

Sheridan Fire District

Special Meeting Minutes - January 28, 2021 6:00pm - 230 SW Mill St Sheridan, OR 97378

Meeting was held virtually via RingCentral Meetings only

Board Members Present	Board Members Absent
Sheridan Fire District Parrish Van Wert (v) Tammy Heidt (v) Scot Breeden (v) Brice Ingram (ARC) (v) Carol Harlan (v)	None
	Administration Present
	Fred Hertel (v) Mariah Prescott (v) Samantha Tuck (v)

(v)- Virtual Attendance (ARC)- Arrives after Roll Call

GENERAL BUSINESS		
Call to Order		President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:00 pm. Sheridan Fire District has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.
CDRI		Hertel asks if two board members are willing to join a committee with the CDRI Heidt said that she would appreciate being involved with that meeting and volunteered herself, she then asked Van Wert if he would like to be the second board member to attend the meeting and he stated that he would also appreciate being a part of that and agreed to joining.
Banking Changes		<p>The staff report was reviewed by all participants of the meeting.</p> <p>Van Wert requested that he be removed as a signer for the SFD Bank accounts. Breeden requested that he not be a signer on the SFD bank accounts and request that the chief not be a signer on any bank accounts.</p> <p>Ingram agrees to be a signer on the bank accounts but agrees that the chief not be a signer on any of the bank accounts.</p> <p>Hertel clarifies that requires an administrator and that he has always been an admin on all the bank accounts and was not aware of that until just recently while dealing with the new bank changes. Hertel also states that he would not be able to sign any checks per district procedure.</p> <p>Harlan suggests that Deputy Chief Damon Schulze be added as a signer to the bank accounts as a backup.</p> <p>Ingram indicates that he believes that is not necessary and did not believe any situation would arise that the deputy chief would be needed as a signer and that if there is an immediate need that typically board members are available even when two signers are needed to sign checks or move money.</p> <p>Heidt states that titles do not match district needs but that the expectation is that chief will not sign checks unless there is an emergency. Hertel then confirmed that same expectation.</p> <p>Motion: Parrish Van Wert Second: Brice Ingram</p>

	<p>I move that Sheridan Fire District follow the attached account management structure for our US bank account and First Federal Savings & Loan Association bank accounts and online banking. This also removes all person(s) not listed. Discussion: Breeden then request a motion be made to make a policy that prevents the Fire Chief from signing any checks on any bank accounts. Van Wert rescinds his motion.</p> <p>Motion: Scot Breeden Second: Brice Ingram Schulze can only sign during the event of an emergency and with notification made to each board member. Motion passes unanimously.</p> <p>Motion: Parrish Van Wert Second: Brice Ingram I move that Sheridan Fire District follow the attached account management structure for our US bank account and First Federal Savings & Loan Association bank accounts and online banking. This also removes all person(s) not listed. Motion passes unanimously.</p>
<p>LOSAP</p>	<p>Request to make Sheridan’s old LOSAP agreement match SW Polk’s, and to get Sheridan’s updated to the latest version.</p> <p>Ingram asks if the volunteer association has seen the updated version and been made aware of the potential changes?</p> <p>Hertel confirmed that some of the leadership members have seen it but that not everyone had, he also states that there are several benefits to the volunteers with the updated agreement including: account portability between districts and raising the cap from \$3,000 to \$6,000.</p> <p>Heidt then requested that the old documents be sent out to the members so that they could compare the old plan with the new.</p> <p>Ingram then expressed appreciation for the reminder call made to all members for the special meeting.</p> <p>Van Wert also said that he appreciated the reminder call.</p> <p>Hertel stated that we will try to make it a habit.</p>
<p>Adjournment</p>	<p>Motion: Scot Breeden Second: Brice Ingram Move to adjourn meeting at 6:45 PM. Motion passes unanimously.</p>

Upcoming meetings/events:

- 2/11/2021 Regular Joint Meeting

Board packet and handouts included:

- Agenda
- Financial/ Banking Staff Report
- LOSAP Documents

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!