

West Valley Fire District

Special Meeting Minutes - January 11, 2021 4:00 - 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 (ARC) Chris Greenhill Connie Brown	None
	Administration Present
	Fred Hertel
	Mariah Prescott Damon Schulze (V) Les Thomas

GENERAL BUSINESS		
Call to Order		President Rick Mishler, West Valley Fire District, opened the meeting at 4:05 pm. The agency has a quorum of directors and will allow deliberation and decision making. Public comment will be taken per the agenda.
Board Policies		Brown refers to page 8, middle of page, "board has the right to suspend a board member for misconduct." Additionally, Brown suggests reconsidering legal counsel in an attempt to reduce spending. Brown proposes to change policy where the Chief cannot contact attorney without prior approval from board president. Brown suggests reevaluating the 190 agreement between Sheridan, SW Polk, and West Valley Fire Districts. Brown requests no property be surplusd without board approval. Brooks stated that he thought it should match the \$5,000 spending limit. Brown asks to see a list of all contracted services.
Board member arrives		Roy Whitman arrives at 4:13 pm, during board policies discussion.
Board Policies - Continued		Mishler requests an update on investigation. Brooks requests to give the investigator a timeline/deadline that it will need to be completed. Whitman suggests letting the investigation go until it is all handled and answered properly. Brown refers to 001.5 in the board policies and raises concerns regarding not being able to help as a volunteer at events due to being on the board. Greenhill brings up chain of command issues and liability for the district and the board members individually by having board and volunteer roles. Mishler suggests board members only be included in PR events instead of all Fire Corps options. Brooks asks if the district has phone Fire Corp members. Hertel says no, but we do have phones forwarded to cellphones, which we believe has solved the issue of the phones not being answered.

	<p>Brown brings up 001.8 meetings in the board policies and asks where the designated places are where meetings are posted. Hertel explains they are posted on the door of each district's headquarters and on the website. Brown asks if we can add the Bulletin Board to the newspaper of record. This is decided against because then we would be mandated and costs money.</p> <p>002.1 Brooks suggests no names be in the document, positions only. Mishler thinks 002.7 still needs names.</p> <p>Mishler asks why "real property" is even mentioned in the policies, as there are no plans to purchase real property. Greenhill states it is most likely a legal component. Hertel states it only allows the Chief to represent the district for signings. 002.20 goes against motion to keep Chief from signing contracts on behalf of West Valley. Discussion was held about if these policies are covered the 190 agreement. Mishler gave the example of the CFO Selections contract. It was mentioned that this contract will need to be reevaluated, as we are at the 90 day mark.</p> <p>Discussion was held regarding removing the policy stating that "the board has the right to suspend a board member for misconduct." Mishler directs staff to bring back Board Policies with edits noted.</p>
Vehicle Replacement - Not on Agenda	<p>Mishler asks what the vehicle replacement plan is on the joint agenda. Hertel gives brief synopsis of mechanical issues and the possibility of needing new staff vehicles. Brown asks why West Valley needs a staff vehicle. Hertel explains each district has a rig that a chief drives to maintain equality between the three districts. Brooks states it is equal since the Battalion Chiefs drive a WV brush rig. Will be discussed further at joint board meeting.</p>
CTGR - Not on Agenda	<p>Brooks stated he believes Steve Warden is incorrect because the contract says FTE, not full-time employees.</p>
FireMed - Not on Agenda	<p>Brooks asks for clarification on the board members getting FireMed covered for them by the district. Brooks asks for that process to be added to the policy. Hertel suggests it be added to the volunteer handbook.</p> <p>Motion: Connie Brown Second: Gary Brooks Move to continue to cover confirmed for board members.</p> <p>Whitman asks to add volunteers. Brown amends motion to add volunteers.</p> <p>Motion passed unanimously.</p> <p>Whitman asks for a sign be put up at West Valley Fire District to advertise FireMed.</p>
Old Board Policies - Not on Agenda	<p>Motion: Gary Brooks Second: Roy Whitman Move to reaffirm policy made in December 2017 is the policy currently being operated under.</p> <p>Motion passed unanimously.</p>
CTGR - Not on Agenda	<p>Greenhill requests CTGR letter to be added to Thursday's agenda.</p>
Financial Services - Not on Agenda	<p>Brooks asks if the financial services will be provided by Sheridan Fire District, as per contract.</p>
Adjournment	<p>Motion: Chris Greenhill Second: Roy Whitman Move to adjourn meeting at 5:31 pm</p> <p>Motion passes unanimously.</p>

Action Items/Items for Follow-Up

Deliverable	Responsible Party	Timeline
Board Policies with WV Edits	Staff	Feb. 8, 2021

Upcoming meetings/events:

- 1-14-2021 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!