



SHERIDAN FIRE DISTRICT

SPECIAL BOARD MEETING MINUTES

November 02, 2021 - 6:30pm
Main Station at 230 SW Mill St., Sheridan, OR 97378

Meeting called to order by Vice-President Heidt, followed by flag salute.

Board attendance: President Harry Cooley (virtual), Vice-President Tammy Heidt, Director Carol Harlan, Director Pete Gutbrod. Absent: Secretary Ray Bottenberg

Staff Attendance: Chief Les Thomas, Deputy Chief Larry Wooldridge, Office Admin. Susan Shepard

A. Seismic Update/Lease:

Deputy Chief Wooldridge reported that next week the fencing will go up, they are short staffed so will be working with a scant crew next week then will have full crew after that. Roof and siding are scheduled to be completed by Jan 25th, 2022, and the project by April 7th, 2022. As for the District – we are moving forward on the tentative move/lease agreement with the school. We will be installing showers at Station 197 (Buell), which will benefit us with having full bathrooms now and down the road and down the road with growth.

Phones are getting installed in Conex for temporary offices, staff will begin move soon.

Discussion:

Have plans for winter and cold weather – we will have heaters but need agreement signed to begin.

Lease agreement handed out is only a draft form so review.

Seismic Grant is paying for relocation – planning on average of 5K a month, no cost to taxpayers. There is a dual verification in place, which means receipts for everything before reimbursed.

District also wants to clarify that we are only allowed to spend the money per the Seismic Grant Program. If done otherwise there will be no reimbursement and could result in a penalty.

Upstairs: It was asked if we had a bid for updating the upstairs and DC Wooldridge responded with not yet. However, with windows being done some might be covered. Kitchen, dayroom, and bathrooms might be the districts. Prior to any updates for the district the funds will be verified before beginning. Any bids that come in will be run by the board, followed lawfully together.

Chief Thomas - Lease: Attorney Eileen Eakin did the lease, and conflict was discussed, and we are okay. At this time, we do not know the cost for leasing the school yet, but we have had discussion that we could help with their trade program. The school has been very gracious in their help. Asked board members to read the lease over and we can sign at next meeting.

Security was discussed: there are lights, a locked storage in a fenced area, controlled substance is double locked which meets standards, there is a security camera at the house which we will look into this and decide if we think we need to add more.

Insurance will be verified that we do not need to purchase additional coverage.

Director Harlan – Motion to move forward with Lease Agreement as presented, checking on insurance but Chief Thomas can move forward.

Pete Gutbrod – Second

All in Favor – Motion carries.

B. US Bank Signatures:

Director Harlan – reported that Director Bottenberg needed to sign, she will check with bank to see if we can move forward with removing previous administration and get current admin on the account. This is Single-Point with US Bank, and she is working with representative at head office for updates and will get this taken care of and have paperwork to sign.

C. Staffing Needs:

Chief Thomas – Explained that the district has a need and we'll meet it. Data is from linked data we have for the past, but we will be double checking. Looking at three Full-Time Part-Time positions. We'll do a Civil Service Testing later. This will be beneficial to the organization allowing for minimum of two each shift. This will help with overtime and coverage for sick and vacations. When we are able to add these three Full-Time temp, we have a 6-month window, per Civil Service. We have open communication with the Union, which we appreciate, and will not betray that trust.

Vice-President – stated that even if 12/hour shifts we need coverage. Asked if we had possible FT/PT's? Answer -yes.

Director Harlan – asked if the FT Temps would have to apply at the end.

Chief Thomas – responded that yes, we will offer a test. Not certain if current List is available us, it can't go below two. Example: Crissy is a FT/Temp and within the next four months will be doing a test, which will establish a List.

The three will consist of 1-Paramedic and 2-EMT's, full benefit package just not part of the Union.

Pete Gutbrod – stated that we barely have our head above water now and six people in six positions 24/7 is not possible, need more. And when ambulance goes out if there is another call our citizens will have to wait, next ambulance is 20 minutes out. We must look out for our citizens and can't mandate overtime all the time. Hiring is less expensive than excessive overtime, let alone the fact of working our medics too much which lends to the possibility of safety risks and away from their families.

Chief Thomas – made it clear that the district will be looking this over again and also if the chiefs are here and needed they will get on a rig.

Discussion – volunteer base is at a minimum, working on it and looking for volunteers. Cadet Program – District is also looking at this, but the rules have changed regarding minors – but we plan on partnering with the high school program. President Cooley mentioned that his son started in this program at 15 but we do need to make sure we do it right and believes we need to move forward at hiring.

Director Gutbrod – Motion to move forward with hiring of three FT/Temp employees, which will be permanent later.

Director Harlan – Second

All in Favor – motion approved.

Chief Thomas – stated that his goal is to have two ambulances in service – we're moving in that direction but reviewing income/expenses carefully. We are still looking at the 40/40/20 splits. We have 11K from FEMA, CARES and additional COVID money coming in yet. Wants the board to know that this isn't a race, but we will walk cautiously – currently we have about 12 part-time possibilities already.

Director Harlan – stated that she would like to see the Budget Committee more involved – and to get the budget ahead of time so they can review. All agreed.

D. Assisting West Valley Fire:

Chief Thomas – stated that everyone is very aware that our fellow community, West Valley, is in need. We need to talk about how, where, when, etc. for assisting. He's not sure of their plan for ASA, hasn't seen it, but we need to discuss how we are, and we always will help our neighbors as best we can. Keep in mind that every decision has a domino effect.

Discussion/Questions:

Asked Chief Thomas and Deputy Chief Wooldridge if they met with WVF and Tribe Oct. 20th and discussed the ASA. Answer was they did not – the meeting was only to discuss clearing the air and how to work together. It was said that we want to be good neighbors and how can we help you but did not say here is the plan, etc. just offered assistance. Chief Hertel did not say no but he didn't say yes either.

Thoughts:

Stated that this is hard because they all have friends that live in Willamina and want to help. Sheridan Fire has positive things happening, our heads are above water, board is working together with positive attitudes, volunteers are coming back.
Don't want to work with their board.
Don't want this to drag us down.
Their financials aren't good.
At this time, feel mutual is best.
First priority is our citizens.
Not a good time, maybe down the road.
Maybe help them temporarily.
Have clear separation, Sheridan in full control.
Monetary issue.
We are going for a levy and people might say their dollars are going to Willamina.
We are working to gain trust.
What do both Counties Commissioners say – will they take ASA back.
Doing this together and will support Sheridan first.
They need to hire a chief and someone to do their books – they will have issues like we found.
Joint meeting discussion – not at this time.
Feel like they are reaching out at last minute – we've always been here.

Chief Thomas – announced that there is an ASA meeting tomorrow at noon – virtual. So, he might know more after that but currently he doesn't feel that it's right to say 'no' but to at least look at everything, plan, etc. before making a decision. No to a handful of people but yes to the community. All the board agreed

Result: President Cooley will contact President Greenhill and request that West Valley put something (a proposal) in writing and present to us then after we look at it then we could have a joint meeting. Needs to be clear that Sheridan staff only takes direction from Sheridan board and administration. Agreed.

Other Items:

– **Chief Thomas** stated that he had a great trip to inspect the new Horton ambulance. Everything that he pointed out they were right behind him and fixing. It has lots of bells and whistles, will need training. He's glad he is not driving it and it's being shipped. Should arrive the middle of November. (showed pictures-beautiful)

Has an air purifier behind the seat, filters out particles.

Want the public to know that the ambulance was funded with COVID money and some money that the board had set aside over the years in the Reserve Fund.

He also thanked Amber Deibel and Susan Shepard for all their help.

President Cooley – since he is virtual, he wanted to let us know that the new audio system (Owl) is very clear and he can see everyone, when they talk it turns toward them.

Note: after the meeting we were made aware that there was an issue with people being able to get into the meeting with the link – our deepest apologies. If this happens again, please call the district or someone at the meeting to let us know.

Audience Participation:

Gary Brooks – questioned the time of the ASA meeting since the county website said it was Thursday. (we're not sure but he can check) He stated that after he left the Southwest Polk Fire meeting and there is 180 degree change in demeanor. Suggested that maybe Sheridan take over everything, WVF cuts SFD a check and WVF is clear out of it – maybe for a year. Knows it's hard to work with a split board – SFD is in charge of the service 100%. Also stated that WVF had a meeting tonight to review the letter to the commissioners but Chief Hertel could not provide a copy for review, meeting ended.

Agenda Item for meeting on the 9th:

Seismic update

Paid sick/vacation leave for transfers

Audit

Levy

US Bank signers

West Valley info/update

Chief Thomas stated that he is leaving tomorrow to attend the OFDDA Conference in Ashland and will be speaking on consolidations, etc. And will also speak of memory of Dennis Rogers and Scot Breeden.

Director Harlan - Motion to adjourn meeting.

Director Gutbrod - Second

Meeting adjourned at 8:12pm

Minutes by Susan Shepard