

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, December 17, 2019

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:07 PM by Board of Directors President Ron Hervey. Also present were Board of Directors Rick Olson, Patti Skauge and Dixie Morford. Also in attendance: Paul Kevek and Liz Kevek. Staff in attendance included Bunny West and Chief Glenn Fluhr.

Director Hervey led the Pledge of Allegiance.

MINUTES

Minutes from the November 2019 meeting were approved with one minor correction. The requested intercom system is \$100 total, not \$100 per month. Director Skauge moved that the **Regular Meeting Minutes** of November 2019 be approved with this correction. Director Morford seconded the motion. All Ayes. Motion carried.

GUEST INTRODUCTIONS

None.

CORRESPONDENCE

Enclosed is the board books this month is the engagement letter from Grimstad and Associates. There was some speculation that we would be able to have a simple review rather than a full audit this year, but our income was too great with the remainder of the seismic grant payments to allow for a review.

Also presented at the meeting was a thank you card from the volunteer association for the department's \$500 donation to the Food for Families program.

INFORMATION ITEMS

None.

REPORTS

a. Financial Reports: Clerk Bunny West

There were several financial reports to review.

- LGIP Reconciliation for November. Kim Herring at the county treasure's office would like us to begin signing and returning the receipt for the LGIP deposit monthly. We have not done that in the past. We will begin having Rick Olson (district treasurer) sign these receipts at the board meeting each month. Clerk West will email the signed receipts back to the county treasure for their records.
- Final payment was made on RC Mock's credit card (\$27). This check was printed, signed and sent ahead of this meeting so that the process of getting cards for Chief Fluhr and AC Wawrak can begin.
- AC Wawrak lost his stipend payment for last year (\$800) so a new check has been issued to him. That check is in the checks that need to be signed tonight.

- Petty cash reconciliation for November is included.

Director Skauge motioned that the financial reports for November 2019 be accepted as presented. 2nd Director Olson. Motion carried with all ayes.

b. Volunteer Association: Liz Kevek

- AC Wawrak donated a fire engine ride to the Logsdan Community Auction. The Keveks awarded the prize to the ladies at the adult foster home in Logsdan. The ladies really enjoyed their ride.
- The volunteers did pictures with Santa this month. Attendance was low but the kids had a good time. Director Skauge suggested that the volunteers have hot chocolate and cookies available next year. Liz Kevek noted that they did have hot chocolate available and that they typically have cookies as well. There was a lot to do this year, so they didn't get cookies baked. Director Skauge offered to help with next year's cookie baking.
- Volunteers Liz Kevek, Amber Kuettel and Ashlie Freeman, as well as Liz's friend Angela, all coordinated to decorate the Logsdan Community Center for the Christmas Party. It was noted that the food was delicious. Liz Kevek asked how much the side dishes for the event cost. Director Olson noted that they were \$1320. That came to \$22 per person for side dishes making the meal \$33 with the meat entrée. Liz Kevek suggested that next year we do the Christmas party at a restaurant so that the volunteers don't have to decorate and clean up. It was also noted that it may be less expensive than trying to do it ourselves. Chief Fluhr noted that we rushed the planning of the Christmas party this year and that we will be better prepared next year. The plan is to ask the volunteers in September what they would like to do for a Christmas party. It was also noted that there were people at the Christmas party that were complaining about the time.
- The volunteer association made 53 baskets on Sunday for the Food for Families program. There were initially 37 requested so the volunteers made 45 baskets to allow for late requests. There ended up being 53 total requests. They also made stockings for each of the kids totally 90 stocking. The volunteers would like more participation in this program from the board.

c. Volunteer Recruitment and Retention: Chief Glenn Fluhr

- Chief Fluhr noted that there is one new candidate that will be meeting with the interview panel tomorrow and two additional candidate applications that are pending.
- There has been discussion between Chief Fluhr and Coordinator Hooper to do some website enhancements that will allow for some additional information to be added to the website.

d. Maintenance Report: Paul Kevek reported on the status of vehicle maintenance:

- 5341 – Brush Rig – currently in Eugene getting new paint.
- 5231 – There is an oil cooler leak in the high-pressure coolant system. In order to make repairs to this vehicle Paul will need to remove the front end of the vehicle. It will need a new reservoir installed as it is often to hard to clean all the residual oil out of the old one. By Paul's estimate, this vehicle could cost \$100k to replace so it is worth making repairs to. In in its current condition it will make it through

the winter. In addition, it has a carrier bearing that needs to be addressed. The vehicle does have an accurate maintenance log. The department will be able to use the brush rig as a rescue vehicle while 5231 is down for maintenance.

- There was a question regarding the foam installed on our vehicles. The foam on our rigs is not the foam that is known to cause cancer.

e. Training Report: Chief Fluhr

- Chief Fluhr has plans to host a Fire Fighter I Academy here in Siletz beginning in March. There are enough people here in our department that need the training to warrant an additional academy. Chief is working on getting instructors for this academy now.
- It is time to renew our DPSST accreditation. They will be performing a paperwork audit.

OLD BUSINESS

- The new signature cards for Bank of the West are done.
- Chief Fluhr spoke with Jennifer at Bank of the West regarding the new credit cards we need issued and the limits for those cards. The addition of these credit cards is in process.
- Bank of the West is working on the credit reserve that we requested last month.
- Clerk West is beginning to move the standard monthly bills to an autopay system.
- The blinds have been ordered for the station. They are scheduled for delivery in January.
- The Food for Families check is in this month's check run to be signed tonight.
- Board Policy tabled for one month. There are board members that would like some additional time to review the new policies.

NEW BUSINESS

- SDAO:** SDAO will be doing a webinar training that Chief Fluhr would like the board, the officers, staff and other interested volunteers to participate. This webinar is January 2 at 12:00. It will be interactive and there will be an opportunity for questions. This training will cover workplace harassment.
- SDAO Annual Conference:** SDAO will host its annual conference February 7-9 in Seaside. This is a Friday/Saturday event but there are some preconference trainings on Thursday that would benefit the district as well. The conference is \$230 per person + an additional \$100 for the Thursday training.
- Station Sign:** Chief Fluhr proposed that we use a portion of the insurance reimbursement check for the reader board to purchase a new sign for the front of the station. Chief Fluhr estimates that the reader board can be repaired for around \$400. The insurance check is for \$6250(ish). He has received one estimate for the station sign at \$4456 and he is waiting on one more estimate. This new sign would go above the bay doors spelling the district name in burgandy. The letters will be 18" tall. The letters will be made of FCO and be ½" thick. Director Hervey stated that the FCO material is like Trex decking and is weatherproof. Director Skauge asked for a sample of the FCO material and a mockup of the sign before a decision is made. Chief Fluhr stated that he will request these from the sign company. Liz Kevek noted that the volunteers have raised \$700 for this project.

Director Skauge also asked that the district approach the tribe's charitable contribution fund for funding for this project as well.

FIRE CHIEF'S REPORT

- Chief Fluhr passed around a pricing matrix for the satellite phone. The cheapest plan is \$33 per month plus calls. There was discussion of the feasibility of the phone. Director Morford suggested that we approach Jenny Demaris regarding the satellite phone. Chief Fluhr will contact Jenny. Paul Kevek also noted that we have a Hamm radio system that we need to reinstall. He believes that the system is a Bob Young's house but that this equipment belongs to the station. The reinstatement of the satellite phone is tabled until next month.
- We need to spend the VFA grant monies by the end of this year. This grant totaled \$10k. We have an invoice for \$3950 for the painting of the vehicle and another invoice for \$3033.40 for the installation of the new radios. We have also already purchased tires and batteries. We still need to order door decals. We will try to spend as close to the \$10k mark as possible. Director Olson made a motion to pay the invoices for the paint and the radios. 2nd by Director Skauge. Motion passed with all eyes.
- We had 21 calls in the month of November bringing the total for the year to 321.
- The new SOGs will become effective January 1.
- OSHA visited the station today. The inspector stated that we need new plates on the vehicles that include the height of the vehicles. He will be returning for a training night in January. He would like to meet with five of our volunteers ranging from new volunteers to volunteers that have served for some time. The inspector noted that the safety board minutes looked great thanks to Monica Strait.
- The door recoding project is not complete. Chief is still working on it.

REVIEW and PAY BILLS

Director Morford motioned to pay the bills/Director Skauge 2nd. Motion carried.

Clerk West introduced Budget Resolution 2019-05 in the amount of \$6294.60. This amount is the amount of the insurance settlement for the reader board sign. Motion to approve Budget resolution made by Director Skauge. 2nd by Director Olson. Motion carried with all eyes.

PUBLIC COMMENT

Liz Kevek noted that in years past Logsden has felt excluded from the district. She is happy to see that Chief, Zack and Amber have been responding to calls in Logsden. She also thanked Clerk West and Coordinator Hooper.

BOARD MEMEBERS COMMENT

Patti Skauge – Director Skauge thanked the fellow board members, Keveks, Clerk West Coordinator Hooper and Chief for all their hard work.

ADJOURNMENT

Director Olson motioned to adjourn. Director Morford seconded the motion. Board Meeting adjourned to executive session at 20:35.

Reese Bate
President

Dupe Morford
Secretary

6-18-20
Date Signed

6-27-20
Date Signed

Minutes for this meeting
were approved @ Jan 21, 2020
Board of Directors meeting.