

# SILVERTON FIRE DISTRICT

## MINUTES

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

REGULAR BOARD MEETING 7:00 P.M. May 9, 2023  
Silverton Fire District Station #1, 819 Railway Ave, Silverton, OR 97381

### I. ROLL CALL:

Les Von Flue, President

Stacy Palmer, Vice President

Robert Mengucci, Secretary-Treasurer

Dixon Bledsoe, Director

Ryan Bielenberg, Director

### ABSENT:

*Ryan Bielenberg, Director*

### IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, AC Grambusch, DC Veit, FF Miller, FF Hughes, BC Terhaar, BC Pilmore, Lt. K. Smith, Lt. Dan Brown

### II. CALL MEETING TO ORDER:

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

### III. PLEDGE OF ALLEGIANCE

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

### IV. APPROVAL OF MINUTES OF

#### a) Regular Board Meeting Minutes of April 11, 2023

Director Bledsoe made a motion to approve the minutes of the April 11, 2023 regular board meeting. 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)*

### V. OPEN FORUM:

BC Pilmore reported that the yard clean-up, headed by Captain Hulett, turned out well at Station 1 and how nice the grounds looked. Vice-President Palmer later voiced her amazement about the efficiency of the work crews and the appealing outcome. BC Pilmore stated that the Mother's Day Breakfast would be held Sunday, May 13<sup>th</sup>. BC Pilmore recognized the SFD's involvement in the Oregon Law Enforcement Memorial Service at DPSST on Tuesday May 2nd. SFD provided Ladder 408 and partnered with Stayton Fire's Ladder 80 to fly the American flag over the service. BC Pilmore thanked FFs Miller and Netter for helping during this six-hour commitment at the Department of Public Safety Standards and Training facility in Salem.

Office Administrator Cantu echoed praiseful comments and appreciation of the Volunteers for the clean-up at Station 1. Office Administrator Cantu brought attention to the coordination and hard work of the Silverton Fire District's volunteers and staff in regards to this year's academy; she felt the efforts and dedication were unprecedented.

President Von Flue commented on the hard work and commitment of the volunteers and staff during this year's academy; he felt that it was "evidence of a healthy organization", and thanked

everyone involved.

Brandon Hamilton stated that this was the first time Drakes Crossing recruits were involved in SFD's Academy; he felt it was "top notch" and extended his appreciation that Drakes Crossing and other neighboring agencies were allowed to participate. Mr. Hamilton concluded that the graduation ceremony was phenomenal.

Lt. Smith acknowledged volunteers and staff who taught a BLS Provider class to 67 local high school students over the course of four days and expressed appreciation to the instructors who assisted in the process.

**VI. OLD BUSINESS:**

*No topics of old business announced 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 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, Secretary Treasurer Mengucci: Aye, Director Bledsoe: Aye)*

**VIII. CHIEF'S REPORT**

**a) Appreciation**

Chief Miles resounded all of the positive, supportive and grateful verbiage of the previous meeting attendees regarding the Saturday clean-up headed up by Captain Hulett, how impressive it all turned out, and how proud of everyone he was.

**b) Civil Service**

Chief Miles reported that the next meeting will be Thursday, May 11, 2023 at 9:00am in the EOC. Chief Miles formally introduced newly appointed Chief Examiner, Keith Smith.

**c) Strategic Plan**

Chief Miles stated there were no updates to report.

**d) Standard of Cover**

Chief Miles reported that the GIS specialist recently sent mapping data and would be meeting May 18<sup>th</sup> to discuss.

**e) Grant Awards**

Chief Miles reported that the District received a \$35,000 Wildfire Season Staffing grant once again from OSFM. Chief Miles stated that this grant assisted with additional staffing during peak wildfire season beginning July 1<sup>st</sup> through October 31<sup>st</sup>. Chief Miles announced that the District was recently notified by OSFM that the District received funding for salary and benefits for one (1) firefighter position over the next three years. Chief Miles stated that the District would need to match 10% the 1<sup>st</sup> year, 25% the 2<sup>nd</sup> year, and 50% the 3<sup>rd</sup> year, with the intent to absorb the position into the General Fund the 4<sup>th</sup> year. The Board inquired whether DC Veit would take over the responsibility of grant writing once Assistant Chief Grambusch retired. Chief Miles responded that "grant writer" was not a requirement of the Assistant Chief position and did not fall under anyone's particular job description, but because Assistant Chief Grambusch was so skillful and successful at it, AC Grambusch naturally felt

compelled to add it to his duties. Chief Miles stated that the District would continue to pursue grant opportunities and are hopeful that AC Grambusch will be available to review and critique grant submittals on behalf of the District.

**IX. NEW BUSINESS:**

**a) Board Policies 301-305**

President Von Flue recommended that the Board table Policies 302 and 304 due to recent legislation changes, allowing Chief Miles to research language addressing spending authority. President Von Flue inquired about the approval process for authorizing staff as additional signers under Policy 305: Internal Financial Controls. Chief Miles responded that the Board had approved signing authority for the Fire Chief and Assistant Chief. President Von Flue stated that the Board had 30 days to review the policies and requested that the Board submit suggestions or changes to Office Administrator Cantu or Chief Miles.

**b) Resolution 23-359**

After consultation with the District's auditor, Chief Miles was presenting a Resolution to expand the intended use of Fund 31: Personnel Expense Reserve account, in order to manage the OSFM grant expenditures in an efficient manner for tracking purposes.

Vice President Palmer made a motion to approve the Resolution 23-359 adding additional purpose to Personnel Expense Reserve Fund 31. Director Bledsoe seconded the motion. The motion passed unanimously.

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

**c) Position Job Description**

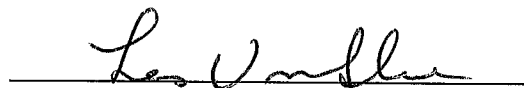
Chief Miles requested a position title change for the Recruitment Retention Coordinator. Chief Miles stated that after contemplation, changing the title to Lt. Training and Volunteer Coordinator could make the position more marketable. Chief Miles explained that when the position was opened previously, only four applicants applied and after discussion felt that a title change would appeal more to potential candidates. Chief Miles clarified that the job description itself did not change, just the title. Chief Miles explained that once the Board approves the title change, the update would then be submitted to the Civil Service Examiner for review who would then present it to the Civil Service Commission. The Board approved the title change for the position as presented.

**XII. ADJOURNMENT:**

Prior to Adjournment, President Von Flue reminded everyone that the Budget Meeting would be next Tuesday, May 16<sup>th</sup> at 7:00pm. Office Administrator Cantu would clarify the number of Budget Committee members needed to satisfy a quorum and report back to the Board via email.

With no further business to come before the Board, the meeting was adjourned at 7:38 p.m.

Approved this 13 day of June, 2023.



President