

**Minutes for Joint Regular Board Meeting on October 22, 2020 6 PM**  
**Sheridan/SW Polk/West Valley Fire Districts**  
**825 NE Main St. Willamina, OR 97396**  
Meeting was held virtually via RingCentral Meetings

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

GENERAL BUSINESS		
<b>Call to Order</b>		President Rick Mishler, West Valley Fire District, opened the meeting at 6:02 pm. Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited. Mishler states, in order to ensure accuracy of the minutes, roll call voting will be used in meetings from now on.
<b>Approval of Minutes- ALL</b>	Action	<b>Motion:</b> Frank Pender <b>Second:</b> Gary Brooks Move to approve the minutes from the joint board meeting from October 8, 2020. <b>Discussion:</b> None. <b>SFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously.</b> <b>WVFD- Motion approved unanimously.</b>
<b>Additions or corrections to agenda</b>		Mishler adds "Grand Ronde Substation" to agenda.
<b>Audience Participation</b>		None.
OLD BUSINESS		
<b>Employee Handbook - ALL</b>		The union contract is still being negotiated. This document will be approved at the same time as that contract.
<b>Board Policies - ALL</b>		The board policies review by the attorney has not come back yet. Ingram reiterates he would like to see the old policies of each district when the new policies come back from the attorney. Hertel states he can do that for Sheridan and SW Polk, but West Valley does not have an adopted copy of policies. Brooks and Greenhill agree that the last policy edits were made in December of 2017, but they were never adopted or signed by the Board of Directors, therefore they are not valid policies.
<b>2018-2019 Audit - WVFD</b>		Hertel stated he spoke with the owner of the auditing company and expressed concern that the audit is still not complete. The expectation was set that even though this audit is not complete yet, we have a goal that all three current audits will be completed on time this year. Hertel, also, states that audits being late increase the Oregon Ethics Commission fees. Harlan suggests that if the fee is increased, it should be the responsibility of the auditing company to cover the extra expense

		since it was a no fault of the district. Hertel states he can discuss this with the auditors.
<b>Billing Ordinance- ALL</b>		Hertel stated staff is continuing to collect information on this topic and expects to bring recommendations in the December Board Meeting.
<b>Grand Ronde Substation- WVFD</b>		Mishler states someone in the community has expressed concern to him that the improvements at the Grand Ronde Substation are a security and safety concern. Hertel states the improvements are being made as quickly as possible but there were delays due to the fires in September.
<b>NEW BUSINESS</b>		
<b>Conflagration Resolutions- SFD and WVFD</b>	Action	<p>Breeden confirms that the resolutions being brought to the boards are to appropriate the revenue from the conflagrations into the line items that need to be increased due to conflagration expenses.</p> <p><b>Motion:</b> Scot Breeden <b>Second:</b> Carol Harlan  <b>Move to approve SFD Resolution Number FY 2020-21-11 adopting a supplemental budget.</b>  <b>Discussion:</b> None.  <b>Motion approved unanimously.</b></p> <p><b>Motion:</b> Rick Mishler <b>Second:</b> Chris Greenhill  <b>Move to approve WVFD Resolution Number FY 2020-21-05 adopting a supplemental budget.</b>  <b>Discussion:</b> None.  <b>Motion approved unanimously.</b></p> <p>Brown asks if the volunteers get paid during deployment. Hertel confirms they get paid as contractors through the deployment system.</p>
<b>Future Planning Workshop- ALL</b>	Action	<p>Discussion was held to determine if the meeting should be closed or if it should remain open to allow for decisions to be made if the need arises. It was determined that the meeting should remain open to ensure that deliberation and any decision making remained legal.</p> <p>Heidt stated she received an official letter from the City of Dallas notifying the district of their decision to exit the contract with the three districts related to Lexipol policies. Hertel states this will increase the cost of the Lexipol policies by approximately \$480 per district. Brown asks for clarification on what is provided by the Lexipol subscription. Hertel states the Lexipol subscription provides continuous legal reviews of policies and updates to policies to meet new legal requirements.</p> <p><b>Motion:</b> Chris Greenhill <b>Second:</b> Frank Pender  Move to jointly subscribe to Lexipol between the three districts and allow the Chief to sign any necessary documents.  <b>Discussion:</b> None.  <b>SFD- Motion approved unanimously.</b>  <b>SWP- Motion approved unanimously.</b>  <b>WVFD- Motion approved unanimously.</b></p> <p>McMinnville Fire Chief Rich Leipfert arrives to present on his experience with consolidations in the fire services. Chief Leipfert started working for McMinnville in 2008 and became the contract Chief to Amity Fire District more recently. Chief Leipfert has seen several different ways districts have worked to continue to provide</p>

		<p>service to their citizens including contracting with other districts and being annexed by other districts in Yamhill County and the surrounding counties. Chief Leipfert explains that he believes in working towards dissolution and reformation instead of annexation because it gives the stakeholders a say in what happens. He goes on to explain that one of the challenges he sees districts facing is the fear of losing control of their districts and dissolution and reformation is the best opportunity to continue local control while still improving service. Chief Leipfert closes his discussion by thanking the boards for their time and encourages them to reach out to him if they have questions.</p> <p>Hertel states that since the last discussion on progress towards dissolution and reformation, staff have contacted the water districts and Oregon Department of Forestry and have received their blessing to move forward. He goes on to say that the City of Sheridan and City of Willamina are in support of the progression as well. Since the three districts are spread over two counties, the next step will be to petition the county commissions of Yamhill and Polk County to allow for a vote to dissolve the current and form a new district. Staff are also working to create a map of the new district and a feasibility statement. Hertel states the next steps will require strategy from the three boards. Annexation would require one vote of the people, while dissolution and reformation requires two votes. The boards could decide to dissolve two of the three districts and create one district that could annex the third district at a later time. Mishler states that Sheridan and SW Polk dissolving and forming one district, with the intent to annex West Valley in the future. He states he is concerned that Sheridan and SW Polk would not be able to get enough votes to get to a tax rate equal to West Valley's. Breeden states he is not in support of the current administrative team and will not vote to move forward with the project. In addition, he states he wishes that Sheridan was no longer part of this project. Harlan states she feels that there are things happening in the background that may be sabotaging the project. Breeden asks if Harlan has any specific accusations. Harlan replies there have been several chiefs that have not remained with the district and that was cause for concern in her mind. Breeden shouted that if she had an accusation, she should make it. Greenhill suggests that Breeden should calm down and leaves the meeting at 7:17 PM. Mishler asks where SW Polk thinks their citizens are in terms of being ready for this process. Pender explains he believes that his citizens understand the need for our services, and while they may not like the tax increase, they will understand the importance of a robust fire services.</p>
--	--	---

**COMMENTS**

<b>Director Comments</b>		None.
<b>Adjournment</b>	Action	<b>Motion:</b> Gary Brooks <b>Second:</b> Carol Harlan <b>Move to adjourn meeting at 8:00 PM</b> <b>Discussion:</b> None. <b>SFD- Motion approved unanimously.</b> <b>SWP- Motion approved unanimously.</b> <b>WVFD- Motion approved unanimously.</b>

Action Items/Items for Follow-Up

<b>Deliverable</b>	<b>Responsible Party</b>	<b>Timeline</b>
Billing Ordinance Suggestions	Staff	1-2 months



Upcoming meetings/events:

- 11-12-2020 Joint Board Meeting
- 12-10-2020 Joint Board Meeting

Board packet and handouts included:

- Agenda
- 10-08-2020 Joint Meeting Minutes
- SFD Resolution No. FY 2020-21-11
- WVFD Resolution No. FY 2020-21-05

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!