

PHILOMATH FIRE & RESCUE

November 14, 2022

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by Vice President Rick Brand at 15:05. Board members present included Vice President Rick Brand, Treasurer Ken Corbin, Joe Brier and Doug Edmonds. President Daphne Phillips was not present. Staff present included Fire Chief Chancy Ferguson and Administrative Assistant Ashley Scott.

Guests: Dan Eddy and Volunteer President Andy Loudon.

II. CONSENT AGENDA

1. Minutes – September 8th, 2022- No discussion, approved at a previous session.
2. Minutes - September 12th, 2022- No discussion, approved at a previous session.
3. Minutes – September 23rd, 2022- No discussion, approved at a previous session.
4. Minutes – October 17th, 2022- No changes or edits recommended.
5. Bills – October 2022- Chief Ferguson and Administrative Assistant Scott reviewed highlighted items, per OA Rodriguez’s notes, including charges for progressive understanding, seeking clarification on unbalanced totals on report, turn outs cleaning and repairs, OSU Football Game Standby- to be reimbursed by Corvallis Fire, and Active 911 clarification for Board.
6. Chief Vacation Hours included in Board Packet.

Doug Edmonds motioned to approve the consent agenda as presented. Treasurer Ken Corbin seconded. Motion passed 4-0.

III. PUBLIC COMMENT- None.

IV. STAFF REPORTS

1. Board Report

- Review Board Calendar – Conferences coming up, OFCA Conference- May 3-5, 2023 and SDAO Conference- February 9-12, 2023. OFDDA Conference has passed, early in November. Insurance Presentation will happen in early 2023 regarding liabilities- annual review.
2. Fire Chief – Chief Ferguson’s report was included in the Board packet. Asked Board members for their availability to grade applications for Fire Fighter position. Explained the function of the Civil Service Committee and testing process for applicants.
 3. DC Saalsaa – Run Statistics- Chief Ferguson reviewed the Run Tracker for the month. Board would like to know numbers from overlapping calls at December meeting.

4. Board Secretary – Scott

- Revenue/Expense Report- included in Board Packet and reviewed during the Consent Agenda portion of the meeting. Vice President Rick Brand would like to see a Check Register added in the Board Packet at the next meeting.
- Formal Audit Report Available in January.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reviewed his written report. Included Association Business, Volunteer Activity, Recruitment and retention, Volunteer status, and Tactical Pause.
2. IAFF Local 4925 – Moser- No report, absent from meeting.

VI. OLD BUSINESS

1. Chief Review Process –Chief check in will happen every two months. President Phillips will be creating a plan for these. Likely will receive insight from the volunteers and union regarding the Chief’s performance. Officer Meeting updates staffing is number one concern. Discussion involving the OSFM staffing grant and the officer’s decision to not pursue due to it being a matching grant. Board suggested looking ahead to determine how much funding would be allocated during the life of the grant.
2. Lieutenant Job Description – Final Reading- The Board would like clarification on redundant statements within the job description, found a typo and want to amend a couple items. Will be sent back to 2nd reading.
3. Administrative Assistant Job Description – 2nd Reading- The Board advanced this job description to final reading for the December meeting.
4. SDAO Best Practices Self-Assessment Work Session- Decided by the Board to have Special Work Sessions after the next three to four future meetings to discuss the Ken Jones Effective Board List to increase the effectiveness of the Board.
5. Loveland Questions- Rescinded questions, result was sufficient after speaking with Chief Ferguson.
6. Cyber Security – DC Saalsaa- DC Saalsaa’s report was included in the Board Packet. Chief Ferguson discussed and the board had additional questions.
 - a. Regarding the contract terms- is there an opportunity to “opt-out” in the future?
 - b. What does “End User Support” mean specifically?
 - c. If we decide to transition to another company for this support, would the data be forwarded to the new company?Upon answering questions, if the answers are sufficient for DC Saalsaa, the Board would like him to move forward with the next steps in the process.

VII. NEW BUSINESS

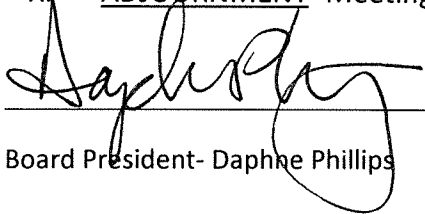
1. OFCA Conference- May 3-5, 2023- reviewed during the Consent Agenda portion of the meeting.

2. SDAO Conference- February 9-12, 2023- reviewed during the Consent Agenda portion of the meeting.
3. Insurance Presentation- reviewed during the Board Review portion of the meeting.
4. Resolution for a Local Option Levy- Resolution to be officially adopted in December Board meeting.
5. Volunteer Association Meeting Attendance Discussion- Phillips or Edmonds to attend December 6th.

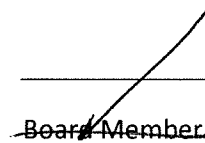
VIII. ACTION ITEMS- None.

IX. NEXT MEETING- December 12, 2022

X. ADJOURNMENT- Meeting adjourned at 17:10.



Board President- Daphne Phillips



~~Board Member.~~