus of the board tonight is no

E. New Volunteer Policy – Stearns

Our policy has been updated which includes - All volunteers must put in 24 hours a month, in 4-hour blocks to stay as an active volunteer with the organization. Which has been accepted by the volunteers. If we have a policy it needs to enforce; if the policy needs to be changed, we work towards changing the policy. After a trial period, if there are people that are not meeting this requirement, it will be the intention to pull their turnouts and they will go on a probationary status until such time they are able to make it up. All volunteers were able to meet with the officers, at least twice, and have discussions. The volunteers were given through the month of January and February to address their concerns. No negative feedback was received. Chief will talk to the individually and have the volunteers that have not signed the acknowledgement of the revised policy. Chief Stearns want the board to be aware of this situation and that it may cause some people to leave. The board agrees policies need to be followed.

F. Tender 72 – Stearns

Tender 72 has been out of service since Chief has been here. Idanha/Detroit lost all their equipment lost in the wildfires in 2020 and have been looking for replacement equipment. Lebanon recently donated an engine. We reached out to the chief Idanha/Detroit to see if the tender would be something they would be interested in having, knowing that it needed \$20,000 plus in repairs. The chief came and looked at it today. He would like to have the Tender if it is something that we can donate. BC Chapin shared the maintenance records with the chief. The tender has 374,000 miles, worth \$5,000 - \$10,000. The life of a tender is 25 years through ISO, this is over 25 years old. Board had agreed to donate it shortly after the fires, but at that time they Idanha/Detroit was not interested in this tender.

Action: Richards made the motion to declare Tender 72 surplus and donate it “As is” to Idanha/Detroit Rural Fire Protection Department considering their struggles and issues with losing large part of their community from the wildfires of 2020. Meyer second the motion. Upon vote, it passed unanimously (5-0)

VI. GOOD OF THE ORDER:

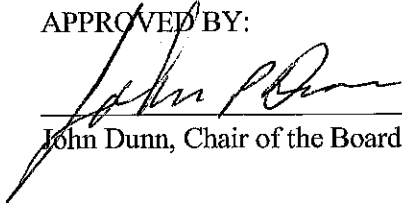
- A. “Meet ’n’ Greet” with Semi-finalists Fire Chief Candidates - April 5, 2022 – 6:00 to 8:00 p.m.**
- B. Interviews with Semi-finalists Fire Chief Candidates - April 6, 2022 – 9:00 a.m.**
- C. Executive Session Board Meeting April 6, 2022 - 4:00 to 7:00 p.m.**
- D. Next Board Meeting– April 11, 2022 – 7:00 p.m.**
- E. Awards Banquet – April 30, 2022 - 6:00 p.m.**
- F. Budget Committee Meeting – May 2, 2022 – 7:00 p.m.**

Chair Dunn adjourned the meeting at 7:59 p.m. with a ten-minute break and then to go into **EXECUTIVE SESSION TO ORDER PER ORS 192.660(2)(a)**—To Consider employment of a public officer, employee, staff member or individual agent.

Chair Dunn resumed the meeting to ordered at 9:07
Chair Dunn adjourned 9:07

Minutes submitted by Denny Conrad.
Office Administrator

APPROVED BY:



John Dunn, Chair of the Board

4-13-2022
Date