

# SILVERTON FIRE DISTRICT

## MINUTES

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

REGULAR BOARD MEETING 7:00 P.M. November 14, 2023  
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

### ABSENT:

*All Directors present.*

### IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Training & Volunteer Coordinator Brown, FF Peterson, FF/EMT Hughes, AC Veit, BC Terhaar, BC Pilmore

### II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

### III. PLEDGE OF ALLEGIANCE

### VI. APPROVAL OF MINUTES:

#### a) **Work Session Minutes**

Director Bledsoe made a motion to approve the minutes of the October 10, 2023 work session as written. 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, Director Bielenberg: Aye*)

#### b) **Regular Board Meeting Minutes**

Vice President Palmer made a motion to approve the amended minutes of the October 10, 2023 board meeting. Director Bledsoe seconded the motion. The motion carried unanimously.  
(*President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye*)

### VII. OPEN FORUM:

*No announcements were given during open forum.*

### VIII. OLD BUSINESS:

#### a) **Review Changes Policy 201: Personnel**

President Von Flue shared recommended changes with the Board. Vice President Palmer requested a point of clarification regarding DMV checks. OA Cantu replied that DMV checks were done as standard practice on all potential volunteers and staff. Chief Miles added that candidates were entered into a DMV list serve that generated automatic activity reports until the candidate was no longer with the District. With no further discussion or questions, the Board approved changes to Policy 201 for 30-day review.

**b) Review Changes Policy 301: Fixed Asset & Inventory Control**

President Von Flue shared recommended changes with the Board. With no further discussion or questions, the Board approved changes to Policy 301 for 30-day review.

**IX. FINANCE OFFICER'S REPORT:**

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

Director Bledsoe made motion to approve the finance officer's report as presented. Director Bielenberg seconded. The motion carried unanimously.

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

President Von Flue emphasized to the Directors the importance of honoring commitments to attend conferences funded by the District, urging them to make every effort to participate in the designated conferences they commit to.

**X. CHIEF'S REPORT**

**a) Accuity, LLC Audit Presentation**

OA Cantu introduced Kori Sarrett from Accuity, LLC, who provided a comprehensive financial report to the District. Mrs. Sarrett highlighted key points, including a \$1.5 million carryover in the general fund and \$750,000 in capital reserves. Mrs. Sarrett emphasized that the District maintained good internal controls in order to address the lack of segregation of duties. Mrs. Sarrett reassured the Directors that the District is compliant with laws and implemented improved controls for credit card receipts, ensuring timely submission from staff. Mrs. Sarrett complimented OA Cantu for maintaining organized and clean financial records and stated that their company uses Silverton as an example to other agencies when recommending what to do right in monthly reconciliation packets. Concerning the savings threshold, Vice President Palmer inquired about a recommended percentage of carryover that the District should save. Mrs. Sarrett referred to the Government Finance Officers Association, suggesting a guideline of 15% of the budgeted amount for carryover. However, she noted that typical recommendation for fire districts was often on a 5-6 months operational threshold. Director Bledsoe questioned whether having a \$2.5 million ending fund balance was a cause for concern on whether the District was being too conservative. Mrs. Sarrett highlighted the importance of such reserves for operational security. Lastly, Mrs. Sarrett acknowledged a contradiction in the letter to the Board within paragraphs 2 and 4 and would make the needed correction.

- b) The Board did not have any questions or comments regarding the monthly Chiefs Report. Chief Miles shared that he attended an area fire chiefs meeting where local agencies convened to discuss collaborative efforts amidst budget challenges. While existing agreements were acknowledged, Chief Miles emphasized that, although Silverton Fire is not considering joining or combining with other agencies, there may be a possibility to coordinate purchasing efforts. Chief Miles shared that due to the recent passing of agency levies, he was

uncertain about future meetings. President Von Flue asked whether voters would need to approve new tax rates when two agencies combine. Chief Miles confirmed that it was indeed an option, resulting in the formation of a new district.

Vice President Palmer requested clarification on the District's billing practices for out-of-district services. Chief Miles confirmed that the District had pursued out-of-district billing at one time but mentioned challenges in pursuing recovery since the amounts were insignificant. Chief Miles shared that the District considered using a third-party service but it too had challenges after consulting with other agencies who used such service. President Von Flue shared that the previous Board collectively decided against pursuing recovery that resulted in collections due to public relation concerns and the complexities of retrieval.

Chief Miles expressed his appreciation with Lt. Brown for his tireless efforts with the upcoming Academy. Lt. Brown shared that the District had completed 9 interviews with 4 more scheduled; more applications were expected. Director Bielenberg inquired about the target number of volunteer recruitment and the maximum capacity for the District. Chief Miles responded, indicating 67-70 volunteers was the average the District had maintained and noted a consistent loss rotation of approximately 10 volunteers due to life changes. Chief Miles mentioned that the maximum threshold was approximately 80 volunteers when considering factors such as turnouts, benefits, uniforms, and training. Vice President Palmer questioned whether the District would consider back charges to volunteers if they didn't stay for a designated period of time. Chief Miles clarified that there was no such practice and that turnout gear and equipment was returned in those instances.

Chief Miles reviewed the public education event data with the board. Additionally, Chief Miles expressed immense pride in the abundance of training opportunities offered to volunteers and the proactive pursuit of certifications by volunteer members. Lt. Brown, stated that the training committee was committed to inclusion and actively sought feedback from volunteers with the overarching goal of providing training that enhanced services provided to community. Lt. Brown also noted that there were currently 10 individuals enrolled in the Emergency Medical Responder (EMR) course, which brought the District to 70% of volunteers certified at a higher level of EMS skill.

Chief Miles reported that OA Cantu was in the process of consolidating response data into a comprehensive presentation. OA Cantu stated that the presentation would focus on providing context on both emergent and non-emergent calls, response type, and response times. This compilation incorporated all mapping and data previously examined during the work session. Vice President Palmer inquired about the Standard of Coverage. Chief Miles emphasized the importance of community risk reduction and discussed the integration of data from the data generated by GIS. Chief Miles explained the existence of two types of Standard of Cover: one offering information about the District's current status, and the other delineating how and where the District would respond in accordance with NFPA standards.

Chief Miles reported that on November 1st, the District transitioned to MASA emergency transportation coverage which would extend ground, air, and hospital to hospital coverage to all members. OA Cantu stated that this new benefit would replace Woodburn Ambulance and Life Flight services. OA Cantu emphasized that MASA benefits provided coverage across the United States, and the month-to-month payment schedule allowed for greater flexibility when adding or deleting members from the group plan.

Director Bledsoe inquired about examining the bond cycle for the District. Chief Miles highlighted the district's unique position, currently having six years remaining on its current bond cycle and securing an exceptional interest rate for the 14-year bond. Chief Miles noted that presently, all apparatus and buildings were in good condition, however discussion within the next year should include potential apparatus and station needs. Chief Miles noted that

although current station locations appeared adequate based on the data, anticipated costs six years down the line would need to be heavily considered.

**XI. NEW BUSINESS:**

- a) Vice President Palmer agreed to complete Chief Miles' evaluation so that review could take place at the February work session. President Von Flue noted that part of that work session may include budget and staffing. OA Cantu encouraged the Board to notify Chief Miles if specific reports were preferred or if topics needed to be added to the work session agenda.

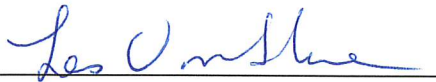
**XII. ITEMS PENDING:**

*No discussion of pending items at this meeting.*

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:12 p.m.

Approved this 12<sup>th</sup> day of December, 2023.



President

Minutes recorded and prepared by Candace Cantu