

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, January 19, 2021

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:00 PM by Board of Directors President Reggie Butler. Also present were Board of Directors Rick Olson, Patti Skauge and Gerald Schmidt. Director Morford was not in attendance. Staff in attendance included Bunny West, Chief BJ Wawrak.

MINUTES

Regular minutes from December 22, 2020 meeting were approved. Director Skauge made the motion to approve the minutes as written. Director Olson seconded the motion. All Ayes. Motion carried.

GUEST INTRODUCTIONS

Brandon Hamilton, Brandon Webber (volunteer), Krystal O'Donnell and Janet (?).

CORRESPONDENCE

- The City of Siletz reached out to SVFD with the invitation to attend the Cascadia Rising 2022 National Exercise Kickoff Meeting on January 26, 2021. This will be a virtual event. Gerald Schmidt offered to attend this event as a representative for Siletz Valley Fire. Office admin West will forward registration information to Director Schmidt.
- The district received an invitation from SDAO for the annual conference. This conference will be held virtually this year. This conference is being offered to the district at no cost this year. The following board members have elected to attend this conference: Gerry Schmidt, Reggie Butler, Rick Olson and Patti Skauge. Director Morford was not in attendance at this meeting. The present board members asked that she also be registered for this conference as well as the incoming office admin Krystal O'Donnell.
- The district has received the annual review performed by Grimstad and Associates. There are some general ledger correcting journal entries that need to be made in QuickBooks covering several years of transactions. Office admin West stated that she is uncomfortable making these entries. The board agreed to have an outside agency make these corrections. Office admin West will coordinate with Misty Alvarez at GenXsys's bookkeeping service and Grimstad and Associates on the expense of having them make these entries.

INFORMATION ITEMS

None.

REPORTS

a. Financial Reports: Clerk Bunny West

There were several financial reports to review.

- Bank of the West credit card statement for Bunny West dated 12/14/2020.
- LGIP Reconciliation December 2020
- Bank of the West Checking account reconciliation December 2020.
- Bank of the West credit card statement for Glenn Fluhr (final statement) dated 01/01/2021.

- Banks of the West credit card statements for BJ Wawrak dated 11/30/2020 and 12/31/2020.
- Petty cash reconciliation dated 12/22/2020.

- b. Volunteer Association:** No report. Chief Wawrak stated that he will ask Volunteer Association President Daniel Morford to create a report monthly for the board. Director Schmidt asked if the volunteers were still meeting on Wednesday nights. Volunteer Brandon Webber confirmed that they are still meeting. He reported that the volunteer association moved some money in their accounts to cover the food for families expenses this year. They spent a total of \$1477.15 on food for families this year. Food for families was a success this year. He also reported that the association is aware that there is a shortage in gloves and oxygen. They are consuming more PPE than normally because of COVID-19. They have a training scheduled on the use of the new Zoll monitor coming up.
- c. Committee Reports:** No representative present. Director Gerald Schmidt asked if there are currently any committees meeting. Office admin West explained that there are not currently any committees meeting but that a community and board committee will be convened soon to address the upcoming budget.

Office admin West noted that volunteers Brandon Webber and Michaela Puentes have been active on several projects at the station recently including working on grant applications. The board thanked volunteer Webber for all that he has been doing on behalf of the district.

OLD BUSINESS

- **Bus Stop** – President Butler will speak to the city again regarding the bus stop. Director Olson stated that he thinks that the problem has been better since the trailers have been moved. He would like to have a light installed above the bus stop. There have still been some folks that are using the bus stop as overnight shelter and he believes that a light would discourage that.
- **Board Policy Workshop** – The board discussed meeting to discuss board policies on either a weekend or during the evening. Office admin West suggested that the board consider reinstating the Lexipol policies that were in place prior to the policies that were introduced by Glenn Fluhr. She will email a copy of those policies to the board to review ahead of their workshop.
- **Chief Hiring** – Director Olson reported that he has been in touch with Tualatin Valley's headhunter service. They charge 15% of the first year's wages to conduct a chief search. They also keep a list of retired chiefs that may be willing to accept a position. If the district were to use the retired chief service, the fee would be less than the 15%. Tualatin Valley will be sending additional information to Director Olson in the next few days. Director Butler stated that we still have the option to work with SDAO on hiring as well. He reached out to SDAO today. He is waiting for a call back. Director Skauge stated that she believes that the district needs to be more proactive in getting this position filled. Chief Wawrak noted that juggling his job and the chief's responsibilities is a lot to manage for hm. Office admin West suggested that the board consider putting on a paid interim chief if the process of filling the position permanently is going to take some time.

There are items that need to get addressed soon. She suggested that the board begin meeting more than once monthly to speed this process up. Volunteer Webber asked why the board was not listing the position on Daily Dispatch to attract a candidate. Office admin West stated that the board had decided that it was in the best interest of the district to use a service for the hiring of this position rather than try to manage this process on their own. Gerald Schmidt noted that the board should review the job description before it is forwarded to a hiring agency to make sure that the candidates are aware that this position requires not just the admin duties associated with the chief position. We need someone in this position that can respond to calls as well. Office admin West will email a copy of the job description to the board to review before they meet again.

- **Office Admin Hiring** – Krystal O’Donnell has accepted the office admin position. She will begin on February 2.
- **Vehicle Repairs** – Chief Wawrak stated that Larry Annunzio is seeking out a repair shop that can make the needed repairs to 5301. Chief Wawrak is hoping that they will not have to take the vehicle to Oregon Apparatus in Eugene for the repair of the generator issue, but that is an option if needed. He will have the lights repaired at the same time. Chief Wawrak has been starting the vehicles regularly to prevent the batteries from dying. Vehicle 5232 has been reliable lately. We also need to have the brush rigs front end and brakes looked at. He will take it to the county shops for these repairs.

NEW BUSINESS

- Return of monies to FEMA:*** Office admin West reported that there is a check in tonight’s bills for the repayment of part of a SAFER grant that the district received in 2014. The grant was part of a desk audit that FEMA conducted on two of our federal grants. We were found to have been overpaid by FEMA for \$280.17. FEMA is also asking that our board institute a policy that accounts accurately for equipment that is purchased with a grant that has a value of greater than \$5000 and an estimated life of greater than one year. Office admin West will look at the FEMA website and see if they have any examples of how they would like this policy to read. Brandon Hamilton suggested that there may be something on the OFSOA website as well.
- Local Government Law Group:*** Director Butler has been in contact with the Local Government Law Group. They are willing to take us on as clients. They do not require a retainer. They will charge by the hour while they are representing us. Director Butler asked if the board was in favor of him signing the agreement for service. The board was in favor.
- Welcome to new board member Gerry Schmidt:*** Office admin West was in contact with the Lincoln County Clerk’s office regarding the addition of Gerald Schmidt to the board. The board welcomed Gerry.

FIRE CHIEF’S REPORT

- Chief Wawrak reported that it has been busy recently with COVID calls. We are 19 days into this new year and the volunteers have responded to calls nearly every day. We are operating somewhat shorthanded currently as volunteer Larry Annunzio is stepping back some. At this time, most calls are being responded to by Chief Wawrak and volunteers Webber, Puentes and Lance. There are a couple of new volunteers that have signed up for the EMR class that will be held in Toledo in late February or March.

- Chief Wawrak reported that the trailer that was abandoned at Logsdan station has had a notice of intent to tow on it for the required 72 hours. Office admin West will contact Dahl Disposal on how to proceed. Director Olson stated that the sheriff had stated that it will likely cost the district \$1800 - \$2500 to dispose of this trailer. Chief Wawrak stated that Mayor Worman will post pictures of this trailer on the Siletz Community Watch page to see if anyone out there recognizes the trailer. Hopefully, we can find the owner of this trailer and either have them remove it or pay its removal.
- Tony Hamilton will be training the volunteers on the use of the Zoll monitor. They will take the pictures that are needed for the closeout of the grant from the tribe at that time.
- The district has been good but busy. Everyone is being cautious with COVID-19 right now. Director Schmidt asked what types of calls the district has been responding to. Chief Wawrak responded that the majority of our calls are medical calls.
- Food for Families was a success. The volunteer organization was able to feed 31 families this year. The families served received a complete turkey dinner. Big thank you to Gail and Wendy that organized the event this year.

REVIEW and PAY BILLS

Motion was made to pay the bills by Director Skauge. 2nd by Director Olson.

PUBLIC COMMENT

None.

BOARD MEMEBERS COMMENT

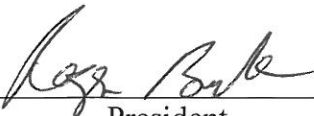
Director Skauge thanked office admin West for the cleaning of the kitchen at the station.

President Butler thanked the Chief Wawrak for continuing to serve the district through this time.

It was noted that the mayor would like to have representative of the district at the city council meetings monthly. Director Skauge stated that she will attend on behalf of the district. Director Schmidt stated that he is willing to attend as well but that he would like to have a better understanding of the district before he represents it at city council meetings.

ADJOURNMENT

Director Skauge motioned to adjourn. Director Olson seconded the motion. Board Meeting adjourned at 20:15.



President



Secretary