

SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

October 18, 2023, 10:00 a.m.
Silverton Station # 1

*No formal action will take place during this workshop.
A subject summary and action, if any, shall be presented during the
November 14, 2023 Regular Board of Directors Meeting*

I ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice-President
Robert Mengucci, Secretary-Treasurer (via zoom 10:30am)

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

IN ATTENDANCE:

Chief Miles, Office Manager Cantu, AC Grambusch, DC Veit, FF Ian Peterson, Don Maxwell

II CALL TO ORDER & PLEDGE OF ALLEGIANCE:

The meeting was called to order by President Von Flue at 9:30 a.m.

III DISCUSSION:

3.1 **STANDARD OF COVER**

Chief Miles introduced Don Maxwell from GIS and presented call data with the Board. Together with Chief Miles, Mr. Maxwell reviewed several documents relating to incident types, station location, and response times. Chief Miles reported that based on the data, the District currently had sufficient stations based on drive time location and incident volume. Chief Miles reviewed 3-year incident data depicting incident density mapping based on call type. Chief Miles pointed out that the majority of the call volume was concentrated around Station 1. Chief Miles reported that the average response time has improved from prior years. Chief Miles stated that the current average response time was seven minutes and fourteen seconds across the entire District which included urban and suburban areas. AC Grambusch stated that the Districts average call response time was better than the standard under NFPA 1720. Chief Miles shared that every response District struggles with the NFPA 1710 medical requirement of four minutes due to the shortage of staffed ambulances. Vice President Palmer inquired how frequently the data could be updated or reviewed. Chief Miles stated that once ESO was working correctly, call data and mapping should be more available. President Von Flue questioned whether the Board was satisfied with the data brought forward or how the Board wanted to move forward now that they had the data. The Board agreed that the reports and data were well done and

were satisfied with the product. Vice President Palmer inquired whether the information would be available to the public. Chief Miles responded that a document would be uploaded to the website and would be updated every five years with the current call data. Vice President Palmer asked whether additional conversation would begin about the probability of building another station on the Epping property on Ike Mooney Road within the next 5 to 10 years, or if at all, and whether the District should currently be part of the planning discussion with City of Silverton. Chief Miles responded that call data was just the start on a much bigger conversation about station placement and funding. Chief Miles continued that conversation would include funding, size of station, and the capacity to hold an engine, brush rig, and a tender. Chief Miles stated that based on the current data, it didn't appear there was an overwhelming need to discuss building another station sooner than ten years. Mr. Maxwell stated that he would forward Chief Miles a map that would reflect suggested station placement based on response time and number of incidents. The Board requested a copy of the maps once context was provided and posted to the website.

3.2 **BOARD POLICY 201, 301, 302**

Chief Miles suggested that the Board add language to Policy 201: Personnel that would reflect the preference of the Board how the District advertises and posts vacancies to exempt positions. Vice President Palmer suggested that the policy should mirror Civil Service practice. Chief Miles stated Civil Service required that the District advertise vacancies but allowed flexibility with what publications the District uses. Chief Miles inquired whether the Board would agree with using the same or similar language currently used in Civil Service Rules. The Board suggested making the language consistent with Civil Service Rules and would review at the next board meeting.

Chief Miles sought clarification on Policy 301: Fixed Asset & Inventory Control on whether the Board wanted itemized inventory each year or just capital asset inventory that is currently reflected in the final audit document. The Board clarified that the asset inventory that is submitted to the auditors each year is sufficient in meeting the intent of the policy and is distributed to the Board prior to the final audit report each year. The Board requested that the current process of requesting disposition of surplus is still presented to the board for approval prior to disposition.

Chief Miles reported that Policy 302: Purchasing needed to suspend until the Procurement Policy was adopted by the Board. The Board recommended that the purchasing policy reflect the spending authority set forth by the procurement policy. Director Bledsoe would like to see language that clarified the process and spending authority set for members.

IV **Adjournment:**

The work session was adjourned at 11:30 a.m.

Approved this 14th day of November, 2023.

Les VanBlue

President

Minutes recorded and prepared by Candace Cantu