

PHILOMATH FIRE & RESCUE

December 12, 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 President Daphne Phillips at 15:00. Board members present included Vice President Rick Brand (via Zoom), Treasurer Ken Corbin, and Doug Edmonds. Joe Brier was not present. Staff present included Fire Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Administrative Assistant Ashley Scott. Guests: Volunteer President Andy Loudon, Volunteer President Elect Dan Eddy, Hollis Holstein and Ted Baker both from Kings Valley Fire District Board.

II. CONSENT AGENDA

1. Minutes – November 14th, 2022- Approved with no changes or recommendations.
2. Bills- November reviewed and highlighted specific checks and expenditures by Administrative Assistant Scott. Approved by the Board.
3. Chief Vacation Hours- Included in the Board Packet. Reviewed and approved by the Board.

President Daphne Phillips motioned to approve Consent Agenda as presented. Seconded by Doug Edmonds. The motion passed 4-0.

III. PUBLIC COMMENT – None.

IV. STAFF REPORTS

1. Board Report
 - Review Board Calendar- Sign up now for SDAO Conference in February. Chief Evaluation details followed later in the meeting. Review Master Plan was moved to February Board Meeting.
2. Fire Chief – Ferguson’s Report was included in the Board Packet. All the items in the Chief’s Report were discussed. Union and Chief wanting to reallocate money from Fire & Life Safety Officer position to utilize to overtime budget.
3. DC Saalsaa – Run Statistics were included in the Board Packet. Deputy Chief discussed all the details associated with his report.
4. Board Secretary – Scott
 - Revenue/Expense Report for October and November were included in the Board Packet and discussed-

- Transition from Rodriguez to Scott- Board Packet expectations- access to accounts was discussed and other items to recognize when reviewing the voided checks and expenditures. Scott encouraged board members to continue asking questions and letting her know of any areas of improvement that are needed.
- Draft Audit Report included in Board Packet. The Board will get back to Admin Assistant Scott with any questions to have for the creators of the report. There will be a presentation soon after the first of the year. The Board expressed an interest in obtaining an Executive Report including the highlights of the report after it is approved.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Louden- Volunteer President Louden brought his report to the meeting- included in the finalized Board Packet. Items discussed included Election of Officers (President Louden introduced Volunteer President Elect Dan Eddy), Updating bylaws regarding membership status, Annual Awards, Volunteer Activity, Recruitment and retention, and Volunteer Status.
2. IAFF Local 4925 – Moser- No report submitted, absent from meeting.

VI. OLD BUSINESS

1. Lieutenant Job Description – 2nd Reading- The Board discussed the concern of including “One year with Philomath Fire & Rescue”- asked to check with SDAO regarding the inclusion of this statement. Remains at 2nd Reading.
2. Administrative Assistant Job Description – Final Reading- an amendment to section V. Minimum Requirements adding “May include, but not limited to” prior to list of all office equipment and software. Returns to 2nd Reading.
3. Cyber Security – DC Saalsaa- Cyber Security transition discussed. The Deputy Chief answered all questions and explained the next steps in moving forward with Riverstrong managing Cyber Security.
4. Resolution for a Local Option Levy- Edmonds and Brand to create the first draft of the resolution will be at the January meeting.

VII. NEW BUSINESS

1. Hoskins-Kings Valley Agreement Status Check-In- This item was moved to the forefront of the meeting. Chief Ferguson gave an update including the current understanding of the agreement and options that he and the HKV Fire Chief have discussed. Discussion of HKV Board representatives and PF&R Board occurred. A Letter of Transition will be drafted by Chief Ferguson and presented to both boards prior to their January meetings. This letter will include training and possible financial compensation in the future.
Edmonds made a motion for a Set Aside Letter to be written by Philomath Fire & Rescue staff and to be reviewed at the next meeting. Seconded by Phillips. Motion passed 4-0.
2. SDAO Conference Sign Up for February- sign up available now. Likely booking rooms at Holiday Inn in Bend.
3. Review Master Plan- In an interest of time, moved to February meeting.
4. Chief Evaluation- Board discussion included focusing on reasonable goals and a six-month checkpoint to be completed in February with the Chief. A full evaluation would happen in September and would be created by Phillips and Corbin.

5. Monroe Fire Department Purchase of 202 Contractor Trailer- Chief Ferguson discussed the request by Monroe Fire Department to purchase trailer. It was asked by the Board to contact the Wren Community Hall for a possible command station in case of an emergency in the future. Edmonds made a motion giving Chief Ferguson the authority to negotiate the terms of the sale with Monroe Fire Department and to report back at January's meeting to discuss the potential agreement with the Board. Seconded by Phillips. Motion passed 4-0.
6. Generator Purchase from Corvallis FD- Chief Ferguson discussed the acquisition of a generator from Corvallis that will be installed in the future (likely next budget year) at Station 203. Phillips made a motion to allow for the purchase of the Generator from Corvallis Fire Department utilizing funds from reserves. Seconded by Edmonds. Motion passed 4-0.
7. Review Strategic Planning Goals- Edmonds discussed the necessity of both a Master and Strategic Plans. Chief Ferguson discussed his understanding of the plans and recommended a direction to move forward in this process. Admin Assistant Scott requested both plans from a variety of Oregon Fire Departments and only received Strategic Plans from all that responded. Chief Ferguson will be meeting with staff soon to formulate a Vision Statement for our fire department and has asked the board for direction to accomplish this task. Phillips acknowledged the lack of staff currently to complete this task with a quick turnaround. The Chief did let the board know that newly hired Daytime Firefighter, Layne Converse, will be helping complete these plans as guidance is received from the Board.

VIII. ACTION ITEMS- None.

IX. NEXT MEETING – January 9, 2023

X. ADJOURNMENT- Meeting adjourned at 17:19.

Immediately Following Regular Session
Special Session Board Meeting

I. CALL TO ORDER/ROLL CALL- Special Session delayed until next month.

II. DISCUSSION- Ken Jones Effective Board Discussion- no discussion until January meeting.

IV. ADJOURNMENT- not applicable.



Board President- Daphne Phillips