

# SILVERTON FIRE DISTRICT

## MINUTES

*DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION*

REGULAR BOARD MEETING 7:00 P.M. January 11, 2022  
Silverton Fire District Station #1 (Silverton)

### **I. ROLL CALL:**

Les Von Flue, President  
Stacy Palmer, Vice President  
Robert Mengucci, Secretary-Treasurer

Ryan Bielenberg, Director  
Dixon Bledsoe, Director

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, AC Grambusch, Office Administrator Cantu, Maintenance FF Peterson, FF Miller, FF Hughes, Lt. Veit, BC Terhaar, Lt. Dandeneau, Lt. Brown

### **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**

### **IV. APPROVAL OF MINUTES OF:**

#### **a) Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the corrected minutes of the December 14, 2021 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously. *(President Von Flue: Aye, Vice President Palmer: Aye, Secretary Treasurer Mengucci, Director Bledsoe: Aye, Director Bielenberg: Aye)*

### **V. OPEN FORUM:**

#### **a) Association Announcements**

Lt. Brown reported that the Volunteer Incentive Program (VIP) Committee was in the beginning stages of reviewing last year's activity and training report. Lt. Brown reported that after Scotts Mills Association voted on the revised plan, the two Associations would convene to finalize the points. Lt. Brown stated that the VIP Committee included participation from a Board member, which was previously Director VanEpps. The Board supported Director Bledsoe's participation after he expressed interest to be on the VIP Committee.

Lt. Dandeneau reported final results for the Toy and Food Drive. Lt. Dandeneau stated that 9400lbs of food had been collected and expressed appreciation to the staff, volunteers and community for making this event successful year after year.

**b) Staff Announcements**

*No reports were provided during staff announcements.*

**VI. OLD BUSINESS:**

**a) SDAO Conference**

Chief Miles reported that the in-person conference for SDAO had been cancelled and moved to a virtual platform that was now free to all attendees.

**VII. FINANCE OFFICER'S REPORT:**

**a) Check Summary**

**b) Departmental Expense Report**

**c) Bank Account Balance Comparison**

Vice President Palmer made a motion to accept the finance officer's report as presented. Director Bielenberg seconded the motion. The motion to accept the finance officer's report as presented carried unanimously. Director Bielenberg inquired about ESO charges, which Chief Miles clarified. *(President Von Flue: Aye, Vice President Palmer: Aye, Secretary Treasurer Mengucci, Director Bledsoe: Aye, Director Bielenberg: Aye)*

**VIII. CHIEF'S REPORT**

**a) Conflagration Reimbursement Update**

Office Administrator Cantu reported that the District had received 4 reimbursement checks from the Central Oregon, Jack Creek, Grandview and Elbow Creek conflagrations. President Von Flue inquired whether the District receives 100% reimbursement for personnel expenditures. Office Administrator Cantu confirmed that personnel expenses were reimbursed the amount that was expended. Chief Miles answered clarifying questions from the Board regarding monies from apparatus and conflagration response from staff and volunteers.

**b) Strategic Plan Update**

Chief Miles reported that after discussion with Steve Abel regarding COVID-19 Omicron variant, the decision was made change the date for the Strategic Planning Committee to March 5th. Secretary Treasurer Mengucci and Director Bielenberg confirmed their availability. Chief Miles stated that Mr. Abel was looking at having the committee convene via Zoom on multiple days. Secretary Treasurer Mengucci inquired about committee participation. Chief Miles responded that 20 have confirmed participation but yet to receive confirmation from individuals from the community.

**c) Chromebooks**

Chief Miles reported that a generous donation was made to the District towards the purchase of Chromebooks for the Academy and Board Members. Chief Miles stated that FF Hughes was assisting with the distribution and anticipated that Directors would have Chromebooks by the next board meeting.

**d) District Right-of-way**

Chief Miles reported that the dedication of District property for the Railway street improvement project was completed. Chief Miles stated a 10 foot strip, located at the front of Station 1 was dedicated to Marion County for widening and improvements. Chief Miles stated that the right-of-way was dedicated to Marion County and not the developer.

**e) Operational Guidelines**

AC Grambusch reported that due to time restrictions, no guidelines were updated last quarter.

**f) Training Report**

AC Grambusch reviewed the data report with the board. No questions were asked by the Board.

**g) Call Response Data**

AC Grambusch reviewed the call response report with the board. AC Grambusch noted that EMS response had increased due to staff shortages at Woodburn Ambulance. Director Bledsoe inquired if COVID was taken out of the equation would medical responses be proportionate to fire response. AC Grambusch stated he did not have enough information to answer that question.

**h) Recruiting/Retention Report**

Lt. Veit reported that 15 new recruits had started the Academy and was in the process of reviewing additional applications that had recently come in.

**i) Fire Prevention Report**

FF Hughes reported on smoke detector checks, driveway inspections, daycare inspections, and building maintenance compliance. FF Hughes stated that the District issued a fire watch order at Roth's after their fire sprinkler and fire alarm system failed. FF Hughes reported that the District had responded to 1500 calls in 2021 which was an increase from the previous year.

**j) ESO Roll out**

Chief Miles reported that after delays with the CAD interface and response data, the District was set to go live beginning March. Chief Miles stated that the environment was up and running which allowed for user training to begin soon.

**IX. NEW BUSINESS:**

**a) Review 2022-2023 Budget Calendar**

Director Bledsoe made a motion to approve the 2022-2023 budget calendar with date corrections for the Silverton Fire District. Vice President Palmer seconded the motion. The motion carried unanimously. The correction was a date change to January 11, 2022 for approval of budget calendar.

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

**b) Review 2022-2023 Budget Committee**

Chief Miles stated that there was one committee position that was vacant. The Board agreed to announce the vacancy via website, Facebook and District reader boards. The Board agreed to allow members who wished to continue to serve after expiration could do so without posting the position. The Board agreed to vote on budget committee members at the next board meeting.

**X. ITEMS PENDING:**

*No pending items were discussed at this board meeting.*

**XI. EXECUTIVE SESSION ORS 192.660,(2),(i)**

President Von Flue called the Executive Session to order at 8:05 p.m. The Board reviewed and evaluated the employment-related performance of Chief Miles. President Von Flue adjourned the Executive Session at 8:15 p.m. and reconvened the regular board meeting at 8:15 p.m.

Vice President Palmer made a motion to approve the performance evaluation of Chief Miles. Director Bledsoe seconded the motion. The motion carried unanimously.

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


**XII. GOOD OF THE ORDER:**

Lt. Brown and Director Bledsoe agreed to have Office Administrator Cantu coordinate contact information for the VIP Committee.

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:18 p.m.

Approved this 8th day of February, 2022.

  
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President

Minutes recorded and prepared by Candace Cantu