

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. January 10, 2024
Silverton Fire District Station #8 (Scotts Mills)

I. ROLL CALL:

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Director Bielenberg
Secretary-Treasurer Mengucci

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, Lt. Redman-Brown, Lt. Dandeneau

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) **Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the minutes of the December 12, 2023 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

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

VII. OPEN FORUM:

Lt. Dandeneau reported that the Toy and Food Drive raised 8,000lbs of food delivered to SACA, provided 289 gifts for families of Silverton & Scotts Mills and 300 gift stockings. Lt. Dandeneau expressed his appreciation to the individuals that helped make this event successful.

VIII. OLD BUSINESS:

a) **Adopt Policy 201: Personnel**

Director Bledsoe made a motion to adopt revised Policy 201. Vice President Palmer seconded the motion. The motion carried unanimously.

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

b) Adopt Policy 301: Fixed Asset & Inventory Control

Director Bledsoe made a motion to adopt revised Policy 301. Vice President Palmer seconded the motion. The motion carried unanimously.

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

c) Bank Authorization Letter

OA Cantu reported that after survey of several agencies, specific authorizations were not given amongst Directors other than Keizer Fire, who's Fire Chief and Board President had limited access. The Board agreed to keep current permissions for all current signers with no restrictions. OA Cantu stated that once Umpqua Bank received the signed letter, another DocuSign would be sent to each Director via email.

IX. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

Vice President Palmer 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, Director Bledsoe: Aye)

X. CHIEF'S REPORT

a) Monthly Report

Chief Miles briefly reviewed the monthly report with the Board and asked if there were any questions. The Board didn't have specific questions, but a brief discussion ensued over proposed developments around the city.

b) General Liability & Property Insurance Renewal

Chief Miles reported that the renewal premium increased 10% which is an approximate \$6000 increase. President Von Flue inquired whether there was a practice for obtaining quotes from other carriers after so many years. Chief Miles stated that SDIS Trust suspended its longevity credit due to higher than expected claims experience.

c) Physicals

Chief Miles has conveyed that it's mandatory for all new hires to undergo a physical examination, while current employees are strongly urged to obtain their physicals from their Primary Care Physician (PCP) or Township Health annually. He confirmed that all existing staff members have either completed their annual physicals or have appointments scheduled for them. Moreover, a comprehensive checklist regarding annual physicals from NVFC has been distributed to all members through email and newsletters. AC Veit will oversee the annual review process on Target Solutions, where all members will be required to review and sign pertinent documents.

XI. NEW BUSINESS:

There were no new business items addressed during this meeting.

XII. ITEMS PENDING:

a) Work Session Agenda (February)

After brief discussion, the Board requested the end of February for a potential board work session, date to be determined by Secretary-Treasurer Mengucci and Director Bielenberg.

b) SDAO Conference (February 9-11th)

OA Cantu stated that travel details would be sent via email once all conference registrations were confirmed.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:30 p.m.

Approved this 13 day of February, 2024.

Leo Umflue

President

Minutes recorded and prepared by Candace Cantu