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# AGENDA

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This meeting will include the boards of Sheridan Fire District, SW Polk Fire District and West Valley Fire District

SW Polk Fire District  
275 N Main St.  
Rickreall, OR 97371  
September 24, 2020 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are encouraged for any board members and staff attending the meeting in person. In accordance with Governor Brown's Executive Order 2020-12, our stations are not currently open to the public. The public is encouraged to relay concerns and comments to the Boards in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to [mprescott@sheridanfd.org](mailto:mprescott@sheridanfd.org)
- If attending via telephone only; please sign up prior to the meeting by emailing [mprescott@sheridanfd.org](mailto:mprescott@sheridanfd.org)
- If virtually attending the meeting; send a chat directly to Admin Assistant, Mariah Prescott, to request to speak and use the raise hand feature to request to speak, once it is your turn, we will announce your name and unmute your mic.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1487928778>

Or Telephone: +1(623)404-9000 Meeting ID: 148 792 8778

Supplemental budget resolutions will be considered during this meeting.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. EXECUTIVE SESSION authorized under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.
5. Approval of Minutes- All Agencies
6. Audience Participation
7. Old Business
  - A. Citizen Letter.....SFD.....Discussion
  - B. Employee Handbook.....ALL.....Discussion
  - C. Board Policies.....ALL.....Discussion/Action
  - D. 2018-2019 Financial Audit.....WVFD.....Tabled
  - E. Land Sale.....WVFD.....Discussion
8. New Business
  - A. Coronavirus Relief Fund Resolutions.....ALL.....Discussion/Action
  - B. Assistance to Firefighter Grant Resolution.....WVFD.....Discussion/Action
  - C. Ambulance Purchase.....WVFD.....Discussion/Action
  - D. Ambulance Purchase.....SFD.....Discussion/Action
  - E. Billing Ordinance.....ALL.....Discussion
9. Director comments and/or agenda items for next month
10. Adjournment
  - a. Next meeting October 8, 2020 at West Valley Fire District's Willamina Fire Station

**Sheridan/SW Polk/West Valley Fire Districts  
Joint Regular Board Meeting  
230 SW Mill St. Sheridan, OR 97378  
August 27, 2020, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

**ROLL CALL**

Fred Hertel – SFD/SW Polk/WVFD Fire Chief  
Damon Schulze- SFD/SW Polk/WVFD Deputy Chief (V)  
Mariah Prescott- SFD/SW Polk/WVFD Administrative Assistant (V)

<b>Sheridan Fire District</b>	<b>SW Polk Fire District</b>	<b>West Valley Fire District</b>
Scot Breeden	Rod Watson	Chris Greenhill
Tammy Heidt	Bob Davis	Rick Mishler
Brice Ingram (present until 8:00 PM)	Keith Moore (absent)	Gary Brooks
Dennis Rogers	Frank Pender (present until 8:10 PM)	Connie Brown
Carol Harlan	Bruce Sigloh	Roy Whitman

**President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:02 pm.**

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

**FLAG SALUTE**

**Approval of Minutes - All agencies**

**Motion: Chris Greenhill                      Second: Carol Harlan**  
**Move to approve the minutes from the 8-13-2020 joint board meeting with the corrections listed below.**  
**Discussion:** Don Shelton’s name was left in the motion to adjourn and should be replaced with Connie Brown.  
Carol Harlan left the meeting prior to adjournment but was marked as an aye vote.

Concern was expressed that many of the people listed as being in the audience were not announced during the meeting and that some board members would like to know who they are talking to. According to SDAO’s legal team, audience members are not required to identify themselves.

**SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; nay**  
**SWP: Watson; aye Pender; aye Moore; absent Davis; aye Sigloh; aye**  
**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; absent**

**AUDIENCE PARTICIPATION-**

Laycee Grauer read a letter written by Travis Grauer to the Boards. (See attached letter.) Chief Hertel replied to the letter addressing the concerns. A copy of his response was made available to the Boards.

**OLD BUSINESS**

**Employee Handbook – All**

It was clarified that union representatives have received a draft of the handbook and the next step is to send the draft to the District's legal team.

**Motion: Carol Harlan                      Second: Connie Brown**  
**Move to give the Fire Chief permission to send the draft of the employee handbook to the Districts' legal team for review.**

**SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye**  
**SWP: Watson; aye Pender; aye Moore; absent Davis; aye Sigloh; aye**  
**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Financial Resolutions – SFD and WVFD**

**SFD**  
**Motion: Carol Harlan Second: Dennis Rogers**  
**Move to accept Sheridan Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021.**  
**SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye**

**WVFD**  
**Motion: Rick Mishler Second: Gary Brooks**  
**Move to accept West Valley Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021.**  
**WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

**Board Policies – All**

Draft board policies were passed out. It was requested that the old policies for Sheridan Fire District be distributed to its board for comparison. West Valley Vice President Gary Brooks distributed a list of Lexipol policies he is concerned about. Fire Chief Hertel requested that at least the purchasing portion of the draft board policies be approved as soon as possible as it will be applicable to several projects in the coming weeks.

**2018-2019 Financial Audit - WVFD**

The audit has still not been received. The last update was that the audit was in the manager's hands and should be completed soon.

**NEW BUSINESS**

**OHA Conflagration Resolution- SFD**

After discussing resolutions for unanticipated expenditures with CFO Selections, their recommendation was to have the resolution up front, instead of waiting until after the expense has occurred and the reimbursement has been received. This ensures a clear picture of the finances when the expense occurs and acknowledges where the revenue will be coming from to address the extra expenditure. Two example resolutions were provided. The first one is an example of how the resolutions would look if the reimbursement is going to go back into the same budget year, effectively balancing the budget. The second example shows how the resolution might look if the expense is in a different budget year than the reimbursement. An example of this would be the first OHA COVID-19 mobilization that Chief Schulze went on. This deployment was close to the end of the budget year

with the expense in one year and the reimbursement in the next fiscal year. This reimbursement could be allocated to the equipment reserve fund to aid in purchasing a new ambulance for Sheridan Fire District.

A request was made for staff to produce a document showing how conflagrations can produce revenue for the districts.

It was stated that it is assumed that once the union negotiations are completed, there will be a need to retroactively pay the union members for the cost of living increase that is normally put into effect on July 1. The conflagration reimbursement money could be allocated to cover this expense. It was clarified that there is already a 3% increase budgeted for the entire fiscal year.

#### **Fire Corps- WVFD**

The Fire Corps Program was developed to allow non-emergency call responders to volunteer in other ways. The opportunities include Incident Management Team responders. These volunteers, just as emergency call responders, are covered by the Districts' Workers Compensation insurance year around. If a Fire Corps member, or any other volunteer, is deployed as part of an Incident Management Team, the District would pay the member, include those expenses in the reimbursement packet submitted to the Oregon State Fire Marshal. The benefit of allowing this, in the example of Scott Magers, is that he brings experience and training abilities, and he can take a district vehicle on deployment which can produce roughly \$5000 in revenue for the District for every 6 days it is deployed.

#### **Shift Coverage- WVFD**

The concern was expressed that the current agreement between the three Districts calls for sharing of personnel and expense without joint employees, and there are employees moving between stations getting paid by their employer, not by the agency's station they are working in. It was clarified that there are many ways to address the sharing of personnel, and the Finance Officer has determined this is the easiest way to do so. Chief Hertel is working with CFO Selections to ensure this is the most efficient and appropriate way to do this. West Valley's Board stated it does not feel it should pay employees that are not working in its station and expressed concern about continuing in the current agreement. They are planning to schedule a workshop to review the district's long-term plan. Sheridan Fire District President Tammy Heidt is working with SDAO to develop a plan to address all three boards' concerns.

Brice Ingram left at 8:00 PM

#### **DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH**

It was stated that the two full board meetings a month is a strain on the staff and is not as productive as intended. Instead, it was suggested that there could be one full board meeting a month, one meeting just with the presidents and the Chief, and one meeting with all three boards that is just a planning meeting. Although this would be three meetings, it would reduce the time spent in each meeting, as well as reduce the preparation time for staff.

Frank Pender left at 8:10 PM

#### **Motion: Carol Harlan Second: Rod Watson**

**Move to eliminate the second meeting and replace that meeting with a meeting between the three presidents and the fire chief.**

**SFD: Heidt; aye Breedon; nay Harlan; aye Ingram; absent Rogers; nay**

**SWP: Watson; aye Pender; absent Moore; absent Davis; nay Sigloh; aye  
WVFD: Brooks; nay Greenhill; nay Mishler; nay Brown; nay Whitman; aye**

**The motion failed.**

It was stated that the SDAO trainings for Board Members has been very beneficial to those who have taken them.

Concern was expressed that the mask rule is not being enforced consistently.

Staff are still working with the representatives for the Relief Nurse to come to a solution to meet fire code, however progress is being made.

The question was posed about the Boards addressing concerns brought up by members of the audience. It was clarified that if the Boards would like to address these comments instead of having the Fire Chief address them, they would need to request that they be added to the agenda for the following meeting. This would give the Boards time to research and develop a response.

A request was made for a copy of the email read at the last meeting from Confederated Tribes of Grand Ronde Emergency Services Fire Chief Steve Warden.

Chief Steve Warden was thanked for all his help and understanding.

West Valley Director Connie Brown stated she will make an effort to not be so negative.

Progress continues on the Southwest Polk stations. The Rickreall Station has the building frame up, and the metal will be going up soon. It is scheduled to be completed in November. The Salt Creek Station has the concrete poured, and the building will be arriving in the middle of September. It is scheduled to be completed in March. The Bridgeport Station will have the concrete poured soon and is scheduled to be completed in May.

The three Districts were encouraged to continue moving forward and stay positive during the growing pains and struggle experienced as the result of this project between them.

Confederated Tribes of Grand Ronde Emergency Services Fire Chief Steve Warden stated that the agreement between West Valley Fire District and the Tribe has been signed. He has a letter he will read at the next meeting.

The specification list for the West Valley ambulance is complete. Staff will bring a motion to the Board next month to allow for the financing of the ambulance.

The crews from Oregon deployed to California are due back next week and may be replaced by another set of deployments. There is a possible deployment pending for the White River Fire.

**Next Meeting; September 10, 2020 at 6 pm at the SW Polk Fire District's Rickreall Station.**

**Meeting adjourned at 8:52 PM.**

Respectfully submitted,

Mariah Prescott

Special Board Meeting Minutes  
West Valley Fire District  
825 N Main St.  
Willamina, Oregon 97396  
September 9, 2020 at 3:00 pm

Called meeting to order at 3:04 PM.

Pledge of Allegiance

Roll Call

Board:

Chris Greenhill

Roy Whitman (virtual)

Gary Brooks

Rick Mishler

Connie Brown

EXECUTIVE SESSION authorized under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

General Session:

Mishler stated the union has expressed concern for their job stability. Mishler expressed to them that they are already working with steady jobs without a consolidation. Brown stated that once the Confederated Tribes of Grand Ronde (CTGR) establish their own services, those 6 positions would not be able to continue as West Valley employees. Brown states they could be hired by CTGR. Brooks adds those positions could be eliminated by attrition. Brown stated that the current West Valley budget could not support all 12 positions. The union has also expressed that the main draw for the staff is to be part of the consolidation project.

Mishler asks if programs allowing the staff to ride-along/shadow leadership roles, such as Battalion Chiefs, is something that is currently available. Hertel states this is possible but would require additional funding to implement such a program. Hertel also shared that staff is regularly notified of professional development training.

Brown asked about the elimination of the previous Lieutenant positions. Hertel stated the previous Lieutenant positions were replaced by the Battalion Chief positions that were created at a higher level to cover all three districts. The Chief met with each Lieutenant to work through that transition and they agreed to the change. Brown stated that she feels that staff are not always honest with administration. Hertel stated we have created an open and candid culture within the districts and that staff are frequently candid with administration.

Mishler expressed that the administrative team has 8 people with only 12 line staff in West Valley, which seems heavy in administration. Hertel stated the battalion chiefs are combination administration and response staff and there are two office positions included. Hertel added this administrative team may be excessive if the administrative team was only overseeing the West Valley staff, however this team oversees all three districts, not only West Valley.

Brooks stated the main community concern in Willamina was the lack of staffing. Brooks stated that he hopes this has been resolved after the three people were hired off the operating levy funds.

Brooks reiterated the concerns about the administration being excessive. Hertel reiterated the volume of work that the administration is managing due to the three districts not being combined yet. Brooks described the administrative work schedule as 60-80 hours per person per week. Brooks asks how that workload is managed while administrative staff are deployed on conflagrations. Hertel states the deployed administration continue to work on district business while they are deployed. Hertel states deployments provide a draw for volunteers and provides funding to the district. Hertel also states that the volunteers have been eager to help during wildland fire season and have continuously been available at stations. Mishler expressed board and community frustration with sending crews to help regionally and would rather keep resources in the community. Brown reiterated the frustration stated by Mishler. Brown stated that there are volunteers willing to come in and pull shifts with their EMS certifications that are not being asked to help. Hertel states administrative staff are working with those people they are aware of and are more than happy to have them pull shifts.

Mishler asked if CTGR has different standards than these three districts, follow different rules and different training standards. Hertel stated that he would have to discuss standards with CTGR Chief Warden and that CTGR does not have to follow the same rules, regulations and standards that we do. Brooks stated this should be looked into to make sure that they do not create a liability for the three districts. Breeden stated that this has been an issue in the past between West Valley and Sheridan, where West Valley's union had concerns about Sheridan's training and safety creating West Valley liability. Hertel clarified that the county mutual aid agreement covers any liability issues between districts.

Mishler asks Heidt if there has been any progress on the plan to get the three presidents and the Chief to meet to work through a couple topics a month. Heidt suggests that a monthly date and time needs to be set for the Presidents of each district to get together and bring topics to the Chief to get it on the agenda for the general meeting. Mishler asks if there have been topics established yet. Heidt states she is waiting for each president to bring a couple topics each to the meeting. Breeden states the topics should be developed by the boards and that the three presidents should not be working on topics without the rest of the board members. Heidt and Mishler clarify this was the intention.

Mishler asks if the regular monthly joint board meeting will still be held. Hertel confirmed this. Breeden stated we could do an abbreviated meeting and just approve the financials, if needed.

A letter was read by FF/Paramedic Jakob Sessa from the union expressing their support for the direction the districts are going and their support for the administrative team. A copy of the letter is attached to this meeting.

Brooks expressed concern regarding West Valley employees being stationed at SW Polk's station without SW Polk paying their wages. Hertel clarified that each district pays the wages of their employees and those employees are stationed on a rotating basis through all three districts' station. This allows the staff to all be trained at all the stations and creates a manageable system. Brown expressed concern that this is sharing funds more than should be shared at this point or that this system creates extra expense to the district with covering overtime in other districts. Brooks expresses concern regarding the wages of employees being rotated not being equal for all districts. Hertel emphasizes that this system is set up to be as equal as possible while still moving toward the long-term goal. Breeden states he agrees that if there is added expense to the districts by this system, it should be reconsidered. Hertel states the current system does not create additional payroll expenses to any district. Breeden states he is comfortable with the system we have if that is the case.

Hertel further explained that a possible exception to this would be overtime. Staff reviewed how to process overtime and identified three options: 1) The district with the vacancy 2) The district of the employee that created the vacancy 3) The district of the employee filling the vacancy. Finance staff chose the third option. This system was chosen because it seems to be equitable overall. CFO Selections is reviewing this process and will give a report soon.

Brooks expressed concern that funds are being commingled between districts. Greenhill disagreed that there is any commingling of funds. Brooks gave the example of West Valley credit cards being used for other districts' expenses as commingling. Hertel clarified that the expenses funds are tracked, reimbursed and exchanged appropriately. CFO Selections is reviewing this process and will give a report soon.

Whitman said thank you to FF/Paramedic Jakob Sessa and the union for their hard work during the Levy and for their support.

Meeting adjourned at 4:50 PM.



**Sheridan/SW Polk/West Valley Fire Districts**  
**Joint Regular Board Meeting**  
**275 N Main St. Rickreall, OR 97371**  
**Meeting Minutes- September 10, 2020 6 PM**  
 Meeting was held virtually via RingCentral Meetings

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

**GENERAL BUSINESS**

<b>Call to Order</b>		<p>President Rod Watson, SW Polk Fire District, opened the meeting at 6:02 pm. Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.</p>
<b>Approval of Minutes- ALL</b>	Action	<p><b>Motion:</b> Scot Breeden <b>Second:</b> Rick Mishler            Move to approve the minutes from the joint board meetings from August 27th with changes recommended by Director Rogers and for staff to provide a copy of the changed minutes at the next meeting.  <b>Discussion:</b> None.  <b>SFD- Motion approved unanimously.</b>  <b>SWP- Motion approved unanimously.</b>  <b>WVFD- Motion approved unanimously.</b></p>
<b>Not included on agenda</b>		<p><b>Motion:</b> Rick Mishler            Move to purchase sound system/speakers.  <b>Motion died when it was stated that there are already items ordered.</b></p>
<b>Continued discussion on approval of minutes</b>		<p>Rogers expressed concern of how those in attendance at Board meetings are being documented. Breeden stated staff could prepare a policy on how we document those in attendance during board meetings. Brooks added to the discussion voting of virtually present board members. Staff explained that the Governor's Executive Orders have changed the law to allow virtual attendees to vote.</p>
<b>Financial Reports - ALL</b>	Action	<p>Watson reviewed the spreadsheets explaining the SFD/SW Polk/West Valley 40/40/20 split bills. Brooks made a request to add the Sheridan and West Valley personnel to the spreadsheet.</p> <p><b>SFD</b>  <b>Motion:</b> Scot Breeden <b>Second:</b> Tammy Heidt            Move to approve the financial report including bills as written.  <b>Discussion:</b> None.  <b>Motion approved unanimously.</b></p> <p><b>SW Polk</b>  <b>Motion:</b> Keith Moore <b>Second:</b> Bob Davis            Move to approve the financial report as written.</p>

		<p><b>Discussion:</b> It was clarified that the check to North Lincoln Fire and Rescue was for the sleeper trailer.</p> <p><b>Motion approved unanimously.</b></p> <p><b>WVFD</b> Mishler stated that there are expenses over the \$5000 spending limit for the Chief. Mishler also expressed concern about the West Valley credit card being used for expenses from other districts despite those expenses being reimbursed to West Valley immediately. Hertel explained that staff is working with Todd Kimball on bringing a clearer picture to the credit card system. Mishler made a request to see if Todd Kimball from CFO Selections would be able to attend the next board meeting. Brown made a request to get clarification on the detail on what expenses are going on the West Valley credit cards.</p> <p><b>Motion:</b> Rick Mishler <b>Second:</b> Gary Brooks Move to approve the financial report as written.</p> <p><b>Discussion:</b> Brooks stated that the GEMT funds are being coded to the Billing Services line, a sub-account of Professional Fees. He further described this was the payment to the state to receive the final GEMT payment. Hertel explained that there would be a further resolution that appropriates funds to that line item to cover those expenses and that Todd Kimball is reviewing GEMT to ensure this is the appropriate process for these funds. Brooks stated that the credit card charges do not equal the total in the QuickBooks report. Breeden clarified that one of the charges was a credit and therefore the total was determined to be correct.</p> <p><b>Motion approved unanimously.</b></p>
<b>OLD BUSINESS</b>		
<b>Employee Handbook - ALL</b>		Discussion tabled until after the attorney has a chance to review it.
<b>Board Policies - ALL</b>	Action	<p><b>Motion:</b> Tammy Heidt <b>Second:</b> Connie Brown Move approve the new Public Contracting Rules Policy and replace any existing public contracting rules with the new set.</p> <p><b>Discussion:</b> These are the policies developed and provided by Local Government Law Group.</p> <p><b>SFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously.</b> <b>WVFD- Motion approved unanimously.</b></p>
<b>2018-2019 Audit - WVFD</b>		Tabled until next meeting.
<b>Conflagration Resolutions - SFD</b>	Action	<p><b>Motion:</b> Scot Breeden <b>Second:</b> Dennis Rogers <b>Move to approve Resolution Number FY 2020-21-03 adopting a supplemental budget.</b></p> <p><b>Discussion:</b> Rogers asked if the dollars being put into the Equipment Reserve could be spent. Hertel stated that the resolution does appropriate it but it would take board further action to be spent.</p> <p><b>Motion approved unanimously.</b></p> <p><b>Motion:</b> Scot Breeden <b>Second:</b> Dennis Rogers <b>Move to approve Resolution Number FY 2020-21-04 adopting a supplemental budget.</b></p>

		<p><b>Discussion:</b> Rogers asked if the dollars being put into the Equipment Reserve could be spent. Hertel stated that the resolution does appropriate it but it would take board further action to be spent.</p> <p><b>Motion approved unanimously.</b></p> <p><b>Motion:</b> Scot Breeden <b>Second:</b> Dennis Rogers  <b>Move to approve Resolution Number FY 2020-21-05 adopting a supplemental budget.</b></p> <p><b>Discussion:</b> None.</p> <p><b>Motion approved unanimously.</b></p> <p><b>Motion:</b> Scot Breeden <b>Second:</b> Dennis Rogers  <b>Move to approve Resolution Number FY 2020-21-06 adopting a supplemental budget.</b></p> <p><b>Discussion:</b> None.</p> <p><b>Motion approved unanimously.</b></p>
<b>NEW BUSINESS</b>		
<b>Medic 1111- WVFD</b>	Action	<p>Staff report was reviewed.</p> <p><b>Motion:</b> Gary Brooks <b>Second:</b> Connie Brown  <b>Move to surplus Medic 1111.</b></p> <p><b>Discussion:</b> None.</p> <p><b>Motion approved unanimously.</b></p>
Took recess for Chief Hertel to step out and meet with deploying members.		
<b>Confidential Employees - WVFD</b>		Hertel stated that staff have requested that HR Answers review the job descriptions of each employee and identify who is a confidential employee and who is not. This was tabled to be address as part of the HR Answers review.
<b>Land Sale Update- WVFD</b>		A staff report will be coming to the board soon.
<b>Grand Ronde Substation Update - WVFD</b>		A good update was included in the 9-4-2020 Friday email.
<b>COMMENTS</b>		
<b>Chief's Report</b>		Written report was provided in the board packets. Hertel provided a recap of the recent wildland fire situation. The fires across the state have been devastating. The three districts have been providing mutual aid to neighboring agencies as well as deploying resources through conflagrations.
<b>Director Comments</b>		<p>Rogers made a request to add the Grauer letter from last meeting to the next agenda.</p> <p>Rogers made a request for a timestamp on when the agenda was posted on the websites for this meeting.</p> <p>Brown made an apology about a statement that was made at the West Valley Special Board Meeting on September 9, 2020 regarding the qualifications of Sheridan's employees in the past.</p> <p>Multiple thank you's and notes of support were given to the staff and volunteers for all their help and assistance this week during the extreme amount of wildland fire events.</p>

		Heidt emphasized that the level of professionalism of the three districts, especially over the radio, was exceptional during the Mill Creek Fire.
<b>Adjournment</b>	Action	<b>Motion: Rick Mishler Second: Gary Brooks</b> <b>Move to adjourn meeting at 8:00 PM</b> <b>Discussion: None.</b> <b>SFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously.</b> <b>WVFD- Motion approved unanimously.</b>

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Due Date
8-27-2020 Corrected Minutes	Staff	9-24-2020
Add SFD & WVFD personnel to the financial spreadsheet	Staff	10-8-2020
Todd Kimball, CFO Selections, to attend meeting	Staff	As appropriate

Upcoming meetings/events:

- 9-24-2020 Joint Meeting
- 10-8-2020 Joint Meeting

Board packet and handouts included:

- Agenda
- 8-27-2020 Joint Meeting Minutes
- Financial Packets for all three districts
- Conflagration net revenue summary
- SFD Resolution No. FY 2020-21-03
- SFD Resolution No. FY 2020-21-04
- SFD Resolution No. FY 2020-21-05
- SFD Resolution No. FY 2020-21-06
- Medic 1111 Staff Report
- 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!

**001.1 POLICY ADOPTING GOVERNMENT BY POLICY**

The District Board of Directors recognizes that one of its major functions is to serve as the policy making body of the Fire District, and to govern the activities and shape the future of the Fire District. The Board also acknowledges the need to reserve, for the Fire Chief and the staff, the responsibility of the day to day administration of the District in a manner consistent with the policies and rules of the Board.

It is the intent of the Board of Directors to set forth a series of policies and Board rules to govern the conduct and deliberations of the Board and to serve as a guide for the staff in carrying out the daily functions of the Fire District.

**001.2 FIRE DISTRICT BOARD POLICIES**

The policies and rules of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to meet the Mission, Vision and Values of the District.

**Note: These documents are to be developed**

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the conduct of the Fire District.

In the event of a conflict between a Board Policy and the state or federal law, the applicable state or federal law shall govern.

If disagreement over the application, intent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, as a Board rule, shall clearly specify the intent of the Board in interpreting policy.

Board rules may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. Board rules may also be applied to remind the Board, staff, and public of the existence of applicable statutes.

Proposals regarding the adoption of District policy or changes, deletions, additions, or repeal may originate from any interested person.

**001.3 POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEALS AND REVIEW**

In its deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

It shall be the policy of the District to recognize that all Board policies shall remain flexible and be subject to review and change. Such review shall take place biannually, except for the Organizational Procedures Policy which will be reviewed annually. A biannual review shall be scheduled at the regularly scheduled Fire District Board meeting in August of each Board election year.

In order to provide consistency, stability and integrity to Board Policies, it is recognized that changes in policies, except in the case of emergency, shall be executed in a careful manner without undue haste.

Adoption, changes, additions to, deletions from, or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority vote of the Board Directors, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting. An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Fire District Board of Directors, known collectively as the **BOARD POLICY MANUAL** shall be the reference instrument for conducting the business of the Fire District Board.

#### **001.4 FIRE DISTRICT BOARD OF DIRECTORS AUTHORITY**

The Fire Districts are defined in accordance with the provisions of Oregon Revised Statutes. The Fire District includes territories lying in Yamhill and Polk Counties. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District, while complying with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities provided by them.

Policies are adopted by the Board to govern the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

The Board reserves to itself, all authority and responsibility delegated to it unless otherwise assigned to the Fire Chief or others by statute, ordinance, regulation, or local action.

Policy designating District Board as Contract Review Board. It shall be the policy of the District Board upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279.055. In that capacity the Board adopts the public contracting rules as set forth in the Oregon Department of General Services, Oregon

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Administrative Rules, Chapter 125, as currently in effect. The rules may be amended from time to time, and special exemptions granted, by the Board, at any duly called meeting of the Board.

Collective Bargaining Agreement. It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The District Board reserves to itself, or its designee, the responsibility to negotiate with employee groups.

#### **001.5 MEMBERSHIP OF THE FIRE DISTRICT BOARD OF DIRECTORS**

The Board of Fire Districts shall consist of five Directors serving four-year, staggered terms. A resident or property owner of the District shall be eligible to serve as a Board Director in accordance with ORS 478.050.

Each Board Director shall be identified by a position number and all Directors of the Board shall serve at large, representing the District as a whole.

Board positions numbers are assigned and terminate as historically occurring for the District. This information transfers to the successors of the Director at the termination of their service in the position.

The election of the Board Directors shall be conducted as provided by ORS 255.345. The regular District election, at which Board Directors are elected, is the fourth Tuesday in March in each odd numbered year.

Board Director Certification- No person elected or appointed to the Fire District Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050. If question exists as to the eligibility of any candidate, the Board will resolve the issue prior to appointment. No person shall serve as a Fire District Board Director and be employed or function as a volunteer for the District.

New Board Directors shall take an oath of office prior to assuming the duties of the position.

Unless filling a vacancy on the Board, terms of office shall start officially on July 1<sup>st</sup> in accordance with ORS 255.335.

Newly elected Board Directors shall serve as ex-officio Directors until their term begins and are encouraged to participate in all Board functions.

District Board Policy delegates that a Board Director and the Fire Chief be responsible for the appropriate orientation of new Board Directors. It is the policy that the Fire Chief, in cooperation with a Board Director, will schedule a work session for new Board Directors to

acquaint them with the facilities, equipment, and personnel and to provide per the SDAO Orientation Checklist.

Directors' Compensation and Reimbursement- It shall be the policy of the District Board to provide no reimbursement to Board Directors for attendance at meetings, functions, or training.

It shall be the policy of the Board to reimburse District Board Directors for reasonable expenses actually incurred on Fire District business, when presented to and approved through the Districts regular travel/training process and documentation in accordance with generally accepted accounting principles. Reimbursement of any expenses shall be in accordance with ORS 198.190.

Expenses incurred for lodging shall be covered at the reasonable and prudent cost of lodging. Any expenses for family Directors who accompany the Board Director on a trip are not recoverable.

Travel shall be reimbursed at the current per mile rate allowed by the IRS when private vehicles are used, or the actual cost when commercial transportation is provided. Meals shall be reimbursed at the actual cost so long as these are reasonable and prudent. Excessive expenditures may be denied reimbursement upon examination by a majority vote of the Board. The District will not pay for alcoholic beverages.

It shall be the responsibility of each Board Director to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are public record and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions visible to the public in an effort to preserve the public trust.

Vacancies on the Board- It shall be the policy of the Board to declare a position on the District Board of Directors vacant if:

- (1) The Board Director dies, resigns, or is removed from office;
- (2) The Board Director ceases to be a resident or a property owner in the District in accordance with ORS 478.050;
- (3) The Board Director is convicted of an infamous crime, or any offense involving the violation of the oath of the incumbent
- (4) The Board Director refuses or neglects to take the oath of office within the time prescribed by law;
- (5) The election or appointment of the Board Director is declared void by a competent tribunal;



- (6) The Board Director is found to be a mentally impaired person by the decision of a competent tribunal;
- (7) The incumbent ceases to possess any other qualifications required for election or appointment to such office.

In the event any of the preceding items occur, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, declare the position to be vacant by a majority vote of the Board, and then notify the Yamhill County Clerk of its decision.

Filling vacancies for the office of Fire Board Director shall be in accordance with ORS 198.320(1)(2).

The person appointed shall serve until June 30<sup>th</sup> following the next regular election to the Board. On the first regular election date after being appointed to the Board, a successor shall be elected to serve from July 1<sup>st</sup> through the remainder of the unexpired term.

When a District election is to be held for the purpose of electing Directors to the District Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- (1) The date of the election (see ORS 255.335(1) );
- (2) The Board positions to be voted upon;
- (3) The latest date candidates may file for office.

The County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District election.

#### **001.6 OFFICERS OF THE FIRE DISTRICT BOARD**

It shall be the policy of the Fire District Board to elect officers of the Board during the month of July.

The Board shall elect a President, a Vice-President, and a Secretary at its July meeting, or at such times as the existing officer(s) may resign from their office or vacant membership on the Board. All officers shall be elected annually, with no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

The President of the Fire Board shall preside at all meetings of the Board and shall have a right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature unless the motion allows the Fire Chief or other Director to sign.

In the absence of the President, the Vice-President shall perform all the duties of the President, including preside at meetings in the absence of the President. If both the President and Vice-President are absent, the Secretary of the board may preside.

The Secretary of the Board or the Secretary's designate shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620, The Oregon Meeting Law. The Secretary shall countersign such official documents requiring two Board Director signatures.

#### **001.7 POWERS AND DUTIES OF THE FIRE DISTRICT BOARD OF DIRECTORS**

It is the policy of the Fire District Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life safety needs of the District.

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the Fire Chief. Unless otherwise authorized by a quorum of the board, no individual Board Director may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the board, no individual Board Director may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the Board President, who will then communicate the question, request or concern to the Fire Chief.

The basic manner Directors fulfill their office must be performed at a regular, special committee or workshop meeting and shall be a matter of public record. Through the methods of participation is discussion, deliberation, debate and voting. All Directors including the President are expected to participate fully in deliberation and voting.

It is understood that Board Directors will not always agree. It is the policy of the Board that Directors respect the authority of the majority. If a Director cannot support a decision made by the majority, that Director's actions should remain neutral and not work against the decision of the majority.

Board Directors' decisions and actions shall best serve the needs of the District citizens with respect to available resources.

It shall be a policy of the Board that Fire District Board Directors are encouraged to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the Fire District as well as reasonable expenses incurred in attending meetings, seminars, and training sessions.

The Fire District Board Directors shall observe a code of conduct, as follows, designed to guide their actions in carrying out their responsibilities.

A Fire District Board Director should strive to:

- (1) Understand that their basic function is to make “policy”;
- (2) Refuse to make commitments on any matter which should come before the Board as a whole;
- (3) Refuse to participate in secret meetings or other irregular meetings which are not official and which all Directors do not have the opportunity to attend;
- (4) Recognize that they have no legal status to act for the Board outside of official meetings;
- (5) Respect the rights of Fire District patrons to be heard at official meetings within established parameters and guidelines for public testimony;
- (6) Make decisions only after available facts bearing on a question have been presented and discussed;
- (7) Graciously accept the principle of “majority rule” in Board decisions;
- (8) Recognize the Fire Chief should have full administrative authority for properly discharging duties within the limits of the established Board policies;
- (9) Recognize that the fire Chief or designee is the technical advisor to the Board and should be present at all meetings of the Board;
- (10) Present personal criticisms, complaints, or problems of any Fire District operation directly to the Board President;
- (11) Declare conflicts of interest into the public record;
- (12) Conduct all Fire District business and personal business with the Fire District in an ethical manner;
- (13) Give staff and contemporaries the respect and consideration due skilled professional personnel.

The Fire District Board recognizes that it serves all people of the District and that each citizen of the district has individual political views. As a policy the Fire District Board shall not endorse, nor shall it support or oppose, the candidacy of any person seeking election to any public office, partisan or non-partisan. The District may comment on, but shall not endorse, support, or oppose any initiative or referendum measure proposed to the people. The restriction shall not prohibit the Board from supporting or opposing or publicly commenting on ballot measures which have a direct and ascertainable effect upon the operations of the District or the District’s ability to provide fire and life safety programs mandated to it. This restriction shall not prohibit individual Directors of the Board or employees of the District from supporting, opposing, or publicly commenting on political matters as individual citizens; however, common courtesy, legal conduct and ethics is encouraged.

Board Directors shall be respectful of one another and follow the direction of the President. They should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any conduct decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the board.

Board Directors have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise, no individual board Director may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the District.

The Board has the right to enforce its rules and expect ethical and honorable conduct from its Directors. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- (1) A motion that the Director must apologize;
- (2) A motion that the Director must leave for the remainder of the meeting;
- (3) A motion to censure the Director; or
- (4) A motion to suspend a Director's rights for a designated period of time.

#### **001.8 FIRE BOARD ADVISORY COMMITTEE**

It is the policy of the Fire District Board to establish advisory committees when it is found to be in the best interest of the District to do so.

It is the policy of the Fire District Board to appoint special committees as the need arises. Examples may be a negotiation committee or a Board policy review committee.

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

Constructive use shall be made of citizen advisory committees as a way of involving the public in the decision-making process.

Committees may provide information and make recommendations about Fire District matters assigned to them, but the Fire District Board has the responsibility for setting priorities and making policy.

It shall be the responsibility of the Board President to advise the various committees as to the requirements of the Oregon Open Meetings Law (ORS 192.610 through 192.710) and the Public Records Law (ORS 192.410 through 192.505).

## Sheridan/SW Polk/ West Valley Fire Districts Board Policy Manual

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The Fire Chief shall be responsible for posting notices of all committee meetings and notifying the press and public as required by the Oregon Open Meetings Law.

President's of all District committees will be responsible for keeping written minutes and making them available to the public through the office of the Fire Chief.

### **001.9 METHODS OF OPERATION OF FIRE DISTRICT BOARD MEETINGS**

It is the policy of the Fire District Board that all meetings be conducted in accordance with Oregon and Federal Statutes and Rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

All meetings of the Fire District Board are open to the public, except for executive sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting (ORS 192.610 – 192.690). A nominal charge may be made for copies of public records in accordance with rules established by the Board of Directors. The District will cause to be published per the Organizational Procedures Policy.

All meetings are to have at least a 24-hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be posted per the Organizational Procedures Policy.

Regular meetings of the Fire District Board shall be held per the Organizational Procedures Policy unless by specific action of the Board a different meeting place or time is selected.

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board Directors or by request of the Fire Chief.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District. The degree of audience participation will be dependent upon time available and the significance of the matter under discussion. The President may set a time limit for individual comments on a given issue.

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board.

The Fire District Board shall provide a specific time and place in the agenda of its regular meeting to hear comments, concerns, and suggestions from its citizens or from visitors with interests in the district.

Any resident of the District may submit matters to be placed on the meeting agenda. In order to ensure consideration at the next regular meeting, requests should reach the Board President or the Fire Chief at least ten days before the next regular meeting.

It shall be the policy of the Fire District Board to recognize itself as a policy making body that deliberates at regularly scheduled meetings and each Board Director shall make a diligent effort to be present and participate fully.

Robert's Rules of Order Revised shall be used as a **guideline only** for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board.

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board Director at least three (3) days prior to each regular meeting.

Three Directors present at a meeting shall constitute a quorum. The affirmative vote of a least three Directors is required for any action, unless otherwise dictated by law or these policies.

Board minutes shall reflect the vote of each Director. Any Director may request that a vote be changed if such request is made prior to consideration of the next order of business.

Any Board Director may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting. A Board Director shall declare a conflict of interest where such a conflict exists (ORS Chapter 244).

The Board may hold executive sessions only to discuss the any issues, as allowed by ORS. The Board shall not take any votes during executive sessions, nor make any final decisions. The policy, however, shall not prohibit full discussion of Board Directors' views during executive sessions.

The President or other presiding officer shall announce the statutory authorizing allowing the executive session to convene. The President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should not be broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board Directors, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

#### **001.10 MEETING MINUTES, PUBLIC RECORDS**

The minutes of the meetings of the Fire District Board shall be maintained by the District and shall be made available as required by law (ORS 192) and Board policies. Minutes shall be generated for all Fire District Board meetings and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

The Fire District recognizes the right of any Director of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by the Attorney General of the State of Oregon. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief.

In accordance with the Public Records Law, certain records, such as executive meeting minutes and personnel records, are not included in the category of records to which the right of access is to be granted by the Fire District.

Smoking or other use of tobacco products is prohibited in any building where a public meeting is being held and is to continue following a recess.

Fees for records requests will follow all appropriate District ordinances, resolutions, policies, and procedures.

#### **001.11 DELEGATION OF BOARD AUTHORITY**

It is the policy of the Fire District Board that it has primary responsibility for the approval of District plans and direction for the appraisal of the ways in which these decisions are implemented, and the results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

The Board will approve a job description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

At such time that a vacancy occurs, or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

The Fire Chief shall serve as executive officer of the District and shall have the responsibility for:

- (1) Preparing the agenda for each meeting, attending Board meetings, unless excused, and participating in deliberations of the Board as required;
- (2) Bringing to the attention of the Board matters requiring consideration;
- (3) Reporting periodically to the Board on the progress of programs in the District;
- (4) Personnel matters under the policy guidance of the Board;
- (5) Reports to the Board personnel matters in accordance with the policies of the Board as applicable.

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Administrative procedures must be consistent with policies adopted by the Board.

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting.

#### **001.12 FIRE DISTRICT LEGAL COUNSELS**

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board President and the Fire Chief shall be recognized as the persons able to seek the advice of legal counsel unless through Board direction another Board Director is granted permission. The Board recognizes legal counsel per the Organizational Procedures Policy.



# Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

**MEETING DATE:** September 24, 2020

**TOPIC:** West Valley land parcel

**PREPARED BY:** Fire Chief Hertel

**APPROVED BY:** N/A

**ATTACHMENTS:** Ross Williamson email

## **RECOMMENDED ACTION:**

Staffs recommended action is to postpone any further action with this property. This will allow the District to continue use of the property.

## **BACKGROUND:**

The property next to the fire station was donated to West Valley Fire District from Hampton Lumber in 2016.

## **SUMMARY TIMELINE:**

The property in question was donated to West Valley Fire District in 2016. Since then the District has used the property for training and other purposes. In 2019/2020, the District considered selling the property but has ran into several property encumbrances and irregularities.

## **FINANCIAL IMPACT:**

As stated in the attached email there could be a considerable expense to determining the validity of the property's irregularities and encumbrances.

## **RECOMMENDED MOTION:**

I move that the District postpone any further action on this property.

## Fred Hertel

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**From:** Ross Williamson <ross@localgovtlaw.com>  
**Sent:** Thursday, September 17, 2020 10:28 AM  
**To:** Fred Hertel  
**Subject:** Hampton property donation next steps

Chief,

Here are my thoughts as you prepare an update to the Board about the Hampton property donation matter.

We provided an update to the Board at the June meeting. At the meeting, the Board gave the direction via general consensus that they wanted to keep the property and explore the options of how to partition off pieces for the neighbors that may have claims for some of the property based upon adverse possession. We were going to explore options with the County and neighbors.

After the June meeting, to gain additional information about the property, the District obtained a title report for the donated property. While the title report is not conclusive, the title report indicates that Hampton Lumber may not have conveyed a full legal parcel of property to the Fire District – there may be a remnant that did not get transferred.

ORS 92.017 provides that a unit of land remains a lawful unit of land until such time as it is further divided as allowed by law. Generally, a lot may not be divided by a deed. Instead, a land use action is required if a property owner wants to break up a parcel of property. As a result, if the donated property is only a portion of a larger unit of land, then the donated property is not itself a lawful lot. Have a lawful lot is the first step for any subsequent County action that might allow the District to further partition the property. If the title report is correct, then the property donation just got a lot more messy than it already was (and it was already pretty messy).

To check up on the title report, the District will need the services of a title examiner or surveyor to confirm whether or not the donated property is itself a lawful unit of land. A title examiner or a surveyor should be able to investigate the actual historical property records for this property and compare the deed used to donate the property to the Fire District and see if there really is a problem as this title report seems to evidence.

If the further investigation uncovers that the donated property is not a legal lot, then the District is significantly limited in what it can do with the property. The potentially easiest option would be to simply quitclaim the property back to Hampton Lumber so that the Fire District no longer has to spend time and resources on the mess. That option would involve minimal attorney time. If the District wants to explore other options, I can only speculate right now how much of my time it would take to get to a resolution. A messy real property matter like this could very well take a significant amount of attorney and other consultant time to remedy. It is quite possible that any value the Fire District could obtain in the land by selling it would be consumed by professional services needed to clear up the mess. We don't have enough facts to even provide an informed guess, but it is likely that the District would need to spend several thousand dollars in attorney fees to help clear up the tangled real property issues in play here.

-Ross

*Ross M. Williamson*

Local Government Law Group P.C.  
A Member of Speer Hoyt LLC  
975 Oak Street, Suite 700  
Eugene, OR 97401



# SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-07

## A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the Sheridan Fire District has received funds from Coronavirus Relief Fund Grant, of \$271,041; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the Sheridan Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriations be made:

GENERAL FUND	ORIGINAL BUDGET	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$2,301,764	\$271,041	\$2,572,805
<u>Transfers</u>			
Equipment Reserve	\$58,958	\$231,041	\$289,999
<u>Requirements</u>			
Professional fees	\$54,000	\$33,000	\$87,000
EMS Supplies	\$27,000	\$7,000	\$34,000
EQUIPMENT RESERVE	ORIGINAL BUDGET	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Transferred IN, from other funds	\$58,958	\$231,041	\$289,999
<u>Requirements</u>			
Equipment Purchases	\$413,958	\$231,041	\$644,999

PASSED BY THE Board of Directors of the Sheridan Fire District this 24<sup>th</sup> day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 24<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Tammara Heidt, Board President

\_\_\_\_\_  
Carol Harlan, Board Secretary

**EXHIBIT D**  
**FEDERAL AWARD IDENTIFICATION**  
**(Required by 2 CFR 200.331(a))**

(i) Grantee Name: <i>(must match DUNS registration)</i>	SHERIDAN FIRE DISTRICT
(ii) Grantee's DUNS number:	831389366
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$271,041.00
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



# SOUTHWESTERN POLK COUNTY RURAL FIRE PROTECTION DISTRICT

RESOLUTION NO. FY 2020-21-03

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the SW Polk Fire District has received funds from Coronavirus Relief Fund Grant, of \$250,000; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the SW Polk Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the SW Polk Fire District that the following appropriations be made:

GENERAL FUND	ORIGINAL BUDGET	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$410,000	\$250,000	\$660,000
<u>Requirements</u>			
Professional fees	\$30,000	\$25,000	\$55,000
General Supplies	\$5,000	\$3,000	\$8,000
Contingency	\$30,000	\$222,000	\$252,000

PASSED BY THE Board of Directors of the SW Polk Fire District this 24<sup>th</sup> day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the SW Polk Fire District this 24<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Rod Watson, Board President

\_\_\_\_\_  
Bob Davis, Board Secretary

**EXHIBIT D**  
**FEDERAL AWARD IDENTIFICATION**  
**(Required by 2 CFR 200.331(a))**

(i) Grantee Name: <i>(must match DUNS registration)</i>	SOUTHWESTERN POLK COUNTY RURAL FIRE PROTECTION DISTRICT
(ii) Grantee’s DUNS number:	035134423
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$250,000
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



# WEST VALLEY FIRE DISTRICT

RESOLUTION NO. FY 2020-21-03

## A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the West Valley Fire District has received funds from Coronavirus Relief Fund Grant, of \$261,875, with \$11,875 being received in July 2020 and \$250,000 being received in August 2020; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the West Valley Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the West Valley Fire District that the following appropriations be made:

GENERAL FUND	ORIGINAL BUDGET	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$85,000	\$261,875	\$346,875
<u>Requirements</u>			
Professional fees	\$30,000	\$38,000	\$68,000
Grants	\$50,000	\$8,200	\$58,200
EMS Supplies	\$30,000	\$4,000	\$34,000
Capital Outlay	\$50,000	\$211,675	\$261,675

PASSED BY THE Board of Directors of the West Valley Fire District this 24<sup>th</sup> day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the West Valley Fire District this 24<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Rick Mishler, Board President

\_\_\_\_\_  
Roy Whitman, Board Secretary

## EXHIBIT D FEDERAL AWARD IDENTIFICATION (Required by 2 CFR 200.331(a))

(i) Grantee Name: <i>(must match DUNS registration)</i>	WEST VALLEY FIRE DISTRICT
(ii) Grantee's DUNS number:	015948255
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$261,875.00
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>





# WEST VALLEY FIRE DISTRICT

## RESOLUTION NO. FY 2020-21-04

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, there was unanticipated revenue from the Assistance to Firefighters Grant (AFG); and

WHEREAS, the District wishes to allocate unanticipated AFG revenue into the Miscellaneous revenue in the amount of \$163,810; and.

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the West Valley Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the West Valley Fire District that the following appropriations be made:

GENERAL FUND	ORIGINAL BUDGET	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$346,875	\$163,810	\$510,685
<u>Requirements</u>			
Grants	\$58,200	\$163,810	\$222,010

PASSED BY THE Board of Directors of the West Valley Fire District this 24<sup>th</sup> day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the West Valley Fire District this 24<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Rick Mishler, Board President

\_\_\_\_\_  
Roy Whitman, Board Secretary

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Fred Hertel  
WEST VALLEY FIRE DISTRICT  
825 NE MAIN  
WILLAMINA, OR 97396



EMW-2019-FG-08282

Dear Fred Hertel,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2019 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$163,809.52 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$8,190.48 for a total approved budget of \$172,000.00. Please see the FY 2019 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2019 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Bridget Bean", is located below the "Sincerely," text.

Bridget Bean  
Assistant Administrator  
Grant Programs Directorate

# Summary Award Memo

**Program:** Fiscal Year 2019 Assistance to Firefighters Grant

**Recipient:** WEST VALLEY FIRE DISTRICT

**DUNS number:** 015948255

**Award number:** EMW-2019-FG-08282

## Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY2019 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Amount awarded

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

# Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

**MEETING DATE:** September 24<sup>th</sup>, 2020  
**TOPIC:** West Valley Ambulance Purchase  
**PREPARED BY:** RC Mock, Battalion Chief of EMS  
**APPROVED BY:** Fred Hertel, Fire Chief  
**ATTACHMENTS:** Picture

## **RECOMMENDED ACTION:**

Grant authority to purchase an ambulance for West Valley Fire District utilizing an inter-state cooperative purchasing agent.

## **BACKGROUND:**

West Valley Fire District has secured a voter approved levy and allocated some of that funding towards the purchase. Staff has assembled specifications and explored vendor options. A tiered grading schedule identifying cost of ownership, life expectancy, vendor/repair availability, warranty, specialty options, construction time, length in business, and base price were all reviewed during the process. Additional considerations were made to identify company compliance with state and federal employment practices. Staff has identified a competitive vendor who excels in the graded areas and are ready to move forward with the purchase. Lifeline Ambulance company was identified as the competitive vendor. As a bonus, our closest mutual aid partners are already or have started transitioning to this vendor going forward which will assist in our desires of interoperability.

Directing the purchase through an inter-state cooperative purchasing agent allows us to expedite the process, while complying with the competitive purchase rules and allows for the best pricing available.

Additionally, due to some unique pricing for our preferred vendor for our gurney and power loader, there is a substantial cost savings by purchasing directly from them. The intention would be to purchase this at the same time and have the unit shipped to the ambulance vendor.

## **SUMMARY TIMELINE:**

The process, upon Board approval will transition to the legal accountability of the purchase. This will require an announcement period where our intentions to purchase are to be published in the local paper and a public comment period may be considered during a public meeting. During this posting time, staff will schedule a pre-construction meeting for final review of the specifications and the

construction timeline will commence. They are projecting a completion timeline of 130 days from that point forward. The transition plan to get the ambulance into service will be finalized when we closer to the completion date.

**FINANCIAL IMPACT:**

Payment for the purchase is to be paid in full upon final inspection of the ambulance. Since the funding for the purchase is coming from levy funds accumulated over a five-year period, a loan may be required. Total budget was set to include the cost for the financing. Fire Chief Hertel will present funding options later. Additionally, there is a \$3,000 dollar savings on each unit if multiple were purchased at the same time, refer to Sheridan Staff Report.

The anticipated purchase price of the ambulance is \$238,000 dollars.

*Potential cost if multiple units discount applied: \$235,000 dollars.*

The anticipated purchase price of the gurney and power loader is \$43,000 dollars.

Other projected costs include radios and wireless expander at \$10,000 dollars.

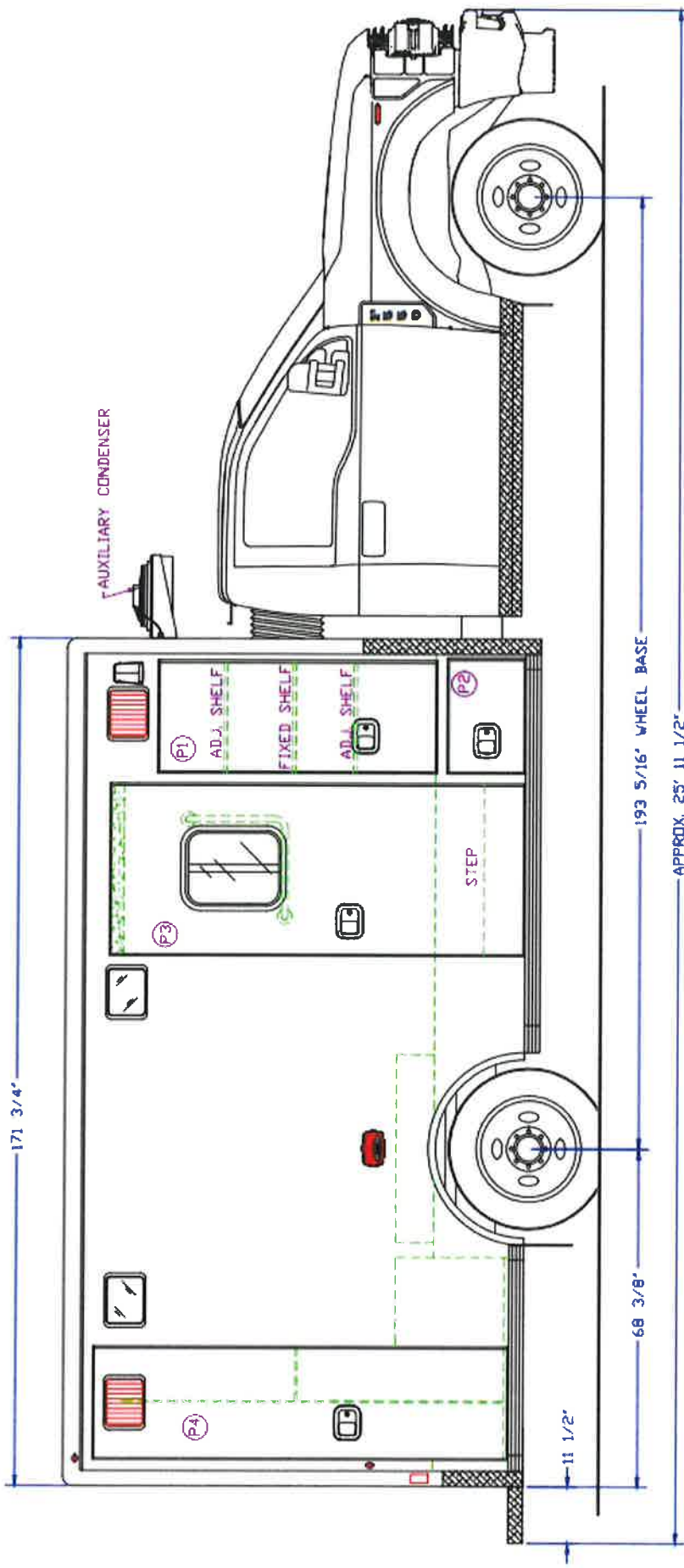
Total cost of the project: \$291,000

w/ discount: \$288,000

**RECOMMENDED MOTION:**

I move that we approve staff to purchase the identified ambulance and gurney/lift using an inter-state cooperative purchasing agent.

FORD F-550 4X4 CHASSIS W/ LIQUID SPRING SUSPENSION



**CURB SIDE**

COMP.	INTERIOR HEIGHT	PASS-THRU HEIGHT	INTERIOR WIDTH	PASS-THRU WIDTHS	DEPTH	DESCRIPTION	DRAWING NO.
P1	56"	55"	25 3/4"	18"	76"	ISOS STORAGE	<b>4792-S1E</b>
P2	72 1/4"	71"	34 1/2"	21 1/2"	19 1/4"	BATTERY STORAGE	DRAWN BY: J.P.
P3	83 1/2"	82 1/2"	34 1/2"	30"	---	SIDE ENTRY DOOR	DATE: 1/23/2020
P4	83 1/2"	82 1/2"	32 1/2"	18"	20 7/8"	BB STORAGE	SCALE: 1"=32"
							REVISION(S):

**LIFELINE**  
**EMERGENCY VEHICLES**  
 1 Life Line Dr. P.O. Box 299  
 Sumner, IA 50674

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REVISIONS SHOWN ARE APPROXIMATE AND MAY CHANGE DURING THE MANUFACTURING PROCESS. PRINTS ARE FOR GENERAL INFORMATION ONLY AND MAY NOT BE USED FOR DESIGN PURPOSES.

TELEPHONE: 515-761-2121  
 FAX: 515-761-2121  
 WWW: WWW.LIFELINEVEHICLES.COM

\* LOWER SECTION IS DOG LEGGED WIDTH IS 40 1/2"

FOR DRAWING APPROVAL:

APPROVED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

171" TYPE I SUPERLINER, 72" HEADROOM  
 FOR HUGHES FIRE EQUIPMENT DEMO - SPRINGFIELD, OR

# Sheridan/SW Polk/West Valley Fire Districts

## Joint Board of Directors

### Staff Report

**MEETING DATE:** September 24<sup>th</sup>, 2020  
**TOPIC:** Sheridan Fire District Ambulance Purchase  
**PREPARED BY:** RC Mock, Battalion Chief of EMS  
**APPROVED BY:** Fred Hertel, Fire Chief  
**ATTACHMENTS:** Picture

#### **RECOMMENDED ACTION:**

Grant authority to purchase an ambulance for Sheridan Fire District utilizing an inter-state cooperative purchasing agent.

#### **BACKGROUND:**

As a result of a reserve ambulance being retired earlier than projected, the need to upgrade our current fleet of ambulances now became relevant. With unanticipated funding from the Covid pandemic, the realities of purchasing align with the need.

As an added incentive to capitalize on the timing of the purchase, we have the opportunity to duplicate the purchase currently underway for West Valley Fire District. This will allow us to further enhance consistent operations between the organizations. Furthermore, if purchased at the same time, the vendor will be able to offer a discount for both ambulances. Staff has assembled specifications and explored vendor options. A tiered grading schedule identifying cost of ownership, life expectancy, vendor/repair availability, warranty, specialty options, construction time, length in business, and base price were all reviewed during the process. Additional considerations were made to identify company compliance with state and federal employment practices. Staff has identified a competitive vendor who excels in the graded areas and are ready to move forward with the purchase. Lifeline Ambulance company was identified as the competitive vendor. As a bonus, our closest mutual aid partners are already or have started transitioning to this vendor going forward which will assist in our desires of interoperability.

Directing the purchase through an inter-state cooperative purchasing agent allows us to expedite the process, while complying with the competitive purchase rules and allows for the best pricing available.

Additionally, due to some unique pricing for our preferred power loader, there is a substantial cost savings by purchasing directly from them. The intention would be to purchase this at the same time and have the unit shipped to the ambulance vendor. Sheridan currently has a reserve power gurney so this expense will be reduced.

**SUMMARY TIMELINE:**

The process, upon Board approval will transition to the legal accountability of the purchase. This will require an announcement period where our intentions to purchase are to be published in the local paper and a public comment period may be considered during a public meeting. During this posting time, staff will schedule a pre-construction meeting for final review of the specifications and the construction timeline will commence. They are projecting a completion timeline of 130 days from that point forward. The transition plan to get the ambulance into service will be finalized when we closer to the completion date.

**FINANCIAL IMPACT:**

Covid Relief funds have been previously received and allocated by Board Resolution to the Equipment Reserve Fund. The value of utilizing these dollars for the purchase of an ambulance now correlate to the new need and the cost savings by purchasing an identical unit as West Valley Fire District at the same time.

The anticipated purchase price of the ambulance is \$238,000 dollars.

*Potential cost if multiple unit discount is applied: \$235,000 dollars.*

The anticipated purchase price of the power loader is \$24,000 dollars.

The anticipated purchase price of the radio and wireless expander at \$10,000

Total cost of the project: \$272,000

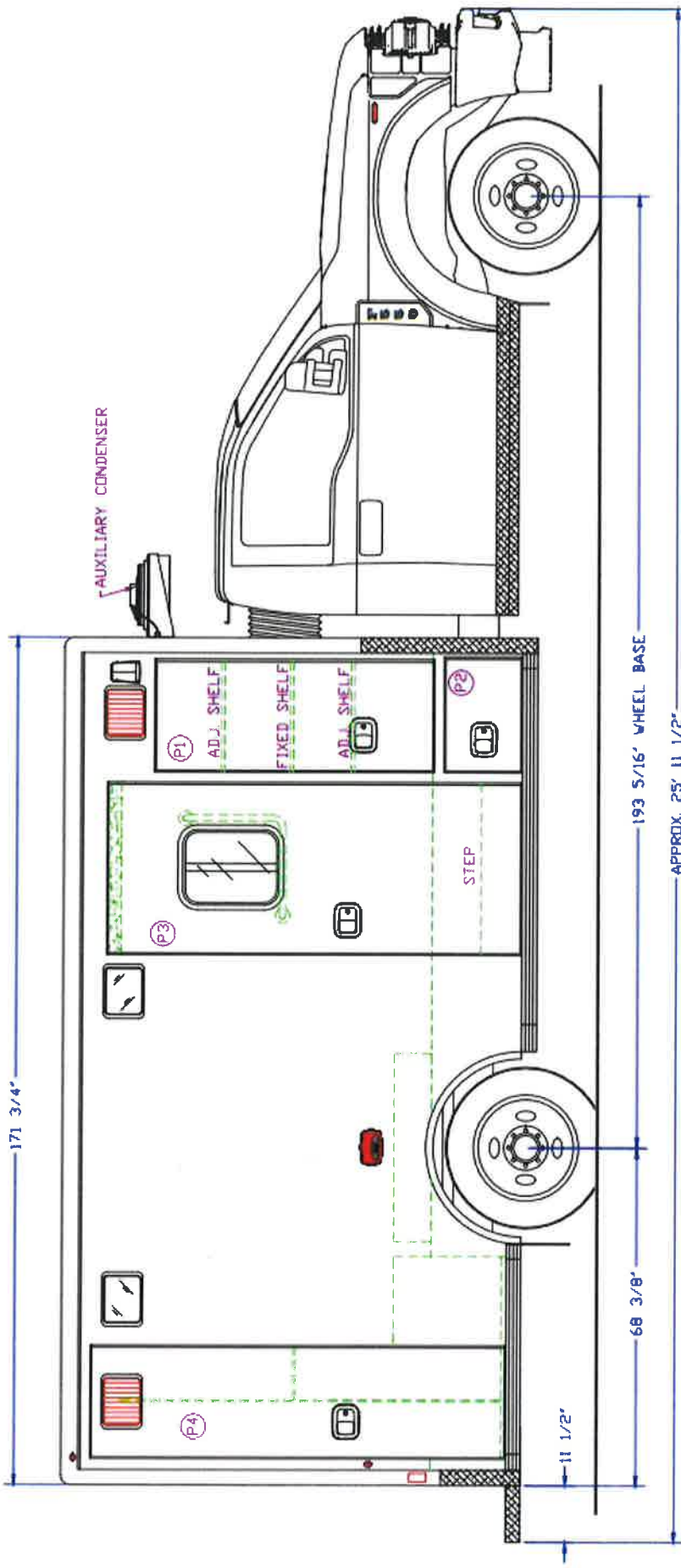
w/ discount: \$269,000

**RECOMMENDED MOTION:**

I move that we approve staff to purchase the identified ambulance and power lift using an inter-state cooperative purchasing agent.



FORD F-550 4X4 CHASSIS W/ LIQUID SPRING SUSPENSION



**CURB SIDE**

COMP.	INTERIOR HEIGHT	PASS-THRU HEIGHT	INTERIOR WIDTH	PASS-THRU WIDTHS	DEPTH	DESCRIPTION	DRAWING NO.
P1	56"	55"	25 3/4"	18"	26"	ISOS STORAGE	<b>4792-S1E</b>
P2	15"	14"	23"	21 1/2"	19 1/4"	BATTERY STORAGE	DESIGN BY: J.P.
P3	72 1/4"	82 1/2"	34 1/2"	30"	---	SIDE ENTRY DOOR	DATE: 1/22/2020
P4	83 1/2"	82 1/2"	*22 1/2"	18"	20 7/8"	BB STORAGE	SCALE: 1"=32"
REVISION(S):							
* LOWER SECTION IS DOG LEGGED WIDTH IS 40 1/2"							
FOR DRAWING APPROVAL							
APPROVED BY:							
TITLE:							
DATE:							



1 Life Line Dr. P. O. Box 289  
Sumner, IA 50674

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DATE: 1/22/2020  
SCALE: 1"=32"

171" TYPE I SUPERLINER, 72" HEADROOM  
FOR HUGHES FIRE EQUIPMENT DEMO - SPRINGFIELD, OR

# Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

**MEETING DATE:** 09/24/2020  
**TOPIC:** Treatment/Non-transport fee  
**PREPARED BY:** Suzy Ryan  
**APPROVED BY:** Fred Hertel  
**ATTACHMENTS:** Sheridan Fire District resolution 2013-14-2, Sheridan Fire District resolution 2019-02, West Valley Fire District resolution 13-14-04, West Valley Fire District resolution 2019-02

## **RECOMMENDED ACTION:**

Continue to implement treatment/non-transport (TNT) fee adopted by Sheridan and West Valley Board of Directors.

## **BACKGROUND:**

When fire districts began providing ambulance service in the 1980's, the intention was for these services to be supported by a fee-based system and not to be financed by the assessed taxes for the fire district. This was because the taxes were only intended to provide fire protection.

Both Sheridan & West Valley Board of Directors adopted a resolution to charge a TNT fee in accordance with ORS 478.410(3) in the 2013-2014 fiscal year. Staff only researched this 6-year period. This treatment/non-transport fee may have been in place even longer.

Current administration inherited these Board approved fees that were either not being implemented by Sheridan Fire District or only selectively being implemented by West Valley Fire District. Current administration implemented a consistent and systematic process to treatment/non-transport services.

## **SUMMARY TIMELINE:**

- March 1, 2014 - West Valley Fire District adopted user fee schedule for ambulance TNT-\$450.00 took effect.
- July 1, 2014- Sheridan Fire District's adopted user fees and mileage rates TNT-\$450.00 took effect.
- July 1, 2015- Both resolutions call for an annual 3% increase to this fee (Note: This increase was never enacted on this fee, by either district. Had it been implemented the fee would be \$537 effective January 1, 2020.)
- January 1, 2020- Both districts re-established a new user fee schedule and TNT fees began to be consistently billed at \$500 per service.

**FINANCIAL IMPACT:**

- There will be no financial impact should the fee continue to function as adopted.
- Should the fee be removed, each district will lose approximately \$30,000 in revenue annually.

**RECOMMENDED MOTION:**

None

# Sheridan Fire District

Resolution 2013-14 - 2

## Adoption of Ambulance User Fee Schedule and Mileage Rate

- C. Non-transport/Response and Service Charge:** A service charge for a response to an incident that involves the use of supplies and/or equipment other than the ambulance itself, but does not involve a transport of a patient.

### Section 2- Ambulance Service Fees Established

The Board may adjust this ambulance cost schedule, by resolution from time to time as it deems necessary to recover its reasonable expenses, pursuant to ORS 478.410 (3).

**A. Ambulance Rates:**

In-District Resident Advanced Life Support 2	\$1,600
In-District Resident Advanced Life Support	\$1,400
In-District/Out-of-District Advanced Life Support Non-Transport	\$ 450
In-District Resident Basic Life Support	\$1,000
In-District/Out-of District Mileage Charge	\$ 18
Out-of-District Resident Advanced Life Support 2	\$1,700
Out-of-District Resident Advanced Life Support	\$1,500
Out-of-District Resident Basic Life Support	\$1,100
Rescue Fee	\$ 100
Extrication Fee	\$ 600

**Cost of Living Adjustment (COLA)** – Effective July 1<sup>st</sup> 2015 and on January 1<sup>st</sup> thereafter, all transport and non-transport fees shall be increased three percent (3%) annually.

**Mileage Fee-** The mileage fee may be adjusted at the request of the Fire Chief. This is to occur at a regularly scheduled fire district board meeting.

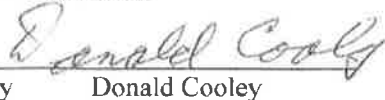
**Adopted by the Sheridan Fire District Board of Directors this 9th day of June, 2014 and will go into effect July 1, 2014.**

  
Dennis Rogers

Sheridan Fire District  
Board Vice President

Attest:

Secretary

  
Donald Cooley

# Sheridan Fire District

## Resolution 2013-14 - 2

### Adoption of Ambulance User Fee Schedule and Mileage Rate

Historically, the Sheridan Fire District's last ambulance rate increase was implemented on March 1<sup>st</sup>, 2006. Due to the limited reimbursements from the state and federal government and other economic pressures, it is necessary to raise rates for ambulance services provided by Sheridan Fire District. These rate increases are necessary to meet the requirements for providing emergency ambulance service for Sheridan Fire District's Ambulance Service Areas (ASA) in Yamhill and Polk Counties.

Therefore, **this resolution will replace any previous resolution referring to ambulance user fees and/or mileage rates.**

**WHEREAS**, ORS 478.410 (4) authorizes a District to adopt reasonable, cost based fees for ambulance services provided by the District; and

**WHEREAS**, the fees adopted by this District have been examined by the Board of Directors; and

**WHEREAS**, the Board of Directors, after diligent examination of the fees, have determined that these fees do not exceed the costs to the District for providing these services; and

**WHEREAS**, the Board of Directors of the Sheridan Fire District has determined it is reasonable and appropriate to adopt a cost recovery mechanism to collect the cost of providing specific ambulance / rescue services to the users of such services; and

**WHEREAS**, ORS 478.260 and ORS 682.062 authorize the District to operate medical service equipment and vehicles both within and without the boundaries of the District,

**THEREFORE, BE IT RESOLVED** that the Sheridan Fire District Board of Directors does hereby adopt the following cost-based fee rate charges for all responses either outside District boundaries or within District boundaries involving ambulance / rescue services.

#### Section 1- Definitions

- A. Emergency Service:** Any incident responded to by the Sheridan Fire District involving district apparatus and/or personnel, including ambulance response to medical emergencies, and the district's response to include and are not limited to specialized transport needs, motor vehicle accidents, hazardous materials incidents, and man-made or natural public safety events.
- B. Non-District Resident:** A person who lives outside of the boundaries of the Sheridan Fire District on the date of services rendered. For the purpose of this section, the address of the person shall be determined by the address provided on a driver's license, or issuing state approved identification card.

# SHERIDAN FIRE DISTRICT

## RESOLUTION 2019-02

### AMBULANCE USER FEE; RATE SCHEDULE

**WHEREAS**, the Board of Directors of Sheridan Fire District is responsible to determine and adopt reasonable financial cost recovery mechanisms; and

**WHEREAS**, ORS 478.410 (4) authorizes the Board of Directors to create a fee for any service provided by the district; and

**WHEREAS**, it is the desire of the Board of Directors to maintain rates which are consistent with operating expenses of the District's ambulance service; and

**WHEREAS**, it is prudent to keep the cost of District's ambulance service consistent with other services in our area; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of Sheridan Fire District hereby adopts the listed Ambulance User Fee Rate Schedule; and

**BE IT FURTHER RESOLVED** that the rate schedule takes effect January 1, 2020.

#### Section 1 – Definitions

- A. Emergency Service: Any incident responded to by the Sheridan Fire District involving district apparatus and/or personnel, including ambulance response to medical emergencies and District response to hazardous materials incidents.
- B. Treatment/Non-Transport: A service charge for a response to an incident that involves the use of supplies and/or equipment other than the ambulance itself, but does not involve a transport of a patient.

#### Section 2 - Ambulance User Fees

The Board may review and adjust this ambulance user fee; rate schedule, from time to time as it deems necessary to cover operational expenses.

- A. Ambulance User Fees:
  - a. Advanced Life Support 2 (ALS2E) \$1900
  - b. Advanced Life Support (ALS1E & ALS1NE) \$1800
  - c. Basic Life Support (BLSE & BLSNE) \$1600
  - d. Treatment/Non-Transport (AIDC) \$500
  - e. Mileage Charge (MILA- Mileage per transport mile) \$ 25
- B. Cost of Living Adjustment (COLA) – Effective July 1, 2020 and every July 1<sup>st</sup> thereafter, the ambulance use fee; rate schedule shall be increased by three percent (3%) annually.

#### Section 3 – Collection

- A. Fees between the District and the service recipient are due within 30 days of the first billing.
- B. If the invoice is not paid, it shall be subject to the District's regular collection procedures.



Scot Breeden  
President, Board of Directors



Tammy Heidt  
Secretary, Board of Directors

**West Valley Fire District**  
**Resolution 13-14-04**  
**Adoption of Ambulance User Fees and Mileage Rates**

Due to the limited reimbursements from the state and federal government and other economic pressures, it is necessary to raise rates for ambulance services provided by West Valley Fire District. These rate increases are necessary to meet the requirements for providing emergency ambulance service for West Valley Fire District's Ambulance Service Area (ASA). Therefore, **this resolution will replace any previous resolution referring to ambulance user fees and/or mileage rates.**

**WHEREAS**, ORS 478.410 (4) authorizes a District to adopt reasonable, cost based fees for ambulance services provided by the District; and

**WHEREAS**, the fees adopted by this District have been examined by the Board of Directors; and

**WHEREAS**, the Board of Directors, after diligent examination of the fees, have determined that these fees do not exceed the costs to the District for providing these services; and

**WHEREAS**, the Board of Directors of the West Valley Fire District has determined it is reasonable and appropriate to adopt a cost recovery mechanism to collect the cost of providing specific ambulance services to the users of such services; and

**WHEREAS**, ORS 478.260 and ORS 682.062 authorize the District to operate medical service equipment and vehicles both within and without the boundaries of the District,

**THEREFORE, BE IT RESOLVED** that the West Valley Fire District Board of Directors does hereby adopt the following cost-based fee rate charges for all responses either outside District boundaries or within District boundaries involving ambulance services.

**Section 1- Definitions**

- A. Emergency Service:** Any incident responded to by the West Valley Fire District involving district apparatus and/or personnel, including ambulance response to medical emergencies and District response to hazardous materials incidents.
- B. Non-District Resident:** A person who lives outside of the boundaries of the West Valley Fire District on the date of services rendered. For the purpose of this section, the address of the person shall be determined by the address provided on a driver's license or state approved identification card.
- C. Non-transport/Response and Service Charge:** A service charge for a response to an incident that involves the use of supplies and/or equipment other than the ambulance itself, but does not involve a transport of a patient.

**Section 2- Ambulance Service Fees Established**

The Board may adjust this ambulance cost schedule, by resolution from time to time as it deems necessary to recover its reasonable expenses, pursuant to ORS 478.410 (3).

**A. Ambulance Rates:**

In-District Resident Advanced Life Support 2	\$1600
In-District Resident Advanced Life Support	\$1400
In-District/Out-of-District Advanced Life Support Non-Transport	\$450
In-District Resident Basic Life Support	\$1000
In-District/Out-of District Mileage Charge	\$18
Out-of-District Resident Advanced Life Support 2	\$1700
Out-of-District Resident Advanced Life Support	\$1500
Out-of-District Resident Basic Life Support	\$1100
Rescue Fee	\$100

**Cost of Living Adjustment (COLA)** – Effective July 1<sup>st</sup> 2015 and on January 1<sup>st</sup> thereafter, all transport and non-transport fees shall be increase three percent (3%) annually.

**Mileage fee-** The mileage fee may be adjusted at the request of the Fire Chief at a regularly scheduled meeting.

**B. Administrative Costs:**

Additional copies of paper work (with signed release) \$30

The administrative copies of paperwork shall be charged to both in-district and out-of-district residents

**Section 3- Collection**

- A. Fees between the District and the service recipient are due within 30 days of the first billing.
- B. If the invoice is not paid, it shall be subject to the District’s regular collection procedures.

**Adopted by the West Valley Fire District Board of Directors this 12<sup>th</sup> day of February 2014 and will go into effect 1<sup>st</sup> day of March 2014.**

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary



RESOLUTION 2019-02  
AMBULANCE USER FEE; RATE SCHEDULE

**WHEREAS**, the Board of Directors of West Valley Fire District is responsible to determine and adopt reasonable financial cost recovery mechanisms; and

**WHEREAS**, ORS 478.410 (4) authorizes the Board of Directors to create a fee for any service provided by the district; and

**WHEREAS**, it is the desire of the Board of Directors to maintain rates which are consistent with operating expenses of the District's ambulance service; and

**WHEREAS**, it is prudent to keep the cost of District's ambulance service consistent with other services in our area; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of West Valley Fire District hereby adopts the listed Ambulance User Fee Rate Schedule; and

**BE IT FURTHER RESOLVED** that the rate schedule takes effect January 1, 2020.

**Section 1 – Definitions**

- A. Emergency Service: Any incident responded to by the West Valley Fire District involving districe apparatus and/or personnel, including ambulance response to medical emergencies and District response to hazardous materials incidents.
- B. Treatment/Non-Transport: A service charge for a response to an incident that involves the use of supplies and/or equipment other than the ambulance itself, but does not involve a transport of a patient.

**Section 2 - Ambulance User Fees**

The Board may review and adjust this ambulance user fee; rate schedule, from time to time as it deems necessary to cover operational expenses.

- A. Ambulance User Fees:
  - a. Advanced Life Support 2 (ALSE2) \$2000
  - b. Advanced Life Support (ALS1E & ALS1NE) \$1900
  - c. Basic Life Support (BLSE & BLSNE) \$1600
  - d. Treament/Non-Transport (AIDC) \$500
  - e. Mileage Charge (MILA- Mileage per transport mile) \$ 25
- B. Cost of Living Adjustment (COLA) – Effective July 1, 2020 and every July 1<sup>st</sup> thereafter, the ambulance use fee; rate schedule shall be increased by three percent (3%) annually.

**Section 3 – Collection**

- A. Fees between the District and the service recipient are due within 30 days of the first billing.
- B. If the invocie is not paid, it shall be subject to the District's regular collection procedures.

**APPROVED** by the Board of Directors this December 12, 2019.

  
\_\_\_\_\_  
Chris Greenhill, Board President

**ATTEST:**  
  
\_\_\_\_\_  
Roy Whitman, Board Secretary