Sheridan Fire District

Board Meeting

1/10/2023

President Tammy Heidt called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Board members present: Tammy Heidt, Ray Bottenberg, Pete Gutbrod, Harry Cooley

Others Present: Fire Chief Les Thomas, Division Chief Phill Riggs, Blake Jamison via Zoom, Marguerite Alexander

Gary Giddings was sworn in as a board member, replacing Carol Harlen Van Wert who resigned in November. He was recognized for his participation on the Civil Service Commission.

Approval of minutes from the December Board meeting. Ray made the motion to approve the minutes from the 12/12/22 meeting with the following corrections: #2 under New Business: Form confusion – Change plus 6 to divide by 6. We sent out applications for ff/paramedic (#3 under new business.) #11 first sentence: Vacancy on the Board, put in Gary’s name. The motion was seconded by Harry. The motion carried.

Approval of financial report: This will be Blake’s last financial speech. Chief thanked Blake for keeping us moving during a difficult time.

Blake; Plan is not to just close the door. He would like to set the district up to be self-sufficient. Blake is working on training materials for the District.

Financials were straight forward. The Check Detail report was approved and signed by the Board during the December meeting. There were no major purchases during December. Chief reached out to Streamline about multiple charges. Blake has the statements. The charges are legitimate. Going through SDAO. Blake, “I think it is fair.”

Chief used the letter from December that we received from Blake for closing our contract with him. It does not affect the ambulance billing contract with Tactical Business, Blake’s billing company.

Audit: Blake said it was important to take note of the concerns noted by the auditors. These are not concerns of the current administration. We have a three-year contract with Accuity. They have been asked to expedite the process of starting the 2021-22 audit.

Les looked at the billing. Printed off July – October. November is closed out. Blake is working on December. Be careful of PHI. There is patient information included in some of the reports. December was a big revenue month --$60,000 in ambulance revenue. That does not show what was collected from Systems Design. Blake will continue working on claims 60 days past the termination of the contract. Blake’s team has been working on the backlog, treating them almost like new claims. Angie is now down to less than 30. The backlog from December has been nearly eliminated. Chief requested the quarterly percentages monthly.

There was no audience participation.

Civil Service Rules Update: We were able to replace Gary Giddings with Dave Brandt who was approved to serve on the committee. The District is required to have Civil Service, but the guidelines can be changed. Our rules state there must be three people on the candidate list in order for it to remain open. The Civil Service Commission changed the rule stating that we must maintain one person on the list. The commission will meet again in March and validate the list of one person.

Rescue 9 is “soldish”. The guy who bought it is in North Caroline. The money is in Gov Deals but we can’t receive the money until the vehicle is loaded onto the trailer. The District received $25,000. For comparison, the Tribe just sold its ladder truck for $9,700.

Life Flight. We have a good handle on things although it has been frustrating working with them.

We have contacted the CPA firm of Bryan P. Fitzsimmons out of Lincoln City. Kathie is a CPA who works for them. She is willing to work with us and help us take over more as we are ready and able to do that. She is willing to do as much or as little as we want. The cost of her service is less than what we have been paying Blake. Up to $3,000 – 24 hours. Tammy said Kathie knows the laws and what to do. North Lincoln puts in the bills and prints the checks. Marguerite said she is willing to do bill pay. Tammy would like to see Kathie do as much as possible, limiting what is done in house. The Chief wants to make sure we input the data correctly. Kathie presented a proposal. Now we need a contract. The Board said it would be willing to hold a special meeting to approve a contract with Fitzsimmons and is willing to meet via Zoom.

The Wednesday prior to our board meeting is a busy time. Kathie represents four other fire districts. All have meetings around the same time. The Board is willing to be flexible enough to make it work. Plans are in place to get information to the board earlier.

Chief plans to start the budget process in March. He works off percentages.

Marguerite was asked to contact Kathie: What would be the earliest day that is comfortable for her to start with us? She was asked to assure Kathie that we have no qualms about her handling Southwest Polk’s financials. We need Kathie to come up with a contract, which we will ask the attorney to review. Notice: 30, 60 or 90 days? She has been with Fitzsimmons for 35 years. We sent her our financials from last month. Marguerite said her position is really full-time. The Board agreed and said the District had been saying two people full-time, and the job wasn’t getting done.

GNSA: With Blake’s resignation letter, the staff has been speaking with GNSA regarding payroll. We have a pretty good grasp. To start up the cost is $250/month base with a fee per employee ($24/month). But they don’t do background checks. SDSO does basic background checks for $35, with the first 5 free. We are still ironing out the details. We will continue with the same company.

Jeff Griffith is the president of WHA and has talked about the potential of an OSHA inspection. The District briefly contracted with an expert to get things started. SDAO offers the services free of charge. They can help with a pre-inspection. Then the District can call and ask OSHA to do a pre-inspection. Chief Thomas said he will see him at the OFCA Round Table at the end of the month in Eugene. One of the anticipated costs is new cabinets to store chemicals. Among other things, Chief Thomas has found all of the 300 Forms for claims from 2018-2022. Donna is helping with this. They went out to do a safety inspection in Ballston and have a plan for that. We are going to get ahead of this. Jeff wants to come to one of our meetings. They offer 60 training. “I want to utilize those resources,” Tammy said. We need to establish a program for the drone to make sure we meet all the criteria.

We need to send at least one person to the Board training in Amity, and Gary would be a good option. Everyone is welcome to go. It gives us a 3% discount. If we take care of the missing component, we will have a 10% discount.

A card was prepared for the Board to sign thanking the Davison family for the $100 donation.

Tammy stated that the metal name tags for the plaques we have can be made at the FCI free of charge. All we have to do is ask.

We received an email from TJ Wilson at Willamina High School. He is anxious to get started on the sign for Station 9. It will be steel with blue LED backlighting. We can order the backlighting and holding brackets to have on hand for the signs. Several fonts were presented to the board. The Board asked to explore different font options. The District will provide the measurements of the sign, height and width.

There are no Volunteer Association meeting minutes. They are prepared, but not here.

The Board paused to go into executive session per ORS 192.660 to evaluate the performance of the CEO.

The Board reconvened the regular session of the Sheridan Board meeting.

Ray made a motion to give the fire chief an 8 percent raise (Base rate: $102,000 base.) He is to receive a COLA adjustment in July of 1. 8 % With the raise effective on his anniversary date of August 25, 2023. Pete seconded the motion. The motion carried.

Gary moved to adjourn the meeting. Pete seconded it. The meeting was adjourned at 8:04.

Respectfully Submitted:

Marguerite Alexander

Administrative Assistant