

Sheridan Fire District - SW Polk Fire District - West Valley Fire District
 Joint Regular Meeting Minutes – April 8, 2021 6:00pm - 825 NE Main St, Willamina, OR 97396*

*Meeting was held virtually via RingCentral Meetings.

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

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

GENERAL BUSINESS		
Call to Order		President Rick Mishler, West Valley Fire District, opened the meeting at 6:00 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.
Roll call		Chief Hertel calls roll call as delineated above.
Meeting Minutes	Discussion/Action	Motion: Frank Pender Second: Bob Davis <i>I move to approve the Joint Board meeting and two special meeting minutes.</i> Motion passes unanimously
Sheridan Financials	Discussion/Action	<p>Watson asks about bank use. Hertel clarifies that we are still transitioning to First Federal Bank.</p> <p>Ingram asks for clarification on the contracted services line item. Hertel explains that this is a payment billed to Sheridan, but it was a bill for SW Polk and SW Polk will reimburse Sheridan for that expense, as part of these financials. Ingram asks about the credit card bills listing names. Heidt explains those are the names on the credit cards. Hertel states this can be corrected in July, at the start of the new budget year. Heidt states that Ingram would like a detail of those expenses, like a copy of the credit card bill. Moore requests clarification on what LN Curtis is. Hertel explains they are a fire equipment vendor. Watson requests the over budget column be replaced with a month column. Discussion was held about how reports are populated in Quick Books. Mishler asks about professional services – why everyone is over on budget. Discussion was held about line items being overspent due to conflagration, COVID and other expenses. Future resolutions will correct most of those expenditures.</p> <p>Motion: Rod Watson Second: Frank Pender <i>I move to approve last month's financials.</i> Motion Passes – Ingram & Breeden - no; All others – yes</p> <p>Breeden asks why the Sheridan 40% share was \$10,000 more than West Valley. Hertel explains this was to host the \$10,000 reimbursement from</p>

		the insurance company. Breeden asked about why an insurance company would pay for an employee leaving. Hertel replied it was a personnel issue and not something that can be discussed in open session.
Executive Session	Discussion	As authorized under ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
Chief Job Description and Contract		<p>Breeden asks if this job description is the original or different. Hertel explains the original job description was sent to HR Answers. The content was not substantially changed, mostly format and grammatical changes. Discussion of contract extension for Fire Chief since this is the last performance review prior to contract expiration. Chief asks for 2.5-year extension. Mishler asks why Chief is requesting 2.5 years. Hertel explains that time that remained until his final retirement. Hertel explains he his only asking for a COLA, and not a step increase, in exchange. Davis asked if they were all making a joint motion or if just Sheridan was voting on this? It was described that the three boards would need to agree to the evaluation and contract adjustments. Mishler states he would like new board members to agree to any extension of the contract.</p> <p>Motion: Bob Davis Second: Roy Whitman <i>I move to accept staff report, extend the Fire Chief contract to June 30, 2024, and allow for a 3% COLA effective July 1, 2021 and authorize President Heidt to sign contract.</i></p> <p>Discussion: Breeden requests a contract copy be given to the board after it is signed. Watson calls for solidarity for the boards working forward together. Ingram states he believes it should wait until new Board members are in place. Heidt and Davis believe this group should be the ones to extend because any new members would have a large enough learning curve.</p> <p>Vote by Rollcall – 10 yes; 4 no. Breeden, Mishler, Brown, and Ingram – no; All others – yes. Motion passes</p> <p>Motion: Scot Breeden Second: Bob Davis <i>I move to approve new Job Description as presented.</i> Motion passes unanimously</p>
Sheridan Budget Committee	Discuss/action	<p>Moved to reappoint Tom Prescott & Cody Heidt to another 3-year term and Robyn Murphy new budget committee member.</p> <p>Motion: Carol Harlan Second: Tammy Heidt <i>I move to reappoint Tom Prescott & Cody Heidt to another 3-year term, expiring 2023.</i> Motion passes unanimously</p> <p>Motion: Carol Harlan Second: Tammy Heidt</p>

		<p><i>I move to appoint Robyn Murphy as a new budget committee member, expiring 2021.</i></p> <p>Motion passes unanimously</p>
SW Polk Budget Committee	Discussion/action	<p>All candidates approved as written for reappointed</p> <p>Motion: Frank Pender Second: Keith Moore</p> <p><i>I move as written for all</i></p> <p>Motion passes unanimously</p>
West Valley Budget Committee	Discussion/action	<p>Reappoint Jack Scott to the budget committee</p> <p>Motion: Greenhill Second: Mishler</p> <p><i>I move as written for Jack Scott to be reappointed, expiring 2023.</i></p> <p>Motion passes unanimously</p>
West Valley Financials	Discussion/action	<p>Motion: Chris Greenhill Second: Roy Whitman</p> <p><i>I move to approve January financials for West Valley</i></p> <p>Motion passes unanimously</p>
Board Policies	Discussion/action	<p>Motion: Roy Whitman</p> <p><i>I move to approve the board policies for West Valley</i></p> <p>Motion Passes: Brown – no; all others – yes</p> <p>Mishler requests a review once new board is elected.</p>
Ambulance Maintenance & Replacement	Discussion	<p>Mishler requests a report/records on M 181. Hertel explains the maintenance was deferred but had no major issues, just a minor engine oil leak. Mishler expresses frustration with a lack of maintenance. Hertel explains the maintenance is being done as funds allow and apparatus replacements are delayed due to COVID.</p> <p>Staff has been following OHA processes to try getting a used replacement ambulance. We have had several used ambulance vehicles fall through within the process. Keizer Fire District donated an ambulance through Detroit-Idanaha Fire to West Valley. Staff will work through getting it into service. The new ambulance will be delayed due to COVID.</p>
Contract Signing	Discussion	<p>Mishler states he directed Chief Hertel to sign the Systems Design and Ground Emergency Medical Transport contracts.</p>
WV Board Candidate Interviews	Discussion	<p>Mishler states there will be a meeting to interview candidates, next Wednesday 4-6pm, for the vacant board position.</p>
		<p>Chief is report reviewed.</p>
DIRECTOR COMMENTS		

Director comments	Discussion	Whitman asks if any plans have been made to honor Director Brooks. Hertel states he has a plan to present him something at the Willamina Chamber Meeting next week.
Adjournment		Adjourn meeting at 8:05 PM

Upcoming meetings/events:

- May 13, 2021 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!