

SW Polk Fire District

Special Meeting Minutes – November 22, 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 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.
Additions or Corrections to Agenda		Watson states he'd like to reserve the right to add in where they need to because there are some questions and there are some things that may take some time to talk about.
Audience Participation		None
Approval of Minutes	Discussion/Action	Watson asks if they have received a copy of the letter from the Union yet. Chief Hertel says they have not and they sent another email today requesting the document. Watson says maybe they'll just leave it be. Motion: Pender Second: Davis <i>I move to approve the minutes as presented.</i> Motion passes unanimously
Financial Report (October)	Discussion/Action	The board reviews the financial report. All questions are answered. Motion: Pender Second: Davis <i>I move to approve this month's financials</i> Motion passes unanimously
Ambulance Update	Discussion/Action	Hertel states that the ambulance licensure for the facility was approved by OHA, and the next steps will include creating billing ordinances for Emergency Medical Service (EMS). Sigloh asks for clarification on what is covered by citizens paying taxes. Hertel responds that tax money is not designed to cover EMS, it is for fire district services only, and EMS is an additional responsibility that fire districts choose to take on. Discussion follows of ambulance fees and staffing. Hertel says they have two additional staff lined up to hire. He explains they'd like to bring the two new staff on for a two-week academy, along with current staff, and by December 25 th they could go to a 48/96

		<p>schedule and be able to run an ambulance. He explains they have the funds to cover the additional staff, and they need permission from the board to be able to do that. Moore asks how soon he sees the ambulance getting on the line cards. Hertel says he doesn't see that happening right away, but it won't happen until they have the staff. He states this gives them a month to coordinate the staff and educate the public. Pender asks if they will be called on to use the ambulance. Hertel says he believe they will, that they won't ignore the ambulance being here, but he cannot guarantee it.</p> <p>Discussion of Polk County ASA committee. The board asks who decides which ambulance is called. Hertel explains it is decided by the holder of the Ambulance Service Area. Hertel says there is some traction in the committee to adopt a statement of closest unit response. He states their next meeting is Monday, December 13th at 11:30am.</p> <p>Hertel says they have a lot of projects going on at the stations and they have an opportunity to hire a third individual for a short period of time to allow temporary Battalion Chief Zach Leigh to continue his work on day shift.</p> <p>Motion: Davis Second: Sigloh <i>I move to direct the Chief to hire staff for the ambulance as proposed.</i> Motion passes unanimously</p>
<p>Civil Service Commission</p>	<p>Discussion/Action</p>	<p>Hertel explains that with the hiring process they just went through they were able to get an individual to hire on a temporary basis, but not there was not enough candidates to continue through a civil service process.</p> <p>Pender says he believes it would be better to have their own individual commission. Davis says he agrees. Moore expresses that if they're going to stand on their own two feet, then they should stand on their own two feet.</p> <p>Motion: Pender Second: Sigloh <i>I move to direct the Chief to develop our own Civil Service Commission for SW Polk Fire District.</i> Motion passes unanimously</p>
<p>Electronic Bill Pay</p>	<p>Discussion</p>	<p>Hertel explains that whether the board signs a check or not, they have already committed to that bill. He recommends the district transitions ACH system through their Bank. Moore would like to see the process contained parameters, so that if there is something outside of normal, above a threshold, or new vendor, the board is notified. Watson states he'd like the board to have notice 48 hours ahead of time before the ACH is pushed out.</p> <p>Hertel states they have users on the bank account that no longer work for the District, and he would like permission to have them removed and add Jennifer and Christine. He states he would also like to give the</p>

		<p>volunteers read-only access for their account, which would include Rob Foster and Jake Rosenbalm.</p> <p>The board grants their consensus for Chief Hertel's plan regarding electronic bill pay and user access on the bank account.</p>
Director Comments	Discussion	<p>Sigloh asks what the academy will involve. Hertel states it will accomplish everything from ambulance operation, records management, fire reporting, employee benefits, radio systems, etc. Davis asks if there is physical training. Hertel says there will be some.</p> <p>Hertel says that West Valley has not paid SW Polk for the Tender that they sold to them. He states he is working on developing a swap of equipment instead of dollars, that would be equitable to both agencies.</p> <p>Hertel states they are down a couple of volunteers and asks the board members to help recruit. Sigloh asks how many they have. Hertel says he believes 13 or 14.</p> <p>Hertel says the flag poles are arriving sometime next week, and that he was hoping the board members would be interested in chipping in some funds. He says he's also talked to the volunteers about contributing.</p> <p>Moore asks if they are getting anywhere with liquidated Rickreall station. Hertel says they are working with the volunteers to get items moved out.</p> <p>Moore asks if anyone enters the door if it is accounted for somewhere. Hertel says it is not done yet, but it will when they are finished re-programming the doors. Pender asks if they have cameras too. Hertel says they just wrote a grant for that.</p> <p>Board adjourns for a walk-through of the Salt Creek station.</p>
Meeting Adjournment		Meeting adjourned at 8:06pm

Upcoming meetings/events:

- December 9th SWP Regular Meeting

Board packet and handouts included:

- October Financials