

# SILVERTON FIRE DISTRICT

## MINUTES

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

REGULAR BOARD MEETING 7:00 P.M. December 8, 2020  
Silverton Station #1

### **ROLL CALL:**

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

Robert Van Epps, Director  
Dixon Bledsoe, Director

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, Office Manager Cantu, Assistant Chief Grambusch (*via zoom*), Maintenance FF Peterson (*via zoom*), Lt. Brown (*via zoom*), Lt. Dandeneau (*via zoom*), Lt. Veit, BC Terhaar (*via , zoom*), FF Terhaar (*via zoom*), Kori Sarrett with Accuity, LLC (*via zoom*)

### **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.

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MINUTES OF:**

#### **a) Regular Board Meeting Minutes**

Director Van Epps made a motion to approve the minutes of the November 10, 2020 board meeting. Director Vice President Palmer seconded the motion. The motion carried unanimously. (*President Von Flue: Aye, Vice-President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Van Epps: Aye, Director Bledsoe: Aye*)

### **OPEN FORUM:**

Lt. Brown shared that the Christmas Tree Lighting went very well and with the assistance of Lt. Veit was able to drive Santa around parts of Silverton prior to the actual lighting of the tree. President Von Flue thanked Lt. Brown and Lt. Veit for representing the District well and provided that service to the community. Vice President Palmer shared her appreciation for all the coordination by the District and Volunteers to make the Christmas Tree Light event special every year.

Lt. Dandeneau shared that Volunteers and Explorers were in the process of dropping off 2000 bags throughout the community for the food and toy drive. Lt. Dandeneau stated that all donations would be a porch pick up only. Lt. Dandeneau stated that Delivery.com

offered their services by picking up donations with every food order. Lt. Dandeneau in addition to the Board expressed sincere appreciation for Delivery.com's coordinated efforts with the District to ensure a successful food and toy drive.

**VI. OLD BUSINESS:**

**a) Board Handbook**

Office Administrator stated that although the Board agreed to move forward with posting handbook revisions, the required posting was delayed due to other commitments and requested that adoption of revised changes be postponed until the next board meeting. The Board agreed to postpone adoption of revisions until the next board 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 Van Epps seconded the motion. The motion carried unanimously.

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

**VIII. CHIEF'S REPORT**

**a) Bank Account Balance Comparison**

Chief Miles reported that the comparison did not represent reconciled balances and does not reflect the 5<sup>th</sup> bond payment in the amount of \$296,900. Chief Miles stated that the District has received approximately 88% of current property taxes and 10% of delinquent property taxes in Fund 22 and approximately 84% of current taxes and 16% of delinquent taxes in General Fund 25.

**b) Audit Presentation**

Kori Sarrett from Accuity, LLC introduced herself and presented the 19-20 financial statement to the Board for review. Mrs. Sarrett stated that the audit went very well and did not find anything that would cause them to believe that the District was not in substantial compliance after their testing. Mrs. Sarrett stated that due to COVID, clients were asked to re-document internal controls since COVID may have changed some of the ways the District did business. Mrs. Sarrett stated that the District did a terrific job maintaining internal controls that protected the integrity of the District's finances and because of that the lack of segregation of duties was downgraded to a control deficiency and would not require any response by the District to the Secretary of the State. Mrs. Sarrett stated that there were no minimum standard findings and that the District was doing a terrific job adhering to all budgeting requirements while maintaining and providing services to the community.

**c) Bond Projects**

Chief Miles reported that the generator foundation and protection bollards were installed and that installation would take place next week. Chief Miles stated that Brush 417 arrived at the station from Medford and was awaiting paint and electrical

wiring.

**d) Conflagrations**

Office Administrator Cantu stated that all conflagration and wildfire reimbursement packets were submitted to the OSFM office and did not have an estimated time when reimbursement checks would arrive. Office Administrator Cantu stated that with the help of AC Grambusch an additional request for reimbursement would be submitted to FEMA. Chief Miles stated that a supplemental budget would most likely be presented to the Board for approval to reimburse personnel expenses. Chief Miles shared his appreciation for AC Grambusch for all the work he's done regarding COVID guidelines required by the State in addition to reimbursement requests from CARES and FEMA.

President Von Flue inquired whether Volunteers still share SCBA masks. Chief Miles confirmed that SCBA masks were currently shared. President Von Flue questioned whether additional masks could be purchased under CARES and whether the health authority required each person to have their own masks due to COVID. Chief Miles replied that the NFPA recommended that each individual have their own mask, but was not a requirement and stated that additional masks could be purchased however the District currently has aggressive methods in place for cleaning masks after each use and expressed the difficulty in trying to maintain and care for 60 additional SCBA masks. Director Mengucci inquired as to whether the manufacturer addressed sanitization methods for SCBA's and whether those methods prevented the spread of COVID after use. Chief Miles confirmed that the manufacturer has a recommended disinfectant which the District currently uses. AC Grambusch replied that the District had not received any alerts from MSA regarding the spread of COVID through masks however, the District uses a disinfectant and anti-microbial cleaner called Confidence Plus which kills 99.9% of germs and viruses. AC Grambusch stated that the District has a rigorous cleaning procedure that has been in place for some time and discussed purchasing additional cleaner under CARES. Additional discussion continued between the Board and AC Grambusch on whether additional masks should be purchased and if maintenance and upkeep could be sustained year after year. Director Mengucci inquired as to whether the regulator was a point of contamination directly related to the mask and whether those are being disinfected. AC Grambusch replied that MSA states that there is no cross contamination from the second stage regulator but does give a recommendation for cleaning it.

**e) December Activities**

Chief Miles expressed his appreciation to the staff and volunteers who participated in this year's tree lighting as well as the amount of work that volunteers dedicate to make the Toy and Food Drive successful each year.

**f) Financial Planning**

Chief Miles stated that financial planning, strategic plan and standard of cover survey were working agenda items and could be discussed further during a board work session. Vice President Palmer stated that the standard of cover survey was still important and wanted further conversation at a board work session on how to move forward.

**g) Strategic Plan**

Chief Miles stated that financial planning, strategic plan and standard of cover survey

were working agenda items and could be discussed further during a board work session.

**h) Standard of Cover Study**

Chief Miles stated that financial planning, strategic plan and standard of cover survey were working agenda items and could be discussed further during a board work session.

**i) COVID Exposure Incident**

Chief Miles reported that there was an exposure incident at Academy training on Saturday, November 21<sup>st</sup>. Chief Miles stated that the District was notified by the individual that they were feeling ill and was awaiting a COVID test result the following Monday, November 23rd. Chief Miles stated that the District immediately notified the individuals who were exposed and followed all OR-OSHA protocols. Chief Miles stated he wanted to be proactive by issuing a press release of the incident, however, the information was not quoted accurately by the reporter which resulted in confusion and inaccurate information being published. Chief Miles respectfully requested that in the future, all questions or concerns Directors may have regarding District business are addressed with him first. Chief Miles continued that he and his staff deserved the courtesy to address any questions or concerns about District business rather than contacting un-involved non-district Chiefs and other agency personnel and stated that his door was always open and his phone was on 24/7. Vice President Palmer requested that the Board of Directors is notified in advance of any information of that nature prior to public release in order to clear up confusion in the future. Chief Miles apologized to the Board for not notifying them of the situation prior to the press release and assured the Directors that the oversight would not be repeated. AC Grambusch discussed the inaccuracies in the press release in more detail and provided the Board with accurate information. Director Mengucci speculated whether the District would even be in a position of question with the Board if the Chief had informed the Board prior to any press release. Chief Miles apologized again for not informing the Board beforehand and reiterated that the oversight would not be repeated. Vice President Palmer expressed her appreciation with Chief Miles and AC Grambusch for their communication with the public and businesses and having the best interests of the community in mind.

**j) Christmas Dinner**

Office Administrator Cantu shared that due to COVID, in lieu of Christmas Dinner, the District would be purchasing a pie or cheesecake for each volunteer as a way to show the District's appreciation for their support, hard work and dedication.

**IX. NEW BUSINESS:**

*No items to discuss.*

**X. ITEMS PENDING:**

*No items currently pending.*

**XI. GOOD OF THE ORDER:**

Office Administrator Cantu shared that a number of individuals in the community were very thankful that the Chamber of Commerce continued with holiday traditions despite COVID restrictions. President Von Flue echoed his appreciation with the volunteers and

how much heart and commitment they give back to the community.

**XII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:17 p.m.

Approved this 12 day of January, 2020.



President

Minutes recorded and prepared by Candace Cantu