

SILVERTON FIRE DISTRICT MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. April 11, 2023
Silverton Fire District Station #8, 430 3rd Street, Scotts Mills, Oregon 97375

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, FF Miller, FF Peterson, FF Hughes, BC Terhaar, Lt. Brown, Lt. Redman-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) Board Work Session Meeting Minutes

President Von Flue requested to add "speaking with individuals at the SDAO Conference" under 3.1 Board Policy 101-106, rather than just "speaking with SDAO". Vice President Palmer made a motion to approve the minutes of the March 8, 2023 board work session meeting with corrections. Secretary Treasurer Mengucci seconded the motion. The motion carried with four aye's and one abstention.

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

b) Regular Board Meeting Minutes

President Von Flue requested that the minutes reflect that the Fire Chief was to be included in all staff compensation and benefit requests and inquired if the minutes reflected the Zoom recording. After brief discussion, the Board agreed that the intent was to include the Fire Chief in all staff compensation and benefit requests. Director Bledsoe made a motion to approve the minutes of the March 14, 2023 regular board meeting with necessary corrections. Secretary Treasurer Mengucci seconded the motion. The motion carried unanimously.

After review of the recorded minutes by Office Administrator Cantu, the original minutes were transcribed accurately. After discussion with President Von Flue, the minutes of the April board meeting would document that the Board's intent was to include the Fire Chief in all staff compensation and benefit requests.

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

V. OPEN FORUM:

FF Hughes complimented Lt. Brown and provided praise for his recent accomplishments.

VI. OLD BUSINESS:

a) Board Policies 101-106

President Von Flue stated that Policies 101-106 were still out for review until 4/17/2023.

VII. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

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 Bledsoe: Aye)

VIII. CHIEF'S REPORT

a) Civil Service Update

Chief Miles reported that the second meeting of the Civil Service Commission would be held Thursday, April 13, 2023 at 9:00am. Chief Miles stated a Public Hearing would take place to hear public comment on the Civil Service Rules. Chief Miles reported on three minor focuses; modernization of the language referencing microfilm, addition of language clarifying education/training time required during a candidate's probation, and discussion on reasons the Chief Examiner *may* disqualify a candidate from testing, including if a candidate had taken the test within the last six months. Chief Miles reported that the Civil Service Commission went into executive session and interviewed two candidates for the Chief Examiner position. Ultimately, the district entered into a personal services agreement with the selected candidate, Keith Smith.

b) Strategic Plan Update

Chief Miles reported on Goal 3, volunteer participation, and working with the Tour of Duty (TOD) program along with the TOD Committee, which will be meeting again this Thursday. Chief Miles stated that the committee members would be designing a draft operational guideline, as well as reimbursement formulas, scheduling, and discussion of the survey results. Chief Miles stated that the target operational date for the TOD program was June 2023. President Von Flue asked how the Tour of Duty would affect the budget and if volunteers would be paid for their time on shift. Chief Miles responded that the volunteer reimbursement structure was still being determined and there wasn't a definitive answer to the question at this time. Chief Miles also pointed out that the TOD Committee meeting minutes are posted on SFD's website (www.silvertonfire.com>Members Only>Communications). Chief Miles reported on Goal 4, incentive/retention, and shared that DC Veit had been communicating with other departments regarding the incentive and retention program, which also lines up with the afore-mentioned TOD Committee discussion. If re-designed, the program would propagate big changes and likely trickle down to the VIP program as well. Chief Miles reported on Goal 7, leadership and volunteer officer's standards. Chief Miles reported that this training was often accomplished during regular drill nights, during academy, outside classes, and online professional development. Chief Miles stated that the District currently had volunteers enrolled in the Fire Officer I classes, which were fashioned hybrid-style (online/in-person training). Chief Miles stated that during drill nights, current officers and officer candidates practice incident command at scenario-based drill stations, often on a weekly basis, and in line with Training Advisory Group's outline, as later explained by Lt. Dan Brown. In answer to Vice President Palmer's question whether or not entry-level firefighters are given the opportunity to be appointed to these leadership roles during drill, Chief Miles described what may happen unofficially if an officer is absent from drill, and then followed the remarks up with an explanation of the district's volunteer officer/promotion process. Lt. Dan Brown added that the promotion study sessions were not only beneficial for those candidates with a desire to promote, but also bolstered knowledge for the current leaders assisting with these sessions as well. Chief Miles commented on how rewarding it was to witness the hard work, zeal and sincerity of the candidates, and President Von Flue concurred that these "behind-the-scenes" efforts were encouraging. Chief Miles reported on Goal 11, medical evaluation program, and stated that AC Grambusch was working on the Operational Guideline regarding physicals, including the mandatory pre-employment candidate physicals (referencing NFPA 1582's standards) and incumbent physicals (including age-bearing language), with the option of examinations being performed by the member's own care provider. Chief Miles continued with the reasoning and importance of district budgeting for physical examinations, district payment for these exams, ease of providing Township Health's services and close proximity to

members, along with explaining the challenges along the way, and noticing no real upward spike in the incumbents' participation in these exams. President Von Flue commented that not much change has happened as far as a district-initiated incentive for firefighters to timely follow through with this. Chief Miles stated that all **new** updates reflected on the Strategic Plan would now be in red ink, older updates would be in black ink.

c) Burn-to-Learn

Chief Miles shared that the District would be burning a house on Saturday, April 15, 2023 at 630 SW Main Street in Silverton beginning at 7:30a.m. Chief Miles stated that in the days prior to the burn, staff would be initiating prep work (venting, clearing, trenching, etc.). Director Bledsoe asked how it was ascertained that a structure is approved for a Burn-to-Learn. Chief Miles provided a brief explanation, specifically with regards to how older homes which may have asbestos. Chief Miles discussed other preparatory measures and how fortuitous it was for the Academy to be able to be involved in a live fire training so soon after graduation.

d) Academy

Chief Miles discussed the Academy graduation on Saturday, April 8, 2023. Silverton Fire District graduated 23 firefighter and support academy members: 17 from Silverton Fire District, 4 from Mt. Angel Fire District, 1 from Monitor Fire District and 1 from Drakes Crossing Fire District. Chief Miles commented on how great it was to work with our neighboring fire agencies and that the Academy would be following up with Wildland FFII training in a couple of weeks. President Von Flue attended the graduation and highlighted a speech on integrity during the ceremony.

e) Fire Resiliency and Preparedness Workshop

Chief Miles shared event details coming up on Wildland Preparedness on July 22, 2023 from 9:00am – 12:00pm at the Oregon Garden's Fire Safety House. Partnering with Silverton Fire District will be Oregon State University Extension Service, Oregon State Fire Marshal's Office, Sustainable Silverton, and the Oregon Garden and Marion Soil and Water Conservation. There will be a couple of pre-workshop planning meetings in the coming months.

f) ESO/CAD

Chief Miles reported that AC Grambusch continues to work on collecting call data for the GIS specialist. Chief Miles stated there have been many challenges along the way, including having to sift through emergent/non emergent calls, call discrepancies, technical difficulties, and missing call information. Chief Miles stated that AC Grambusch would forward completed years (2020-21) to the GIS so they could get started on their work.

g) FDC-Quarterly Newsletter

Chief Miles reported that the 2023 First Quarter *FDC-Fire Department Connection* is available for review. President Von Flue asked if members felt like they received the training they desired by way of the SDAO Conference sessions and were they going to continue the monthly trainings. Office Administrator Cantu spoke to the fact that no less than three emails had been sent to each Board Member with links to Bronze Level video series training, but had yet to receive confirmation of completion from any member to date.

IX. NEW BUSINESS:

a) Board Approval for Temporary Administrative (Assistant) Chief Position

With encouragement from the Board, this agenda item was presented by Chief Miles. In summary, the memo requests approval from the Board of Directors for re-employment of retiree AC Grambusch for up to six months beginning July 1, 2023 and adding the temporary position to the organizational chart. Vice President Palmer asked for clarification whether or not this would be a contracted position that included benefits. Chief Miles replied that it would retain *some* of the previous benefits which would be outlined in the contract, and included in the next budget. Director Bledsoe requested, with agreement of the Board, that the temporary position should read "Temporary Administrative Assistant Chief" throughout all documentation.

Director Bledsoe made a motion to approve the request as detailed in the April 7, 2023 Memo to the Board of Directors. Secretary-Treasurer Mengucci seconded the motion. The motion carried unanimously.

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

X. **ITEMS PENDING:**

President Von Flue commented that there are no items pending.

XI. **EXECUTIVE SESSION:**

ORS 192.660,(2),(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing

It was decided that there was no need for an Executive Session, as the Chief's Performance Appraisal would stand, and no discussion was requested by any party. President Von Flue made it known that any Board Member, along with Chief Miles, could request a copy of the evaluation but would not be a public document; he directed that the appraisal should be destroyed or secured after perusal. Vice President Palmer stated that she will extract the itemized list of goals separately from the performance appraisal for Directors who want to know what they are.

XI. **GOOD OF THE ORDER:**

No discussion of Good of the Order items at this meeting.

XII. **ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 7:57 p.m.

Approved this 9th day of may, 2023.

Les Vonflue

President

Minutes recorded and prepared by Kate Tolmachoff