

**Western Lane Ambulance**  
**Siuslaw Valley Fire and Rescue**  
2625 Highway 101 North, Florence, OR 97439

**Minutes of WLAD & SVFR Joint Board Meeting- December 19, 2018**

Meeting Recorded and Televised on SVFR Website

**WLAD BOARD MEMBERS PRESENT:** Directors Mike Webb, Rick Yecny, Cindy Russell and Dick Childs.

**PRESENT VIA FACETIME:** Director Larry Farnsworth.

**SVFR BOARD MEMBERS PRESENT:** Directors Ron Green, Ned Hickson, Tony Phillips, Woody Woodbury and John Carnahan.

**STAFF PRESENT:** Interim Chief Abel, Matt House, Dina McClure, Mary Dimon.

**Directors Yecny and Green called the meeting to order at 6:00 p.m.**

**APPROVAL OF MINUTES:**

1. **SVFR MINUTES:** Director Carnahan made the motion to approve the minutes of November 20, 2018, Director Woodbury seconded the motion, motion passed unanimously.
2. **WLAD MINUTES:** Director Webb made the motion to approve the minutes of November 29, 2018, Director Russell seconded the motion. Roll Call, motion passed unanimously.

**PUBLIC COMMENTS:** None

**PRESENTATION: Jeff Griffin, CEO of WHA, Overview of SVFR and WLAD Insurance**

Griffin handed out Renewal Proposal Summaries for both districts. Griffin said the percentage savings was 3.9% for SVFR and 2.94% for WLAD. Griffin will be working with the chief to help maximize our benefits. Some of the apparatus and vehicles are either over or under insured. Griffin will return in the Spring to provide risk management information to the boards and staff. This session will give a 2% credit on the district's insurance. Director Green asked what Griffin recommended for comprehensive and/or collision deductibles. Griffin recommended \$1,000 for each. Griffin also said we were under budget and he will work to keep us there.

**REVIEW OF MONTHLY FINANCIALS:**

Dina McClure stated that both districts have received approximately 63% of tax revenue. McClure followed up on a SVFR question about a \$50 check issued to Chief Langborg and the Transaction List had a new title. McClure followed up on a WLAD question that Three Rivers Casino will be invoiced for their annual payment in March and information on the local option levy would be brought to the WLAD board in January. Director Green clarified that Kathy Taylor had been paid in full. McClure said the funds borrowed from the SVFR Capital Reserve accounts had been returned. Director Phillips asked about additional transfers. McClure said additional transfers were not budgeted this year. There was discussion and McClure said she would provide more information at the January meeting. Director Carnahan said the district needs to plan for dry period financing, then clarified the check to WLAD for \$71,000 was for the Seismic Grant. Marvin Tipler, from the audience, said transfers into the Capital Reserve accounts have been presented for four years and the district needs to plan for apparatus replacement and station upgrades. Director Farnsworth clarified a check for tuition reimbursement. Director Yecny asked about the MIH Grant payments. McClure will look into invoices for the MIH Grant and report to the WLAD Board in January.

1. **SVFR MOTION TO RATIFY BILLS:** Director Carnahan made a motion to ratify the bills paid and the transfers made for the previous month totaling \$243,379.00 Director Woodbury seconded the motion. Director Phillips declared a conflict. Roll Call, motion passed unanimously.
2. **WLAD TRANSACTION REPORT November 2018:** Director Webb made a motion to approve the transaction list. Director Russell seconded the motion. Roll Call, motion passed unanimously.

#### **OLD BUSINESS (SVFR & WLAD)**

##### **1. Review and Approve Fire & EMS Chief Job Description**

Chief Abel presented the Fire & EMS Chief Job Description. Director Childs voiced his concern about the Director's having to come before the IGA committee if any WLAD Directors had a problem with the Chief. Childs proposed to change one sentence to read "through the Intergovernmental Agreement with WLAD, the position may receive general guidance from the WLAD board and/or the Intergovernmental Advisory Committee". There was discussion about having legal counsel review the wording change, and how it might hold up the timeline to get the Chief/Director Job Announcement out by the first of the year. There was discussion about updating and strengthening the wording in the IGA. There was discussion about physical requirements and training. The motions were made as follows:

**WLAD Director Webb made a motion to support the Fire & EMS Chief job description as proposed; Director Farnsworth seconded the motion. Roll Call, Motion- passed with Directors Webb, Yecny and Farnsworth voting Yes and Directors Russell and Childs voting No.**

**SVFR Director Hickson made a motion to approve the Fire & EMS Chief job description as proposed; Director Carnahan seconded the motion. Roll Call, Motion- passed unanimously.**

##### **2. Review and Approve the Fire & EMS Chief Salary Range**

Chief Abel presented the Fire & EMS Chief salary range. Abel described how he did salary comparisons, with the proposed range having seven steps with a 3.5% increase in the first three steps, then to 5% increases in the remainder of steps. Director Yecny asked for input from the WLAD board. There were only a few questions. The motions were made as follows:

**WLAD Director Russell made a motion to support the Fire & EMS Chief salary range, as proposed; Director Childs seconded the motion. Roll Call, Motion- passed unanimously.**

**SVFR Director Carnahan made a motion to approve the Fire & EMS Chief salary range, as proposed; Director Phillips seconded the motion. Roll Call, Motion- passed unanimously.**

##### **3. Review and Approve the Fire & EMS Chief Hiring Process Timeline**

Chief Abel said the timeline proposed last month was on track. If approved, the position will be posted on January 2 and close on January 31. Abel described recruitment advertising, review of applications, assessment and interviews the first weekend of March, with a conditional offer following.

**WLAD Director Webb made a motion to support the Fire & EMS Chief hiring process/timeline as proposed; Director Russell seconded the motion. Roll Call, Motion- passed unanimously.**

**Director Green noted that the hiring process was not an action item therefore did not need a motion.**

##### **4. Review and Approve IGA Revision**

Director Yecny provided information regarding changing the one (1) year agreement to a three (3) year agreement. In the event of IGA termination, the 30 day notice would become an 18 month notice.

**WLAD Director Webb made a motion to approve the IGA Revision as proposed with the understanding that the IGA goes back to the IGA Committee to address the reporting requirements for the Chief position; Director Farnsworth seconded the motion. Roll Call, Motion passed unanimously.**

**SVFR Director Woodbury made a motion to approve the IGA Revision as proposed with the understanding that the IGA goes back to the IGA Committee to address the reporting requirements for the Chief position; Director Hickson seconded the motion. Roll Call, Motion passed unanimously.**

**Staff Reports:**

- CHIEF/DIRECTOR'S REPORT was presented.
- FIRE OPERATIONS CHIEF REPORT was not presented. Report is attached to the board packet.
- OFFICE MANAGER'S REPORT was presented.
- EMS OPERATIONS CHIEF REPORT was presented.

**New Business (SVFR & WLAD):**

**1. Approve Family and Medical Leave Policy**

McClure presented the Family Medical Leave Policy for approval, with a suggestion of making two modifications. Director Farnsworth said all policies should be brought before the Policy Committee prior to being presented for board approval.

**WLAD Director Webb made a motion to approve the Family and Medical Leave Policy with modifications, Director Russell seconded the motion. Roll Call, Motion passed unanimously.**

**SVFR Director Carnahan made a motion to approve the Family and Medical Leave Policy with modifications, Director Woodbury seconded the motion. Roll Call, Motion passed unanimously.**

**2. Approve Credit Card Policy and Cardholder Agreement**

McClure presented the Credit Card Policy and Agreement.

**WLAD Director Webb made a motion to Approve Credit Card Policy and Cardholder Agreement. Director Childs seconded the motion. Roll Call, Motion passed unanimously.**

**SVFR Director Carnahan made a motion to Approve Credit Card Policy and Cardholder Agreement. Director Hickson seconded the motion. Roll Call, Motion passed unanimously.**

**New Business (WLAD only):**

**3. Approve Resolution 2018-05 to Authorize a new Credit Card Account**

McClure said since WLAD had no credit card account before, a resolution needed to be adopted for the bank.

**WLAD Director Webb made a motion to approve Resolution 2018-05 to Authorize a new Credit Card Account. Director Russell seconded the motion. Director Yecny read the resolution. Roll Call, Motion passed unanimously.** It was noted that a conflict of interest should be made by Director Webb due to his employment with OPB.

**New Business (SVFR only):**

**4. Approve Resolution 2018-07 to Surplus Vehicle**

Chief Abel gave some background and read the resolution.

**Director Carnahan made a motion to approve Resolution 2018-07 to Surplus Vehicle. Director Phillips seconded the motion. Roll Call, Motion passed unanimously.**

**5. Approve SDAO Safety & Security Grant**

Chief Abel said the grant would pay for new coded locks on every station.

**Director Carnahan made a motion to Approve SDAO Safety & Security Grant. Director Green seconded the motion. Roll Call, Motion passed unanimously.**

**6. Approve HGAC Co-Op Purchasing Agreement**

Chief Abel described the advantages of entering into the agreement.

**Director Green made a motion to approve HGAC Co-Op Purchasing Agreement. Director Carnahan seconded the motion. Roll Call, Motion passed unanimously.**

**Director Comments:** None

**Correspondence:** Director Green read a Christmas Card addressed the Board.

**Future Agenda Business:**

1. The next SVFR Board Meeting will be held on Wednesday, January 16, 2018 at 6:00 pm.
2. The next WLAD Board Meeting will be held on Thursday, January 17, 2018 at 12:00 pm.

Director Green noted that the next Joint Board Meeting will take place March 20, 2019.

Directors Yecny and Green adjourned the Joint Board Meeting at 8:30 p.m.

Respectfully submitted,  
Mary Dimon  
Recording Secretary