

**Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board in Person/Zoom Meeting**

September 16, 2020

Call to Order

The hybrid meeting (online Zoom/in station) Board meeting was called to order at 6:37 p.m. by Board President Ryan Martin.

Board Action

Mark Allen as the temporary Fire Authority board member for the meeting.

Flag Salute

Attending Meeting

Pleasant Hill Board Members – Board Member Alan Mathews (at station 501). Via Zoom: President Ryan Martin and Secretary/Treasurer Mark Allen. Absent: Vice President Terry McDiarmid Secretary/Treasurer and Board Member Darrell Shoemaker.

Goshen Board Members – Via Zoom: President William Bronson, Board Member Rose Reinertson and Board Member Steve Lovely. Absent: Vice President Tom McClellan and Secretary/Treasurer Dan Menk.

Pleasant Hill Goshen Fire & Rescue Board Members – President Ryan Martin, Vice President William Bronson, and Temporary Board Member Mark Allen. Absent: Secretary/Treasurer Dan Menk, and Board Member Darrell Shoemaker.

Staff – Fire Chief Andrew Smith, Lt. Riley Moore, and Administrative Assistant Sarah Hallenbeck (at Station 501).

Welcome to Visitors: None.

Correspondence: None.

Approval of Previous Meeting Minutes

- a. **PLEASANT HILL Minutes of August 11, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **Mark Allen made a motion to approve the minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting. Alan Mathews seconded. Motion passed unanimously.**
- b. **GOSHEN Minutes of August 11, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **Steve Lovely made a motion to approve the minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting. Rose Reinertson seconded. Motion passed unanimously.**

- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of August 11, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **William Bronson made a motion to approve the minutes of the August 11, 2020 Regular Joint Board in Person/Zoom Meeting. Mark Allen seconded. Motion passed unanimously.**

Review of Monthly Financial Reports

Chief Smith informed the board that PHGF&R's been involved in a lot of conflagrations recently and will be working to fill out the billings for those as well as they come in. He noted we will also continue to apply for the CRF funds that are available for the unanticipated Covid-19 costs and will be working on the AFG grant as we move into fall. Rose Reinertson asked about the door repair bill. Chief Smith explained that one of station 501's door locks motherboard had melted and had to be replaced. It was estimated to be 7-8 years old. Chief Smith also updated the board on the damage to the brush rig sustained when a deer hit the side while on the CA conflag. Our insurance has stated that they will cover the cost of the repairs (minus the deductible) if CA does not cover the repair.

Pleasant Hill RFPD

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Mark Allen made a motion to pay the districts bills. Alan Mathews seconded. Motion passed unanimously.**

Goshen RFPD

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Rose Reinertson made a motion to pay the districts bills. Steve Lovely seconded. Motion passed unanimously.**

Fire Authority

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **William Bronson made a motion to pay the fire authority bills. Mark Allen seconded. Motion passed unanimously.**

Staff Reports

- a. **Fire Chief Report: September 2020**

Here are updates to consider from the month of August 2020:

- **New Engine** – Mostly in service minus little tools and equipment. The truck has officially taken its first call and the updated systems and features of this truck will make it a GREAT addition to our fleet. As we fully know it is in service, we will evaluate if there is another surplus truck to remove from service.
- **Cares Funding** – We will accept another round tonight. We have mapped timelines and continue to request funding, however we can, to cover unanticipated costs and employee costs as a result of COVID 19.

- **Audit** – The FY 19/20 Audit is underway. We received draft numbers from Acuity for 2 of the 3 audits. We have been reviewing them and finding things we are not in agreement on. We are further reviewing those numbers and corresponding with them. I am not signing off on the final product until we have some areas addressed and updated. We are still waiting for the Fire Authority Audit to be sent to us. As a positive, we have met our carry forward numbers with some excess and thus we continue to sit in a good financial position at another year end. I will keep you posted as the final product becomes available.
- **Conflag Status:**
 - Riley was deployed as part of the Overhead team to a fire. He was only out for a few days. We will be submitting a request to the State of Oregon of approximately \$9500 in reimbursement for personnel cost and apparatus.
 - The crew from the California deployment secured 9/2 and we will be compiling the cost associated to that deployment. The apparatus will be somewhere around \$16,000 in reimbursements in addition to the personnel costs. (includes applicable station backfill)
 - The crew from the White River fire returned last week. That was a short deployment of a few days, but costs will be submitted for reimbursement both for the tender at \$70/hr. and personnel costs including applicable backfill associated to this deployment.

b. **Division Chief's Report**

September Presentation of Operations and Training in August

Operations:

In August, our combined agencies answered 108 calls for emergency service. Running on over 100 calls per month is no easy feat with a largely volunteer staff, but our folks pulled together in a time of need and managed to handle not only the calls for service in our district, but were also able to respond to two separate conflagrations as well. We handled 55 calls for EMS emergencies, 12 calls for motor vehicle accidents, 11 calls for fire emergencies, and 13 times we were sent on calls that were classified as "other".

Our new Pierce Engine 502 is nearly fully operational, and it was used on a fire already this month. Although we still need to shake out some bugs, this new apparatus is already proving to be extremely useful in this currently limited role.

We continue to face challenges in keeping our aged first out brush rig on the road, with what seems to be regular mechanical failings. Our staff has been very quick to identify the ever changing challenges with this older vehicle and keep those items repaired so that we can keep a type-6 deployed and earning income while on conflagration as well as keeping that wildland resource still available here at home.

Training:

Orientation for the next fire academy will have taken place by the time you read this and moving forward we will be holding only one academy per year and teaching this academy in-house.

Our crews work daily training on the new apparatus as well as basic skill sets. We will soon be working towards increasing the number of Firefighters in our agency that are certified at the level of FFII which can possibly help earn our agency an even better ISO rating.

Recess to Executive Session:

At 6:45 p.m. the Fire Authority Board President Ryan Martin announced the Fire Authority Board of Directors would now enter executive session under ORS 192.660(2)(i)(8) to review and evaluate the employment related performance of the Chief Executive Officer in which an open hearing had not been requested. Chief Smith stated that the Administrative staff will stay to attend the executive session. All board members from Pleasant Hill and Goshen Fire Districts are attending. When the regular session opens back up there will be an opportunity to adopt/approve the appraisal at that time.

Return to Open Session:

Fire Authority Board President returned the Board to open session at 7:00 p.m.

Unfinished Business

a. **Fire Authority**

i. **Annexation Discussion/Action Items (Status Update)**

Chief Smith informed the board that each district is officially on the ballot as Measure 20-315 and 20-316. There is no County voter's pamphlet only a State voters' pamphlet so he would like to draft letters to both districts to make sure each district has a clear understanding what the vote means. We have also had positive community outreach donating supplies to the Holiday Farm Fire stricken communities and later in October we will be sending out 'thank you' cards to those donors. Our on-duty crews have done structural triage of the Hills Creek Rd and Wallace Creek Rd areas which were included in the level 1 evacuation stage. So, our community has had a chance to notice the efforts made to serve and protect our patrons. In addition, our attorney has requested the board to appoint two Pleasant Hill Board members as representatives to make sure the assets and transition happen smoothly should annexation be successful. Ryan Martin asked if this could be added to next month's agenda. Chief Smith will add it to the October agenda.

New Business

a. **Fire Authority Action Items:**

- i. Acceptance of the annual performance review of the Fire Chief
William Bronson made a motion to accept the annual performance review of Chief Smith and approved step increase in salary. Mark Allen seconded. Motion passed unanimously.
- ii. Resolution to Accept CRF money from the State of Oregon
William Bronson made a motion to accept Resolution 11-20 Covid-19 (Coronavirus) Relief Fund – Expense Reimbursement Acceptance (3rd Round). Mark Allen seconded. Motion passed unanimously.
- iii. Resolution to Accept AFG Funds for Training Grant
Mark Allen made a motion to accept Resolution 12-20 AFG Grant Acceptance. William Bronson seconded. Motion passed unanimously.

b. Pleasant Hill Action Items:

- i. None.

c. Goshen Action Items:

- i. Resolution to Accept Surplus of 2008 Chevy Tahoe
Rose Reinertson made a motion to accept Resolution 7-20 A Resolution Authorizing the Surplus and Sale of a 2008 Chevrolet Tahoe and Acceptance of Associated Funds. Steve Lovely seconded. Motion passed unanimously.

Good of the Order

Ryan Martin expressed his thanks to the staff and volunteers for their service on all the conflagrations including the Holiday Farm Fire. Chief Smith let the boards know that we had a crew return this evening and will have another crew returning home tomorrow evening. We will still have a couple of our people out working with ODF but expect them to be relieved in a couple days.

Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Sarah Hallenbeck
Recording Secretary