
AGENDA

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

West Valley Fire District
28480 McPherson Rd.
Grand Ronde, OR 97347
July 23, 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/1481671644>

Or Telephone: +1(623)404-9000 MeetingID: 148 167 1644

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes/All Agencies
5. Executive session called under ORS 192.660(2)(f) for the consideration of information or records that are exempt by law from public inspection.
6. Audience Participation
7. Old Business
 - A. Fire & EMS Coalition.....ALL.....Tabled
 - B. Fire Authority Model.....ALL.....Tabled
 - C. Relief Nursery MOU.....WVFD.....Discussion/Action
 - D. Employee Handbook.....ALL.....Discussion
8. New Business
 - A. Financial Resolutions.....ALL.....Discussion/Action
 - B. Organizational Procedure Resolutions.....ALL.....Discussion/Action
9. Director comments and/or agenda items for next meeting
10. Adjournment
 - a. Next meeting August 13, 2020 at Sheridan Fire Station

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
825 N Main St. Willamina, OR 97396
July 9, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

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 (absent)
Bob Davis
Keith Moore
Frank Pender
Bruce Sigloh

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Connie Brown
Roy Whitman

Audience

Todd Brumfield
Damon Schulze
Jason Crowe
Luke Nodine
Les Thomas
Sean Hoxie

Rob Foster
Jay Payne
Jake Rosenbalm
Judy Breeden
Kenna West
Scott Magers

Micah Brown
Joi Bailey
Carrie Zimbrick
Susan Shepard
Michaela Woods

President Chris Greenhill, West Valley 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.

FLAG SALUTE

Enter EXECUTIVE SESSION authorized under ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, (f) To consider information or records that are exempt by law from public inspection, and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Swear in Board Member- WVFD

Connie Brown was sworn into position number 2.

Election of Officers-ALL

SW Polk

Motion: Bob Davis Second: Bruce Sigloh

Move to keep all current positions in place. Motion passed.

Discussion:

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

SFD

Motion: Dennis Rogers
Move to keep all officers in their current positions.
Motion fails due to lack of second.

Motion: Carol Harlan Second: Tammy Heidt
Move to nominate Tammy Heidt as president. Motion passes.
Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

Motion: Dennis Rogers
Move to nominate Scot Breeden as vice president.
Motion fails due to Scot Breeden declining the position.

Motion: Carol Harlan Second: Scot Breeden
Move to nominate Dennis Rogers as vice president. Motion passes.
Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

Motion: Tammy Heidt Second: Carol Harlan
Move to nominate Carol Harlan as treasurer/secretary. Motion passes.
Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

WVFD

Motion: Roy Whitman Second: Connie Brown
Move to nominate Rick Mishler as president. Motion passes.
Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion: Connie Brown Second: Rick Mishler
Move to nominate Gary Brooks as vice president. Motion passes.
Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion: Rick Mishler Second: Gary Brooks
Move to nominate Roy Whitman as treasurer/secretary. Motion passes.
Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Approval of Minutes - All agencies

Volunteer resignation letters provided to the administrative assistant to add to the June joint board minutes.

SFD/SW Polk/WVFD

Motion: Gary Brooks Second: Roy Whitman
Move to approve the minutes from the joint board meeting. Motion passed.

Discussion:

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye
SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye
WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion: Roy Whitman Second: Gary Brooks
Move to approve the minutes from both of West Valley's special meeting. Motion passed.
WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

AUDIENCE PARTICIPATION-

SW Polk Volunteer Firefighter Rob Foster spoke on the importance of volunteers and how they would really appreciate being involved as stakeholders in conversations. They are more than willing to help and give input where needed.

Keith Moore leaves at 7:14 PM.

Presentation- Chief Schulze gave a PowerPoint presentation on conflagrations.

OLD BUSINESS

Fire & EMS Coalition – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Fire Authority Model – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Equitable Sharing- All

Discussion was held about having a one-time occurrence cap on direct or indirect costs from one district to another, in addition to an annual cap on recurring expenses. Equipment trading should not count toward these caps.

Motion: Frank Pender

Second: Roy Whitman

Move to acknowledge any direct or indirect expense from between districts, up to \$5,000, as a justified cost of sharing resources between Sheridan, SW Polk, and West Valley Fire Districts. Any expense over this amount will be taken to the Oversight Committee for review on how it will be handled.

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

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

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

Establish Guidance- All

A five-year timeline, from July 2018 to June of 2023, document was presented to the three Boards with the process for the dissolution and reformation. The question was posed if the vote of the people for the dissolution and reformation was to be held in a November election.

Motion: Frank Pender

Second: Roy Whitman

I move to direct administration to prepare the three districts for the dissolution and reformation within the next 12-18 months and allow the Fire Chief to sign documents and develop partnerships toward this effort.

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

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

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

Relief Nursery MOU- West Valley

No additional notes made outside of the presentation made earlier in the meeting.

NEW BUSINESS

Employee Handbook- ALL

Draft of the Employee Handbook was presented to the three Boards for review. No further action needed at this time to give time for review.

Surplus of Ambulance- West Valley

Staff report was given to the Board recommending that the ambulance (M0412) due to apparatus being at the end of its usable life.

Motion: Chris Greenhill

Second: Roy Whitman

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

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

Board Meeting Schedule-ALL

Discussion was held regarding moving away from having two oversight meetings and one regular board meeting per month. Instead, it was proposed to do two full joint board meetings for better clarity and transparency between the three Boards.

Motion: Dennis Rogers

Second: Connie Brown

Move to have two meetings per month on the second and fourth Thursdays of each month with the hosting agency rotating monthly.

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

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

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

Board Discussion Topics-West Valley

A list of questions was presented to the Chief prior to the meeting. Chief Hertel prepared responses to the questions and included those responses in the Board packets. The question was posed about which district is responsible for backfill, the district that needs the backfill or the district employing the person who is doing the backfill. Chief Hertel will research this. There was a request to have resolutions ready at the next Board meeting to correct the error made in the personnel expenses for all three districts. Clarification was given regarding the need for Board Members needing to submit public records requests through the same form as the general public. This process allows for proper tracking of records requests. It also follows Oregon Ethics Law.

Chiefs Report

Written report was provided in the board packets.

The request was made to review the phone system to ensure they are getting answered consistently. The administration team will review the phone system.

There was a request made to add Ambulance Service Area compliance to the monthly activity reports. Chief Schulze will do so.

Discussion was held about Chief Hertel joining the SDIS Board of Trustees and it was determined that Chief Hertel does not have time to attend these meetings at this time.

Director Breeden has requested a Joint Operations Review through SDAO. A scope of work and contract was presented to the three Boards. There was a request made to add a review of Board practices to the scope of work.

Motion: Frank Pender

Second: Rick Mishler

Move to sign the contract with the addition of board practices review to the scope of work.

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

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

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

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

The question was asked if Board Members are mandatory reporters. It was clarified they are not.

It was clarified that the end of the FireMed year is October 31st of each year. The Board Members and staff will be covered by the district but will be responsible to fill out their own forms annually to apply for the membership.

There was a request for an update on the Seismic Grant for Sheridan. Currently, the funds are not available yet and Chief Hertel is working with legal council to bring bidding options to the Board soon.

The question was asked about how much time per month Chief Hertel spends on the Yamhill Fire Defense Board as the Fire Defense Board Chief. Chief Hertel spends around 5 hours per month on the Yamhill Fire Defense Board, with two hours of that being Fire Defense Board Chief duties. The other hours are spent doing normal fire chief activities.

A comment was made that it may be time for West Valley to put an ambulance at the Rickreall Station in place of Medic 193 for West Valley to gain revenue from the move up calls. It was determined that this is not what would be best for the citizens, as the Rickreall Station is too far from the West Valley response area.

It was stated that West Valley has a policy prohibiting the Fire Chief from participating in union negotiations. Due to negotiations already having been started, this year it will be allowed for the Chief to continue in negotiations. It was recommended that Board policies for all three districts be reviewed and updated.

Next Meeting; July 23, 2020 at 6 pm at West Valley Fire District, Willamina Fire Station.

Meeting adjourned at 9:26 PM

Motion: Scot Breeden

Second: Carol Harlan

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

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

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

Respectfully submitted,

Mariah Prescott

Staff Report:

To: Chief Hertel

From: Deputy Chief Schulze

Subject: Proposed Modular Building

Background:

The Willamina School District and Lutheran Community Services Northwest (LCSNW) would like to place a modular building on school district property near the high school. Currently, the hydrants in the area will not provide the required gallons per minute (GPM) to meet Oregon Fire Code. While there are plans in place to bring the water system to the school to the required flow, that may take up to two years to complete.

If this modular building were to be placed in an area without hydrants (which are an unreliable water source), it would need to meet NFPA 1142 standards. This would require a water source being available meeting the flow requirements calculated using the size of the structure.

Possible Solution:

A solution to the required GPM may be to require the school district to place a water source near the structure in a way that we would be able to access it in the event of a fire. As the Fire Chief representing the agency having jurisdiction (AHJ), Oregon Fire Code allows you to make this modification. NFPA 1142 would be used to calculate the proper amount of water and other specifications. This would meet our fire flow required by the code. I would not normally recommend this approach to meet fire code, but I believe this to be a temporary solution until such time that the city is able to increase flow to the hydrant system in the area. I would be able to work with the Oregon State Fire Marshal's office to ensure that the requirements of Oregon Fire Code and NFPA 1142 were met.

Staff Recommendation:

I recommend this solution if the school district and LCSNW are willing and financially able to follow our requirements placed on the water source.



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 \$278,000 to be distributed within Personnel Services, as stated below; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of July 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	\$650,000	\$140,000	\$810,000
Contractual Services	\$833,000	\$131,000	\$986,000
<u>Requirements</u>			
Personnel Services			
Health Insurance	\$325,000	\$120,000	\$545,000
Payroll Taxes	\$110,000	\$43,000	\$153,000
PERS	\$220,000	\$108,000	\$328,000

Tammy Heidt, Board Chairman

Carol Harlan, Board Secretary



SOUTHWESTERN POLK COUNTY RURAL FIRE PROTECTION 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 causing a budgetary deficit; and

WHEREAS, the District has higher than anticipated cash carryover in the amount of \$78,000; and

WHEREAS, the District desires to allocate funds from the cash carryover in General Fund by \$78,000 to cover higher than anticipated expenses within Contractual Services in the General Fund; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of July 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>Revenues</u>			
Cash Carryover	\$297,000	\$78,000	\$375,000
<u>Requirements</u>			
Contractual Services	\$525,000	\$78,000	\$603,000

Rod Watson, Board Chairman

Bob Davis, 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 July 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>			
Personnel Services			
Health Insurance	\$160,000	\$40,000	\$200,000
Payroll Taxes	\$75,000	\$22,000	\$97,000
PERS	\$120,000	\$45,000	\$165,000
Materials and Services			
Contractual Services	\$369,000	\$53,000	\$422,000

Rick Mishler, Board Chairman

Roy Whitman, Board Secretary

**SHERIDAN FIRE DISTRICT ORGANIZATIONAL PROCEDURES FOR 2020-21
RESOLUTION 2020-21-02**

BE IT RESOLVED to approve the annual District Organizational Procedures:

- 1. DESIGNATION OF CHIEF EXECUTIVE OFFICER**
RESOLVED that the Board designate Fred Hertel as Fire District's Chief Executive Officer and Custodian of Funds and appoint Judy Breeden as Finance Officer and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 332.525.
- 2. DESIGNATION OF BUDGET OFFICER**
RESOLVED that the Board designate Fred Hertel as Budget Officer of Sheridan Fire District.
- 3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING**
RESOLVED that the Board appoint Fred Hertel as the Local Agency Representative and be directed to execute and file applications for and in behalf of Sheridan Fire District, and otherwise act as authorized representative of the Fire District in all activities related to federal, state and privately funded projects, proposals, and grants.
- 4. DESIGNATION OF FIRE DISTRICT AUDITOR**
RESOLVED that the Board appoint Accuity, LLC as Sheridan Fire District's auditor for the fiscal year 2020-2021.
- 5. DESIGNATION OF FIRE DISTRICT ATTORNEY**
RESOLVED that the Board appoint Speer Hoyt, LLC attorney of record.
- 6. DESIGNATION OF AGENT OF RECORD**
RESOLVED that the Board designate WHA Insurance Agency as Agent of Record.
- 7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES**
RESOLVED that the Board designate the following employees as Confidential Employees of Sheridan Fire District:

Fred Hertel, Fire Chief	Damon Schulze, Deputy Chief
Judy Breeden, Finance Officer	Les Thomas, Division Chief, Training
- 8. DESIGNATION OF NEWSPAPER FOR PUBLICATIONS**
RESOLVED that the Board designate *News Register* as the news source for publishing legal notices for Sheridan Fire District.
- 9. DESIGNATION OF DEPOSITORY OF FUNDS**
RESOLVED that the Board authorizes deposits of Sheridan Fire District in First Federal and U.S. Bank, Sheridan Branches; as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which the Finance Officer shall deposit all monies belonging to the District. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Investment Pool based on the yield.
- 10. AUTHORIZATION FOR INTRA-FUND LOANS**
RESOLVED that intra-fund loans from the Equipment Reserve Fund and Building Maintenance Fund to the General Fund are authorized to meet current operating expenditures.

11. **AUTHORIZATION TO PAY BILLS**
RESOLVED that the Board authorize the CEO and Finance Officer to pay bills of the District when due and the payroll as per the 2020-2021 budget.
12. **AUTHORIZATION OF SIGNATURES**
RESOLVED that the Board authorizes the CEO and Finance Officer to approve purchase orders. Two authorized board signatures are required for checks.
13. **ESTABLISHMENT OF BOARD MEETING DATES**
RESOLVED that the Board establish and hold the regular Joint Board meetings on a rotating basis of the three contract Districts, unless otherwise determined, on the second Thursday of each month at 6 PM. Temporarily a second monthly Joint Board meeting is scheduled for the fourth Thursday of each month at 6 PM. This second meeting will be held per Board direction. Meeting notices shall be posted at District headquarters and on the website.
14. **RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY**
RESOLVED that the Board authorize Chief Fred Hertel to approve the sale of obsolete equipment and supplies that are no longer of use to the District.
15. **RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES**
RESOLVED that the Board authorize Chief Fred Hertel to represent the Fire Board in signing for the conveyance of real property purchases and sales.
16. **RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD**
RESOLVED that the Sheridan Fire District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279.055(2).
17. **RESOLUTION ESTABLISHING HIRING PROCEDURES**
RESOLVED that the Board authorize Chief Fred Hertel to fill vacancies, exclusive of a CEO vacancy, as they occur within the District and report such employment to the Board at its next meeting.
18. **RESOLUTION TO REVIEW/ESTABLISH PETTY CASH ACCOUNTS/AMOUNTS**
RESOLVED that petty a cash account is authorized in the amount of \$56.00.
19. **RESOLUTION ESTABLISHING MILEAGE RATE**
RESOLVED that the District encourages use of a District vehicle but when staff is required to use their own vehicle for District work or to travel at the request of the Fire Chief, mileage reimbursement will be at the current IRS rate for mileage.
20. **RESOLUTION ESTABLISHING COPY FEES**
RESOLVED to charge \$.50 per copy for non-district related copy work.
21. **RESOLUTION AUTHORIZING CONTRACT ADMINISTRATION**
RESOLVED that the Board authorizes Chief Fred Hertel to administer contracts with vendors on behalf of the Fire Board.

Board President
Tammy Heidt

Date

**SOUTHWESTERN POLK COUNTY RURAL FIRE DISTRICT
ORGANIZATIONAL PROCEDURES FOR 2020-21
RESOLUTION 2020-21-02**

BE IT RESOLVED to approve the annual District Organizational Procedures:

1. DESIGNATION OF CHIEF EXECUTIVE OFFICER

RESOLVED that the Board designate Fred Hertel as Fire District's Chief Executive Officer and Custodian of Funds and appoint Judy Breeden as Finance Officer and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 332.525.

2. DESIGNATION OF BUDGET OFFICER

RESOLVED that the Board designate Fred Hertel as Budget Officer of Southwestern Polk County Rural Fire District.

3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING

RESOLVED that the Board appoint Fred Hertel as the Local Agency Representative and be directed to execute and file applications for and in behalf of Southwestern Polk County Fire District, and otherwise act as authorized representative of the Fire District in all activities related to federal, state and privately funded projects, proposals, and grants.

4. DESIGNATION OF FIRE DISTRICT AUDITOR

RESOLVED that the Board appoint Pauly Rogers & Co., PC as Southwestern Polk County Fire District's auditor for the fiscal year 2020-2021.

5. DESIGNATION OF FIRE DISTRICT ATTORNEY

RESOLVED that the Board appoint Speer Hoyt, LLC attorney of record.

6. DESIGNATION OF AGENT OF RECORD

RESOLVED that the Board designate WHA Insurance Agency as Agent of Record.

7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES

RESOLVED that the Board designate the following employees as Confidential Employees of Southwestern Polk County Fire District:

Fred Hertel, Fire Chief	Damon Schulze, Deputy Chief
Judy Breeden, Finance Officer	Les Thomas, Division Chief, Training

8. DESIGNATION OF NEWSPAPER FOR PUBLICATIONS

RESOLVED that the Board designate *Polk County Itemizer-Observer* as the news source for publishing legal notices for Southwestern Polk County Fire District.

9. DESIGNATION OF DEPOSITORY OF FUNDS

RESOLVED that the Board authorizes deposits of Southwestern Polk County Fire District in Columbia Bank, Dallas Branch; as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which the Finance Officer shall deposit all monies belonging to the District. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Investment Pool based on the yield.

- 10. AUTHORIZATION TO PAY BILLS**
RESOLVED that the Board authorize the CEO and Finance Officer to pay bills of the District when due and the payroll as per the 2020-2021 budget.
- 11. AUTHORIZATION OF SIGNATURES**
RESOLVED that the Board authorizes the CEO and Finance Officer to approve purchase orders. Two signatures are required for checks.
- 12. ESTABLISHMENT OF BOARD MEETING DATES**
RESOLVED that the Board establish and hold the regular Joint Board meetings on a rotating basis of the three contract Districts, unless otherwise determined, on the second Thursday of each month at 6 PM. Temporarily a second monthly Joint Board meeting is scheduled for the fourth Thursday of each month at 6 PM. This second meeting will be held per Board direction. Meeting notices shall be posted at District headquarters and on the website.
- 13. RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY**
RESOLVED that the Board authorize Chief Fred Hertel to approve the sale of obsolete equipment and supplies that are no longer of use to the District.
- 14. RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES**
RESOLVED that the Board authorize Chief Fred Hertel to represent the Fire Board in signing for the conveyance of real property purchases and sales.
- 15. RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD**
RESOLVED that the Southwestern Polk County Fire District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279.055(2).
- 16. RESOLUTION ESTABLISHING HIRING PROCEDURES**
RESOLVED that the Board authorize Chief Fred Hertel to fill vacancies, exclusive of a CEO vacancy, as they occur within the District and report such employment to the Board at its next meeting.
- 18. RESOLUTION ESTABLISHING MILEAGE RATE**
RESOLVED that the District encourages use of a District vehicle but when staff is required to use their own vehicle for District work or to travel at the request of the Fire Chief, mileage reimbursement will be at the current IRS rate for mileage.
- 19. RESOLUTION ESTABLISHING COPY FEES**
RESOLVED to charge \$.50 per copy for non-district related copy work.
- 20. RESOLUTION AUTHORIZING CONTRACT ADMINISTRATION**
RESOLVED that the Board authorizes Chief Fred Hertel to administer contracts with vendors on behalf of the Fire Board.

Board President
Rod Watson

Date

**WEST VALLEY FIRE DISTRICT ORGANIZATIONAL PROCEDURES FOR 2020-21
RESOLUTION 2020-21-02**

BE IT RESOLVED to approve the annual District Organizational Procedures:

- 1. DESIGNATION OF CHIEF EXECUTIVE OFFICER**
RESOLVED that the Board designate Fred Hertel as Fire District's Chief Executive Officer and Custodian of Funds and appoint Judy Breeden as Finance Officer and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 332.525.
- 2. DESIGNATION OF BUDGET OFFICER**
RESOLVED that the Board designate Fred Hertel as Budget Officer of West Valley Fire District.
- 3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING**
RESOLVED that the Board appoint Fred Hertel as the Local Agency Representative and be directed to execute and file applications for and in behalf of West Valley Fire District, and otherwise act as authorized representative of the Fire District in all activities related to federal, state and privately funded projects, proposals, and grants.
- 4. DESIGNATION OF FIRE DISTRICT AUDITOR**
RESOLVED that the Board appoint Pauly Rogers & Co. PC as West Valley Fire District's auditor for the fiscal year 2020-2021.
- 5. DESIGNATION OF FIRE DISTRICT ATTORNEY**
RESOLVED that the Board appoint Speer Hoyt, LLC attorney of record.
- 6. DESIGNATION OF AGENT OF RECORD**
RESOLVED that the Board designate WHA Insurance Agency as Agent of Record.
- 7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES**
RESOLVED that the Board designate the following employees as Confidential Employees of West Valley Fire District:

Fred Hertel, Fire Chief	Damon Schulze, Deputy Chief
Judy Breeden, Finance Officer	Les Thomas, Division Chief, Training
- 8. DESIGNATION OF NEWSPAPER FOR PUBLICATIONS**
RESOLVED that the Board designate *News Register* as the news source for publishing legal notices for West Valley Fire District.
- 9. DESIGNATION OF DEPOSITORY OF FUNDS**
RESOLVED that the Board authorizes deposits of West Valley Fire District in U.S. Bank, Sheridan Branch; as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which the Finance Officer shall deposit all monies belonging to the District. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Investment Pool based on the yield.
- 10. AUTHORIZATION TO PAY BILLS**
RESOLVED that the Board authorize the CEO and Finance Officer to pay bills of the District when due and the payroll as per the 2020-2021 budget.

- 11. AUTHORIZATION OF SIGNATURES**
RESOLVED that the Board authorizes the CEO and Finance Officer to approve purchase orders. Two authorized board signatures are required for checks.
- 12. ESTABLISHMENT OF BOARD MEETING DATES**
RESOLVED that the Board establish and hold the regular Joint Board meetings on a rotating basis of the three contract Districts, unless otherwise determined, on the second Thursday of each month at 6 PM. Temporarily a second monthly Joint Board meeting is scheduled for the fourth Thursday of each month at 6 PM. This second meeting will be held per Board direction. Meeting notices shall be posted at District headquarters and on the website.
- 13. RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY**
RESOLVED that the Board authorize Chief Fred Hertel to approve the sale of obsolete equipment and supplies that are no longer of use to the District.
- 14. RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES**
RESOLVED that the Board authorize Chief Fred Hertel to represent the Fire Board in signing for the conveyance of real property purchases and sales.
- 15. RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD**
RESOLVED that the West Valley Fire District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279.055(2).
- 16. RESOLUTION ESTABLISHING HIRING PROCEDURES**
RESOLVED that the Board authorize Chief Fred Hertel to fill vacancies, exclusive of a CEO vacancy, as they occur within the District and report such employment to the Board at its next meeting.
- 18. RESOLUTION ESTABLISHING MILEAGE RATE**
RESOLVED that the District encourages use of a District vehicle but when staff is required to use their own vehicle for District work or to travel at the request of the Fire Chief, mileage reimbursement will be at the current IRS rate for mileage.
- 19. RESOLUTION ESTABLISHING COPY FEES**
RESOLVED to charge \$.50 per copy for non-district related copy work.
- 20. RESOLUTION AUTHORIZING CONTRACT ADMINISTRATION**
RESOLVED that the Board authorizes Chief Fred Hertel to administer contracts with vendors on behalf of the Fire Board.

Board President
Chris Greenhill

Date