

AGENDA

SW Polk Fire District 15455 Salt Creek Rd. Dallas, OR 97338 503-925-4275 swpolkfd.org

Regular Board Meeting

September 8, 2022, at 6:00 PM

Call Meeting to Order

1. Pledge of Allegiance
2. Roll Call
3. Additions/Corrections to the Agenda
4. Approval of Minutes – August 11th
5. Financial Report
6. Audience Participation:
This is an opportunity for citizens to make comments. Clearly state your name and home address and the topic you will address. Questions may be referred to staff as appropriate to be answered at a future time. Time is limited to a total of three minutes and speakers are asked not to repeat what others have said.
7. Old Business
 - A. None
8. New Business
 - A. Legislative Advocacy Policy.....Discussion/Action
9. Chief's Report
 - A. Volunteer's Report
10. Director Comments
11. Adjournment
 - A. Next Regular Meeting: October 13, 2022

*Virtual attendance for this meeting and/or public hearings is available. To attend virtually, please contact the district office 48-hours in advance at 503-925-4275.



Meeting Minutes

SW Polk Fire District

Regular Meeting Minutes – August 8, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

Board Members Present	Board Members Absent
SW Polk Fire District Rod Watson Keith Moore Bruce Sigloh Bob Davis Frank Pender	None
	Administration Present
	Fred Hertel Christine Talley

Virtual- (V) Arrives after roll call- (ARC)

GENERAL BUSINESS		
Call to Order		President Rod Watson opens the meeting at 6:04 pm. SW Polk Fire District has a quorum of directors and will allow deliberation, decision making, and will take public comment per the posted agenda. Pledge of Allegiance is recited.
Roll Call		Chief Hertel calls roll as delineated above
Additions/Corrections to Agenda	Discussion	Watson adds Dallas Contract as item “C” under Old Business.
Approval of Minutes	Discussion/Action	The board reviews the July 14 th Meeting Minutes. Motion: Davis Second: Pender <i>I move to approve the meeting minutes as presented.</i> Motion passes unanimously
Financials	Discussion/Action	Hertel provides an update of the Electronic Fund Transfer (EFT) system for paying bills. Moore asks if payroll is included in EFTs. Chief Hertel explains that PERS and payroll are the only processes not included because they’re automatically withdrawn from the bank account. The board reviews the July financial report. All questions for clarification are answered. Motion: Pender Second: Davis <i>I move to approve the finances as presented</i> Motion passes unanimously Keith Moore declares a conflict of interest on Check number 6830 for \$34.71. Pender amends his first motion: Motion: Pender Second: Davis <i>I move to approve the finances as presented excluding the check to DC Electric</i> Motion passes unanimously Motion: Pender Second: Davis <i>I move to approve the check to DC Electric</i> Motion passes unanimously (Moore abstains)

Audience Participation	Discussion	None
Strategic Plan	Discussion	Chief Hertel states in the last minutes he had said the strategic plan was done in January of 2019, but it was completed in January of 2017, in conjunction with the City of Dallas. He states staff is creating a task list that ties to the plan to keep track of projects and accomplishments.
WVCC Agreements	Discussion	Hertel states copies of the West Valley Communications Center (WVCC) agreement were displayed at the last meeting. He states the attorney pointed out some issues, which WVCC is now working on updating in the agreements.
Dallas Agreement	Discussion	<p>Watson states he met with Dallas City Manager, Brian Latta, last week. He says they discussed the unfortunate circumstance with Chief Brumfield and discussed finding common ground. Watson states they briefly discussed having one district, and what challenges they faced. He states that Latta, Brumfield, Hertel and himself will be meeting together soon.</p> <p>Sigloh asks if there was any response from the city council members regarding the letter. Watson says he hasn't heard anything. Watson states the next meeting is on Tuesday.</p>
2021 Annual Report	Discussion/Action	<p>Hertel introduces the 2021 Annual Report that staff has prepared. He states if the board wants to approve it, staff can publish it online. Hertel explains that to produce the report he has to request CAD data, and it takes time to receive it, which is why the 2021 report was delayed.</p> <p>Motion: Pender Second: Sigloh <i>I move we approve the SW Polk Fire District Annual report for 2021 as presented.</i> Motion passes unanimously.</p>
Union Contract	Discussion/Action	<p>Hertel states they gave a 2% increase in wages starting in July 2022, and a 2% in January 2023, with a 5% bonus to those who have transferred to SW Polk Fire District or who helped get the SW Polk district off the ground as a single entity. Davis states the health insurance change to an HRA VEBA was a big change, giving individual employees more control over how to manage their health care.</p> <p>Motion: Pender Second: Davis <i>I move to ratify the union contract as presented</i> Motion passes unanimously.</p>
75th Anniversary Update	Discussion	Hertel introduces a staff report from Sheila Peirce regarding the progress on the 75 th Anniversary. Pender asks if there will be a charge for the Newspaper insert. Hertel says there is a cost, but the Itemizer-Observer will try to sell advertisements to help cover it. He states the district will be purchasing additional booklets to distribute as well.
Chief's Report	Discussion	<p>Volunteer Report</p> <p>Gillins states the volunteers would like a better plan for them. He states they sometimes feel like an afterthought, without a progress plan. He</p>

		<p>says they would like more leadership from the top. Sigloh asks if the volunteers have been contacted about the 75th Anniversary. Gillins states Jake Rosenbalm is on the committee, along with Alex Clark and Luke Gillins.</p> <p>Chief's Report Hertel states that SW Polk went on a conflagration last week. He says Chief Magers went as well as Andy Loudon, each with a vehicle. He says those two vehicles brought in around \$8,600.00. He states a crew also went with a Type III Engine, including Marvin and Brown. He says they are continuing to struggle with staffing and are currently hiring. He states that vehicle maintenance currently has them without an available ambulance with an EMS license. He hopes by next week to have one in service. He states that Salem Hospital is currently diverting patients much of the time, citing staffing issues. Sigloh asks if the district has been able to respond with a Paramedic and EMT each shift. Hertel states they have had to use only EMTs for about four days, due to staff leaving, sick-time, or needing to take vacations.</p> <p>Hertel states they have three AFG grants submitted, which are starting to be awarded.</p>
Director Comments	Discussion	<p>Moore states he was able to attend the volunteer meeting. He said he was able to answer some questions. He said that volunteers expressed interest in watching recordings of the meetings because they could not attend. He states he feels it is valuable that board members have started attending the volunteer business meetings.</p> <p>Watson asks if there was a response form Sheridan yet. Hertel says no.</p>
Meeting Adjournment		Meeting adjourned at 7:03 pm

Upcoming meetings/events:

- Sep. 8th Regular Meeting

Board packet and handouts included:

- July 14th Minutes
- July Financials
- 2021 Annual Report
- 2022-2023 Union Contract
- 75th Anniversary Staff Report

Finance Report

Southwestern Polk County Rural Fire Protection District

General Fund Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - August, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 General Fund Inflow				
1000.01 Beginning/Carryover Balance	484,691.64	287,000.00	197,691.64	168.88 %
1000.02 Miscellaneous Income		95,000.00	-95,000.00	
1000.02.02 Grants	10,419.68	35,000.00	-24,580.32	29.77 %
1000.02.05 Miscellaneous	4,623.70		4,623.70	
Total 1000.02 Miscellaneous Income	15,043.38	130,000.00	-114,956.62	11.57 %
1000.03 User Fees	18,063.57	565,000.00	-546,936.43	3.20 %
1000.04 Taxes	5,255.38	1,220,000.00	-1,214,744.62	0.43 %
Total 1000 General Fund Inflow	523,053.97	2,202,000.00	-1,678,946.03	23.75 %
Total Income	\$523,053.97	\$2,202,000.00	\$ -1,678,946.03	23.75 %
GROSS PROFIT	\$523,053.97	\$2,202,000.00	\$ -1,678,946.03	23.75 %
Expenses				
1001 General Fund Expenditures				
1001.00 Personnel Services	44,289.13	1,640,000.00	-1,595,710.87	2.70 %
1002 Materials & Services				
1002.01 General Supplies	3,215.13	20,000.00	-16,784.87	16.08 %
1002.02 Utilities	4,258.65	40,000.00	-35,741.35	10.65 %
1002.03 Facility Maintenance	1,396.87	30,000.00	-28,603.13	4.66 %
1002.04 Professional Fees	15,449.56	45,000.00	-29,550.44	34.33 %
1002.05 Travel & Training	242.82	20,000.00	-19,757.18	1.21 %
1002.06 Insurance	621.00	35,000.00	-34,379.00	1.77 %
1002.07 Public Relations	3,373.11	7,500.00	-4,126.89	44.97 %
1002.08 Dispatch Services	11,120.41	65,000.00	-53,879.59	17.11 %
1002.09 Apparatus & Equipment Maint	19,902.75	47,500.00	-27,597.25	41.90 %
1002.10 PPE & Uniforms	2,636.41	25,000.00	-22,363.59	10.55 %
1002.11 Grants		20,000.00	-20,000.00	
1002.12 Conflagration Expenses	19,654.50	5,000.00	14,654.50	393.09 %
1002.14 EMS Supplies	2,356.55	30,000.00	-27,643.45	7.86 %
Total 1002 Materials & Services	84,227.76	390,000.00	-305,772.24	21.60 %
1004 Interfund Transfers		22,000.00	-22,000.00	
1005 Contingency		50,000.00	-50,000.00	
Total 1001 General Fund Expenditures	128,516.89	2,102,000.00	-1,973,483.11	6.11 %
99999.10 Uncategorized Expense	54,414.52		54,414.52	
Total Expenses	\$182,931.41	\$2,102,000.00	\$ -1,919,068.59	8.70 %
NET OPERATING INCOME	\$340,122.56	\$100,000.00	\$240,122.56	340.12 %
NET INCOME	\$340,122.56	\$100,000.00	\$240,122.56	340.12 %

Note

In QuickBooks Net Income = Ending Fund Balance

Southwestern Polk County Rural Fire Protection District

Debt Service Fund Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - August, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3000 Debt Service Fund	260,960.55	721,000.00	-460,039.45	36.19 %
Total Income	\$260,960.55	\$721,000.00	\$ -460,039.45	36.19 %
GROSS PROFIT	\$260,960.55	\$721,000.00	\$ -460,039.45	36.19 %
Expenses				
3001 Debt Services		433,000.00	-433,000.00	
Total Expenses	\$0.00	\$433,000.00	\$ -433,000.00	0.00%
NET OPERATING INCOME	\$260,960.55	\$288,000.00	\$ -27,039.45	90.61 %
NET INCOME	\$260,960.55	\$288,000.00	\$ -27,039.45	90.61 %

Southwestern Polk County Rural Fire District

VSA Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - August, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
5000.00 Volunteer Spending Authority Receipts	48,140.75	54,000.00	-5,859.25	89.15 %
Total Income	\$48,140.75	\$54,000.00	\$ -5,859.25	89.15 %
GROSS PROFIT	\$48,140.75	\$54,000.00	\$ -5,859.25	89.15 %
Expenses				
5000 Volunteer Spending Authority				
5000.06 Volunteer Appreciation Program disbursements	31,165.31	54,000.00	-22,834.69	57.71 %
Total 5000 Volunteer Spending Authority	31,165.31	54,000.00	-22,834.69	57.71 %
Total Expenses	\$31,165.31	\$54,000.00	\$ -22,834.69	57.71 %
NET OPERATING INCOME	\$16,975.44	\$0.00	\$16,975.44	0.00%
NET INCOME	\$16,975.44	\$0.00	\$16,975.44	0.00%

Note

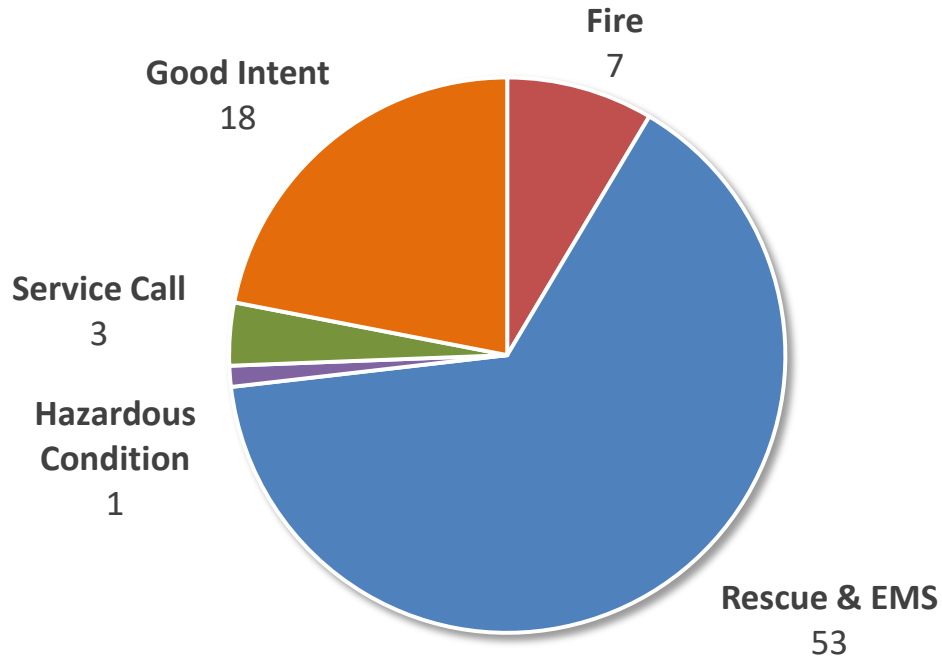
In QuickBooks Net Income = Ending Fund Balance

Chief's Report



SW Polk Fire District

August 2022 MONTHLY REPORT



Fire	
Structure Fire	2
Vehicle Fire	1
Vegetation Fire	4

Rescue & EMS	
Rescue	1
Medical Assist	5
EMS Incident	47

Good Intent	
Other	1
Cancelled In Route	16
Steam/Gas Mistaken for Smoke	1

Hazardous Condition	
Electrical Problem	1

Service Call	
Public Service Assist	2
Move-Up	1

Total Calls 82

Training Hours

Fire 60.5

EMS 14