

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 13, 2020
Silverton Station #1

I. ROLL CALL:

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

ABSENT:

All Board Directors were present.

IN ATTENDANCE:

Chief Miles, Office Manager Cantu, Assistant Chief Grambusch, Maintenance FF Peterson (*via zoom*), FF Hughes (*via zoom*), Lt. Baker (*via zoom*), Lt. Brown (*via zoom*), Lt. Dandeneau (*via zoom*), Lt. Redman-Brown (*via zoom*), BC Terhaar (*via zoom*), FF Terhaar (*via zoom*)

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

IV. APPROVAL OF MINUTES OF:

a) **Regular Board Meeting Minutes**

Vice-President Palmer made a motion to approve the minutes of the August 11, 2020 Board meeting. Director Van Epps seconded the motion. The motion carried unanimously. (*President VonFlue: Aye, Vice-President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Van Epps: Aye*)

V. OPEN FORUM:

President Von Flue stated that it was the intent of the Board to resume quarterly board meetings at Scotts Mills once the COVID restrictions had lessened and the District was able to resume normal operations.

Lt. Brown shared that the Annual Chicken Dinner was on Saturday and would be a drive thru service only and would run from 4:30pm to 7:00pm. Lt. Brown shared his appreciation with the wives and support staff that assisted during the wildfires. Lt. Brown stated that the Volunteer Incentive Program would be presented at the Association meetings for final review.

VI. DIRECTOR OATH OF OFFICE

President Von Flue administered the oath of office to newly appointed Director, Dixon Bledsoe, to Position #3.

VII. OLD BUSINESS:

a) Board Work Session Date

The Board agreed to discuss a board work session date after the District received revenue data in December.

b) Board Action to Authorize New Signer

Director Van Epps made a motion to authorize Dixon Bledsoe as an additional signer on all District checking and money market accounts at Columbia Bank. Vice-President Palmer seconded the motion. The motion passed unanimously. President Von Flue instructed Chief Miles to notify all candidates.

(President VonFlue: Aye, Vice-President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Van Epps: Aye)

VIII. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

Chief Miles gave a brief review of reimbursements the District submitted to Oregon Department of Forestry, Oregon State Fire Marshall's Office and Oregon CARES.

Director Bledsoe made a motion to approve the finance officer's report as presented. Vice-President Palmer seconded the motion. The motion carried unanimously. Chief Miles reiterated that the District was closely monitoring it's spending due to the potential deficit in revenue.

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

IX. CHIEF'S REPORT

a) Bond Projects

Chief Miles stated he, along with FF Peterson and Lt. Veit, would be given a pre-delivery inspection of B417. Chief Miles stated that the new generator would be delivered within the next two weeks and installation would begin soon afterwards. Chief Miles stated that the current generator was on loan from the Oregon Department of Forestry and would be returned to them once the new generator was installed. Chief Miles stated that the remaining bond funds would be used to purchase an outdoor cover for apparatus that were currently parked outside.

b) Conflagrations

Chief Miles relayed how proud he was of all volunteers, support staff, wives and staff for their assistance during the wildfires and conflagrations. Chief Miles stated that everyone worked tirelessly throughout the morning and evenings during the wildfires and the District couldn't have operated or functioned without their help. Additionally,

Chief Miles stated his sincerest appreciation to the public for coming forward with donations of food, time and resources to support the District and assist firefighters working the wildfires. Office Administrator Cantu expressed her gratitude for the spouses and volunteers who assisted the public with questions, concerns and needs. The Board relayed their appreciation for all of the assistance from volunteers and staff who came to the aid of the public and the needs of the District during a time of emergency. Chief Miles stated that daily briefings were still given by command even though manpower was being scaled back with the intent to turnover the fire to ODF. Office Administrator Cantu reviewed the conflagration snapshot with the board.

c) Succession Plan

No additional information or discussion was given on this topic. The Board did not have any questions.

d) Financial Planning

No additional information or discussion was given on this topic. The Board did not have any questions.

e) Board Handbook

The Board Handbook was distributed to each member to review. Office Administrator discussed the consideration by the Board to move some policies to an operational guideline. Chief Miles stated that administration would be bring recommendations of policies to remove at the next board meeting.

f) Audit

Chief Miles stated that a rough draft was sent by the auditors and a meeting would be schedule with Accuity, LLC to present findings to the Board.

g) Operational Guidelines

AC Grambusch reported that multiple OG's were out for review and was currently in the process of updating policies in accordance with the revision schedule.

h) Training Report (Due 10/13/20)

AC Grambusch stated that due to the wildfires and conflagrations a report would be provided at November's board meeting.

i) Call Response Data (Due 10/13/20)

AC Grambusch stated that due to the wildfires and conflagrations a report would be provided at November's board meeting.

j) Recruiting/Retention Report (Due 10/13/20)

Lt. Recruiter Heuchert provided a written report to the Board.

k) Fire Prevention Report (Due 10/13/20)

Due to the wildfires and conflagrations, there was not report to discuss.

X. NEW BUSINESS:

No new business was brought forward.

XI. ITEMS PENDING:

No items currently pending.

XII. GOOD OF THE ORDER:

Office Administrator Cantu shared that the District would be publishing a thank you to the public in the November issue of Our Town.

Vice-President Palmer requested if the Fire District could participate in the Christmas Tree Lighting event this year. Vice-President Palmer reminded that Board and viewers of the First Responder Thank You Parade the coming Saturday.

Lt. Brown shared how proud and grateful he was with the response from volunteers, spouses and the general public for the care packages to the firefighting crews.

Lt. Dandeneau seconded the appreciation from the care packages and the moral boost that it provided to the crews responding to the wildfires. Lt. Dandeneau also stated that additional information would be forthcoming regarding the tree of giving this year.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:04 p.m.

Approved this 10th day of November, 2020.

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President

Secretary-Treasurer

Minutes recorded and prepared by Candace Cantu