

SW Polk Fire District

Regular Meeting Minutes – October 20, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

Board Members Present	Board Members Absent
SW Polk Fire District Keith Moore Bruce Sigloh (ARC arrived 7:22 p.m.) Bob Davis (V) Frank Pender	Rod Watson
	Administration Present
	Fred Hertel Christine Talley

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

GENERAL BUSINESS		
Call to Order		Vice President Frank Pender 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		Chief Hertel calls roll as delineated above
Additions/Corrections to Agenda	Discussion	Pender adds the following items to the agenda: I. Board Resignation & Appointment J. Grants Information K. Polk County Mutual Aid Agreement
Approval of Minutes	Discussion/Action	The board reviews the September 8 th Meeting Minutes. Motion: Davis Second: Moore <i>I move to approve the meeting minutes as presented.</i> Motion passes unanimously
Financials	Discussion/Action	The board reviews the September financial report. Hertel explains they are overspent in the Apparatus and Equipment line item, which Deputy Chief Magers will address. All questions for clarification are answered. Discussion of ambulance revenue Motion: Moore Second: Davis <i>I move to approve the finances as presented.</i> Motion passes unanimously
Audience Participation	Discussion	None
Apparatus Update	Discussion	Magers states they are a little overspent in apparatus maintenance and equipment. He explains the repairs required on each of the four ambulances as it was a priority to have ambulances in service. Magers explains the district has submitted grants for new ambulances and if SW Polk would receive one it still would take over a year to have one delivered. He also explains that they needed the Tender apparatus to be reliable for conflagration deployments, as that is an expectation by the state.

<p>Staffing Update</p>	<p>Discussion</p>	<p>Magers explains that the district has six positions to staff with the levy, and with the OSFM wildland staffing grant, they were able to hire two additional staff for the Summer season. He explains those two staff will role into the permanent positions if they do well in the current hiring process. He explains that the district currently has one Paramedic position open, with the resignation of one a week ago. He states there were three individuals on the Paramedic list, one had already been hired and resigned, and another was hired and is currently working. The third individual on the list was not yet certified. Therefore, the Paramedic list was exhausted by the Civil Service Commission. He states that they have plenty of EMT's to hire from, but that there is a bidding war for Paramedics between all departments.</p> <p>Moore asks how much the district needs to offer to be competitive for Paramedics. Magers states between 8 and 12%. Hertel explains another option is to provide a signing bonus. Discussion of providing schooling for new and current employees.</p> <p>Hertel states he'd like to know if the board would like admin to open the wage part of the Union contract to entice more candidates. Moore states he knows Watson would want to be in on the conversation. He expresses concern of giving one "group" preferential wages. Pender agrees that he'd like to have Watson's input as well. Hertel states that he will probably advertise before then, due to the fact that there is currently one shift that is not ALS coverage. With the ALS review underway he'd like to have the shift covered.</p>
<p>SDAO Fall 2022 Newsletter & 2023 Annual Conference</p>	<p>Discussion</p>	<p>Hertel provides a copy of the newsletter that each of the board members should have received and points out a few key articles, including Paid Leave Oregon and the SDAO conference.</p>
<p>Proposed 75th Anniversary Presentations</p>	<p>Discussion</p>	<p>Hertel states he'd like a board member to go with him to the City of Falls City, City of Dallas, and Polk County Commissioners to present about the 75th Anniversary.</p>
<p>Employee Handbook Conflagration Language</p>	<p>Discussion/Action</p>	<p>Hertel introduces a policy that allows exempt staff to receive overtime compensation for conflagration deployments. He recommends they adopt it int the employee handbook.</p> <p>Motion: Davis Second: Sigloh <i>I move to adopt the policy for extended event compensation for exempt employees.</i> Motion passes unanimously</p>
<p>Budget Resolutions</p>	<p>Discussion</p>	<p>Hertel explains he was unable to complete the budget resolutions in time.</p>
<p>Lexipol Policies</p>	<p>Discussion</p>	<p>Hertel introduces the changes to policies that were recommended by Lexipol.</p>
<p>WVCC Agreements</p>	<p>Discussion</p>	<p>Hertel states the new agreements have not been sent, although he was told they would be sent shortly.</p>

<p>Bruce Sigloh Resignation</p>	<p>Discussion</p>	<p>Hertel states that administration has crafted a resignation letter for Bruce Sigloh, since Bruce announced his resignation at the last meeting. He states if Bruce agrees he may sign the letter. Due to Sigloh's resignation, he has gathered some names of replacements to suggest to the board; Jeff Classen, Chris Burton, and Tom Gilson. He says it is up to the board if they'd like to take the suggestions or decide on another way to find a replacement. Pender and Davis agree with considering the three names.</p>
<p>Grants Information</p>	<p>Discussion/Action</p>	<p>Hertel explains several grants the district has applied for. The Oregon fire service capacity Grant requires a motion by the Board of Directors. He explains the grant is offering two firefighters and two fire prevention personnel (potentially up the 4 personnel). The positions would be funded for 3 years.</p> <p>Motion: Moore Second: Sigloh <i>I move to have the Fire Chief produce and submit all necessary documents, including a commitment letter, and allow President Watson to sign the commitment letter.</i> Motion passes unanimously</p>
<p>Polk County Mutual Aid Agreement</p>	<p>Discussion/Action</p>	<p>Hertel introduces the latest intra-county mutual aid agreement and recommends adoption.</p> <p>Motion: Davis Second: Sigloh <i>I move to adopt Resolution No. 2022-23-02 A Resolution Approving and Authorizing the Fire Chief to Execute Fire Defense Board Intra-County Mutual Aid Agreement, An ORS Chapter 190 Intergovernmental Agreement</i> Motion passes unanimously</p>
<p>Chief's Report</p>	<p>Discussion</p>	<p>Chief's Report Chief Hertel introduces the Chief's report, reviewing call volume, training hours, and ambulance billing for the month of August. He states that SW Polk, Dallas, and Polk 1 have started sharing their CrewSense schedules so that everyone can see each other's staffing on a given day. Next week's ASA meeting was scheduled due to the onsite meets for the ASA onsite reviews. Hertel introduces the GASB report for SW Polk Fire District. He states staff is currently working on the audit with the goal of having it complete by the end of the year. The district has requested the donation of an SCBA compressor from the City of Vancouver. He states Chief Brumfield has announced his retirement, effective December 31st. The fire defense board has extended the burn ban, with the potential of ending sometime this weekend. Friday night it will start raining and people will start lighting fires, which will increase calls for burning complaints. SDAO created a self-assessment document, which he will attempt to complete this year.</p>

		Volunteer Report None. No volunteers present.
Director Comments	Discussion	Davis says on the November 4 th he will be out for surgery. He states he will be out of commission for a couple months but attending virtual when possible. Hertel asks if someone else may open the Columbia Bank Statements. Davis says yes. Frank Pender opened and initialed in place of Bob Davis.
Meeting Adjournment		Meeting adjourned at 8:30 pm

Upcoming meetings/events:

- Nov. 10th Regular Meeting

Board packet and handouts included:

- September 8th Minutes
- September Financials
- SDAO Fall Newsletter
- Policies
- Mutual Aid Resolution
- Chief's Report