

SILETZ VALLEY FIRE DISTRICT
Regular board of Director's Meeting
Tuesday, November 16, 2021
18:00

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 18:00 by Board of Directors President Richard Olson. Also present were Board members, Reggie Butler Jr. Pattie Skauge and Gerald Schmit. Board member Morford with an excused absence.

Staff in attendance were Fire Chief Dave Lapof and Office Administrator Michaela Puentes.

Meeting agenda was postponed for a few minutes as Jeffery Hilbert, Branch Manager for Bank of the West brought signatures forms for the board members and chief to sign. With Director Morford absent, Gerry will discuss with her the process.

Meeting Resumed

MINUTES

Minutes of the Regular meeting of October 19th Moved by Patti Skauge 2nd by Gerry Schmit.
Minutes approved

Minutes of the Policy Works session of November 9th. Moved by Patti Skauge 2nd by Gerry Schmit. Chief Lapof pointed out that Michaela's name was mis-spelled. With that correction Minutes were approved

CORRESPONDENCE – None

PUBLIC COMMENT – None

FINANCIAL REPORT

The board reviewed the Bank of the West statement, and an abbreviated Profit / Loss spread sheet and service agreement from Bayvue Bookkeeping.

Director Schmit reviewed the checks and invoices and felt we were well on the right track. He explained that the Chief, Michaela and Marina were all working to get things sorted out and he felt progress was moving rapidly with the understanding that the QuickBooks transition is taking time. They will also be going back to July 1 to make sure all accounting is accurate so next years audit goes smoothly.

Patti asked about two expenditures and Chief Lapof explained them.

Chief explained he interviewed two services in person and two he did phone interviews with. Bayvue was the only one that would incorporate payroll vs. contacting that out separately. Bayvue was clearly the best fit. The process for the bookkeeper will be she and Michaela will work out a process/timeline to scan and send our payables to her. Marina will then process the

checks, make entry into QuickBooks, review with the Board Treasurer bank statements and bring the checks out to the district prior to the board meeting or the Chief or Board Treasurer will pick them up. The chief explained the mechanics are still being worked out. Marina has offered to attend a board meeting to meet. The Board directed Chief Lapof to invite her to attend.

Moved by Patti, 2nd by Gerry to sign the Service Agreement with Bayvue Bookkeeping. Motion Approved

Director Schmit recommend approving the Reconciliation of Bank of the West and to pay bills. Moved by Patti, 2nd by Gerry to accept the reconciliation and pay bills. Motion Approved

The question was asked about taxes. The Chief stated Michaela had contacted the Dept. of Revenue and we were getting online access. Once we get that we can look at a full accounting and get things cleaned up.

COMMITTEE REPORTS

None

VOLUNTEER ASSOCIATION

Chief Lapof explained that there was some confusion about the volunteers helping with the Thanksgiving food boxes. David with public works and the Chief talked and cleared up any miscommunication.

The Chief mentioned the District Holiday party and there wasn't a date set yet, but he would try to get the association to pick one soon. This event normally takes place at Logsdon Community Club.

CHIEF REPORT

Hours entering charts, he has counseled a few folks about filling out paperwork and expectations. A computer will be set up on the corner desk so charts can be entered into the system within 24 hours by the crews. Stats are showing more calls than last year by quite a bit. Director Schmit got to do a ride along to a call unexpectedly.

The Chief has spoken to Lexipol about the process and filling out the templet but still has not scene any policies. We can add our own policies. They offer a number of "added" features for an additional fee.

Michaela was able to get our SAM account reactivated so we can continue to apply for grants. Kudos to her for making this happen. Bunny West and her email is the registered person in SAM and that comes through to the FEMA grant. Once we have full access to the SAM account, we'll change that email.

OLD BUSINESS

Fire Chief's contract. A copy was distributed to board members to review and get feedback to Gerry or Reggie as they are the negotiation team.

3rd Reading Policies 100 Rules & Regulations

Discussion to approve the Policies 100 Rules & Regulations. The board wants to have a work session to review one last time. This item tabled and is now scheduled for November 30th at 1800

3rd Reading Covid-19 Policy

Chief Lapof stated there were a few modifications that needed to be made to this policy with input from our folks, as changing clothes on scene was not practical. It was suggested coveralls might be a solution and he has ordered assorted coveralls for sizing. The plan is each member will have a set at the station. They'll wear them to a EMS call and they'll be removed before returning, placed in a bag and washed here in the station. They'll have a patch, some lettering and their name etc.

Also, while we are pretty relaxed about enforcing masks in the station this policy states "shall wear a mask when in the station". The board stated once adopted we need to enforce it.

Discussion on if the mandate changes how the policy change? The Chief stated he didn't think too much would change on actual EMS Responses. We might relax the need for masks in the station, but overall, not much would change until Covid was not an issue or eradicated.

It was asked that we place a sign outside requiring mask for entry. The Chief will see this is done.

Moved by Patti to approve the Covid -19 Response Plan policy. 2nd by Gerry. In discussion the Chief noted which parts needed to be stricken from the policy. All understood and agreed with those changes. Motion passed.

NEW BUSINESS

Direction Schmit wanted to schedule the Chiefs first quarter review. The date will be the board meeting on December 21st.

The Chief said he assumed the board would want to go into executive session which he recommended. He'll make sure the agenda reflects that.

He also suggested the board reach out the volunteers. Discussion ensued. The plan is the Chief will put together a simple 1-page questionnaire and two board members (Gerry & Rick) will attend the December 1st Volunteer Association meeting to hear directly from the volunteers. They would like a spokes person or two from the volunteers, if possible, to relay the majority of thoughts but it will be an open forum.

AUTHORIZATION BANK OF THE WEST ACCOUNT SIGNERS.

It was moved by Director Schmit to remove Brandon Hamilton as an authorized signer on the Siletz Valley Fire District Bank of the West Business Account.

2nd by Director Skauge.

Motion Passed

It was moved by Director Schmit to add Fire Chief David Lapof and Board Members; Richard Olson, Patricia Skauge, Reggie Butler Jr. Dixie Morford and Gerald Schmit as authorized signers on the Siletz Valley Fire District Bank of the West Business Account.

2nd by Director Butler Jr.

Motion Passed

GOOD OF THE ORDER

Everyone thanked the Chief and Michaela for all their effort of recent. The Chief pointed out that Michaela stepping in to help has been nothing short of amazing.

With nothing further, it was moved by Director Skauge to adjourn. 2nd by Director Butler Jr.
Motion approved at 1930 hrs.

President

Treasurer