**SW Polk Fire District**

Regular Meeting Minutes – March 21st, 2023 – 15455 Salt Creek Rd. Dallas, OR 97338

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

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

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| **GENERAL BUSINESS** | | |
| **Call to Order** |  | Rod Watson opens the meeting at 6pm. 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** |  | Sheila called roll as delineated above. |
| **Additions/Corrections to Agenda** |  | N/A |
| **Approval of Minutes** | *Discussion/Action* | The board reviewed the minutes for February 8th regular board minutes.  **Motion** Pender **Second** Gilson  *I move to approve the minutes for February 8th regular board meeting.*  **Motion Passes Unanimously** |
| **Meeting Recessed 1819 - 1823** |  | Meeting was recessed for a short period to take pictures of all the board members. |
| **Financial Report** | *Discussion/Action* | The board reviewed the February financial report.  **Motion** Pender **Second** Jenkins  *I reviewed the February bank statements and financial reports, I move to approve the financials as presented.*  **Motion Passes Unanimously** |
| **Audience Participation** |  | None |
| **Old Business** |  |  |
| 1. **Oath of Office Bob Davis** | *Presentation* | Bob Davis took his Oath of Office. |
| **New Business** |  |  |
| 1. **USFW/SW Polk Fire Cooperative Fire Protection Agreement** | *Discussion* | Chief wanted to make the board aware of this agreement. It is basically a mutual aid agreement but they are in our district so it really wouldn’t be a true mutual aid but more like a memorandum of understanding. The Chief asked that the board look over the agreement and provide agreement feedback to the Chief and consider the agreement at a future meeting. |
| 1. **Paid Leave Oregon** | *Discussion/Action* | Paid Leave of Oregon insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This plan went into effect in September 2023. We had some preliminary policies already in Lexipol (1130), but it was very generic. After going to a class specifically on PLO at the last SDAO conference we decided that our policy just didn’t define it enough. This policy that is being presented explains the plan a lot better and has procedures in it.  **Motion** Davis **Second** Pender  I move to adopt the Paid Leave of Oregon Handbook addendum as presented.  **Motion Passes Unanimously** |
| 1. **Facility Update** | Discussion/Action | We have all the permits back but at this point we won’t be able to complete the project this fiscal year (2023-2024). The project will continue into the next fiscal year (2024-2025). With this new information the staff requests that we be allowed to complete the project in phases.  **Motion** Pender **Second** Davis  I move that the Local Contracting Review Board direct the Chief to develop our facilities through phases based on budgetary timing and constraints.  **Motion Passes Unanimously** |
| **Chief’s Report** | Discussion | Add to the monthly chart - Response Times – CAD system analytics.  Pay increase for Admin staff.  Succession Planning  Fackler Update |
| **Director Comments** | Discussion | None |
| **Meeting Adjournment** |  | **Meeting adjourned at 7:20pm** |