

Sheridan Fire District  
Board Meeting  
11/08/2022

The meeting was called to order by Tammy Heidt at 6:35 p.m.

Members Present: Harry Cooley, Tammy Heidt, Ray Bottenberg,  
Members Absent: Pete Gutbrod (excused absence)

Others Present: Chief Les Thomas, Division Chief Phil Riggs, Blake Jamison, Marguerite Alexander, Sarah Druery

Approval of minutes. Harry moved and Ray seconded a motion to approve the minutes from the October 11 board meeting. The motion carried.

Financials for last month.

- We received some conflagration money.
- There have been a lot of maintenance issues this past month.
- Blake printed out the budget vs. actuals – checks and deposits which he used to rebuild QuickBooks. Everything lines up with the budget until the audit comes in which should be any time. He is hesitant to add the carryover amount until the audit is here. The beginning fund balance in the adopted budget is \$665,000.
- It is unknown how the audit is coming along. Blake explained that Susan was working with that.
- Seismic upgrades. We are looking at approximately \$121,000. The remainder is what we have put in for the school. We are waiting for one architectural stamp. (They changed from structural engineer to a new stamp which is to be sent to Gloria by mail. She will take a picture of it and then let us know.) Chief Thomas took photo of the plaque on the wall. Gloria was very pleased.
- Tammy asked Blake if we are on track now. “Things look great,” replied Blake.
- One task has been to reenroll all the health insurance companies. Usually it takes a couple months before the new info takes over. We are actually over \$800,00 in ambulance revenue which is more than anticipated at this point given the hiccups caused by the transition.
- GTE money originates from the federal government. We are setting up relationships to get additional GET money. That should be substantial.
- We are still getting bills for things that were not paid from the last budget.
- Seismic grant paid, AFG grant for radios.
- The District is in a great spot. Blake said. The ending fund balance will change substantially. Chief: We are going to make some adjustments – AFG Radio grant.

Ray made the motion to approve the financials. Harry seconded it. The motion carried.

No audience participation.

## Old Business:

### 1. Seismic Grant.

We've asked for the final, final reimbursement. Glory has seen the final numbers and has not found any fault in them so far. (Gloria is known to wait.) The money is about \$121,000. We will keep a 5% hold out until the final punch list is complete.. DSL final payment. Waiting for architect's final check (off). Then we can put this final chapter behind us. Replaced door yesterday. The punch list is nearly complete. Chief has a few things left to do. Chief has been assured they will come back. We don't distribute the money.

### 2. FireMed.

- A report was sent out to the board members with explanation. Life Flight has been slow to get information to current members and respond to questions and concerns. Chief asks that we give it until Friday. Tammy has been addressing it on the Facebook Community page. (Starting last week.) Chief believes we are giving the community the best service – good rates—by partnering with Life Flight.
- Staff have requesting clarification for complimentary coverage for paid staff. Tammy has a concern. Little things keep popping up. She feels it should have been negotiated in their bargaining unit contract. She said she has no problem with charging paid staff If they want coverage, at the rate the district would be paying. I don't have an issue with them paying what the district would pay. Chief agreed that is a fair evaluation. Offer it to them at \$18.75 (District cost). We're going to have to bargain for some items in the near future. The truth is Chief said he didn't think about it. Doesn't think they did either. We try to make sure there is no difference between the two. But the volunteers give of their free time. Don't want to set a precedence. Offer it at the rate the district pays. Chief has been putting the honorees to work. Not a money issue—it only a few hundred dollars. Harry agrees with Tammy. She asked us to keep the board posted – re Fire Med.

### 3. Community Outreach Report.

- Tammy was very impressed with our participation at the Willamina Trunk or Treat. No volunteers were available, but Donna went on her own. She said "Thank You!" to Donna. It was well attended.
- First Aid and CPR classes to be offered to the community.

## New Business:

### 1. Resolution No. FY 2022-23-01 Designation of CEO, CFO and Budget Officer.

An addendum to the resolution was made adding Phil Riggs as a confidential employee. The motion was made by Ray to approve the resolution with the addition of Phil Riggs. Harry seconded the motion. The motion carried. (Les to make changes to the resolution tonight before having it signed.)

### 2. Bid on ambulance chassis and remount.

The fire district received three quotes per state law.

- Arrow out of Rock Rapids, Iowa had a bid of \$270,800. New chassis with remounted box. (It would cost approximately \$320,00 new.)
- Elite Ambulance out of Minnesota at \$183,00. (Mount a different box on the chassis.)

- Braun NW, \$157, 741. Chehalis, Washington. Same company that made our box. Ford 450 4X4 Chassis. Reports indicate they are doing well. It is an XLT. One step up from the base model. It is a diesel. When they get the verification for the vin and the build, we would take the chassis to them to begin dismounting it and getting ready to remount the box on the new chassis once it is ready. 90% payment is due upon the receipt of the vehicle. We would have 30 days for the balance. (90 days after new chassis is received.) We are on the build list. They haven't opened the queue yet. It will be for a certain chassis with a certain weight limit. Our cost is locked in pending board approval. This is the best price, the closest to us and is a product we are familiar with. It is Oregon Health Authority certified. (Tammy relayed Pete's comments since he was unable to attend.) Pete has been a holdout for the Dodge but said he has heard that a lot of Dodges are having problems with their transmissions. Pete is good with the decision to go with the Ford chassis from Braun. We will get the 2012 chassis back. We could look at putting a flatbed on the chassis and replacing a brush truck (1996) in Buell without the cost of a new vehicle. Chief said this will give us a 2 or 3 year window to put money away to purchase a new brush rig. We do have access to the overhead crane at the CEC Building to put a flatbed on it. Chief will get a bid as soon as he can.

Harry made a motion to approve the bid from Braun NW. Ray seconded the motion. The Board authorized Chief Thomas to initial it and get the process started. The motion carried.

For the good of the order – A citizen has reminded the fire district of the Christmas spirit. We are going to have Christmas lights on the fire station. Lights will be hung commercially and will cost \$1346 and change. The Board had no issues with that.

### 3. Polk County Defense Board.

The District received a lengthy agreement from the Polk County Defense Board covering intracounty mutual aid responses. It is standard in nature. Chief Thomas is not asking for action tonight but is asking the Board to read it. We will get a copy to Harry if he did not receive one. Chief Thomas had a discussion with Chief Warden...about it being okay to bill for transports if you come over and help. It is important to make sure all bases are covered. In the past, a handshake was adequate. Chief wants to make sure that is included in the agreement.

We are waiting for a mutual aid agreement from Yamhill County. Chief would like it to mirror Polk County's agreement.

4. Tammy asked to skip ahead to the Chief's evaluation. Chief Thomas reached out to a friend who is a fire chief. He wanted something with subjectivity and objectivity for discussion. Chief wants to discuss his shortcomings as well as his strengths. He presented the Board with the evaluation he received and reminded the Board that it is dynamic and can be tweaked. He asked the board members to take it home to read. Any changes should be sent to Chief Thomas by Dec. 1 so it can be ready to go by the next Board meeting. A date will be set for the evaluation in executive session. Tammy and Ray said they saw no need to send it to the lawyer. Ray asked if there was any statutory time limit. Although there is not, it should have been done in October.

5. Fifth Board member

The District received a letter of resignation from Carol Harlan van Wert. Tammy read it for the record. Carol asked for it to be effective 10/12/2022. Her term runs until June 2025.

Harry moved to accept Carol's resignation. Ray seconded it. The motion carried.

The Board discussed how will the position be filled. Options include appointment, opening it up to applicants or just waiting until the election in May. Harry wants to go through the application process and consider someone who wants to be on the board. Ray agreed. Tammy printed out the ORS governing Board vacancies. Tammy explained that we can have an executive session to review the application, then appoint during a regular meeting. Since the regular election year for fire board is in 2023, whoever the Board appoints to the vacancy would have to run for election next spring and would need to apply in March. Their position would expire the end of June. Harry doesn't feel comfortable leaving the position open that long. The Board asked that the board vacancy and an application be posted on the website. It will close by the end of November. Chief is to get copies of the applications to board members. It will be discussed in executive session at the December at board meeting. The appointed applicant would begin in January.

A motion was made by Tammy to open up applications to fill the Board vacancy. It will be open Nov. 10 – Nov. 30. The Board will review applications prior to regular December meeting during an executive session which will be scheduled. Harry seconded the motion. (Will need to Chief to reach out to SDAO.) Something basic. Must reside in the District or own property within the District. Chief to put application together and send it to the Board for review.

To be discussed at the next board meeting

- Internet woes. We are currently operating at an upload speed of 8. Normal is 25 with basic functions. Our current system is affecting some of our reports and systems. Fiber optics will take us to a gig which is 1000. The cost: \$600/month with a contract. StarLink requires a \$99 deposit. The reports of those using it are great. For the fire district, phones, dispatch, radios, all use data. Chief Thomas talked to Patty from YCOM. She said that in a few years all our apparatus will have computers in the rigs. The reviews from Sheridan School District are positive. \$125/month for Starlink. Unfortunately it is not yet available but coming soon. The closest connection is on S. Bridge St. at the Chinese restaurant. Will have to run it from there. Chief's recommendation. If we find that right one, we could stack. Purchase of equipment \$599 StarLink. Chief Thomas will do more research.
- Chief Thomas told the Board that after some research he found out the District is paying for 12 phone lines for \$300/month. CenturyLink recognized what we have for Wi-Fi in Buell. Chief Thomas is trying to determine the physical location for those lines so we can turn off the ones we are not using. Harry said he can check when he gets home.
- The phone number listed in the new CenturyLink county-wide phone directory is wrong. It is listed as 503-843-0911.
- Our SDAO Insurance is requiring additional safeguards to prevent Cyber attacks. The District must prove that we have the correct firewall and necessary safeguards in place to prevent

ransomware. It's going to cost money, \$6, 000 to \$15,000/year. Currently we spend \$250 to \$450/month. It's actually an ORS. Managing the emails. We currently use Streamline for our website as it is SDAO compliant. We need to come up with something that better meets our needs.

- We do not have a contract with our IT. We need to do an RFP for three competitive quotes for our future IT provider that ensures compliance with SDIS and meets our financial needs.

A motion was made by Ray to adjourn the meeting at 7:58. Harry seconded the motion. The motion carried.

Respectfully submitted,

Marguerite Alexander, Administrative Assistant