

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. September 13, 2022
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer (*via Zoom*)

Dixon Bledsoe, Director
Ryan Bielenberg, Director (*via Zoom*)

ABSENT:

Dixon Bledsoe, Director

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, Lt. Veit, FF Miller, FF Peterson, FF Hughes, Lt. Brown, BC Terhaar, FF Tegen, Brandon Hamilton

II. CALL MEETING TO ORDER:

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

III. PLEDGE OF ALLEGIANCE

Due to time constraints, President Von Flue did not observe the pledge of allegiance.

IV. APPROVAL OF MINUTES OF:

a) **Regular Board Meeting Minutes**

Vice President Palmer made a motion to approve the minutes of the August 9, 2022 board meeting. Director Mengucci seconded the motion. The motion carried unanimously.
(*President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye*)

V. OPEN FORUM:

a) **Association Announcements**

No announcements provided during association announcements.

b) **Staff Announcements**

FF Peterson expressed sincere gratitude to the Volunteers for their response and availability to the public over the weekend in response to fire weather. Appreciation was also voiced by FF Peterson toward the spouses of the volunteers who fed the crews.

VI. OLD BUSINESS:

a) **Check Signing**

Secretary Treasurer Mengucci stated that the Board was to be notified of any checks written over \$10,000 but had observed that he had signed a number of checks over \$10,000 without

prior notification and requested review of the policy. President Von Flue replied that he did not have the policy language directly in front of him and requested that Chief Miles have a response at the next board meeting that addressed the concern and if the amount should be increased. Secretary Treasurer Mengucci agreed that the amount should be considered for increase to account for inflation.

VII. FINANCE OFFICER'S REPORT:

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

Secretary Treasurer Mengucci observed expenditures for EMS supplies from Amazon and Bound Tree and wanted to confirm that the District was recovering some of those medical supplies from Woodburn Ambulance. Chief Miles replied that the District did not have a recovery program with Woodburn Ambulance, but did get certain supplies from Woodburn Ambulance by mutual agreement. FF Miller responded that the expenditures in question were antimicrobial wipes, aspirin, and narcan which could only be purchased by the case, which is atypical for reimbursement. President Von Flue inquired whether a system needed to be considered for recovery. Chief Miles replied that it could be explored. President Von Flue requested a review of the process to ensure that Woodburn Ambulance and Silverton Fire District were receiving equal consideration for supplies used. Secretary Treasurer Mengucci concurred with President Von Flue.

Secretary Treasurer Mengucci made a motion to approve the finance officer's report as presented. Vice President Palmer seconded the motion. The motion carried unanimously. *(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye)*

VIII. CHIEF'S REPORT

a) **Audit**

Chief Miles reported that the letter from Accuity, LLC was official notification to the Board that there were no findings to report after the audit was completed and that a board presentation would be scheduled before December.

b) **Conflagration**

Chief Miles reported that all Marion County Task Force teams had returned and only FF Smith remained at the Double Creek Fire as part of OSFM's incident management team. Chief Miles reported that a total of six members and two apparatus responded on the Rum Creek and Double Creek fires and was really proud of the guys for their response and contributions. Chief Miles reported that task force teams were created locally with the OSFM staffing grant in response to the weather event Friday and Saturday. Chief Miles stated that six apparatus and eight members worked shifts over the weekend to spot check around Silverton and Scotts Mills and respond accordingly. Chief Miles shared that three crews responded from Silverton as auto aide to the Vitae Springs fire in Salem, which caused additional volunteers to cover the gap. Vice President Palmer shared her appreciation for the email communicating coverage and the District's response to the weather event.

c) **Website**

Chief Miles reported that the District was working on a new website slated to go "live" October 10th. Chief Miles stated that the improved website was created to enhance transparency and communication with the public and the District as a whole. Chief Miles stated that the website would be in compliance with Goal 2, Objective A of the Strategic Plan.

d) Newsletter

Chief Miles stated that the District would be publishing a quarterly newsletter to be distributed to all members. Chief Miles stated that the intent was to also have an Annual Newsletter that would be distributed to the public. Both newsletters would be available on the website and distributed accordingly. Chief Miles stated that the newsletter was another tool to improve communications with District members and would be in compliance with Goal 2, Objective C.

IX. NEW BUSINESS:

a) Resolution 22-357 Adopting the Strategic Plan

Vice President Palmer moved to accept Resolution 22-357 adopting the Strategic Plan. Director Bielenberg seconded the motion. Resolution 22-357 passed unanimously.
(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye)

X. ITEMS PENDING:

No discussion of pending items at this meeting.

XI. GOOD OF THE ORDER:

Secretary Treasurer Mengucci recommended that all Board members sign up and complete the SDAO Leadership Academy in order to achieve the Bronze, Silver, or Gold level certification. Secretary Treasurer Mengucci recommended that Office Administrator Cantu assign a module each month in order to assist with the certification levels. President Von Flue suggested that, although not required, it may be a good idea to receive additional training. After discussion, the Board agreed on the recommendation presented by Secretary Treasurer Mengucci.

FF Peterson congratulated FF Miller on the birth of their new baby.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Approved this 11th day of October, 2022.

Les VonFlue

President

Minutes recorded and prepared by Candace Cantu