

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

**Minutes of Joint Meeting- March 20, 2019 6:00 p.m.**  
Meeting Recorded and Televised on SVFR Website

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

**WLAD BOARD MEMBERS PRESENT:** Directors Mike Webb, Rick Yecny, Cindy Russell, and Dick Childs.  
**PRESENT VIA FACETIME:** Director Larry Farnsworth.

**STAFF PRESENT:** Interim Chief Abel, Dina McClure, Matt House, Jim Dickerson, Mary Dimon, and Holly Lais.

**Director's Green and Yecny 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 the Regular Meeting February 20, 2019, Special Meeting March 2, 2019, and Joint Meeting March 7, 2019, with the approval to amend March 7<sup>th</sup> minutes to correct a quote from Director Carnahan in regards to the 3<sup>rd</sup> entity to show that it is more efficient. Director Hickson seconded the motion. Roll Call, motion passed unanimously.
2. **WLAD MINUTES:** Director Farnsworth made the motion to approve the minutes of the Regular Meeting February 28, 2019, Special Meeting March 2, 2019, and Joint Meeting March 7, 2019. Director Russell seconded the motion. Roll Call, motion passed unanimously.

**PUBLIC COMMENTS:** None

**REVIEW OF MONTHLY FINANCIALS:**

- McClure did a follow up report from last months meeting. She had updated 1201 on the Balance Sheet and made a pie chart to show the breakdown of Patient Accounts Receivable. The chart showed all types of Medicare including Medicare Advantage. She reported that the PERS expense is at 80% budget with an anticipated \$63,000 contingency transfer for next month. She is currently working on LifeMed contractals. McClure inquired to make sure all the directors received the updated audit report, which include corrected and improved internal controls.
- She informed the board that Kathy Taylor was at the station last week to help reconcile and match the financial to the audit reports from Chris Mar. McClure and Mar had worked on the audit journal entries.
- McClure reported that SVFR has a supplementary budget and requires no public hearing. However, since WLAD received a \$5,000 grant which changed the bottom line dollar amount, a hearing will be required.
- Director Farnsworth inquired on the Financials for Ben County Public Works. McClure said it was for annual vehicle maintenance. Director Webb wanted to know how the audit journal entries effected the accounts receivable line items. McClure explained she will get back to him with more information on how it will effect the year.

3. **SVFR MOTION TO RATIFY BILLS:** Director Carnahan made a motion to ratify the bills paid and the transfers made for the previous month totaling \$174,852.19. Director Phillips seconded the motion. Roll Call, motion passed unanimously.
4. **WLAD TRANSACTION REPORT February 2019:** Director Webb made a motion to approve the transaction list. Director Russell seconded the motion. Roll Call, motion passed unanimously.

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

5. Update on Chief Schick

Chief Abel informed the board that hiring process for Chief Michael Schick, who was in the audience, is moving forward. Abel, Directors Yecny, and Director Green met with Comino Island Commissioner President to review the reference checks and the background report (SDAO). The report came back clean. The next step, Abel explained, is to clean up the language in the employment agreement and submit it to attorney, Christy Monson. He noted that a \$5,000 moving expense reimbursement was negotiated, in addendum B, but was not included in the hiring package. WLAD agreed to the language and format changes.

**SVFR: Director Carnahan made the motion to approve the modified hiring package. Director Phillips seconded the motion. Roll Call, motion passed unanimously.**

Director Green then formally welcomed Chief Schick and his wife, Diane, to SVFR & WLAD and to the Florence area.

6. Discuss Future of Joint Meetings

There were no objections from WLAD or SVFR to hold joint meetings on the 4<sup>th</sup> Thursday of the month at 6 p.m. at the SVFR location. The next joint meeting will be April 25<sup>th</sup>.

**STAFF REPORTS:**

7. Chief Report

- Abel reported that the budget preparation project has begun. Chris Mar and Kathy Taylor were here earlier in the month and their reports didn't match up. This resulted because of line item journal entries that were in error and conflicting information. After days of review, we will go ahead with Kathy's report to show a true reflection of what we have. Abel recommends that next year SVFR shop for a common auditor that can work with Taylor and McClure. He was not impressed with the GASBY 75. It was supposed to be in both the audit reports but was left out. Director Hickson inquired if there would be a financial recourse since there was an error from the auditor. Abel replied no, because of extra work that was originally done. Director Yecny formally stated that financially, we now have an unqualified opinion for our audits.
- Chris Martin will be recognized at Florence City Hall for Paramedic of the year and Tony Miller will be recognized for Firefighter of the year on March 18<sup>th</sup>. In keeping with the One Team concept, the Awards Banquet on April 13<sup>th</sup> will recognize WLAD and SVFR staff and volunteers.
- The IGA is getting ready to be sent to Christy Monson. Abel is trying set it up so that it is generic and flexible enough to include addendums like the 3<sup>rd</sup> entity.
- Abel said that the Ops Chiefs would talk about the recent EMT class.

#### 8. Operations Division Chief Report

- Dickerson presented the statistics and data collected from Image Trend Elite for the month of February. He noted that there were 51 calls and averaged 11 firefighters per call. He said that training has been busy, including the EMT class, the National Fire Academy, and the Driver Operator class.
- Dickerson reported that Prevention has been busy with the school inspections and that R&R had done a lot of shuffling of schedules, including movie night. He noted that the upstairs bathroom is almost complete and there were apparatus repairs.

#### 9. EMS Division Chief Report

- House reported that February's call volume was consistent compared to 2018 data, and the MIH program is fully active now, bridging the gap between PeaceHealth. Directory Farnsworth inquired as to the process to train or back up someone for Wendy Sullivan. House replied that the MIH program will possibly down the line hire a part-time or new employee supplement to insure sustainability.
- He is pleased with EMT Class. 90% of the EMT's passed there psychomotor testing, and he expects 100% by April.
- Director Webb inquired as to why Benton Country Maintenance's statement increased. House explained that this month, the annual vehicle state inspections, about \$1,000 per unit, is due.

#### 10. Office Manager Report

- McClure reported that the situation between Chris Mar and Kathy Taylor was awkward, but feels things are going in the right direction. She is checking with the secretary of state to help find an RFP.
- In regards to the health insurance rate increases, the districts selected option 5, to go with separate insurance companies. This means only a 5% increase in health insurance and 1.6% for dental. She also received a letter from Jeff Griffin with WHA stating a 7% increase for causality and property insurance.
- McClure informed the board that there were no payroll errors in ADP for the month of February, and that the Admin team will be attending the Spring Conference in April. She also thanked the board for moving the board meetings to the 4<sup>th</sup> week of each month.

#### **NEW BUSINESS (SVFR ONLY):**

#### 11. Acknowledge Resignation of Director Woodbury and Appoint Replacement for Position 5, term ending 6/30/19

- Director Woodbury submitted a signed resignation letter on Monday, effective immediately. He had resigned with three months left of his term due to a conflict of interest.
- Director Green nominated Allen Burns to fill the position as an interim for position 5. He said that Burns is known throughout the community and knows the community needs. Director Carnahan wanted to look back at past nominations who had ran again Director Woodbury. The decision was made that since this position will be held for a short term, and not a term spanning over a year, it would not be necessary to research the past nominations. Director Hickson agreed with Director Green's nomination and recommended Allen Burns.

**SVFR: Director Green made the motion to appoint Allen Burns as a Replacement for Position 5. Director Hickson seconded the motion. Roll Call, motion passed unanimously.**

**NEW BUSINESS (WLAD ONLY):****12. Appoint Two Budget Committee Members (one term expires 12-31-21 and the other term expires 12-31-22)**

- RJ Pilcher and Joel Marks had submitted their applications. After a brief discussion, Pilcher was nominated to serve a 3-year term and Marks to serve a 2-year term.

**WLAD: Director Webb made a motion to appoint RJ Pilcher and Joel Marks for the Budget Committee. Director Russel seconded the motion. There was an amended roll call to include each candidate's specific terms.**

**NEW BUSINESS (SVFR AND WLAD):****13. Schedule Budget Work Sessions for Boards and Staff, and Budget Committee Meetings**

- The directors discussed looking at their calendars and checking availabilities for a work session before meeting with the budget committee. They decided to skip the PowerPoint presentation and start working on an early draft but noted that historical numbers can be updated afterwards. McClure reminded the board that there is a lot of formatting that goes into preparing the budget and aims to be ready by the first week in May. April plans for work sessions and she said she will send out the possible dates after a poll. She inquired if a work week night would be ok with the board, they said ok, and she would look at dates.

**Director Comments**

- Director Russel gave kudos to McClure and the office staff and Director Childs agreed. Director Carnahan took a moment to recognize Director Woodberry and his service to the community.
- Directors requested to have a signed employment agreement by the end of the night.

**Correspondence:**

- John Murry noted that it would be nice if the budget booked ahead of time to review before the first committee meeting.

**Future Agenda Business:** The next Joint Board Meeting will be Thursday, April 25, 2019 at 12:00pm.

**Director's Green and Yecny adjourned the meeting at 6:50 p.m.**

Respectfully submitted,  
Holly Lais,  
Recording Secretary