

Minutes for Regular Joint Board Meeting on October 8, 2020 6 PM
Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
825 NE Main St. Willamina, OR 97396
Meeting was held virtually via RingCentral Meetings

| Board Members Present | | | Board Members Absent |
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| <u>Sheridan Fire District</u> Scot Breeden Tammy Heidt Brice Ingram Carol Harlan Vacant | <u>SW Polk Fire District</u> Rod Watson Bob Davis (V) Keith Moore Bruce Sigloh (V) Frank Pender | <u>West Valley Fire District</u> Rick Mishler Gary Brooks Connie Brown Chris Greenhill Roy Whitman (V) | None |
| | | | Administration Present |
| | | | Fred Hertel Mariah Prescott Damon Schulze (V) |

| GENERAL BUSINESS | | |
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| Call to Order | | President Rick Mishler, West Valley Fire District, opened the meeting at 6:02 pm. Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda. |
| Additions or corrections to the agenda | | Mishler added "investigation of the board" to the agenda. |
| Approval of Minutes- ALL | Action | Motion: Rod Watson Second: Frank Pender Move to approve the minutes from the joint board meeting from September 24 th . Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously. |
| Roy Whitman arrived at 6:15 PM | | |
| Financial Reports - ALL | Action | SFD Motion: Carol Harlan Second: Brice Ingram Move to approve the financial report including bills as written. Discussion: None. Motion approved unanimously. SW Polk Motion: Bob Davis Second: Bruce Sigloh Move to approve the financial report as written. Discussion: Watson asked about conflagration and grant revenue to clarify that those are only the amounts received so far. Revenue will be added to these line items as new grants or conflagrations are completed. Watson, also, asked about the professional fees already being half spent for the year. Hertel clarified that this was the grant writers fee to complete the Coronavirus Relief Fund (CRF) Reimbursements and that the resolution accepting the funds has already been approved and added money to this line item. Watson asked about the volunteer |

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| | | <p>association’s appreciation expenses. Hertel clarified that those expenses are for the volunteer appreciation program and are usually things like dinner for their business meetings. Moore asked what the pig tracheas were for. These were for EMS trainings.</p> <p>Motion approved unanimously.</p> <p>WVFD</p> <p>Brown asked for clarification on what the \$600 per month charge from “TIAA” is for. Hertel stated this is the lease contract for the copier. This lease is rollover from turning in the last copier before the end of the lease, which increased the new copier’s monthly rate.</p> <p>Motion: Chris Greenhill Second: Connie Brown Move to approve the financial report as written.</p> <p>Discussion: Brooks asked several questions to help him better understand the financial reports. Mishler and Hertel explained some pieces and then Mishler suggested that a workshop be held to educate board members on how to read the financial report.</p> <p>Motion passes with Greenhill, Brown, Mishler, and Whitman voting aye and Brooks voting nay.</p> |
| Financial Review | | <p>Todd Kimball from CFO Selections introduced himself. He was raised in Oregon and is the son of a career firefighter. Kimball was hired by the three districts to review the financial systems and assist with making them more efficient and effective. A report provided by Kimball was distributed at the meeting. The report was reviewed as a group and Kimball answered any questions presented to him.</p> <p>Motion: Chris Greenhill Second: Carol Harlan Move to continue using Todd Kimball to work for 10 hours a month for 90 days at a rate of \$165 per hour and allow the Chief to sign a contract for such work.</p> <p>Discussion: Discussion was held that these funds could come from the CRF and conflagration revenue.</p> <p>SFD- Motion approved unanimously.</p> <p>SWP- Motion approved unanimously.</p> <p>WVFD- Motion approved unanimously.</p> <p>Ingram suggested a report after the 90 days to let the boards know what progress has been made and what still needs done.</p> |
| OLD BUSINESS | | |
| Employee Handbook - ALL | | <p>The handbook has been reviewed and approved by the attorneys. The attorney pointed out that some of the content in the handbook is included in union negotiations so the handbook should not be approved until the union contract is ready for approval.</p> |
| Board Policies - ALL | | <p>Tabled. The policies have been sent to the attorney and the review is not complete yet.</p> |
| 2018-2019 Audit - WVFD | | <p>Balance sheets were distributed at the meeting. The audit has been promised to be done by October 22nd.</p> |
| Billing Ordinance | | <p>Staff are still working on developing options for this topic.</p> |

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| West Valley Fire District | | Memo was provided in the board packet from McMinnville Fire Department to West Valley Fire District. |
| NEW BUSINESS | | |
| Conflagration Resolutions | Action | <p>Motion: Scot Breeden Second: Carol Harlan Move to approve Resolution Number FY 2020-21-08 adopting a supplemental budget. Discussion: Clarification was made that the resolution is removing \$2,752 from the conflagration line item. Motion approved unanimously.</p> <p>Breeden asked for clarification on how the conflagration tracking spreadsheet is laid out. The spreadsheet is just to give a summary of the profits and does not show the calculations to get to those numbers. Ingram asked what extra liability is added to the districts by having a volunteer responding to conflagrations in a district vehicle. This does not add any additional liability than any other volunteers which is covered under the district's workers compensation and automotive insurance.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move to approve Resolution Number FY 2020-21-09 and FY 2020-21-10 adopting supplemental budgets. Discussion: None. Motion approved unanimously.</p> |
| E8911 Surplus | | <p>Staff report was provided in the board packet.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move to surplus E8911 and allow the chief to sign any necessary documentation. Discussion: Clarification was given that this apparatus is already removed from response and is not able to hold water anymore. Motion passes with Harlan, Heidt, and Ingram voting aye and Breeden nay vote.</p> |
| Professional Development Training and Funding | | <p>Mishler distributed a proposed plan to develop a professional development and training program. The administrative staff will be developing this program.</p> <p>Motion: Gary Brooks Second: Bob Davis Move to direct staff to use a 40/40/20 split on \$50,000 to develop and implement a professional development and training program. Discussion: Discussion was held that there should not be funds allocated to the program before it is developed. Harlan and Ingram state that they think it should be budgeted for in the next budget year, which would give additional development time to staff. Motion dies and direction given to the staff to develop a program and bring it back to the board.</p> |
| Not included on agenda | | <p>Mishler asked if there is a date that works for everyone to have a financial document workshop. No date was set, discussion tabled.</p> <p>Mishler expressed concern that the finance officer does not accrue overtime pay while the administrative assistant does. Mishler requests this is reviewed.</p> |

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| Investigation of Board Members | | Mishler requested an update on the investigation about allegations against board members by staff. Hertel stated that the investigation is still on going and that he has no further information to share at this time. |
| COMMENTS | | |
| Chief's Report | | Hertel reviewed the new ambulance services area agreement report and the call coverage report provided in the board packets. Hertel stated he will be taking vacation next week and the last week in October. The four portable ventilators funded by the Spirit Mountain Community Fund Grant arrived this week and will be put in service once training of staff has been complete. The SW Polk volunteers have voted to hold a virtual open house. They also will be hosting a drive through pumpkin pick up at the new Rickreall Station on October 22 nd . Sheridan Volunteers have voted to hold a drive through cocoa pick up after the Christmas Lights parade in lieu of the cocoa with Santa event they normally hold to maintain COVID compliance. Both volunteer associations voted to hold a joint banquet in January. Dallas Fire has notified the districts that they will be exiting the IGA for Lexipol services. |
| Director Comments | | Watson expressed concern that there are still holes showing daylight through the new Rickreall Station. Breden asked how many people have applied to be board members. Four people have applied this far and applications will close on October 14 th . Brown suggested talking to the City of Willamina to get a water bill decrease in exchange for allowing their staff to use an office in the station. |
| Adjournment | Action | Motion: Chris Greenhill Second: Connie Brown Move to adjourn meeting at 10:03 PM. Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously. |

| Action Items/Items for Follow-Up | | |
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| Deliverable | Responsible Party | Timeline |
| Surplus E8911 | Staff | 1-2 months |
| Develop Professional Development Plan | Staff | 4-6 months |

Upcoming meetings/events:

- 10-22-2020 Joint Workshop
- 10-22-2020 SW Polk Pumpkin Pick Up
- 11-12-2020 Joint Meeting

Board packet and handouts included:

- Agenda
- 9-24-2020 Joint Meeting Minutes
- 9-28-2020 Board Presidents Meeting
- Financial Packets for all three districts
- CFO Selections Statement of Work
- Attorney Review Joint Employee Handbook
- McMinnville Fire Department Memo to West Valley Fire District

- SFD Resolution No. FY 2020-21-08
- Conflagration net revenue summary
- SFD Resolution No. FY 2020-21-09
- SFD Resolution No. FY 2020-21-10
- Engine 8911 Staff Report
- Chief's Report

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!