

**SILETZ VALLEY FIRE DISTRICT**  
Regular Board of Director's Meeting  
Tuesday, January 21, 2020

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:01 PM by Board of Directors President Ron Hervey. Also present were Board of Directors Rick Olson and Patti Skauge. Staff in attendance included Bunny West, Chief Glenn Fluhr and Volunteer Recruitment and Retention Coordinator Zack Fluhr.

Director Hervey led the Pledge of Allegiance.

**MINUTES**

Regular minutes and special meeting minutes from the December 2019 meeting were approved. Director Skauge moved that the **Regular Meeting Minutes and the special meeting minutes** of December 2019 be approved. Director Olson seconded the motion. All Ayes. Motion carried.

**GUEST INTRODUCTIONS**

None.

**CORRESPONDENCE**

- a. The board reviewed the 2018 PERS Advisory Valuation for ER 2885.
- b. The board was presented with an invitation from SDAO to attend a one day seminar regarding the process for prospective board members at the Lincoln County Courthouse in the Commissioners Room on Saturday, February 8 at 9:00 – 11:00 AM.

**INFORMATION ITEMS**

None.

**REPORTS**

- a. **Financial Reports:** Clerk Bunny West  
There were several financial reports to review.
  - Profit and Loss Budget vs. Actual for FY 2019/20.
  - District Balance Sheet as of January 16, 2020.
  - Check Listing by Bank Account through January 16, 2020.
  - Bank of the West checking account reconciliation through December 31, 2019.
  - Petty Cash reconciliation through December 31, 2019.
  - LGIP Reconciliation for December 2019.
  - Bank of the West credit card reconciliation for Bunny West for December 2019 and January 2020.
  - Bank of the West credit card reconciliation for RC Mock for December 2019.
  - Approval for the SDIS Safety and Security Grant in the amount of \$2375 for the installation of security cameras at the Siletz Station. This is a matching grant.
  - An LGIP Transfer Authorization Form was presented to the board for approval. This form would require two signatures prior to the transfer of funds from the LGIP account to the District's Bank of the West checking account.

Director Skauge motioned that the financial reports be accepted as presented. 2<sup>nd</sup> Director Olson. Motion carried with all ayes.

**b. *Volunteer Association:*** No representative present.

- Chief Fluhr reported that the district pickup located in Logsdan has a broken light bar. It needs a new one installed. The pick and the station in Logsdan are both in poor condition. The station and the vehicles are all very dirty and the lights on the engine have been out for an extended period. Rick Olson reported that he visited the station with Chief Fluhr and was concerned about the condition. President Hervey asked the Rick Olson document his concerns about the station in writing and submit them to the board. It was stated that the housekeeping at the station is out of line. Chief Fluhr suggested that the next board meeting be held at the Logsdan station. There is a forced air heater in the building, but it is not in use. There is an oil heater that is being used instead.

At 19:13 the board decided to retire to executive session.

At 19:33 the board reconvened the regular session.

Chief Fluhr requested that the next board meeting be held at the Logsdan station on February 20, 2020 at 6:00 PM. It was noted that Clerk West will not attend this meeting therefore someone else will need to take the minutes of this meeting.

Motion was made by Patti Skauge to explore other options for vehicle maintenance – 2<sup>nd</sup> by Rick Olson. Chief Fluhr stated that he will seek out other options.

- The volunteer association held their annual elections this month. Jonathan Kosydar was elected president, Liz Kevek was elected treasure and Ashlie Freeman was elected secretary.

**c. *Volunteer Recruitment and Retention:*** Chief Glenn Fluhr

- Chief Fluhr noted that the reader board has been repaired.

**OLD BUSINESS**

- Clerk West will be attending the Saturday portion of the SDAO conference in Seaside in February.
- Chief Fluhr reported that the new sign for the station will be \$4456. A sample of the material they plan to use was passed around. The letters will be 18” tall. There is a second sign option that has an aluminum backer. This material would bump the price of the sign up to \$5466 with install. A motion was made by Patti Skauge to use the aluminum backed sign. 2<sup>nd</sup> by Rick Olson. Motion carried with all ayes.

**NEW BUSINESS**

- a. **SDIS:** The annual insurance policy for the station and vehicles has gone up to \$18K. This new rate reflects the price increase for the new value of the station replacement with the retrofits.
- b. **SDIS Safety and Security Grant:** We have been awarded a safety and security grant for the installation of new security cameras at the station. The cameras would display on a monitor in the chief's office, the rec area and clerk West's office. This is 50/50 matching grant. The district will be responsible for \$2375 of the expense of the camera install. Motion was made by Ron Hervey to accept the SDIS Safety and Security Grant. 2<sup>nd</sup> by Patti Skauge.
- c. **Chief Fluhr Comp Time:** Chief Fluhr stated that as he responds to calls after hours, he would like to be able to use those hours for paid time off. It was agreed to create a bank of hours based on Chief Fluhr's tally. This bank is set to not exceed 40 hours. Motion was made to accept by Patti Skauge – 2<sup>nd</sup> by Rick Olson. Motion carried with all ayes.
- d. **LGIP Transfer Authorization Form:** Clerk West asked that the board consider adopting a pre-transfer LGIP Transfer Authorization form. This form will require two signatures prior to a funds transfer from the LGIP account to the district's checking account.

#### FIRE CHIEF'S REPORT

- Chief Fluhr has researched the use of a satellite phone in our district and he has determined that we would be better served with a Hamm radio. Rick Olson stated that he will talk to the guy that has the district's Hamm radio and ask him to contact Chief Fluhr.
- The blinds have been ordered, received and installed.
- The reader board has been repaired.
- The new SOGs will become effective January 1.
- The VHA grant has been completed. The tires, paint and radios were covered by this grant. This vehicle will be stationed at the Siletz Station. The decals and bumper/wheels sanding and painting will not be covered by the grant. We were able to use matching volunteer hours to cover our portion of this grant (\$24K).
- The call total for 2019 was 339. 263 of those calls were medical calls. The calls were evenly spaced between the hill and town.
- Chief asked that SOG books be signed and returned to him. These books will be reviewed every six months. A motion was made by Ron Hervey to accept the board policies as written – 2<sup>nd</sup> by Pattie Skauge. Motion carried.
- The new job descriptions were dispensed to the volunteers.
- Chief stated that he is not sure when the jet skis will be delivered. There is not much paperwork on them here.

- Chief met with the tribal council on Friday. He was presented with a \$50k donation for the district. Zack also attended with him. Chief noted their donation on the reader board and on the department Facebook page. He agrees that we need to maintain a good relationship with the tribe.
- The rope rescue team fee will be \$1000 this year. They will invoice us.
- Chief Fluhr has been placed on the ASA committee. He anticipates that there will be big changes coming from that committee.
- The governor will be signing into law a bill that would require that districts be responsible for responding to wildfires on unprotected land. Our district will be affected by this law. There is a lot of unprotected land locally. The state may be willing to pay for this service. There is no indication of the proposed timeline for this.
- There will be an ERM class in Toledo. Ashlie Freeman and Kenny Olsen will be attending.
- The district is out of pagers. The pagers are \$480 each we need five additional pagers. There is now an equipment sign out sheet. All equipment will have to be signed out by an officer. Hopefully this will prevent further pagers from being lost. Motion was made to purchase five pagers by Rick Olson. 2<sup>nd</sup> by Patti Skauge.
- Fire Fighter I academy will be starting here next month. It is open to the entire county. Our volunteers need more training opportunities than just drill nights.
- We currently have 20 volunteers and two new recruits. Chief Fluhr has told volunteers that the squad that brings in the most volunteers will get a reward.

**REVIEW and PAY BILLS**

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

**PUBLIC COMMENT**

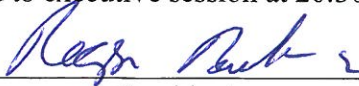
None.

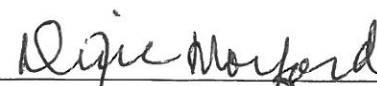
Minutes from this meeting  
were approved @ Feb 18, 2020  
Board of Directors meeting.

**BOARD MEMEBERS COMMENT**

**ADJOURNMENT**

Director Hervey motioned to adjourn. Director Olson seconded the motion. Board Meeting adjourned to executive session at 20:30.

  
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President

  
\_\_\_\_\_  
Secretary

6-18-20

Date Signed

6-27-20

Date signed