

**Sheridan Fire District - SW Polk Fire District - West Valley Fire District**  
 Regular Joint Meeting Minutes - January 14, 2021 6:00pm - 825 NE Main St. Willamina, OR 97396\*

\*Meeting was held virtually via RingCentral Meetings and each board was present at their own main station.

Board Members Present			Board Members Absent
<b><u>Sheridan Fire District</u></b> Tammy Heidt (V) Carol Harlan (V) Scot Breeden (V) Parrish Van Wert (V) Brice Ingram (ARC)	<b><u>SW Polk Fire District</u></b> Rod Watson Keith Moore Bruce Sigloh (V) Frank Pender	<b><u>West Valley Fire District</u></b> Rick Mishler Gary Brooks Roy Whitman Chris Greenhill Connie Brown	Bob Davis
			<b>Administration Present</b>
			Fred Hertel Mariah Prescott Damon Schulze (V) Les Thomas (V)

GENERAL BUSINESS		
<b>Call to Order</b>		President Rick Mishler, West Valley Fire District, opened the meeting at 4:30 pm. Each agency has a quorum of directors and which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.
<b>Closing Topics WV</b>	Not On Agenda	<b>Motion:</b> Rick Mishler <b>Second:</b> Connie Brown Mishler read letter stating discussion on CTGR topics will no longer be held as it has been handled. Move to sign letter regarding closing discussion on CTGR. <b>Motion passes unanimously.</b>
<b>Approval of Minutes</b>	Action	<b>Motion:</b> Chris Greenhill <b>Second:</b> Roy Whitman Move to approve presented minutes from joint board meeting on December 10, 2020 <b>Discussion:</b> None. <b>SFD- Motion approved unanimously, Ingram absent.</b> <b>WVFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously, Davis absent.</b>  <b>Motion:</b> Chris Greenhill <b>Second:</b> Connie Brown Move to approve presented minutes from West Valley special meetings on December 7 & December 16, 2020 <b>Motion passes unanimously.</b>  <b>Motion:</b> Chris Greenhill <b>Second:</b> Bruce Sigloh Move to approve presented minutes from joint meeting on December 7, 2020 <b>Discussion:</b> None. <b>SFD- Motion approved unanimously, Ingram absent.</b> <b>WVFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously, Davis absent.</b>
<b>Audience Participation</b>		<b>None</b>
<b>Board Policies</b>		<b>Tabled</b>
<b>18-19 Audit – WVFD – Out of Order</b>	Action	<b>Motion:</b> Chris Greenhill <b>Second:</b> Connie Brown Move to accept West Valley Fire District 2018-2019 audit. <b>Motion passes unanimously.</b>
<b>Financial Report</b>		<b>Motion:</b> Carol Harlan <b>Second:</b> Tammy Heidt

		<p>Move to approve financials for Sheridan Fire District.  <b>Motion passes unanimously.</b></p> <p>SW Polk Fire District chose to table as there was not enough time to review West Valley Fire District. Brooks asks why grants are under expenses. Hertel explains that would be grant expenditure or match of grant funds.</p> <p>Brooks question on "for other district" clearing account. Hertel explains staff are working with CFO selections to decide if that is appropriate.</p> <p>Brooks asks about expended line items? Hertel explains, they will be mostly corrected with conflagration revenue.</p> <p><b>Motion:</b> Connie Brown <b>Second:</b> Chris Greenhill  Move to approve financials for West Valley Fire District.  <b>Discussion:</b> Brooks asks why there are no names for payroll. Hertel explains it is against ORS.  <b>Motion passes unanimously.</b></p>
<b>Board Member Arrives</b>		Brice Ingram arrives at 6:25 pm, during Financial Report
<b>19-20 Audit – SFD – Out of Order</b>		<p>Hertel reviews written report.</p> <p><b>Motion:</b> Carol Harlan <b>Second:</b> Brice Ingram  Move to accept Sheridan Fire District 2019-2020 Audit.  Breden abstain.  Van Wert- Aye  Ingram- Aye  Heidt- Aye  Harlan- Aye</p>
<b>NEW BUSINESS</b>		
<b>CDRI Survey</b>		<p>Hertel explains CDRI services are outside the budget but have been used in the past with success. Heidt believes this would be beneficial and Sigloh agrees. Breden asks who is providing the 10-12 facts. Hertel responds saying typically the district and board works on these together. Greenhill says board will have full input. Breden replies that that is not his question and asks if the board approves the final document. Hertel says typically not in timeline. Ingram asks why there is a timeline and Hertel responds that we need to start the process to stick to the November 2021. Election, per board direction.</p> <p><b>Motion:</b> Rod Watson <b>Second:</b> Frank Pender  Motion to move forward with CDRI.  <b>SFD: Motion approved unanimously.</b>  <b>SWP: Motion approved unanimously.</b></p>
<b>Meeting Frequency</b>		<p>West Valley has been having special meetings, which is working well. The three districts have been meeting two times per month. Discussion was held about the potential of SW Polk and Sheridan Fire District having monthly meetings separate from WV.</p> <p>Brooks- asks if there is a need more or less</p>

		<p>Hertel states he is not advocating either way, but meetings do take a lot of staff time.</p> <p>Heidt would like to see one joint board meeting and then special meetings as needed. Then SFD and SW Polk meet Monthly, adding WV quarterly.</p> <p>Breeden is in favor but suggest moving to Monday to review packet over weekend.</p> <p>Mishler would like to stay in main meetings and Greenhill would like to go back to one meeting and allow SW and SFD to use extra time for their consolidation work.</p> <p>Watson thinks the boards should meet in person.</p> <p><b>Motion:</b> Chris Greenhill <b>Second:</b> Rick Mishler One monthly joint board meeting on second Thursday at 6:00pm. <b>Discussion:</b> Leave same time and day <b>SFD: Motion approved unanimously.</b> <b>SWP: Motion approved unanimously.</b> <b>WV: Motion approved unanimously.</b></p>
<p><b>Banking Changes</b></p>		<p>Hertel brings up banking changes and how as part of the financial review, board requested a 90-day update. One change recommended is changing all districts to one bank. This would increase efficiency and Covid-19 closed the Sheridan US Bank. Need a motion to change to only First Federal Bank.</p> <p><b>Motion:</b> Roy Whitman <b>Second:</b> Chris Greenhill West Valley Fire District move to First Federal Bank only. <b>Motion passed unanimously.</b></p> <p><b>Motion:</b> Parrish Van Wert <b>Second:</b> Carol Harlan Sheridan Fire District move to First Federal Bank only. <b>Motion passed unanimously.</b></p> <p><b>Motion:</b> Frank Pender <b>Second:</b> Keith Moore SW Polk Fire District move to First Federal Bank only. <b>Motion passed unanimously.</b></p>
<p><b>Lieutenant promotional process</b></p>		<p>Hertel reviewed staff report and brings up adding lieutenant roles to team. Brooks asks where in the chain of command lieutenants would be. Hertel explains level management, below Battalion Chief and above the staff. Brooks inquires on if this would outsource civil service too. Hertel replies no. Mishler asks how many and Hertel responds none now, but a goal of 3. Sigloh inquires about adding captains too. Hertel replies saying not now, but in the future. Watson asks if the \$2,900 is a onetime fee and Hertel says he believes so, yes. Watson asks if this is to make the process fair and Hertel responds saying yes, to prevent bias. Watson requests a timeline and Hertel says they want to complete the process with the goal of taking a list into the next year when funding is available. Brown inquires about how the volunteers play into this.</p> <p><b>Motion:</b> Watson <b>Second:</b> Greenhill</p>

		<p>Move forward and split 40/40/20 and allow contract to be signed.</p> <p><b>Discussion:</b> Sigloh asks how many and Hertel answers, one per shift. Mishler asks if they will be in a different station than the Battalion Chief. Hertel responds yes.</p> <p><b>SFD: Motion passed unanimously</b></p> <p><b>SW Polk: Motion passed unanimously</b></p> <p><b>West Valley: Motion passed unanimously</b></p>
<b>Staff Vehicle</b>		<p>Reviewed staff report.</p> <p>Mishler brings up how West Valley Fire District is providing two vehicles while the other districts provide one. Brown asks if the district really needs one, saying it is a lot of money and may not be needed. Mishler suggests looking into used vehicles from another agency that are already fitted with radios and lights. Hertel agrees that two vehicles are being provided by West Valley, although the other districts are providing other things.</p> <p><b>Motion:</b> Chris Greenhill <b>Second:</b> Roy Whitman Move to surplus and Ford Explorer. <b>Motion passes unanimously.</b></p> <p><b>Motion:</b> Chris Greenhill <b>Second:</b> Connie Brown \$30,000 for used vehicle, to meet the District's needs. <b>Motion passes unanimously.</b></p>
<b>COMMENTS</b>		
<b>Chief's Report</b>		<p>May postpone awards banquet in March due to current situation regarding COVID restrictions.</p> <p>Reviewed written report.</p>
<b>Directors Comments</b>		<p>Brooks asks if there are still vaccines available.</p> <p>Brown thanks staff and says she is proud to be a part of the district.</p> <p>Brooks would like a copy of the CTGR letter and Hertel replies that it was in the email sent to board members.</p>
<b>Adjournment</b>		Adjourn meeting at 7:27 PM.

Upcoming meetings/events:

- 12-10-2020 Joint Board Meeting

In our Board Meetings, we agree to...

- Begin and conclude meetings on time
- Be on time and come prepared to participate
- Be respectful, including:
  - Keeping our cell phones silent
  - Listening without interrupting when someone else is speaking
  - Allowing for all to contribute to the discussion
  - Honoring the Chair
- Follow Robert's Rules of Order for parliamentary procedures
- Honor confidentiality

- Have fun!