

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
MINUTES
Tuesday, February 15, 2022
18:00

1700 Meeting was preceded by a Policy Work session where Section 200 and 300 was reviewed. Corrections were noted. Final review at the next regular Board meeting. Next up Policy Section 400 Occupational Safety and Health

Call to Order & Roll Call

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 18:02 by Board of Directors President Richard Olson. Also present were Board members, Patti Skauge, Reggie Butler Jr., Gerald Schmit. Board member Dixie Morford absent with an excused absence.

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

GUEST None

MINUTES

Minutes of the Regular meeting of January 18th Moved by Patti Skauge 2nd by Reggie Butler. Minutes approved

CORRESPONDENCE – Information from SDAO -education and training. The owners of the fire on Camp 12 dropped off cookies.

PUBLIC COMMENT – None

INFORMATION ITEMS None

FINANCIAL REPORT

The board reviewed the payables, a few questions on the expenses, primarily the number of NAPA – it was explained we had our annual preventive maintenance and pump testing completed, so lots of filters, wiper blades and oil. Also, parts for the rescue, carrier bearing and tie rod ends.

Reimbursement checks for the volunteers for mileage responding to the station for drills and calls and food consumed during drills as drill conflicts with their home dinner time. Typically, these checks would be issued in December, but we needed the extra time to compute.

In the past we do a thank you letter to CTSI for their donations. The chief will get one ready for the Board President to sign.

Profit and Loss Spreadsheet

This shows our monthly expenses, year to date, budgeted amount and percentage of budget spent.

Some items still need clarification and re-categorizing in the correct description and line item .. but we are very close to – grants need to be sorted and we are overbudget on background checks, but the chief believes that was due the fire chief hiring process.

We will be doing a LOSAP contribution equal to the reimbursement checks amounts

Uniforms may have the wildland gear we purchased at part of the WUI grant.

Newsletter came out of Prevention and Education line item

Repairs are reflective of E-51 and T-51 plus our recent PM on all the vehicles.

Treasure Schmit mentioned this is still a work in progress--- but we're very close

We are changing the process to stop payables on the end of the proceeding month to give staff time to develop the payable sheet and update the PL statement. This may require a mid-month check signing by two board members, so some accounts don't wait 45 days for payment.

Bank Update – Direct Schmit and Bayvue Bookkeeping reviewed the latest proposal and feel it really is the right direction. A single point of contact, all required signatures are online, they specialize in working with government entities. Their 2nd proposal scaled back a few things. They will set up a webinar to training us in their system and how to access any report we need. Referred to New Business

Motion to pay bills by Pattie, seconded by Reggie-- Approved

Motion to accept financial report by Pattie, seconded by Reggie—Approved

COMMITTEE REPORTS

Emergency Preparedness

The chief is meeting with the city and CTSI tomorrow to continue the conversation on how the Emergency Operations Center (EOC) would work – drills are being planned. A meeting with Director Schmit and Office Administrator Puentes needs to be scheduled.

Volunteer association

None

CHIEF REPORT

He recapped his report. Good experience again reviewing grants. Always helps to get a feel for what the other reviewers are looking for – how they read the grant etc.

We are still looking to switch from the Record Management System (RMS) we currently have to the Image Trend product from the station fire marshals office. It's been a busy month with two CPR calls, MVA and Overdoses.

We have a large structure fire on Camp 12, it was a fully involved shop fire that required lots of water. Newport sent their tender and Toledo send an engine with 4. We have them go to the Siletz station and drop off Lt. Morford to grab out tender. There were actually two other fires that same 24-hour period. One was in St. Paul that resulted in a firefighter fatality.

Michaela and Brandon took E-53 to the Memorial Service as did hundreds of other agencies throughout the Northwest. Thanks to them for representing SVFD.

OLD BUSINESS

COST RECOVERY --The Chief explained the information from EF Recovery was a company we formally contracted with. They collected \$5700 for the district in 2017. They have changed their fee structure to be more favorable to the fire district and shared Tillamook FDs resolution.

The Board would like to see separation for in and out of district and how that would be structures. Also, any accompanying procedures or policies as to how to waive hardship fees.

COPIER – We received three quotes. Oregon Office Solutions looked to be the best when all three were compared apples to apples. They are located in Newport as is their service tech. The board wanted to know how the old machine was returned. do they pick it up or? The chief will find out/

NEW BUSINESS

Budget --2022 Budget Officer appointment. Gerry moved and Reggie 2nd to appoint the Fire Chief as the budget officer. Motion passed. Michaela would be part of the process, so we have depth for that role. The chief will reach out to last years budget committee and confirm they are still interested.

2022 Budget Calendar Gerry moved and Reggie 2nd to accept the calendar as presented. Motion passed.

CTIS Housing --There was a agreement with the CTSI housing authority to accept a set of master keys to the assorted properties of the tribes. We will be located this in a secure system.

Letter of Understanding Lincoln County – the Chief included for information a new agreement between all fire and law enforcement agencies about requesting tow trucks prior to law enforcements arrival. This doesn't happen often but in the event of a long delay it will get things moving faster.

Officer Appt. With the recent leave of absence of both Lt Conklin and Annunzio we will be opening applications for Lieutenant and an EMS Office in the near future.

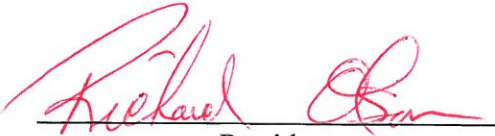
Banking – Pattie moved and Reggie 2nd to authorize Dave and Gerry to move forward with moving out banking to US Bank. Motion approved.

GOOD OF THE ORDER

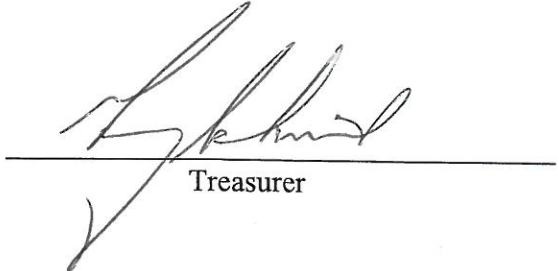
Thanks to everyone. President Olson said he felt like things were running smoothly.. and that was a welcome feeling.

With nothing further

Motion to adjourn at 1930. 1st by Pattie 2nd by Reggie – approved



President



Treasurer