

**SILETZ VALLEY FIRE DISTRICT**  
Regular Board of Director's Meeting  
Tuesday, July 16, 2019

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:00 PM by Board of Directors Vice President Reggie Butler. Also present were Board of Directors Rick Olson, Patti Skauge and Dixie Morford. Also present were Chief RC Mock and Clerk Bunny West.

Director Butler led the Pledge of Allegiance.

**MINUTES**

Director Morford moved that the **Regular Meeting Minutes** of June 18, 2019 and the **Special Meeting Minutes** of June 24, 2019 be approved as written. Director Olson seconded the motion. All Ayes. Motion carried.

**GUEST INTRODUCTIONS**

None

**CORRESPONDENCE**

- a. Lexipol Contract:* This contract is lengthy, so board members are asked to take it home to review. There are no policies in place within the department that will be handing down. The policies contained within the contract are mostly operational policies and they are typical, standard policies found in other districts. This contract has an annual renewal. If we choose to not renew the contract, we can download all our currently purchased policies. The district will delay the adoption of the contract until a new chief is in place.
- b. AEMT Contract:* Our department is sponsoring Monica Straight's attainment of her AEMT certificate. Blake Wisham is also attending the training, but he has elected to pay for his training outside of our budget. The training is two terms in length (six months). The training will occur over the fall and winter terms at OCCC. Monica has been a good responder and so is a good choice for sponsorship.
- c. HB 2449:* House Bill 2449 has passed. This bill will provide a cell phone tax subsidy to fund 911 centers. The fee is based on primary residences. The fee will rise to \$1.00 on January 1, 2020. The tax increases to \$1.25 in January 2021.

**REPORTS**

*a. Financial Reports*

Director Skauge moved to approve the Financial Reports as written. Director Butler Jr. seconded. All Ayes. Motion passed.

*b. Committee Reports:* None to report

*c. Volunteer Association:* The volunteer association has been re-energized in their desire to raise funds to replace the sign in front of the station. Rebecca has created a link on the website that will allow create-on-demand Siletz Fire clothing for sale to the public. Funds from the sale of these items will be distributed to the volunteer association for their sign purchase. Because the items are created on demand, there is no upfront expense.

**OLD BUSINESS**

- a. *Staffing Update (Office Admin and Volunteer Coordinator):*** Bunny West has been hired as our new office administrator and Rebecca Hooper has accepted the Volunteer Recruitment and Retention Coordinator role. They are both good candidates that come with experience in their fields. There were a lot of good candidates to choose from. Rebecca will be working mostly on Fridays with some flex time on Thursdays. Bunny will be working on Tuesday and Thursday. Blake works on Wednesday and Thursday.
- b. *Fire Chief Succession Plan:*** SDAO will be assisting in the fire chief hiring process. There are currently two candidates that have expressed interest in the interim position. Chief Mock has been unable to contact either candidate. One candidate for the interim position is a shift worker in another district which may limit the amount of time he will have to devote the management of our district. There are three candidates that are known at this time that have expressed interest in the permanent position. Chief Mock stated that he would like for the current staff to participate in the hiring process. A public announcement will need to be made that we are seeking candidates. Time will need to be allowed to any candidate that we choose that is coming here from out of district.

**RECESS 18:05 – 18:15**

**NEW BUSINESS**

- a. *Audit Approval:*** The recent audit has been a year long process. The number one job of the auditor is to find fraud within the district and there was no fraud found. The auditor noted that there is a gap in the typical standard of oversight in our district. The district is very small and not staffed at a level that would allow for the type of oversight that the auditor would like to see in place. An example of this the transferring of funds from the LGIP account to our checking account at Bank of the West. The process for making those transfers is online. The auditor was also concerned with the process we use to reimburse our volunteers. We will be setting up volunteers as temporary employees when they respond to conflagration events to help alleviate some of the auditors concerns regarding compensation. The district needs to be more cautious on how and who we pay. Bunny West will be attending QuickBooks training to get her more familiar with some of the issues brought to light in the audit. We will have another full audit next year that will span the 2018-2019 budget year. The reason we are having two full audits two years in a row is because of the seismic grant. It put us over the annual budget limit for the district. Copies of the full audit were distributed and the board was asked to take them home to review.
- b. *Topics of Interest:*** There is a new volunteer applicant that will be attending his first drill tomorrow night. We currently have 23 volunteers, one volunteer on leave and one volunteer that was recently release from medical leave. We would like to have 30 volunteers.  
Board consensus to review replacement options during a special meeting on Monday, June 24, 2019.

**FIRE CHIEF'S REPORT**

- a. ***Brush Rig Grant Received:*** The district has received a grant for the outfitting of a brush rig. It is a 59% matching grant. The grant will be coupled with an ODF grant. The chassis for the brush rig will be donated by the federal government. We will need either a tribal grant or conflag income to complete our portion of the matching funds. The district needs to be picky when it chooses a vehicle to make sure they get the best of what's available. The CTSI wildland grant will be turned in on Friday.
- b. ***CTSI Computer Grant:*** We currently have an application in to the tribe that would allow for network workstations here at the station.
- c. ***Logsdan Community Club Grant Received:*** We received the check for the Logsdan Community Emergency Preparedness grant. Currently, we are waiting on the matching funds from the club and their list of items to purchase. They are not quite ready yet. We should expect to hear from them in August with the list and their matching contribution.
- d. ***SPIRE and FEMA grants:*** Grant applications have been submitted for personal watercraft and portable radios.
- e. ***Call Volume:*** June had the highest call volume on record at 41 calls. Two calls of note are the MVA and the structure fire near the station. That fire had an eight-minute response time and there were some complaints from the community.
- f. ***Physical Agility Training:*** Physical agility training will be this Wednesday. It is required by the end of the month.
- g. ***Miscellaneous:*** Hunter will be returning to the volunteer roles at the end of the month, city has one student so we will be doing hydrant maintenance with that student, the locksmith will be coming to change the door codes back to individual codes. There was an appreciation lunch for Alison on July 11.
- h. ***Volunteer of the Month:*** Larry Annunzio.
- i. ***Community Relations:*** September 11 is volunteer appreciation day.

**REVIEW and PAY BILLS**

Director Skauge motioned to pay the bills. Director Morford seconded the motion. Motion carried.

**PUBLIC COMMENT**

None

**BOARD MEMEBERS COMMENT**

None

**ADJOURNMENT**

Director Morford motioned to adjourn. Director Skauge seconded the motion. Board Meeting adjourned at 21:02.

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President

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Secretary