

**SILETZ VALLEY FIRE DISTRICT**

Board of Director's Meeting

MINUTES

Tuesday, July 18, 2023

18:00

Policy Work Session 17:03

Board Chair Rick Olson opened the work session to review the Siletz Valley Rural District Board Policy Manual. Fire Chief Dave Lapof reviewed the policies from 3.10 through 7.7. These policies were reviewed with moderate discussion.

Grammar, syntax, and typos were noted and corrected. Policies starting at section 7.8 through the remainder of the document were reviewed. Chief Dave Lapof will review all the edits and in approximately 60 days present the final policy document for review.

Board Chair Richard Olson closed the Policy Work Session at 17:32 and recessed the meeting for 28 minutes.

**REGULAR BOARD MEETING**

**CALL TO ORDER & ROLL CALL:**

The Meeting of the Siletz Valley Fire District Board of Directors was called to order at 18:00 by Board of Directors President Richard Olson, present were Pattie Skauge, Dixie Morford, Reggie Butler Jr. and Gerry Schmit.

Staff in attendance were Fire Chief Dave Lapof, Office Administrator Teresa Daily

**GUESTS:**

1. Jeff Griffin, CEO, Wilson Heirgood Insurance/Executive Director Oregon Fire Chiefs Association
2. Sunshine Keck, Siletz Community Member

**MINUTES**

Approval of minutes of June 20, 2023 Moved by Dixie and 2<sup>nd</sup> by Patti – Approved

**SWEARING IN OF NEW BOARD MEMBERS, OATH OF OFFICE**

Jeff Griffin (guest) sworn in Patti Skauge to position #2 and Richard Olson to position #1

**CORRESPONDENCE** – Thank you received community member for the quick response to a medical emergency.

**PUBLIC COMMENT** – Guest, Sunshine Keck introduced herself to the board.

### **PRESENTATION BY JEFF GRIFFIN**

Jeff began his presentation reviewing the results of the station and the obvious pride the volunteers and Chief Dave Lapof take in the upkeep of the equipment and the station. He discussed the differences in Firefighting over the last 20 years and what the current issues fire districts face and how insurance that we hold through SDAO/SDIS and part of that solution:

1. There are more people-related incidents (i.e. conflicts with civilians) that firefighting personnel are subjected to.
2. Social media has changed the nature of the work and puts more scrutiny (good and bad) on the personnel.
3. Cost of doing business changes with supply chains concerns.
4. Liability Insurance/Worker's Compensation Insurance discussion with how the Oregon Law statutes Section 192 and 244 relate to making sure that our volunteers are covered by Worker's Compensation.
5. Questions and discussions on the challenges in Worker's Compensation and how our new carrier, SAIF works in tandem with SDIS to meet those challenges with increased cancer risks for firefighters and the increases to PTSD.
6. Reviewed our coverage in the Insurance Summary packet and reminded the board to stay on top of valuation changes in buildings and vehicles as those costs continue to rise.
7. Opened to questions by the board and general discussion.

**Brief Recess at 18:43**

**Reconvened back to order by Richard Olson at 18:45**

### **FINANCIAL REPORT**

Profit /Loss – Gerry Schmit, Treasurer:

1. Review of 22/23 Budget as we are starting the new fiscal year of 23/24. Special attention to the grant income, specifically the unbudgeted grant income with exceeded expectations.
2. Total income was up by 162% due to more taxes received, equipment sold and LGIP interest up.
3. Gerry reviewed the SVRFD Actual vs. Budget 2022-2023 chart and the SVRFD Monthly Income/Expenses 2022-2023. Meeting or exceeding expectations on both indicators.
4. Gerry had some questions regarding the FEMA Safer Grant and discussed funds that may straddle the two fiscal years.
5. Gerry had some questions regarding the format of the payables forms that can easily be fixed for future meetings.

Grants – Dave

1. Review the FEMA grants in process or upcoming.
2. ASG grant – we now have a plumber on board to get the washer installed This will cost \$1000 less than expected.
3. A new LGIP account was created to save funds received from grants

With nothing further at 19:18, Patti moved to accept the treasurer report, Reggie 2<sup>nd</sup>. Motion Passed

### **COMMITTEE REPORTS –**

- Volunteer Association: Meeting minutes were prepared by Gail, and they are in the process of forming a 501C3.
- Emergency Preparedness – The Formation of an East Lincoln County Community Emergency Response Team (CERT). This is a joint effort with Siletz RFPD, Toledo FD and CTSI. Due to the nature of CERT this will be under the Fire Department for supervision.

### **CHIEF REPORT**

- Discussion of the 4<sup>th</sup> of July and some changes that Siletz experienced this year as CTSI changed their expectations and had contracted with law enforcement to follow Lincoln County fireworks guidelines. Dave will attend a future CTSI meeting to discuss options for the future regarding community communication and how to make this day celebratory despite any restrictions.
- Discussed the call to Yachates, which is a 58 minute drive one way and this was a county wide response.
- Moonshine response of a car verses child and the results of that incident.
- Dave rolled out 2 time keeping sheets that he will be using to keep the board updated on his hours and his vacation usage and that is a future liability.

### **OLD BUSINESS**

#### **USDA Grant**

Chief Lapof explained that upon further review we had missed the public meeting notice by one day, it was only published for nine vs 10 days as required.

We have republished the notice and this meeting exceeded the 10-day notice.

Braun Northwest sent us a change order on the chassis that reflects a increase in cost from Ford who has cancelled their 2023 model year and are moving directly to the 2024 model year with a cost increase of \$2,531.00. If all the changes are approved as proposed the current cost is \$242,479.00. The chief and staff still need to review all of the proposed changes.

He explained the staff at USDA had requested additional financial reports and up to date balance sheets.

The process is still going forward, and we hope to have a update in a month or so.

### **NEW BUSINESS**

#### **Public comment:**

1. Sunshine Keck asked about the how the funds for the new vehicle will be paid for and the discussion of the USDA grant and other grant funding options was discussed.

Motion by Patti to pay the bills, 2<sup>nd</sup> by Reggie—Motion Passed

### **GOOD OF THE ORDER**

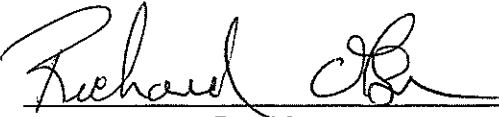
Thank you to Sunshine Keck for attending the meeting.

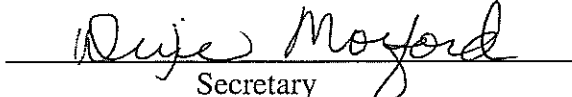
SVFD Board of Directors  
Regular Meeting  
MINUTES  
July 18, 2023

**NEXT MEETING**

August 15, 2023 at 6:00PM

Moved to adjourn Moved by Patti at 19:46, seconded by Gerry, Motion Passed

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary