

Siuslaw Valley Fire and Rescue  
2625 Highway 101 North, Florence, OR 97439

Minutes of Board Meeting – February 19, 2014

John Scott, President of the Board, called the meeting to order at 5:27 p.m.

**BOARD MEMBERS PRESENT:** Directors John Scott, Lori Gates, Cindy Spinner, Steve Olienyk.

**OTHERS PRESENT:** Chief Langborg, Julie Brown Finance/Human Resources Manager, Division Chief Sean Barrett, Division Chief Marvin Tipler were in attendance.

**SWEARING IN CEREMONY FOR WINTER RECRUIT ACADEMY:** Sworn in were Megan Strongegger, Lindsey White, Chad Ficcadenti, Normon Moore and Explorer Paul Meldrum.

Meeting adjourned for a short recess at 5:36 pm for cake  
Meeting reconvened at 5:48 pm

**Award was given to Dave Davis for his years of service with C.E.R.T.**

Press release was read regarding Dave Davis and his service to the Department and the community.

**APPROVAL OF MINUTES:** Director Olienyk made a motion to approve the minutes of the regular board meeting held on January 15, 2014. The motion was seconded by Director Gates and was approved by unanimous vote.

**COMMUNICATIONS:**

There were two Thank you letters read, one from Marsha Libby and family thanking the department for the tribute during Chief Libby's funeral service. The second letter was from the Soropomist Club, thanking the volunteers for traffic control during their food basket giveaway.

**PUBLIC COMMENTS:** None

**REPORT FROM AUDITOR:** Dick Maxwell

Dick reported that he was recovering better than expected from his recent illness. He stated that the Audit again looked good and asked if there were any questions regarding his letters of recommendations. There were none. Dick made note that there had been significant purchases of Capitol equipment over the past couple of years and that the District should consider slowing down for a little while. Dick also made comment that he had worked with Janet for many years and that she had done a fine job. He also noted that he had spoken with Julie before the meeting and that Julie had indicated that the person doing payroll had decided to resign. He recommends that we get an outside source as a backup for Julie, to verify accounts monthly or quarterly. This is simply as an oversight to make sure that things are in order. Chief Langborg and Julie both indicated that they would seek out such a person and report back at the next Board meeting.

**CHIEF'S REPORTS:**

Chief Langborg provided his Chief's Report. During the review of the information provided in the report, Chief Langborg commented about response data. He indicated that SVFR responded to 26 calls during the month of January and that the response times were all good.

Chief Langborg indicated that the expanded medical response start date has been extended to March 10<sup>th</sup> to

month of January and that the response times were all good.

Chief Langborg indicated that the expanded medical response start date has been extended to March 10<sup>th</sup> to allow for some additional training with WLAD. Chief Langborg commented that we have been working heavily on the ICS as a preventative measure. Chief Tipler has just finished his Blue Card training and will be going for the hands on portion to Kent WA on Monday.

Chief Langborg provided an overview along with a demonstration on the improvements and upgrades made to our website.

Chief Tipler gave a report on the tree removal which had to be done at Station 8. He also reported on the situation with the easement for the Water District. Cost of the removal was \$1,000 and it could have been more had we waited to remove the tree. Chief Tipler also said that our duty crews worked really hard for two days to clean up and dispose of all the mess.

Chief Langborg asked if we wanted to put our policies and procedures on the website for the public to view or include them in the member's only portion. That will be discussed at a later date. The following Resolutions were passed and signed:

- Resolution 2014-01**            Job Descriptions  
Director Gates moved, Director Olienyk seconded  
Approved and signed
- Resolution 2014-02**            Fit for Duty Policy  
Director Gates moved, Director Spinner seconded  
Approved and signed
- Resolution 2014-03**            Progressive Discipline Policy  
Director Spinner moved, Director Gates seconded  
Approved and signed
- Resolution 2014-04**            Single Sick Leave Policy  
Director Gates moved, Director Olienyk seconded  
Approved and signed

Agreement with Siuslaw Valley Firefighters Association made and accepted regarding the financial relationship between the Association and the District.

Director Gates moved, Director Spinner seconded  
Approved and signed

Chief Langborg discussed the purchase of Ipads for the Board to use which will reduce the amount of waste both in time and paper products. The Board agreed that this was a good idea and there is money in the budget for that. This will take effect for next month's Board meeting.

#### **REVIEW OF THE BILLS:**

**MOTION: Director Spinner made a motion to ratify bills paid during the past month in the amount of \$115,788.33 and transfers from the Money Market Account to the Checking Account also made during the past month. The motion was seconded by Director Gates and was approved by unanimous vote.**

**FINANCIAL STATEMENTS:** The financial statements were provided.

**FUTURE AGENDA BUSINESS:** Board President Scott stated that our next regularly scheduled board meeting will be held on Wednesday, March 19, 2014 at 5:30 p.m.

#### **EXECUTIVE SESSION:**

There being no further business to come before the board, the regular meeting was adjourned at 6:55 p.m.

Respectfully submitted,

**Julie Brown**  
Finance/Human Resources Manager

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Recording Secretary