



# SHERIDAN FIRE DISTRICT

## REGULAR BOARD MEETING MINUTES

November 09, 2021 - 6:30pm  
Main Station at 230 SW Mill St., Sheridan, Or 97378

Meeting called to order by Vice-President Tammy Heidt , followed by flag salute.

Rollcall: Board attendance: President Harry Cooley-virtual, Vice-President Tammy Heidt, Secretary Ray Bottenberg, Directors Carol Harlan, Pete Gutbrod

Staff Attendance: Chief Les Thomas, Deputy Chief Larry Wooldridge, Office Admin. Susan Shepard

### Approval of Previous minutes:

- \*10/18/21 Regular Board Meeting minutes – with rewording in IT/Phone paragraph (New Bus-A)
- \*11/02/21 Special Board Meeting minutes

**Director Harlan** - motion to approve minutes with rewording in IT paragraph

**Director Bottenberg** - second

**All in favor, minutes approved**

**Approval of Financials:** Chief Thomas thanked the board for being patient as we are still unraveling things; looking into several bills not paid prior to Oct. 1<sup>st</sup>, separating charges, working on the 40/40/20, etc.

Discussion regarding; severance package paid, check stop payment, not having admin rights relinquished even though it was known since August, cancelling cell phones, copier(s) issue, seismic grant monies having own fund and not mixed in with other monies for accountability and checking with Dept. of Revenue on process, next year's budget having Deputy Chief Wooldridge involved – budget is not as it should be, cleaning it all up-just takes some time.

**Director Bottenberg** - motion to approve financials

**Director Harlan** - second

**All in favor, financials approved**

### OLD BUSINESS:

#### A. Seismic:

It is started, as is visible around us, still do not have drawing back for the living quarters yet, holding up mechanical, HVAC, electrical – hope to have them soon. Bathroom going in at Buell, conex to be delivered next week then office will move out there.

DC Wooldridge stated he is working with DSL (contractor) and we will move as much as we can then they will move the rest and shuffle stuff around.

Chief Thomas said that this will be our last meeting here, possible move to bays at Buell.

Director Harlan asked if Chief Thomas had been sworn in – answer not yet – she stated that it needs to be done, plan and put on next month's Agenda.

President Cooley asked if there was internet at Buell - Chief Thomas replied – yes, First Net with AT&T

#### B. Sick Leave for Lateral Employees:

Chief Thomas – stated he has talked to the lateral employees and they don't want holiday and vacation. He wants to be clear – dollars going back and forth between us and SW Polk was multiple times. He built a system

in Crewsense that will track accruals, but we promised them that we would help. Agreed a couple shifts in case of an emergency so he needs direction.

Vice-President Heidt – stated originally, we were going to make it whole but not wanting to set a precedence but would agree to a couple shifts.

Directors asked if they were okay and Chief Thomas answered yes, but to be clear Chief Hertel told them that if they went to SW Polk, he would let them keep it then didn't. Chief Thomas said he always preaches 'Do the right thing' and he would like to give them something. Frontload, one time, suggest 48 hours. Board agreed.

**Director Harlan** – Motion to do a one-time front load of 48 hours sick accrual for the three lateral employees.

**President Cooley** – Second

**All in favor, motion approved**

#### **C. Levy:**

DC Wooldridge stated that he has been working on finding a sustainable amount for the community and to provide for their protection. Original consideration was \$1.99. (handed out a worksheet showing estimated levy revenue) Stated he and the committee would have liked to get the number below that but just couldn't for Sheridan Fire to get hose, employees, SCBA's, staff 2<sup>nd</sup> Ambulance, PPE, etc. the group decided to stay with this amount. We need to get all of the information out to the community of the benefits and actual cost.

DC Wooldridge did want to clarify that the district's permanent rate is \$1.1188 and the current levy is 35 cents. This new levy would be replacing the current 35 cents with 87 cents.

If the board is in support of this, then he will calculate the approximate cost for homeowner.

Consensus by all the Board of Directors.

#### **D. Auditor:**

Discussion on needs, where we are at, Accuity does know the mess of the 40/40/20. Questioned if did the three-year contract and if they would lower the cost for second and third years since it will be cleaned up.

If they will then Director Harlan and President Cooley said they would agree to Accuity.

#### **E. US Bank and Signers:**

Director Harlan stated that she has signed all paperwork to get previous admin off the account.

For First Federal need to have Susan and Tammie Waters added as non-signers but authorized for access.

**Director Harlan** – Motion to authorize Susan Shepard and Tammie Waters to be added to account as non-signers to bank accounts.

**Director Bottenberg** - Second

**All in favor, motion approved**

#### **F. West Valley Fire Info/Update:**

Chief Thomas stated that he has been approached about covering – President Cooley is to visit with West Valley Fire's Board President Greenhill. WVF is reviewing a 190 to present to SFD and President Cooley went over our concerns.

Discussion: what we would need, asked for a plan not an agreement, lots of misinformation out there, SWP is going to have representation on Stakeholders Committee, total transparency has to happen-hasn't been happening, need information upfront if we take them on but cannot be detriment to our levy, Chief Hertel and Brd. Pres. Greenhill have already had attorney draw up IGA, Tribe helped us on a call-did not jump it we asked for help, SFD does not have riff with anyone, plan for transparency to community, etc.

Chief Thomas said there is a meeting at 8am in Willamina with the City to discuss how we can help.

## **G. ASA:**

Chief Thomas stated that this discussion leads into the ASA. He spoke at the OFDDA Conference in Ashland on consolidations. He told them that the key is honest, clarity and complete communication.

Director Harlan asked about Sheridan City Council since that was the breakdown before – no communication.

Chief Thomas replied that we will get the info out and this is Yamhill and Polk County, not just covering the city.

## **H. Volunteer Committees:**

Chief Thomas stated that he has discussed sub-committees before, this is involving a board member, admin, labor, volunteer to have involvement. All will have a say. He wanted to let everyone know that with labor relations coming up, interviews, hiring, all working side-by-side this committee will be formed in the near future.

President Cooley asked if we will be sharing Civil Service Commission.

Chief Thomas answered that he will be asking our attorney if we share the List. Susan is Chairman of the commission currently, but Chief Hertel seems to think that this is a conflict, and he is asking their attorney.

## **I. Lease of Building:**

Chief Thomas said he wanted to add this to the agenda – wanted to report that he was asked to finalize the Lease on the building, and it is done.

## **J. Conflagration:**

Chief Thomas asked DC Wooldridge if he would talk about conflagration.

DC Wooldridge began by asking the board to hear him out before passing judgment. He handed out a cost-share worksheet of what Sheridan Fire should receive. He highlighted the areas of discrepancies between what Chief Hertel had submitted and our calculations. The next step is a legal dispute. DC Wooldridge has sent Chief Hertel an email with the worksheet and asked for comments – he hasn't heard back yet. Polk is the host agency, and they will get the monies from OSFM and write a check to SFD. However, until this is clarified it is on hold with OSFM – once it is agreed on and we give the go ahead they have 30 days to get reimbursement to us.

## **K. New Ambulance:**

Chief Thomas handed out pictures of the new ambulance and the updated invoice showing additions to get it up to spec, additional \$2,400. It is Salk Lake City then it will be here, not sure when.

**Director Gutbrod** – Motion to approve payment for ambulance of balance due \$246,042.95.

**Director Bottenberg** - Second

**All in favor, motion approved**

## **NEW BUSINESS:**

### **A. Surplus Vehicles:**

DC Wooldridge – stated that we are significantly over in apparatus and looking to surplus some, but it has to be done by resolution. Current rescue – addressed mechanical issues and used as a second out rescue, paying insurance on it and it's not used. Tender is in the same situation, but he will check with ISO on rating effect. Need to get the fleet down to a manageable size and useable. Yukon needs to be safe – possibly donate to OK Towing - pay volunteers \$200 – they can cut up for training. Discussion followed but Chief Thomas assured everyone that the volunteers will be involved with the decisions.

### **B. Negotiations subcommittee:**

Chief Thomas stated that this is being formed in the near future. A board member will also be on the committee, asked them to think about who this would be. Volunteers will be informed but not on the committee.

**Other Items:**

Staff – Chief Thomas, DC Wooldridge and Susan all would like to ask the board if they would consider the 15<sup>th</sup> and the 25<sup>th</sup> for check signing days? This would help staff out, get bills paid on time, and give the board members time to not be distracted during the meeting by having to sign checks. And if there was ever a question on a check it would be held out. Board said they would be okay with this process.

**Comments:**

Volunteer Michaelson - stated that likes the new admin and thanks the board for moving forward, staying positive. The volunteer numbers are down but they are beginning to get people back. Hopes soon the volunteers will have quarterly reports for the board.

Chief Thomas stated that he appreciates the ones who stuck it out and wants full transparency. That means that everything doesn't have to go through him, they can speak to the board and vice versa – just 'do the right thing' and that includes him.

Cody Coonrod - stated that the volunteers operate under emergency situations. They are waiting for the state to give them their 501c3 certification. They had to stop the process of it being taken from them. He also wants everyone to know that there is a vast knowledge between the volunteers, so use them.

Larry Deibel – Suggested that there be a re-dedication of building after the seismic.

Chief Thomas – handed out quote for new vehicles – stated that he inherited a really good deal for two 2022 vehicles. Could be purchased with conflagration monies.

Discussion by board from all angles of consideration. Couple of volunteers stated, they do not have a vehicle and could use one of the vehicles the chiefs are driving now, feels this is a great opportunity, these are made for police and fire, lights-skid plate installed, won't have to alter so which messes up warranty. Very little cost to outfit both, for ready-to-use. Chief Thomas said he wants board support or not purchasing. Board asked public in attendance what their opinions were; they felt that this was a good deal but also a delicate one with a new levy coming up, it could be sold to the public via good communication, need reliable vehicles and this is almost a plug n' play situation, have a plan to educate the community, clear to the public that these were not purchased with tax dollars but rather proceeds from conflagration. Final decision from the board is to move forward with the purchase – since they are 5-6 months out this gives us time to communicate to the public ALL the things that are happening; seismic, ambulance, vehicles, staffing, levy, etc.

Chief Thomas stated that we will and will continue to educate the public/community on things we do!

**Director Gutbrod** – Motion for Chief Thomas to pursue this and slow-walk it and put down a refundable deposit of \$1,000 each if necessary.

**Director Harlan** - Second

**All in favor, motion approved**

**Audience participation** – nothing further

**Agenda Items** – ASA, Seismic, WVVF

**President Cooley** stated that he wanted to apologize to those who tried to login to meeting last time. We tried a new platform and had some issues – which we have corrected.

**Director Gutbrod** – Motion to adjourn meeting.

**Director Bottenberg** -Second

**Meeting adjourned at 9:28pm**

Minutes by Susan Shepard