

Minutes for Joint Regular Board Meeting on December 10, 2020 6 PM

Sheridan Fire District- 230 SW Mill St. Sheridan, OR 97378*

SW Polk Fire District- 275 Main St. Rickreall, OR 97371*

West Valley Fire District- 825 NE Main St. Willamina, OR 97396*

*Meeting was held virtually via RingCentral Meetings and each board was present at their own main station.

Board Members Present			Board Members Absent
<u>Sheridan Fire District</u>	<u>SW Polk Fire District</u>	<u>West Valley Fire District</u>	
Tammy Heidt	Rod Watson	Rick Mishler (ARC)	Administration Present
Carol Harlan	Keith Moore	Gary Brooks	Fred Hertel
Scot Breeden (ARC)	Bruce Sigloh (V)	Roy Whitman (V)	Mariah Prescott
Parrish Van Wert	Frank Pender	Chris Greenhill	Damon Schulze (V)
Brice Ingram	Bob Davis (V)(ARC)	Connie Brown	Les Thomas (V)

V = Virtual attendance ARC = arrived after roll call

GENERAL BUSINESS		
Call to Order		President Rod Watson, SW Polk Fire District, opened the meeting at 6:03 pm. Each agency has a quorum of directors and which allows deliberation, decision making. public comment may be taken per the posted agenda. Pledge of allegiance was recited.
Executive Session		Executive session called under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(f) for the consideration of information or records that are exempt by law from public inspection.
Board members arrive		Bob Davis arrives at 6:13 PM and Scot Breeden arrives at 6:20, both during executive session.
Additions or corrections to agenda		“Payroll” was added as item F. in New Business. “CDRI Proposal” was added as item G. in New Business
Approval of Minutes- ALL	Action	Motion: Frank Pender Second: Connie Brown Move to approve presented minutes from the previous month. Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously. Motion: Bruce Sigloh Second: Keith Moore Move to approve SW Polk special meeting minutes from the previous month. Discussion: None. Motion approved unanimously.
Approve Financials	Action	Ingram asks for clarification on what general supplies is used for and what would be categorized as consumable response supplies. Hertel clarifies that the “general supplies” is a line item, with types of supplies below it in sublines. Consumable response supplies are things like fire foam, tarps, etc. Harlan states that the 40% 40% 20% spreadsheet does not total. Hertel clarifies this is because a district already paid their portion. The totals are what are still outstanding for the other districts.

		<p>Harlan requests better documentation on those numbers so it is clear who still owes what and why the amounts do not total.</p> <p>Motion: Carol Harlan Second: Scot Breeden Move to approve Sheridan Fire District financials. Motion passes unanimously.</p> <p>Watson asks for clarification on what the over \$600,000 deposit is for and what the \$683,000 withdraw is for. Hertel states the deposit is from property taxes and the withdraw is a total of bills, construction payments, final apparatus payments, principal & interest payment for bond, etc.</p> <p>Motion: Frank Pender Second: Bob Davis Move to approve SW Polk Fire District Financials. Discussion: None. Motion passes unanimously.</p> <p>Motion: Roy Whitman Second: Connie Brown Move to approve West Valley financials. Motion passes unanimously.</p>
Audience Participation		None
OLD BUSINESS		
Union Contract		<p>Motion: Ingram Move to table discussion on union contract until next month. Discussion: Breeden states that one of his concerns is that the resident volunteer program was not mentioned in the contract. Sessa (Union President) states this was removed for legality based on attorney advice. Heidt asks if the union would be willing to write a letter supporting volunteers? Sessa states he would need to check with e- board but does not believe that would be a problem. Ingram withdraws motion.</p> <p>Motion: Brice Ingram Second: Parrish Van Wert I move to approve and adopt the union contract as written. SFD- Motion approved unanimously. WVFD- Motion approved unanimously.</p>
Employee Handbook - ALL	Action	<p>Ingram states he never received old SFD handbook. Heidt clarifies that there were not previous handbooks.</p> <p>Motion: Chris Greenhill Second: Frank Pender Move to approve joint employee handbook. Discussion: Breeden states that part of the employee handbook could change the union contract and requests those be identified as policies. Hertel states union contract supersedes the handbook and that the purpose of the two documents is different. Everything in the handbook is policy and covers all non-union staff as well. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p>
Board member arrives		Rick Mishler arrives at 7:50 PM.

<p>Board Policies - ALL</p>		<p>Davis asks if these new joint policies will replace the old policies. This was confirmed. Breeden asks where the policies came from? Hertel states they were drafts from SDAO with the changes made by the boards already.</p> <p>Motion: Frank Pender Second: Bob Davis Move to approve board policies as presented.</p> <p>Discussion: Mishler states he would like to compare and review.</p> <p>SFD- Breeden and Ingram vote nay. Van Wert, Heidt and Harlan vote aye. Motion passes.</p> <p>SWP- Motion approved unanimously.</p> <p>WVFD- Mishler, Brown and Brooks vote nay. Whitman and Greenhill vote aye. Motion fails.</p>
<p>2018-2019 Audit - WVFD</p>		<p>Mishler states he did not have time to review the audit. Brooks states that last meeting he had 3 changes: both counties needed added to the cover page, the administrative assistant needed changed from Carolyn Watt to Judy Breeden, and the suggestion page was missing. Brooks states the only change that was made was the counties. Hertel states that Carolyn Watt was here during most of the year being audited and the auditor suggestions letter is at the end of the audit.</p> <p>Mishler asks to add this topic to next week's special meeting to give the board more time to review.</p>
<p>Billing Ordinance- ALL</p>		<p>Reviewed treatment/non-transport (TNT) staff report that was in board packets.</p> <p>Mishler asks to clarify that these fees do not have anything to do with vehicle accidents. This was confirmed. Brown suggests these fees be assessed on a case-by-case basis for a lift assist. Hertel clarifies that these fees are not for lift assists. Brown asks what the difference between a TNT and a lift assist is. Hertel states that we do not charge for lift assists unless they are in a facility. Brooks gives an example he heard in the community of a wellness check that the responding paramedic said there would not be a fee, but the patient still got a bill. Hertel states administration worked on staff education and will continue to do staff education. Ingram asks if insurance covers the TNT fee. Hertel states TNT fees are not covered by insurance or FireMed.</p> <p>Motion: Chris Greenhill Move to retain current procedure to not have negative financial impact on the district.</p> <p>Discussion: Hertel states that there is no need to take action to remain the same as previously approved. Ingram states that taxpayers already pay for emergency medical services (EMS). Hertel states that taxes do not cover EMS, only fire services. Brown requests a layman terms article be put in Bulletin Board. Breeden adds it should be included in the FireMed renewal packets, as well. Mishler asks if a handout could be created for patients on scene.</p> <p>Greenhill withdraws motion.</p>
<p>NEW BUSINESS</p>		
<p>Conflagration Resolutions</p>	<p>Action</p>	<p>Watson asks if these resolutions are just replacing money spent on conflagrations. Hertel explains that it covers matching grant funds need for SDAO grants, Rob Foster's check for his deployment and appropriate revenue.</p> <p>Motion: Bruce Sigloh Second: Bob Davis</p>

		<p>I move to accept SW Polk Fire District Resolution 2020-2021-04 adopting a supplemental budget for fiscal year 2020-2021. Discussion: None Motion approved unanimously.</p> <p>Motion: Scot Breeden Second: Brice Ingram I move to accept Sheridan Fire District Resolution 2020-2021-13 adopting a supplemental budget for fiscal year 2020-2021. Motion approved unanimously.</p> <p>Van Wert asked if they could approve multiple of these similar resolutions at one time. Hertel stated he believed that would suffice if all Board members were OK with that process.</p> <p>Motion: Parrish Van Wert Second: Scot Breeden I move to accept Sheridan Fire District Resolution 2020-2021-14 through 2020-2021-16 adopting a supplemental budget for fiscal year 2020-2021. Discussion: Amend motion to include 2020-2021-12. Motion approved unanimously.</p>
Seismic Upgrades RFP -SFD		<p>Reviewed staff report presented at board meeting.</p> <p>Motion: Scot Breeden Second: Carol Harlan I move to allow the Fire Chief to enter into negotiations with and subsequently sign an Architect & Engineering Services contract for the purpose of implementing the Station 190 seismic upgrades with Carlson Veit Junge Architects, PC, as the successful RFP candidate. If their bid is outside of the grant dollars the Fire Chief may move negotiations to the secondary candidate, Mackenzie Group. Discussion: Breeden asks if the board get to approve the contractor bids also? This is confirmed. Motion approved unanimously.</p>
Ambulance Purchase- SFD	Action	<p>Reviewed staff report in the board packet.</p> <p>Ingram asks where the new ambulance will be kept? Hertel states the new ambulance and the reserve ambulance will be in Sheridan. There is also discussion of moving Medic 193 to Salt Creek to have that be first up for calls on that side of Sheridan's district. Harlan asks if the McMinnville medic will continue to be borrowed until the new medic arrives. Hertel confirms this. Breeden states the district needs to spend \$7000 to get the DEF system replaced. Hertel states there is a potential need to start considering mileage instead of years of service in determining an ambulance replacement.</p> <p>Motion: Parrish Van Wert Second: Tammy Heidt I move that we approve staff to purchase the identified ambulance and power lift using an inter-state cooperative purchasing agent. Discussion: None Breeden and Ingram vote nay. Van Wert, Heidt and Harlan vote aye. Motion passes.</p>
2019-2020 Audit-SFD	Action	<p>Breeden states he wants time to review it and suggests it be tabled until next month.</p> <p>Mishler states there were several inadequacies in the audit and asks if SFD board have a plan? Heidt states they will review the audit and make decisions then.</p>

Financial Planning- WVFD	<p>Mishler states he plans to get a five-year plan together for financial planning. Mishler adds that he doesn't see a way to save money by joining any cooperative services.</p> <p>Meeting date set for Wednesday December 16th at 6pm.</p>
Payroll- SFD and WVFD	<p>Motion: Carol Harlan Second: Chris Greenhill</p> <p>Move to outsource payroll processing to Great Northern Staff Administrators (GNSA) and allow the Fire Chief to sign the contract.</p> <p>Discussion: Mishler asks if the districts will still do the data collection prior to getting it to the payroll company. Hertel states that yes, district staff will verify data before the payroll company pulls it from our software.</p> <p>SFD- Motion approved unanimously. WVFD- Motion approved unanimously.</p>
CDRI Proposal	<p>Proposal presented to the board during the meeting. Hertel explained the proposal and the need to affirm the contract at the January Board meeting to meet the election timeline.</p>
COMMENTS	
Chief's Report	<p>Reviewed written report.</p> <p>SDAO Annual conference will be free and virtual in February 2021. Any board members interested should sign up or let staff know to sign them up.</p> <p>SDAO and WHA had scheduled a mission vision values and SWOT for this month but is has been moved to Jan 27th due to the COVID-19 restrictions. Hertel request a preferred time of day from the board members. Evenings work best for most board members. The following board members ask to participate in the event:</p> <p>SFD- Breeden and Heidt WV-Brown, Brooks, and Mishler SW-Davis</p> <p>Hertel states a chief petitioner for SFD is needed ASAP.</p>
Director Comments	<p>Mishler states that Dallas shops are expensive on labor and gives an example of an invoice for several hours of labor for routine maintenance. Mishler states that staff should request more detailed invoice.</p> <p>Breeden states he would like to address comments made in previous meetings. He states that Davis stated SWP and SFD are running out of money. Breeden states that SFD is not. Additionally, it was stated that TVFR has not "taken over" anyone, instead they have been invited in. Even if they did, Breeden asks why wouldn't you want their better service.</p> <p>Brooks asks during the Sheridan Dairy Queen accident and the log truck fire why a McMinnville engine was needed. Hertel states that there have been a couple times recently that an accident has required all our resources and mutual aid was needed from other agencies.</p>
Adjournment	Meeting adjourned at 9:11 PM

Action Items/Items for Follow-Up

Deliverable	Responsible Party	Timeline

Upcoming meetings/events:

- 1-14-2021 Joint Board Meeting

Board packet and handouts included:

- Agenda
- Joint Meeting Minutes
- SW Polk Special Meeting Minutes
- Financial Reports
- Board Policies
- WV 2018-19 Audit
- Billing Ordinance Staff Report
- SW Polk Resolution No. FY 2020-21-04
- SFD Resolution No. FY 2020-21-12
- SFD Resolution No. FY 2020-21-13
- SFD Resolution No. FY 2020-21-14
- SFD Resolution No. FY 2020-21-15
- SFD Resolution No. FY 2020-21-16
- Seismic Upgrades RFP Staff Report
- Purchasing Ambulance Staff Report
- SFD 2019-20 Audit
- Payroll Staff Report
- Chief's Report

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!