

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting
May 14, 2019

Call to Order

The Board meeting was called to order at 6:33 p.m. by Ryan Martin Fire Authority Board President.

Flag Salute

Attending

Pleasant Hill Board Members – President Ryan Martin, Vice President Debi McFerrin and Board Members Alan Mathews and Bob Schutte. Absent: Secretary/Treasurer Mark Allen.

Goshen Board Members – President Willie Bronson, Vice President Rose Reinertson, Secretary/Treasurer Tom McClellan, Board Member Bruce Duval Absent: Dan Menk.

Pleasant Hill Goshen Fire & Rescue Board Members – President Ryan Martin, Vice President Willie Bronson, Secretary/Treasurer Rose Reinertson and Board Member Debi McFerrin.

Staff – Fire Chief Andrew Smith, Division Chief Barnhart, Bonnie Graham and Sarah Hallenbeck

Welcome to Visitors: Terry McFerrin, Lt. Riley Moore, Aaron Anderson, Ben Collen.

Correspondence

None.

Approval of Previous Meeting Minutes

- a. **PLEASANT HILL Minutes of February 12, 2019 Joint Board Meeting** - The minutes of the February 12, 2019 Joint Board Meeting were tabled until the next meeting due to not having a quorum of board members who had attended that meeting.

PLEASANT HILL Minutes of April 9, 2019 Joint Board Meeting - The minutes of the April 9, 2019 Joint Board Meeting were reviewed. **Debi McFerrin made a motion to approve the minutes of the April 9, 2019 Joint Board Meeting as presented. Alan Mathews seconded. Motion passed unanimously.**

- b. **GOSHEN Minutes of April 9, 2019 Board Meeting** - The minutes of the April 9, 2019 Board Meeting were reviewed. **Rose Reinertson made a motion to approve the minutes of April 9, 2019 as presented. Tom McClellan seconded. Motion passed unanimously.**

- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of April 9, 2019 Joint Board Meeting** - The minutes of the April 9, 2019 Joint Board Meeting were reviewed. **Rose Reinertson made a motion to approve the minutes of April 9, 2019 as presented. Debi McFerrin seconded. Motion passed unanimously.**

Review of Monthly Financial Reports

Pleasant Hill RFPD

****Transaction List.** The Board reviewed the transaction list. **Debi McFerrin made a motion to pay the districts bills. Alan Mathews seconded. Motion passed unanimously.**

Goshen RFPD

****Transaction List.** The Board reviewed the transaction list. **Rose Reinertson made a motion to pay the districts bills. Tom McClellan seconded. Motion passed unanimously.**

Fire Authority

****Transaction List.** The Board reviewed the transaction list. **Debi McFerrin made a motion to pay the fire authority bills. Rose Reinertson seconded. Motion passed unanimously.**

Staff and Volunteer Reports

- a. **Fire Chief Report: MAY 2019**
1. **Budget Process** – We successfully completed our budget committee process on April 30th. I wish to thank the community members who contribute to our committee process in the development and review of the budget process. The Board will be reviewing and taking action on the proposed budget tonight.
 2. **OFCA Conference** – I had the pleasure of attending the 2019 Oregon Fire Chief's conference in Redmond immediately after the budget process. There was beneficial training aimed to fire chiefs as well as a look at trending issues effecting the work we do.
 3. **Tender Sold** – You should be aware by now that the surplus tender has sold to its new home in Central Polk County, MO. Goshen received \$40,000 for this tender with a 10% commission paid to the listing service – Brindlee Mountain Fire Apparatus.
 4. **Banner Bank** – The loan documents have been completed for the loan process for Pleasant Hill's engine. The down payment check was in the financials tonight and we are moving forward. We anticipate the pre-build meeting to take place in August.
 5. **Fire Chief (On Call Rotation)** – We are a few weeks into our rotation plan in which the three Hwy 58 Fire Chiefs have been sharing the weekend coverage role. We rotate every third weekend as on call supervisors for serious calls on the 58 corridor. We share a pager tone

specific to the Chiefs to notify us of pre-determined calls along the region. This works 24/7 with one of us on call each weekend. It already shows improvement in our service to the residents. Example being a motorcycle crash on 5/7 in Dexter in which the Dexter Chief was gone and together myself and Chief Dragt responded, he managed the incident while I went and coordinated the landing and transport of Life Flight.

6. **Facilities** – A goal of the management team this summer is better maintenance of our facilities for the “curb appeal” and keeping a better-more presentable outside appearance. We have one resident who has taken this project on as her assigned project area and will be also maintaining a small garden at the fire station. Together we are working to represent the community strong while showing we care for the stations and equipment we have.
7. **Work Session** – I will be suggesting we have a work session in June to discuss apparatus replacement and review the documents together so you can better understand their origin. These documents were first presented in 2017 by Chief Abel and, are actually his, we’ll look at updates and what it means moving forward. I would like to also discuss figures related to an annexation-based budget for the two Districts.
8. **Fire Season** – Starting rapidly and will be our focus for the next 4 months or more. Conflagration rotations are being published now and we are getting ready for what summer holds. Wish us luck!

CHIEF UPDATES: Chief updated the board on the call volume over the weekend. He applauded the pride with which the personnel responded to all these past weekend incidents. Chief let the board know that we are sending over an edible arrangement to South Lane Fire who are mourning the death of one of their firefighters.

Bob Schutte commented that he would like to see a summary regarding #4 from the Chief’s report (Banner Bank loan) in the next month’s Chief’s report. Ryan Martin commented he would like Chief Smith to extend his gratitude to the crews responding to the Cottage Grove fire. Ryan Martin also stated he loves the station’s new ‘curb appeal’.

b. **Division Chief’s Report**

May Presentation of Operations and Training in April

Operations:

In April we received a total of 80 calls for service from all three stations in both battalions combined. This was a slight decrease in emergency responses, which gave us an average of 2.66 calls per day. Battalion 51 had 49 emergency calls, and Battalion 52 had 27 calls. Of these calls for service, 10 were in neighboring districts. In total, our staff and volunteers responded to 44 EMS calls, 20 MVA, and 14 fires. In addition to these emergency calls, we received 6 calls that I classified as “other” which were generally calls for us to isolate and deny entry to downed power lines, and of course water rescues will be a part of life for the rest of the summer.

Training:

We are finishing our most recent academy, and if all cadets finish as planned, we will be adding an additional 6 cadets to our staff. These entry level Firefighters are assigned to a shift to help us achieve our strategic plan of staffing an engine with at least a three-member crew around the clock. Moving forward, all additional staff will be assigned a shift to maintain minimum staffing levels.

Live fire training has been scheduled for the most recent academy, and several existing staff will be assisting at this event.

DIVISION CHIEF UPDATES: Chief Barnhart explained to the board our organizations amazing response to the Cottage Grove fire was 4/32 Apparatus and 13 bodies. In total during the weekend at one point we had 5 Apparatus and 18 bodies out on calls and had staff at the station.

c. Volunteer Association Report

None.

Unfinished Business

Chief Smith discussed with the board the audit proposals, the review of references, and the recommendation from staff. Chief recommends the board to select one common auditor for all entities.

a. Fire Authority

i. Audit Proposals/Selection

Willie Bronson made a motion to select Accuity as the auditor. Debi McFerrin seconded. Motion passed unanimously.

b. Pleasant Hill Action Items

i. Audit Proposals/Selection

Debi McFerrin made a motion to select Accuity as the auditor. Bob Schutte requested Debi amend her motion to include matching the \$6,000 Goshen price. Debi McFerrin amended her motion to select Accuity if they match the \$6,000 price. Bob Schutte seconded. Motion passed unanimously.

c. Goshen Action Items:

i. Audit Proposals/Selection

Rose Reinertson made a motion to select Accuity as the auditor. Tom McClellan seconded. Motion passed unanimously.

New Business

a. Fire Authority Action Items:

i. Consolidation/Reformation Discussion

1. Sample Budget Considerations

Chief requests the Board schedule a work session before the June Board Meeting, if possible, to continue the merger options discussion. He has been working on budgetary

figures based on annexation, and what those figures would look like trending for 10 years. He would present this during the work session along with discussion of the apparatus replacement plan. Board consensus is to schedule the work session for 5:30 on June 11, with the regular Board meeting to begin immediately following at 6:30.

b. Pleasant Hill Action Items:

- i. Adoption of the FY 19-20 Budget
Chief Smith informed the Board of a correction needing to be made on the budget to balance it, suggesting it be made by increasing the cash carry forward by \$600.00. This correction would balance the budget resources and expenses. **Debi McFerrin made a motion to adopt the budget with the amendment of the \$600 addition to the cash carry forward. Ryan Martin seconded.** Bob Schutte commented that he opposes the budget as he believes the requirements for the IGA were not considered in assessing the 60/40 split and he feels the split should be different. He also stated he opposes the budget for Goshen's unfunded liability/PERS costs as well. **Bob Schutte opposed. Motion passed.**
- ii. Establish FY 19-20 Tax Rate
Bob Schutte made a motion to approve the imposed tax rate. Debi McFerrin seconded. Motion passed unanimously.
- iii. Workers' Comp Resolution (Board)
Debi McFerrin made a motion to accept Resolution 3-19 Extending Workers' Compensation Coverage to Volunteers of Pleasant Hill Rural Fire Protection District. Bob Schutte seconded. Motion passed unanimously.

Pleasant Hill Board takes formal action to adopt the resolutions for the 19-20 budget and 19-20 Imposed Tax Rate.

Debi McFerrin made a motion to approve Resolution 5-19 Pleasant Hill Rural Fire Protection District Adoption of FY 2019-2020 Budget. Ryan Martin seconded. Motion passed unanimously.

Debi McFerrin made a motion to approve Resolution 4-19 Pleasant Hill Rural Fire Protection District Imposed Taxes for FY 2019-2020 Adopted Budget. Alan Mathews seconded. Motion passed unanimously.

c. Goshen Action Items:

- i. Adoption of the FY 19-20 Budget
Rose Reinertson made a motion to approve Resolution 4-19 Goshen Rural Fire Protection District Adoption of FY 2019-2020 Budget. Tom McClellan seconded. Motion passed unanimously.
- ii. Establish FY 19-20 Tax Rate
Rose Reinertson made a motion to accept the Resolution 2-19 Goshen Rural Fire Protection District Imposed Taxes for FY 2019-2020 Adopted Budget. Bruce Duval seconded. Motion passed unanimously.

- iii. Workers' Comp Resolution (Board)
Rose Reinertson made a motion to approve Resolution 1-19 Extending Workers' Compensation to Volunteers of Goshen Rural Fire Protection District. Bruce Duval seconded. Motion passed unanimously.
- iv. Resolution for Sale of Tender
Rose Reinertson made a motion to accept Resolution 3-19 Authorizing the Surplus and Sale of the 1994 White GMC Water Tender and Acceptance of Associated Funds in the amount of \$40,000. Tom McClellan seconded. Motion passed unanimously.
- v. Goshen – Other (President Request)
None.

Fire Authority Action Items (continued from above):

Debi made a motion to approve Resolution 8-19 Pleasant Hill Goshen Fire & Rescue Adoption of FY 2019-2020 Budget. Rose Reinertson seconded. Motion passed unanimously.

Policy Updates

- a. Handouts only this Month

Debi McFerrin made a motion to adjourn the meeting. Alan Mathews seconded. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Sarah Hallenbeck
Recording Secretary