

Sheridan Fire District

Special Meeting Minutes – August 10, 2021 - 230 SW Mill St. Sheridan, OR 97378*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
<u>Sheridan Fire District</u> Tammy Heidt (V) Scot Breeden Ray Bottenberg Harry Cooley	Carol Harlan
	Administration Present
	Fred Hertel Christine Talley (V)

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

GENERAL BUSINESS

Call to Order		President Harry Cooley opens the meeting at 6:10 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	None
Audience Participation	Discussion	None
Seismic Bids	Discussion/Action	Breeden says DSL builders has good recommendations. Discussion of relocation plan. Discussion of sleeping quarters. Hertel explains that there were no permits for construction. The board tours the sleeping quarters. Cooley requests the preliminary plans for the August 16 th regular meeting. Bottenberg requests a facilities committee to be formed to dig deeper and keep the rest of the board informed. Motion: Bottenberg Second: Cooley <i>I move to create a two-person board committee for facilities.</i> Motion passes unanimously Cooley and Bottenberg volunteer to be on the facilities committee. Discussion of how the seismic bid will work with the sleeping quarters upgrades. Cooley asks if it would be a change order. Hertel confirms yes. Bottenberg states he'd like the facilities committee to see the upstairs preliminary plan and that he'd like to work with an estimate and requests to see the A&E contract. Heidt declares a potential conflict and abstains from the vote on the Seismic bid. Motion: Bottenberg <i>I move to accept the bids as presented, accept and issue Notice of Intent to Award to DSL Construction as the lowest bidder and give the Fire Chief permission to issue the Notice of Award, negotiate, sign, and execute the</i>

		<p><i>Construction Agreement and other documents as necessary for the seismic retrofit and upgrades to Sheridan’s main station.</i></p> <p>Cooley says the board President is typically given the authorization to sign. Bottenberg says “I would amend my motion as such.”</p> <p>Amended Motion Motion: Bottenberg Second: Breedon <i>I move to accept the bids as presented, accept and issue Notice of Intent to Award to DSL Construction as the lowest bidder and give the Board President permission to issue the Notice of Award, negotiate, sign, and execute the Construction Agreement and other documents as necessary for the seismic retrofit and upgrades to Sheridan’s main station.</i> Motion passes unanimously, Heidt abstains.</p>
Meeting Adjournment		<p>Motion: Bottenberg Second: Breedon <i>I move to adjourn.</i> Motion passes unanimously.</p> <p>Meeting adjourns at 6:47pm</p>

Upcoming meetings/events:

- SFD Regular Meeting August 16th

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!