

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. April 9, 2024
Silverton Fire District Station #8 (Scotts Mills)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer (*Zoom*)

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

All Directors were present.

MEMBERS IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Brown, FF Peterson, FF Hughes, AC Veit, FF Savage, BC Terhaar, Lt. Dandeneau, FF Isherwood,

II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

III. PLEDGE OF ALLEGIANCE

VI. APPROVAL OF MINUTES:

a) **Board Work Session of March 12, 2024**

Director Bledsoe made a motion to approve the minutes of the March 12, 2024 board work session as written. Director Bielenberg seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

b) **Regular Board Meeting Minutes**

Director Bielenberg made a motion to approve the minutes of the March 12, 2024 board meeting as written. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

VII. OPEN FORUM:

Lt. Dandeneau reported that both associations met to discuss the Volunteer Incentive Plan after several concerns were raised. As a result, changes were made to address those concerns. Lt. Dandeneau summarized suggestions which include addressing the drill requirement, point value

for public education events, caps all categories at 5 points, adds a miscellaneous category, decreasing the call volume requirement, and revising the points for length of service. Both associations will discuss with their membership prior to voting. Lt. Dandeneau shared that upcoming activities included the Mother's Day breakfast on Sunday, May 12th, headed up by Captain Hulett and planning for the Portland Stair Climb.

VIII. OLD BUSINESS:

No old business to discuss at this meeting.

IX. FINANCE OFFICER'S REPORT:

- a) Check Summary**
- b) Departmental Expense Report**
- c) Bank Account Balance Comparison**

OA Cantu was thanked by Vice President Palmer for the transparent and clear financial reporting provided to the public and the board each month. The praise was echoed by President Von Flue.

Vice President Palmer made motion to approve the finance officer's report as presented. Director Bledsoe seconded. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

X. CHIEF'S REPORT

a) Monthly Report

As part of his monthly report to the Board, Chief Miles highlighted the quick response and work done by Woodburn IT on recent network issues the District experienced. Unfortunately, the email server that stored the Board's emails was unable to be recovered. However, the Board's Chromebooks are currently up-to-date and ready for use. Chief Miles shared that the firewall was next, which should be completed by next week. Chief Miles stated that the District received a \$35,000 OSFM Upstaff Grant to assist with the wildfire season. This grant would be included in the upcoming budget currently being developed. Chief Miles reported that a pavement resurfacing project would begin on Cascade Hwy between June 1 and August 31. Chief Miles shared that the city manager proposed a joint meeting between the city council and the board of directors sometime in June, more information to come. Chief Miles commended AC Veit and Lt. Brown on a successful and well attended academy graduation attended by Monitor and Mount Angel agencies and their families.

b) Administrative Assistant Vacancy

A brief update on the hiring process for an Administrative Assistant was provided by OA Cantu. Twelve applicants were able to move on to the interview panel after the skills assessment. OA Cantu expressed her gratitude to Lt. Brown for his efficiency and communication throughout the process. On April 18th, there will be a panel interview consisting of outside representatives from other entities, a staff member and a volunteer. The District hopes to offer the position by the end of April with a tentative start date of mid-May, according to OA Cantu.

XI. NEW BUSINESS:

a) Personnel Salaries & Benefits

Chief Miles proposed a 3% COLA for all staff with an additional 2% increase after Step 2, for a total of a 5% increase between each step on the salary scale. With no additional discussion from the Board, Director Bledsoe made a motion to approve the staff salary and benefit proposal as presented beginning July 1, 2024. The proposal consisted of a 3% COLA increase for all staff and the fire chief, a 2% incremental increase Steps 3 through longevity, and a 6.8% medical & dental premium increase. All other benefits to remain the same for all staff and fire chief. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

XII. ITEMS PENDING:

XIII. ADJOURNMENT:

President Von Flue shared his appreciation once more with the work and commitment demonstrated by staff and volunteers. With no further business to come before the Board, the meeting was adjourned at 7:58 p.m.

Approved this 14th day of may, 2024.

Lester A. Von Flue

President

Minutes recorded and prepared by Candace Cantu