

Minutes for Joint Regular Board Meeting on September 24, 2020 6 PM
Sheridan/SW Polk/West Valley Fire Districts
275 N Main St. Rickreall, OR 97371
Meeting was held virtually via RingCentral Meetings

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

GENERAL BUSINESS		
Call to Order		President Rod Watson, SW Polk 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.
Executive Session		EXECUTIVE SESSION authorized under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.
Board Member Arrives		Bruce Sigloh arrives.
Approval of Minutes- ALL	Action	<p>Watson asked if the August 27, 2020 minutes had already been approved. Hertel clarified that they were approved with the expectation that Rogers' changes were going to made and brought back to this meeting. Watson opened the floor for a motion. Brooks requested that the changes be highlighted in the future.</p> <p>Motion: Frank Pender Second: Carol Harlan Move to approve the minutes from the joint board meeting from August 27, 2020. Discussion: Mishler states he did not realize that the additional funding for the leadership shadowing program was due to extra hours being required of staff. Hertel clarified that currently career staff are not allowed to do this type of shadowing while they are shift, so it would require them to work extra shifts. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p> <p>Motion: Rick Mishler Second: Gary Brooks Move to approve the minutes from the West Valley Special Board Meeting from September 9, 2020. Discussion: None. WVFD- Motion approved unanimously.</p> <p>Motion: Frank Pender Second: Rick Mishler Move to approve the minutes from the joint board meeting from September 10, 2020. Discussion: Hertel pointed out the new format of the meeting minutes and asks for feedback. It was unanimously stated that the new format is helpful. Brooks asks if</p>

		<p>the comments that Rogers made during the motions for SFD Resolutions 2020-21-03 and 2020-21-04 were truly identical. Hertel clarified that Rogers requested the same note be made on both motions.</p> <p>SFD- Motion approved unanimously.</p> <p>SWP- Motion approved unanimously.</p> <p>WVFD- Motion approved unanimously.</p>
Not included on agenda		Hertel requested a sound check for people attending virtually. Audience members stated they could hear well.
Audience Participation		None.
OLD BUSINESS		
Citizen Letter		<p>Watson stated that late SFD Vice President Rogers requested this be put on the agenda. Brown stated that she believed that there was already a decision made to address any citizen comments made to the Boards. Heidt clarifies that no decision had been made by the SFD Board. Brown emphasized that if the citizens reach out to the boards, the boards should respond. Watson states that it should be up to the board and what they wish to do. Harlan stated that Hertel had already responded and that the subject did not need addressed further. Brooks stated that Rogers requested it be addressed. Brown suggested that the board should apologize to the family. Breeden suggested the fire call be reviewed. Watson addresses they split response from the board and asks for a direction. Ingram stated that he believes the citizens would like clarity, but that he only heard the letter read. Hertel states that Ingram had probably not seen his response to the citizens and offered a copy of the response. Ingram suggested that Hertel should go see the citizens personally and offer support. Heidt states that Hertel already addressed the concerns and that him responding was appropriate because the concerns were all at an operational level. However, it would be good community relations for Hertel to follow up with them in person. Harlan states she agrees, citing when individual phone calls were made to residents being evacuated during the Chehalem Fire, the automated calls that came later went over better. Brown stated that communication is important. Hertel clarifies that he responded immediately to ensure the communication lines stayed open with the citizen. Watson states it appeared as though the policies and procedures were already addressed with the citizens, but that more information and a personal visit would be good in this situation. Breeden agrees that a personal touch is needed. Breeden, also, states that he does not think that a discussion without letting the citizens know that a discussion would be held during this meeting was not what Rogers had in mind and that Rogers would be disappointed. Heidt stated that it depends on the situation so a black and white policy cannot be made. Heidt stated it is not the boards' job to respond if it is an operational level response. For example, the relief nursery was addressed to the board but was directed to staff to respond. Harlan agrees and states that the immediate response from the Chief was appropriate but a personal follow up would be good in this situation. Brooks expressed that he thought Rogers intended for the board to respond. Heidt states the board did respond during the meeting in which the letter was read, thanking them for their input and referring the Chief's response. Watson stated it needs to be addressed issue by issue. Ingram states he agrees and that they response needs to be agreed upon by the board. Watson asked if something could be drafted by the Chief. Hertel stated he believed the board was requesting that he go out and speak with the family personally. This was confirmed by Harlan who suggested Heidt go with Hertel. Ingram asked Breeden if that was satisfactory. Breeden stated the billing practices need reviewed as the family will want that addressed. Watson suggested to</p>

		move on to the next agenda item. Ingram agreed, but requests a report on how the meeting goes between the family, Hertel and Heidt. Hertel agreed.
Employee Handbook - ALL		Watson asked if the handbook is ready. Hertel stated that the attorney has reviewed the handbook but that he is now comparing it to the drafted union contract. This is expected to be done by October.
Board Policies - ALL	Action	<p>Watson asks for clarification if the public contraction rules portion is already approved. Hertel confirmed this and stated there is an updated policy in section 001.10 with the updated minutes policy as requested last meeting. Greenhill adds one change to be made on page four to add “of” to read “Any expenses for family of Directors who accompany the Board Director on a trip are not recoverable.” Watson asked if this change should be made for all three districts. Hertel confirmed. Watson suggested that the county name listed on page five be changed to the appropriate county for each district. Brown asked if the districts are ready for a joint board policy. Hertel stated it will bring us to one playbook being used as well as updates all board policies to be legal. Brown stated the West Valley policies are due to be reviewed in December of 2020 per the latest copy she has reviewed. Watson clarifies that these policies remain separate but the same for each district. Greenhill stated that the counties could be listed as “respective county” since the counties are different between the three districts. Mishler asked what is out of date in the policies. Hertel stated he could get a copy and mark it up. Greenhill stated there are a lot of out of date items. Ingram suggests that comparing the new version to the old versions would be helpful. Brown agreed, stating she thinks there are parts she might want to keep. Brooks gave the example that board directors cannot be volunteers. Watson stated that SW Polk currently has that. Breeden added that Sheridan also has a similar policy. Brooks stated this would be a change for West Valley. Watson stated it has been a long-time policy for SW Polk and it has worked well. Brooks asks about 001.6, specifically about not holding an officer position for more than 2 terms. Watson stated that he would already be in violation of that rule. Breeden stated that Sheridan does not currently have that limit. Harlan stated she did not think it was a bad idea. Hertel stated these policies are borrowed and can be changed for the most part. Brooks stated they are all still in a draft form. Moore reminded the group that the districts are still separate, and they can have different policies. Hertel stated differences can easily be notated. Watson asked if the boards were ready to decide on term limits for officers now. Ingram states he does not want limits at this time but is not ready to decide. Watson asks if SW Polk is ready.</p> <p>Motion: Keith Moore Second: Frank Pender. Move to change policy number 001.6 to exclude term limits for officer positions. Discussion: None. SWP- Motion approved unanimously.</p> <p>Motion: Scot Breeden Second: Carol Harlan Move to change policy number 001.6 to exclude term limits for officer positions. Discussion: None. SFD- Motion approved unanimously. Brooks asked if West Valley would like term limits on officers. Greenhill stated he likes the idea as it forces rotation.</p> <p>Motion: Gary Brooks Second: Rick Mishler Move to change policy number 001.6 to include a four single term limit for officer positions.</p>

		<p>Discussion: None. WVFD- Motion approved unanimously.</p> <p>Moore asked for clarification on where the Chief’s office is for the purpose of these policies. Hertel states that should be changed to the main station of the district since he does not have a single designated office. Watson asked about records requests. Are records only available to read at the station and not available to take home? Is there a time limit for how long someone can review the records to limit staff time required? Brown asked why a staff member would be required for someone to review records. Harlan asked if there is a law against taking pictures of the records. Hertel stated he did not know but would look into it. Harlan stated she believes there is a law prohibiting pictures. Greenhill stated most information the public would like to review is already posted online. Watson asked if that is sufficient. Hertel confirmed. Brooks asked if there should be a procedure since there is not always an office person available from 8-5. Hertel said he can develop that. Brooks asks if the last paragraph in 001.7 is enforceable and if any other boards have a policy like that currently. Watson states SW Polk does not have one. Moore stated he expected the conduct clause to be applied during meetings to ensure the peace is kept. Ingram stated that should be clarified in the policy that is the intention. Breeden requested the policies be sent to legal for review. Brooks pointed out that the executive session earlier was to review a draft document, but these policies are also draft document being reviewed in open session. Hertel stated these could have been reviewed in executive session but he did not feel that was necessary. Breeden asked if these policies require two readings like ordinances. Hertel stated he did not believe so, but he would review the law. Watson suggested to move on to the next agenda item.</p>
<p>2018-2019 Audit - WVFD</p>		<p>Watson asked if the audit is ready. Hertel stated the auditor postponed the final report again and that it could be taken off the agenda if the board requested. Watson stated it should stay on the agenda. Ingram asked why the audit is being continually postponed. Hertel stated all he had been told was that it was still waiting on a final review. Harlan suggested the Chief call the auditor himself. Brown asked where the 2017-2018 audit could be found. Hertel stated if they are not on the website, he would get them posted. Tabled until next meeting.</p>
<p>Land Sale- WVFD</p>	<p>Action</p>	<p>Mishler stated the property was a mess. He saw two options: 1) leave it the way it is now or 2) ask Hampton to take it back. Watson asked what the liability was with those options. Mishler stated there may not be liability as the district may not even own the property. Hertel clarified it was just a portion that was in question according to the new information from the title company. Hertel recommends that nothing is done with the property for now. Mishler asked if there was any indication why the portion of the property was in question. Hertel stated he did not know and that while it will need addressed at some point, he did not think now was the time. Brooks suggested a letter to the Hamptons explain the situation may get them to fix it. Harlan asked if the Hamptons knew it was an issue. Brooks said no. Hertel stated that Hampton may not be able to fix the issue. Mishler stated it should just be left for now.</p> <p>Motion: Chris Greenhill Second: Gary Brooks Move to not continue to pursue the sale of the land adjacent to West Valley’s Willamina station. Discussion: None. WVFD- Motion approved unanimously.</p>

Not included on agenda		Watson suggested that the second monthly board meeting be replaced by the meeting with the three board presidents and the Chief. Ingram inquired as to why this request was made. Watson stated that 3 meetings for the board presidents is a large time commitment. Discussion dies due to Mishler changing the subject.
NEW BUSINESS		
Not included on agenda	Action	<p>Mishler states West Valley is not giving their 6-month notice to remove themselves from the IGA between the three districts.</p> <p>Motion: Rick Mishler Second: Gary Brooks Move to rescind Section 21 of Resolution 2020-21-02, which allows the Chief to enter into contracts and agreements, which would bind or hold West Valley Fire District responsible. All existing contracts in place to do business will remain intact. All new contracts or agreements will be reviewed by the Board as they arise. Discussion: Document provided by Mishler was reviewed. Watson asked if West Valley is contiguous with McMinnville. Mishler stated they would be looking for a contract for administration only so it would not be required to be contiguous. WVFD- Motion approved with a split vote of 3 for the motion and 2 against the motion.</p> <p>Watson asked where West Valley is planning to go from here? Mishler stated that if the Confederated Tribes of Grand Ronde (CTGR) breaks their contract sooner, that would cause West Valley to need to do something sooner. West Valley would no longer be able to carry their 40% of the split between the three districts. Watson stated he needed to process the information and asked if there were any other questions. No questions posed.</p>
Coronavirus Relief Fund Resolutions - ALL	Action	<p>Motion: Scot Breeden Second: Brice Ingram Move to approve SFD Resolution Number FY 2020-21-07 adopting a supplemental budget. Discussion: Watson asked where the revenue would be used. Hertel referred to the resolution which outlines where the money will be allocated to. Watson asked if the money will be saved or spent. Hertel stating the money will be saved, but he will be proposing a plan to spend some of it on a new ambulance for Sheridan. Motion approved unanimously.</p> <p>Motion: Gary Brooks Second: Connie Brown Move to approve WV Resolution Number FY 2020-21-03 adopting a supplemental budget. Discussion: Watson requested an explanation from Hertel. Hertel referred to the resolution which outlines where the money will be spent. The money allocated to the grants line item will be used as the matching funds for the Assistance to Firefighters Grant (AFG) for self-contained breathing apparatus (SCBA). Hertel also stated he is trying to be able to buy the ambulance without the need for a loan. Hertel stated there is a possibility of the cap for the CRF grant and the documentation for the district to get reimbursed for more has already been submitted. Brown states that since the cash carryover for next year could be low, maybe this money would be better used there instead. Hertel stated he still would anticipate more of a carryover than last year even if the ambulance was to be purchased outright. Brooks asked when the money would have to be spent for the ambulance. Hertel stated it would be due when the ambulance was received. A decision on how to pay for the ambulance does not need to be made tonight because this resolution just puts the money in a reserve status until the board makes</p>

		<p>a decision. Hertel noted the account that the money is in would not be an interest earning account. Mishler asked if there was any unappropriated money from the GEMT funds. Hertel clarified that the GEMT money was all appropriated. Mishler stated that the public was promised a new ambulance with levy money, not CRF money, so it could be saved. Hertel stated he thought purchasing the ambulance outright was a conservative option to prevent having to pay interest but it ultimately up to the board. Watson asked what the savings would be if both Sheridan and West Valley purchased at the same time. Hertel stated it would save \$3000 per ambulance. Hertel clarified that he is asking for the money to be put. Brown stated that the levy was passed with intention of spending it on personnel and an ambulance so that is how the money should be spent. Hertel stated that it will be spent appropriately still, but that the CRF money could be used to front the money this year to save interest payments of roughly \$5,000-10,000. Mishler suggested a larger down payment could be made and the district could still put some CRF money away.</p> <p>Motion approved unanimously.</p>
<p>Out of order agenda item- AFG Resolution</p>	<p>Action</p>	<p>Motion: Gary Brooks Second: Connie Brown Move to approve WVFD Resolution Number FY 2020-21-04 adopting a supplemental budget, direct staff to make the purchase per the grant, and allow the chief to sign any agreements necessary for the process. Discussion: Hertel stated that staff wrote an AFG to get West Valley compliant with their SCBA. Hertel thanked Sheridan and SW Polk for loaning SCBA's to West Valley to get them through until funding to purchase them could be secured. West Valley would have had no compliant SCBA's as of September 2020.</p> <p>Motion approved unanimously.</p>
<p>Return to Coronavirus Relief Fund Resolutions - ALL</p>		<p>Motion: Frank Pender Second: Bruce Sigloh Move to approve SW Polk Resolution Number FY 2020-21-03 adopting a supplemental budget. Discussion: Hertel clarified that the amount being appropriated is the cap for the district, however it is unknown what the actual amount being received is. Hertel estimated we are currently be between \$30,000-\$50,000. The money will be allocated as it come is proportionately to the resolution proportions and only funds received will be allocated. Watson clarified that there could only be \$50,000 actually received. Moore confirmed this and stated that the proportions will remain the same.</p> <p>Motion approved unanimously.</p>
<p>Ambulance Purchase- WV</p>		<p>Hertel reviewed the staff report in the board packets and requested a motion including approval for Chief to sign. Watson clarified that the motion needed to include approval for the Chief to sign due to the motion made earlier that limited the Chief to only signing agreements approved by the board. Hertel confirmed. Mishler confirmed that the cot and radios are included in the quote and asked what the timeline would be. Hertel sated he believed it was 130 days from purchase date. Mishler asked if that included acquiring the chassis. Hertel confirmed this and clarified that the purchase would be after the cooperative purchase process.</p> <p>Motion: Chris Greenhill Second: Roy Whitman Move that we approve staff to purchase the identified ambulance and gurney/lift using an inter-state cooperative purchasing agent and allow the chief to sign any necessary documents. Discussion: Mishler requested that if there are any issues with acquiring a chassis that they board be notified. Brown asked why there is a difference between</p>

	<p>Sheridan’s quote and West Valley’s. Hertel clarified that Sheridan already has a power cot and gurney so there is not a need to purchase that for them. Brooks asked if the current medics both have cots. Hertel confirmed. Brooks mentioned that a demo unit could be available sooner and cheaper.</p> <p>Motion approved unanimously.</p>
<p>Ambulance Purchase- SFD</p>	<p>Hertel stated the ambulance is the same but could be funded out of CRF and conflagration revenue without using reserve funds. Hertel stated he believed this would be an appropriate use of CRF funds since it is COVID-19 related. Ingram stated he did not think the money should be spent and that Sheridan does not need three medics.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move that we approve staff to purchase the identified ambulance and power lift using an inter-state cooperative purchasing agent.</p> <p>Discussion: Brooks asked why this was needed if there was no staffing for the ambulance. Hertel stated it would replace the older ambulances and would allow for a reserve ambulance like the international was being used for before it broke down. The 2012 ambulance already has high mileage and an additional ambulance would cover any breakdowns. Heidt stated that the ambulances get the most wear and tear and are a source of revenue, so it is important to have a backup. The CRF and conflagration funding is also not a consistent revenue</p> <p>Motion did not pass with 2 aye votes and 2 nay votes.</p>
<p>Billing Ordinance</p>	<p>Mishler stated he requested this topic and suggested that since FireMed members are not aware of the terms, taxpayers could get two free treatment no transports with education that the third one would be charged at the normal rate. Watson stated the districts are fire districts. Brown stated the district tried to charge for a fire. Hertel clarified that insurance information was collected on scene, per protocol. Brooks stated he felt that was not handled appropriately because the information was collected while the fire was still burning. Ingram stated that if insurance information was requested of him during a fire, he would not respond kindly. Breeden emphasizes the importance of the difference between fire and emergency medical services (EMS). The Sheridan Fire District took on EMS without raising taxes with the expectation that EMS would be charged fee for service. Breeden also stated that the treatment no transport fees started to cover costs of expenses drugs that were given and then transports were refused by the patient. Breeden agrees that if the district incurs a cost during the call, the fee should be charged. Ingram stated that the fee was to deter care facilities from abusing district services. Breeden clarifies that residents of facilities still are taxpayers since they rent the room in the facility. Brown states that no matter what decision is made, the public needs to be educated because they have been previously told that if they are not transported, they will not be charged. Brown expressed concern about people not calling 9-1-1 if they are afraid of being charged and that may ultimately cause a life to be lost. Brown also expressed concern about creating a financial burden on the small community. Watson provides the example of a motor vehicle accident with high cost. Breeden states he does not want to be in trouble for what he says, but that he believes a lot will got to collections which is why Sheridan stopped charging the treatment no transport fee. Brown stated she did not have a solution. Breeden stated that some of the calls cost a lot of money. Brooks states that per the fee schedule his friend was picked up from the floor with assessment multiple times and was charged the treatment no transport fee per the resolution. Brooks states this could be negotiated. Harlan asked what other districts charge for this fee. Hertel</p>

		stated that McMinnville charges \$538, Dallas charges \$530, Polk 1 charges \$490 and we charge \$515. Breeden requested statistics on collection. Hertel stated that Sheridan has collected \$20,000 in the last 9 months and has billed \$40,000 more that is not collected yet. West Valley has collected \$15,000 in the last 9 months and \$45,000 more that is not collected yet. Discussion was held clarifying that fire lift assists are charged differently than treatment no-transport medical calls. Moore suggested that a more materials and labor style bill could be developed to justify the fee. Mishler repeated his request to give taxpayers two free treatment no transports to prevent hardship. Hertel also reminded the boards that there is a financial hardship program to ensure the bills do not create hardship. Staff was directed to bring back options for a softer enforcement of the fee schedule.
COMMENTS		
Director Comments		<p>Breeden stated that late Vice President Rogers' position will need filled. It was decided to move forward with advertising the position.</p> <p>Harlan thanked the districts for their help and clear communication during the fires with the EOC.</p> <p>Brooks suggests that "additions and corrections to the agenda" be added to the beginning of the agenda for every meeting to allow for clarifications as needed. He also asked if meetings are still being recorded and kept for 12 months. Hertel confirmed this. Brooks asked if the new policy not allowing board directors to applies to fire corps? Discussion was held that this would apply and prevents board directors needing to respond during meetings which could reduce the board to less than a quorum.</p>
Adjournment	Action	<p>Motion: Rick Mishler Second: Gary Brooks Move to adjourn meeting at 8:46 PM Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p>

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline
Personal response to citizen letter	Staff	1-2 weeks
Take board policies to legal (ask about reading requirement and collect old board policies for comparison)	Staff	1-2 weeks
Place budgets and audits on websites	Staff	1-2 months
Produce a couple options to lessen impact of treatment no transport fees	Staff	1-2 months
SFD Board position advertisement	Staff	1-2 weeks
Add "any additions to the agenda" to future agendas	Staff	By 10/8/2020

Upcoming meetings/events:

- 10-8-2020 Joint Meeting
- 10-22-2020 Joint Meeting

Board packet and handouts included:

- Agenda
- 8-27-2020 Joint Meeting Minutes
- 9-9-2020 West Valley Special Minutes
- 9-10-2020 Joint Meeting Minutes
- Board Policy update

- Land Sale Staff Report
- SFD Resolution No. FY 2020-21-07
- WVFD Resolution No. FY 2020-21-03
- WVFD Resolution No. FY 2020-21-04
- SWP Resolution No. FY 2020-21-03
- WVFD Ambulance Purchase Staff Report
- SFD Ambulance Purchase Staff Report

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!