

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

**December 8, 2020**

**Call to Order**

The hybrid meeting (online Zoom/in station) Board meeting was called to order at 6:30 p.m. by Board President Ryan Martin.

**Flag Salute**

**Attending Meeting**

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

**Goshen Board Members** – Vice President Tom McClellan (at station 501). Via Zoom: President William Bronson, Secretary/Treasurer Dan Menk, Board Members Steve Lovely and Rose Reinertson.

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

**Staff** – Via Zoom: Fire Chief Andrew Smith, Division Chief Matthew Barnhart, Lieutenant Riley Moore, Lieutenant Christopher Garcia, Administrative Assistants Sarah Hallenbeck and Bonnie Graham.

**Welcome to Visitors:** None.

**Correspondence:**

- a. Thank you from Upper McKenzie Fire
- b. Lane County Elections Certified Results

**Approval of Previous Meeting Minutes**

- a. **PLEASANT HILL Minutes of November 10, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the November 10, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **Terry McDiarmid made a motion to approve the minutes of the November 10, 2020 Regular Joint Board in Person/Zoom Meeting. Mark Allen seconded. Motion passed unanimously.**
- b. **GOSHEN Minutes of November 10, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the November 10, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **Steve Lovely made a motion to approve the minutes of the November 10, 2020 Regular Joint**

**Board in Person/Zoom Meeting. Tom McClellan seconded. Rose Reinertson and Dan Menk abstained due to absence. Motion passed.**

- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of November 10, 2020 Regular Joint Board in Person/Zoom Meeting** - The minutes of the November 10, 2020 Regular Joint Board in Person/Zoom Meeting were reviewed. **Mark Allen (acting FA board member on 11-10-2020) made a motion to approve the minutes of the November 10, 2020 Regular Joint Board in Person/Zoom Meeting. Tom McClellan (acting FA board member on 11-10-2020) seconded. Motion passed unanimously.**

### **Review of Monthly Financial Reports**

Chief Smith explained the profit and loss updates which include the breakdown of personnel services that now show specific wage amounts related to covid-19 and conflagration. Chief Smith stated all conflagrations to date have been billed but, so far, we have only received a partial payment on the ODF portion on the Holiday Farm Fire. Once we start to receive conflagration reimbursement, personnel services will start to balance out.

Chief states neither district has checks to sign so just the FA will need checks to be signed. He will specifically need Martin, Bronson, and Menk to come sign due to needing their signatures on Resolutions and Audit Letters.

Rose Reinertson asked about the AJ Lock and Key bill. Chief Smith explained that we had to replace the front door lock as well as replacing an electronic lock on a bay door entrance at station 501. Rose Reinertson asked about the bill from Day Wireless. Chief explained that was for the purchase of 15 pagers and electronic programing. William Bronson asked about the check to Hydrow Inc. This is a rowing machine purchase. William Bronson asked about bill from Priority One. Chief explained this was a detailed duct cleaning which is also included in our Covid mitigation response. Chief Smith also mentioned that the lockers were paid for and we should receive those soon. Rose Reinertson asked about the payment to Jobbersinc.com. Chief Smith explained that the natural gas pump generator that runs station 501 went out this last weekend. The payment is for a rebuilt water pump system to get that generator back in service. \$1500 of that is a core charge that will be refunded after we return the faulty pump.

#### **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. Terry McDiarmid seconded. Motion passed unanimously.**

#### **Goshen RFPD**

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

## Staff Reports

### a. Fire Chief Report: December 2020

**Here are updates to consider from the month of November 2020:**

- **Priorities for December/January:**
  - We are currently focusing our administrative function on grants/conflag cost recovery for all the Covid items and fire costs for 2020 so far. We're working to get personnel services cleaned up in the budget to help show where those costs vs. cost recoveries are.
  - Operationally we are going to focus on safety measures, developing our final COVID mitigation plans including that of OSHA Compliance with the last regulations provided by OSHA.
  - We're going to try and have small little things during the month for fun to boost morale and get people engaged from a really difficult fall. These include Putter ball tournament, Christmas tree decorating competition, volunteer of the year voting, and more!
  - Training, while not on Thursday is up and positive, we're still evaluating ways to better get training out to everyone while we can't hold large training events. Technology is high on our list of tools.
  - Planning of an electronic and highly 'unique' awards event for the end of January is underway, but more to be determined very soon.
  - We have been able to reduce one copier contract that was expiring leaving us with only one machine under the fire authority. The savings is estimated to exceed \$1500 or more annually.
- **Staffing Change:** As I announced by email, Sarah Hallenbeck will be leaving her role as an Administrative Assistant with the Fire Authority effective late in December. She is a tremendous loss to our team. For now, as we meet in work sessions I would like to look very closely at our staffing and future model for the FY 21/22 budget before any hiring or changes are made. For the time being, I'll absorb some of these functions that are regularly completed by Sarah. Minutes recording will shift to Bonnie until we make permanent decisions.
- **Audit:** I am not sure you'll have a copy of the Audit at this meeting but it will be here very soon after if not. At that time, I'll arrange for you all to get a copy so it can be a consideration with future meetings and discussions like work sessions.
- **CRF Money:** This expires December 30, 2020. I will have a last proposal in your packet tonight and I would like to summarize all the components associated to it, what our goals have been and the positive impacts we have made in protecting our staff and patrons.

b. **Division Chief's Report**

November Presentation of Operations and Training in October

**Operations:**

November brought us a bit of reprieve since we answered only 90 calls for emergency service. While our agencies have been working together to handle 100 or more calls each month, it was good to slow down even if just temporarily as we have been facing some serious staffing level issues with so many of our volunteers deeply involved with Paramedic and EMT schooling right now. Recently, our daily staffing model during the Tuesday through Thursday, 0800-1700 window has faced the greatest challenge due to so many classes for our volunteers being scheduled at the same time. Fortunately, we are still able to function with a 24-hour staffed position which has greatly alleviated some of the additional workload during those weekday hours because our career staff can perform daily job functions during nighttime hours.

In November, battalion 51 received 48 calls, battalion 52 received 33 calls, and 9 calls originated outside of our district requiring mutual aid.

We will continue to face challenges with daily staffing during the work week due to having so many of our students attending school at LCC and the university. My team and I are working to find new ways to increase our recruitment pool and investigate ways to increase our list of quality volunteers. This is an issue facing all agencies in this service, and there will be no decrease in pressure for our staff, whether they be career or volunteer in the foreseeable future. Our direction, and my goal for this agency is to continue to foster a "fun, family" environment so that people with so many other time constraints in their lives will not only choose to spend their precious "free time" with us, but hopefully continue to refer friends and family which has been our life line to this point.

Covid-19 has added many obvious and some hidden hurdles to our operational model as we plan for not only a tactical model of response, but equipping our personnel and supplying our staff with all the necessary that has kept us compliant with so many layers of compliance with varying suggestions and guidelines from multiple outside sources. With direction from Chief Smith, we have chosen to equip and supply our staff and vehicles with what I describe as "worst-case" levels of PPE.

**Training:**

Our staff continues a daily morning training concerning the location of, or changes to our newly instituted "Covid-19" kits. I have made this training a daily requirement so that all my staff understands how seriously we take the pandemic as a threat to the stability of our two agencies.

Our upcoming apparatus operator course is still on track to start early December with all enrolled students currently succeeding in completing assigned pre-requisites. That being said, they have not yet met the challenge of sitting through what amounts to 40 hours of thrilling technical classroom material with me while we cover the basics of becoming an NFPA driver through DPSST.

One of my four cadets registered for the upcoming academy has already started attending shifts to start training early, and the other three are planning for the same.

Our three candidates that are currently attending fire academy in Lowell are progressing as expected. I am confident that all will graduate on time and move forward successfully with our agency.

Chief Smith's efforts to recoup so many available Covid dollars has allowed us to greatly expand our abilities to provide remote, or on-line training options so that the volunteers who aren't currently assigned to a shift won't feel left out or discouraged for missing so many training events we hold each day. The purchase of electronics and supporting equipment last month is preparing our training program to change into what may quite possibly become the new permanent model of what training is in this fire service, even after this Covid-19 pandemic passes.

Working as a team, our daily shift officers were able to coordinate and produce 32 training events for our volunteers during November. This constituted more than 91 hours of available training for our staff. These events were held as early as 08:00, and some as late as 23:00. This broad range of available training hours has been instrumental in the development of a great many of our staff that are otherwise occupied during daytime hours, and made possible by our committed trio of 24-hour career staff.

### **Unfinished Business**

#### **a. Fire Authority**

##### **i. Annexation Discussion/Action Items**

Chief Smith stated that due to the current restrictions there was no work session scheduled for this month. He encourages the boards to schedule a work session to collaborate a direction for the organization as well as for them to review the strategic plan. Chief Smith has reviewed the strategic plan and states he would like the boards review it as well. He would like them to look over the strategic plan to see what has been achieved but also to review what our strategies and priorities left to complete are. Chief feels that under the FA the service to the district has consistently been improving and feels working together is in the best interest of the organization. Chief states he did confirm with Christy Munson that there is a 1-year moratorium on an annexation vote and due to the November 2021 vote being a day earlier the soonest we could put annexation before the voters again would-be May of 2022.

Ryan Martin would like to schedule a work session before next month's board meeting to discuss the board's thoughts on other options for May of 2021. Martin did note however that a capital levy in Pleasant Hill would push annexation out further. William Bronson believes that the boards unanimously want to continue with our 'One Team' especially as Chief Smith mentioned in last month's discussion that there was no response from Pleasant Hill 'respond from home' volunteers on numerous calls. Bronson does not feel merger would bring in enough funds and feels in regards to financing we should strive for 50/50 funding. Bronson reiterated the importance and urgent need for Pleasant Hill to address the replacement of the fire station. Rose Reinertson also would like to see 50/50 funding as well. Alan Mathews is also agreeable to the 50/50.

Chief Smith would like to expand on the discussion on the Pleasant Hill facility issue. He would like to answer any questions the boards may have and provide them the information they need. Chief would like those questions in advance. He has been working on the budget and nailing down the true cost of the FA. Chief appreciates hearing the support for the working partnership as it has been a beneficial relationship and has accomplished a lot including our working recruitment model.

Chief Smith states that having all board members be able to attend an in-person work session is the most desirable however he feels restrictions could make that impossible for a time. Ryan Martin agrees and suggested the boards plan to do an online work session meeting beginning the hour before the next board meeting.

Willie Bronson would like the possibility of receiving budget information from the Chief in a hard copy. Bronson would also like Chief to provide 50/50 implications as well as 1-year and 5-year plans for capital needs for the two districts. Bronson challenges the Pleasant Hill board members to brainstorm ideas on what they feel would be sellable to their community.

Chief Smith reminded the boards he will be down an Administrative Assistant soon but if they could please send their questions to him by December 22<sup>nd</sup> at 5 p.m. Chief Smith will schedule the work session for January 12<sup>th</sup>, 2021 at 5:30 p.m.

### **New Business**

#### **a. Fire Authority Action Items:**

- i. Resolution 17-20, Accepting Revenue CRF 6<sup>th</sup> Round  
**William Bronson made a motion to accept Resolution 17-20 Covid-19 (Coronavirus) Relief Fund – Expense Reimbursement Acceptance (6<sup>th</sup> Round). Dan Menk seconded. Motion passed unanimously.**
- ii. Resolution 18-20 Approval of Billing Structure Updates Policy 1.8.4  
Chief Smith let the board know that we had not updated our rate schedule when the new rates came out and this action is to complete that. **William Bronson made a motion to accept Resolution 18-20 Update for the Rate Structure Established in Policy 1.8.4 Attachment 'A'. Dan Menk seconded. Motion passed unanimously.**
- iii. Resolution 19-20: Approval of Required COVID Mitigation Purchases  
Chief Smith discussed his Covid mitigation plan proposal and the estimated costs. Chief explained to the boards that our organization is seeing Covid numbers rising in our area and was informed today that Oakridge Fire has nearly shut down due to their members either having Covid or are in quarantine. They are a similar size organization, and we are hoping our mitigation efforts will help to keep our organization from being affected in a similar way. Chief explained that these emergency expenditures are funded 100% through the Coronavirus Relief Fund which is set to expire at the end of this year. Once the funding ends Chief will come back and provide the boards with a recap of what our organization was able to complete in this Covid-19 **William Bronson made a motion to approve Resolution 19-20 Approval for Expenditure of Emergency COVID 19 Funds for**

**Public and Personnel Safety Measures. Darrell Shoemaker seconded. Motion passed unanimously.**

- iv. Direction on the Further Surplus on a Fire Engine from PH. (All Board Input)  
Chief Smith discussed the potential of reducing unnecessary fleet and the associated costs that come with keeping them as surplus. Chief stated he had backed off the reduction of fleet after the election but stated conversation could take place during the upcoming work session. Board requested Chief Smith send his proposed reduction documents be sent to the board in advance for review.

**b. Pleasant Hill Action Items:**

- i. None.

**c. Goshen Action Items:**

- i. None.

**Alan Mathews made a motion to adjourn. Tom McClellan seconded. Meeting adjourned at 7:19 p.m.**

Respectfully submitted,

Sarah Hallenbeck  
Recording Secretary

APPROVED