

**SILETZ VALLEY FIRE DISTRICT**  
Board of Director's Meeting  
MINUTES  
Tuesday, November 21, 2023  
18:00

**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 Patti Skauge, Dixie Morford and Gerry Schmit. Reggie Butler was absent.

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

**GUESTS:**

1. No guests in attendance

**MINUTES**

Approval of minutes from October 17<sup>th</sup>, 2023, Moved by Patti and 2<sup>nd</sup> by Gerry – Motion Passed

**CORRESPONDENCE –**

1. Review of the statewide 2023 Wildfire Season
2. Review of the Lease Agreement for the station from 2006. Twenty-five-year lease until 2031.

**PUBLIC COMMENT –** No public comment

**FINANCIAL REPORT**

Profit /Loss – Gerry Schmit

1. Gerry review a graph created to indicate our budget results and bank balance. Expenses climbed faster than anticipated, We spent 100% of the Seasonal Firefighter budget and also 100% of planned donations to the Siletz Valley Volunteer Firefighter Association.
2. Reviewed P& L Statement:
  - a. Spent time cleaning up holdover accounts with Marina.
  - b. No new Grant income this past months.
  - c. Account 6406, need to move the turnouts to Capital Expenditures 8030.002
  - d. Account 6430 we have some grant reimbursables to be received.

At 18:15 Patti made a motion to accept the treasurer report and 2<sup>nd</sup> by Dixie. Motion Passed

**COMMITTEE REPORTS –**

- Volunteer Association Report: Discovered cracks in the hardy plank around the station. Looking at warranty. X Mas Lights up by 12\2.. Reminder of the Holiday Dinner/Potluck on
- Emergency Preparedness: 2 nurses are considering becoming volunteers

### **CHIEF REPORT**

- Review of recent calls
- Discussion of presentation to the City Council regarding station expansion and lease.
- Potential spot by the pond that could be a training container.
- Chief has been appointed to the Willamette Valley 911 financial board.

### **OLD BUSINESS**

#### Board Policy Manual

Dixie moved to approve the Board Policy Manual 2<sup>nd</sup> by Gerry with the caveat to review a couple of items:

1. A couple of spelling errors were noted.
2. Question about revising the policy so that family members can't serve on the board at the same time. This will be looked into prior to the next meeting.
3. Removing "Protection" from our station name.

After discussing above points all were in favor of accepting the Board Policy Manual.

### **NEW BUSINESS**

- Approval of transfer of funds from LGIP to US Bank.
- Reviewing the creation of a Mission, Vision, and Values statements along with a station motto. These are frequently needed for grants. This will be reviewed in a work session at 5pm on 12/19/2023.
- Draft Audit from Grimstad was received. Gerry had some questions about Capital items and depreciation that will be looked into prior to signing off.

**Public Comment.** None

Patti moved to pay bills and Dixie seconded the motion, approved.

### **GOOD OF THE ORDER**

Appreciation for this years season staffing!

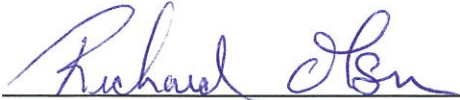
### **NEXT MEETING**

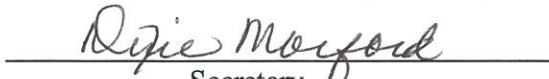
December 19, 2023, at 6pm – with a work session commencing at 5pm.

Moved to adjourn by Dixie, seconded by Patti, Motion Passed

Meeting adjourned at 19:44

SVFD Board of Directors  
Regular Meeting  
MINUTES  
November 21, 2023

  
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President

  
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Secretary