

AGENDA

This meeting will include the boards of Sheridan Fire District, SW Polk Fire District and West Valley Fire District

Sheridan Fire District
230 SW Mill St.
Sheridan, OR 97378
August 27, 2020 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are encouraged for any board members and staff attending the meeting in person. In accordance with Governor Brown's Executive Order 2020-12, our stations are not currently open to the public. The public is encouraged to relay concerns and comments to the Boards in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to mprescott@sheridanfd.org
- If attending via telephone only; please sign up prior to the meeting by emailing mprescott@sheridanfd.org
- If virtually attending the meeting; send a chat directly to Admin Assistant, Mariah Prescott, to request to speak and use the raise hand feature to request to speak, once it is your turn, we will announce your name and unmute your mic.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1483044613>

Or Telephone: +1(623)404-9000 Meeting ID: 148 304 4613

This meeting contains a supplement budget.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes/All Agencies
5. Audience Participation
6. Old Business
 - A. Employee Handbook.....ALL.....Discussion/Action
 - B. Financial Resolutions..... SFD/WVFD.....Discussion/Action
 - C. Board Policies.....ALL.....Discussion
 - D. 2018-2019 Financial Audit.....WVFD.....Discussion
7. New Business
 - A. OHA Conflagration Resolution.....SFD.....Discussion/Action
 - B. Fire Corps membership.....WVFD.....Discussion
 - C. Shift coverage.....WVFD.....Discussion
8. Director comments and/or agenda items for next month
9. Adjournment
 - a. Next meeting September 10, 2020 at SW Polk Rickreall Fire Station

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
230 SW Mill St. Sheridan, OR 97378
August 13, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

Called to order at 6:02 PM.

FLAG SALUTE

ROLL CALL

Fred Hertel – SFD/SW Polk/WVFD Fire Chief
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief
Les Thomas- SFD/SW Polk/WVFD Division Chief

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram (absent)
Dennis Rogers
Carol Harlan

SW Polk Fire District

Rod Watson
Bob Davis
Keith Moore
Frank Pender
Bruce Sigloh

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Connie Brown
Roy Whitman

Audience

Eric Hines
Ashley Harlow
Suzy Ryan
Cooper Walters
Nick Pozzesi
Hunter Michaelson
Daniel Cummins
Ray Bottenberg

Matt Dull
Jay Payne
Henry Heiser
Jakob Sessa
Luke Nodine
McKenna Hoy
Amber Diebel
Daniel Homer

Susan Shepard
Brendan Hari
Becky Prevett
RC Mock
Ryan Vauble
Cody Heidt
Cody Coonrod

President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:00 pm.

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

Approval of Minutes - All agencies

SFD/SW Polk/WVFD

Motion: Scot Breeden

Second: Rick Mishler

Move to approve the minutes from the joint board meetings from July 9th and 23rd. Motion passed.

Discussion: In the future notate which minutes had errors.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Financial Report – All agencies

SFD

Motion: Carol Harlan **Second:** Dennis Rogers

Move to approve the financial report as written. Motion passed.

Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

SW Polk

Clarification was made regarding the two checks made out to Pacific Power and Light this month. These checks were made separately because one was for Salt Creek and one was for Rickreall.

Motion: Keith Moore **Second:** Frank Pender

Move to approve the financial report as written. Motion passed.

Discussion: None.

Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD

The question was posed what the check to Sheridan Fire District was for. It was clarified that the check is for West Valley's portion of those bills.

Clarification was asked if Dr. Heiser is paid once a year and if he was paid by both Sheridan and West Valley. This was confirmed.

Clarification was asked what "admin" and "admin overtime" was. "Admin" is the monthly salaries and "admin overtime" is overtime earned by staff.

Motion: Connie Brown **Second:** Rick Mishler

Move to approve the financial report as written. Motion passed.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Request was made to separate the bills and financials and that the boards make two separate motions to ensure all funds spent are addressed.

A question was asked about how there is negative income on the profit and loss sheets. This will be investigated and brought back to the board.

AUDIENCE PARTICIPATION-

Amber Diebel, Sheridan Fire District Civil Service Commissioner-
Concern was brought up regarding Facebook comments regarding a bill that made it through to the board signing the check that was for a personal bill for the Fire Chief. It was a mistake and was caught before the check was signed.

OLD BUSINESS

Employee Handbook- ALL

Board Members are still reviewing the draft.

Motion: Chris Greenhill

Second: Scot Breeden

Move to table the discussion until next meeting. Motion passed.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Financial Resolutions

The numbers were not clearly explained by just the resolutions. The boards would like a written explanation for where the money is coming from and how it is being distributed, specifically how the money is going to Sheridan's contractual income.

SFD

Motion: Scot Breeden Second: Dennis Rogers

Move to table discussion until next meeting. Motion passed.

Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

SWP

Motion: Frank Pender Second: Keith Moore

I move to accept SW Polk Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021. Motion passed.

Discussion: None.

Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD

Motion: Gary Brooks Second: Chris Greenhill

I move to accept West Valley Fire District Resolution 2020-2021-01 adopting a supplemental budget for fiscal year 2020-2021.

Motion withdrawn.

Motion: Gary Brooks Second: Connie Brown

Move to table discussion until next meeting. Motion passed.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Explanation will be emailed to all board members.

NEW BUSINESS

Equitable Sharing- Medic 193

Staff report provided in Board Packets and was reviewed. The question was asked when the Medic in Willamina will be staffed. This will be discussed later in the meeting, but it is anticipated this will be within a month. The question was posed what data is being reviewed to make these decisions. Data regarding where the crews are when the calls come in, how long it takes to switch apparatus, etc. Discussion was held that the data collection has been occurring, but the type of data that would help make this decision needs to continue to be collected to make an educated decision. SW Polk Board Members expressed they are not concerned about the coverage to Sheridan's District and only want to ensure that the public of all districts are still getting the best service. A few solutions is going to be moving crews to the new Salt Creek Station when it is built and ready, staffing Medic 181 will reduce the number of move-ups and reduce the time the SW Polk crews are out of their district, and there is a possible opportunity of the purchase of a new ambulance by Sheridan Fire District. The initial data brought to the Oversight Committee only tracked the calls that Medic 193 took, not the times they were moved-up out of district and did not take a call.

Motion: Scot Breeden Second: Frank Pender

Move to not increase response times by leaving Medic 193 in Station 130, start collecting data regarding its use after Medic 181 becomes staffed and reimburse SW Polk for use of their staff by granting SW Polk 30% of all Medic 193 collections.

Discussion: Discussion to remove "not increase response times" but it was decided the motion should remain as written.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Board Policies

Tabled until next meeting.

2018-2019 Audit

Tabled until next meeting.

Oregon Business Seismic Grant

Staff report provided in the Board Packets.

Motion: Scot Breeden Second: Dennis Rogers

I move to direct staff to distribute a revised RFP for the Seismic Rehabilitation Grant project, collect the proposals and

Discussion: Question was posed if there is a determined amount for the upgrades not covered by the grant. It was clarified there will not be a determined amount until after the contractors begin work as some issues may be found during constructions.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

Fire Marshal

Staff report provided in the Board Packets and reviewed. It was stated that this issue is a fire marshal issue and not a board issue. It was, also, stated that this should be directed to the county commissioners as part of the issue is a county road issue, not a private residence issue. There is, also, not enough information from the owners to determine if their property meets fire code.

The board appreciates the information from the property owners, but this is not a board level issue and direct the owners to continue the discussion with staff.

Coronavirus Relief Fund

SFD

Motion: Scot Breeden Second: Carol Harlan

Move to accept the Coronavirus Relief Fund Grant Award Number 1236 and direct the Fire Chief to bring back a resolution for appropriation and expenditure of funds.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

SW Polk

Motion: Frank Pender Second: Keith Moore

I move to accept the Coronavirus Relief Fund Grant Award Number 1607 and direct the Fire Chief to bring back a resolution for appropriation and expenditure of funds.

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

West Valley

These funds could be applied the grant writer feed, COVID-19 related equipment and carry over into next year's budget. Sheridan, also, has the opportunity to purchase a new ambulance with West Valley's ambulance allowing for a discount.

Motion: Rick Mishler **Second:** Connie Brown

I move to accept the Coronavirus Relief Fund Grant Award Number 1250 and direct the Fire Chief to bring back a resolution for appropriation and expenditure of funds.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Interfacility Transfers- WVFD

Concern was expressed that the interfacility transfers take resources away from the district's citizens. The ambulance service area agreement granted to the districts requires that mutual aid to neighboring districts is provided when needed.

Motion: Rick Mishler **Second:** Connie Brown

Move to temporarily ban mutual aid interfacility transfers until further direction from the board.

Discussion: It was stated that this is an operational level decision. It was also stated that this discussion should wait until next month to see how staffing Medic 181 changes the service levels. The Battalion Chiefs do make the decision to turn down transfers if they do not believe there is the staff available. It was stated that there has been direction given to the Fire Chief and if the Fire Chief is not going to follow recommendations by the board a new Fire Chief will be sought.

WVFD: Brooks; aye Greenhill; nay Mishler; aye Brown; aye Whitman; nay

Purchase Orders

A question was posed if a purchase orders should be supplied with all checks to give clarity to the boards on what those funds are for. It was recommended that the Finance Officer should be asked about the process. It was recommended that CFO Selections is asked about purchased orders. A breakdown of the contractual services amounts for the past 12 months was requested.

Chiefs Report

Written report was provided in the board packets.

It was previously requested that the ambulance service agreement compliance rates were included in the reports. Sheridan Fire District meets the 17 minutes ambulance service area agreement 94% of the time. West Valley Fire District meets 17 minutes ambulance service area agreement 92% of the time. This includes first and second out medics, whereas the ambulance service area agreement only requires the first out medic to be taken into consideration. These data points will be added to the monthly activity reports.

Direction was given to go ahead and hire the two FF/Paramedics and one FF/EMT as of August 25th instead of October 25th by using some of the Coronavirus Relief Fund money.

An update was asked for about purchasing a demo ambulance instead of a custom ordered one. BC Mock reported that the demo ambulances are not exactly what we want and would cost the same or more than a custom order ambulance that will be about 150 days out from the order date. A recommendation was made that the ambulance left in Rickreall currently could be left in Sheridan overnight when there is not staff at the Rickreall Station. It was stated that there is not staffing to utilize it at night anyway.

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

A request last month was made for maintenance records for West Valley. Staff was not prepared to provide those tonight and will continue to work on gathering those records.

It was asked if, as part of the SDAO review, all board members would be asked for input. Currently, SDAO is not allowing their staff to meet with people face to face so the Board Presidents and SDAO are working to come up with bullet points to discuss and then they will be reaching out for more input.

It was stated that Confederated Tribes of Grand Ronde Emergency Services Chief Steven Warden agreed he would live with the current movement of the medic in Grand Ronde but that he would like to see that medic there more often as possible.

An email was read from Confederated Tribes of Grand Ronde Emergency Services Steven Warden to clarify what The Confederated Tribes of Grand Ronde are concerned with. The email states that the current administration has established a service level that meets the contract, while the lack of a staffed ambulance in the Willamina Station does pull from their resources, they do not wish for the health and safety of the communities around them to suffer and will continue to allow the movement of their Grand Ronde ambulance.

Credit checks are not legally required for all employees or volunteers. A civil background check and criminal background check are standard in most fire agencies. There would be concern that socioeconomic status could be used against them. It was recommended that the application process be reviewed.

The question was posed what benefit the three districts get from having the Fire Chief deployed to a fire outside of our district. It was stated that this allows for practice on larger scale incidents with incident command systems. It, also, serves as a networking opportunity and allows us to help our neighbors. There will be times when our districts need help and we should do our part to help others when we can.

Frustration was expressed in getting the board packets were not presented to the board members on Friday. It was stated that there is a policy that requires them to be presented 7 days prior to

the board meeting. It was stated that this is not in the policy. The administrative team will report back that on this topic next meeting.

Next Meeting; August 27, 2020 at 6 pm at Sheridan Fire District, Sheridan Fire Station.

Meeting adjourned at 9:07 PM

Motion: Chris Greenhill

Second: Scot Breeden

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

SW Polk: Watson; aye Davis; aye Pender; aye Moore; absent Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

Respectfully submitted,

Mariah Prescott



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-01

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, a calculation error occurred in Contractual Services revenue and in Personnel Services expenses causing a budgetary deficit; and

WHEREAS, no budgetary revenue was accounted from House Bill 4030 that established the Ground Emergency Medical Transport (GEMT) supplemental payment program which allows for documentation submittal and, in turn, receipt of revenue through state and federal governments; and

WHEREAS, the District wishes to correct the calculation error by allocating unanticipated GEMT revenue into the User Fees/FireMed/GEMT revenue line item, in the amount of \$140,000; and

WHEREAS, the District further wishes to allocate unanticipated Contractual Services revenue into the Contractual Services revenue line item, in the amount of \$131,000; and

WHEREAS, the District desires to distribute these dollars through General Fund expenses in the amount of \$271,000 to be distributed within Personnel Services, as stated below; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of August 2020, that budget changes are hereby adopted by supplemental budget for Fiscal Year ending June 30, 2021, as follows:

| General Fund | Adopted Budget | Budget Adjustment | Amended Budget |
|---------------------------|----------------|-------------------|----------------|
| Resources | | | |
| User Fees/FireMed/GEMT | \$650,000 | \$140,000 | \$790,000 |
| Contractual Services | \$833,000 | \$131,000 | \$964,000 |
| Requirements | | | |
| Personnel Services | | | |
| Health Insurance | \$325,000 | \$120,000 | \$445,000 |
| Payroll Taxes | \$110,000 | \$43,000 | \$153,000 |
| PERS | \$220,000 | \$108,000 | \$328,000 |

Tamara Heidt, Board President

Carol Harlan, Board Secretary



WEST VALLEY FIRE DISTRICT

RESOLUTION NO. FY 2020-21-01

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, a calculation error occurred in Contractual Services and Personnel Services causing a budgetary deficit; and

WHEREAS, no budgetary revenue was accounted from House Bill 4030 that established the Ground Emergency Medical Transport (GEMT) supplemental payment program which allows for documentation submittal and, in turn, receipt of revenue through state and federal governments; and

WHEREAS, the District wishes to correct the calculation error by allocating this unanticipated GEMT revenue into the User Fees/FireMed/GEMT revenue line item in the amount of \$160,000; and

WHEREAS, the District desires to distribute these dollars through General Fund expenses in the amount of \$160,000 to be distributed within Personnel Services and Contractual Services as stated below; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of August 2020, that budget changes are hereby adopted by supplemental budget for Fiscal Year ending June 30, 2021, as follows:

| General Fund | Adopted Budget | Budget Adjustment | Amended Budget |
|-------------------------------|----------------|-------------------|----------------|
| <u>Resources</u> | | | |
| User Fees/FireMed/GEMT | \$670,000 | \$160,000 | \$830,000 |
| <u>Requirements</u> | | | |
| <u>Personnel Services</u> | | | |
| Health Insurance | \$160,000 | \$40,000 | \$200,000 |
| Payroll Taxes | \$75,000 | \$22,000 | \$97,000 |
| PERS | \$120,000 | \$45,000 | \$165,000 |
| <u>Materials and Services</u> | | | |
| Contractual Services | \$369,000 | \$53,000 | \$422,000 |

Rick Mishler, Board President

Roy Whitman, Board Secretary



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-03

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL FUND FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the Sheridan Fire District has received conflagration funds from Oregon Health Authority, COVID-19, of \$26,162; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the Sheridan Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriations be made:

| GENERAL FUND | BUDGET APPROPRIATION | INCREASE | ADJUSTED BUDGET |
|----------------------|----------------------|----------|-----------------|
| <u>Resources</u> | | | |
| Miscellaneous Income | \$2,175,000 | \$26,162 | \$2,201,162 |
| <u>Requirements</u> | | | |
| Payroll | | | |
| Admin Staff | \$665,000 | \$ 9,545 | \$674,545 |
| Over Time | \$ 70,000 | \$15,097 | \$ 85,097 |
| Professional Fees | \$ 54,000 | \$ 596 | \$ 54,596 |
| Travel & Education | \$ 25,000 | \$ 924 | \$ 25,924 |

PASSED BY THE Board of Directors of the Sheridan Fire District this 10th day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 10th day of September 2020.

Tamara Heidt, Board President

Carol Harlan, Board Secretary



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-03

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL FUND FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

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THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriations be made:

| GENERAL FUND | ORIGINAL BUDGET | INCREASE | ADJUSTED BUDGET |
|----------------------------------|-----------------|----------|-----------------|
| <u>Resources</u> | | | |
| Miscellaneous Income | \$2,175,000 | \$26,162 | \$2,201,162 |
| <u>Transfers</u> | | | |
| Equipment Reserve | \$25,000 | \$26,162 | \$51,162 |
| EQUIPMENT RESERVE | | | |
| <u>Resources</u> | | | |
| Transferred IN, from other funds | \$25,000 | \$26,162 | \$51,162 |
| <u>Requirements</u> | | | |
| Equipment Purchases | \$380,000 | \$26,162 | \$406,162 |

PASSED BY THE Board of Directors of the Sheridan Fire District this 10th day of September 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 10th day of September 2020.

Tamara Heidt, Board President

Carol Harlan, Board Secretary

Written explanation of financial resolutions below:

| | Sheridan | SW Polk | West Valley | |
|----------------------------------|----------------|--------------|-----------------------|---------------------|
| Income | | | | |
| | GEMT Revenue | \$140,000.00 | \$0.00 | \$160,000.00 |
| | Cash Carryover | \$0.00 | \$78,000.00 | \$0.00 |
| | | | Total Revenue | \$378,000.00 |
| Contractual Reimbursement | \$131,000.00 | \$0.00 | \$0.00 | |
| Personnel Expenses | \$271,000.00 | \$0.00 | \$107,000.00 | |
| | | | Total Expenses | \$378,000.00 |