

PHILOMATH FIRE & RESCUE

October 17, 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 Phillips at 15:03. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Joe Brier was not present. Staff present included Fire Chief Chancy Ferguson.

Guests: Lieutenant Andrew Licon, Volunteer President Andy Louden, Volunteer Vice President Jessica Olsen, and Volunteer Firefighter Dan Kearn

II. CONSENT AGENDA

1. Minutes – September 8th, 2022 – No changes or edits recommended.
2. Minutes - September 12th, 2022 – No changes or edits recommended.
3. Minutes – September 23rd, 2022 – No changes or edits recommended.
4. Bills – September 2022 – Chief Ferguson reviewed the highlighted items, per OA Rodriguez's notes, including charges for legal services, charges to be reimbursed for conflagration, a possible duplicate charge for the Administrative Copier lease, and expenses relating to OSU Football Game Standby - to be reimbursed by Corvallis Fire.
5. Civil Service Commission Minutes – October 5, 2022 – The Board reviewed the minutes and had no questions.
6. Chief Vacation Hours included in the Board packet.

Edmonds motioned to approve the consent agenda as presented. Vice President Brand seconded. Motion passed 4-0.

III. PUBLIC COMMENT – None.

IV. STAFF REPORTS

1. Board Report

- Review Board Calendar – Chief Ferguson stated that he and the administrators will work towards revising the Master Plan and Strategic Plan, with an intention of being able to report their progress to the Board by the January 2023 Board meeting. Chief Ferguson emphasized that the personnel are currently focused on current and outstanding projects before pushing forward with some of the long-term plans. Chief Ferguson stated that he will be able to give the Board an update at the December Board meeting. Chief Ferguson stated that he is working with the Volunteer Association on revising their vision statement.
- Board Announcement – President Phillips reported that in the Board Packet was included the corrected Board statement regarding the appointment of Chief Ferguson, adding that there was a correction to the date.

2. Fire Chief – Chief Ferguson's report was included in the Board packet.

3. DC Saalsaa – Run Statistics – Chief Ferguson reviewed the RunTracker for the month.

3. Board Secretary –

- Revenue/Expense Report – President Phillips reported the General Fund balance on the Profit and Loss Report of \$157,699.06. Chief Ferguson noted that this balance reflects the cash carryover that will get the department through until tax revenue is received in November. Chief Ferguson noted that the SDAO Staffing grant has helped with summer coverage.
- Review of Check Register – President Phillips noted a deposit of \$19,284.73 due to conflagration reimbursement. She also reported two checks, #33361 to Paula Anderson and #33362 to Alex Schilz, were issued with 1 signature each. Edmonds asked why checks are issued with only one signature. Chief Ferguson clarified that those checks are related to payroll and are very time sensitive and that this is an infrequent occurrence.
- Audit FY Ending 06/30/22 Notes – President Phillips noted, from OA Rodriguez’s report from the recent audit, that the auditors were very happy with the 2021 – 2022 audit process which included some recommendations and areas for improvement, but no significant discrepancies. Vice President Brand stated that he would welcome some recommendations for areas where the Board can provide better oversight and avoid any obstacles of having only one person manage the bulk of the financials.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reviewed his written report, included in the Board Packet.
2. IAFF Local 4925 – Union President Licon gave his report, included in the Board Packet.

VI. OLD BUSINESS

1. Chief Review Process – President Phillips stated that the Board should discuss how they plan to review the new Chief, given that he will only have been in place for a few months. She also noted that they should consider whether they would want to use the quarterly staff reports that had been previously developed. Chief Ferguson stated that he would welcome a 360-degree review and thinks that it is important for all of the personnel to have a say in how he is doing. Edmonds recommended that the Board President and one other member meet with the Chief in December to discuss progress, with annual review and goal setting scheduled for Spring 2023. Treasurer Corbin volunteered to work with President Phillips and Chief Ferguson on the preliminary sit-down with the Chief in December.
2. Board Self-Assessment – The Board reviewed the questions identified by OA Rodriguez for the annual SDAO Best Practices Survey. The Board also discussed tracking their trainings for future Best Practices Assessment. Vice President Brand recommended the board review and discuss the Reminders for Board Members that OA Rodriguez had included in the September Board Packet as well as the Boardsmanship 301 provided by SDAO.
3. Lieutenant Job Description – 1st Reading - Chief Ferguson reviewed his recommended changes, approved and reviewed by him and the paid personnel. The Board advanced this job description to a 2nd reading for the November meeting.
4. Administrative Assistant Job Description – 1st Reading – The board advanced this job description to a 2nd reading for the November meeting.
5. SDAO Best Practices Self-Assessment Work Session – The Board agreed that a work session needs to be scheduled.
6. Loveland Questions – President Phillips stated that she has not followed up with Mr. Loveland but will work with Chief Ferguson and do so in the near future.

VII. NEW BUSINESS

1. Cyber Security – DC Saalsaa’s fee report was included in the Board Packet. Edmonds reported that he has been working with DC Saalsaa on developing the RFP for this project and he is satisfied with the work that they have done.
2. Strategic Plan Quarterly Update – President Phillips stated, as previously noted, that this will need to be revised with the new leadership. Chief Ferguson stated that he will put together a committee to work through the Master Plan and Strategic Plan review and revision to make recommendations to the Board in January 2023. Edmonds volunteered to work with Chief Ferguson and the committee on this District planning review.
3. Questions and Answers Opportunity: Board/Staff/Volunteers – President Phillips stated that the Board would review questions submitted by the district personnel, discuss the topics and then read the answers at a public meeting to get the Board’s responses on record. She clarified that this was intended to be able to answer questions and clarify without putting Board members in a situation where they might be asked to speak on behalf of the Board as a whole without having the authority to do so, as recommended by the District’s legal advisor. Volunteer President Loudon stated that having a formal process for communications between the Association and the Board would be helpful. President Phillips clarified the quarterly pulse check from the personnel as well as having a board member give their report and listen in at the Volunteer Business meetings. President Phillips stated that she will review the “Pulse Check” tool that was developed with Chief Ferguson. Volunteer President Loudon clarified that the Volunteers would like to move forward, evaluating the District’s current standing and future rather than revisiting and reviewing the past.

VIII. ACTION ITEMS – Edmonds requested the details of the audit report be sent to the Board.

IX. NEXT MEETING – November 14, 2022.

X. ADJOURNMENT - Meeting adjourned at 16:52.

 Rick Brand, VP

Board President- Daphne Phillips