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# AGENDA

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## Joint Regular Board Meeting

This meeting will include the Board of Directors for Sheridan Fire District, SW Polk Fire District and West Valley Fire District

Hosting agency:

West Valley Fire District – 825 SE Main Street – Willamina, OR 97396

July 8<sup>th</sup>, 2021 at 6:00 pm

Virtual attendance is available.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1470773841>

Or by phone: +1 (623) 404-9000 Meeting ID: 147 077 3841

1. Call Meeting to Order
2. Pledge of Allegiance
3. Oath of Office/Swearing In
  - A. Ray Bottenberg
  - B. Harry Cooley
4. Roll Call
5. Additions or corrections to the agenda
6. Approval of Minutes/All Agencies
7. Financial Report
  - Financials at next meeting
8. Audience Participation:
  - This is an opportunity for citizens to make comments. Clearly state your name and home address and the topic you will address. Questions may be referred to staff as appropriate to be answered at a future time.*
  - Time is limited to a total of three minutes and speakers are asked not to repeat what others have said.*
9. Old Business
  - A. None
10. New Business
  - A. Election of Officers .....All.....Discussion/Action
  - B. ASA Support Letter.....SFD.....Discussion/Action
  - C. SWP Audit.....SWP.....Discussion/Action
  - D. Future Direction/190 IGA.....All.....Discussion
11. Chief's report
12. Director comments and/or agenda items for next month
13. Adjournment
  - A. Joint Regular Board Meeting August 12<sup>th</sup>, 2021

## Draft of potential\* motions for 6-29-2021 meeting

### Minutes

- A. I move to approve the following minutes:
- June 29<sup>th</sup> WVFD Finance Committee
  - June 29<sup>th</sup> Joint Special Meeting

### New Business

A. **Officer Elections:**

- i.e. I nominate "name" as Board President
- i.e. I move that the board retains current positions

B. **ASA Support Letter:** I move to approve and send our support letter.

C. **SWP Audit:** I move to accept the 2019-2020 audit for SW Polk as presented.

**West Valley Fire District**  
 Finance Committee Meeting Minutes – June 29, 2021, 4:00pm – 825 NE Main St. Willamina, OR 97396

\*Meeting was held virtually via RingCentral Meetings

Board Members Present		Board Members Absent
<b>West Valley Fire District</b> Connie Brown Rick Mishler	<b>Finance Committee</b> Mark Havel Doug Hunter Richard Schumann Ryan Mehlhoff	None
		Administration Present
		Fred Hertel Christine Talley

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

<b>GENERAL BUSINESS</b>		
<b>Call to Order</b>		Finance Committee President, Ryan Mehlhoff, opens the meeting at 4:07pm. Pledge of Allegiance is recited.
<b>Roll Call</b>		Mehlhoff calls roll as delineated above.
<b>Finance Committee</b>	Discussion	Discussion of budget scenarios with WVFD Alone and WVFD Contracted with another agency. Discussion of WVFD and SFD scenario. Mehlhoff asks what they would need regarding Fire Chief, Assistant Chief, and training. Hertel says for 12 staff, to provide only services, you would need the Fire Chief, Assistant Chief of training and office staff, a total of three employees. He goes on to say to pursue consolidation, you would need to add one more administrative staff. Discussion of salaries for staff. Discussion with Jakob Sessa, union president, regarding part time staff and administrative staff. Discussion of mutual aid versus contracting with another agency.  Scheduled finance committee meeting for July 6 <sup>th</sup> .
<b>Adjournment</b>	Action	Adjourned at 5:50 pm

Upcoming meetings/events:

- Finance Committee Meeting July 6<sup>th</sup>

Board packet and handouts included:

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!

**Sheridan Fire District - SW Polk Fire District - West Valley Fire District**  
 Joint Special Meeting Minutes – June 29, 2021 6:00pm – 825 NE Main St. Willamina, OR, 97396\*

\*Meeting was held virtually via RingCentral Meetings.

Board Members Present			Board Members Absent
<u><b>Sheridan Fire District</b></u> Tammy Heidt Carol Harlan (V) Scot Breeden Parrish Van Wert (V) Brice Ingram	<u><b>SW Polk Fire District</b></u> Rod Watson Keith Moore Frank Pender Bruce Sigloh Bob Davis (V)(ARC)	<u><b>West Valley Fire District</b></u> Rick Mishler (ARC) Roy Whitman Chris Greenhill Connie Brown Mike Alger	
			<b>Administration Present</b>
			Fred Hertel Christine Talley Damon Schultz (V) Les Thomas (V)

(V) – Virtual attendance (ARC) – Arrived after roll call

**GENERAL BUSINESS**

<b>Call to Order</b>		President Rick Mishler, West Valley Fire District, opened the meeting at 6:00 pm. Each agency has a quorum of directors, which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.
<b>Roll call</b>		Chief Hertel calls roll call as delineated above.
<b>Additions or Corrections to the Agenda</b>		Hertel asks that employee elections transfer form be added after the IGA discussion.
<b>Meeting Minutes</b>	Discussion/Action	<p><b>Motion:</b> Sigloh <b>Second:</b> Pender  <i>I move to approve the minutes of June 15<sup>th</sup>, SW Polk Special Meeting</i>  <b>Motion passes unanimously</b></p> <p><b>Motion:</b> Heidt <b>Second:</b> Pender  <i>I move to approve the minutes for the June 10<sup>th</sup> joint regular meeting, June 14<sup>th</sup> Sheridan special meeting, and the June 22<sup>nd</sup> Sheridan Fire District, SW Polk joint special meeting – Budget hearing.</i>  <b>Motion passes: Breeden - No, all others – Yes.</b></p> <p><b>Motion:</b> Greenhill <b>Second:</b> Alger  <i>I move that West Valley approve the meeting minutes for the June 17<sup>th</sup> finance committee, June 17<sup>th</sup> special board meeting, June 21<sup>st</sup> SW Polk, West Valley Fire Special meeting, and June 23<sup>rd</sup> West Valley Special meeting.</i>  <b>Motion passes: Mishler &amp; Brown – No, all others - Yes</b></p>
<b>Audience Participation</b>		Alger asks that Hertel explain the IGA because it may answer some questions people have tonight. Hertel explains that an Intergovernmental Agreement (IGA) is a contract between two government entities that allows them to do anything they wish to do together. The agreement being determined tonight will allow the districts to continue sharing resources and staff, and they can do it as long or as short as they want to.

		<p>Willamina resident reads a formal complaint against board director Whitman, asserting he violated board rules multiple times, including that he colluded with Chief Hertel outside of a board meeting to draw up a document terminating the IGA as of June 30<sup>th</sup>, 2021. She requests board sanctions against Whitman and that he resign immediately.</p> <p>Sheridan resident says that the board has not provide information or answers to the city council and asks they stop any further thoughtless actions until July 1, 2021.</p> <p>Willamina resident expresses disgust with the article in the Bullet Board written by Chief Hertel and asks the board why they have not fired him.</p> <p>Willamina resident requests more information about current staffing. She would like to know what is going on in Willamina, who is responding, and how long it will take.</p> <p>Sheridan resident says that time should be granted for the new board members to look at all the options.</p> <p>Dallas/SW Resident believes taxes are not paying for fire protection in his area, that response is limited, and he does not support an ambulance for SW Polk if it's going to be a greater cost for citizens.</p> <p>Mishler encourages audience members to put their questions in writing and turn them in to staff.</p>
<p><b>IGA Discussion</b></p>	<p>Discussion/Action</p>	<p>Hertel explains the changes that were made to the IGA.</p> <p>Brown objects to West Valley not having an equal say in employee decisions. She expresses frustration with SFD and SWP transferring staff without WVFD input. Heidt says that, as far as she knew, the incoming Sheridan Fire board members wanted to fire the admin team and SWP wanted them, so this made it easier. Davis explains that it was done for the stability of the line staff.</p> <p><b>Motion:</b> Harlan <b>Second:</b> Davis  <i>I move to approve the 190 Agreement for a term of 180 days with a 60 day out clause.</i>  <b>Motion Passes: Brown &amp; Breeden – No, all others – Yes.</b></p>
<p><b>Employee Elections</b></p>	<p>Discussion/Action</p>	<p>Hertel introduces employee transfer form and explains that the SFD and SWP board must decide if they will allow employees to transfer their entire vacation/holiday accrued time, rather than just the 80 hours required by law.</p> <p><b>Motion:</b> Pender <b>Second:</b> Sigloh  <i>I move to accept the bank of the employee as the max transfer amount and use this form to track it.</i>  <b>Motion passes unanimously</b></p> <p><b>Motion:</b> Harlan <b>Second:</b> Heidt</p>

		<p><i>I move to accept the bank of the employee as the max transfer amount and use this form to track it.</i></p> <p><b>Motion passes unanimously</b></p>
<b>Fire Chief Contract</b>	Discussion/Action	<p><b>Motion:</b> Pender <b>Second:</b> Davis</p> <p><i>I move to approve the Chief's contract as previously written, replacing Sheridan with SW Polk.</i></p> <p><b>Motion passes unanimously</b></p>
<b>July Schedule</b>	Discussion	<p>Discussion of when to host the next joint meeting. Hertel says that financials won't be available in time because of the Fourth of July holiday. Board members agree to continue having joint board meetings, rotating locations, and keep the meeting on July 8<sup>th</sup> at 6pm without the financials.</p>
<b>Employee Resignations</b>	Discussion	<p>Hertel introduces the resignation letters from Deputy Chief Schulze and Lieutenant Cody Heidt. Heidt expresses that she was disturbed by the letter regarding Chief Schulze. She believes the districts are vulnerable to a lawsuit. Van Wert says he believes they have avoided the dereliction of duty by transferring the administrative staff to SW Polk. Harlan expresses that she finds it difficult to remain on the board and only does so for the staff.</p> <p>Mishler says the investigation has been made basically public. Harlan and Heidt say all three boards must move to make it public and SFD has not. Mishler says he believed the information was released in public to Breeden, and that he misunderstood.</p>
<b>Director Comments</b>	Discussion/Action	<p>Brown expresses frustration with board members pointing fingers and says she believes they should start from scratch.</p> <p>Greenhill introduces that SW Polk has officially applied to get a license to run an ambulance and says he would like to make a motion to draft a letter from the WVFD to the Polk County Commissioners supporting that licensing as a benefit to us in the future. Brown and Mishler say they would need to discuss how it effects WVFD. Mishler says he thought that SW Polk could only apply for a license through WVFD. Alger expresses frustration that board members say they want to be positive and help the citizens of all communities but then they postpone things that could help. Brown asks Watson about their ASA. Hertel explains why SW Polk is asking for a license. He introduces support letters that are already drafted for the WVFD and SFD boards to review. Brown and Mishler express frustration that the letter was already written without their knowledge. Hertel explains that SW Polk's bid for a license has been in his weekly emails.</p> <p><b>Motion:</b> Greenhill <b>Second:</b> Alger</p> <p><i>I move we approve the letter, that we write a letter of support for SW Polk to the Polk County Commissioners that they receive the licensing and certification to run a staffed ambulance.</i></p> <p><b>Motion passes unanimously.</b></p>

		<p>Brown requests that discussions come to the board first, before being discussed with individual board members. Davis says that request is censorship by a governing body and is illegal. He says board members aren't engaging in decision making conversations. Brown asks for clarification of what is allowed for board members to talk about outside of board meetings.</p> <p><b>Motion:</b> Moore <b>Second:</b> Whitman  <i>I move that the Chief find someone to do training for board members.</i>  <b>Motion passes unanimously</b></p>
<b>Adjournment</b>	Action	<p><b>Motion:</b> Greenhill <b>Second:</b> Whitman  <i>I motion to adjourn</i>  <b>Motion passes unanimously</b></p>

Upcoming meetings/events:

- WVFD Finance Committee Meeting July 6<sup>th</sup>
- Joint Regular Board Meeting July 8<sup>th</sup>

Board Packets and Handouts Included:

- Drafted IGA
- SWP Audit
- Employee Resignations
- ASA Support Letter

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 helping the Board carrying out its functions for 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.



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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 279A.060. 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 position 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 information per the SDAO Orientation Checklist.

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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.

Expenses incurred for lodging shall be covered at the reasonable and prudent cost of lodging. Any expenses for family of 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 County Clerk of its decision.

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

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.

##### Sheridan and SW Polk Fire District:

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. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

##### West Valley Fire District:

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 four 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

## Sheridan/SW Polk/ West Valley Fire Districts

### Board Policy Manual

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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 Chapter 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 in which Directors fulfill their office must be performed at a regular, special committee or workshop meeting and shall be a matter of public record. Board Directors function through the methods of participation including 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 outside of a public meeting 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 District 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.

**Sheridan & SW Polk Fire 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).

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.

Chairs of all District committees will be responsible for keeping written minutes and making them available to the public through the main station of each district.

#### **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 such fees 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 for consideration for placement on the meeting agenda. In order to ensure consideration for placement on the agenda for the next regular meeting, requests should reach the Board President or the Fire Chief at least ten days before the next regular meeting. Not every matter requested need be placed on the agenda.

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 as allowed by law. 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 statute authorizing the executive session to convene. Except when the media is excluded as allowed by law, 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

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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 and District 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 192.311 - 192.431 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 main station of each District during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS Chapter 192.

The Fire District recognizes the right of any Director or 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 Chief Executive Officer of the Districts.

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.

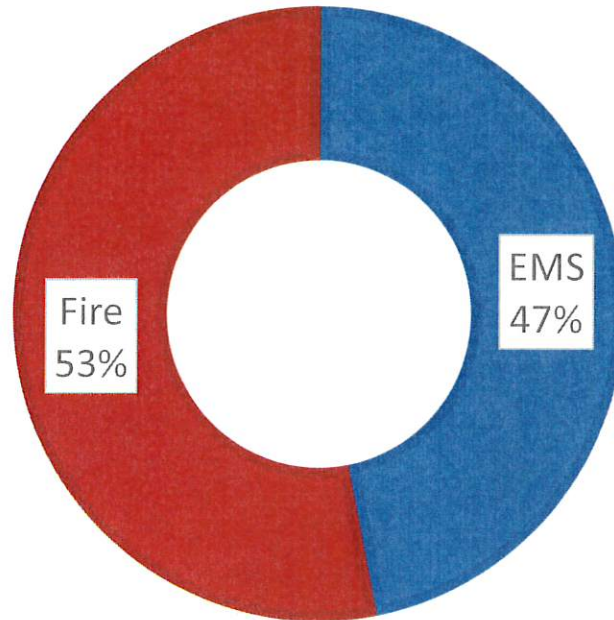
When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting.

#### **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 Fire District

## MAY 2021 MONTHLY REPORT



### Fire Stats

Structure Fire	1
Vehicle Fire	1
Outside Fire	4
EMS Incidents	111
Public Assist	10
Move-ups	6
Equipment Malfunction	3
Cancelled	18
<b>Total</b>	<b>154</b>

### EMS Stats

Public Assists	11
Cancelled	31
Patient Dead on Scene	1
Not Transported	25
Released	10
Standby	4
Transported	54
<b>Total</b>	<b>136</b>

**Total Calls**

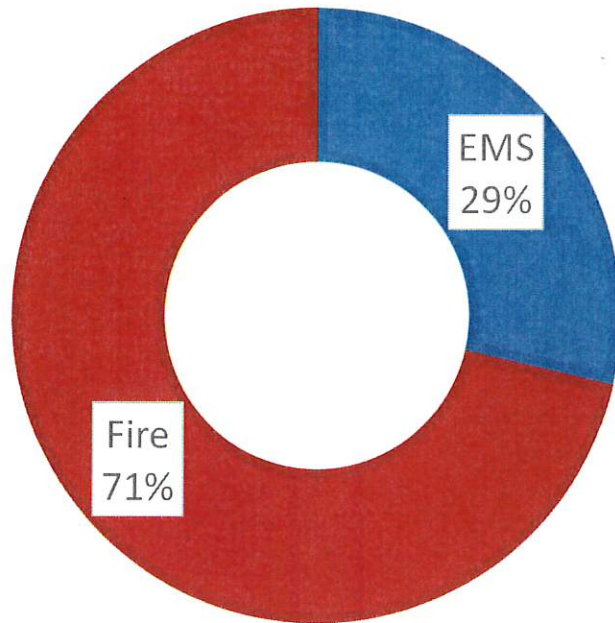
**290**

**Training Hours**

**245.5**

# SW Polk Fire District

## MAY 2021 MONTHLY REPORT



### Fire Stats

Other Fire	1
Vehicle fire	1
Vegetation fire	5
Unauthorized Burn	1
Cancelled	10
False alarm	1
Public Assist	1
<b>Total</b>	<b>20</b>

### EMS Stats

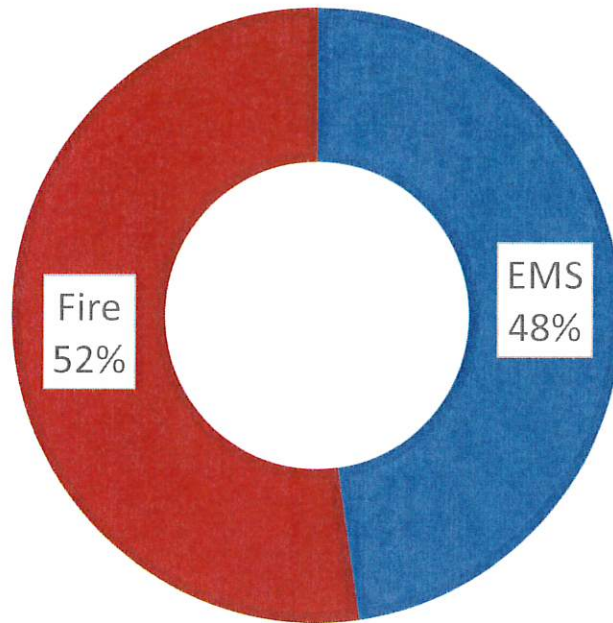
EMS incident	8
<b>Total</b>	<b>8</b>

**Total Calls 28**

**Training Hours 66**

# West Valley Fire District

## MAY 2021 MONTHLY REPORT



### Fire Stats

Structure Fire	1
Outside Fire	3
EMS Incident	114
Public Assist	5
Move-ups	2
Cancelled	14
<b>Total</b>	<b>139</b>

### EMS Stats

Public Assist	2
Cancelled	16
Patient Dead on Scene	1
Standby	1
Transported	99
Not Transported	5
Released	3
<b>Total</b>	<b>127</b>

**Total Calls 266**

**Training Hours 172**