

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. December 12, 2023
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer (*via Zoom*)

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Training & Volunteer Coordinator Brown, FF Peterson, FF/EMT Hughes, AC Veit, BC Terhaar,

II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

III. PLEDGE OF ALLEGIANCE

VI. APPROVAL OF MINUTES:

a) **Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the minutes of the November 14, 2023 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

VII. OPEN FORUM:

Chief Miles reported that the toy and food drive generated just under 7000lbs of food that was delivered to SACA on December 4, 2023. Toys were delivered December 10th to the Zenith Women's Group for the Tree of Giving. Chief Miles expressed his appreciation for all the time and coordination by volunteers and the cub scouts to make the drive successful.

VIII. OLD BUSINESS:

a) **Review Changes Policy 201: Personnel**

President Von Flue stated that policies were still out for review and would be approved at the January board meeting.

b) Review Changes Policy 301: Fixed Asset & Inventory Control

President Von Flue stated that policies were still out for review and would be approved at the January board meeting.

c) Bank Authorization Letter

President Von Flue was notified by Umpqua Bank that all seven bank signers are owners of the District's checking and money market account and felt that the Board should have further discussion on whether those permissions should remain the same or if certain permissions should be restricted. OA Cantu clarified that per Umpqua Bank all signers would continue to have the ability to open & close accounts and open safety deposit boxes, however deposits and withdrawals could be restricted. OA Cantu continued that those restrictions would have to be considered when allowing Directors to sign checks and clarified that Directors do not have access to the Districts LGIP account where the majority of the funds currently sit. Chief Miles stated that online banking can notify the District when a withdrawal is initiated. President Von Flue encourage the Board to take some time and consider what, if any, restrictions need to be considered. The Board requested that staff survey other agencies as to what they allow and report at the next board meeting.

IX. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

Vice President Palmer made motion to approve the finance officer's report as presented. Director Bielenberg seconded. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

X. CHIEF'S REPORT

a) Monthly Report

Chief Miles reviewed the monthly Chief's Report with the Board. Lt. Brown shared that the 2024 Academy would begin on January 5th with 11 combat firefighters and 3 support service recruits from Silverton, 4 recruits from Mt. Angel, 2 recruits from Monitor, 1 recruit from Drakes Crossing, and 3 recruits from Woodburn Fire. President Von Flue inquired about grant funding the District had applied for. Chief Miles responded that the District has been unsuccessful to date with Fire Act Grant submitted by AC Grambusch and a Safety Grant submitted by Lt. Veit. Lt. Veit shared that he applied for a SPIRE Grant and was still waiting for a determination on that.

b) Christmas Dinner

Chief Miles invited the Board to attend the Christmas Dinner on December 20th beginning at 6:00pm.

c) Toy & Food Drive

Chief Miles reported that the toy and food drive generated just under 7000lbs of food that was delivered to SACA on December 4, 2023. Toys were delivered December 10th to the Zenith Women's Group for the Tree of Giving. Chief Miles expressed his appreciation for all the time and coordination by volunteers and the boy scouts to make the drive successful.

XI. NEW BUSINESS:

a) Review & Approve 2024-2025 Budget Calendar

Director Bledsoe made a motion to approve the 2024-2025 budget calendar. Director Bielenberg seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

b) Review & Approve 2024-2025 Budget Committee

The Board acknowledged the Budget Committee.

c) Appoint 2024-2025 Budget Officer

Vice President Palmer made a motion to appoint Chief Miles as the 2024-2025 budget officer for the Silverton Fire District. Director Bledsoe seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

d) Schedule Work Session

President Von Flue requested that the Board contact Chief Miles with specific agenda items prior to the work session. Vice President Palmer stated that she would send out the Chief's evaluation at the beginning of January in order to have a summary discussion during the the work session. After discussion the Board agreed to schedule a work session in February, date to be determined once Director Bielenberg and Secretary-Treasurer Mengucci had an opportunity to review their shift schedule.

e) SDAO Conference

Chief Miles reviewed the conference brochure with the Board and stated that the rooms were already reserved. President Von Flue requested that Directors inform OA Cantu if they plan to attend by January.

XII. ITEMS PENDING:

No discussion of pending items at this meeting.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:38 p.m.

Approved this 5th day of January, 2023.

Les Von Flue

President

Minutes recorded and prepared by Candace Cantu