

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 12, 2021
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

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

Ryan Bielenberg, Director-*via phone*
Dixon Bledsoe, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, FF Hughes, Lt. Veit, AC Grambusch, Maintenance FF Peterson, FF Veit, BC Terhaar, 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 Dixon made a motion to approve the minutes of the September 14, 2021 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

V. OPEN FORUM:

a) **Association Announcements**

Lt. Brown reported that the Scotts Mills FF Association would have its Annual Chicken Dinner on October 16th beginning at 4:30. Lt. Brown notified the Board of the upcoming Spaghetti Feed the Silverton FF Association was having on November 6th.

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**

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

X. CHIEF'S REPORT

a) Conflagrations

Chief Miles reviewed conflagration reimbursements with the Board. Chief Miles reported that all packets had been submitted to the Oregon State Fire Marshal's Office and once all reimbursements were received the District would have approximately \$104,833 to appropriate.

b) Scotts Mills Association Dinner

Chief Miles invited the Board to the Annual Chicken Dinner in Scotts Mills on October 16th.

c) Strategic Plan

Chief Miles reported that he, along with Director Bielenberg and Director Mengucci met with Steve Abel on September 28th to discuss scope and next steps in the Strategic Plan process. Chief Miles stated that once survey questions were approved, they would be sent by Mr. Abel to Directors, Citizens, Volunteers, and Staff around November 7th with a return date of December 10th. Vice President Palmer inquired if the survey would be anonymous. Chief Miles replied that all survey results are confidential and would go to Mr. Abel directly who would then compile the results and review them with the planning committee after the new year. President Von Flue stated that any survey question recommendations be made to the Chief prior to Friday, after which Mr. Abel could proceed with the survey questions.

d) Operational Guidelines Report

AC Grambusch reported that two guidelines had been revised and was currently working on temperature and pollution guidelines required by OSHA. AC Grambusch expressed his appreciation with FF Smith who assisted him with the temperature guidelines.

e) Training Report

AC Grambusch reported that the District is hoping to see an increase in training participation after the summer break however COVID and mask use during outside evolutions created some difficulty. AC Grambusch reported that the District received an OSHA complaint stating the District was not enforcing the use of masks during calls and drills. AC Grambusch commented that the wording of the complaint eluded that it was made by a member of the District and felt disappointed that the complaint was not reported to administration first prior to OSHA. President Von Flue stated that the District had a Whistleblower policy that prevented any discrimination or harassment towards an individual who reports wrong doing. AC Grambusch replied that an email was shared with the membership detailing the complaint which also reminded everyone that harassment of any nature would not be tolerated.

f) Call Response Data

AC Grambusch reported that calls were up 21% in the last quarter.

g) Recruiting/Retention Report

Lt. Veit reported that the District had approximately 14 recruits that would start the Academy in 2022, however additional interviews were still occurring. Lt. Veit expressed his appreciation with the volunteers who agreed to be a part of the interview panel. Lt. Veit stated that recruitment banners had been placed at all stations and advertisements were posted on the

District social media page.

h) Fire Prevention Report

FF Hughes reported that October was Fire Prevention Month, the focus on smoke detectors and the meaning behind the beeps. FF Hughes stated that the Districts assists with a lot of smoke detectors and take the opportunity to educate the homeowner, provide flyers, and schedule a 6-month follow-up. FF Hughes stated that along with Chief Miles and the City of Silverton, a number of fire alarm testing/inspections were accomplished. FF Hughes reported inspections were scheduled or in process with child care facilities around Silverton.

i) Volunteer FF Passing

Chief Miles reported the passing of longtime volunteer Harry Klopfenstein who had served over 33 years with the Silverton Fire District. Chief Miles shared that a procession of apparatus by emergency services, farmers, truckers and friends to honor and support Harry's family. Chief Miles stated that the District hosted a Celebration of Life in Harry's memory and appreciated the assistance of staff and volunteers who contributed to the event. Chief Miles also recognized and expressed appreciation to Julie Brown and relatives from the Drakes Crossing Fire District who cooked for the event.

j) Mt. Angel Commercial Fire

Chief Miles reported that the Silverton Fire District responded with 21 members and 13 apparatus to the 4-alarm commercial fire that took place in Mt. Angel. Chief Miles stated that some apparatus sustained significant heat damage and would be submitted as a claim to insurance. Chief Miles expressed his appreciation with Stayton Fire and Sublimity Fire for covering Silverton and Mt. Angel during the fire.

XI. NEW BUSINESS:

a) OFDDA Directors Training

Chief Miles reminded the Board of the upcoming Directors training through OFDDA. Any interest to attend, please notify Office Administrator Cantu by October 18th.

b) Board Policy-Information Security Review

Chief Miles reported that the District currently qualified for an 8% discount through SDAO. Chief Miles stated that a policy addressing information security qualified for an additional 2%, however the policy still needed revisions after language suggestions from Directors. Chief Miles clarified that the District currently does a verified data back up each night on a remote server. Chief Miles stated that IT spot tests files monthly, not quarterly, and would be re-written to reflect accurately in the policy. Chief Miles addressed concerns shared by Secretary Treasurer Mengucci regarding password access and came to a resolution that all passwords would be generated directly from IT to members to ensure security. President Von Flue requested that the Board discuss whether each Director should have their own laptop during an upcoming board work session.

c) Board Handbook Section 200 Review

Director Palmer inquired whether staff evaluations were addressed somewhere in the handbook. AC Grambusch replied that evaluations were addressed in the staff handbook. Director Palmer inquired how frequently physical examinations were done and if they were being done. Chief Miles replied that physicals were consistently challenging for a number of reasons; accessibility, location, member interest. After additional discussion the Board requested a written operational guideline addressing physical examinations.

d) Chief Evaluation

Vice President Palmer stated that due to the similarity of questions on the survey by Mr. Abel,

the Chiefs review would proceed once the results were back from the survey and discussed during a board workshop during executive session.

XII. ITEMS PENDING:

a) Board Meeting

After discussion, the Board determined that board meetings would be held in person as well as Zoom.


XIII. GOOD OF THE ORDER:

President Von Flue suggested that the reader board at Station 1 be moved.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

Approved this 9th day of November, 2021.



President

Minutes recorded and prepared by Candace Cantu