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**SHERIDAN FIRE DISTRICT**

**REGULAR BOARD MEETING MINUTES**

**July 12, 2022**

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

**Meeting called to order.**

Pledge of Allegiance

Roll Call: President Harry Cooley, Vice-President Tammy Heidt, Secretary Ray Bottenberg, Director Pete Gutbrod, Director Carol Van Wert.

Staff attendance: Chief Les Thomas

**Approval of Previous Minutes:**

Minutes from May 10th and June 14th. Motion Cooley, 2nd Heidt. Approved.

Board Officer Positions:

President: Director Van Wert nominates Vice President Heidt for this position. She feels that all members should circulate through all positions (share the responsibilities). Secretary Bottenberg nominates Director Gutbrod for President, and he respectfully declines. Heidt is voted President.

Vice President: Director Gutbrod nominates Secretary Bottenberg for Vice President. Bottenberg is voted Vice President.

Secretary/Treasurer: Director Cooley nominates Director Van Wert, and she is voted into this position.

Financials:

Checks are passed around for the board to view. Some questions on credit card purchases, and Chief Thomas gave more details.

Copy machine: I still have not heard anything about a hardship request on the copier. The contract is 60 months, and it is estimated that we have had the contract for 1 year.

Motion to approve financials: Cooley, Van Wert 2nd, Approved.

**Old Business:**

Cooley- Thank you to everyone who helped get us back into this building.

**Seismic Update:**

Received final schedule B payment notice; $ 11,821.46 is the 5% that is held back.

A new signature card is needed. Christy and Larry were only signers, and both were no longer with the district.

Pancake Breakfast: Gary Giddings and Becky Prevett have both agreed to help with shopping.

Board members will be receiving new polo shirts to identify them.

Volunteers:

Volunteer President Hoopingarner will be stepping down. He is working on a career change.

Hometown Days went well. The district made up 150 goody bags (crayons, color books, stickers, etc.) All bags were handed out to people who stopped by the fire district’s booth.

We have received three new volunteer applications. They are asked to attend the monthly business and see if this is a good fit. They will be issued gear after.

**New Business:**

**FTE:**

Currently down an Administrative Assistant and Deputy Chief.

Phil Riggs will transition to Interim Battalion Chief, and the first official day will be July 18th due to a vacation that he has scheduled.

The captain’s exam will be delayed until we can see what upcoming revenue will look like.

Current applications- We have four applicants interested in PT and two interested in FT.

Cierra Benjamin was moved to full-time to replace Daniel Homer’s position. Austin McDowell has moved into full-time temp. Bekah Law will be next up for a full-time temp position.

We received a grant from OSFM for $35,000 to help with extra staffing during the summer months.

We are staffing 2 ALS ambulances and fulfilling our promise to the community.

Donna’s new position will be responsible for all things EMS and other duties as necessary. She and Phil can also staff the 3rd ambulance when necessary.

Vehicle Maintenance:

I am working on an apparatus replacement schedule. Tenders and other heavy apparatus are borderline dangerous. We will consider the age of the vehicles and plan to apply for as many grants as possible.

I would like to work on a strategic plan starting in 2023 and include community stakeholders. The project will be 55-75 pages.

**Transfers:** We are starting to take more hospital transfers and outside district calls. The AIC is using sound judgment when accepting transfers out of the area.

**Contract with Blake:**

The board requested clarification on several articles within the contract.

Chief Thomas clarified that Blake with be part of the organization as an independent source.

The board requests the lawyer look over the contract again to ensure legality. A suggestion was made to name him “Fire Chief’s Delegate).

There is concern about the wording on the 30-day notice. Chief Thomas helped to clarify, and a discussion followed.

Blake wants to go away from paper checks and have most payments online.

Blake will be responsible for Bookkeeping, Audits, and EMS billing. His fee is $5,000 monthly. His business is licensed and bonded.

Request for a virtual board meeting to approve the contract.

President Heidt did ask if any member was uncomfortable with this contract, and there was no negative response.

**Treat no Transport:**

Strong consideration to suspending fees for lift assists. Chief Thomas would like a subcommittee to evaluate this fee. Ideally, looking for a new plan to staff is not being overused on lift assist calls. President Heidt mentions use vs. abuse. Vice President Bottenberg motion to suspend fees (amount of time TBD), Director Gutbrod 2nd. Approved.

**Good of the Order:**

Chief Thomas notified the board that McMinnville is purchasing a new ambulance and would like to use the 2012 Sheridan ambulance. An IGA would be written that shows they would maintain and service this ambulance. In case of a mechanical issue with the other ambulances, 2012 would be returned to Sheridan. Board Approves.

Director Cooley is requesting the fire district building be available to Sheridan Rotary for the upcoming meeting. The Monroe Event Center has closed, and they need a meeting location. They meet once a month.

Chief Thomas has ordered signs for upstairs due to ADA compliance issues.

Motion Cooley, 2nd Bottenberg. Approved.

**Motion to Adjourn:**

Cooley, 2nd Gutbrod. Meeting adjourned: 20:37

**Emergency Virtual Meeting**

Present:

President Heidt

VP Bottenberg

Secretary Van Wert

A quorum is present.

Absent: Excused

Director Cooley

Director Gutbrod

Chief Thomas and Blake Jameson are also present.

Contract changes were made and sent to our lawyer for approval. Blake also made and approved changes.

Appendix A Bullet 5 was requested to be expanded to include payroll processing. Secretary Van Wert would like this item to clarify that consultant shall process payroll utilizing QuickBooks payroll as necessary to complete all aspects of payroll. This would include filing quarterly payroll taxes.

President Heidt motioned to accept the current contract and approve Chief Thomas to sign this contract. Secretary Van Wert 2nd. Approved

Motion to adjourn the virtual meeting:

Van Wert, Heidt 2nd.

Adjourned at 20:34