

Tangent Rural Fire Protection District  
Board of Directors Meeting  
Minutes for April 10, 2024

Board Members Present:	Chris Meyer, Paul Strombeck, Scott Richards, John Dunn, Bruce Riley
Staff Present:	FC Griffin, AFC Chapin, OA Conrad
Volunteer Association:	Vol. Assn. President Dan Taylor,
Citizens:	None
Connected via Teams:	None

---

I. CALL MEEING TO ORDER: President Meyer

Meyer called the meeting to ordered at 7:07 p.m.

II. CITIZEN COMMENTS:

None

III. APPROVAL OF:

A. Minutes: Board Meeting March 13,2024

Action: Richards moved to approve the March 13, 2024; minutes as submitted. Riley seconded the motion. Upon vote, it passed unanimously, (5-0)

B. FINANCIAL REPPORT: March 2024

Action: Riley moved to approve the March 2024; financial report as submitted. Dunn seconded the motion. Upon vote, it passed unanimously, (5-0)

IV. STANDING REPORTS

A. VOLUNTEER ASSOCIATION:

At the volunteer meeting last week, it was decided to have a Chili dinner on Saturday, April 20, 2024. Planning on eating between 5:00 & 6:00. Dan and Sal are donating ground beef. Hoping to get different several people to make the chili. The Board and staff are invited to participate and join in this time together. Dan will send email to get a count of number of willing to make chili and number of attendees. May even make it a competition! Something fun for everyone. Pancake Breakfast has been scheduled for June 22, 2024. May need the Board and staff to help with cooking and serving.

B. FIRE CHIEF: Griffin

(The following is the Chief's written report as well as added comments made at the meeting)

**Emergency Calls:**

Nothing of significance

**Meetings:**

Monday Night Drill

Safety Committee

Officer's

Tangent City Council – did not make this week.

Linn County Planning Commission is tomorrow.

**Correspondence:**

Letter and Donation from Burcham's Metals

**Operations/Equipment:**

Pump, hose, and ladder testing upcoming.

Light Rescue Committee Ongoing

**Training:**

Blue Card – ¾ of the officer's group have completed the training.

48 Hour Paramedic Refresher now have the following updated: PALS, BLS, PHTLS, ACLS

Trauma Pearls from the class – A doctor in Ireland developed a treatment protocols and teamwork and Chief would like to teach at drill in the future.

**Other:**

BC Smith of AFD has retired. Mark Bernt took his place.

Attended the After-Action Meeting for the Cyber threat. The LCSO IT team is amazing. Stayed for over 30 hours to stop the threat and make sure we were all protected. On the non-emergency call line, dispatch received a call that LCSO was being cyber attacked. Dispatch turned it over to the lieutenant on duty, who went straight to the Undersheriff. LCSO took care of the problem before any other state or federal resources even knew of the problem.

Meeting Comcast to have better internet.

C. **ASST. CHIEF: Chapin**

(The following is the Asst. Chief's written report as well as added comments made at the meeting)

**Meetings Attended:**

- City of Tangent RFQ presentations – Chapin was part of the review committee for new Cit Engineer Firm and City Planner.
- Multiple meetings on DLF property -
- IMT Conference
- Fire Defense Board meeting
- MFU Meeting
- BO/FM Meeting
- Meeting w/Kori
- Training Meeting W/Albany

**Fire Inspections-** Meeting with the City of Tangent on Change of use/occupancy requirements. One pre-application meeting for Motion Flow Control. 12 fire inspections were completed.

**Equipment-** E-73 PM was completed. E-72 had several maintenance items taken care of such as seatbelt, foam system switch, siren switch etc.

**Training-** Kelly received her Haz-Mat Awareness/Ops certifications. Eric received his Wildland Firefighter 2 certification. We finished up the Pumper Operator class. Completed our DPSST audit. Nozzle Forward class instructor is condensing the two-day class to one-day class. DPSST asked Chapin to become an instructor for their class called “Water Mapping” and may be here during the Nozzle Forward class to compare the classes.

Total Personnel Training Hours: **300.5**

There will have an increase in training hours for the BlueCard Training in the next few months.

## V. ACTIVITY REPORT:

Total YTD calls are 77. This is a decrease of 24 calls from 2023, decrease of 14 from 2022, increase of 14 from 2021 and down 10 calls from last month.

Prevention is up.

## VI. OLD BUSINESS:

### A. Board Stipends – Conrad

In the meeting with our auditor, the suggestion was made to add a line item in the budget “Board Directed Expenses” which would allow the board to give donations, memorial donation, flowers etc. and continue the Board Stipend as is. After further discussion the board agreed to add \$3250 in the line item. The board agreed, to avoid IRS 1099 forms for the board, once the just under the \$600 amount has been met the current board does not want to collect their stipend.

### B. Draft Budget – Griffin

#### 1. Volunteer Association Grants:

For the lowest risk, talking with BOLI, looking at policies with IRS, FSLA, and recommendations from our auditor, a plan of stopping the point system, starting a grant to the Volunteer Association of \$595.00 per volunteer in good standing beginning November 2024. The Volunteer Association would then distribute the to the volunteers just before the holidays and a 1099 is not necessary as the amount is under \$600.

#### 2. LOSAP:

Align the “volunteer in good standing” language in our policies. Bolstering the LOSAP program with the idea of getting as many people in that as possible. Chief had a conversation with Laoreal at OFDDA and an email to Genoa asking if someone is a parttime employee, could they still qualify to received LOSAP as a volunteer.

Their answer was yes, if there is a policy that states when they are a volunteer and not. We would need to track that. We have a LOSAP log that volunteers may write down their LOSAP qualifying hours. Laureal would like a copy once this is all in place to share with other districts.

3. \$500 Grant will be staying the same.

4. Review of draft budget.

Being worried of income being down for the year as we had projected, we received a check for over \$27,000 which now makes the current taxes received at 99.27% of that line item and should receive another payment in June. Our projections for next year are very conservative at 94% of Linn County projected revenues for Tangent FRPD. \$1.205 K. Tangent is very fortunate.

Riley suggested to lower the line item #2005 Board Stipend to \$3000, which the board and chief agreed.

Chief continued - biggest changes #2003C – Captain/Training Officer (32 hrs/wk) and #2003D Firefighter (28 hrs/wk), #2003E Firefighter On Call (\$100/24 hrs; 24 wk/yr), #2023E2 On Call FF Responses (\$16/hr; 1 Hr. min). Chief explained once a “on call” person goes on a response, they are no longer “on call” and must be paid for their time. As Chapin brought to chief’s attention: FSLA states and employee cannot do the same job and be a volunteer. With that in mind, the parttime firefighter may respond on calls on their off hours, chief added funds to that line item, so this is possible. Line item #2009 Overtime, this is for the Fire & Life Safety Inspector. All these changes are also reflected in the line items that are affected by increased wages. This is now 67% of our projected income is now personnel services. This is less than what most other agencies.

Health and Dental Insurance did not increase as much as we were informed only 6.8%, not the 10% medical and 3% dental.

Meyer asked regarding the same amount of cash on hand as last budget. Chief response, he is going to work with Chapin on this tomorrow.

In Materials and Services, minor changes until #3031g Professional Education doubled to \$7,000. In #3055 Station/Office Maintenance: Security upgrade is completed. New item Access Control \$5000, this is for purchase of RFIE printer which will allow us to cut off access immediately if we ask someone to leave. We will be able to make our own ID access cards. Modest increase for #3115 Suppression Supplies for the purchase of foam. Line item #3117 Disaster Management Supplies order more and work on what is needed exactly. Richards has information from a conference, he will share the list. #3130 Volunteer Expenses as discussed earlier, the Volunteer In Good Standing Grant. Also adding #3150 Board Directed Expenses as discussed earlier.

Capital Outlay - This year we had a front office remodel that never happened, but we used that money for building a new staircase in the Warren Building, replacing windows. Dunn suggested a stair climbing fundraiser.

Meyer inquired if any changes are planned for the upstairs student/resident area. Chief is having Ulrich Brothers explore the possibilities. This will be for next year.

In line item #4010 New Equipment reduced considerably. This year we purchased the fire extinguisher stimulator and the SCBA's. Added \$10,000 for a hydraulic pump. Added funds to #4030 Office Equipment for new classroom tables and office furniture. Conrad started the discussion of moving some of the unspent money for the front office remodel should be moved into the Building reserve account and add to this line item to spend next year and if it is not spent next year move it forward and increasing the Building reserve for 2024-25. It was agreed this is a good idea. Conrad added since the projection of the expenses has not been completed yet, we do not know what the carryover balance or unappropriated ending balance amount could possibly be at this point and there should be more money than presented tonight. Chief will have these number to Conrad by Friday.

Transfers/Contingency, Debt and Unappropriated Ending Balance- Adding to both the Building Reserve and Equipment Reserve.

Changing the plan of which apparatus to purchase next, Light Rescue first, then Command Truck. Chapin is working on an accurate figure. Replacing the Burn Box. Captain Hunt is working on a design. Chapin is exploring the options of LBCC welding program to do the welding.

#### C. Reorganization – Griffin

1. Job descriptions
  1. Captain/Training Officer
  2. Firefighter

The job descriptions are still in draft form. Chief wants to make this more reflective of what Tangent does and who we are. Qualification will also be added.

### VII. NEW BUSINESS:

#### A. Request for Emergency Distributions of LOSAP Funds – Griffin

Volunteer Trulove has requested approval by the Board to withdraw some of his LOSAP funds managed by OFDDA to help pay medical bills for his emergency surgery. In keeping with OFDDA policies, funds can be distributed for medical reasons if the Board of Directors of the volunteer's district approves such a request and minutes of the meeting recording the approval are forwarded to the OFDDA Board for their subsequent approval.

**Action:** Dunn motion to approve Volunteer Trulove request to take an emergency withdraw funds form his LOSAP account to help pay for medical bills for his upcoming surgery as allowed by OFDDA LOSAP policy. The motion was seconded by Richards. Upon vote, it passed unanimously, (5-0)

#### B. WFS Grant Awarded – Griffin

We received approval for the WFS grant. The \$35,000 will be received before end of this fiscal year. With these funds allow Tangent to hire summer employees and have a crew on hand ready if there are any conflagrations.

- C. Access Control (door locks & ID cards) – Griffin  
Griffin explained the benefits of having a card printer and control of the access software.

## VIII. GOOD OF THE ORDER:

- A. Passing of Chief Purcell  
Service is Monday April 22 at 2:00 p.m. at Meyers Falls Cemetery, Kettle Falls, Washington. Chief Griffin will attend.
- B. Budget Committee Meeting – Monday, May 6, 2024 – 7:00 p.m.
- C. Board Meeting: May 8, 2024 – 7:00 p.m.
- D. Budget Committee 2<sup>nd</sup> Meeting – Monday, May 13, 2024 – 7:00 p.m.  
(If needed)

## IX. Miscellaneous

- A. New baby in the department – Baby girl Merryman.
- B. DPSST  
Director Phill Castle and his upper staff have been having listening tours. Griffin attended one. He was the only fire person all others were law enforcement. Griffin told Castle, training is important to Tangent and have room to store training props and would like to learn how to operate the props for training.  
Issues with integrity. New line is “Not my truth”. Also issues with unable to reading and writing. Unable to write technical reports. DPSST has been asked to help with the training for these issues.
- C. Tangent City Strategic Plan  
Changes have been made and should be released soon.
- D. Job Descriptions  
Riley suggested to omit “or equivalent” under Education; Highschool graduate of GED. During the interview process have a handwriting assessment. Also discussed to have applicant read a paragraph then have the applicant paraphrase it in their own words on paper.

## X. Adjournment:

Meyer adjourned the meeting at 8:37 p.m.

Minutes submitted by Denny Conrad.

Office Administrator

---

APPROVED BY:



Chris Meyer, President - Board of Directors

5/8/2024

Date