

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 11, 2022
Silverton Fire District Station #8 (Scotts Mills)

ROLL CALL:

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Robert Mengucci, Secretary-Treasurer
Ryan Bielenberg, Director

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, AC Grambusch, Deputy Chief Veit, FF Miller, FF Peterson, FF Hughes, Lt. Redman-Brown, BC Terhaar, FF Matteson, Brandon Hamilton

CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

President Von Flue led the group in the Pledge of Allegiance.

APPROVAL OF MINUTES OF:

a) Board Work Session Minutes

Director Bledsoe made a motion to approve the minutes of the September 12, 2022 board work session as written. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)

b) Regular Board Meeting Minutes

President Von Flue had objections to the wording of the minutes regarding the pledge of allegiance and the Boards agreement regarding participation in the SDAO Leadership Academy under Good of the Order. After discussion amongst the Board, President Von Flue withdrew his objections.

Director Bledsoe made a motion to approve the minutes of the September 13, 2022 board meeting as written. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)

OPEN FORUM:

a) Association Announcements

No announcements were provided.

b) Staff Announcements

FF Miller congratulated Deputy Chief Veit on his recent promotion.

VI. OLD BUSINESS:

- a)** President Von Flue stated that he received a phone call from Secretary Treasurer Mengucci. President Von Flue stated Secretary Treasurer Mengucci wanted to relay the following on his behalf:

Secretary Treasurer Mengucci appreciates Chief Miles response in the matter of prior notification to the Board for signing checks over \$10,000. After his own investigation, Secretary Treasurer Mengucci could not recall where he read or heard this requirement nor could he locate it and apologized for the confusion. In regards to seeking reimbursement from Woodburn Ambulance for medical supplies used, Secretary Treasurer Mengucci appreciates Chief Miles response and realizes that the District may never fully recover supplies used. Secretary Treasurer Mengucci inquired whether Chief Miles was ever given the opportunity to respond to the Boards criticism of the recent hiring process and inquired as to why the District did not enlist outside candidates.

President Von Flue relayed to Chief Miles that a response wasn't required, but wanted to ensure that the opportunity was provided. Chief Miles replied that he would provide a response at the next 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 approve the finance officer's report as presented. Director Bledsoe seconded the motion. The motion carried unanimously.
(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye)

VIII. CHIEF'S REPORT

a) Silverton Fire District's New Website

Chief Miles expressed his appreciation with Office Administrator Cantu for her hard work developing the new website. The Board was given a brief review of the new website and agreed that the site was done very well and was user friendly. Chief Miles stated that the website is hosted by Streamline which was recommended by SDAO.

b) Quarterly Newsletter

Chief Miles was excited to announce the release of the newsletter and expressed his appreciation with Administrative Asst. Kate Tolmachoff. Chief Miles stated that volunteers and staff were given an opportunity to contribute to the newsletter as well as review it prior to release. Office Administrator Cantu stated that the response from the membership has been very positive and the newsletter would be published on the website in order to have all information, including quarterly reports, available to the public at the same time.

c) Strategic Plan Posters

Chief Miles expressed his appreciation with Office Administrator Cantu and Administrative

Asst. Tolmachoff with creating and designing Strategic Plan posters for each station throughout the District. Chief Miles stated that the poster displays the District's Mission, Vision, Values, and Strategic Goals.

d) Board Handbook

Chief Miles presented the Board with an updated and current board binder that included the board manual, Gov't Ethics Law, ORS 198 & 478, SDAO Board Member & Administrative Handbook, and Resource handouts. Vice President Palmer inquired if copies of updated policies would be provided to the Board. Office Administrator Cantu confirmed that updated policies would be provided electronically and paper form to each Director at Board Meetings.

e) Final Audit Document

Chief Miles presented the final audit document to the Board and provided a brief review. Chief Miles stated that CPA Kori Starrett from Accuity, LLC would give an audit presentation at the November board meeting. President Von Flue inquired about the auditors comment regarding credit card usage. Office Administrator Cantu replied that the auditors did not have any findings during their investigation to report but did suggest a stronger credit card use policy. Director Bledsoe inquired whether the audit would be available online. Office Administrator Cantu stated that the audit would be available to the public once the Board approved it. President Von Flue requested to add the topic to next month's meeting.

f) EMS Supply Recovery

Chief Miles reviewed the memo with the Board and asked if there were additional questions. After minimal discussion, the Board did not have any additional questions or concerns.

g) Board Check Signing Response

Chief Miles reviewed the memo with the Board and asked if there were additional questions. After minimal discussion, the Board did not have any additional questions or concerns.

h) Hiring Announcement

Chief Miles reported that the Recruitment & Retention position had been posted and advertised. Deputy Chief Veit stated that the District advertised the opening on the Daily Dispatch, the District website, Facebook, SDAO, 7 local agencies, internal membership, and Station 1 & 8 reader boards.

i) Schedule Board Work Session

Chief Miles suggested scheduling a work session to discuss upcoming Strategic Plan goals and Standard of Cover options and expenses for budget consideration next fiscal year to ensure that everyone was on the same page. Chief Miles would like to meet in December and recommended multiple short work sessions but emphasized he would like a mutual decision regarding the Standard of Cover. President Von Flue suggested that Director Bielenberg and Secretary Treasurer Mengucci select the dates since they work shifts and recommended that Chief Miles get those dates by the next meeting.

j) Operational Guidelines

AC Grambusch stated that he was currently working on volunteer stipends, safety policies, and operational fire and EMS response on motor vehicle accidents. AC Grambusch stated this information would now be available in the newsletter every quarter.

k) Training Report

AC Grambusch reviewed information that was provided in the quarterly newsletter with the Board. Chief Miles reported that the District was hosting another EMR class open to internal and external fire districts once again, attendees are from the Silverton, Hubbard, and Mt. Angel fire agencies. Chief Miles stated that the District also had a Firefighter II class currently running on Monday evenings. Chief Miles commended the number of volunteers who have

achieved higher levels of accreditations and expressed how proud he was of the membership for their hard work and success.

l) Call Response Data

AC Grambusch reviewed the information that was provided in the quarterly newsletter with the Board.

m) Recruiting/Retention Report

Deputy Chief Veit reported that the District recently handed out recruitment bags and fire prevention material during Silverton Firefighters Association Spaghetti Feed and intended to distribute the same material during the Scotts Mills Firefighters Association Chicken Dinner. Deputy Chief Veit stated that Open Houses were scheduled at each station the week of October 17th from 5:30pm to 7:00pm. Deputy Chief Veit stated that the District would be serving hot dogs, giving station tours, distributing recruitment information, and fire prevention material. Deputy Chief Veit stated that he had been in contact with 20 potential candidates, 10 of those requesting station tours. Deputy Chief Veit expressed his appreciation for the volunteers who had participated in the first round of volunteer interview panels. Vice President Palmer stated there was an open presentation spot during the Chamber meeting on October 26th from 8:00am to 9:00am if the District was interested in giving a brief recruitment presentation. Director Bledsoe inquired as to whether the District had an ideal number of recruits and how active last year's recruits were. Deputy Chief Veit replied there wasn't a minimum number in mind but continuously remained proactive about volunteer interest and felt that the District was sitting pretty good for the 2023 Academy. Deputy Chief Veit continued that last years Academy volunteers remained active and involved in District events and trainings.

n) Fire Prevention Report

FF Hughes reported on The Compliance Engine, which is an internet cloud based third party service that contractors who inspect, test, and maintain fire protection systems use to submit their inspection reports for direct review by Silverton Fire District. FF Hughes stated that the District reviewed and approved those submissions. This service facilitates an efficient review, tracking, and follow-up process with businesses and building managers to correct deficiencies and maintain systems. FF Hughes reported that the District had partnered with the Oregon Garden Resort for drills that focus on layout and target hazards or deficiencies. FF Hughes stated that the District continues to inspect childcare facilities in addition to partnering with the City of Silverton Building Department performing acceptance tests on new fire alarm systems at businesses. FF Hughes stated that the District recently did a walk through with the Oregon State Fire Marshal's Office at the Silverton Hospital reviewing and discussing fire escape routes during the new construction project.

Vice President Palmer inquired whether all pub ed events and activities could be available on the calendar so that the community could see how active the District was within the community. President Von Flue felt that inspection dates didn't need to be included on the calendar. Office Administrator Cantu reported that all activities were currently on the calendar as well as pub ed events, however, pub ed lacked specific detail due to security awareness, changes or cancellations. Chief Miles stated that specific data could be found in the quarterly newsletter that would reflect Vice President Palmers request. The Board was in agreement with Chief Miles solution.

IX. NEW BUSINESS:

a) Board Policies

President Von Flue suggested that the Board review Policies 201 through 207 and email Office Administrator Cantu with any corrections or changes before the next board meeting. Vice President Palmer recommended that any open position get advertised to internal and external

applicants. Chief Miles requested postponing any revisions regarding hiring since the District was in the beginning stages of moving towards a Civil Service system which would impact any policy changes. Chief Miles responded that due to the number of staff currently employed, the District is subject to Civil Service rules and was awaiting a return call from the District's attorney to begin the process of adopting those rules for the Silverton Fire District. Chief Miles stated that once the guidelines were formed they would need to be adopted by the Board. President Von Flue requested confirmation by the next board meeting as to whether or not the current hiring policy would be impacted by Civil Service rules and encouraged the Board to proceed with emailing the Office Administrator with any recommended changes or corrections.

X. ITEMS PENDING:

No discussion of pending items at this meeting.

XI. GOOD OF THE ORDER:

Vice President Palmer commended Chief Miles for the work on the website and inquired whether an update on Strategic Goals could be given each month. After discussion amongst the Board, it was decided that a monthly update would be available to the public on the website and an update given at each board meeting. President Von Flue stated that this decision could be revisited if it became cumbersome.

President Von Flue expressed his appreciation for the work put into the newsletter and website and was impressed with the design. President Von Flue congratulated Chief Miles and the staff for their hard work.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:23 p.m.

Approved this 8th day of November, 2022.

Leo Von Flue

President