

Sheridan Fire District

Regular Meeting Minutes – September 20, 2021 - 230 SW Mill St. Sheridan, OR 97378*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
Sheridan Fire District Tammy Heidt Carol Harlan Ray Bottenberg Harry Cooley Peter Gutbrod	
	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 6:33 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	Cooley adds “Forensic Audit” and “Attorney Letter to SW Polk and West Valley”
Approval of Minutes	Discussion	None
Financial Report		Cooley asks when resignations for staff took effect. Hertel says just this last week. Harlan asks about changes in the line items. Hertel says they were changed in the new approved budget. Heidt asks about Express Employment. Hertel says they have used an Express employee for office staff on occasion. Cooley asks if the employee is paid on the 40/40/20 split. Hertel says it depends on what they were working on, whether it was specific to a District or a general task. Cooley asks what they are paying Dallas for. Hertel says they are contracted for fleet services. Motion: Heidt Second: Harlan <i>I move to approve the financials as presented</i> Motion passes unanimously
Audience Participation		Tricia Young, Willamina – Speaks about her history as a volunteer and subsequent resignation. She requests that Hertel be placed on administrative leave for mishandling her sexual harassment claim. She states she has contacted BOLI but has not yet made a claim. Patty Brooks, Rock Creek Road – States she visited someone in Albany who heard about the West Valley Fire District. She reads an email response from President Chris Greenhill. She states the West Valley board is “totally dysfunctional” and apologizes on their behalf. Gary Brooks, Rock Creek Road – Says meeting videos on the website are taking too long to download. Carol Rogers, Sheridan – expresses concern that the \$900 for Christmas Decor will not be approved. She states that the District needs all the help it can get, and it would be good public relations. She expresses concern

		with treatment of volunteer. She states she is angry over what happened with Dennis Rogers. She talks about a filed fire in the Summer of 2020.
Staffing Crisis	Discussion	Hertel explains they went through the lateral staffing process, and Sheridan will have five, missing one EMT which they are trying to fill
IGAs	Discussion	Cooley asks about progress on the staffing IGA. Hertel says there is nothing new yet. Harlan asks if they can send a letter to the commissioners letting them know that Sheridan is not in a staffing crisis. Cooley agrees and asks Hertel to draft a letter and submit it to the board.
IT Proposal	Discussion	Cooley says they are still working on IT issues.
Vice President Election	Discussion/Action	Motion: Harlan Second: Gutbrod <i>I move to appoint Tammy Heidt as Vice President</i> Motion passes unanimously.
Bank Signatures	Discussion/Action	Motion: Harlan Second: Heidt <i>I move to allow Pete Gutbrod, Carol Harlan, Tammy Heidt, Ray Bottenberg, Harry Cooley, continue Fire Chief Fred Hertel until September 30, 2021 and begin Fire Chief Les Thomas, as of October 1, 2021, as signers for the Sheridan Fire District US Bank Account and to remove all other signers from that account.</i> Motion passes unanimously.
Target Solutions Bill	Discussion	Hertel explains the bill from 2019 that had not been paid for some reason, they don't know why. He says it will be paid. Heidt asks if it is a 40/40/20 split. Hertel says yes.
Forensic Audit	Discussion/Action	Cooley explains there was a suggestion to do a deeper dive into the financials. Heidt says they need to do due diligence because they have changed financial people twice in a year. Gutbrod agrees. Harlan states for the record that she does not expect they will find anything. Harlan suggests calling CPAs for pricing. Harlan says she will make phone calls. Motion: Harlan Second: Gutbrod <i>I move we have the Vice President make some calls</i> Heidt objects. Harlan says she can make some calls and withdraws her motion. Motion: Heidt Second: Gutbrod <i>I move that we appoint Carol to make some phone calls to try to find someone that would be available to start a forensic audit and get the information to bring back to the board to make a final decision.</i> Motion passes unanimously
Attorney Letter to SWP	Discussion/Action	Cooley says on August 20 th their attorney sent a letter to Ross Williamson with several questions, one regarding the severance package. He states they have not received a response and the attorney said there isn't anything confidential in the letter if they wanted to share it with SW Polk and West Valley. Motion: Cooley Second: Harlan

		<i>I move to share the letter with SW Polk and West Valley</i> Motion passes unanimously.
Director Comments	Discussion	Heidt says in February 2021 the three board members asked for a review from CFO solutions and asks if it has been completed. Hertel says it was started in April and has someone make copies for board members. Harlan asks for a copy of the contract with CFO Solutions. Harlan asks about the \$1900 insurance payment to liberty mutual. Hertel says they put a stop payment on it, but the bank says they probably will not receive the money back. Heidt explains how she was able to get her money back after fraud. He says they have been going back and forth between the bank and liberty mutual to get it resolved. Cooley asks for CFO Selections contract to be sent to all board members.
Chief's Report		Hertel points to the numbers provided in the board packet. He says staffing is the biggest issue that they are working on.
Meeting Adjournment	Action	Cooley states Scot's celebration of life will be on October 3 rd at Eisle Family Park on Mill Creek Road at 2pm. Motion: Gutbrod Second: Harlan <i>I move to adjourn.</i> Motion passes unanimously. Meeting adjourns at 7:18pm

Upcoming meetings/events:

- SFD Regular Meeting October 18th

Board packet and handouts included:

- CFO Solutions report
- Chief's Report
- Financial Report

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!