

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
230 SW Mill St. Sheridan, OR 97378
August 27, 2020, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

ROLL CALL

Fred Hertel – SFD/SW Polk/WVFD Fire Chief
Damon Schulze- SFD/SW Polk/WVFD Deputy Chief
Mariah Prescott- SFD/SW Polk/WVFD Administrative Assistant

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram (present until 8:00 PM)
Dennis Rogers
Carol Harlan

SW Polk Fire District

Rod Watson
Bob Davis
Keith Moore (absent)
Frank Pender (present until 8:10 PM)
Bruce Sigloh

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Connie Brown
Roy Whitman

President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:02 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

Approval of Minutes - All agencies

Motion: Chris Greenhill

Second: Carol Harlan

Move to approve the minutes from the 8-13-2020 joint board meeting with the corrections listed below.

Discussion: Don Shelton’s name was left in the motion to adjourn and should be replaced with Connie Brown. Carol Harlan left the meeting prior to adjournment but was marked as an aye vote.

Concern was expressed that many of the people listed as being in the audience were not announced during the meeting and that some board members would like to know who they are talking to. According to SDAO’s legal team, audience members are not required to identify themselves.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; nay

SWP: Watson; aye Pender; aye Moore; absent Davis; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; absent

AUDIENCE PARTICIPATION-

Laycee Grauer read a letter written by Travis Grauer to the Boards. (See attached letter.) Chief Hertel replied to the letter addressing the concerns. A copy of his response was made available to the Boards.

OLD BUSINESS

Employee Handbook – All

It was clarified that union representatives have received a draft of the handbook and the next step is to send the draft to the District’s legal team.

Motion: Carol Harlan

Second: Connie Brown

Move to give the Fire Chief permission to send the draft of the employee handbook to the Districts' legal team for review.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye

SWP: Watson; aye Pender; aye Moore; absent Davis; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Financial Resolutions – SFD and WVFD

SFD

Motion: Carol Harlan Second: Dennis Rogers

Move to accept Sheridan Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye

WVFD

Motion: Rick Mishler Second: Gary Brooks

Move to accept West Valley Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Board Policies – All

Draft board policies were passed out. It was requested that the old policies for Sheridan Fire District be distributed to its board for comparison. West Valley Vice President Gary Brooks distributed a list of Lexipol policies he is concerned about. Fire Chief Hertel requested that at least the purchasing portion of the draft board policies be approved as soon as possible as it will be applicable to several projects in the coming weeks.

2018-2019 Financial Audit - WVFD

The audit has still not been received. The last update was that the audit was in the manager's hands and should be completed soon.

NEW BUSINESS

OHA Conflagration Resolution- SFD

After discussing resolutions for unanticipated expenditures with CFO Selections, their recommendation was to have the resolution up front, instead of waiting until after the expense has occurred and the reimbursement has been received. This ensures a clear picture of the finances when the expense occurs and acknowledges where the revenue will be coming from to address the extra expenditure. Two example resolutions were provided. The first one is an example of how the resolutions would look if the reimbursement is going to go back into the same budget year, effectively balancing the budget. The second example shows how the resolution might look if the expense is in a different budget year than the reimbursement. An example of this would be the first OHA COVID-19 mobilization that Chief Schulze went on. This deployment was close to the end of the budget year with the expense in one year and the reimbursement in the next fiscal year. This reimbursement could be allocated to the equipment reserve fund to aid in purchasing a new ambulance for Sheridan Fire District.

A request was made for staff to produce a document showing how conflagrations can produce revenue for the districts.

It was stated that it is assumed that once the union negotiations are completed, there will be a need to retroactively pay the union members for the cost of living increase that is normally put into effect on July 1. The conflagration reimbursement money could be allocated to cover this expense. It was clarified that there is already a 3% increase budgeted for the entire fiscal year.

Fire Corps- WVFD

The Fire Corps Program was developed to allow non-emergency call responders to volunteer in other ways. The opportunities include Incident Management Team responders. These volunteers, just as emergency call responders, are covered by the Districts' Workers Compensation insurance year around. If a Fire Corps member, or any other volunteer, is deployed as part of an Incident Management Team, the District would pay the member, include those expenses in the reimbursement packet submitted to the Oregon State Fire Marshal. The benefit of allowing this, in the example of Scott Magers, is that he brings experience and training abilities, and he can take a district vehicle on deployment which can produce roughly \$5000 in revenue for the District for every 6 days it is deployed.

Shift Coverage- WVFD

The concern was expressed that the current agreement between the three Districts calls for sharing of personnel and expense without joint employees, and there are employees moving between stations getting paid by their employer, not by the agency's station they are working in. It was clarified that there are many ways to address the sharing of personnel, and the Finance Officer has determined this is the easiest way to do so. Chief Hertel is working with CFO Selections to ensure this is the most efficient and appropriate way to do this. West Valley's Board stated it does not feel it should pay employees that are not working in its station and expressed concern about continuing in the current agreement. They are planning to schedule a workshop to review the district's long-term plan. Sheridan Fire District President Tammy Heidt is working with SDAO to develop a plan to address all three boards' concerns.

Brice Ingram left at 8:00 PM

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

It was stated that the two full board meetings a month is a strain on the staff and is not as productive as intended. Instead, it was suggested that there could be one full board meeting a month, one meeting just with the presidents and the Chief, and one meeting with all three boards that is just a planning meeting. Although this would be three meetings, it would reduce the time spent in each meeting, as well as reduce the preparation time for staff.

Frank Pender left at 8:10 PM

Motion: Carol Harlan Second: Rod Watson

Move to eliminate the second meeting and replace that meeting with a meeting between the three presidents and the fire chief.

SFD: Heidt; aye Breeden; nay Harlan; aye Ingram; absent Rogers; nay

SWP: Watson; aye Pender; absent Moore; absent Davis; nay Sigloh; aye

WVFD: Brooks; nay Greenhill; nay Mishler; nay Brown; nay Whitman; aye

The motion failed.

It was stated that the SDAO trainings for Board Members has been very beneficial to those who have taken them.

Concern was expressed that the mask rule is not being enforced consistently.

Staff are still working with the representatives for the Relief Nurse to come to a solution to meet fire code, however progress is being made.

The question was posed about the Boards addressing concerns brought up by members of the audience. It was clarified that if the Boards would like to address these comments instead of having the Fire Chief address them, they would need to request that they be added to the agenda for the following meeting. This would give the Boards time to research and develop a response.

A request was made for a copy of the email read at the last meeting from Confederated Tribes of Grand Ronde Emergency Services Fire Chief Steve Warden.

Chief Steve Warden was thanked for all his help and understanding.

West Valley Director Connie Brown stated she will make an effort to not be so negative.

Progress continues on the Southwest Polk stations. The Rickreall Station has the building frame up, and the metal will be going up soon. It is scheduled to be completed in November. The Salt Creek Station has the concrete poured, and the building will be arriving in the middle of September. It is scheduled to be completed in May. The Bridgeport Station will have the concrete poured soon and is scheduled to be completed in May.

The three Districts were encouraged to continue moving forward and stay positive during the growing pains and struggle experienced as the result of this project between them.

Confederated Tribes of Grand Ronde Emergency Services Fire Chief Steve Warden stated that the agreement between West Valley Fire District and the Tribe has been signed. He has a letter he will read at the next meeting.

The specification list for the West Valley ambulance is complete. Staff will bring a motion to the Board next month to allow for the financing of the ambulance.

The crews from Oregon deployed to California are due back next week and may be replaced by another set of deployments. There is a possible deployment pending for the White River Fire.

Next Meeting; September 10, 2020 at 6 pm at the SW Polk Fire District's Rickreall Station.

Meeting adjourned at 8:52 PM.

Respectfully submitted,

Mariah Prescott