

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
MINUTES
Tuesday, March 15, 2022
18:00

1700 Meeting was preceded by a Policy Work session where Section 400-404.01 was reviewed. Corrections were noted.

Call to Order & Roll Call

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 18:14 by Board of Directors President Richard Olson. Also present were Board members, Pattie Skauge, Reggie Butler Jr., Gerald Schmit and Dixie Morford.

Staff in attendance were Fire Chief Dave Lapof and Office Administrator Michaela Puentes.

GUEST None

MINUTES

Minutes of the Regular meeting of February 15th Moved by Patti Skauge 2nd by Dixie Morford. Minutes approved

CORRESPONDENCE – Thank you note for CTSI Re: Grant.

SDAO Pamphlet on training opportunities. Please try to attend any classes

PUBLIC COMMENT – None

INFORMATION ITEMS Patti wasn't able to attend the SDAO conference. Gerry was placed on a waitlist for the virtual presentation. Chief will try to have a representative from SDAO come out to present.

FINANCIAL REPORT

Gerry helped to rearrange the Profit & Loss info to read a bit easier. We are still awaiting acceptance of VFA Grant funds. This relates to firefighter gear. We are still working on how we will place grant monies into the P&L. Next Budget cycle should be more clear, This sets us up for next years budget

Reconciliation Report was copied for board, grant format per Gerry, shows cleared & uncleared transactions. There is currently \$14,443 .64 available in our checking account. Unclear checks

are a mild concern, but most are very old and will not be cashed. We will put a must be cashed date on future checks. Moving to US Bank will give us a clean slate moving forward.

The chief got everyone to sign the signature authoring and our account should be activated soon.

We discussed a mid-month bill pay process. It would a set date each month to make sure we are not 45 or more days delayed in payment to assorted vendors. Everyone felt that was manageable. Gerry mentioned that the contact spells out the Chief is authorized to spend up to \$2,500 without authorization and he could sign the checks. Dave felt it if wasn't too much of a inconvenience he would prefer to have two board members unless there wasn't a option but it's a good back up plan. All agreed to work to achieve two board members signatures.

We are trying to move as many items as possible to auto bill pay, utilities etc. This reduces the number of checks and time it takes to sign.

Motion to pay bills by Pattie, seconded by Dixie -- Approved

Motion to accept financial report by Pattie, seconded by Dixie—Approved

Reggie had to excuse himself and attend to other commitments.@ 1855

COMMITTEE REPORTS

Emergency Preparedness

Jenny Demaris Lincoln County Emergency Manager has started sending out weekly Cascadia Rising info. Gerry questions where we would be in this – What are the counties expectation of us.

Volunteer association

The Chief explained the AD&D policy from Provident offered by Wilson Heir-good Insurance. We have included the Board members on this policy as well. We will be updating everyone's beneficiaries' cards to be filed away-- Open house here May 11th.. tentatively

CHIEF REPORT

He recapped his report.

Image Trend is going to cost us more then our current system ERS so we'll be staying with them for our report entry system. He responded with the Duty Rig, and BJ and Aaron were on the Tender for a shop fire on Yasek Loop with Toledo. We provided 4 -5 shuttles of water.

AA&L did a large amount of work on all our apparatus. Having them do this was convenient and saved lots of time moving apparatus. We will be opening applications for Lt positions. Apps are due by the 28th.

We applied for a STCCF grant for an EMILY. A web link was provided in the Chiefs Report. He briefly explained how they operate and function. Daniel and BJ are the only ones certified

to operate the Jet Ski and we just don't know when we'd use it. Staffing is one of the biggest challenges. If we didn't want it would be returned to Oregon Department of Management.

Lincoln County EM along with Toledo FD and CTSI are anxious to renew efforts to create a CERT team. CTSI has equipment but can not be a host of a team due to liability challenges. We'll start with 12 or so folks and grow it from there. One of the biggest challenges is keeping them utilized and engaged. Greg Musil from Toledo FD would most likely be the long-term coordinator. More as move along.

We do need to issue another newsletter to focus on open houses and volunteer recruitment.

OLD BUSINESS

Our current copy company keeps changing what the agreement would be. We are still trying to figure out who we are going to go with.. Depending on the language in the original lease agreement it may cost us to change companies.

Reviewed the latest Fee for Service. These are draft documents to be reviewed. Looking at past documents Siletz had agreements in 2014 and generated revenue of \$5700 in 2017. Gerry wanted to be sure any document we agreed upon would supersede previous documents. There is on cost to us as they add their 10% fee to the billable amount.

NEW BUSINESS

With nothing further, the board closed the regular meeting and adjourned to Executive Session *Pursuant to ORS 192.660: The Board will adjourn to executive session to review and evaluate the employment-related performance of the chief executive officer.*

Estimated time 20 minutes. The chief and Michaela excused themselves. @ 1941

At 2000 the Board reconvened the regular meeting. They wanted to commend the Fire Chief on doing a great job of guiding the fire district realizing there are lots of moving pieces. The board also wanted to acknowledge that they understood how difficult it is to recruit volunteers.

BILL PAY

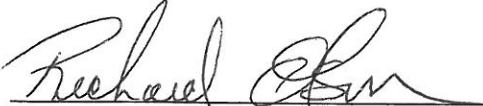
Patti motioned and Dixie 2nd to pay the bills. Approved.

GOOD OF THE ORDER

Patti wanted to thank the Chief and Michaela again for doing such a good job.

With nothing further

Motion to adjourn at 1930. 1st by Pattie 2nd by Gerry- approved



President



Treasurer