

**SW Polk Fire District**

Regular Meeting Minutes – June 9, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

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

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

<b>GENERAL BUSINESS</b>		
<b>Call to Order</b>		President Rod Watson opens the meeting at 6:00 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.
<b>Roll Call</b>		Chief Hertel calls roll as delineated above
<b>Civil Service Commission (not on agenda)</b>	Discussion/Action	Chief Hertel states there is one position open on the civil service commission. Susan Shepard’s term ends on June 30 <sup>th</sup> , and she is still interested in continuing. He also introduces Chris Burton as a candidate, in attendance at the meeting.  <b>Motion:</b> Sigloh <b>Second:</b> Davis <i>I move we appoint Chris Burton as a member of our civil service commission.</i> <b>Motion passes unanimously</b>
<b>Budget Hearing</b>		Budget hearing opens at 6:05 p.m.  The board takes public comment. There is none.  Budget hearing closes at 6:07 p.m.
<b>Additions/Corrections to Agenda</b>	Discussion	Rod Watson adds discussion of Sheridan bill under New Business “E”, with Civil Service being added as “D”.
<b>Approval of Minutes</b>	Discussion/Action	The board reviews the May 31 <sup>st</sup> Meeting Minutes. Davis noted that the meeting minutes need to say “second”  <b>Motion:</b> Pender <b>Second:</b> Sigloh <i>I move to approve the meeting minutes as corrected.</i> <b>Motion passes unanimously</b>
<b>Financials</b>	Discussion/Action	The board reviews the May financial report. All questions for clarification are answered.  <b>Motion:</b> Davis <b>Second:</b> Pender. <i>I move to approve the finances as presented</i> <b>Motion passes unanimously</b>

<b>Audience Participation</b>	Discussion	None
<b>Resolution No. FY 2021-22-14</b>	Discussion/Action	<p>The board reviews the resolution adopting the budget for FY 2022-2023.</p> <p><b>Motion:</b> Pender <b>Second:</b> Davis  <i>I move resolution No. FY 2021-2022-14 adopting the budget be approved as presented</i>  <b>Motion passes unanimously</b></p>
<b>Resolution No. FY 2021-22-15</b>	Discussion/Action	<p>The board reviews the resolution of note purchase agreement. Discussion of loan fees. Sigloh asks why Kitsap Bank was chosen. Hertel states that Special Districts Association of Oregon Advisory Services and shopped the loan for SW Polk, finding Kitsap bank.</p> <p><b>Motion:</b> Davis <b>Second:</b> Pender  <i>I move to approve Resolution No. FY 2021-22-15.</i>  <b>Motion passes unanimously</b></p>
<b>Public Hearing</b>		<p>Public hearing opens 6:30 p.m.</p> <p>Accepting comment from the public on surplusng the fire station on 275 Main Street in Rickreall.</p> <p>Jake Gillins asks whether the property has already been sold, Watson explains that they have a bid they have yet to accept, pending the public hearing.</p> <p>Public hearing closes 6:32 p.m.</p>
<b>Resolution No. FY 2021-22-16</b>	Discussion/Action	<p>The board reviews the resolution declaring the property located at 275 main street, Rickreall, and authorizing its sale.</p> <p><b>Motion:</b> Pender <b>Second:</b> Sigloh  <i>I move to adopt Resolution No. Fy 2021-22-16 A Resolution Repealing Resolution No. Fy 2021-22-11 and Declaring The Property Located at 275 Main Street, Rickreall, Surplus And Authorizing Its Sale</i></p> <p>Sigloh requests a summary of the sales agreement. Hertel explains the property was sold to the highest bidder on GovDeals. There is a 5% fee paid by the buyer, which will be paid to SW Polk and then paid back to GovDeals.</p> <p><b>Motion passes unanimously</b></p>
<b>Audit</b>	Discussion	<p>The board reviews the 2020-2021 audit. Discussion of insurance coverage. Discussion of bank reconciliations. Hertel states the district needs to be more consistent on those processes and staff are working on workflow processes. He states the focus this year was cleaning up the three-district split. Hertel states that staff have already started the audit for 2021-2022 so that it can be submitted on time.</p>

<p><b>Sheridan Bills</b></p>	<p>Discussion</p>	<p>Hertel explains that Sheridan submitted a bill packet. He states staff has reviewed the packet and there is much to be contested. Discussion of various charges.</p>
<p><b>Chief's Report</b></p>	<p>Discussion/Action</p>	<p>The board reviews the Chief's Report.</p> <p>Chief Hertel reviews the volunteer association meeting minutes. Discussion of the volunteer reimbursement of FireMed costs. He states that the 75<sup>th</sup> Anniversary committee has set a date for the event.</p> <p>Hertel provides a report of PulsePoint data.</p> <p>Hertel explains that the district is bringing on a full-time replacement for Jorge Duran Estrada, and an additional three part-time employees. They will be onboarding Monday, June 13<sup>th</sup>. He states that the district is pursuing an OSFM grant to fund two employees for Summer help. He states the grant was available June 6<sup>th</sup> and they want Districts to hire potential staff by July 1<sup>st</sup>.</p> <p>Hertel introduces a grant track developed by staff. *Check for Ford Family Foundation Thank you Letter* Discussion of various grants submitted and in process.</p> <p>Chief introduces a letter offering to purchase two of West Valley's used ambulances and one pickup for \$16,000. Hertel explains this would set up the district to be able to have an ambulance at each station, should the district receive the SAFER grant for additional staff. He also states it would set up the district to apply for grants to replace them with new ambulances as well.</p> <p><b>Motion:</b> Pender <b>Second:</b> Davis  <i>I move to approve the letter to west valley for the June 9, 2022, regarding the apparatus purchase of three vehicles and authorize the Chief to make the purchase.</i></p> <p>Moore asks what will be done to store the ambulances. Hertel says the plan is to use a fabric building until they are able to be moved into the stations. Sigloh asks if the letter is authorizing the district to spend the \$16,000. Watson says yes.</p> <p><b>Motion passes unanimously</b></p> <p>Chief Hertel distributes the levy certification document</p> <p><b>Motion:</b> Pender <b>Second:</b> Davis  <i>I move to accept the levy results and authorize the Chief to sign and return the certificate to the County Clerk's office.</i></p> <p><b>Motion passes unanimously</b></p> <p>Chief Hertel states that Christine attended a Human Resources training through SDAO, where she learned that the district is not required to</p>

		host a virtual meeting every time, only if it is requested by a member of the public. He states that language will be placed on the agenda.
<b>Chief's Report (Cont.)</b>	<b>Volunteer Presentation</b>	<p>Volunteer Association President, Jake Gillins, presents a list of questions and concerns by the volunteer association. He states they are asking for the board's help to facilitate better communication with the volunteers, as well as the recruitment of volunteers.</p> <p>Pender responds to concern about recent direction, repair of apparatus, and communication. Sigloh asks if the volunteers have any interest in responding in an ambulance. Gillins states that there are volunteers who are EMT's who would probably be interested. Watson states he understands the need for communication, and suggests that is something to discuss with the Chief.</p> <p>Hertel addresses a question regarding the deed for 275 Main Street. He states there is no designation within the deed that the funds from sale of the Rickreall property must go toward the stations.</p> <p>Jake Rosenbalm states that the volunteers wrote a letter of support for the Levy, but they wanted to make it clear that it wasn't an endorsement for the direction of the district.</p> <p>Watson asks the board members think about what has been presented and be prepared to discuss at the next board meeting.</p>
<b>Director Comments</b>	Discussion	None
<b>Meeting Adjournment</b>		<b>Meeting adjourned at 8:27 pm</b>

Upcoming meetings/events:

- July 14<sup>th</sup> Regular Meeting

Board packet and handouts included:

- May 31<sup>st</sup> Meeting Minutes
- May Financials
- Resolution Number FY 2021-22-14
- Resolution Number FY 2021-22-15
- Resolution Number FY 2021-22-16
- 2020-2021 Audit
- Chief's Report
- Volunteer Business Meeting Minutes