

# SILVERTON FIRE DISTRICT

## MINUTES

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

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

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

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

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, Office Administrator Cantu, Maint. FF Peterson, Jim Bieker, Advanced Design Systems

### **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 August 10, 2021 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

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

Director Dixon made a motion to approve the minutes of the September 8, 2021 board work session. Director Bielenberg seconded the motion. The motion carried unanimously.

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

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

*No reports were provided during association announcements.*

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

*No reports were provided during staff announcements.*

#### **c) Guest Speaker**

Chief Miles introduced tech support, Jim Bieker with Advanced Design Systems. Chief Miles briefly explained that SDAO was providing a 2% best practice discount to Districts who adopt

a cyber security policy. Chief Miles explained that cyber security requirements put forth by SDAO would result in a board policy and operational guideline. Mr. Bieker gave a presentation on computer security detailing the dynamics of security over convenience within a network and why the District utilizes complex login credentials. Mr. Bieker explained in order to reduce legal liability to the District, Advanced Design Systems has worked with Chief Miles to ensure compliance with SDAO's recommendations and assured the Board that the security of the Districts technology was protected.

**VI. OLD BUSINESS:**

**a) District Banking**

Office Administrator Cantu stated she would be in contact with the bank and each board member to complete the process of adding new signers to the District bank accounts by the end of the month.

**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) Board Handbook Section 100 Review**

Office Administrator Cantu asked the Board if they had any questions, corrections, or suggestions for policies within the section. President Von Flue suggested a standard format for each policy. Vice President Palmer stated that after reading over the policies, an annual review of the Fire Chief had yet to be done. President Von Flue stated that Vice President Palmer would be the point of contact coordinating the Chief's evaluation. Director Bielenberg confirmed policies would be reviewed by sections and after additional conversation all policies would be reviewed by the Districts attorney to ensure compliance with applicable laws.

**b) Board Meetings: In-person vs. Zoom**

The Board discussed the option of having in person and zoom meetings to encourage more participation from the membership and community. Additional concerns discussed around the difficulty of hearing and conversing with masks and whether meetings should resume via zoom only. The Board agreed to readdress the discussion after the October board meeting. President Von Flue requested that the board meeting in November be held in person and Zoom.

**c) SDAO Board Directors Meeting**

Chief Miles invited the Board to attend the upcoming Oregon Fire Service Conference sponsored by the Oregon Fire District Directors Association (OFDDA) in Ashland, November 4<sup>th</sup> through the 6<sup>th</sup> and encouraged members to contact Office Administrator Cantu before October 18<sup>th</sup> to coordinate registration and accommodations.

**XI. NEW BUSINESS:**

**a) Strategic Plan Discussion & Consultant Agreement**

Director Bielenberg motioned to hire Steve Abel to develop a Strategic Plan for the Silverton Fire District. Director Bledsoe seconded the motion. Additional discussion and

recommendations from the Board ensued. Vice President Palmer instructed the contract to state an amount "not to exceed". Secretary Treasurer Mengucci and Director Bielenberg agreed to meet with the Chief Miles and Mr. Abel to discuss scope of work. The motion carried unanimously.

**b) Fire Chief Evaluation**

President Von Flue stated that Vice President Palmer was the primary contact for the Chiefs evaluation and any recommendations or questions should go to her. President Von Flue stated that the evaluation should be completed by February.

**XII. ITEMS PENDING:**

*No pending items were discussed at this meeting.*

**XIII. GOOD OF THE ORDER:**

Director Palmer expressed her appreciation with District staff and volunteers for their assistance with removing the flower baskets around town.

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:14 p.m.

Approved this 12<sup>th</sup> day of October, 2021.

  
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President

Minutes recorded and prepared by Bill Miles