

**Sheridan Fire District - SW Polk Fire District - West Valley Fire District**  
 Joint Board Meeting Minutes - February 11, 2021 6:00pm - 230 SW Mill St. Sheridan, OR 97378\*

Meeting was held virtually via RingCentral Meetings and each board was present at their own main station.

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

(v)- Virtual (ARC)- Arrives After Roll Call

| GENERAL BUSINESS                         |                          |   |
|--|--------------------------|---|
| <b>Call to Order</b>                     |                          | President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:01 pm. Each agency has a quorum of directors and which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.  |
| <b>Approval of Minutes, All Agencies</b> | <b>Discussion/Action</b> | <b>Motion:</b> Parrish Van Wert <b>Second:</b> Chris Greenhill<br>Move to approve joint board meeting minutes.<br><b>Motion passes unanimously.</b><br>Breeden states he does not believe that the minutes indicate a policy that prevents the Chief from signing checks. He then requested a copy of the recording.  |
| <b>Financials</b>                        | <b>Discussion/Action</b> | Sheridan Fire District<br><br><b>Motion:</b> Parrish Van Wert <b>Second:</b> Tammy Heidt<br>Move to approve SFD financials.<br><b>Motion passes unanimously.</b><br><br>SW Polk<br><br>Watson asked what the difference is in the fuel and oil and repairs and maintenance. Hertel stated that he would need to check with the admin.<br><br><b>Motion:</b> Frank Pender <b>Second:</b> Bruce Sigloh<br>Move to approve SWPFD<br><b>Motion passes unanimously.</b><br><br>West Valley<br><br>Tabled the conversation until their own meeting.<br><br>Mishler asks about the timeline and the amount left on the CFO Selections. Hertel replied that the amount is almost up and that it will be coming to the board next month, Brooks asked if the contract was the 90 |

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|  |                          | <p>days or the amount or both? Brooks believes it expired at the end of 90 days regardless. Mishler asked about the LN Curtis expense. Hertel explained it is the SBA's grant. Mishler asked about the ambulance down payment. Hertel explained it is still waiting on the vendor. Brooks suggest that financials be approved in separate board meetings and then states the check made out to SFD from WVFD is over the contracted amount. Brooks then states that the check made out for the down payment for the new truck implies that it will be purchased in Texas, Hertel explained that it is just for the down payment and the truck will be shipped to a local dealership for us to finish the purchase through. Brooks then request that the name and address of employees be put back onto the financial report, Hertel denied this request due to the legality of sensitive personal information about employees being given out.</p> |
| <b>Audience participation</b>            |                          | None   |
| <b>Board Policies</b>                    |                          | Tabled   |
| <b>LOSAP</b>                             | <b>Discussion/Action</b> | <p>Hertel explained to everyone that the LOSAP agreement for SFD and WVFD would be adopting the plan that SW Polk has for their volunteers, the changes would be a portable plan that volunteers can now take with them from agency to agency and \$6,000 contribution allowed is now the maximum per person per year.</p> <p>West Valley<br/> <b>Motion:</b> Gary Brooks <b>Second:</b> Connie Brown<br/> Move to adopt new LOSAP agreement with SFD.<br/> <b>Motion passes unanimously.</b></p> <p>Sheridan<br/> <b>Motion:</b> Carol Harlan <b>Second:</b> Tammy Heidt<br/> Move to adopt the new LOSAP agreement with WVFD.<br/> <b>Motion passes unanimously.</b></p>   |
| <b>Chief's Report</b>                    | <b>Discussion</b>        | Hertel asked everyone if it was ok to remove the written report from the packet since he sends out a weekly email to everyone and all districts agreed.  |
| <b>Directors Comments</b>                | <b>Discussion</b>        | <p>Watson requested a meeting to review Bond Finances.</p> <p>Mishler asked about the updates to the chief's review and Hertel stated that he is waiting on all the feedback from the presidents to make adjustment to it. Mishler stated he would like to have a special meeting on February 22, 2021 and to have the adjustment made so the presidents can approve them</p>  |
| <b>SFD, SW Polk and WVFD Adjournment</b> |                          | <p><b>Motion:</b> Tammy Heidt <b>Second:</b> Carol Harlan<br/> Adjourn meeting at 6:41 PM.<br/> <b>Motion passes unanimously.</b></p>  |

Upcoming meetings/events:

- 12-10-2020 Joint Board Meeting

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!