

**TANGENT RURAL FIRE PROTECTION DISTRICT**  
**Board of Directors' Meeting**  
**Minutes – June 11, 2014**

**Board Members Present:** John Dunn, Mel Brush, Bruce Riley, Paul Strombeck, Stan Lathrom  
**Staff Present:** Asst. Chief Vonasek, OA Duckworth  
**Staff Absent:** Chief Casebolt, BC Burke

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Chair Dunn called the meeting to order at 7:00 p.m.

**I. PUBLIC HEARING TO ADOPT FY 2014-15 BUDGET (Resolution No. 2014-03):**

The public hearing was opened at 7:00 p.m., but there were no citizens in attendance to make comments or ask questions. Neither did the Board have any comments about the Budget as approved by the Budget Committee.

**Action:** Riley moved to accept the TRFPD FY 2014-15 Budget in the amount of \$1,288,740 as presented and approved by the Budget Committee and to approve Resolution No. 2014-03 (Officially Adopting the FY 2014-15 Budget for the Tangent Rural Fire Protection District, Making Appropriations, and Imposing & Categorizing Taxes) with \$903,500 in General Fund Appropriations, \$40,000 in Building Reserve Fund Appropriations, \$20,000 in Equipment Reserve Fund Appropriations, \$325,240 in Unappropriated Ending Balance Monies Reserved for Future Expenditures, and imposing a \$2.5739/\$1,000 tax rate upon the assessed value of all taxable property within the District. The motion was seconded by Lathrom and it passed unanimously (5-0).

The public hearing was closed at 7:02 p.m., and the Board proceeded with the regular business of the meeting.

**II. CITIZENS COMMENTS' (for other agenda items): None**

**III. VOLUNTEERS' REPORT: None.**

**IV. APPROVAL OF:**

**Minutes – Budget Committee Meeting – May 5, 2014.**

**Action:** Lathrom moved to approve the minutes as submitted; the motion was seconded by Brush and it passed 5-0.

**Minutes – Regular Board Meeting – May 14, 2014.**

**Action:** Strombeck moved to approve the minutes as submitted; the motion was seconded by Lathrom and it passed 5-0.

**Financial Report – May 2014.**

**Action:** Lathrom moved to approve the financial report as submitted; the motion was seconded by Strombeck and it passed 5-0.

**V. OLD BUSINESS:**

**Chief's Report** - In the Chief's absence, he had submitted a written report on the progress of his activities and department projects (such report is included w/the full agenda packet). The Board had no questions.

**Asst. Chief's Report** – On the training side, Vonasek shared that he has met with his counterparts from Corvallis, Albany, Lebanon and some smaller districts to discuss the possibility of a regional training plan where all districts would have the same training schedule and lesson plans. Such a plan would have the benefits of all volunteers learning and using the same techniques for incident responses on mutual aid events, providing volunteers with the opportunity to make up missed drills w/other departments, and allowing training officers to share the duties of lesson plan prep. The problem with the smaller districts participating is that their budgets are not large enough to provide long-distance travel for regional training. More information later as the group continues discussions and formulates a plan.

As to fire prevention, Vonasek continues to work on pre-fire plans. Justin Guinan, a recent volunteer recruit within the last 8 months, is very interested in working with Cary on this project and will be taking a community college class for training in this area. He also has 3 years of experience w/Jefferson Fire.

**Projects -**

**New Classroom (Award of Bids)** – In the Chief's absence, Vonasek reported that three bids were received for the new classroom construction:

J. Parmele Construction, Inc.	\$59,346.00
Pyburn & Sons, Inc.	\$61,406.40
Stutzman & Kropf Contractors, Inc.	\$78,851.00

Comments/questions regarding each contractor:

**Stutzman** – Although he has done work for the District before, this bid is considerably higher than the other two; therefore, it was not considered a contender for this project.

**Pyburn** – Doesn't have a recent work record with us, but he was very thorough in the bidding process, coming out several times to look at the project. He also broke out his bid and included all his subcontractor quotes. He is the only contractor who submitted a comprehensive bid packet based on the plans and what was discussed at the required walk-through meeting. One Board member knows of his work to be reliable, and he is very conscientious.

Parmeale – He is a local contractor and has done good work for the District before. His initial bid was just a bottom line, but he provided a breakout upon request. However, he didn't include subcontractor quotes and it was not clear if permits were included in his bid.

The Board called the Chief during the meeting and asked for clarification about who provides the permits—the District? Or the Contractor? Casebolt shared that the District will apply and pay for the initial construction permits; if any other permits are required during the construction process (ex. electrical), those would be the responsibility of the contractor. There was also a question about when the contractors could begin work and how long the project would take. Casebolt stated that no beginning/ending dates were stipulated.

In further discussion, the Board found it difficult to compare the Parmele and Pyburn bids as there were significant dollar differences in various construction components of the project (ex. framing, electrical, heating/cooling, etc.) They felt they needed subcontractor quotes from Parmele to make a better decision. Also, Pyburn's bid includes construction permits from the County; if the District is paying for those permits, then his bid can be reduced by that amount. Overall, the Board felt they needed more information before they could award a bid, and they didn't feel postponing a decision would be detrimental to the project in any way.

**Action:** Brush moved to postpone the awarding of a bid for the new classroom project until the July 9 Board meeting and directed the Chief to provide the Board with the following information at that time:

1. Timeframe for the project – when can the contractor start and when will the project be completed?
2. Clarification on permits – they know the District will pay for the initial construction permit -- how about any other permits and are those costs included in the bids?
3. Subcontractor quotes from Parmele.
4. Three references from both Parmele and Pyburn.

The motion was seconded by Lathrom and it passed 5-0.

**Upstairs Remodel Project** – As the bids for the new classroom came in much higher than expected, this project will be put on the back burner until we know final costs for the classroom.

**Siren** – The contractor will be out before the end of the month to put the siren into working order.

**New Outside Lighting** – Strombeck shared that he noticed not all the bulbs were working in all the fixtures outside of the bays and asked staff to check into this.

## **VI. NEW BUSINESS:**

**Safety Report** – The 5-person Safety Committee is currently reviewing District policies for any that may have an effect on safety or any that need to be developed, and they continue to conduct regular walkthroughs of the station and grounds checking for violations/hazards.

**Lighting/Electrical for Training Containers (Award of Bids)** – Vonasek explained there is a need for lighting around the training containers. Currently, when the volunteers drill outside at night, the only light they have is emergency lighting provided by an engine generator. There is also need for electrical outlets in the container area for all their training props (ex. smoke machine). The following bids will provide lighting to the area, a 110 receptacle off the pump house, and 3 electrical fixtures on top of the containers. Three contractors were contacted, but only two provided quotes:

EC Electrical	\$2,649 (includes 3, 26-watt LED lights)
Rite Way Electric	\$2,643 (includes 3, 43-watt LED lights—option 1)
	\$2,094 (includes 3, 150-watt metal halide lights—option 2)

Even though the bids were quoted more than 30 days ago, both contractors still stand by their original bids. Vonasek said Rite Way was especially helpful in suggesting to him various alternatives for lighting the area. When asked about metal halide vs. LED, Strombeck (a retired electrician) offered that metal halide is very bright when new but dulls with age, is slower to react when turned on, and is more expensive to run but also cheaper to purchase. When asked if we gave EC an opportunity to bid metal halide, Vonasek stated that they wanted to bid LEDs. Even though more expensive, Strombeck also recommended LEDs. The money for this project is already budgeted through Capital Outlay in the General Fund.

**Action:** Strombeck moved to award the bid to Rite Way Electric for \$2,643—Option #1 (LEDs). The motion was seconded by Lathrom and it passed 5-0.

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At 8:17 p.m. Chair Dunn recessed the regular meeting into Executive Session per ORS 192.660(2)(i) to discuss a performance evaluation for Chief Casebolt.

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At 8:56 p.m. Chair Dunn resumed the regular Board meeting.

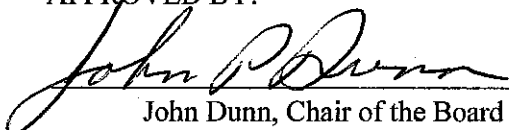
**Action:** Brush moved to promote Chief Casebolt to Step 4 (\$68,842) of his salary schedule. The motion was seconded by Strombeck and it passed unanimously (5-0).

Chair Dunn then adjourned the meeting at 8:58 p.m.

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Minutes submitted by Karen Duckworth  
Office Administrator

APPROVED BY:

  
John Dunn, Chair of the Board

07/09/2014  
Date