

Sheridan Fire District

Regular Meeting Minutes – August 16, 2021 - 230 SW Mill St. Sheridan, OR 97378*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
Sheridan Fire District Tammy Heidt Scot Breeden Ray Bottenberg Harry Cooley	Carol Harlan
	Administration Present
	RC Mock Mariah Prescott (V)

Virtual- (V) Arrives after roll call- (ARC)

GENERAL BUSINESS		
Call to Order		President Harry Cooley opens the meeting at 6:15 pm. Sheridan Fire District has a quorum of directors and will allow deliberation and decision making. Pledge of Allegiance is recited.
Roll Call		Cooley calls roll as delineated above
Additions/Corrections to the Agenda	Discussion	Cooley adds “board concerns” after the executive session.
Financial Report	Discussion	None
Audience Participation	Discussion	None
Bank Motion	Discussion/Action	<p>Motion: Breeden Second: Bottenberg <i>I move to allow Scot Breeden, Carol Harlan, Tammy Heidt, Ray Bottenberg and Harry Cooley and the Fire Chief as signers for the Sheridan Fire District US Bank Account and to remove all other signers from that account.</i></p> <p>Motion passes unanimously</p>
Seismic Project	Discussion/Action	<p>Discussion of project manager for Seismic Retrofit.</p> <p>Motion: Breeden Second: Bottenberg <i>I move we search for someone to be the owner’s representative of the Seismic retrofit project.</i></p> <p>Motion passes unanimously</p> <p>Board grants Breeden permission to approach Richard Schumann and Larry Harris for the position.</p>
Contracts List	Discussion	Board reviews list of contracts with Sheridan Fire District. Cooley suggests holding questions for Hertel’s return. Breeden says he thought they asked for ending dates. Cooley says it may have to be updated.
Sleeping Quarters	Discussion/Action	<p>Motion: Bottenberg Second: Breeden <i>I move to suspend the architect’s work on the sleeping quarters until the board has a chance to review the latest plans.</i></p> <p>Motion passes unanimously</p>
Hiring Auditor	Discussion	Discussion on hiring an auditor. Breeden suggests returning to Acuity if they aren’t currently using them. Breeden suggests Cooley and Hertel have a discussion about the 2021 audit.
Sharing Line Staff	Discussion	Discussion of allowing staff from all three districts to cover each other for time off. Heidt believes there is no reason it can’t work, and it would be up to the Fire Chiefs to work out. Breeden says since Chief Hertel took over it has been paid as overtime.

Executive Session		As authorized under ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations. And as authorized under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.
Board Concerns	Discussion/Action	Breeden says there needs to be another fund in the budget to hold money back for severance costs. Motion: Breeden Second: Heidt <i>I move to establish a severance fund to be used to pay severance and separation costs to employees as they leave the District.</i> Motion passes unanimously
Chief's Report	Discussion	Battalion Chief Mock talks about conflagration deployments.
Meeting Adjournment	Action	Motion: Bottenberg Second: Breeden <i>I move to adjourn.</i> Motion passes unanimously. Meeting adjourns at 6:47pm

Upcoming meetings/events:

- SFD Regular Meeting September 20th

Board packet and handouts included:

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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!