

Minutes for Joint Regular Board Meeting on November 12, 2020 6 PM
Sheridan/SW Polk/West Valley Fire Districts
230 SW Mill St. Sheridan, OR 97378
Meeting was held virtually via RingCentral Meetings

Board Members Present			Board Members Absent
<u>Sheridan Fire District</u> Tammy Heidt Carol Harlan Scot Breeden Parrish Van Wert	<u>SW Polk Fire District</u> Rod Watson Keith Moore Bruce Sigloh (V) Frank Pender Bob Davis (V)	<u>West Valley Fire District</u> Rick Mishler Gary Brooks Roy Whitman (V) Chris Greenhill	Brice Ingram – SFD Connie Brown - WVFD
			Administration Present
			Fred Hertel Mariah Prescott Damon Schulze (V)

GENERAL BUSINESS		
Call to Order		President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:03 pm. Each agency has a quorum of directors and which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.
Swear in Board Member- SFD		Parrish Van Wert was sworn in as Sheridan Fire District Board Director.
Additions or corrections to agenda		Heidt adds “appointing a Vice President to the Sheridan Board” to agenda.
Appoint Vice President - SFD	Action	<p>Motion: Tammy Heidt Second: Carol Harlan Move to nominate Carol Harlan for Sheridan Fire District Board Vice President. Breeden votes nay; Heidt, Harlan and Van Wert vote aye; Ingram is absent. Motion passes.</p> <p>Heidt states that since Harlan was the secretary/treasurer, that position now needs filled.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move to nominate Brice Ingram for Sheridan Fire District Board Secretary/Treasurer. Motion passes unanimously.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move to make the following changes with the bank: Carol Harlan as Vice President, Brice Ingram as Secretary/Treasurer and to add Parrish Van Wert as a signer on the First Federal and US Bank accounts for Sheridan Fire District. Motion passes unanimously.</p>
Approval of Minutes- ALL	Action	<p>Motion: Carol Harlan Second: Bob Davis Move to approve all presented minutes from the previous month. Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p>

<p>Approve Financials</p>		<p>Motion: Scot Breeden Second: Parrish Van Wert Move to approve Sheridan Fire District financials. Motion passes unanimously.</p> <p>Motion: Bruce Sigloh Second: Bob Davis Move to approve SW Polk Fire District Financials. Discussion: Sigloh asked for clarification on a payment to City of Dallas. This was for apparatus maintenance. Watson asked for clarification on what the payment to BOLI was for. This was for the construction certified payroll report fee. Motion passes unanimously.</p> <p>Mishler states he thought bills were going to be broken down more clearly. This is still in progress as staff work with CFO Selections to work on the financial system. Mishler asked why there are still bills being split. Hertel explained that when services or items are used by all three districts, the vendor bills one agency and then split. For example, Speer Hoyt worked on projects that involve all three districts so that bill is sent to one agency and then split 40/40/20.</p> <p>Motion: Rick Mishler Second: Chris Greenhill Move to approve West Valley financials. Motion passes unanimously.</p> <p>Mishler clarifies that Wakefield is one of the collection agencies uses by the district.</p>
OLD BUSINESS		
<p>Employee Handbook - ALL</p>		<p>The union contract was passed out to the boards for review. The handbook document will be approved at the same time as that contract.</p>
<p>Board Policies - ALL</p>		<p>The attorney returned the policies with corrections and suggestions. Hertel will review these changes by the December Board meeting.</p>
<p>2018-2019 Audit - WVFD</p>		<p>A draft of the audit was provided in the board packets. Only minor changes will be made to get the final draft. Brooks pointed out that there are no suggestions in the draft. Hertel will follow up on the suggestions page.</p>
<p>Billing Ordinance- ALL</p>		<p>Hertel stated staff is continuing to collect information on this topic and expects to bring recommendations in the December Board Meeting.</p>
NEW BUSINESS		
<p>Transfer Resolution- WVFD</p>	<p>Action</p>	<p>Resolution was reviewed.</p> <p>Mishler asks if the plan is to do the painting at the Willamina Station in the winter. Hertel states this will be up to the contractor and staff to decide. Mishler asks if staff have collected any quotes to ensure the numbers in the resolution are accurate. Hertel states staff collected one quote and will get more quotes once the funding is available.</p> <p>Motion: Gary Brooks Second: Rick Mishler Move to approve Resolution Number Fiscal Year 2020-21-06. Discussion: Mishler clarifies the funds being moved are coming from capital outlay. Motion passes unanimously.</p>

<p>District Direction</p>	<p>Action</p>	<p>Hertel states that staff was asked to continue towards consolidation in November 2021 and therefore timeline calls for board direction this month or the vote may need to be moved.</p> <p>Motion: Gary Brooks Second: Rick Mishler I move that West Valley Fire District officially step aside, while continuing to pay our fair share of the costs, from the consolidation process of Sheridan and SW Polk Fire Districts. The West Valley Fire District does fully support their efforts to join in any manner they see fit and support their establishment of a new taxing district.</p> <p>Discussion: Mishler states that West Valley is not pulling out of the 190 agreement, but they are choosing to not join the consolidation efforts at this time. Brook states that West Valley needs to figure out issues with tribe and will continue to support Sheridan and SW Polk consolidating in the meantime.</p> <p>Greenhill and Whitman vote nay; Brooks and Mishler vote aye; Brown is absent. Motion dies.</p> <p>Watson states he has been put in a tight spot. He appreciates his board and believes they have established high moral value in his district. He continues to say that he had great hopes, but’s currently unsure if his board can move forward. Watson asks Van Wert if he is married and if he has same address as Harlan. Van Wert states he is not married and that he does share an address with Harlan. Watson states he believes he cannot move forward with 40% of Sheridan Fire District Board votes coming out of one household. Van Wert explains that he has his own morals. He and Harlan are engaged and would be married had COVID-19 not happened their wedding plans. Watson states he would like to hear from Sheridan’s Board about where they stand. Harlan states she would like to move forward. Heidt states she thinks that consolidation is best for the district and the community. Breeden states he voted against Van Wert because he does not believe two board members should be in one house and he does not believe Van Wert was appointed fairly. He continues to say that he believes that the Yamhill County Commissioners may not have had all the information to make an informed decision. Van Wert states he does not understand how discussion at their dinner table is different than other. Board members having a phone conversation or a discussion at dinner. He continues to say that he respects other members beliefs, however he does not get paid and does not have anything to gain from being on the board besides bettering his community. Watson states he does not know how to reconcile these differences.</p> <p>Davis states he does not feel like the districts have been backed in a corner. The District is here to provide EMS & Fire services. All three districts face financial hardship if changes to operations are not made in the coming years which was the intent of partnering with the other two to join. Davis continues and states he does not believe the differences have any impact on the main goal and the board needs to refocus if the discussion does not impact the goal of the district, it is not his business. Davis also states that the districts have employees that came to work for the districts because of what we said we were doing. He also believes the districts would not have survived the fire season this year had the districts been separated.</p> <p>Mishler states the goal of their workshop they will schedule later in the meeting is to build teamwork.</p>
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		<p>Watson asked how long the districts have to make a decision whether or not to move forward with consolidation.</p> <p>Moore asks if SW Polk can stand alone. Watson states they can at anytime. Moore repeated the question about what the timeline of the consolidation is.</p> <p>Hertel states the goal was to have a decision make between September and November. He states that there is a possibility that it could still be completed if the decision was made later, but it would be harder for staff to complete the tasks and properly educate the public with less time.</p> <p>Heidt states she was under impression that you should support the majority vote of your board, even if it was not your preference and that Sheridan is ready.</p> <p>Motion: Bob Davis Second: Carol Harlan I move that Sheridan and SW Polk Fire Districts proceed forward with the remaining steps within the dissolution and reformation process in preparation of a November 2021 election date and giving the Fire Chief authority to sign necessary documents and contracts, while keeping our relationship with West Valley Fire District as contractual.</p> <p>Discussion: Watson asks to hear from anyone who has not spoke up during the discussion. Sigloh states he was not on the board when joint efforts were started but believes that the district needs consolidation to continue current service levels. Harlan states she agrees, if we do not do something, we risk being taken over by another agency. Pender states he was asked to be on the board, that he thinks this can work, and that personality/value issues need to be set aside and look at what is better for the district. Pender also states he is willing to put in time and set values aside because he fears if we do not do this, someone is going to come along and tell us how we are going to do things. Moore states he is excited to move forward. Van Wert states he agree with Pender. Van Wert states he is here to help be part of the solution. Breeden states he does not believe there is enough money for a larger agency to come take over.</p> <p>SWP: Motion passes unanimously. SFD: Breeden votes nay; Harlan, Van Wert and Heidt vote aye; Ingram is absent.</p> <p>Hertel requests that the timeline document be printed and made available to all the board members at the end of the meeting.</p> <p>The next step for the consolidation process is to appoint a chief petitioner for each district.</p>
Workshop Scheduling- WVFD	Action	<p>Mishler states he would like to schedule a special meeting with the goal to redefine the boards goals and missions.</p> <p>December 2, 2020 at 4 PM was decided on.</p>
Inter Facility Transfers- WVFD		<p>Mishler asks for clarification on if interfacility transfers have been done by West Valley since the motion was made to halt all transfers until further direction from the board. Hertel states that there was a mutual aid emergent request from North Lincoln. Due to Sheridan medics being on calls, the option was for a West Valley medic to be sent to North Lincoln’s district on stand by or to take the transfer. The on-duty battalion chief made the decision to take the transfer to ensure revenue during that time. Later that day, the oncoming battalion chief saw the transfer had</p>

	<p>been taken and thought they had been approved by the board again, therefore allowing the second transfer to be taken by a West Valley medic. Staff have since been educated to continue to not allow transfers.</p> <p>Mishler states he hopes to reassess that motion in the December 2nd meeting.</p> <p>Pender states he hopes a life was saved.</p> <p>Mishler states he believes the initial motion was made out of frustration and concern for the lack of service.</p>
ASA- WVFD	<p>Mishler states Brown has requested to attend to Ambulance Service Area (ASA) meetings. Hertel states he has already instructed the EMS BC to contact her. Pender states attending these meetings can good eye opener to be</p> <p>Brooks asks if Chief Warden has been attending the meetings. Chief Warden confirms he has been.</p> <p>Whitman states he wishes to move the West Valley Special Meeting from the 2nd to the 4th because, he will be back by then. Meeting rescheduled for December 4, 2020 at 4 PM at the Willamina Station.</p> <p>Hertel states that the Confederated Tribes of Grand Ronde have been approved to be licensed in both Polk & Yamhill ASA. They did not ask for any service area at this time, just the ability to be licensed. Also, both meetings discussed providing best service by using the closest resource for response. Yamhill county does something similar, Polk does not now, they stay within their service area, even if another agency could arrive quicker.</p> <p>Brooks states that the state used to not have an ASA. Some areas did not have ambulance response so the state drew lines and ensured all areas had response.</p> <p>The dispatch center in Salem Willamette Valley Communication Center (WVCC) working on getting better CAD system that would run similarly to YCOM's. This would improve the accuracy of the closest unit response</p>
COMMENTS	
Chief's Report	<p>Cooperative services study is complete and ready to be presented. There will be a presentation on December 8th in McMinnville and on December 7th with the location up to the three boards. This presentation may need to be changed to a virtual meeting depending on how the COVID-19 regulations change.</p> <p>COVID-19 regulations being implemented by OSHA will require more resources for example upgrading HVAC systems. Staff will stay up to date and work on technology.</p> <p>COVID-19 regulations may impact the SWOT analysis hosted by WHA Insurance and SDAO. Hertel asks if they SWOT analysis should be done with all three districts or just SFD & SWP. Tentative date of December 15th & 17th was offered by WHA.</p> <p>It is decided that the SWOT should be just the two but the Mission, Vision, Values could be all three. Date set for December 17th.</p> <p>Reviewed Chief's report that was passed out during the meeting.</p>

		<p>Hertel reported that the Sheridan 2012 Medic is having issues with DEF system. This may be an expensive fix, as the entire tank and sensor system may need replaced.</p> <p>The borrowed McMinnville medic been in service more than anticipated due to break downs of Sheridan and West Valley medics.</p>
Director Comments		<p>Watson jokingly asks how many trucks the district has to buy until the directors can drive them back?</p> <p>Brooks asks about a recurring bill from ThyssenKrupp. Hertel states this is the elevator contract</p> <p>Brooks requests a statement about ADA accommodations be added to agendas in the future.</p> <p>Brooks mentions that the West Valley 18-19 audit only mentions Polk County. Hertel will make sure they add Yamhill County.</p>
Adjournment	Action	<p>Motion: Gary Brooks Second: Carol Harlan Move to adjourn meeting at 8:00 PM Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p>

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline
Billing Ordinance Suggestions	Staff	1 month

Upcoming meetings/events:

- 12-10-2020 Joint Board Meeting

Board packet and handouts included:

- Agenda
- Meeting Minutes
- Draft WV 2018-19 Audit
- WVFD Resolution No. FY 2020-21-06
- Chief's Report

In our Board Meetings, we agree to...

- Begin and conclude meetings on time
- Be on time and come prepared to participate
- Be respectful, including:
 - Keeping our cell phones silent
 - Listening without interrupting when someone else is speaking
 - Allowing for all to contribute to the discussion
 - Honoring the Chair
- Follow Robert's Rules of Order for parliamentary procedures
- Honor confidentiality
- Have fun!

Respectfully submitted,

Mariah Prescott