

SW Polk Fire District - West Valley Fire District

Joint Regular Meeting Minutes – August 26, 2021, 6:00pm – 15455 Salt Creek Rd. Dallas, OR 97338*

*Meeting was held virtually via RingCentral Meetings.

Board Members Present		Board Members Absent
<u>SW Polk Fire District</u> Rod Watson Keith Moore Frank Pender Bob Davis Bruce Sigloh	<u>West Valley Fire District</u> Rick Mishler Roy Whitman Chris Greenhill Connie Brown Mike Alger (ARC)	None
		Administration Present
		Fred Hertel Christine Talley (V)

(V) – Virtual attendance (ARC) – Arrived after roll call

GENERAL BUSINESS		
Call to Order		President Rod Watson, Southwest Polk Fire District, opened the meeting at 6:00 pm. Each agency has a quorum of directors, which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of Allegiance is recited. Rod Watson leads a prayer for the Breeden family.
Roll call		Chief Hertel calls roll call as delineated above.
Approval of Minutes	Discussion/Action	Board reviews July 8, 2021, Joint Meeting Minutes and August 4 th SWP WVFD Joint Special Meeting Minutes. Motion: Pender Second: Whitman <i>I move that all minutes be approved as presented</i> Motion passes unanimously
Financials (All Agencies)	Discussion/Action	Hertel explains they missed placing June’s financials in the packet, so all they have is July’s. Mishler asks what the \$91,000 for Great Northern Staff Administrators is. Chief explains it’s the name of the company that does payroll. Brown asks for an itemization of the \$51,000 check she signed for SW Polk. She states they used to get a break down of the 40/40/20 split. Hertel explains the breakdown for the \$51,000 is in the financials. Brown says last year she asked for an itemized bill for the attorney for 2020. Hertel says he doesn’t remember hearing that, but he will write it down. Brown says she’d also like to see a breakdown of maintenance to vehicles. Hertel says that is all attached to the check when they sign it. Brown said what she said she didn’t see the breakdown, just a receipt for the amount. Motion: Sigloh Second: Davis <i>I move to approve the financials for SW Polk.</i>

		<p>Watson asks about the bond account balance. He asks to have it next week. Mishler asks for clarification. Hertel explains the account was at \$27,000 because previous financial persons inappropriately did bill pays, and now that it has been reviewed by a third party, they need to move approximately \$236,000 into the account.</p> <p>Motion passes unanimously</p> <p>Brown asks when West Valley is changing from US Bank to First Federal. Hertel explains they need to allow time for the checks from US Bank to clear.</p> <p>Motion: Brown Second: Whitman <i>I move to accept our financials</i> Motion passes unanimously</p>
Audience Participation	Discussion	<p>Patty Books – Expresses extreme sadness for the passing of Scot Breeden. She requests the boards honor his passing by showing respect for their position and the people they represent. She expresses that Chief Hertel has his own agenda and that he is at fault for Willamina’s station being “closed for 7 months”.</p> <p>Harry Cooley – Expresses appreciation for everyone coming together over Scot Breeden’s death.</p> <p>Gary Brooks – Asks how many SW Polk board members listened to last night’s meeting at West Valley. He asks Rod, after sitting through the meeting, what would make him want to join with this board and he joins them he’s no better. Brooks says \$27,000 was given to Chief Hoxie, although the Fire Chief is not allowed to spend over \$5,000 “on any issue” according to board policy. He states last month’s expenses were double. He states the Chief is settling a BOLI claim from a Sheridan employee and he doesn’t think the board should allow the Chief to handle it.</p>
Staff Report	Discussion/Action	<p>Hertel introduces a conflagration policy to compensate administrative staff for overtime, which would allow reimbursement to be sought after from the Oregon Emergency Mobilization Plan for that compensation. He says it was a policy under Sheridan and this would allow it to continue in SW Polk.</p> <p>Motion: Pender Second: Davis <i>I move that we adopt the above policy language effective July 1, 2021, and have it memorialized into the SW Polk employee handbook.</i> Motion passes unanimously.</p> <p>Watson says he understands that there is zero effect on the budget because of this. Hertel says yes, it’s all reimbursable.</p>
IGA	Discussion/Action	<p>Mishler asks why the numbers changed from the 80/20 split to a 60/40 split. Hertel explains what board members received via email was a draft</p>

		<p>IGA form the attorney, and it has been updated today to reflect the staff report from Tuesday’s meeting.</p> <p>Brown states she would like to see why the numbers from the budget committee are not correct. She also objects to West Valley placing an ambulance on another’s ASA.</p> <p>Watson asks Hertel to explain the 80/20 split. Hertel explains that placing a West Valley ambulance in SW Polk would be a decision by both boards. He says if they chose to do so, the cost split would be 80% SW Polk/20% West Valley split to cover the cost of BCs staffing the ambulance for both districts while still providing administrative services. Mishler expresses frustration that Chief Hertel is giving a recommendation when he has asked for one before and been refused. Davis states the Chief is not giving an opinion, that it’s written in a staff report that was requested by the boards.</p> <p>Discussion of sharing an ambulance</p> <p>Alger asks if they can do a 90-day extension to the current IGA to provide staff stability while allowing time to look at numbers.</p> <p>Mishler asks for an explanation of a provisional ambulance license. Hertel explains it’s a license that is quicker to get, but SW Polk would still need an official license. Mishler asks what SW Polk is paying the Chief. Watson says that it hasn’t been negotiated yet. Mishler requests that West Valley be allowed to partake in the negotiations if they move forward with an IGA.</p> <p>Discussion of developing the IGA. Hertel says each board could have a committee of two members to meet and make changes. Discussion of extending the current IGA. Cooley states they’ll lose 40% from Sheridan when they exit on September 30th.</p> <p>Meetings scheduled: September 7th SW Polk at 6:00pm September 8th WVFD at 6:00pm</p>
Director Comments	Discussion	<p>Brown states there are two online classes for board member trainings that she has signed up for, on August 31st and September 7th.</p> <p>Mishler asks for an update on West Valley’s new ambulance. Hertel states the date of delivery has been moved to September 30th. Mishler states he would like a complete understanding of BOLI Claims and they should have an executive session. Whitman requests West Valley have an executive session on their agenda.</p>
Adjournment	Action	Meeting adjourned 7:26pm

Upcoming meetings/events:

- September 7th SWP Special Meeting

Board Packet and Handouts Included:

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- September 8th WVFD Special Meeting
- September 9th SWP WVFD Joint Meeting

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!