

**Sheridan/SW Polk/West Valley Fire Districts  
Joint Regular Board Meeting  
825 N Main St. Willamina, OR 97396  
July 9, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

**ROLL CALL**

Fred Hertel – SFD/SW Polk/WVFD Fire Chief  
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief  
Les Thomas- SFD/SW Polk/WVFD Division Chief

**Sheridan Fire District**

Scot Breeden  
Tammy Heidt  
Brice Ingram (absent)  
Dennis Rogers  
Carol Harlan

**SW Polk Fire District**

Rod Watson (absent)  
Bob Davis  
Keith Moore  
Frank Pender  
Bruce Sigloh

**West Valley Fire District**

Chris Greenhill  
Rick Mishler  
Gary Brooks  
Connie Brown  
Roy Whitman

**Audience**

Todd Brumfield  
Damon Schulze  
Jason Crowe  
Luke Nodine  
Les Thomas  
Sean Hoxie

Rob Foster  
Jay Payne  
Jake Rosenbalm  
Judy Breeden  
Kenna West  
Scott Magers

Micah Brown  
Joi Bailey  
Carrie Zimbrick  
Susan Shepard  
Michaela Woods

**President Chris Greenhill, West Valley Fire District, opened the meeting at 6:00 pm.**

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

**FLAG SALUTE**

**Swear in Board Member- WVFD**

Connie Brown was sworn into position number 2.

**Election of Officers-ALL**

**SW Polk**

**Motion: Bob Davis Second: Bruce Sigloh**

**Move to keep all current positions in place. Motion passed.**

**Discussion: None.**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**

**SFD**

**Motion: Dennis Rogers**

**Move to keep all officers in their current positions.**

**Motion fails due to lack of second.**

**Motion: Carol Harlan      Second: Tammy Heidt**  
**Move to nominate Tammy Heidt as president. Motion passes.**  
**Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye**

**Motion: Dennis Rogers**  
**Move to nominate Scot Breeden as vice president.**  
**Motion fails due to Scot Breeden declining the position.**

**Motion: Carol Harlan      Second: Scot Breeden**  
**Move to nominate Dennis Rogers as vice president. Motion passes.**  
**Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye**

**Motion: Tammy Heidt      Second: Carol Harlan**  
**Move to nominate Carol Harlan as treasurer/secretary. Motion passes.**  
**Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye**

**WVFD**

**Motion: Roy Whitman      Second: Connie Brown**  
**Move to nominate Rick Mishler as president. Motion passes.**  
**Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Motion: Connie Brown      Second: Rick Mishler**  
**Move to nominate Gary Brooks as vice president. Motion passes.**  
**Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Motion: Rick Mishler      Second: Gary Brooks**  
**Move to nominate Roy Whitman as treasurer/secretary. Motion passes.**  
**Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Approval of Minutes - All agencies**

Volunteer resignation letters provided to the administrative assistant to add to the June joint board minutes.

**SFD/SW Polk/WVFD**

**Motion: Gary Brooks      Second: Roy Whitman**  
**Move to approve the minutes from the joint board meeting. Motion passed.**

**Discussion:**

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye**  
**SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**  
**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Motion: Roy Whitman      Second: Gary Brooks**  
**Move to approve the minutes from both of West Valley's special meeting. Motion passed.**  
**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Motion: Bob Davis      Second: Bruce Sigloh**  
**Move to approve the minutes from both of SW Polk's special meeting. Motion passed.**  
**SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**



SW Polk Volunteer Firefighter Rob Foster spoke on the importance of volunteers and how they would really appreciate being involved as stakeholders in conversations. They are more than willing to help and give input where needed.

Keith Moore leaves at 7:14 PM.

Presentation- Chief Schulze gave a PowerPoint presentation on conflagrations.

## **OLD BUSINESS**

### **Fire & EMS Coalition – All**

This item is left on the agenda at the request of the three boards. No discussion at this time.

### **Fire Authority Model – All**

This item is left on the agenda at the request of the three boards. No discussion at this time.

### **Equitable Sharing- All**

Discussion was held about having a one-time occurrence cap on direct or indirect costs from one district to another, in addition to an annual cap on recurring expenses. Equipment trading should not count toward these caps.

**Motion: Frank Pender**

**Second: Roy Whitman**

Move to acknowledge any direct or indirect expense from between districts, up to \$5,000, as a justified cost of sharing resources between Sheridan, SW Polk, and West Valley Fire Districts. Any expense over this amount will be taken to the Oversight Committee for review on how it will be handled.

**SFD: Heidt; aye Breedon; aye Rogers; aye Ingram; absent Harlan; Aye**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; absent Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

### **Establish Guidance- All**

A five-year timeline, from July 2018 to June of 2023, document was presented to the three Boards with the process for the dissolution and reformation. The question was posed if the vote of the people for the dissolution and reformation was to be held in a November election.

**Motion: Frank Pender**

**Second: Roy Whitman**

I move to direct administration to prepare the three districts for the dissolution and reformation within the next 12-18 months and allow the Fire Chief to sign documents and develop partnerships toward this effort.

**SFD: Heidt; aye Breedon; nay Rogers; aye Ingram; absent Harlan; Aye**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

### **Relief Nursery MOU- West Valley**

No additional notes made outside of the presentation made earlier in the meeting.

## **NEW BUSINESS**

## **Employee Handbook- ALL**

Draft of the Employee Handbook was presented to the three Boards for review. No further action needed at this time to give time for review.

## **Surplus of Ambulance- West Valley**

Staff report was given to the Board recommending that the ambulance (M0412) due to apparatus being at the end of its usable life.

**Motion: Chris Greenhill**

**Second: Roy Whitman**

Move to surplus the ambulance (M0412) per the staff report and allow the Fire Chief to sign any necessary documentation. **Motion passed.**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

## **Board Meeting Schedule-ALL**

Discussion was held regarding moving away from having two oversight meetings and one regular board meeting per month. Instead, it was proposed to do two full joint board meetings for better clarity and transparency between the three Boards.

**Motion: Dennis Rogers**

**Second: Connie Brown**

Move to have two meetings per month on the second and fourth Thursdays of each month with the hosting agency rotating monthly.

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; absent Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

## **Board Discussion Topics-West Valley**

A list of questions was presented to the Chief prior to the meeting. Chief Hertel prepared responses to the questions and included those responses in the Board packets. The question was posed about which district is responsible for backfill, the district that needs the backfill or the district employing the person who is doing the backfill. Chief Hertel will research this.

There was a request to have resolutions ready at the next Board meeting to correct the error budget made in the personnel expenses for all three districts.

Clarification was given regarding the need for Board Members needing to submit public records requests through the same form as the general public. This process allows for proper tracking of records requests. It also follows Oregon Ethics Law.

## **Chiefs Report**

Written report was provided in the board packets.

The request was made to review the phone system to ensure they are getting answered consistently. The administration team will review the phone system.

There was a request made to add Ambulance Service Area compliance to the monthly activity reports. Chief Schulze will do so.

Discussion was held about Chief Hertel joining the SDIS Board of Trustees and it was determined that Chief Hertel does not have time to attend these meetings at this time.

Director Breeden has requested a Joint Operations Review through SDAO. A scope of work and contract was presented to the three Boards. There was a request made to add a review of Board practices to the scope of work.

**Motion: Frank Pender**

**Second: Rick Mishler**

Move to sign the contract with the addition of board practices review to the scope of work.

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; absent Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

### **DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH**

The question was asked if Board Members are mandatory reporters. It was clarified they are not.

It was clarified that the end of the FireMed year is October 31<sup>st</sup> of each year. The Board Members and staff will be covered by the district but will be responsible to fill out their own forms annually to apply for the membership.

There was a request for an update on the Seismic Grant for Sheridan. Currently, the funds are not available yet and Chief Hertel is working with legal council to bring bidding options to the Board soon.

The question was asked about how much time per month Chief Hertel spends on the Yamhill Fire Defense Board as the Fire Defense Board Chief. Chief Hertel spends around 5 hours per month on the Yamhill Fire Defense Board, with two hours of that being Fire Defense Board Chief duties. The other hours are spent doing normal fire chief activities.

A comment was made that it may be time for West Valley to put an ambulance at the Rickreall Station in place of Medic 193 for West Valley to gain revenue from the move up calls. It was determined that this is not what would be best for the citizens, as the Rickreall Station is too far from the West Valley response area.

It was stated that West Valley has a policy prohibiting the Fire Chief from participating in union negotiations. Due to negotiations already having been started, this year it will be allowed for the Chief to continue in negotiations. It was recommended that Board policies for all three districts be reviewed and updated.

**Next Meeting; July 23, 2020 at 6 pm at West Valley Fire District, Willamina Fire Station.**

**Meeting adjourned at 9:26 PM**

**Motion: Scot Breeden**

**Second: Carol Harlan**

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye**

**SW Polk: Watson; absent Davis; aye Pender; aye Moore; absent Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

Respectfully submitted,

Mariah Prescott