**SW Polk Fire District**

Regular Meeting Minutes – June 8, 2023 – 15455 Salt Creek Rd. Dallas, OR 97338

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| Board Members Present | Board Members Absent |
| **SW Polk Fire District**  Frank Pender  Bob Davis  Tom Jenkins  Tom Gilson | Rod Watson |
| Administration Present |
| Fred Hertel  Scott Magers |

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

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| **GENERAL BUSINESS** | | |
| **Call to Order** |  | Frank Pender opens the meeting at 6:04pm, 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 was recited during the regular board meeting. |
| **Roll Call** |  | Chief Hertel called roll as delineated above. |
| **Recess the regular board meeting** |  | Frank Pender recessed the regular board meeting at 6:05pm for a public budget hearing. |
| **Budget-Public Hearing** |  |  |
| 1. **Open Public Hearing on 2023-2024 budget** |  |  |
| 1. **Take Comment** | Discussion | There weren’t any written comments received and no one came in to discuss any concerns. |
| 1. **Close Public Hearing** |  | **Motion** Pender **Second** Jenkins  *I move to close the public hearing on the 2023-24 budget.*  **Motion Passes Unanimously** |
| **Additions/Corrections to Agenda** |  |  |
| **Approval of Minutes** | *Discussion/Action* | The board reviewed May 11,2023, Regular meeting; May 18th, 2023, Special Meeting; May 18,2023 Budget Committee Meeting minutes.  **Motion** Gilson **Second** Davis  *I move to approve the May 18th regular meeting; May 18, 2023, Special Meeting; May 18, 2023, Budget Committee Meeting minutes.*  **Motion Passes Unanimously** |
| **Financial Report** | *Discussion/Action* | The Chief told the board that the financials have not been reconciled. The Board reviews the May Financial Report. All questions for clarification are answered.  **Motion** Gilson **Second** Davis  *I move to approve the financial reports as presented.*  **Motion Passes Unanimously** |
| **Audience Participation** |  | None |
| **Old Business** |  |  |
| 1. **Polk County Mutual Aid Agreement** | *Tabled* |  |
| **New Business** |  |  |
| 1. **Staff Report- Union Contract** | *Discussion/Action* | The Board was given the union contract to look over. The negotiation team was Chief Hertel, Chief Magers, Tom Gilson and Bob Davis. Simple negotiations. We gave 4% every 6 months. Increase will happen in November and May instead of July. Which is easier for the district and keeps us with our long-term goal of being competitive with our wages. Maximum vacation accruals did change to 1 ½ times the annual accrual amount.  **Motion** Davis **Second** Gilson  *I move to approve and ratify the contract between SW Polk and Local 4861.*  **Motion Passes Unanimously** |
| 1. **Financial Policies** | *Discussion* | Chief Hertel added a few policies that just came out of Lexipol. The first one is live fire training which we follow the standard for the nation this just updates our policy and makes us compliant. The second one is an unmanned drone policy. We do not currently have a drone policy but if the board wants to adopt one, this would be an appropriate policy. The last one is financial policies which comes from SDAO. The board received draft copies of all the policies to look over and or deliberate and give us direction. |
| 1. **Resolution #2022-23-10** | Discussion/ Action | Chief Hertel notified the board that prior to adopting the budget they need to make a motion to close the volunteer spending authority fund and move any remaining funds to the general fund.  **Motion** Gilson **Second** Davis  *I move to close the volunteer spending authority fund and move any remaining funds to the General fund.*  **Motion Passes Unanimously**  Discussed small changes that needed to be made to the budget.  *I move to approve resolution 2022-23-10 adopting, categorizing and levying taxes as proposed through the budget process, with the changes discussed.*  **Motion** Davis **Second** Gilson  **Motion Passes Unanimously** |
| 1. **Staff Report – Surplus Apparatus** | *Discussion/Action* | Chief Magers reads his staff report stating that SW Polk Fire District currently has twelve (12) various types of fire and EMS apparatus, this number excludes staff vehicles. The number of vehicles we currently have has not changed other than when we purchased the three new engines, in 2021. Based on the number of apparatuses we have, ability to park all of them under cover, and personnel we need to operate them, I believe it is time we consider the surplus of some of our apparatus. We would like to surplus 1 heavy brush, 1 water tender and 2 ambulances over the next 6 to 8 months.  **Motion** Davis **Second** Gilson  *I move to authorize the Fire Chief to surplus apparatus per proposed plan.*  **Motion Passes Unanimously** |
| **Chief’s Report** | Discussion | The Chief discusses the ambulance revenue report and gave an update on our ASA plan. Polk County chose to review the 2022 annual data for each agency to determine if there should be any adjustments to the proposed plan. It will then go through a review/evaluation from the ASA Advisory Committee. Big change for Polk County.  Showed the grant tracker spreadsheet which tracks the grants for which the district has considered applying for or has submitted application for.  Chief Magers has started a pilot project that includes daytime staffing at the Rickreall station from 7-5pm, and the Bridgeport station from 7-9pm. We have also set up all stations with tv’s and speakers to be able to have briefings in the morning.  We have an annual joint conflagration training with Yamhill/Polk in Amity next week.  Staff is still working with SDAO financial advisor and are getting close to signing the paperwork for receiving funds.  Events coming up 4th of July /Krazy Dayz parades and the Polk County Fair. |
| **Director Comments** | Discussion | None |
| **Meeting Adjournment** |  | **Meeting adjourned at 7:05pm** |