



SHERIDAN FIRE DISTRICT

REGULAR BOARD MEETING MINUTES

December 13, 2021 6:00pm

Sheridan High School: 433 S. Bridge St, Sheridan, OR 97378

Swearing-In ceremony for Fire Chief Thomas and Deputy Chief Wooldridge
Followed by Regular Board Meeting December 13, 2021

6:00pm - Meeting called to order by President Cooley, followed by flag salute.

Swearing-in ceremony by State Fire Marshal Mariana Ruiz for Fire Chief Les Thomas and Deputy Chief Larry Wooldridge. Pinning of badges by family members followed by congratulatory time and refreshments.

6:30pm – **Regular Board meeting convened.**

Roll-call: Board attendance: President Harry Cooley, Vice-President Tammy Heidt, Secretary Ray Bottenberg, Director Carol Harlan. Absent: Director Pete Gutbord.

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

Approval of Previous minutes:

- *11/09/21 Regular Board Meeting minutes
- *11/19/21 Special Board Meeting minutes
- *12/07/21 Special Board Meeting minutes (colored wording proposal letter to be attached)

Vice-Pres. Tammy Heidt - motion to approve minutes with attachment of letter

Director Bottenberg - second

All in favor, minutes approved

Approval of Financials:

Susan Shepard - stated that she included four reports, the board could decide which reports they would like to see every month, or if they wanted all of them. They are; Check Detail, Deposit Detail, Budget vs Actual and Profit & Loss reports. After discussion the board decided they would like to see all of them.

Vice-Pres. Tammy Heidt - motion to approve financials

Director Harlan - second

All in favor, financials approved

We will be establishing a Seismic Grant Reserve Fund where all expenses and reimbursements will be tracked for total clarity. Based on the advice from the Dept. of Revenue there should be a Public Hearing to handle the supplemental budget amendments properly.

OLD BUSINESS:

A. Seismic Update:

Deputy Chief Wooldridge - The project is moving along well, there are metal studs upstairs instead of wooden ones. DSL (contractor) is ahead of schedule and hopes to have the downstairs done by February and then they will figure out the upstairs. Discussion of options for front office remodel.

Rolls of plastic sheeting will be delivered next week to partitioned off part of the CEC building to help with heating and keep cost down.

B. Levy:

DC Wooldridge said that he plans to get together before the holidays. They were hoping to stay under \$2.00, however it is looking like it might be \$2.05 not \$1.99 as the total amount, We will ask for what we need and no more. Would like to get one member of the public on the committee, then after the first of the year we will get the people out to help get the public informed. We need equipment, hose, PPE, etc. but majority will be for staffing. Sustainability and viability of Sheridan Fire District and long-term goals.

C. Auditor Contract:

A contract for audit has been signed with Accuity Accounting, LLC. They performed the previous audit and have a good foundation of what has been done. They will be filing an extension for us.

D. West Valley Fire Info/Update:

Chief Thomas stated that at the WVF meeting the Tribe submitted a contract which was approved – 50K a year and then ownership of the ambulance is theirs.

Chief said Sheridan Fire's proposal is 250K with a 30-day out. There was discussion back and forth and then Chief said he spoke to our attorney Eileen and she can have a draft by tomorrow afternoon or the next day. He said she also said it is an IGA between two government agencies not a contract. When the final IGA is done Chief will send it out to the board then call a Special Meeting to review and discuss. Time crunch, January 1st isn't far away.

Chief Thomas reported that at the Polk County ASA meeting Commissioner Pope was very complimentary, said the direction Sheridan Fire is moving is good, how we have handled this and offering to help – keep up the good work. Pope also stated that he still hasn't received a plan yet. The Yamhill County ASA meeting is the 17th. Sheridan Fire and the Tribe are just a band-aid to help them get on their feet.

NEW BUSINESS:

A. Contract for services with West Valley Fire - this was covered in conversation previously.

B. Board Policy and Procedures:

Director Harlan handed out part of the SDOA Board Duties and Responsibilities as a reminder to the board that each member is equal and they need to maintain a 'no secrets, no surprises' way of doing business, with openness and honesty between them.

Vice Pres. Heidt stated that she would like to go back to Old Business. She has been thinking about the check they signed in September and thought they stopped payment on it, but amount was larger than had been presented to her. At that time Sheridan Fire was not the host agency so they should have only paid SWP 40% not the whole \$82,773.65.

Discussion – take the sick leave out, employees that were already gone we should never have paid it. It comes out that Sheridan should only have paid approx. \$12,143.44. Several scenarios were discussed where monies were inappropriately kept and paid out. Would like to handle it one of two ways; ask for balance to be paid back or we take it off of what we owe.

Vice Pres. Heidt stated she would like a motion to have the reimbursement of approx. \$70K be paid within 30 days and if it's not paid go to attorney. Feels this has to be addressed, it is not right for the community and their money – this is theft of funds. Board said this should all be written out with complete documentation made.

Vice President Heidt - motion directing Chief Thomas to draft a letter stating that we overpaid and want reimbursement within 30 days, if not it goes to Eileen.

Director Bottenberg – Second, if info is correct.

All in favor, motion approved

President Cooley stated that he has already talked to Southwest Polk Board President Rod Watson about this. Eileen's letter to Pres. Watson went to Chief Hertel and there has been no response back from them. SWP needs to decide what they are going to do.

Board agreed that all correspondence now needs to go to all the board members, with Chief Hertel cc'd.

Audience Participation - none

Correspondence – SDAO 2022 Conference brochure is in board packet. Good classes and attendance helps the district with insurance cost. (Best Practices credits) Virtual attendance is offered also.

Fire in Willamina and all four districts worked together well, good response.

Tribe brought ladder truck and helped us put the star on the community tree.

Article in newspaper on our proposal.

We received a very nice thank you from the Japanese school for the Christmas parade. All the kids signed a huge card. (copy in packet)

Chief's Report: Chief Thomas reported;

*from Nov. 1st to today we've had 16 move-ups, mainly to McMinnville.

*he is going to track transfers and how many we turn down due to lack of staffing and report back.

*he is putting together goals for working with WVF and the communities. Maybe a flash-alert to get info out.

*Oct 121 calls - 83% EMS 17% Fire. Nov. 118 calls - 85% EMS 15% Fire - so far the same trend for Dec.

Goal is to be able to support the people, we are on track for hiring, but verifying we can support them first.

Discussion: asked if in Jan. with the IGA going through can the staff be absorbed into the plan for coverage? Yes pending carryover and revenue, which we will be monitoring and also writing grants. Still haven't gotten on FEMA as the admin. Need a plan when IGA is over and have review every 6 months. First year the personnel will be reimbursed. WVF paying quarterly. Discussion on 30 days or 45 days, Tribe did 90 days - feel maybe too long.

Vice Pres. Heidt – Motion for 45 days.

Director Cooley – Second

Question – have a plan to offer more time, good gesture. Discussion.

Vice Pres. Heidt rescinded Motion.

Future Agenda Items: Special Meeting regarding IGA.

Next Regular Board Meeting will be at Buell station, January 11th, 2022 at 6:30 pm.

Director Harlan – Motion to adjourn meeting.

Vice Pres. Heidt -Second

Meeting adjourned at 8:05pm

Minutes by Susan Shepard