

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, November 19, 2019

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:03 PM by Board of Directors President Ron Hervey. Also present were Board of Directors Rick Olson, Patti Skauge, Dixie Morford and Reggie Butler. Also in attendance: Paul Kevek, Liz Kevek and Jennifer Whitehead (Bank of the West Representative). Staff in attendance included Rebecca Hooper, Bunny West and Chief Glenn Fluhr.

Director Hervey led the Pledge of Allegiance.

MINUTES

Director Morford moved that the **Regular Meeting Minutes** of September 2019 be approved as written. Director Skauge seconded the motion. All Ayes. Motion carried.

GUEST INTRODUCTIONS

Jennifer Whitehead – Bank of the West

CORRESPONDENCE

None.

INFORMATION ITEMS

None.

REPORTS

a. Financial Reports

There were several financial reports to review. There was no quorum at the October 2019 meeting. This month's meeting included reports from the October and November meetings. Reports of note included:

- LGIP Reconciliations for August, September and October. August was included in this meeting because the statement for that account was not delivered before the September meeting, so it was not included in September agenda. There was also discussion at this time of creating a system that would provide some oversight regarding the transfer of money from the LGIP account to the district's checking account.
- Final payment was made on Alison McGrath's Bank of the West credit card clearing the way for a credit card to be issued to Bunny West - \$1000 credit limit.
- November invoices include the final payment on RC Mock's credit card. Once this payment has been received by Bank of the West, Chief Fluhr would like to pursue getting a credit card in his name as well as a card in Assistant Chief Wawrak's name. Chief Fluhr and Assistant Chief Wawrak will each request \$2500 credit limits. Director Skauge made a motion to approve the credit card changes/Director Morford 2nd. Passed with all ayes.

- September and October Bank of the West checking account reconciliations were included.
 - Petty cash reconciliations for September and October were included. It was noted that the September reconciliation was for the period 2010 – September 2019. The account had not been regularly reconciled for several years.
 - A notice from the IRS for the 2nd quarter 2016 payroll tax that had not been paid was included in the financial report. This tax debt was paid last month.
- b. Committee Reports:** Volunteer Association – Liz Kevek reported that last year the volunteers served 47 families during the holidays with the Food for Families baskets. The department donated \$500 to the effort last year and the volunteers are hoping for the same donation this year. Director Skauge motioned to make a \$500 donation to Food for Families/Director Olson 2nd. Motion carried with all ayes.
- c. Volunteer Association:** Rebecca Hooper reported that there have been five individuals sign up to volunteer since July 2019 but not all those volunteers have worked out. The board noted that Rebecca has done a great job with the website, the Facebook page and the reader board. Rebecca is also working a brochure that will help with volunteer recruitment.
- d. Maintenance Report:** Paul Kevek reported on the status of vehicle maintenance:
- 5231 – The side door that would not open has been repaired.
 - 5231 – The brake pedal and cable have been replaced.
 - 5224 – Three batteries have been replaced.
 - 5341 – This vehicle has new tires.
 - The command vehicle has not started unexpectedly recently.
- Director Hervey indicated that there is a retired mechanic in town that may be willing to help Paul with vehicle maintenance if needed. Director Skauge asked if we have been paying Paul for all the work that he has been doing on the vehicles. Chief Fluhr noted that with Blake leaving that we will be saving that expense. That will allow us to begin paying Paul. Chief Fluhr also stated that there is a certification class that Paul should attend. Paul indicated that he is willing to attend this class.

OLD BUSINESS

None

NEW BUSINESS

- a. Satellite Phone:** Director Hervey indicated that the district is in possession of a satellite phone that he would like to have reinstated and made available for use. Chief Fluhr stated that he will review the status of the satellite phone service. Director Hervey noted that the phone is needed for communication in remote areas as there are locations where there is no cell service or radio reception. Director Skauge motioned to have the service to the satellite phone reinstated/Director Olson 2nd. All ayes.
- b. Siletz Grad Night:** Director Morford asked the board to donate \$50 or \$100 to the Siletz Grad Night committee. Director Skauge made a motion to donate \$100 to the grad night committee/Director Olson 2nd. Motion passed with all ayes. Director Morford indicated that her daughter would be in to complete a W9 for the organization for payment.

- c. **Reserve Line of Credit:** There have been times in our history when we have written checks beyond the balance in our checking account. Jennifer Whitehead from Bank of the West recommended that we sign up for a reserve line of credit of \$10k to prevent checks being returned. Director Skauge made a motion to pursue a \$10k line of credit/Director Olson 2nd. Motion passed with all ayes.
- d. **Monthly Expenses on Autopay:** Chief Fluhr asked that the board allow the district to set up our predictable, monthly expenses to an autopay system rather than waiting for a once monthly check run to get those bills paid. Director Olson motioned to set up monthly expense on autopay/Director Skauge 2nd. All ayes. Motion passed.
- e. **Bank of the West Account Signers:** Jennifer Whitehead of Bank of the West collected signatures from each of the board members and the chief prior to the start of this meeting. She will change the signers on our checking account to include Chief Fluhr and remove RC Mock.

FIRE CHIEF'S REPORT

- Chief Fluhr stated that he will be taking over the training duties that Blake had been performing. He did this position as part of his duties at his previous district. There are some gaps in our training that need to be followed up on.
- We have responded to 15 calls this month – 284 this year.
- Chief Fluhr has been working on getting new door codes programmed into the doors. He will begin assigning individual codes for the doors.
- The new computers for the district will be ordered by GenXSys once he receives payment (check is in this month's invoices). These computers will be for Office Admin West and Volunteer Recruitment and Retention Coordinator Hooper. The laptops that are currently in use for the now vacated training coordinator position and the shared office laptop will be refurbished and made available to volunteers for ERS call reports.
- Chief Fluhr has been hosting coffee with the chief monthly. He will begin having one session in the morning and one session in the evening to accommodate the greatest number of residents.
- Chief Fluhr has also been meeting with individual volunteers and board members as he settles into his new role.
- When the weather is good the station doors have been opened. Many people have commented on how nice it is to see so much activity at the station.

- Chief Fluhr has been driving around the district to learn the streets. He will be checking out the Logsden area as well. Benji Conklin has been assisting the chief in his tour and helping him locate water supplies.
- Work has begun to begin a cadet/student program and a sleeper program. Both Zack Fluhr and Ashlie Freeman have spent some nights at the station as part of the sleeper program.
- Zack and Amber cleaned up the upstairs rec area and the bedroom. It looks much better. They are looking for additional pictures of the station and the crews to hang on the wall. Chief Fluhr has been in contact with Aaron Wawrak as well to do some pictures of the station, trucks and personnel.
- Chief Fluhr would like to create a special parking spot for the volunteer of the month.
- We have a need for an intercom system. The type that we need is less than \$100.
- The blinds in the training room are broken and we need blinds upstairs in the bedroom and in the office admin window downstairs.
- Chief Fluhr has created a hiring committee for volunteers. Volunteer applicants that have attended two drills and returned a completed application will be assigned someone to mentor them through their first year of service.
- The canned food drive will be next month. Volunteers will drive around and pick up bags of food from front porches of residents that wish to donate. The food will be added to the food for families' baskets that the volunteer association donates.
- AFG will be opening next month. Chief Fluhr inventoried all our turnout gear and there are several pair of turnouts that are beyond their expiration date. Turnouts have a 10-year life span. He would like to apply for an AFG grant to replace some of our turnout gear. Director Skauge motioned for the chief to apply for the an AFG grant to replace our turnout gear/Director Olson 2nd. Motion passed with all ayes.
- There was a discussion about the planning of the annual department Christmas Party. A suggestion was made to have the party at 1:00 PM on Sunday, December 8. Director Hervey noted that his spouse would not be able to attend until later that day. The party was rescheduled to accommodate Director Hervey to 4:00 PM on Sunday, December 8.
- Chief Fluhr has done an inventory of our vehicle titles. We have four vehicles that do not have titles filed for. We will need to get those taken care of in the coming months.
- The insurance agent from WHA came and did an assessment of our building insurance needs last Thursday. He reassessed our building for \$1,075,000, bringing is up from the

\$595,000 that it was insured for. This increase will result in an additional \$900 annually in premiums. Director Skauge motioned to increase the insured value of the station to \$1,075,000/Director Olson 2nd. Motion carried with all ayes.

- We have until December 31 to spend our allotted grant money for the brush rig. As of this time we have purchased new tires and we are scheduling to have the vehicle painted to match our district. We have \$10k to spend on the refurbishment of this vehicle.
- Chief Fluhr has been in contact with SDAO to schedule some board, staff and officers training. This training will outline the jobs, responsibilities and laws that govern these positions.
- Board members were asked to take home the attached board policies book and make notes for discussion at next month's meeting. Chief will also be looking at adopting some SOGs for the officers.

REVIEW and PAY BILLS

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

PUBLIC COMMENT

None

BOARD MEMEBERS COMMENT

Patti Skauge – Director Skauge noted that Zack Fluhr has done a great job around the station. It has been nice having him working on projects and getting things organized.

ADJOURNMENT

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



President



Secretary

6-18-20
Date Signed

6-27-20
Date Signed

Minutes for this meeting
were approved @ Dec 17, 2019
Board of Directors meeting