

**SHEIDAN FIRE DISTRICT
SPECIAL BOARD MEETING
October 4, 2021 - 6:30pm
Main Station at 230 SW Mill St., Sheridan, Or 97378**

1. Meeting called to order: President Cooley called the meeting to order at 6:30 pm

2. Pledge of Allegiance

3. Roll Call: President Harry Cooley, Vice-President Tammy Heidt, Directors, Carol Harlan, Ray Bottenberg. Absent: Pete Gutbrod

President Cooley Introduced new staff; Deputy Chief Larry Wooldridge and Interim Office Asst. Susan Shepard. Full-Time Office Assistant will start November 1, 2021.

4. Additions of corrections to the Agenda: (none)

5. Approval of Minutes: (will be at regular meeting Oct. 18th)

6. Audience Participation: (none)

7. New Business: Chief Thomas

A. Lateral Staff Leave Status: Discussion on SWP accrual and payout, 3 employee's sick leave and how to make it right, maybe put it back on the employees books, then in future go to other districts for reimbursement.

***Motion** by Director Bottenberg to put the sick leave accrual back on the books for Payne, Woods, and Cummins. All in favor, motion passes.

Vacation hours back – discussed whether they could put it back on books post tax, they could take time off without pay since already paid out, we could put it back on books and if not post tax possibly give them a few more hours to make up for taxes, etc. Decision was made to check on some things and put this on Oct. 18th Agenda to discuss again.

B. Staffing: Currently there is 5 full-time staff and 1 part-time. Will be bringing on a couple temp-part-time EMT's or Paramedic, then in future will do Civil Service and testing.

C. New Ambulance Update: Chief will check on and do some follow-up but it will be coming in October and in service in November. Planning on a ceremony for the public when it gets here

D. Seismic Project: Dep. Chief Wooldridge has done a seismic upgrade before so he will be huge help. School Supt. Vickery said that the school has a large building that we can use and there is house next door to it with a kitchen, but will need to figure something out for showers. Not sure of lease/rent cost yet – possible trade for student EMS classes.

E. Vaccination Status: Has record of vaccinations or exemptions, the deadline is Oct. 18th and will be in compliant.

F. Board Emails: Have several Office 365 emails, wanted to see if need to be paying for all of them, doo the board members want their own, or one to the district, etc. Board members do want to make themselves accessible to the public so will keep their own. Chief Thomas will be getting the website updated.

President Cooley wanted to acknowledge thanks to Christine for her help in getting the technical things set up and help with the phones.

G. Civil Service Commission: We will be looking to fill two positions, will be posting the Notice.

H. Union Update: Union President Michaela Woods read a letter representing Local XXXX stating several concerns/reason's for their vote of no confidence for Chef Hertel.

8. Chief's Report:

*Chief Thomas stated there was some concern over the payout check dated 09-14-21 paid to Southwest Polk, Vice-President Heidt will explain. She stated that she was one of the board members signing checks at the Sept. 14th meeting and it was difficult to give it her full attention while still taking part in the

meeting. She signed the \$82, 773.65 check but had reservations later She asked Mariah for a worksheet for the backup as to how each was calculated. After looking at the worksheet it was decided to put a stop-payment on that check until further discussion could be had. She would like to have clarification as to the hours of accrual at June 30th and how many hours were taken after July 1st when SWP took over being the lead agency. She would also like to see the admin salaries and the 40/40/20 splits for the last two years. (discussion) It was decided that Vice-President Heidt, Director Carol Harlan and Chief Thomas would meet with SWP reps to discuss the payment calculations.

*Chief Thomas said that when the public calls the station they will get a live person. We have a volunteer, Amber Diebel, who has graciously offered to help answer the phones while we get settled.

*It is FireMed renewal time so things are busy. Our promotion ad will be in the Bulletin. Discussion on possibly having a FAQ sheet to help clear up some of the confusion by the public as to what it covers and doesn't. If it is not a necessary or lift-threatening transport FireMed will not cover. If there is a treat but no-transport they will get a \$515 bill. The Board members are complimentary covered by FireMed.

President Cooley adjourned the regular session at 7:30pm and the board will move into Executive Session according to ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Regular Session reconvened at 8:17pm

President Cooley asked for topic's for the next meeting's Agenda:

May Levy

Staffing IGA

Christmas Lights – Chief Thomas reported that he had been informed that the union had offered to pay \$300 and the volunteers offered to pay \$300 so the district doesn't have to pay the whole \$900 ☺ This was also a discounted price if we respond by a certain date so we need to do that.

Asked if anyone thinks of anything else to just let him know.

Motion by Director Bottenberg to request that Chief Thomas write a letter to BOLI asking for an extension on the claims. All in favor, motion passes.

Director Harlan stated that she was excited with the direction the district is headed and the good vibes that are felt. She added that the Union also has their support. Echoed by other board members in agreement.

Meeting adjourned at 8:22pm

Minutes by Susan Shepard