

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Zoom Meeting
April 14, 2020

Call to Order

The Board meeting was called to order at 6:34 p.m. by Board President Ryan Martin.

Attending

Pleasant Hill Board Members – President Ryan Martin, Vice President Terry McDiarmid, Secretary/Treasurer Mark Allen, and Board Members Darrell Shoemaker. Absent: Alan Mathews.

Goshen Board Members – President Willie Bronson, Vice President Tom McClellan, Secretary/Treasurer Dan Menk, Board Members Rose Reinertson and Steve Lovely.

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

Staff – Fire Chief Andrew Smith, Division Chief Matthew Barnhart, Lt. Riley Moore, Administrative Assistants Bonnie Graham and Sarah Hallenbeck.

Welcome to Visitors: None

Correspondence: None.

Approval of Previous Meeting Minutes

- a. **PLEASANT HILL Minutes of March 10, 2020 Regular Joint Board Meeting** - The minutes of the March 10, 2020 Regular Joint Board Meeting were reviewed. **Terry McDiarmid made a motion to approve the minutes of the March 10, 2020 Regular Board Meeting as presented. Darrell Shoemaker seconded. Motion passed unanimously.**
- b. **GOSHEN Minutes of March 10, 2020 Regular Joint Board Meeting** - The minutes of the March 10, 2020 Regular Joint Board Meeting were reviewed. **Tom McClellan made a motion to approve the minutes of the March 10, 2020 Regular Joint Board Meeting as presented. Rose Reinertson seconded. Motion passed unanimously.**
- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of March 10, 2020 Regular Joint Board Meeting** - The minutes of the March 10, 2020 Regular Joint Board Meeting were reviewed. **Willie Bronson made a motion to approve the minutes of the March 10, 2020 Regular Joint Board Meeting as presented. Rose Reinertson seconded. Motion passed unanimously.**

Review of Monthly Financial Reports

Chief Smith stated that the check ledger emailed out to them does not include a check to be signed that was printed today. This is a reimbursement to him for the replacement purchase of the riding lawn mower and bagger that was stolen, and neither district credit cards would not go through on the purchase. He would also like the board to decide tonight at the meeting who will be able to come to the station tomorrow to sign checks.

Pleasant Hill RFPD

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Mark Allan made a motion to pay the districts bills. Darrell Shoemaker 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. Tom McClellan seconded. Motion passed unanimously.**

Tom McClellan asked if the Sam's Auto Service check was for the head gasket repair. Chief confirmed it was.

Fire Authority

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Willie Bronson made a motion to pay the fire authority bills including the reimbursement Chief for Chief Smith. Rose Reinertson seconded. Motion passed unanimously.**

Q & A: Tom McClellan asked if there had been any leads on the stolen lawn equipment. Chief Smith stated that while there had been leads nothing had substantiated from them and the insurance company has sent us a check for this claim and have closed it. Rose Reinertson asked if they will be protecting the new equipment to prevent another theft. Chief Smith informed the board that while the equipment had been locked in a shed the lock had been cut so they are now storing the new mower inside station 502.

Staff Reports

- a. **Fire Chief Report: April 2020**
1. **COVID 19** – If you're not tired of hearing about COVID 19, maybe this monthly report will cap it off. This has been all consuming for myself and our organization, so I want to provide a synopsis as to what has been happening should you have any questions to discuss.
 - a. Our career staff have been working 48/96 schedule as the front-line supervisor for the on-duty crew. We've averaged 4-6 on duty as a result 24/7. Our crews have split and sent small isolated crews should a call reflect concern over COVID 19 or flu like symptoms. This has been fairly revenue neutral to get through this year, and I am continuing to review and evaluate the year to come.
 - b. We've social distanced as best as possible and focus training at the shift level and or cyber training for EMS where possible. Admin staff are working remotely with exception

of financials and QuickBooks which are done on a staggered scale at the office. Prior to that, the front office is sanitized and isolated from the on-duty crew.

- c. With our personnel on 48/96, I am working 5 days a week, some remotely where possible and some in the office. I'm responding to calls as needed for Chief supervision and watching to make sure our crews are staying healthy and following protocols for these responses. I'll give a synopsis of other projects later in this document.
- d. We continue to have no use of our training room, no guests and no riders, no interviews and basically the station is the duty crew only each day for safety and cleanliness.
- e. We still have PPE and are holding strong in that area; we'll see as the "peak" nears for Lane County.

2. On Going Projects:

- a. It's been difficult to make progress with annexation, but I am working to discuss as I can with Lane County Elections and Lane Counsel of Government about the measure itself for November, so that isn't slipping to far back and we're still working towards that. No planning for an open house has happened because of the quarantine/social distance, we'll still be able to do something it's just a timeline issue at this point.
- b. The New Tahoe will be going to have its equipment installed over the next couple weeks, should go into service by May and be ready to take the place of the old Tahoe which the board can provide direction on.
- c. The new engine is nearing completion. Normally you would fly back and inspect it at the manufacturer. With all that is going on, that is a poor choice so we're working on identifying a different method to review the truck and inspect it as well as reallocation of the cost that was originally paid for that. The new engine should be at Hughes in Springfield by May for the next stages of its prep. Once in service, the new engine will be with the duty crew so they can train everyone on it as well as test everything while working out the cobwebs so to speak.
- d. Grants were submitted in April for AFG.
- e. We received all our extrication equipment that was provided by the grant. We hosted a series of trainings with the equipment and this has made a HUGE positive impact on our capabilities.
- f. Turnouts have been measured and ordered based on the last month's meeting.
- g. Insurance is paying out for the theft of the mower/trailer. I'll be waiting for that money to confirm it is the amount we sought and then at that time I will work to replace the equipment. There have been no developments to my knowledge about the theft.
- h. First draft of the budget is done. I'll still need to prepare the actual budget message. This year my goal is to draft a very detailed message that allows everyone to fully (hopefully) comprehend the budget from home. We MAY have to have a budget meeting that is online as well, if so, we'll make sure questions are answered in advance so that its smooth. The budget strategy for 2020/2021 is to operate at our base level, maintain a healthy staffing model, trim un-necessary costs and to prepare for annexation while keeping a positive attitude that it WILL be happening. I'll be asking a couple questions in a budget memo tonight with a request for direction of the Board.

b. Division Chief's Report

April Presentation of Operations and Training in March

Operations:

In February we received a total of 90 calls for service in both battalions combined. The Covid-19 rush did not actually start to affect our call volume until near the last portion of the month, so these numbers do not look dramatically increased yet. Our 24-hour career staffing model worked particularly well this month in the face of a dramatic staffing challenge like "social-distancing". We handled 49 calls for EMS emergencies, 14 calls for motor vehicle accidents, 7 fires, and times we were sent on calls that were so unique that we had to classify them as "other". We also received 16 calls last month that were either canceled by a Chief officer while we were in route or cancelled by dispatch. You may notice that even though we had a career officer, and staffing as high as 5 or 6 people on a 24-hour basis at every point after we started the 48/96 model, we don't have a really "high" number of folks responding on many of our calls according to one of the provided data sheets. This is specifically due to a tactical decision being made on a case by case basis, by our officer on shift each night. The shift officers have been limiting the number of people and equipment being exposed to the possible Covid-19 patients by limiting crew size, and splitting resources to stage for additional district needs during responses and decontamination processes. In short, our staff has responded to this pandemic with exceptional professionalism, and our service to the public has not suffered, it has streamlined and improved.

Training:

Although we have temporarily suspended our Thursday night gatherings for training due to Covid-distancing, we have increased the number and frequency of available training opportunities for our staff since we have allowed the career staff to stay later and offer night drills for the volunteers that pull night shift. We offered an amazing 43 training events last month, totaling 80 hours of available training. All shift officers are directed to adhere to a detailed training schedule which helps me stay compliant with annual requirements, but we keep in close contact during shift pass-off so that we can communicate the training requests off our volunteer staff and plan for training events during the next tour.

We will be continuing with hosting our in-house Spring academy, utilizing our daily staff and the shift officer for each corresponding academy day. I have developed a very intense on-line portion of this academy for cadets to advance at their own pace while adhering to social distancing suggestions as much as possible. While we are required to meet in person for the practical portions of academy, our shift officers have already been advised to keep their respective staff and themselves outside in the open air and separated physically as much as possible.

Unfinished Business

a. Fire Authority

- i. Consolidation/Reformation Discussion Continuation (placeholder)
Chief Smith states the due to the Covid-19 situation it has been challenging to get information on this project therefore there is not much to update. He has not heard a response from Christy Munson. He is hoping that by our next meeting he will have more information to present to the board, including from the election's office.

New Business

a. Fire Authority Action Items:

- i. Appoint Budget Officer for 2020/2021 Fiscal Year
Chief Smith needs action, from each board, on appointing the Budget Officer for this next fiscal year. Ryan Martin began this process with the Pleasant Hill Board. **Mark Allen nominated Chief Smith as Budget Officer. Darrell Shoemaker seconded. Motion passed unanimously.** Ryan Martin directed Goshen Board to proceed next. **Rose Reinertson nominated Chief Smith as Budget Officer. Tom McClellan seconded. Motion passed unanimously.** Ryan Martin requested Fire Authority to proceed. **Willie Bronson nominated Chief Smith as Budget Officer. Rose Reinertson seconded. Motion passed unanimously.**
- ii. Budget Direction – Refer to Memo Provided by Chief
Chief Smith discussed his proposal to change the Fire Authority split as presented in his memo to the boards and is seeking a motion from the board to move forward with this change. Willie Bronson stated he approves. Mark Allen asked what cost difference that would make for Pleasant Hill. Discussion ensued on to the actual cost of the 4% increase and the belief is it would fall between a low of \$16,000 to a high end of \$38,000 for the fiscal year. Chief Smith will need all three boards to adopt the proposed 44/56 split. Ryan Martin directed Pleasant Hill board to begin. **Mark Allen made a motion to adopt proceeding with the 44% Pleasant Hill / 56% Goshen split to fund the Fire Authority. Darrell Shoemaker seconded. Motion passed unanimously.** Ryan Martin directed Goshen to proceed with their vote. **Dan Menk made a motion to adopt proceeding with the 44% Pleasant Hill / 56% Goshen split to fund the Fire Authority. Rose Reinertson seconded. Motion passed unanimously.** Ryan Martin directed the Fire Authority to proceed with their vote. **Willie Bronson made a motion to adopt proceeding with the 44% Pleasant Hill / 56% Goshen split to fund the Fire Authority. Rose Reinertson seconded. Motion passed unanimously.**

b. Pleasant Hill Action Items:

- i. Approval to Surplus – 1995 Type 1 Structure Engine
Chief Smith states that the new engine is basically complete. He is unsure how the final check off will go at this point due to the virus situation. He would like to get board approval surplus the 1995 Type 1 Engine so we can start the prepping process to sell. Ryan Martin asked what Chief believed he what price we may get for it. Chief responded based on comparables he thinks between \$25,000 to \$30,000. **Mark Allen made a motion to approve the surplus sale of the 1995 Type 1 Structure Engine. Darrell Shoemaker seconded. Motion passed unanimously.**
- ii. Approval to Surplus – 2005 Chevy Blazer Command Vehicle
Chief Smith stated it was time to say goodbye to this vehicle. **Mark Allen made a motion to approve the surplus sale of the 2005 Chevy Blazer Command Vehicle. Darrell Shoemaker seconded. Motion passed unanimously.**

c. Goshen Action Items:

- i. Approval to Surplus – 2008 Chevy Tahoe Command Vehicle
Chief Smith requests approval to surplus his command vehicle and believes his new Tahoe will be completed in the next few weeks. He believes after looking at comparable vehicles we may be able to get bluebook which is \$12,000 to \$15,000. Rose Reinertson asked how much use this vehicle would get if we kept. Chief replied not much use due to having multiple command vehicles. **Tom McClellan made a motion to approve the surplus sale of the 2008 Chevy Tahoe Command Vehicle. Dan Menk seconded. Motion passed unanimously.**

Good of the Order

Willie Bronson requested Chief Smith look into the option of making two payments for the equipment replacement fund for the upcoming Goshen budget. Chief Smith stated he will do this.

Willie Bronson made a motion to adjourn. Tom McClellan seconded. Motion passed unanimously. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Sarah Hallenbeck
Recording Secretary