

# SILVERTON FIRE DISTRICT

## MINUTES

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

REGULAR BOARD MEETING 7:00 P.M. April 12, 2022  
Silverton Fire District Station #8 (Scotts Mills)

### I. ROLL CALL:

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

Ryan Bielenberg, Director (*joined at 7:44pm*)  
Dixon Bledsoe, Director

### ABSENT:

### IN ATTENDANCE:

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

### IV. APPROVAL OF MINUTES OF:

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

Director Bledsoe made a motion to approve the minutes of the March 8, 2022 board meeting as written. 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*)

#### b) **Board Work Session Minutes**

Vice President Palmer made a motion to approve the minutes of the March 8, 2022 board work session as written. Director Bledsoe seconded the motion. The motion carried unanimously.  
(*President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye*)

### V. OPEN FORUM:

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

*No announcements were made during the meeting.*

#### b) **Staff Announcements**

*No announcements were made during the meeting.*

### VI. OLD BUSINESS:

**a) Staff Wages and Benefits**

The Board briefly reviewed the memo provided by Chief Miles. Vice President Palmer stated that she agreed with the proposed wage and benefit increase for staff, however, the Fire Chief should be exempt from longevity pay since that position is under contract and negotiated separately. Secretary-Treasurer Mengucci and Director Bledsoe agreed with Vice President Palmer. The Board provided staff an opportunity to comment. President Von Flue expressed concern regarding the District picking up the 6% PERS for employees and stated that an alternative way of contributing 6% may be more beneficial to staff. The Board recognized that making an alternative suggestion could be made in the future, but agreed to continue with the proposal as presented. Office Administrator Cantu stated that Step 2 increased 5% after 6 months from date of hire, Step 3, 4, and 5 each increased 3% beginning July 1<sup>st</sup> of each new budget year and longevity steps for 10, 15, and 20+ years increased by 3% which would take effect July 1<sup>st</sup> of the year the employee reached that milestone.

Vice President Palmer made a motion to approve a 4% COLA, 6% PERS pickup, and approve salary steps with longevity pay for all staff as proposed on the spreadsheet provided to the Board, excluding the Fire Chief. Director Bledsoe seconded the motion. The motion carried unanimously. President Von Flue clarified that the new wage and benefit package would take effect July 1, 2022 and

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

Vice President Palmer made a motion to approve a 4% COLA with no longevity pay for the Fire Chief effective July 1, 2022. Secretary-Treasurer Mengucci seconded the motion. The motion carried unanimously. President Von Flue clarified that additional pay and benefits for the Fire Chief would be discussed separately during review of Chief Miles contract.

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

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

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

After further clarification and brief review of expenditures, 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. Secretary-Treasurer Mengucci inquired about supplies not replenished from Woodburn Ambulance. FF Miller stated that some supplies were not available on the ambulance but would discuss further with a representative from Woodburn Ambulance.

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

**VIII. CHIEF'S REPORT**

**a) 2022 Academy Graduation**

AC Grambusch stated that the 2022 Academy had 13 firefighters and 3 support volunteers who had successfully completed the Academy with zero washouts. AC Grambusch stated that the Academy was very successful largely due to the number of volunteers who assisted with instruction and well as Lt. Veit who supported each of them along the way. Lt. Veit expressed his appreciation with the number of volunteers who came out to support and assist with the Academy this year. The Board requested advanced notification of graduation ceremonies in the future.

**b) Railway Street Improvement Project**

Chief Miles reported that the improvement project ran into several unanticipated issues however, a new storm drain and cables were added. Chief Miles stated that the contractor

had worked well with the District and ensured that access was maintained.

**c) Strategic Plan Update**

Chief Miles reported that a rough draft of the Strategic Plan would be created with the assistance of Mr. Abel, Secretary-Treasurer Mengucci, and Director Bielenberg. Chief Miles stated that the next Strategic Plan Committee Meeting would take place on April 28, 2022 at 6:30pm. Chief Miles stated that a reminder email would go out to all staff, volunteers and committee members. Vice President Palmer inquired as to whether the concerns listed in the survey would be addressed or acknowledged. Chief Miles replied that some of those concerns would be addressed during the meeting, however, comments were made anonymously and not all comments could be addressed. The Board stated that concerns that had a commonality should get addressed.

**d) Operational Guidelines**

AC Grambusch stated that 4 guidelines regarding Media Relations, Purchasing, Hazardous Materials Response, and Radio Terminology were reviewed and sent out to the membership. AC Grambusch stated that 10 policies would be reviewed or revised in the coming months.

**e) Training Report**

AC Grambusch expressed his sincere appreciation with the Volunteer Training Committee and stated that since its creation, attendance and participation by the volunteers has increased significantly. AC Grambusch stated that the Academy has completed 140 hours of training which is over and above the NFPA Firefighter I requirement of 78.5 hours.

**f) Call Response Data**

AC Grambusch reviewed the call response data with the Board, noting that the decrease was due to natural disasters (i.e., 2021 Ice Storm).

**g) EMS Report**

FF Miller reviewed the EMS report with the Board. Office Administrator Cantu reviewed the graphs with the Board and stated that data would be provided to the Board on an annual basis. Lt. Veit reported that 100% of all volunteers are CPR and AED certified.

**h) Recruiting/Retention Report**

Lt. Veit reported that since the Academy, he has been in contact with 7 individuals who have expressed interest in becoming a volunteer with the District. Lt. Veit stated that he intends to schedule an Open House at each station as well as participating in festivals that are coming back to life since the pandemic.

**i) Fire Prevention Report**

FF Hughes reported that regular inspections of local daycare facilities continued. FF Hughes stated that the District was providing fire extinguisher training to small businesses that included not only how to use an extinguisher but the purpose of each type of extinguisher available. FF Hughes described the smoke detector partnership with the American Red Cross.

**IX. NEW BUSINESS:**

*No items of new business were discussed at this board meeting.*

**X. ITEMS PENDING:**

**a) Budget Committee Meeting May 17, 2022**

Chief Miles reminded the Board of the upcoming Budget Committee Meeting on May 17<sup>th</sup> at 7:00pm.

**XII. GOOD OF THE ORDER:**

BC Pilmore expressed his gratitude with the amount of time officers, volunteers and staff were dedicating to ensure that the Academy ran well in addition to making the time to sign off on several task performances for volunteers.

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:02 p.m.

Approved this 10<sup>th</sup> day of may, 2022.

Les Pilmore

President

Minutes recorded and prepared by Candace Cantu