

**Sheridan/SW Polk/West Valley Fire Districts  
Joint Regular Board Meeting  
275 N Pacific Hwy W  
Rickreall, OR 97371  
December 12, 2019 – 6:00 p.m.**

**ROLL CALL**

Fred Hertel – SFD/SW Polk/WVFD Fire Chief  
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief

**Sheridan Fire District**

Scot Breeden  
Tammy Heidt  
Dennis Grauer  
Brice Ingram (Absent)  
Dennis Rogers

**SW Polk Fire District**

Rod Watson (Absent)  
Bob Davis  
Keith Moore  
Frank Pender  
Bruce Sigloh

**West Valley Fire District**

Chirs Greenhill  
Rick Mishler  
Gary Brooks  
Don Shelton (Absent)  
Roy Whitman

**Audience**

Susan Shephard  
Ashley Hartlow  
Tom Prescott  
Les Thomas  
Brad Weaver  
Jake Rosenbalm  
RC Mock  
Jake Gillins

**Vice President Frank Pender, SW Polk, opened the meeting at 6:00 pm.**

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

**FLAG SALUTE**

**Vice President Frank Pender swore in of new SW Polk Board Director, Bruce Sigloh.**

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**Approval of Minutes - All agencies**

Corrections needing to be made to minutes. “Gary Rogers” is not a board member. Name is combination of two names and needs to be corrected. Bruce Sigloh needs to be removed from last roll call, as he had not been sworn in yet.

**SFD/SW Polk/WVFD**

**Motion: Dennis Rogers**

**Second: Chris Greenhill**

**Move to approve the minutes from the joint board meeting with the above corrections made.**

**Motion passed.**

**SFD: Heidt; aye Breeden; aye Rogers; aye Grauer; aye Ingram; absent**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; absent Whitman; aye**

**Financial Report – All agencies**

Concern was expressed about Sheridan’s financials due to the 40% from West Valley and 20% from SW Polk not being reimbursed to Sheridan yet for the shared expenses. Chief Hertel clarified that this will be rectified after the December payroll, balancing everything by the January meeting.

**SFD**

**Motion: Tammy Heidt**

**Second: Dennis Grauer**

**Move to approve the financial report as written. Motion passed.**

**Heidt; aye Breeden; aye Rogers; aye Grauer; aye Ingram; absent**

**SW Polk**

**Motion: Keith Moore**

**Second: Bruce Sigloh**

**Move to approve the financial report as written. Motion passed.**

**Discussion:** Keith Moore declares a potential conflict of interest with check 6072. Chief Hertel clarifies that the principle and interest bond payment was taken out of capital projects instead of the tax account and the finance office is in the process of correcting that.

**Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD**

**Motion: Rick Mishler**

**Second: Roy Whitman**

**Move to approve the financial report as written. Motion passed.**

**Discussion:** A question was posed about a bill from Sierra Springs for over \$400. It was explained that this was for coffee and bottled water and that should be the final payment to Sierra Springs as it was recognized that this was a large expense. Other payments that were noted were the fuel expenses and the professional fees including Systems Design (the billing company) and the feasibility study.

**Brooks; aye Greenhill; aye Mishler; aye Shelton; absent Whitman; aye**

**AUDIENCE PARTICIPATION**

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**OLD BUSINESS**

**Fire & EMS Coalition – All**

Reviewed Fire & EMS Coalition minutes. President Breeden read a letter from the City of Dallas announcing that they will be withdrawing from the coalition. The suggestion was made that either the oversight committee can continue the work the coalition was doing, or other neighboring agencies can be invited to participate in the coalition.

**General Operating Levy – WVFD**

Previous workshop minutes reviewed. Workshops continue to be scheduled to work towards a potential levy.

**WVFD**

**Motion: Chris Greenhill    Second: Roy Whitman**

**Move to approve the workshop minutes as written. Motion passed.**

**Brooks; aye   Greenhill; aye   Mishler; aye   Shelton; absent   Whitman; aye**

**Fire Authority Model – All**

Concern was expressed that the three districts are moving too fast at coming together. Finances were also brought up as a concern. A request was made for a workshop for the boards to learn more about how close to a fire authority the three districts currently are, what exactly the fire authority would entail and what it would look like down the road. The importance of a unified message going to the public from staff, volunteers, and board members was stated. Chief Hertel announced an all member meeting that will be held on Dec 18<sup>th</sup>, 2019 that 2 board members from each district are welcome to attend. This meeting will allow all members to express concerns, acknowledge accomplishments, and plan for the next six months. Conversation tabled until next meeting.

**Recess for public hearing regarding Cost Recovery and Ambulance Billing Ordinance 19-01–  
ALL**

Ordinance drafts for all three districts present to the boards.

**WVFD**

**Motion: Rick Mishler            Second: Roy Whitman**

**Move to read Ordinance 19-01 by title only and adopt the ordinance. Motion passed.**

**Brooks; aye   Greenhill; aye   Mishler; aye   Shelton; absent   Whitman; aye**

Reading #3 of Ordinance 19-01 by title only by President Greenhill.

This was the third and final reading.

**SFD**

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**Motion: Dennis Rogers      Second: Dennis Grauer  
Move to read Ordinance 19-01 by title only and adopt the ordinance. Motion passed.  
Heidt; aye Breeden; aye Rogers; aye Grauer; aye Ingram; absent**

Reading #3 of Ordinance 19-01 by title only by President Breeden.

This was the third and final reading.

**SW Polk**

**Motion: Bob Davis      Second: Keith Moore  
Move to read Ordinance 19-01 by title only and adopt the ordinance. Motion passed.  
Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**

Reading #3 of Ordinance 19-01 by title only by Vice President Pender.

This was the third and final reading.

**There was no public comment for any of the three districts.**

**Public hearing closed.**

**Fire Chief Performance Review- ALL**

Reminder given to get Chief Hertel's reviews to Administrative Assistant, Mariah Prescott for the next oversight committee meeting on Dec 18<sup>th</sup>. Those reviews will be tallied and consolidated to one final review.

**NEW BUSINESS**

**SDAO 2020 Conference - ALL**

Flier for conference was reviewed. Last year the three Board Chairman and Chief Hertel attended. The three districts have reserved six total spots, one for each Board Chairman and one for Chief Hertel, Chief Schulze and Chief Thomas.

**Budget Resolution for S1901- SW Polk**

Budget Resolution will be coming next meeting to reallocate funds from the contingency to the capital fund to cover the new staff vehicle due to the vehicle expenses coming in later than anticipated.

**Ambulance User Fee; Rate Schedule Resolution- SFD and WVFD**

Resolution presented to the Boards. Both districts adopted resolutions in the 2013-2014 budget year that were the same rates. Both resolutions also had a 3% annual cost of living increase. Sheridan kept up to date with this increase, however West Valley did not. The new rates are an increase as the cost of

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living increases did not keep up with local rates. Local rates and cost increases were considered when choosing these fees. Non-ambulance related services will be covered by the cost-recovery ordinance.

**WVFD**

**Motion: Roy Whitman      Second: Gary Brooks**

**Move to adopt Resolution 19-02. Motion passed.**

**Brooks; aye   Greenhill; aye   Mishler; aye   Shelton; absent   Whitman; aye**

**SFD**

**Motion: Dennis Rogers      Second: Dennis Grauer**

**Move to adopt Resolution 19-02. Motion passed.**

**Heidt; aye   Breeden; aye   Rogers; aye   Grauer; aye   Ingram; absent**

**Deferred Compensation Plan**

Sheridan currently has a deferred compensation plan available to their staff. West Valley does not have one, however if moved by Sheridan's Board, West Valley staff could enroll in Sheridan's plan. The plan does not cost the districts anything out of pocket.

**Motion: Dennis Rogers      Second: Tammy Heidt**

**Move to allow West Valley members to join Sheridan's deferred compensation plan. Motion passed.**

**Heidt; aye   Breeden; aye   Rogers; aye   Grauer; aye   Ingram; absent**

**Chiefs Report**

**Chief Weaver SW Polk report**

Reviewed number and types of calls. Chief Weaver expressed the districts appreciation for the new staff vehicle. They are waiting on one more part and it will be complete by the first of the year.

**Fred Hertel, Fire Chief**

Chief Hertel expressed his appreciated for the deferred compensation plan to set the staff up well. There is a new senate bill for a harassment and bullying policy. Lexipol has already addressed and adopted this policy. Two presentations were included in the board packets regarding new legislations that will impact the districts including Senate Bill 2005 regarding paid sick leave, similar to workers' compensation insurance. This bill also includes a new definition of family that is more broad than the current definition, allowing the workers to determine who they consider family. This covers every employee in the state. Written Chief's Report reviewed.

**DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH**

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Lexipol mission, vision, and values, policy 102.3 p. 2, 200.3.5, and the fire instructors association only included SW Polk. Some of this was intentional because some of that has not been established for Sheridan and West Valley yet. These will be corrected in the future.

Oregon Fire Chiefs' Association – Health and Safety Division is a membership focused on the safety and health of the firefighters based on data and statistics. The districts use this to information to ensure the staff are

FCI inmates donated money to the Giving Trees for Sheridan and Willamina. \$1837 was donated from the inmates and the Sheridan Fire Volunteer Association donated another \$200. This covered 20 Sheridan children and 20 Willamina children from the Giving Trees.

SW Polk and Sheridan Fire Districts participated in Toys for Tots at the Dallas Walmart. Many bags full of toys and cash donations were collected for Toys for Tots for both districts.

Board Members are struggling to get access to Lexipol access. Chief Thomas will work on ensuring everyone has access.

There is an event going on at Perrydale High School on Dec 16<sup>th</sup> at 6 pm regarding safety concerns of the Highway 22 and Perrydale Rd. intersection. ODOT has been contacted but showed little concern for the area. There have been several fatal accidents in this intersection. The committee hosting this event would like SW Polk Fire representatives present at the event.

**Next Meeting;** January 9<sup>th</sup>, 2019 at 6 pm at West Valley Fire District.

**Meeting adjourned at 7:47 pm.**

Respectfully submitted,

Mariah Prescott