

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting in Person/Zoom Meeting
April 11, 2023

Call to Order:

The hybrid Joint Board Meeting was called to order at 6:35 p.m. by Fire Authority Board President, Willie Bronson.

Flag Salute

Attendance:

Pleasant Hill Board Members: President Todd Anderson, Vice President Kevin Flory, Secretary/Treasurer Darrell Shoemaker, and Board Member Paul Filson.

Goshen Board Members: President Willie Bronson, Vice President Tom McClellan, Secretary/Treasurer Rose Reinertson, and Board Member Terry McDiarmid. Absent Board Member Cameron Saxon.

Pleasant Hill Goshen Fire & Rescue Board Members: President Willie Bronson, Vice President Todd Anderson, Secretary/Treasurer Rose Reinertson, and Board Member Kevin Flory.

Staff: Fire Chief Andrew Smith, Lieutenant Roll, and Executive Assistant Haley Meshnik.

Guests: - Matt Brown, Marliane Perry, Mark Reinertson, Ellen & Pat Harris, Bob Schutte, Carol, & Jim.

Welcome to Visitors: Willie welcomed visitors and provided information about the signup sheet for visitors, which includes a check box if they would like to make public comment and also if the visitor wants to be contacted after the meeting by staff or a board member.

Public Comment: - None

Correspondence: - Received documentation that the boundary lines Captain Moore and his GIS team mapped out, were approved after their second submission.

Approval of Previous Meeting Minutes:

“Rose Reinertson abstained from approving the minutes on March 14th, for both Goshen and the Fire Authority, because she was absent from those meetings.

- a. **PLEASANT HILL Minutes of March 14, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Paul Filson seconded. Motion passed unanimously.
- b. **GOSHEN Minutes of March 14, 2023 Work Session Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passes, Rose Reinertson Abstained*.
- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of March 14, 2023 Work Session Meeting** were reviewed. Todd Anderson made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passes, Rose Reinertson Abstained*.
- d. **PLEASANT HILL Minutes of March 14, 2023 Board Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Darrell Shoemaker seconded. Motion passed unanimously.
- e. **GOSHEN Minutes of March 14, 2023 Board Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passes, Rose Reinertson Abstained*.
- f. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of March 14, 2023 Board Meeting** were reviewed. Todd Anderson made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passes, Rose Reinertson Abstained*.
- g. **PLEASANT HILL Minutes of March 29, 2023 Work Session Meeting** were reviewed. Darrell Shoemaker made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passed unanimously.
- h. **GOSHEN Minutes of March 29, 2023 Work Session Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passed unanimously.
- i. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of March 29, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Todd Anderson seconded. Motion passed unanimously.

Review of Monthly Financial Reports:

Chief Smith explained that he approved two large transfers, \$100K into the general fund to pay bills and \$100K into payroll, to get us through the next two months and to help us narrow in on our ending fiscal year balance. Chief Smith added that this month, the 4th quarter Length of Service Award Program (LOSAP) was paid. Chief concluded that there will be end of the year purchasing happening in these next few months and nothing else too dramatic, just routine maintenance on this check ledger.

Willie Bronson asked about the Kendal bill and Chief Smith explained that was for maintenance and repair work on his Tahoe. Chief added that the inspection revealed that the Tahoe had a cracked radiator. Willie Bronson suggested we budget more for apparatus maintenance this upcoming fiscal year. Chief agreed that he planned to add more to the apparatus maintenance budget.

Chief Smith added that we were not awarded the grant for the new apparatus and shared that we are still pending the results of the Staffing for Adequate Fire and Emergency Response (SAFER) grant and OFSM Capacity Grant. Willie Bronson told Chief Smith that he appreciated his efforts.

Pleasant Hill RFPD

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Kevin Flory made a motion to approve the Pleasant Hill RFPD Financials and to pay the Pleasant Hill bills.** Darrell Shoemaker 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.** Terry McDiarmid seconded. Motion passed unanimously.

Fire Authority

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Todd Anderson made a motion to approve the Fire Authority Financials and to pay the fire authority bills.** Kevin Flory seconded. Motion passed unanimously.

Staff Reports: - No board comments

Captain Barnhart's Board Report

Lieutenant Roll's Board Report

Fire Chief's Report

**The Board reviewed the Fire Chief's Reports and further staff reports, which were attached as addendums and are available on file.*

Fire Chief's Topics Discussed:

- Grant Status
- Apparatus Maintenance
- Fire Station Design
- Noteworthy Alarm
- EMT-Intermediate Students
- Website Upgrade
- Alarm Tracking: 95 calls in March
 - YTD: 281

Darrell Shoemaker asked the Chief about the printer fire at Lane Community College. Chief Smith explained that it was a Desktop label printer, that had a recall that went out in 2016, that was found to have a potential for developing corrosion, within the unit, that would lead to spontaneous fire. Chief said the sprinklers dumped a lot of water that put out the fire.

Unfinished Business:

Fire Authority –

- **Updates Regarding on Going Formation Projects –** Discussed during Work Session
- **Approval to Spend \$18K and \$800 with American Rescue Plan Funds Provided by Lane County –** Chief Smith shared that we were approved to receive \$50K, by Lane County, of the American Rescue Plan Funds they are custodians of, to help offset the costs of this project. Chief Smith shared that he signed the contract and explained that we get the funds when we submit for reimbursement. Chief explained that we will have an \$18K fee for the formation of a new district from Lane County Elections and an \$800 deposit for the November Election Expense. Chief Smith is asking the board for approval for these funds to come from the Fire Authority and to cut both checks.

Todd Anderson made a motion to authorize the Fire Chief to make payments of \$800 for the New District November Election Expense deposit and \$18K for the Lane County Elections Fee of Formation of a New District, from the Fire Authority. Kevin Flory seconded. Motion passed unanimously

- **Public Comment Policy/Procedures & Discussion** – A discussion ensued about the drafted Public Comment Sign in sheet. Chief Smith shared that the only recommendation that has come since, is from Haley, suggesting we add a “Please Contact Me” check box. To allow the public to request that a board member and or staff reach out to them. Todd Anderson shared that he likes that addition.

Todd Anderson made a motion to accept the Pleasant Hill Goshen Fire & Rescue board meeting sign in sheet, with the addition of the column check box, “Do you wish to speak to a board member for Staff member?” be added. Rose Reinertson seconded. Motion passed unanimously.

Goshen –

- **Security Fence Project at Goshen Fire Station (Updated Bid) –**

Chief explained the fence plan and the new bids. Chief is suggesting that the North side have a key code to electronically open the gate and the south side be manually opened and closed. A discussion ensued. Alternatives discussed were to line bore the electrical and get a quote for just the electrical installation. Paul Filson suggested that we consider using our own man power, he is volunteering to assist, to dig holes, set poles, get them level, to save on labor costs. Terry McDiarmid shared that he recently did exactly that with a project and the price went from \$42k down to \$11K.

Willie Bronson asked Chief Smith to list the recent thefts that have led to this need for securing the back. Chief shared a half a dozen most recent occurrences, including a locked trailer with a riding lawnmower, a set of keys, car jack, and an attempt to syphon gas from personnel’s vehicles. Willie Bronson asked if there was an alternative way to secure the shed. Terry McDiarmid said that his shop down the road just upgraded to Conex, which made things very secure. He added that they had to, because theft was so bad. Willie added that he just wants to make sure they are looking at all the options that we have.

Chief Smith added that if we decide to not put in a fence, that he needs to return the \$5k matching SDAO grant he received for a fence project. He added that he may be able to ask SDAO if there could be an alternative use for the grant. Chief Smith said that he does not believe the trailer fits in the shed in a way that it can then be closed. Paul Filson shared that he does not feel like this issue is going to go away. Paul feels like it’s important to secure our personnel’s vehicles and offered his manual labor assistance. Rose Reinertson would like to see a better quote for the \$22K electrical cost. Darrell Shoemaker pointed out that Willie Bronson shared that we could make a shed door that allows for the hitch to stick out, but not allow people to get inside. Willie Bronson stated that he can’t

vote to spend this type of money at this time. Terry McDiarmid expressed that he thinks we can get the cost down with a little of our own labor.

Todd Anderson asked if the grant requires that a licensed contractor to put in the fence and submit bids or do we just need to have the matching costs? Chief Smith said he will look into that. Darrell Shoemaker added that he doesn't disagree that this is expensive, but that if we have one more big theft, we could lose all the money you are worried about spending.

Tom McClellan cautioned that in his experience, we will need to use a substantial chunk of concrete to anchor this fence, because this ground has a lot of moisture and clay. Terry McDiarmid said his most recent project was 3ftx3ftx3ft of concrete.

Willie Bronson asked Tom McClellan and Terry McDiarmid to volunteer to be a committee of two to work with the Fire Chief to present at the next meeting? Tom McClellan and Terry McDiarmid agreed to and discussion has been tabled.

Pleasant Hill – None

New Business:

Fire Authority Action Items –

- **Appointment of Budget Officer and Budget Committee**

Rose Reinertson made a motion to appoint Chief Smith as the Budget Officer and accept Citizen Members Matt Brown, Terry McFerrin, Debi McFerrin, Pat Harris, Ellen Harris, and Marlaine Perry as new budget Committee Members. Kevin Flory seconded. Motion passed unanimously.

- **Resolution 4-23 to Accept the American Rescue Plan Funds from Lane County**

Kevin Flory made a motion to accept Resolution 4-23 to Accept the American Rescue Plan Funds from Lane County. Rose Reinertson seconded. Motion passed unanimously

- **Resolution 5-23 to Accept the American Rescue Plan Funds from Lane County** – Chief Smith explained that we created resolution 18-22 to attempt to pay the paid leave tax for each employee, but that proved to be not possible, so the boards agreed to provide a .65% wage increase to all employees to cover their cost of the imposed PLO tax.

Kevin Flory made a motion to accept Resolution 5-23 to Rescind Resolution 18-22 Payment of the Employee Premiums for the Paid Leave Oregon Program, Effective January 1st, 2023. Rose Reinertson seconded. Motion passed unanimously

- **Approval of 'Attachment A', The Annual Health Insurance Package** - Chief Smith explained that this document has to be approved annually and that for the first year ever, rates went down for the same coverage.

Kevin Flory made a motion for Approval of 'Attachment A', The Annual Health Insurance Package. Rose Reinertson seconded. Motion passed unanimously

- **Modification of Policy 2.1.9 Vacation Accrual – Changes to Accrual (Decrease)** – Chief Smith explained that this document has to be approved annually and that he recommends we make two changes to the document.
 - 1. He removed the 15+ year accrual rate and had 11 + years be the last accrual increase.
 - 2. 11 + was an accrual rate of 28 hours a month and he changed it to 24 hours a month.

Chief Smith added that this policy was created to allow for Holidays that staff miss and have to use vacation time to take off. Paul Filson asked if this applies to just the 56 hours a week employees or for the 40 hour a week employees. Chief Smith explained that it is written for all the employees.

Todd Anderson made a motion to accept Policy 2.1.9 Vacation Accrual and Usage as written. Kevin Flory seconded. Motion passed unanimously

- **Policy 2.12 Paid Leave Oregon Program (PLO)** – Chief Smith explained that this is the first reading of this policy and was based off a template from SDAO and HR Answers. It follows their template all the way through. Chief Smith said he will change the percentages under cost, per Tom McClellan's edit, to 0.6% and 0.1%. This outlines all the requirements by law, provided by HR Answers. Chief Smith added that we had the opportunity to allow the employee to use their vacation balance to make them whole when using PLO. Chief explained that employees won't be able to get 100% of their wage from PLO and this allows them to use vacation time to get up to their normal monthly wage, while they are out on leave. A discussion ensued. This was the first reading, no action required.

Pleasant Hill Action Items –

- **Appointment of Budget Officer and Budget Committee**

Darrell Shoemaker made a motion to appoint Chief Smith as the Budget Officer and accept Citizen Members Matt Brown, Terry McFerrin, Debi McFerrin, Pat Harris, and Ellen Harris, as new budget Committee Members. Kevin Flory seconded. Motion passed unanimously.

Goshen Action Items –

- **Appointment of Budget Officer and Budget Committee**

Terry McDiarmid made a motion to appoint Chief Smith as the Budget Officer and accept Marlaine Perry as a new budget Committee Member. Rose Reinertson seconded. Motion passed unanimously.

Pending To do:

- One page with bullet points of why the new formation will benefit both districts. Strong points and numbers in an easy way to explain to the public.

- Share on social media and the website the grants we are awarded.
- Chief Smith will look into if the grant requires that a licensed contractor put in the fence and submit bids.
- Chief Smith to get another electrical bid for the fence.

Willie Bronson adjourned the meeting at 7:39 p.m.

Respectfully submitted,

Haley Meshnik
- Recording Secretary

Approved