

**Minutes for WVFD Special Board Meeting on December 16, 2020 6 PM**

**825 NE Main St. Willamina, OR 97396**

Meeting was held virtually via RingCentral Meetings

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

<b>GENERAL BUSINESS</b>	
<b>Call to Order</b>	President Rick Mishler, West Valley Fire District, opened the meeting at 6:00 pm. The agency has a quorum of directors which allows deliberation and decision making. Public comment will be taken per the agenda.
<b>Ambulance payment plan - Not on agenda</b>	Mishler asked if \$50,000 for the ambulance down payment was already in the capital outlay? Hertel confirms. Mishler asks the board how much they think should be allocated to the down payment for the ambulance. Greenhill suggests \$100,000 to get a good amount paid off and prevent large amounts of interest. Brown expresses concern about how that might impact cashflow as services continue to be added. Brown suggests leaving more money for reserves instead of paying more money on the down payment than anticipated. Hertel states the \$50,000 per year that was planned for the 5 years of the levy would leave \$30,000 at the end of 5 years plus interest. Mishler agrees that \$100,000 would take care of the extra \$30,000 plus reduce interest.
<b>Financial Future- Out of order from agenda</b>	Mishler brings up handout he gave out at last board meeting. Mishler asks if the staff could fill out the handout. Mishler expresses concern that as revenue decreases with the Confederated Tribes of Grand Ronde (CTGR) transition, West Valley Fire District (WVFD) will struggle to continue to fund the staff in Grand Ronde. Hertel states he believes the cash carryover and handle that for one year, but it would decrease reserves. Hertel states he will begin budgets early this year, in January, to help make these decisions. Mishler emphasizes the importance of maintaining service out of Willamina because that is what was promised with the levy. Brooks asks if CTGR staffs one shift and WVFD staffs 2 shifts, will operational differences be an issue. Hertel states he is not concerned about that becoming an issue. Mishler asks what the training prop will cost WVFD? Hertel states the prop is a SW Polk grant therefore any expenses incurred for the prop will be a SW Polk expense. It will not cost WVFD anything, unless there are additions to supplies added at a 40/40/20 split in the future. Brooks asks what expenses out at Buell were paid for by all three districts. Hertel states all Buell purchases were SFD expenses.
<b>2018-2019 Financial Audit</b>	Mishler asks how the deficiencies will be addressed, specifically board monitoring financials. Hertel states there is a threshold for where the board should be involved in financials. For example, looking at line-item totals instead of individual purchases. Hertel states he also is working with the auditor to learn how to continue to become more compliant. Greenhill asks what insurance the audit is referring to. Hertel states it is fidelity Insurance, which individually is only \$100,000 but the district has a

	<p>\$1,000,000 umbrella policy that covers the rest. Hertel states that the segregation of duties is standard at an agency this size because there are not enough positions to create proper separation. Brooks asks why data was not available for part of the year. Hertel states this data was not available from previous administration. Hertel explains that some checks did not have documentation, which has been fixed already. The PERS records issue has also already been fixed. Hertel states the IT changes are still in process, but staff is aware and working on compliance. Mishler asks how to address the joint purchasing concern on SFD audit. Hertel states the joint purchasing is a struggle for the auditor to track. However, joint purchasing allows bulk purchases, saving money. Additionally, separate credit cards are in process, which will help. Brown suggests since it may be up to 5 years before WVFD joins the consolidation, they should purchase separately.</p>
<b>Future Planning</b>	<p>Discussion was held about staff concerns and how board discussions continue to stir the concern.</p> <p>Discussion was held about how finances will or will not improve by joining a consolidation.</p> <p>Clarification was given on what Mishler is asking for with his projection handout.</p> <p>Clarification was given about a debt distribution plan is and that could be worked on by all three districts. Bond debt can be distributed, taken care of by capital or services or remain in the original district until paid off.</p> <p>Discussion was held about if \$1.95 is going to be enough long term. This will only last for so long. Typically a tax rate will get districts along for 5 to 10 years maximum before the cost of living increases to above what that tax rate can handle.</p> <p>Mishler asks board members to jot notes down about board policies to get them approved at next meeting.</p> <p>Special meeting set for Monday Jan 11th at 4 PM.</p>
<b>Adjournment</b>	<p><b>Motion:</b> Gary Brooks <b>Second:</b> Connie Brown Move to adjourn meeting at 7:40 PM. <b>Motion passes unanimously.</b></p>

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline
5-year projection document	Staff	2- 4 months

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!