

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

February 9, 2021

Call to Order

The hybrid meeting (online Zoom/in station) Board meeting was called to order at 6:40 p.m. by Board Vice President Willie Bronson

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 and Board Member Darrell Shoemaker. **Absent-** Vice President Terry McDiarmid.

Goshen Board Members – Vice President Tom McClellan and Board Member Steve Lovely (at station 501). Via Zoom: President William Bronson, Secretary/Treasurer Dan Menk, Board Members 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, Administrative Assistant Bonnie Graham.

Welcome to Visitors: None.

Correspondence: The District received a letter from Lane County Election Notice for the May 18th Election and a letter from Liz Loomiz Public Affairs.

Approval of Previous Meeting Minutes

- a. **PLEASANT HILL Minutes of January 12 Regular Joint Board in Person/Zoom Meeting and Work Session Minutes** - The minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session were reviewed. **Darrell Shoemaker made a motion to approve the minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session Meeting. Mark Allen seconded. Motion passed unanimously.**

- b. **GOSHEN Minutes of January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session Minutes** - The minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session were reviewed. **Steve Lovely made a motion to approve the minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session Meeting. Tom McClellan seconded. Motion passed unanimously.**

Disclaimer: The meeting minutes are merely a summary of the discussions that occurred, a verbatim recording of the discussion is available upon request.

- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session Minutes** - The minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session were reviewed. **Darrell Shoemaker made a motion to approve the minutes of the January 12, 2021 Regular Joint Board in Person/Zoom Meeting and Work Session Minutes. Ryan Martin seconded. Motion passed unanimously.**

Review of Monthly Financial Reports

Chief Smith explained that the Fire Authority covered the PERS bill of \$28,775 on behalf of Goshen in back PERS for improper reporting over a duration of 10 years.

Pleasant Hill RFPD

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Ryan Martin made a motion to approve the Pleasant Hill RFPD Financials and to pay the Pleasant Hill RFPD bills. Mark Allen seconded. Motion passed unanimously.**

Goshen RFPD

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Tom McClellan made a motion to approve the Goshen Financials and to pay the Goshen bills. Steve Lovely seconded. Motion passed unanimously.**

Fire Authority

****Transaction List & Financial Review.** The Board reviewed the financials and transaction list. **Ryan Martin made a motion to approve the Fire Authority Financials and to pay the fire authority bills. Darrell Shoemaker seconded. Motion passed unanimously.**

Staff Reports

- a. **Fire Chief Report: January 2021**
- **Awards Banquet Recap:** On January 30th we celebrated our annual awards banquet. Of course, under COVID this was a virtual event but still a success. We were able to provide a dinner to all the participants which they could take to their homes to enjoy in their small groups. We recognized the following awards for the year. **Shift Standouts:** Lacey Perkins, Carter Grant, Ben Collen. **Fire Chief Awards:** Keven Hopkins and Sean Wilson, Volunteer of the year: Alejandro Contreras Ochoa and **Resident of the Year** Sarah Tognoli. I received mostly positive feedback and am glad we could still celebrate our volunteer personnel.

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- **Network Failure at the Admin Office:** We had last week a failure of our network at station 501. This took down our internet, printing, and networking capabilities. On a positive we were able to resolve this in the same week after replacing a few parts ourselves. The switch, which would have been installed during the construction phase had failed and left us with no internet moving in the station. This delayed Board packets along with some of our projects over the course of the week. It is amazing how reliant we become on the internet as a whole.
- **COVID 19 Vaccine Update:** During this last week we have finished our 2nd doses for those wanting to receive the COVID 19 vaccine. If you recall, this is a two-part series over the course of 28 days. The second dose caused widespread, but short-lived sickness for recipients (including me) but has since subsided. We now anticipate about 85% vaccination of our personnel who will be fully vaccinated after 14 days from the second dose.
- **Major Back PERS Charge:** I will cover this during financials BUT you should be aware that we are completing and about to pay our second large charge for back PERS for improper reporting over the last 10 years. This is a result of improper reporting of hours worked and not reporting people who were not regular employees. There were a number of errors noted from different staff responsible for entering the PERS information. Unfortunately, this has caught up to us. The back PERS for Goshen is \$28,775.27 for 10 years and will need to be paid by the Fire Authority because we hold the PERS account now. That said, Pleasant Hill had the same problem 2 years ago and the Fire Authority had to pay on behalf of Pleasant Hill. (I will have that figure soon) The problem that created this has been resolved and won't be an issue, but there is always a component of correct reporting by staff that puts us at risk of a problem like this. There is a good chance that we will need to take budget steps to account for the additional costs. I will explain more under Financials.

b. **Division Chief's Report**

Operations:

The first month of 2021 did not exactly bring us the much-anticipated relief from 2020 that we were all looking forward to. We continue to struggle through daily staffing challenges due to Covid-19 restrictions, and we still have the majority of our volunteer staff enrolled in classes at LCC while still attending at least their required minimum shift hours. Fortunately, we have an extremely dedicated staff that have pulled together as a team and met the demands of an increased call volume. January brought us 89 calls for emergency service. We responded to 46 EMS calls, 14 MVA, 1 Fire, and 12 calls labeled as "other". We also responded to 14 calls for mutual aid to our neighboring districts last month.

Our staff is continuing to receive the Covid-19 vaccination and suffer through the expected side effects. So far, only one person has needed to call out "sick" due to this issue.

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Training:

Our Apparatus Operator academy has concluded, and we have graduated 4 new Operators that will be out on the roads working almost immediately.

Our entry level fire academy has begun, and we have 9 candidates which will be instructed %100 in-house this year. Their academy will also include HAZMAT and wildland course which will make them, eligible for conflagration deployments this year.

Unfinished Business

- a. **Fire Authority**
None

New Business

a. Fire Authority Action Items:

- i. Actions following February 9th Work Session – The Board asked Chief Smith to schedule a Work Session for next month 1 hour before the Regular Joint Board Meeting of March 9, 2021
- ii. Discussion of 19/20 Audit – The Board reviewed the audit.

b. Pleasant Hill Action Items:

- i. Discussion on 19/20 Audit – The Board asked what the over expenditures are, and Chief Smith explained that the way we set up the Payments from Pleasant Hill to the Fire Authority should have said Special Payments and not transfers that will be fixed for next year's budget.

c. Goshen Action Items:

- i. Discussion on the 19/20 Audit -Question of what was the cash carryover number.

Will Bronson asked Chief Smith to put the Administrative Assistant vacancy on the Boards work session agenda for next month.

Steve Lovely made a motion to adjourn. Mark Allen seconded. Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Bonnie Graham
Recording Secretary

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APPROVED

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