

**West Valley Fire District/Sheridan Fire District/SW Polk Fire District
Joint Regular Board Meeting
825 NE Main St
Willamina, OR 97396
April 11, 2019 - 6:00 p.m.**

ROLL CALL

Fred Hertel – WVFD/SFD Fire Chief - Present

West Valley Fire District

Chris Greenhill, President– Present
Rick Mishler, Vice President – Present
Gary Brooks, Director – Present
Don Shelton, Director - Present
Roy Whitman, Director - Present
Carolyn Watt – WVFD District Clerk – Present

Sheridan Fire District

Scot Breeden, President - Present
Tammy Heidt, Director - Present
Dennis Grauer, Director - Present
Brice Ingram, Director - Present
Dennis Rogers, Director – Present
Judy Breeden, Admin Asst – Present

SW Polk Fire District

Rod Watson, President - Present
Robert Davis, Director - Present
Keith Moore, Director - Present
Frank Pender, Director - Present
Kenny Gardner, Director – Present

AUDIENCE

Todd Brumfield, Acting Dallas Fire and EMS & SW Polk Chief
Jake Rosenbaum, Assistant Chief, SW Polk Station 130
Ken Waller, Dallas Fire & EMS Volunteer
Ashley Harlow, Dallas Fire & EMS/SW Polk Admin Asst
David Fullerton, CTGR
Steve Warden, CTGR
Harold Levy
Mary Lou Gardner
Mary Jan Hollinger
Art Hanson, WVFD Civil Service Rep
Mary Anne Heuchert, Data Analyst, WVFD
Lt. Tami Tigner, WVFD, FF/PM
Lt. Jake Alguire, WVFD, FF/EMT
Ray Watkins, WVFD, FF/PM
Michaela Woods, WVFD, FF/PM

Eric Clapp, WVFD, FF/PM
Cooper Walters, WVFD, FF/EMT
Danny Koffler, WVFD, RV
Erika Alcanter, WVFD, RV
Haden Hewes, WVFD, RV
Ethan Marshall, WVFD, RV

President Greenhill, WVFD, opened the meeting at 6:00 pm.

FLAG SALUTE

President Greenhill asked everyone to sign in on the sign in sheet. He noted each Board has full attendance, so there is a quorum present.

President Greenhill noted there were no public comments requested.

Approval of Minutes/All agencies

- **WVFD** – Director Mishler moved to approve 3/14/19 Regular Board Minutes and 3/20/19 Joint Agency Workshop Minutes. Motion seconded by Director Whitman. There being no discussion, the motion carried unanimously.
- **SFD** – Director Rogers moved to approve Sheridan’s minutes. Motion seconded by Director Grauer, there being no discussion, the motion carried unanimously.
- **SW Polk** – There were no minutes in their packet for approval.

Financial Report

- **SFD** – Director Rogers moved to accept their financial report. Motion seconded by Director Heidt. There being no discussion, the motion carried unanimously.
- **SFD** - President Breeden moved to make Tammara L. Heidt a signer on their First Federal account number ending in 2698. Motion seconded by Director Rogers. There being no discussion, the motion carried unanimously.

WVFD - Chief Hertel explained there is still no financial report for West Valley due to ongoing issues with QuickBooks and Accuity. He has been assured these will be worked out now that tax season is coming to an end. He has also been assured there are no financial discrepancies; however, the reporting is simply not working right. No motion was called for.

SW Polk - President Watson read their report into the record and stated most things are covered by their contract with Dallas.

SW Polk - Director Pender moved to accept the report. Motion seconded by Director Davis. There being no discussion, the motion carried unanimously.

AUDIENCE PARTICIPATION

Lt. Jake Alguire gave a report from Local IAFF 4861. He stated last month they completed an MOU between the Union and Management for a 3-month trial period. He noted this was signed unanimously by all Union Members. This will allow for shuffling of apparatus, personnel, equipment and training.

Chief Fred Hertel expressed thanks for only having to go to one board meeting instead of 3. He noted that SFD Admin Assistant Judy Breeden put the board notebooks together and reminded board members to remove any papers they wanted and place the notebooks in a bin for re-use at the end of the meeting. This will be done each month and they will be passed to the district hosting the next meeting.

OLD BUSINESS

Budget Calendars – All

Chief Hertel stated there are new budget calendars in the notebooks for all three districts. The dates have changed due to combining of the regular board meetings. No need to adopt, this is informational. Each District will have independent budget meetings. All budget committee members have been or will be notified.

Civil Service Update - All

The new Joint Civil Service Commission held its first meeting this past Tuesday, April 9, 2019. The Commission was given the rules and job descriptions. They reviewed the hiring process and elected a chairperson (Susan Shepard, SW Polk) and a Civil Services Examiner (Jim Stearns). The next meeting is set for April 22, 2019 at 4 p.m.

Discussion regarding how to apply for various open positions, the hiring process, lateral transfers, etc. took place. Firefighter Paramedic/EMT positions need to be applied for through the National Testing Site.

Fire & EMS Coalition Update - All

No meetings have been held in the past month(s). After some discussion, Chief Hertel was directed to facilitate a Coalition Meeting soon. Location, speaker, date and time will be provided.

Facility Group - All

The last meeting took place on April 3, 2019. The next meeting is scheduled for April 23, 2019 at 3:30 p.m. Discussion will include facility management, seismic upgrades at Sheridan and other facility related issues.

Dallas Contract – SW Polk

President Watson, SW Polk updated the contract information. Talks have been ongoing. There are two possibilities of land being sold for the Rickreall Station.

Todd Brumfield was asked to facilitate a committee including two volunteers from Rickreall Station to come up with a weighted pros/cons report. He was asked to have this report ready prior to the April 23, 2019 facilities meeting if possible.

IGAs for potential services for up to the next six months are being considered. They hope to have everything wrapped up by July 1, 2019.

General Operating Levy – WVFD CDRI - WVFD

Discussion took place reviewing all of the concerns and considerations from the recent past. Chief Hertel clarified that there cannot be a motion to put the Levy request on the ballot now as that would preclude CDRI from doing their evaluation.

Chief Hertel felt WVFD is stable enough to last for the next 3 years on our current budget if necessary. If we ask for the \$1.95 total rate now it may be a good strategic move to help “pave the way” for the consolidation in the future.

Discussion was called for. President Greenhill asked about the timeline. CDRI stated they can begin immediately. They would plan to conduct the research in May 2019 and have a report ready for the June 2019 Board Meeting.

- **Director Shelton** moved to ask CDRI to proceed with the evaluation moving toward the \$1.95 total tax rate through a Levy proposed for the November 2019 ballot. Motion was seconded by Director Mishler. There being no further discussion the motion carried with one no vote by Director Whitman.

Bond Measure Update – SW Polk

This had already been addressed under **Facility Group** on the agenda. Chief Hertel updated the Salt Creek Site information. There will be an RFP for the next joint board meeting. It is hoped they will break ground this summer.

Fire Authority Model

Chief Hertel stated the modeling is being accomplished through the Coalition Group. President Watson suggested tabling this until after the budgetary process is complete.

NEW BUSINESS

IGA, Administrative Services

Chief Hertel provided a synopsis of the new IGA and stated it encapsulates several previous agreements, with the addition of SW Polk and the addition of the administrative services. It also leaves room for the use of MOUs to add items in the future between these agencies.

Discussion took place. Points discussed included:

- Who would be responsible for hiring administrative staff; where these positions would be hosted; would this be for admin positions only?
 - Chief Hertel stated the positions will be hosted by SFD and are admin in nature, not FF/EMS positions.
 - The Unified Civil Service Commission is reviewing the process, job descriptions, etc. HR/Payroll, etc. will be hosted by SFD, but they will be funded with the 40/40/20 split already approved.

- Director Whitman clarified the language in 4.1.1 – regarding the Chief’s position being hosted by SFD.
- The student program is overseen by Chief Hertel for all districts.
- Director Pender asked if Dallas joins, can they be “dovetailed” into the IGA without a lot of changes.
 - Chief Hertel stated adding Dallas Fire would require an IGA re-write. The MOU piece of the IGA being considered allows WVFD/SFD/SW Polk to handle changes with MOUs.
- President Breeden reviewed how the Fire Authority Model would address all these issues and the individual agencies would contract with the Fire Authority. The Fire Authority would consist of 2 board members from each agency. The Chief would work for the Fire Authority. The two board members would report back to each individual board, and the boards would have their individual meetings again. The Chief would be meeting with the Fire Authority Board and not attend the individual boards very frequently.

President Greenhill noted this IGA does not begin until July 1, 2019. He will entertain a motion regarding accepting it from each individual board.

- **WVFD** – Director Shelton moved that WVFD move forward with this IGA effective July 1, 2019. Motion seconded by Director Whitman. There being no discussion, the motion carried unanimously.
- **SFD** – Director Rogers moved that SFD move forward with this IGA effective July 1, 2019. Motion seconded by Director Heidt. Director Ingram stated he had not had opportunity to read the proposed IGA. There being no further discussion, motion carried with one no vote by Director Ingram.
- **SW Polk** – Director Pender moved that SW Polk move forward with this IGA effective July 1, 2019. Motion seconded by Director Davis. Director Moore asked a question regarding the budgets. There being no further discussion, the motion carried unanimously.

SDAO Training Date

Jeff Griffin has asked that training be held to cover best practices for all three districts. The three boards need to choose a date and time to hold that training. After further discussion, two dates were chosen as possibilities:

- Wednesday, April 24th
- Wednesday, May 8th

The date, time and location will be determined, and all three boards will be notified.

SDAO Report – WVFD

Director Mishler stated he thought there would be more input as to how to proceed and would be more recommendations. No action was needed.

Approval of Contractor RFP – SW Polk

Chief Hertel stated it is not ready yet. More information will be forthcoming. No action was needed.

Chiefs Report

Jake Rosenbaum, Assistant Chief, SW Polk Station 130

- It was a slow month – two structure fires, Burn to Learn, Fundraisers, Pancake Feed on May 5, 2019.

Todd Brumfield, Acting Dallas Fire and EMS & SW Polk Chief

- Looking at transition between Dallas and SW Polk, bumping up social media presence to include WVFD, continuing with media presentations.
- Director Davis noted that April, PIO, will provide an email and other districts can send her information for websites, Facebook, etc.

Chief Fred Hertel, WVFD & SFD

- Volunteers will be coming together to host a picnic, possibly at the Salt Creek location. WVFD is union and SFD is not. Conversations are taking place regarding organizing under one CBA.
- WVFD and SFD enacted ESO, effective 04/01/19. This will dovetail with SW Polk.
- As of April 1st Dr. Heiser is now the physician advisor for both WVFD and SFD. Dr. Molloy will be recognized at an event on June 22nd, in the afternoon/evening. More information to come.
- Retired McMinnville Assistant Fire Chief, Dale Mount, helped with the ESO roll out and a thank you letter is being sent.
- Continuing to work on IT for both SFD and WVFD.
- Met with the Falls City Manager regarding how to possibly work together in the future.
- WVFD District Clerk Watt's last office day will be April 29, 2019. She has agreed to remain available for help as needed in the future.
- Data Analyst Mary Anne Heuchert will also be retiring in June 2019. There will be a joint event for their retirement TBD.
- Two new jobs were offered in SFD as part of the MOU. One of them will work out of WVFD for the first few months, training under Lt. Tigner to learn WVFD protocols and one will be training under Donna Hammer at SFD. Those were the last two on the hiring list. Moving forward quickly in anticipation of further needs will happen with the assistance of the Civil Service Commission. We are all small agencies and a lot of movement takes place. We are a great training ground for larger agencies, and we anticipate staff continuing to move on. We are working on the hiring process to accommodate those needs.
- Major Incidents: one logging accident death, handled very professionally by WVFD staff, which was recognized by the logging company and police.
- Incident Management training for Chief Hertel takes place next week – he will be attending Monday – Thursday.
- One item to be considered for action: Surplus of Medic 82. The motor is completely gone and there is too much cost to repair.

Director Mishler moved to make Medic 82 surplus. Motion seconded by Director Brooks.

There being no discussion, the motion carried unanimously.

- Chief Hertel discussed how changes need to take place and things need to work more globally. He noted several other agencies are looking toward moving to one entity. The three districts have been invited to be part of a feasibility study to combine Fire and EMS Services for a larger area. No action needed tonight but he wants it to be “on the radar” for the future. McMinnville is contributing \$50,000 to the project up front and has invited any agency that

has an interest in participating to let them know. There will be a cost, but it is not known yet. This is a dynamic situation and more information will be provided. Discussion took place:

- Director Whitman – Willamina School District is a good option for space to hold large events.
- President Watson – Encouraged by moving forward. There is value in playing into the bigger picture.
- Director Mishler – Asked for update on Dundee dispatch options. Chief Hertel stated Dundee has asked to become part of YCOM (currently they are part of WCCA). Nothing decided yet.
- Director Ingram – What is the tax rate(s) at McMinnville, Dayton and Amity? Chief Hertel stated that is being looked at now.
- Director Whitman – What would the cost of the feasibility study be to us? Chief Hertel explained that was TBD. All that is being asked now if there is interest in looking into this.
- Director Rogers – Feels this is a compliment to our agencies.

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

Director Heidt – Hold the date of May 1, 2019 at 6:00 pm for the swearing in ceremony for Chief Hertel. This will be accompanied by a light dinner and will be held at WVFD.

President Breeden – Great use of time for this meeting.

President Greenhill - Recognized our tribal partners are here.

Director Brooks – Noted that WVFD sold the Hummer for \$17,500.

Director Rogers – Invited all to the April 27, 2019 Memorial Service for long time Sheridan volunteer Walt Eden. This will be held at 11:00 am at Sheridan Fire District and all were encouraged all to attend.

Director Shelton – recognized and noted appreciation for District Clerk Watt’s service to the WVFD.

Chief Hertel – Presentation. Chief Hertel asked President Greenhill to make a presentation to WVFD Crew Members from A Shift – Lt. Tami Tigner, FF/PM, Michaela Woods, FF/PM and Resident Volunteers Erika Alcanter and Danny Koffler for their help with a recent successful delivery of a baby girl. Lt. Tigner reviewed the incident and stated her crew did exemplary work. She also noted that incidents like this help to offset the more difficult incidents, such as the recent death of the logger, which this crew was also involved with.

President Greenhill presented each individual crew member with a stork pin to recognize their achievement. A stork decal will also be placed on the Medic Unit. The crew members were commended by all present.

NEXT MEETING set for May 9, 2019 at 6 pm at Sheridan Fire District.

Director Whitman moved to adjourn. Motion seconded by Director Brooks. There being no further discussion, meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Carolyn Watt
WVFD District Clerk