

PHILOMATH FIRE & RESCUE

April 10, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 - a. Minutes- March 13, 2023
 - b. Bills – March
 - c. Chief Vacation Hours

Staff recommended action: Move to approve Consent Agenda as presented.
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Identify Board Rep for May Volunteer Business Meeting
 2. Fire Chief Report – Ferguson
 3. Run Statistics- DC Saalsaa
 4. Board Secretary – Scott
 - Financial Reports
 - OSCU and Citizens Bank Credit Cards Update
- V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa
2. Job Description Bundle- Final Reading- Ferguson
Staff recommended action: Move to approve Job Description Bundle as presented, archive recommended Job Descriptions and that Civil Service Commission will review this bundle every three years or as changes are needed.
3. Review Budget Calendar- Scott
4. Chief Check In- Phillips Report- *will delegate*
5. Chief COLA Proposal/Recommendation- Philips Report- *will delegate*
Staff recommended action: Move to approve 6.9% COLA increase to Chief salary, commensurate with other department COLA increases, effective July 2023.

VII. NEW BUSINESS

1. Polk County Ambulance Proposal- Ferguson
Staff recommended action: (three options)
-Move to approve the sale of 224 to Polk County for \$___.
-Move to approve the lease of 224 to Polk County for \$500 per month for six-month contract.
-Move to retain 224 at Philomath Fire & Rescue.
2. Hoskins Kings Valley Contract Update- Ferguson
Staff recommended action: Move to approved amended Kings Valley contract as presented.
3. Severance Event Reimbursement Payment Allocation- Scott
Staff recommended action: Move to keep the payment for Severance Event Reimbursement from SDIS in the amount of \$10,000 as carryover for next fiscal year (FY 23-24).

VIII. ACTION ITEMS

IX. NEXT MEETING – May 8, 2023

X. ADJOURNMENT

Refuse to use his/her position on the Board in any way whatsoever for personal gain or for personal prestige.

PHILOMATH FIRE & RESCUE

April 10, 2023

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 15:00. Board members present included: Treasurer Ken Corbin, Joe Brier and Doug Edmonds. Board member not present included Daphne Phillips. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Administrative Assistant Ashley Scott. Guests included: Volunteer President Dan Eddy arrived at 15:21.
- II. CONSENT AGENDA
 - a. Minutes- March 13, 2023- Included in the Board Packet. Additions and corrections will be completed by Scott.
 - b. Bills – March- Included in the Board Packet and discussed by Scott.
 - c. Chief Vacation Hours- Included in the Board Packet and discussed by Scott. Chief utilized vacation hours in the month of March.

Edmonds moved to approve the Consent Agenda as presented. Seconded by Brier. No discussion and approved 4-0.

III. PUBLIC COMMENT-none

IV. STAFF REPORTS

1. Board Report
 - Review Board Calendar- Included in the Board Packet and reviewed by Board Members. No changes or updates recommended at this time.
 - Identify Board Rep for May Volunteer Business Meeting- Brand for May 2nd.
2. Fire Chief Report –Included in the Board Packet. Discussion began with Department Business including the potential sale of Ambulance 224, Automatic Aid Agreements, Grant received from OSFM Wildland/Public Education. Personnel, Union Communications, Training Activities, Apparatus/Equipment, Building Update and Community Involvement were all discussed by Chief.
3. Run Statistics- Included in the Board Packet. Discussed by Chief.

4. Board Secretary

- Financial Reports were included in the Board Packet and discussed Scott. While prepping the Budget the future fiscal year, Scott noticed that the Vehicle Reserve balance was \$-103,762.49. And cautioned the Board that they will be seeing this in the Budget for FY 2023-2024 when the \$300,000 received from Engine 232 will be added to the Vehicle Reserve Fund. The Board indicated they really appreciate the AR & AP Aging reports that have been included with the Financials recently. Administrative Assistant Scott indicated that time would need to be dedicated after Budget Season to get these reports cleaned up and eliminating any data entry errors.
- OSCU and Citizens Bank Credit Cards Update- Scott informed the Board that she is officially added to the OSCU Account to obtain Credit Card information such as the current Interest Rate on our cards are 14.5%. Scott will continue to compare the cards to be decided upon by the Board at the May meeting.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Verbal report given by President Eddy. Working on the Volunteer Activities Account Budget as a group, working with Chief for Volunteer Attendance SOG, continuing to train volunteers and help with facilities updates. Current training focuses have been Wildland training, EMT class, and a few volunteers in the EMR class.
2. IAFF Local 4925 – No report submitted, no Union Representative in attendance.

VI. OLD BUSINESS

1. Cyber Security – Deputy Chief Saalsaa’s updates were included in the Board Packet and highlights discussed by Scott. Including Multifactor Authentication and implementation will be completed at the end of May or early June.
2. Job Description Bundle was reviewed as a Final Reading and those documents were included in the Board Packet.

Edmonds moved to approve Job Description Bundle as presented. Brier seconded the motion. There was no discussion and approved 4-0.

Note the Job Descriptions will be archived, and Civil Service Commission will review this bundle every three years or as changes are needed.

3. Review Budget Calendar- Included in the Board Packet. No changes were advised and currently on track with the current budget calendar.
4. Chief Check In- Brand was able to read an email from President Phillips updating the Board with progress on Chief’s current goals (completion Job Descriptions and Value/

Vision Statements for the District). Chief reported that all is going pretty well. Report indicated that as a District we are moving in the correct direction.

5. Chief COLA Proposal/Recommendation- Brand continued to read the email from President Phillips. Indicated that Chief was comfortable waiting until July 2023 to obtain his increase.

Edmonds moved to approve 6.9% COLA increase to Chief salary, commensurate with other department COLA increases, effective July 2023. Corbin seconded. Discussion included Edmonds confirming this was budgeted for FY 2023-2024. Scott indicated that this increase was included for the future budget. Approved 4-0.

VII. NEW BUSINESS

1. SW Polk County Ambulance Proposal- Staff discussed further the three options associated with the ambulance: lease, sell or keep. SW Polk had submitted an offer to Lease the ambulance for a rate of \$500 per month.

Edmonds moved to surplus to 224 and the Chief will bring back the offer to the Board. Corbin seconded. Discussion included current apparatus options and the current ability to cover the district. Approved 4-0.

Via consensus the Board appointed Brier as board representative contact for the Chief during negotiations and selling of 224.

2. Hoskins Kings Valley Contract Update- Chief

Corbin moved to approve amended Hoskins Kings Valley contract as presented. Edmonds seconded. Discussion including confirming HKV Board was aware of this contract, Chief indicated that they created this contract and that it was ran through legal. Approved 4-0.

3. Severance Event Reimbursement Payment Allocation- Scott

Edmonds moved to keep the payment for Severance Event Reimbursement from SDIS in the amount of \$10,000 as carryover for next fiscal year (FY 23-24). Brier seconded, there was no discussion. Approved 4-0.

4. Budget Question from Edmonds regarding the use of Volunteer Activities Account and the Volunteer Account. Clarification was given and more information will come from Scott at the May meeting to explain the two accounts and their spending abilities.

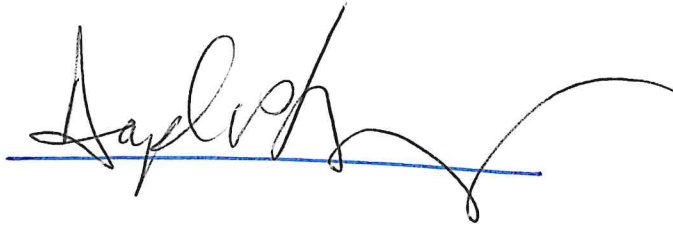
VIII. ACTION ITEMS

- a. Brand attending Volunteer Business Meeting on May 2, 2023
- b. Volunteer Activities Account and Philomath Fire and Rescue Volunteer Association Account Explanation and Policies for Administrative Assistant Scott to discuss further at May meeting.

c. Appointed Brier to be Board Representative on the sale and negotiations with the Chief regarding 224.

IX. NEXT MEETING – May 8, 2023

X. ADJOURNMENT – 16:51

A handwritten signature in black ink is written over a solid blue horizontal line. The signature is cursive and appears to read "Hayden".