



SHERIDAN FIRE DISTRICT

REGULAR BOARD MEETING MINUTES

MONROE CENTER, 121 SW Monroe Street, Sheridan, Oregon 97378

March 8, 2022 6:30pm

Board meeting called to order by President Cooley.

Pledge of Allegiance

Roll-call: Board attendance: President Harry Cooley, Vice-President Tammy Heidt, Secretary Ray Bottenberg, Director Pete Gutbord, Virtual Director Carol Harlan

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

Approval of Previous minutes: Regular Board Meeting minutes 02/08/2022

Vice-Pres. Heidt - motion to approve all minutes

Director Gutbrod - second

All in favor, minutes approved

Approval of Financials:

Director Harlan - motion to approve financial reports

Director Bottenberg - second

All in favor, financials approved

OLD BUSINESS:

A. Seismic Update – DC Wooldridge

The project is moving forward, roof should be on next Tuesday, guys coming to replace sprinkler system coming Friday.

Working on rewording language and verbiage before moving forward on any large projects. Will be meeting with architect to review wording prior to sending to state, we are requesting a cost adjustment. Looking at June for completion.

Dorm rooms – never approved by past admin, trying to get them covered.

Director Heidt – questioned, when board was told they approved dorm room but not kitchen – it was untrue

DC Wooldridge - correct, have all the emails – was between architect and Fred not the state.

Chief Thomas – Directors Gutbrod and Cooley sat in on the meeting with architect, saw architect stamped approved on all plans, but they are willing to work with us. Requested they don't use trigger words that give the state misunderstanding as to actual intent of what is happening. We met with Gloria via zoom, she knows that we are not trying to pull one over, being honest.

Director Gutbrod - Asked if we had a cost adjustment in the seismic project.

Chief Thomas - yes but working on being in affordability range better.

B. Levy – DC Wooldridge

Waiting for filing number from the county, when get that will start making signs.

Chief Thomas – presented at city council meeting last night, went well and received positive reviews. DC Wooldridge is going to Rotary. We plan to be in the public and get info out there so voters have info and knowledge to vote.

SW Polk brought a box of info which contained 2017 levy information, so following same format. Hosting a community informational meeting in Ballston March 29th, speaking at League of Churches, Baptist Church, school board meeting tomorrow night. Has a good feeling from the community. Shifts and volunteers have been educated on what they can/can't say, tell the truth/facts. Director Heidt – Facebook page is ready to go when approved – Cody will put FAQ's out weekly, not all at once.

President Cooley - Schedule of meetings for information and a town hall meeting - Levy Meetings, each rural station: March 29th 6pm at Ballston station and April 19th 6pm at Buell station. Regular Board meetings are April 12th and May 10th at 6:30pm at the Monroe Center. CEC building is getting all cleaned up for the dedication of the building with Governor Roberts attending.

C. Staffing - Chief Thomas

Lost one paramedic to McMinnville, able to cover calls with help of part-time employees, both medics running lots of calls. Thank you to staff and crews. Had a save from a cardiac incident. Mac said we're looking good – down the road possibly share staffing. Will be establishing a List to draw from. Continue fostering relationships.

The Rear-end went out on our pickup, Mac loaned us one, working well together.

D. Forensic Audit – Chief Thomas

Board asked him to do research on forensic audit, found a group that does them. They need to know scope of work, what we want, then will send us someone. \$100 an hour and they think 22 hours (\$2,200) and will let us know if we need a full forensic audit or not.

They will need information from the other organizations, which Chief will try to get, then will know if we need to move forward. Would like board approval to move forward and give the group information they need to proceed.

Director Heidt – Asked if person doesn't find a trend, will they help with 40/40/20?

Chief Thomas – Stated the 2nd scope will be disentanglement and a non-biased person is best move.

Director Heidt - motion to contact the group for a snapshot audit and gather information.

Director Gutbrod - second

All in favor – motion approved

E. 40/40/20 - DC Wooldridge

For every dollar we find we get hit back with 'you owe us'. As we move forward, we need to think of legal cost to us and what we'll get back. For conflagration we know what we are 100% owed. SW Polk has a board meeting on the 10th to establish a place to receive the money and they will pay it out. Scott Magers has helped with this, and we appreciate his efforts. Trying to take the emotion out of it and look at it from the ten-thousand-foot view.

Chief Thomas – Met demands, not sharing negatives, win battles not wars. Was asked to have meeting with all parties but will not, due to negative issue, and not ready yet. Every day has conversations but wanted board to know there's a lot of feelings involved, and he takes it to heart and cares about our community and their money.

Director Heidt - Asked if previous contracts from vendors have stopped coming in?

Chief Thomas - No, still getting them, ones that have payments due yearly, and working with one currently.

Board discussion – aware things would still come in, it will end, audit will help, let them figure it out, have a good team and we help each other.

NEW BUSINESS

A – Civil Service applications - Chief Thomas

Previous Civil Service Committee was with the three districts, need to form our own Committee. Put ad out for members, received some applications for board to consider: Gary Giddings, Amber Diebel, Frank Sheridan.

Discussion – tabled, will put notice out again, address next meeting.

B – Capital Expense - Chief Thomas

He mentors with his other fire service senior officers for advice from time to time, he sent our budget and they advised to stay cash solvent. We need approx. \$125k to \$175k for seismic needs, pump for B98, cardiac vent and other items that need repaired or replaced. He was advised best to get a capital expense loan. There's a potential of Levy failing, will need to stay solvent until taxes come in November. In talking to banks and SDAO, SDAO had the best rates of 1.9% to 5% loan, the payment yearly on \$300,000 would be approx. \$25-32,000. SFD currently has no debt, this one-time loan would give us a boost and have money for emergency purchases.

DC Wooldridge - Based on his financial background; knows we need sprinkler system, and if we can wrap other depreciable items in it this will make us a more stable/sound district.

Discussion: Chief Thomas wants to make it clear we are not advocating spending dollars we don't have. Conflagration money will be coming, we currently have the money for the pickups, would like kitchen included in loan, shower at Buell wasn't covered due to it being permanent-they only cover things temporary, total misunderstanding. Board would like to see specifics of the loan-SDAO will get us paperwork to look at soon.

C - Seismic Supplemental Budget Hearing on 3/15/2022 Virtual at 6:00pm

Resolution is for the Seismic Supplement Budget meeting on 3/15/22 – this will put seismic grant revenue and expenses in its own fund for clear and accountable accounting of the grant.

Good of the Order:

Chief Thomas stated that Office Administrator position he advertised has received eight applications through the Indeed posting. Posted it with Daily Dispatch also. Will get a sub committee to put together an interview process and review apps.

For the First Federal bank account, the board needs to verify that they are approving Susan Shepard to be able to discuss and have account access, including online, to the account, just not a check signer.

Director Heidt – Motion to authorize account access, including online, at First Federal to Susan Shepard.

Director Bottenberg – Second
All in favor – motion approved

Correspondence: None

Fire Chief' Report - Chief Thomas

Wants to comment again how awesome staff is, admin and line. Have good communication and trust, good momentum. Been putting in extra hours training, labor negotiations going well, helping each other.

Director Gutbrod stated that he went to a meeting and there is open communication, good to have, and there is no trouble with the union.

Chief Thomas said the district is working good with the Tribe, Mac and others want to work with us also, gave reports to both ASA committees. We have a paramedic opening, crew is willing to cover until it's filled.

Citizens brought to him that the fire district used to wash off the bridge and have pancake feed, going to get back to that.

Director Harlan expressed thanks to chief's and Susan for all they do.

Chief Thomas addressed the question that since we do not have Lexipol do we have policies to cover us. Response is yes, we are making sure of that and working through SDAO, union is also looking into ones we have and finishing up on some. Using SDAO's Best Practices and not just do online but practical applications.

Audience Participation: none

Board Comments: Director Gutbrod stated he thinks they should all agree they are going to support the levy, he's looked at past pamphlets and going to draft one up.

Board all agreed with him and supports the levy.

Agenda items for next month: (same as last month)

- *Updates on Levy
- *Seismic updated
- *Grants status
- *Forensic auditor
- *Admin position
- *Susan's contract

Chief Thomas thanked everyone for the support!

Next Regular Board Meeting April 12th, 2022, at 6:30 pm @ the Monroe Event Center.

Director Harlan – Motion to adjourn

Vice-President Heidt – Second

Meeting adjourned at 8:19pm

Minutes by Susan Shepard