

Sheridan Fire District - SW Polk Fire District - West Valley Fire District
 Joint Regular Meeting Minutes - March 11, 2021 6:00pm - 275 Main Street, Rickreall, OR 97371*

*Meeting was held virtually via RingCentral Meetings.

Board Members Present			Board Members Absent
<u>Sheridan Fire District</u> Tammy Heidt Carol Harlan (V)(ARC) Scot Breeden (V)(ARC) Parrish Van Wert (V)(ARC) Brice Ingram (V)(ARC)	<u>SW Polk Fire District</u> Rod Watson Keith Moore Bruce Sigloh (V) Frank Pender Bob Davis (V)	<u>West Valley Fire District</u> Rick Mishler Gary Brooks Roy Whitman (V)(ARC) Chris Greenhill Connie Brown	
			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 Rod Watson, SW Polk Fire District, opened the meeting at 6:04 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		Several members arrived after roll call. As noted above.
Insurance question	Not on the agenda	Mishler asked a question on a \$37,000 check to SDAO. Hertel stated it was two months of insurance premiums for February and March. The discussion satisfied Mishler’s question.
Minutes	Discussion/Action	<p>Motion: Frank Pender Second: Bob Davis <i>I move to approve the Joint Board meeting minutes.</i> Motion passes unanimously</p> <p>Motion: Rick Mishler Second: Gary Brooks <i>I move to approve the West Valley Special Meeting minutes.</i> Motion passes unanimously</p>
CFO Selections	Discussion/Action	Hertel gave an overview of what Todd Kimball was going to cover. Kimball explains that he and staff are working on payroll conversion, credit cards streamlined, new bank accounts setup, accounting system conversion and performing general coaching and question/answers. The payroll conversion has been completed and they Watson asked about the payroll conversion and Kimball replied yes, switching from two internal versions to one new payroll company. Watson then asked if the new system is more efficient, and Kimball replied yes. Benefits to the new system includes calculations being performed by payroll professionals and a reduction of staff time. Mishler asks who is monitoring data in CrewSense? Hertel replied that the Battalion Chiefs manage CrewSense daily, Chief Schulze reviews it weekly and Chief Hertel verifies it monthly. Brooks asks if all three districts are using this system and Kimball replies yes and the system allows for employee online access to their information. Moore asks if the system is saving the districts money, Hertel replies that the software is roughly the same cost, but it is saving admin time which is saving us money. Heidt asks if we have had any staff feedback on the system and Hertel replies yes, they seem to like it.

		<p>Kimball states that we are trying to get all credit cards streamlined to First Federal and similarly with bank accounts. Watson states that he thought we had already consolidated all bank accounts, Hertel responds that we have not gotten them all yet but that we are working towards that goal. Kimball states that we intend to move SFD and SWP to QuickBooks Online, putting all three Districts on the same accounting system. Watson asks if this new program will be good for reports for the board, Hertel replies yes, and it also will save staff a lot of time. Kimball states that Mariah is doing an excellent job on getting up to speed and taking on finances. Kimball states that SFD is done with their audit but WVFD and SWP needed to be extended to May 1st. Heidt asks if Kimball is spot checking Prescott’s work, and he replies no. Mishler asks Kimball if we can have two checks written, one for just what WVFD owes SFD for administration and one check for the rest of what WVFD owes SFD for. Kimball responds that it is not impossible to have two checks made out but that it doesn’t make any sense to have two checks when there is documentation on the checks for what each amount is for. Chief Hertel then states that we have changed our report to accommodate the wants/needs of the WVFD Board and believes that we have created transparent documentation. Kimball then discusses renewal of his contract with the boards to continue system conversions, oversight, and technical assistance with financials. He suggests that work will take 4-5 hours a month at rate of \$165 per hour. Mishler states that he would like a clear timeline for the renewal of the contract with Kimball and that he would also like a report of what Kimball accomplished each month.</p> <p>Motion: Chris Greenhill Second: Rick Mishler <i>I move to extend the contract with CFO Selections to September 30th, 2021 with a \$5,000 cap, to meet revisit in September to decide on renewing the contract again and give Chief authorization to sign the contract.</i></p> <p>Motion passed in WV & SWP but failed in Sheridan with Breeden, Ingram and Van Wert voting no.</p> <p>There was discussion about next steps. Sigloh asked the Watson for a roll call vote. Roll call vote produced unanimous votes in WV and SWP. SFD voted Breeden & Ingram - no; Van Wert, Harlan & Heidt – yes</p> <p>Motion Passes by this vote.</p>
<p>Sheridan Financials</p>	<p>Discussion/Action</p>	<p>Motion: Parrish Van Wert Second: Tammy Heidt <i>I move to approve last month's financials for SFD.</i></p> <p>Motion passes: Ingram, Van Wert, Harlan & Heidt – yes; Breeden - no</p> <p>Ingram asks about the Aflac check & Heidt explains that it is an employee payroll deduction. He further asks about checks written to admin staff. Heidt explains that they are credit card payments. Breeden asks about a specific check in the SFD financials. Hertel explains that a Firefighter/EMT candidate was flying out from back east to test but we cancelled and rescheduled the test after he had booked his flight, hotel, and car. Chief Hertel felt like we should reimburse him for his travels. Breeden asks if the reimbursement was a 40/20/40 split. The Chief replies that yes. Breeden asked about SDIS insurance. Hertel explains that SDIS is the LTD insurance for the Board approved union contract. There was discussion about how the 40/20/40 was demonstrated in Quickbooks.</p>

SW Polk Financials	Discussion/Action	Motion: Bob Davis Second: Bruce Sigloh <i>I move to approve SW Polk monthly financial report.</i> Motion passes unanimously.
West Valley Financials	Discussion/Action	Motion: Rick Mishler Second: Connie Brown Mishler asked about the payroll check for Judy Breeden <i>I move to approve the monthly financials for West Valley Fire District.</i> Motion passes unanimously
Chiefs review process	Discussion/Action	Breeden states there was no process for approval of the eval form for the Chiefs yearly review. Watson states that we should make a new one. Heidt responds that this is the same process used last year with adjustments from the presidents meeting. Breeden states the presidents do not have that kind of power and cannot make decisions for the boards. Davis states that it was the same evaluation used from last year and that we go with this evaluation process this year and then make a new one for next year. Motion: Bob Davis Second: Bruce Sigloh <i>I move to approve the current methodology for evaluation of the Fire Chief.</i> Motion passes – Breeden – no; all other directors - yes
Executive Session	Discussion	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.
Mutual Aid Agreement	Discussion/Action	Discussion about when the agreement starts and ambulance staffing and when the ambulance may start operating. Hertel describes that all resources are available and the CTGR ambulance would not start operating until Yamhill and Polk Counties ASA allow it. WV Motion: Rick Mishler Second: Gary Brooks <i>I move to approve the mutual aid agreement for WV as presented.</i> Motion passes unanimously SFD Motion: Tammy Heidt Second: Carol Harlan <i>I move to approve the mutual aid agreement for SFD as presented.</i> Motion passes unanimously SWP Motion: Frank Pender Second: Bob Davis <i>I move to approve the mutual aid agreement for SW Polk as presented.</i> Motion passes unanimously Motion: Connie Brown Second: Gary Brooks <i>I move to approve that Chief Hertel can sign documents for the Mutual Aid Agreement for West Valley.</i> Motions passes unanimously.
Budget Calendar/members		Discussion that the calendar is created as presented. Staff is working on budget members for a future meeting. Brooks said he was out of phone service for several days, if we tried to contact Patti Brooks
Budget resolutions	Discuss/action	The audit determined that the previously passed budget resolutions were not done correctly and adjustments were made per the recommendation

		<p>to the appropriated and unappropriated totals which did not change the overall budget.</p> <p>WV Motion: Rick Mishler Second: Gary Brooks I move to approve the updated budget resolution 2019-07 Motion passes unanimously</p> <p>SFD Motion: Carol Harlan Second: Scot Breeden I move to approve the updated budget resolution 2019-05 Discussion on adding the correct fiscal year to the document. Expected that staff will add correction. Motion passes unanimously</p> <p>SWP Motion: Frank Pender Second: Bob Davis I move to approve the updated budget resolution 2019-06 Motion passes unanimously</p>
ASA discussion	Discussion	<p>Mishler discusses potential changes to the Polk County ASA agreement. Pender stated the closest resource should be recommended for the best service to the citizens and the efficiency of service. Moore states that the ambulance is available if Dallas chooses to use it for improved service to the area. Brown states that she would have a hard time denying someone an ambulance from Grand Ronde if they are closer. Brooks stated the chief did a good job of describing the benefits of an ambulance in Salt Creek for the Sheridan residents at the ASA committee agreement. Watson stated that service should be first and politics should not get in the way of that. Moore states that we can not currently provide service better than Dallas but in the future who knows. We must provide the best we can. Breeden doesn't disagree with the ambulance being in Rickreall but does disagree that the ambulance should be discussed further, and the politics and money should be considered. Hertel states, it is a great discussion, and that the ambulance is placed in Rickreall for the best service to Sheridan's citizens and that nothing about the ambulance sitting in Rickreall is about taking anything from Dallas or Polk #1. If they choose to use it that is a decision for them and their leadership. We need the ambulance there for the best service of the Sheridan and West Valley citizens. Heidt discussed that she knows of no citizens that care about the name on the side of the ambulance but rather that they wish for the closest resource to get there first. Harlan stated she wants the first available ambulance to her need. Brooks asked if the Sheridan Board has considered the cost of having an ambulance in Salt Creek versus Rickreall. Heidt stated that the cost is the same as having it in Rickreall and that we are partnered for this improved service. Davis adds that the second medic for Sheridan will be staffed 24/7 as the partnership with SW Polk proceeds forward. Another great aspect of this consolidation, a win/win situation. We need to put away animosities and provide the best service possible.</p>
Apparatus Replacement	Discussion	<p>Hertel discussed the maintenance system that has been developed. He follows with the fact that we are playing catchup on different maintenance needs from years of deferment and that we have a maintenance system established. Brown discusses the maintenance records that she reviewed. Brown states she is impressed with the</p>

		current system. Mishler states that he is frustrated that we purchased a new pickup instead of focusing on maintenance needs. Rick reads a statement on the importance of maintenance. Greenhill discussed when maintenance becomes the need of replacement. Brown states she knows it is bad, but we must do something. Breeden states he agrees with Greenhill that maintenance must be done. We do not have enough money to maintain all vehicles, but we also do not have enough money to replace vehicle as needed. Brown's states her review of the maintenance system showed that it was appropriate. Breeden states it is all a function of money that needs to be decided on. Moore asks if staff are doing routine vehicle checks, Hertel replies yes that Sean Hoxie created a QR code so that vehicle checks, and issues can be monitored that way.
DIRECTOR COMMENTS		
Director comments	Discussion	Mishler discussed the YCOM dues and expenses form the YCOM executive meeting he attended. Discussion about attendance at the three districts attending all regular meetings. Van Wert asks about the difference between the consolidation versus the regular business meetings discussions. Heidt talks about that the West Valley Board is not stepping back during consolidation discussions. Pender brings up the options of having SFD and SWP having special meetings of the two districts. Brooks states he has tenured his resignation effective April 8, 2021. Breeden states that he would like to know how to request copies of meetings. And something has to be done with the audio.
Adjournment		Adjourn meeting at 9:12 PM

Upcoming meetings/events:

- April 8, 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!