

# PHILOMATH FIRE & RESCUE

March 13, 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 President Daphne Phillips at 15:02. Board members present included: Treasurer Ken Corbin, Vice President Rick Brand, and Doug Edmonds. Board members not present included Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Administrative Assistant Ashley Scott and Deputy Chief Rich Saalsaa arrived later in the meeting. Guests included: Volunteer President Dan Eddy.
  
- II. CONSENT AGENDA
  - a. Minutes – February 13, 2023- Included in the Board Packet.
  - b. Minutes- February 23, 2023 Special Session- Included in the Board Packet.
  - c. Minutes- March 10, 2023 Executive Session- Cancelled. No Minutes to review.
  - d. Bills – February- Included in the Board Packet.
  - e. Chief Vacation Hours- Included in the Board Packet. Chief has time off scheduled in the future.

Daphne Phillips moved to approve Consent Agenda as presented. Doug Edmonds seconded, there was no discussion and approved 4-0.
  
- III. PUBLIC COMMENT- None.
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar- Included in the Board Packet. Doug Edmonds will attend the April Volunteer Association Meeting.
  2. Fire Chief Report – Ferguson- Included in the Board Packet. All items on Chief’s report were discussed in addition to: Severance Event check estimated to be delivered 3/21/23, SAFER Grant application to be submitted very soon, Bi-Annual DPSST Audit went very well, Engine 232 check for \$300,000 received, Samaritan Awards- Captain Loudon received an award for our district.

3. Run Statistics- DC Saalsaa- Included in the Board Packet. Discussed by Chief Ferguson.
4. Board Secretary – Scott
  - Revenue/Expense Report- Included in the Board Packet- duplicate transaction noted for the board, exciting deposits discussed.
  - New Financial Report Options- Included in the Board Packet. Board decided to include all reports for future review. Will decide which they prefer to see quarterly and monthly. The board would like to see all of these for the next few months to see which will be more effective for their review. Chief Ferguson also discussed staff finding actual numbers that we have for with this budget year due to shortfalls in revenue.
  - OSCU and Citizens Bank Credit Cards Update- waiting for the minutes to be signed to officially authorize Scott’s ability to research OSCU.
  - Petty Cash Update- already deposited, no longer have Petty Cash.
  - May Election Reminder for Board Members- Included in the Board Packet.
    - i. March 16<sup>th</sup>- Filing Deadline- Positions 1, 4 & 5. Incumbents are running again. Joe Brier for Position 1, Rick Brand for Position 4, and Daphne Phillips for Position 5.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Association business discussed and included in Board Packet. Addition items included: volunteer morale increasing steadily, appreciating the Board inclusion, working with Chief to dial in requirements for volunteers, activities, and volunteer training opportunities.
2. IAFF Local 4925 – President Moser- No report submitted, no Union representative in attendance.

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa- Included in the Board Packet. President Daphne Phillips appointed Doug Edmonds to schedule with Deputy Chief Saalsaa to coordinate Executive Session scheduling in the future to discuss matters involving Cyber Security.
2. Job Description Bundle- Second Reading- Ferguson- Included in the Board Packet. Discussion included: adding a revision date moving forward.
  - a. Ken Corbin moved accept the Job Description Bundle to schedule for Final Reading at the next meeting. Doug Edmonds seconded, there was no discussion and approved 4-0.
3. Vision & Value Statements- Second Reading- Included in the Board Packet. Discussion included: Board appreciated the level of collaboration involved.

- a. Ken Corbin moved to accept Vision & Value Statements as written. Rick Brand seconded, there was no discussion and approved 4-0.
4. Review Budget Calendar- Set Budget Meeting Time- Scott- Included in the Board Packet. Consensus was reached for the Budget Meeting time set for April 20<sup>th</sup> at 6:30 pm.
5. Contractor Trailer and 232 Payments Allocation- Ferguson/Scott- discussion with Department of Revenue and Auditor recommendations.
  - a. For Contractor Trailer- Daphne Phillips moved to keep the payment for the Contractor Trailer in the amount of \$8,500 to be used as Miscellaneous Income for this fiscal year (FY 22-23). Doug Edmonds seconded, there was no discussion and approved 4-0.
  - b. Doug Edmonds moved to keep the payment for 232 in the amount of \$300,000 as carryover for next fiscal year (FY 23-24). Daphne Phillips seconded, there was no discussion and approved 4-0.

## VII. NEW BUSINESS

1. Appoint Budget Committee- Scott  
Doug Edmonds moved to appoint following District Residents for the 2023-2024 Budget Committee: Van Hunsaker, Anton Grube, Jerry Wolcott, Greg Phelps, and Sandi Hering. Daphne Phillips second, there was no discussion and approved 4-0.
2. Wage, Benefits, COLA recommendations- Chief Ferguson-
  - a. Doug Edmonds moved to accept wage, benefits, and COLA recommendations as presented for the Deputy Chief and Office Administration for 6.9%. Daphne Phillips seconded, there was minimal discussion and approved 4-0.
3. Chief Check In- Phillips  
Doug Edmonds moved to appoint Daphne Phillips to discuss COLA, wage and benefits with the Chief and bring back a report to the Board at the next meeting. Ken Corbin seconded, there was no discussion and approved 4-0.
4. Identify Board Rep for next Volunteer Business Meeting- Scott- Doug Edmonds will be attending the April Meeting. In July, we will appoint for the upcoming year.
5. Board Member Recruiting- Phillips- Included in the Board Packet. Currently, filled. Over the next year, keep finding people that may want to be involved.
6. Board Member Orientation and Mentoring- Phillips- Nothing to report currently.
7. Emails to Board Members- Ferguson- Consensus was to they do not want staff emails and to follow staff recommendations. They do want media releases.

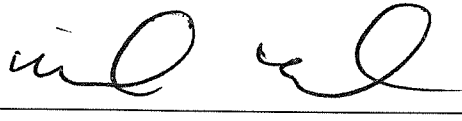
## VIII. ACTION ITEMS

Daphne Phillips to conduct Quarterly Chief Check In and discuss COLA, wage, and benefits.

Cyber Security Executive Session to be scheduled by Doug Edmonds.

IX. NEXT MEETING – April 10, 2023

X. ADJOURNMENT - 16:25

 Rick Brand, VP

Board President- Daphne Phillips