



# SHERIDAN FIRE DISTRICT

## REGULAR BOARD MEETING MINUTES

October 18, 2021 - 6:30pm  
Main Station at 230 SW Mill St., Sheridan, Or 97378

Meeting called to order by President Harry Cooley followed by flag salute.

Board attendance: President Harry Cooley, Vice-President Tammy Heidt, Secretary Ray Bottenberg, Directors Carol Harlan, Pete Gutbrod

Staff Attendance: Chief Les Thomas, Deputy Chief Larry Wooldridge-virtual, Office Admin. Susan Shepard

Previous minutes corrections:

\*09/20/21 minutes – change 2<sup>nd</sup> page to include US Bank with First Federal.

\*10/4/21 minutes – include wording ‘one-time accrual front load of sick’.

Note: corrections have been made.

**Director Harlan** - motion to approve current meeting minutes from 09/20/21 and 10/18/21 with corrections stated.

**Vice-President Heidt** – second.

**All in favor - minutes approved.**

### OLD BUSINESS:

#### A. Staff Time-Off:

Discussion on vacation front load for the three line staff; will be hours on the books no monetary to be paid. Chief Thomas will look into how many hours they had previously and how much they had to use being in the situation they were put in. It was discussed that 24 hours would only be a half of their 48 hour shift so at the least it should be 48 hours, a full shift. Chief Thomas will get the information and report back at the next meeting before a decision is made.

**Director Harlan** - Motion to only reinstate sick they lost with the lateral to Sheridan Fire. Decision to table the motion until Chief Thomas brings back the report at next meeting.

### OLD BUSINESS:

#### B. Staff IGA:

Director Harlan - Sheridan assists with mutual aid, asked if we do it a lot?

President Cooley - stated to just establish a part-time list.

Discussion: If a Sheridan employee goes to West Valley Fire should we pay them and then ask for reimbursement? Same issue with West Valley?

President Cooley – Chief Thomas and Chief Hertel were to get together and come up with an IGA, but Chief Hertel went directly to an attorney.

**Vice-President Heidt** – Motion to continue with mutual aid with West Valley but not move forward with IGA presented.

**Director Gutbrod** – Second

**All in favor** – motion passes.

### **C. Seismic update:**

Chief Thomas reported for Deputy Chief Wooldridge who had a family emergency and could not be here.

His update report is in the board packet. The Sheridan School District has a large facility they purchased. Currently they are not using it and have offered it to the district. They are going to discuss the terms at their meeting tomorrow morning. The Fire District will do a walk-through also. The timeline is approximately 150 days, which we will try to stay within. Moving and rental costs are included in the grant.

Director Harlan – stated she wanted to clarify to the community that the grant is paying for this and there will be no tax money spent on this.

President Cooley – stated that the seismic contractors would like us out of the district building soon.

Chief Thomas – stated that they have picked up some boxes already and their major concern will be to protect the history items and treasures of the district.

Director Harlan – asked if when the upgrade is completed would the sleeping quarters be in code and all safe for the staff? Chief Thomas responded that they would.

### **D. Ambulance:**

Chief Thomas stated that the ambulance will be delivered around the 1<sup>st</sup> of November. He will fly back to Ohio October 27<sup>th</sup> for the inspection- the flight cost and lodging is paid for by Horton. The cost is \$243,695 and includes the \$1,850 for the shipment on a flatbed.

**Director Harlan** – Motion to approve \$1,850 increase, total \$243,642.95.

**Director Bottenberg** – Second

**All in favor**, motion passes.

### **New Business:**

#### **A. Phone/IT: (our phones are voice over internet, so one and the same)**

Chief Thomas – stated we only have one phone, that is on Susan's desk, so everyone has to go in to answer that one or take a message. So we have been using our personal cells for majority of calls out. Amber Deibel has volunteered to come in and answer phones, we are very thankful to her, it has been a great help while we are trying to put things together.

We spoke to John, our phone & IT rep. We will be getting VOIP (voice over internet protocol) phones next week. In the end we will end up spending the same, might even be less, on the new system which will include a dedicated phone line and a back-line for the crew upstairs.

We are trimming the fat and not paying for things we do not need. With the original IT phones, we were paying for 100 licenses, which we have moved to 35. Each volunteer will have an email, so they don't have to use their personal emails for district communication.

We will be using a phone tree for volunteers – we call the lead, and he calls everyone. The phone/IT guy will be doing a check to make sure we are in compliance and don't have an issue, and also that we have insurance coverage. We are getting a basic plan, still sharing server with West Valley but are upgrading the security. He's doing some research and will find something that will protect our district. The cost will be less and will also lessen our liability for HIPPA compliance. It will be based on the server, following policy, and be part of the security we'll have.

## **B. Levy:**

Deputy Chief Wooldridge put together several scenarios. Chief Thomas suggested that we put a committee together to possibly support a levy in May. We should do this soon, either in November but no later than December to get buy-in from the community. Establish a sub-committee that should include a community member, board member (Director Gutbrod volunteered) and a couple others that the Chief will find. Plan on a report at the November meeting for progress.

Chief Thomas stated that the very basic would be to have a 2<sup>nd</sup> ambulance, how to staff and improve.

## **C. Audit:**

Susan Shepard received two proposals for the Fire District annual audit.

Director Harlan – asked if we could use the same firm to do the forensic audit?

Vice-President Heidt – stated that she feels they should be separate. The person that she spoke to said that there are a lot of options for the forensic, not the full 40k one but a lesser one, unless there is something they see that needs digging into deeper.

Discussion - decided that Susan Shepard, Chief Thomas and a couple board members (Directors Harlan and Heidt) would get together, come up with questions for the auditor and then make a selection.

## **D. Resolution for Operations and Procedures:**

Chief Thomas stated that this is a resolution that is done annually for operational procedure. Update of contacts, along with meeting night and petty cash. He would like to move the Monday board meeting night to Tuesday. This give the staff more time to prepare since Mondays are normally very hectic after the weekend. Petty cash has previously been listed at \$56, not sure the reason but discussion on moving to \$100.

**Director Bottenberg** – Motion to move the Board meetings to the second Tuesday of each month and to make petty cash at \$100.

**Vice-President Heidt** – second.

**All in favor** – approved with changes as presented.

President Cooley – stated that he wanted to remind the board members that when something is sent out for not all to respond, that would be considered a meeting.

Discussion on whether the board members wanted their email listed on the website with their profile – all agreed to yes.

## **E. Finance:**

Susan Shepard explained that at the time the board books went out all that was included was the account balances. Since then, we have Profit & Loss Report by Class and the Check Detail Report for September. However, there are no explanations on the Check Detail, it was done prior to Susan's onboarding. She also handed out an informational report showing detail explanations of expenses from the checks that the two board members are signing tonight. The reports in the future will have explanations/memos on the reports that show what was/is being purchased.

**Questions/Discussion:** Copier leases, one at West Valley with over 6,000 copies being made in one month. We will be looking at the contracts. The invoices that are split will be itemized on a worksheet, copies of invoices attached, for those we can find, and the districts will be invoiced.

## **Audience Communication:**

Connie Brown – first she would like to say thanks for the respectful board meeting and to let everyone know that West Valley is having an emergency board meeting Wednesday the 20<sup>th</sup> at 6pm – please come with input. Second, she wanted to ask Chief Thomas if everyone has gotten their PPE back?

Chief Thomas answered no but he has reached out and is working on getting it resolved.

Board asked for explanation – Chief Thomas responded that when the IGA was resolved the transition didn't go smooth for some things, some personal items that were in pockets of wildland or PPE coats, etc. was not returned. He doesn't believe it was malicious just an oversight. Some line staff were apparently told they could borrow their turnouts until they received theirs from the new employer. The information didn't get relayed which resulted in misunderstandings. However, all the apparatus is back.

John Stanislaw – stated that he was not happy with the way Scot Breeden's board position was filled so quickly and didn't need to happen. Communication as to when the Commissioners were meeting for the appointment was not made known, so others had opportunity to show up.

Patty Brooks – asked if Sheridan Fire if there could be a committee to look into the 40/40/20 split? And she would like to be on that committee. She has a bookkeeping background and here to help.

Vern Olson – stated he has been in the fire service for many years, even a prior chief, and thinks the 3-way merger needs to happen. But to pass a levy of \$2.50 – good luck. If there's any comments, he would welcome them. He's an idea man and has done lots of research. To combine staff with West Valley would be nice. He's been to both County Clerks and Commissioners when this whole thing blew up. It isn't rocket science. He's retired and would like to help.

Gary Brooks – stated that this board meeting was a breath of fresh air and thanked the board members for listening to each other, making eye contact, and answering questions when asked.

President Cooley thanked everyone.

Director Harlan – asked Chief Thomas to update community on the Christmas lights.

Chief Thomas – answered by stating that we had the money for the lights; the union, volunteers and district were all going to split it, however, the seismic upgrade conflicted, and the building will be under construction. We would like to do some lights in the shrubs, but we can't do the building, sorry. He does want everyone to know that it will happen next year for sure!

#### **Correspondence:**

Chief Thomas – stated that we will be sharing things that we receive.

\*Amber took a phone call from a community member who called to relay their thanks for the address sign and professional people who came out to install it.

\*We have had several phone calls thanking us for answering the phone.

\*We also want to thank Amber for helping us.

Chief Thomas:

His motto is "Serve Before Self" and we need everyone's help. We are here for our neighbors, here to help, just ask. Coffee is always on, stop in!

Volunteers are going to have a place at the board meetings to share information.

He leaves the 27<sup>th</sup> for the ambulance inspection.

He is to speak at the OFDDA Conference Nov. 3-5<sup>th</sup> in Ashland.

President Cooley asked for items for next month's Agenda none at this time.

**Director Bottenberg** – Motion to adjourn meeting.

**Director Harlan** -Second

**Meeting adjourned at 8:05pm**

**Minutes by Susan Shepard**