

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, December 22, 2020

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 Dixie Morford. Staff in attendance included Bunny West, Chief BJ Wawrak.

MINUTES

Regular minutes from November 17, 2020 meeting and the Special Meeting on June 27, 2020 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) and Gerry Schmidt.

CORRESPONDENCE

- Gerald Schmit submitted a letter of interest in the vacant board member position. The board discussed and decided to bring Mr. Schmidt on board beginning in January. He will be sworn in at the January meeting.
- The board discussed the Special Districts Underwriting correspondence. Some of the vehicle numbers on the policy do not match the vehicle numbers on the physical equipment. Admin West will put a copy of the vehicle list from the document in Chief Wawrak's box for review and comparison. There was also discussion regarding the clause in the policy that covers events in which alcohol is consumed. The district does not host any events that include alcohol. Office admin West will conform that this clause is not an additional expense to the district.
- The district received a letter from FEMA with the results of the desk audit of the SAFER grant. FEMA found some concerns in the way that we managed and accounted for federal grant dollars received in grant EMW-2014-FH-00627. FEMA has asked for a response from the district that addresses the concerns. Office admin West will draft a response for the board to review.
- Brandon Hamilton sent the recently approved board policies for South Sherman Fire District. The board decided that they will review these policies and the previous policies when they meet for their board policy workshop in January. The board decided to wait until Gerry Schmidt has joined the board before they commence discussions on the policies.

INFORMATION ITEMS

None.

REPORTS

- Financial Reports:* Clerk Bunny West
There were three financial reports to review.

- Bank of the West credit card statement for Bunny West dated 12/14/2020
- LGIP Reconciliation November 2020
- Bank of the West Checking account reconciliation November 2020.

b. Volunteer Association: No report.

c. Committee Reports: No representative present.

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.
- **New Chief Hiring Process** – The board discussed taking on the process of hiring a new chief without the aid of an HR service. Chief Wawrak stated that we could advertise the position on Daily Dispatch. Office admin West suggested that the board use the services of an HR organization despite the expense. Hiring a new chief is a complicated process and it is a significant process that requires a lot of time and attention and there is potential risk that the board could make errors in the process. It would be better if the board were able to outsource the bulk of the work to an agency that is trained to manage HR. The board agreed to use a hiring agency. Director Olson stated that he will get in touch with Tualatin Fire regarding the HR service that they provide. He will see what the price and the timeframe is for their services.
- **Logsdon Station Heater Install** – The new heater has been installed at the Logsdon station. Director Olson stated that the installation looks good. There is a remote to run the heater on the workbench in the workshop area. There is also a booklet on the operation and the owner's manual for the unit on that bench.
- **Office Admin Hiring** – The district conducted interviews for the office admin position. The hiring committee interviewed five candidates for the position. The district extended an offer of employment to the top scoring candidate and the candidate accepted the position. On December 22 the candidate reached out the district and stated that they were no longer available for the position. Office admin West asked the board if they would like to offer the position to the number two candidate in the hiring process, start the process over with advertising or hold the position until February when a new chief is in place and let him fill that role. Director Skauge suggested that we start the process over and see if we get another good candidate. Director Olson suggested that we move to the number 2 candidate. Chief Wawrak stated that he thinks that the number two candidate would be a good for the district. The board determined that they would extend a conditional offer of employment to the second candidate. Office admin West will call the candidate on Tuesday.
- **Turnout Replacement** – Chief Wawrak stated that the district needs to begin replacing the turnouts slowly. The district currently needs to replace one pair of pants and a pair of boots.

- **Vehicle Repairs** – Chief Wawrak stated that the repairs on 5301 are on hold until a shop that can make the repairs is located. Larry Annunzio has a couple of shops that he has done business with that he will check with. 5232 needs an oil change and new batteries.
- **Upstairs File Cabinet Access** – Director Olson was able to drill out the lock on the file cabinet upstairs. It was completely empty. The cabinet will no longer lock so if the district needs a locking file cabinet in that space, they will need to purchase one from surplus.
- **Echo Mountain Fire Complex Reimbursement** – Office admin West completed the paperwork for the Echo Mountain Fire Complex conflag response. Chief Wawrak signed the documents and they have been shipped to the Oregon State Fire Marshal's Office.
- **Glenn Fluhr Credit Card Cancellation** – The recurring charge on Glenn Fluhr's credit card has been stopped and the card is at a zero balance at this time. Bank of the West has provided a form that needs to be signed and returned to cancel the card. It needs two signatures for the cancellation. The board members stated that two of them will come in on Tuesday morning to sign the form so that it can be returned to Bank of the West.

NEW BUSINESS

- a. **Zoll X Series Cardiac Monitor:** The first invoice for the Zoll X Series Cardiac Monitor has been paid. There is a second invoice for the monitor that is due June 30, 2021. The second invoice is for about \$10k. The district needs to determine whether they want to pay that invoice out of the general fund or if they want to pursue a grant to pay for the remaining balance. The board determined that they would pursue some grant funding through either the tribe, Firehouse Subs, CPI or Georgia Pacific.

FIRE CHIEF'S REPORT

- Chief Wawrak reported that it has been busy recently with COVID calls. He informed the board that there will be some additional expense for more PPE for the responders. He found some additional PPE that was unaccounted for in a closet upstairs recently, but the district will need more soon. The district is currently short on medium sized gloves but that is the only item needed right now.
- Chief Wawrak will be asking responders to participate in an OSHA training that Toledo Fire completed last week. They will be doing this training at the next business meeting.
- The district responded to a house fire last night. The house was a total loss and was fully engulfed when the department arrived. Siletz Fire was aided by Newport Fire and Toledo Fire. The state fire marshal stated that she was impressed with the response from our district.
- The district has been hit heavy with calls recently, but they are working on getting the calls caught up in ERS.
- 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

Completed last week.

PUBLIC COMMENT

Gerry Schmidt commented that he has finished spending the allotted funds for the emergency preparedness matching funds grant from the county for the Logsdon Community Club. He stated that he appreciated working with office admin West on this grant. He'd like to have the board come and see the work that was done with the grant sometime. He also noted that the new website looks great and he would like to see more people using the website. The website is very helpful and he would like to see it publicized more broadly.

Brandon Hamilton wished the board a merry Christmas.

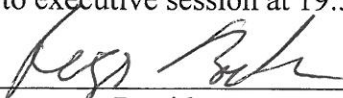
BOARD MEMEBERS COMMENT

Director Skauge stated that she would like to see the board discuss retaining an attorney when they meet for the board policies workshop.

President Butler thanked the first responders from our district that responded to both his home and his parents' home through their COVID illnesses. He appreciated them and the risk that they are taking for the community.

ADJOURNMENT

Director Skauge motioned to adjourn. Director Olson seconded the motion. Board Meeting adjourned to executive session at 19:58.



President



Secretary

Trauer

Director Warford is
our secretary. She was
absent @ the meeting
in January 2021 when
these minutes were
approved.