

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. December 14, 2021
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

Les Von Flue, President Ryan Bielenberg, Director (*via Zoom*)
Stacy Palmer, Vice President Dixon Bledsoe, Director
Robert Mengucci, Secretary-Treasurer (*via Zoom*)

ABSENT:

All Directors present.

IN ATTENDANCE:

AC Grambusch, Office Administrator Cantu, BC Terhaar (*via Zoom*), FF. Crawford (*via Zoom*), Lt. Dandeneau, Kori Sarrett Accuity, LLC (*via Zoom*)

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 minutes as written of the November 9, 2021 board meeting. Secretary Treasurer Mengucci seconded the motion. The motion carried unanimously.

V. OPEN FORUM:

a) **Association Announcements**

Lt. Dandeneau expressed his gratitude with the volunteers, family, friends, high school students, and Troop 485 for their assistance with the toy and food drive porch pick up on December 4th & 5th. Lt. Dandeneau reported that the District delivered over 7500lbs of food to SACA on December 6th and delivered toys to the Zenith Women's Tree of Giving on December 12th. Lt. Dandeneau stated that the food and toy drive ends December 23rd. Lt. Dandeneau reported that the Silverton FF Association re-elected the same officers with one change, Lt. Palmer resigned his position as Secretary-Treasurer.

b) **Staff Announcements**

No reports were provided during staff announcements.

VI. OLD BUSINESS:

No discussion of old business at this meeting.

VII. FINANCE OFFICER'S REPORT:

- a) **Check Summary**
- b) **Departmental Expense Report**
- c) **Bank Account Balance Comparison**

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

X. CHIEF'S REPORT

a) 20-21 Audit Presentation by Accuity, LLC

Kori Sarrett from Accuity, LLC presented the 20-21 financial statement to the Board. Mrs. Sarrett stated that the audit revealed two incidents where the District did not follow proper procedure for purchases over \$10,000. Mrs. Sarrett reported that although the purchases were emergent in nature, the board would need to approve such expenditures at an emergency or regular board meeting within 30 days of the expenditure. Mrs. Sarrett was happy to report that the District had \$573,000 in the Reserve fund and had 1.4 million in Ending Fund Balance, which reflected diligent budgeting and stewardship. Mrs. Sarrett stated from an auditor's perspective, the financial health of the District was where it needed to be. Director Bielenberg inquired as to whether the District would have any penalties assessed for not going out to bid for expenditures that were over \$10,000. Mrs. Sarrett replied that penalties would not be assessed however a vendor could potentially seek legal ramifications for not getting the opportunity to bid on the project.

b) December Activities

AC Grambusch reported that L408 was still in the shop for heat damage repair from the October 9th grain elevator fire in Mt. Angel and that Santa was chauffeured to Town Square Park to light the City's Christmas tree via Buttercup, the District's 1928 Pirsch fire engine. AC Grambusch expressed gratitude on behalf of the District to Power Chevrolet and mechanic Casey Bergerson in Sublimity for putting in time and material to get Buttercup running. AC Grambusch expressed his appreciation with volunteers, Cub Scout Troop 485, and a group of 20 high school students that assisted with the toy and food drive porch pickup and boxing. AC Grambusch reported that the District had a convoy of fire apparatus escort a trailer full of toys to the Silverton Zenith Women's Club Tree of Giving program at the Emmanuel Lutheran Church on December 12th.

c) Strategic Plan Update

AC Grambusch reported that the Strategic Plan Survey link is active through December 17th and was sent to all volunteers, staff, Directors, Mayor of Scotts Mills, and the Silverton City Manager. AC Grambusch stated that the planning team was still being generated and requested if the Board had additional names they would like to add on the committee. AC Grambusch expressed the urgency to have names ASAP in order for the consultant, Steve Abel, to assemble materials and notebooks.

XI. NEW BUSINESS:

a) Board Handbook Section 500 Review

AC Grambusch reported that President Von Flue had requested minor edits to Policy 502 and requested that additional edits please be sent as soon as possible. Vice President Palmer inquired whether the Table of Contents would be updated. AC Grambusch confirmed that it would as well as the numbering sequence.

b) SDAO Conference

President Von Flue reviewed details of the conference with the Board and stated that Directors who would like to attend contact Office Administrator Cantu.

XII. ITEMS PENDING:

No pending items were discussed at this board meeting.

XIII. GOOD OF THE ORDER:

Vice President Palmer expressed her sincere gratitude with the Fire District for their support year after year with the tree lighting.

Office Administrator Cantu inquired whether the Board would like to continue board meetings in person as well as zoom. The Board agreed to continue the board meetings in person and zoom.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:31 p.m.

Approved this 11th day of January, 2022.

Los Von Flue

President

Minutes recorded and prepared by Candace Cantu