

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, February 16, 2021

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 Reggie Butler. Also present were Board of Directors Rick Olson, Patti Skauge and Gerald Schmidt and Dixie Morford. Staff in attendance included Bunny West, Krystal O'Donnell, Interim-Chief Brandon Hamilton.

MINUTES

Regular minutes from meeting January 19, 2021 were approved by Patti Skauge. Director Skauge made the motion to approve the minutes as written. Director Olson seconded the motion. Minutes from special meeting January 28, 2021 and February 4, 2021 were approved by Patti Skauge and second by Rick Olsen.

GUEST INTRODUCTIONS

Michaela Puentas

CORRESPONDENCE

- Special District Director Information Form- Gerald Schmidt, Dixie Morford & Reggie Butler JR are up for re-election this year, if they are interested, they need to refile for the elections or if they know of someone they need to come to bunny for application. The forms are due March 18th
- Provident Accidental Death & Dismemberment Insurance Proposal Chief Hamilton will review the policy and it is tabled until the next meeting.

INFORMATION ITEMS

None.

REPORTS

a. Financial Reports: Clerk Bunny West

There were several financial reports to review.

- Bank of the West account reconciliation- 1/31/21
 - Director Skauge had a question about the uncleared checks and Bunny sent off the checks to the accountant Signe Grimstad 1 ½ weeks ago to be reconciled.
 - Rick Olsen inquired about the S & J construction
 - Patti Skauge had a question about the payments to Elton Hostler.
- Bank of the West Wawrak Reconciliation- 2/4/21
- LGIP Reconciliation- 1/31/21
 - Office admin West made the recommendation to bring the minimum balance in the checking account up to \$20,000 to account for added expenses. Can take up to 2 days to get to Bank of the West.
- Bank of the West Office admin West Credit Card Reconciliation- 1/14/21
- Petty Cash Reconciliation- 2/11/21

- b. Volunteer Association:** Mike called to order and a motion was made to table last months meeting. The Zoll monitor is setup for BLS instead of ALS and they're training with the Zoll. 5301 is having issues with keeping pressure so it is out of service. EMR training is next month.
- c. Committee Reports:** None

OLD BUSINESS

- **Bus Stop** – Assistant Chief Wawrack talked to Willie and the bust stop area is being patrolled by a sheriff, see about possibly getting a light for out there.
- **Board Policy Workshop** – It was discussed Brandon will review the policy and a motion was made by Rick Olsen and second by Reggie Butler to have Bunny resubscribe to Lexipol.
- **Chief Hiring** – Chief Hamilton has reached out to start establishing the process.
- **Office Admin Hiring** – Krystal has started training to take over office position and Bunny will go down to 1 day a week as long as needed and will be available for help as needed.
- **Vehicle Repairs** – 5301 is still having issues and unable to hold oil pressure so it is for now out of service.

NEW BUSINESS

- a. Swearing in for Gerry Schmidt:** Gerry Schmidt took his oath and the documentation was signed by President Reggie Butler, JR and Director Rick Olsen.
- b. Security System:** It was discussed that the trail cam is not efficient enough for what we need and Chief Hamilton is going to look into security systems, for the approved budget of \$700. Director Skauge made a motion & Director Olsen made a 2nd. Motion passed with all eyes.
- c. Cascadia Rising:** Gerry Schmidt reports that it is the 321st anniversary of the earthquake that my have hit the Oregon Coast. Director Schmit will be coming and browsing through files of the 2016 exercise to get familiar with past trainings. Days 4 & 5 will be recovery and infrastructure put on by Dave Eschelman on 9/1/21
- d.** Director Olsen made a motion to remove Ron Hervey and Glenn Fluhr as a signer and adding Chief Hamilton and Gerry Schmit to sign checks. Director Skauge 2nd motion and motion was passed with all eyes.
- e.** Admin West asked that cards in her name be canceled and add two cards one for Admin O'Donnell with a \$1000 spending limit and one for Chief Hamilton, Chief Hamilton will have a \$2500 spending limit, Director Skauge made a motion Director Olsen 2nd. Motion passed with all eyes. The total limit for the districts cards is \$5000.
- f.** Admin West ask that Chief Hamilton and Admin O'Donnell be added to the list of people that Bank Of The West can have authority to talk to. Director Schmit made a motion to pass and Director Olsen 2nd. Motion passed with all eyes.
- g.** Chief Hamilton advised us that the computer systems upstairs for Chiefs desk is continuing to lock him out of system and that he had David Alvarez with Genxys take a look at it. A new business style table computer is needed, and for the price of \$2196.04 it will come with setup,

monitor/mouse and all software needed. Motion to order new computer system from GenXys was made by Director Olsen and 2nd Director Schmit. Motion was passed with all ayes.

FIRE CHIEF'S REPORT

- Chief Hamilton made a budget calendar and purposed it to the board of directors for approval. Motion made to approve by Director Skauge and 2nd by Director Olsen. Motion passed with all ayes.
- On day 5 Chief Hamilton visited Toledo Fire Department. Toledo Fire will continue to respond as mutual aid for Siletz.
- Grant for jet ski is in progress and when it is finished they will call for pick up.
- Chief Hamilton will look for some grants to get updated turnouts.
- Motion was passed to make Chief Hamilton the budget officer by Director Skauge and 2nd Director Olsen. Motion was passed with all ayes.

REVIEW and PAY BILLS

Motion was made to pay the bills by Director Skauge. 2nd by Director Olson. Motion passed

PUBLIC COMMENT

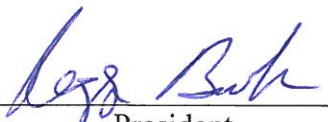
None.

BOARD MEMEBERS COMMENT


Director Skauge thanked office admin West for all she has done and President Butler has given thanks as well.

ADJOURNMENT

Director Olsen motioned to adjourn. Director Skauge seconded the motion. Board Meeting adjourned at 20:34 .



President



Secretary