

SW Polk Fire District

Regular Meeting Minutes – December 08, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

Board Members Present	Board Members Absent
SW Polk Fire District Bruce Sigloh Frank Pender Rod Watson Bob Davis (V) Keith Moore	
	Administration Present
	Fred Hertel Scott Magers Christine Talley

Virtual- (V) Arrives after roll call- (ARC)

GENERAL BUSINESS		
Call to Order		President Rod Watson opens the meeting at 6:02 pm. SW Polk Fire District has a quorum of directors and will allow deliberation, decision making, and will take public comment per the posted agenda. Pledge of Allegiance is recited.
Roll Call		Christine Talley calls roll as delineated above
Additions/Corrections to Agenda	Discussion	None
Approval of Minutes	Discussion/Action	The board reviews the November 10 th Meeting Minutes. Motion: Pender Second: Sigloh <i>I move to approve the November meeting minutes as presented.</i> Moore abstains as he was absent from the November 10 th Meeting Motion passes unanimously
Financials	Discussion/Action	The board reviews the November financial report. Chief Hertel explains that the Public Relations line item is over budget because of the 75 th Anniversary. Watson asks for clarification on the loan. Hertel says they ended up having almost enough carry over to pay the loan back. Discussion of resources. Hertel explains that November is traditionally the best month because that's when the district receives tax funds. Moore asks if the levy funds will be tracked separately. Hertel states they may, but it is not a legal requirement. All requests for clarification are answered. Moore asks for the financial report a few days ahead of time. Hertel states that is a goal they are working toward. Motion: Pender Second: Davis <i>I move to approve the financial report as presented.</i> Motion passes unanimously
Audience Participation	Discussion	None

<p>Special Presentations</p>	<p>Discussion</p>	<p>Watson states there is a vacancy in the board approaching, with Bruce Sigloh moving out of the district. Watson thanks Sigloh for his participation. Sigloh expresses appreciation.</p> <p>Candidates for the vacated position were invited to attend tonight's meeting to present on why they'd like to be a Board Director.</p> <p>Tom Gilson states he lives on Oakdale Road near Falls City and has been around the fire service his entire life. He states he has worked with Chief Hertel and the City of Dallas as well as been a part of various committees and boards in the community, including budget committees. He says he's always enjoyed Fire & EMS. Sigloh asks what Gilson's position with City of Dallas. Gilson states he's engineering supervisor in the Public Works Department.</p>
<p>Lexipol</p>	<p>Discussion/Action</p>	<p>Board discusses policy changes recommended by Lexipol.</p> <p>Motion: Davis Second: Pender I move to adopt the Lexipol changes as presented. Motion passes unanimously</p>
<p>WVCC Agreements</p>	<p>Discussion</p>	<p>Hertel states he still has not received the updated agreements from the West Valley Communications Center.</p>
<p>BOD Appointment</p>	<p>Discussion/Action</p>	<p>Watson states they will hold off on appointing a board member until the next meeting. Hertel states a motion accepting Sigloh's resignation should still be made.</p> <p>Motion: Pender Second: Davis <i>I move to accept Bruce Sigloh's resignation from the bod from SW Polk Fire District, effective December 18, 2022.</i> Motion passes unanimously</p>
<p>LGIP Account</p>	<p>Discussion/Motion</p>	<p>Hertel states a motion to open a second LGIP account would help the district to track debt service funds separately. Moore expresses that one of the audits said it would be a best practice.</p> <p>Motion: Moore Second: Sigloh <i>I move to have staff create an LGIP account for the purpose of retaining debt service funds and move the appropriate funds into the account.</i> Motion passes unanimously</p>
<p>Volunteer Handbook & By-Laws</p>	<p>Discussion</p>	<p>Hertel explains a draft version of the volunteer handbook has been created and distributed to board members. A copy will also be sent electronically to volunteers. It is modeled after the SDAO sample volunteer handbook. Hertel states feedback will be taken from the volunteers regarding the handbook, however the board is the only body that needs to approve the handbook. Hertel states that the district currently doesn't have a handbook. Watson asks what the timeline for the handbook is. Hertel states he believes it will be ready to approve in January. Sigloh asks if the current by-laws for the volunteers are the same. Hertel states there are adjustments, but it is very similar.</p>

Union Contract	Discussion/Action	<p>Hertel introduces the Memorandum of Agreement approving a new wage scale, which was approved by Local 4861.</p> <p>Motion: Pender Second: Sigloh <i>I move to ratify the union's acceptance of our proposed contract changes and direct the Civil Service Commission to adjust its rules accordingly.</i></p> <p>Motion passes unanimously</p>
Special Presentations Cont.	Discussion	<p>Jeff Classes arrives. He explains he is concerned it may be a conflict of interest for him to serve as a board director, since he works for ODF. He explains his HR department is looking into it. Pender asks Classen if he sees it as a conflict. Classen states he says there could be conflicts in a wildfire situation. He goes on to say he has been a long-term citizen and cares about what the fire district does. Watson says he'd like Classen to complete the paperwork and see if his candidacy is possible. Hertel states he believes the only conflict of interest would involve a contract which provides something to ODF.</p>
Civils Service Commission	Discussion	<p>Hertel explains the Civil Service Commission needs to change some of their rules, since the Union Memorandum of Agreement (MOA) changes employee classifications. He states he believes the motion the board made regarding the MOA will be enough to allow that to happen, but he needs to check with legal counsel.</p> <p>Watson asks how many applications for Firefighter/Paramedic were received. Hertel states they have received 0 qualified applications, but they're hoping the updated wage scale will help when they advertise again.</p>
Nationwide Agreement	Discussion/Action	<p>Hertel introduces amendments to the Nationwide agreement, dealing with largely language changes due to the CARES act that needs to be adopted by December 31, 2022. He explains the Nationwide is the 457b deferred comp plan for employees. Moore asks for clarification on the plan. Hertel states it is another retirement option available to employees, in addition to PERS.</p> <p>Motion: Pender Second: Davis <i>I move to accept the proposed 457b plan changes.</i></p> <p>Motion passes unanimously.</p>
Budget Resolution	Discussion/Action	<p>Hertel introduces Resolution No 2022-23-05. He explains the resolution creates a supplemental budget that allows the district to receive the loan funds and also make the repayment of the loan. Moore asks how much the loan cost out of pocket. Hertel states around \$18,000. Moore asks if the district sees the district as having to take loans out regularly. Hertel states he believes, depending on multiple factors including ASA, the district may have to take out another loan next year.</p> <p>Motion: Pender Second: Davis</p>

		<p><i>I move to approve resolution FY 2022-23-05, adopting a supplemental budget.</i></p> <p>Passes unanimously</p>
SDAO Conference	Discussion	<p>Hertel asks if anyone is interested in attending the 2023 SDAO conference. He suggests it would be beneficial for any new members. Watson asks everyone to think about it.</p>
Chief's Report	Discussion	<p>Chief's Report</p> <p>Hertel introduces the Chief's report. He states the district received the SCBA compressor donation from Vancouver Fire Department, currently in the Rickreall Fire Station. He says they're getting bids to have it serviced before installation.</p> <p>He says the district received a security camera grant. He states the district did not receive the SAFER grant, which was to be used for the Rickreall Station.</p> <p>Chief Hertel and Magers attended a CAD building session at WVCC this week. Moore asks if input from neighboring agencies is considered when building the response model. Magers states there was a lot of collaboration between different agencies at WVCC this week.</p> <p>Hertel states they are working with Fackler on the repairs needed at the stations. He says Fackler has assigned two new employees to handle this. Zach Leigh explains the steps Fackler is planning to take. Watson asks what the response from Fackler has been on the repairs. Hertel states so far it has been positive.</p> <p>Hertel says that the district is still receiving questions on the audit, so it probably is not finished yet. He says they're hoping to get it filed with the Secretary of State before December 31st.</p> <p>Hertel states that the district has an EMT Advanced and Intermediate class that Dallas is hosting with Chemeketa. He says there are 6 employees and volunteers they are sending to the class. He explains that if an EMT-Intermediate operates on an ambulance, the district can bill ALS rates. Magers explains that the class runs from January to June.</p> <p>Volunteer Report</p> <p>Rosenbalm states they've had another volunteer join, and that brings in two firefighters who are now on an EMT career path.</p> <p>He states that there is going to be a retirement party for Jake Gillins, Rob Foster, and Elizabeth Hogeland. The date is January 7th, time TBD.</p> <p>He explains suggests having more review time for the updated volunteer by-laws, expressing concern that the volunteers won't have time to review and get together to provide their suggestions.</p> <p>He states that the volunteers are still awaiting the funds transfer from the General Fund.</p>

Director Comments	Discussion	None
Meeting Adjournment		Meeting adjourned at 7:27 pm

Upcoming meetings/events:

- Jan. 12th Regular Meeting

Board packet and handouts included:

- November 10th Minutes
- November Financials
- Resolution No. 2022-23-05
- Chief's Report
- Nationwide Agreement
- Union Memorandum of Agreement
- Drafted 2023 Volunteer Handbook