

West Valley Fire District

Special Meeting Minutes - February 5, 2021 4:30pm - 825 NE Main St. Willamina, OR 97396

*Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
West Valley Fire District Rick Mishler Gary Brooks Roy Whitman Chris Greenhill Connie Brown	None
	Administration Present
	Fred Hertel Mariah Prescott Damon Schulze (V) Les Thomas Samantha Tuck

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

GENERAL BUSINESS

Call to Order		President Rick Mishler, West Valley Fire District, opened the meeting at 4:30 pm. The agency has a quorum of directors which allows deliberation and decision making. Public comment will be taken per the agenda.
Banking Changes		All staff reviewed the banking changes presented. Motion: Whitman Second: Brown Motion passes unanimously
Contracted Services and Current Contracts	Discussion	The list was reviewed by all board members. Mishler asks what the terms are on the contracts. Hertel explains there are varying terms, some are month to month, some yearly, some just until terminated. Brooks asks why the elevator needs to be maintained. Hertel states it was put in the building when it was built so we are obligated to maintain it and keep it up to code. Brooks asked if there were any plans for Sheridan Fire District to build in an elevator with the new design plan and Hertel responded that he was sure because he hasn't seen a plan for the new building yet. Discussion was held about CFO Selections. The contract will need to be extended. Mishler asks about the previous reporting systems and how long that needs to be maintained. Hertel states he is currently looking into that records retention requirement. Mishler asks what grants Tactical Business has been involved and how much was spent for his services. Hertel explains he has only spent about \$25,000.
Budget Projections	Discussion	The staff report was reviewed by all Board Members. Mishler asks why the user fees have increased so much. Hertel explains the new administrative team has made better procedures and is collecting more than budgeted already. Discussion was held that this is just a projection. Mishler suggests putting together a finance committee. Discussion was held about conflagration reimbursement covering some of the current over expenditures in the budget. Whitman asks if the committee will micromanage the staff that already are bringing in more money than ever. Mishler comments that the staff are spending more money. Mishler requests staff contact the Bulletin Board to get an ad in next week's publication. Whitman expressed that the current administrative team works more than 40 a week. Hertel states the admin team works 60-80 hours per week.

Budget Projections (cont)	Discussion	Discussion was held regarding setting a service level standard. It was agreed upon that 2 minutes turn out time on Advanced Life Support Ambulance 24/7 with that staff cross trained on fire should be the standard.
Not on Agenda	Discussion	Greenhill reads letter requesting Gary Brooks resign.
Not on Agenda	Action	Hertel distributed a staff report regarding the purchase of a staff vehicle. A new vehicle only costs \$6,000 more than used ones found that had over 100,000 miles on them. Motion: Roy Whitman Second: Connie Brown Move to allow purchase of new Dodge RAM 2500. Motion passes unanimously
Income CTGR	Discussion	Discussion was held regarding what the long-term financial plan would be with the Confederate Tribes of Grand Ronde transition and the future of the 190 agreement.
Adjournment		7:02pm

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline

Upcoming meetings/events:

- 02-11-2021 Joint Board Meeting

Board packet and handouts included:

- Agenda

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!