

# SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

March 8, 2023, 9:30 a.m.  
Silverton Station # 1

*No formal action will take place during this workshop.  
A subject summary and action, if any, shall be presented during the  
March 14, 2023 Regular Board of Directors Meeting*

## **ROLL CALL:**

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

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

## **ABSENT:**

*Director Bledsoe*

## **IN ATTENDANCE:**

Chief Miles, Office Manager Cantu, AC Grambusch, DC Veit, FF Peterson, FF Hughes,  
Administrative Assistant Tolmachoff, FF Miller

## **CALL TO ORDER & PLEDGE OF ALLEGIANCE:**

The meeting was called to order by President Von Flue at 9:30 a.m.

## **DISCUSSION:**

### **3.1 Board Policy 101-106**

The Board discussed policy language review to Board Policy 104: Public Records. Specifically, Secretary-Treasurer Mengucci requested a review of the fee schedule on page 16. Chief Miles stated that the District would investigate whether the current fee structure was in-line with surrounding agencies and report back at the next board meeting. President Von Flue stated that if warranted, the Chief could determine if the findings would initiate an ordinance change and/or subsequent policy updates.

The Board discussed Board Policy 105: Duties, Responsibilities, & Governance of the Board. Specifically, Secretary-Treasurer Mengucci requested to strike the second bullet point under Policies, Objectives, and Plans on page 20. After discussion, the Board agreed to strike out the language. Secretary-Treasurer Mengucci requested to strike the fifth bullet point under Policies, Objectives, and Plans on page 20. After discussion, the Board agreed to add "as needed" to the end of the sentence. President Von Flue requested to add "including addition of positions to the organizational chart" on the twelfth bullet point under Policies, Objectives, and Plans on page 20. President Von Flue clarified that after speaking with another Fire Chief from a smaller agency, and George Dunkel with SDAO, the Board should be informed of any new positions created within the organization. Chief

Miles clarified that the Deputy Chief position was not a new position, but rather a change in rank as in previous practice. Vice President Palmer stated that the new policy language would bring an awareness factor and clarified that the Board was not interested in rank changes or incentive raises, just the creation of new positions within the organizational chart that would impact the budget. AC Grambusch suggested adding previous positions currently vacant off to the side of the organizational chart so that when the Chief needed to "add a position" the organizational chart could be referenced when informing the Board. The Board affirmed AC Grambusch's suggestion. After discussion, the Board agreed to move forward with President Von Flue's suggested edits on page 20. President Von Flue requested to add language to the first bullet point "including wages and benefits" under Employee Relations on page 21. After discussion, the Board agreed to add the additional language. Vice President Palmer noted that the "t" was missing within the title of Policy 106: Board Member Ethics & Conflicts of Interest.

### **3.2 Staff Salary Discussion for Fiscal Year 2023-2024**

Chief Miles presented a 6% COLA increase to the Board. Chief Miles stated that the current CPI-W was at 6.2%, and felt the budget could sustain the 6% COLA. The projected increase would be \$27,375 including the Fire Chief.

Chief Miles presented the request to match employee contributions, up to a maximum of \$100, towards an employee's deferred compensation plan. Projected increase, if all staff participated would be \$13,200.

Chief also presented a 4% increase in health and dental premium. Chief Miles stated that this was a modest increase after a 0% increase the previous two years.

The Board agreed to move forward with presenting the proposed salary and benefit requests for a vote at the next regular board meeting. Vice President Palmer requested clarification as to the total financial impact. Office Administrator Cantu reported that the total financial impact was \$59,711 which included a 6% COLA, PERS biennium increase, 4% medical increase and the deferred comp contribution. Secretary Treasurer Mengucci inquired how the new Paid Leave Oregon would impact LTD. Office Administrator Cantu replied that the District was closely monitoring changes and potential impacts with Paid Leave Oregon and how that program worked with other disability coverages and current sick leave policies. Office Administrator Cantu distributed the salary comparison worksheet at the Boards request. President Von Flue stated all salary and benefit motions can include the Fire Chief and would not need to be separated out.

### **3.3 Strategic Plan Progress Discussion**

Chief Miles reviewed strategic plan goals with the Board. Chief Miles provided a brief update on Emergency Management Response and the intent to align some of those goals with SDAO's Best Practice Program theme/focus this year on Emergency Management and Emergency Preparedness. Chief Miles shared that AC Grambusch had met with the Tour of Duty program to begin discussing how to provide consistent call response to the District. Chief Miles reported that the committee had met twice and was producing constructive conversation. Chief Miles shared that the District was currently investigating ways to move to an accountable plan without any monetary loss to the volunteer for call response. Chief Miles stated that the current pay structure for volunteers was getting more difficult to maintain due to IRS guidelines and State rules. Chief Miles stated that the response on pay was mixed amongst volunteers. Chief Miles shared that one of the positive outcomes to moving to an accountable plan would eliminate the need to pay payroll taxes by the volunteer and the District which would allow for those monies to be reallocated back into an award program for volunteers. Chief Miles reiterated that the

focus was to look at scenarios that would allow the volunteer to remain "whole". The Board acknowledged the need to fall within the IRS definitions of "volunteer" and supported looking into alternative ways to reimburse volunteers while keeping them "whole". Chief Miles discussed Goal 7 Enhance Officer Development Training. Chief Miles reported that Keith Smith, training consultant for the District, had been working with the training committee to offer training and tactical management exercises to volunteers. Chief Miles stated that due to the implementations by Mr. Smith that Instructor I and Instructor II courses were offered to volunteers and incorporated different strategies during drills. Chief Miles discussed Goal 8 Exploring Options and Implement Measures to Improve Medical Response. Chief Miles reported that Keith Smith had been implementing EMR courses on a regular basis for Silverton volunteers and outside agencies. Chief Miles reported that this has allowed the District to certify 30 volunteers since its implementation and has allowed the District to have 70% of its volunteers certified at a higher level of medical certification. Chief Miles stated that the intent is to offer the EMR course once a year to its volunteers and outside agencies. Chief Miles discussed Goal 9 Providing Cross Training Activities with Allied Agencies. Chief Miles reported that the training committee has shared and will continue to share its training plan with neighboring agencies. Chief Miles shared that the District worked closely with the Silverton Police Department and allowed neighboring agencies to use District drill grounds for trainings. Chief Miles stated that the current fire academy had 24 recruits, 17 of which were Silverton Fire and the remaining from outside agencies.

President Von Flue adjourned the board work session at 10:55 a.m. to go into executive session and stated that the work session would resume at the completion of the executive session.

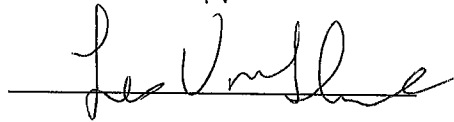
**3.4 EXECUTIVE SESSION ORS 192.660,(2),(i)**

President Von Flue called the Executive Session to order at 11:00 a.m. The Board reviewed and evaluated the employment-related performance of Chief Miles. President Von Flue adjourned the executive session at 11:58 a.m. and reconvened the work session at 11:58 a.m.

**IV Adjournment:**

The work session was adjourned at 11:59 a.m.

Approved this 13<sup>th</sup> day of April, 2023.



President