

**West Valley Fire District/Sheridan Fire District/SW Polk Fire District  
Joint Regular Board Meeting  
Rickreall Fire Station  
275 N Pacific Hwy. W Rickreall, OR 97371  
June 13, 2019 - 6:15 p.m.**

**ROLL CALL**

Fred Hertel – WVFD/SFD Fire Chief – Present  
Todd Brumfield- Dallas/SW Polk Fire Chief- Present

**West Valley Fire District**

Chris Greenhill, President– Present  
Rick Mishler, Vice President – Present  
Gary Brooks, Director – Present  
Don Shelton, Director - Present  
Roy Whitman, Director - Present

**Sheridan Fire District**

Scot Breeden, President - Present  
Tammy Heidt, Director - Present  
Dennis Grauer, Director - Present  
Dennis Rogers, Director – Present  
Judy Breeden, Admin Asst – Present

**SW Polk Fire District**

Rod Watson, President - Present  
Robert Davis, Director - Present  
Keith Moore, Director - Present  
Frank Pender, Director - Present  
Kenny Gardner, Director – Present  
Ashley Harlow, Admin Asst - Present

**Rod Watson, SW Polk, opened the meeting at 6:15 pm.**

**FLAG SALUTE**

President Watson noted each Board has a quorum present.

President Watson would like to add two items on the agenda under new business. First is the property discussed by SW Polk. Second is the Person of Contact for SW Polk financials.

President Watson noted there were no public comments requested.

**Approval of Minutes/All agencies**

- **WVFD** – Director Shelton moved to approve all minutes relative to West Valley Fire District. Motion seconded by Director Mishler. There being no discussion, the motion carried unanimously.
- **SFD** – Director Heidt moved to approve all minutes related to Sheridan Fire District. Motion seconded by Director Rogers, there being no discussion, the motion carried unanimously.

- **SW Polk** – Director Pender moved to approve all minutes relative to SW Polk County RFPD. Motion seconded by Director Davis. There being no discussion, the motion carried unanimously.

### **Financial Report**

**SFD** – Director Rogers moved to accept their financial report. Motion seconded by Director Heidt. There being no discussion, the motion carried unanimously.

**WVFD** – It was noted that on page 3, the general carryover was budgeted to be \$155,000. The actual is \$177,000. The excess money will be moved to the general fund. Director Shelton moved for this change to occur. Director Mishler seconded. With no more discussion, the motion carried unanimously.

Director Mishler moved to accept their financial report. Motion seconded by Director Whitman. There being no discussion, the motion carried unanimously.

**SW Polk** - Director Pender moved to accept the report. Motion seconded by Director Davis. There being no discussion, the motion carried unanimously.

### **OLD BUSINESS**

#### **Civil Service Commission Update – All**

Chief Hertel spoke, saying that the process has been approved. The next meeting will be tomorrow, where they will look at the hiring list.

#### **Fire & EMS Coalition Update - All**

Director Breeden gave a brief recap on the Dallas City Council meeting he attended. The city Council is looking at amending the resolution made in coalition to the “Road Map” that is currently being followed by all four agencies. More discussion on this is to come at the next meeting, which will be held on June 17<sup>th</sup>.

#### **Facility Group - All**

Chief Hertel said these ties into the Invitation to Bid, which will be discussed during the RFP update.

#### **Dallas Contract – SW Polk**

Chief Brumfield is still working on switching the business and operational work over to Sheridan. He is being assisted by Dallas administration, and will hopefully have it complete by July 1<sup>st</sup>.

#### **Approval for Contractor RFP – SW Polk**

Chief Hertel said that the Invitation to Bid for the salt creek station will be published Friday on the website, and will officially be open Monday. It will also be in the paper, where the advertisement will direct them to the SW Polk website. They should have the bids back and evaluated by the next board meeting.

#### **Bond Measure Update – SW Polk**

Property and construction are still moving forward. No other new information.

### **CDRI - WVFD**

President Greenhill read a letter from citizen Birnie Clark. It thanked the fire district for allowing him to be a part of the service group, and for the gift card he received for his time. A presentation was given by Martha DeLong and John Campbell, of Campbell DeLong Resources Inc., on the results of the West Valley focus group survey. Discussion followed about results.

### **IGA – SFD/SW Polk**

The IGA between Sheridan and SW Polk was presented last month, but was never decided on and signed. This IGA will give permissions to Sheridan for administrative services, as well as to hire employees that will be stationed in SW Polk stations, among other stations that include Sheridan and West Valley. Director Moore motioned that SW Polk approve and sign the IGA. This was seconded by Director Pender. The vote was unanimous.

Director Rogers motioned that Sheridan approve and sign the IGA. This was seconded by Director Grauer. With no more discussion, the vote was unanimous.

### **Fire Authority Model**

No new business. The subject was tabled until next board meeting.

### **NEW BUSINESS**

#### **Property- SW Polk**

Director Pender motioned to allow Chief Hertel to move forward with the property transaction with the Rickreall property. He also motioned to move forward to continue discussion and research on the south site property on Kings Valley Highway. This motion was seconded by Director Moore.

#### **Person of Contact- SW Polk**

Director Watson suggested that Judy Breeden be added as the person of contact of contact for any accounts related to SW Polk. He stated that Fred Hertel should be added as a second point of contact. Director Pender motioned for these suggestions to occur. This was seconded by Director Davis. The vote was unanimous.

#### **Budget Resolutions – All**

- **WVFD** – Director Mishler moved to adopt the Budget Resolution for the 2019-20 fiscal year of West Valley Fire District. Motion seconded by Director Brooks. There being no discussion, the motion carried unanimously.
- **SFD** – Director Grauer moved to adopt the Budget Resolution for the 2019-20 fiscal year of Sheridan Fire District. Motion seconded by Director Rogers, there being no discussion, the motion carried unanimously.
- **SW Polk** – Director Pender moved to adopt Resolution 2019-02 as it pertains to the Budget Resolution for the 2019-20 fiscal year of SW Polk County RFPD. Motion seconded by Director Davis. There being no discussion, the motion carried unanimously.

## **Chiefs Report**

### **Todd Brumfield, Acting Dallas Fire and EMS & SW Polk Chief**

Chief Brumfield discussed a few line items from the budget. Overall, they are doing well. The money left over from the Dallas contract will be given back probably around the third week of June. All equipment is up and running. The last officers meeting was a Dallas/ SW Polk combined meeting.

Todd read an unofficial letter stating his parting with SW Polk as he moves forward with Dallas.

### **Chief Fred Hertel, WVFD & SFD**

Chief Hertel mentioned that Sheridan will have their open house this Saturday from 10am-4pm. The air Show will be held in McMinnville this year, which means they might ask for assistance. He also attended a joint Fire Defense Board Chiefs meeting, where they talked about ways to work together. This includes conflagrations.

The hiring process is coming to a close. The results will hopefully be done by the next meeting.

The Yamhill feasibility study was passed through the McMinnville budget. The RFP for this will open soon.

The West Valley Visioning Project will now have a safety component.

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

**President Greenhill** – Wants to schedule a workshop to discuss the CDRI further. Director Whitman suggested that the other Boards adjourn, and West Valley continue discussion right now.

**President Breeden** – They wish to maintain a positive working relationship with Dallas, even after the SW Polk/ Dallas split. This was agreed upon by all parties.

**NEXT MEETING** set for July 11, 2019 at 6 pm at West Valley Fire District.

President Watson adjourned the meeting for SW Polk and Sheridan at 8:15p.m.

Respectfully submitted,

Ashley Harlow  
SW Polk Administrative Assistant

Approved By:

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Rod Watson, Chairman

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Date