

SW Polk Fire District

Regular Meeting Minutes – November 8, 2021 – 15455 Salt Creek Rd. Dallas, OR 97338*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
SW Polk Fire District Rod Watson Frank Pender (ARC) Keith Moore Bruce Sigloh Bob Davis	None
	Administration Present
	Fred Hertel Christine Talley

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

GENERAL BUSINESS		
Call to Order		President Rod Watson opens the meeting at 6:00 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.
Approval of Minutes	Discussion/Action	Board reviews minutes from the October 7 th joint regular meeting. Watsons states that the location of the meeting needs to be updated to SW Polk. Watson also says that he asked Michaela Woods (union President) for the union letter, and she said she would send it, but he has not received it. Chief says he believes she intended to and will have their union representative look into it. Motion: Davis Second: Sigloh <i>I move to approve the minutes as corrected.</i> Motion passes unanimously
Financial Report	Discussion/Action	Hertel explains that staff is not ready to supply full financials yet. Watson asks when they may get a budget vs. actual report. Hertel says they have a draft but there were enough inconsistencies that it wasn't ready for tonight's meeting.
EXECUTIVE SESSION		Hertel explains that they lawyer did not get him the documentation that would allow them to go into executive session tonight.
Additions/Corrections to Agenda		Hertel adds Chief's contract as item "f"
Performance Review	Discussion/Action	Sigloh explains that he has not heard from the members of the West Valley committee regarding the Chief's performance review. He says the SW Polk committee recommends using the review previously used by Dallas and SW Polk Fire Districts. Motion: Sigloh Second: Davis <i>I move we adopt the Chief's evaluation document and that we make a copy of that and deliver to the board members prior to the next meeting in the packet.</i> Watson asks when they want to perform the Chief's review. Hertel states the contract says it is due in January. Motion passes unanimously

<p>Civil Service Commission</p>	<p>Discussion</p>	<p>Hertel explains this is on the agenda to make the board aware that the current civil service commission is joint between the districts of Sheridan, SW Polk, and West Valley. He says SW Polk could choose to form their own commission now that they have hired their own employees. Moore asks who is on the commission. Hertel says there is a representative from each District, and that SW Polk's representative is now employed by Sheridan, which could present a conflict of interest.</p> <p>Watson asks if there is any negative to continuing to use the joint commission. Hertel says the joint commission does help to cut costs, but a negative could be that once you create a hiring list, any of the three districts may hire off of it.</p> <p>Pender asks what the intent is of the other Districts. Hertel says it has been brought up at a couple board meetings that some citizens and members may wish to form their own commission. Davis asks if they could replace their current representative. Hertel says he is in conversations with their attorney regarding whether they should. He states the best answer would be, if they create their own, then they could appoint three new people.</p> <p>Watson says they should leave it on their radar and respond when needed. Davis expresses concern over the conflict of interest with SW Polk's representative being a Sheridan employee. Pender asks if there has been any conflict of interest. Hertel states not at this time.</p>
<p>Ambulance Update</p>	<p>Discussion</p>	<p>Hertel says they are scheduling an appointment with OHA to do a walkthrough either this week or next. He states CTGR had their licensure within three weeks of their review. Watson ask for clarification on the license process. Hertel explains that they must have two licenses, one for the facility and one for the apparatus, and that the walkthrough is for both. He states they will be able to run as soon as they have both licenses, and then they would need to have conversations with other agencies for operating.</p> <p>Board discusses potential levy.</p>
<p>West Valley Fire District</p>	<p>Discussion</p>	<p>Hertel explains that there is a citizen driven group in West Valley that is starting a campaign to turn the District into a positive entity. Sigloh asks if they have formed a committee. Hertel says not yet. Discussion of West Valley Board.</p>
<p>Audit Extension</p>	<p>Discussion</p>	<p>Hertel states that they may need an audit extension, but they are working hard to ensure it can be done on time. Watson states he would like to see a report of the bond money. Hertel says Todd Kimball has given a report, which required moving some money around and that they have completed that step. Hertel says the bond is audited for financial purposes, and that they are already required to report through the Electronic Municipal Market Access (EMMA). He states they follow all the laws and regulations to the best of their ability, and that despite rumors, they have the funds to make the stations fully functioning.</p>
<p>Levy</p>	<p>Discussion</p>	<p>Hertel says, if the board decides to go for a levy, the focus should be on staffing for the stations. He asks if there is any potential research the board would like done that they need to let him know. Hertel states if</p>

		they want the levy included in the next fiscal budget that they need to put out the levy in May. Discussion follows of stations and their locations.
Fire Chief's Contract	Discussion/Action	<p>The board reviews an updated Fire Chief's contract. Hertel says the only changes are that the first two sentences that stated he began in 2019 have been removed and that his wage was updated down to \$105,000 per year. Sigloh asks if SW Polk already has a contract with the Chief. Chief says they have one from July 2, 2021, and that prior to that he had a contract with Sheridan Fire District.</p> <p>Motion: Davis Second: Pender <i>I move we approve the employment contract with Chief Frederick J Hertel.</i></p> <p>Moore expresses that he wants to make sure the Chief has direction the next two months if they aren't doing a Chief review until January.</p> <p>Motion passes unanimously.</p>
Chief Report	Discussion	Hertel states that he cannot guarantee they captured 100% of the data. He says in the transition of the Districts that they had to transfer some logins, and that there are incident reports that are incomplete and need to be caught up. Hertel clarifies that they have the note taking report, but it has not been put into electronic record.
Director Comments	Discussion	The board discusses when to have their next meeting. They set it for Thursday, December 9, 2021 at Salt Creek Station.
Meeting Adjournment		Meeting adjourned at 7:22pm

Upcoming meetings/events:

- December 9th Regular meeting

Board packet and handouts included:

- Oct. 7, 2021 Joint Meeting Minutes
- SW Polk October 2021 Profit & Loss
- Chief's Report