

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

Joint Meeting Minutes, June 27, 2019, 6:00 p.m.
Meeting Recorded and Televised on SVFR Website

SVFR BOARD MEMBERS PRESENT: Directors Tony Phillips, John Carnahan, Alan Burns, Ron Green, and Ned Hickson.

WLAD BOARD MEMBERS PRESENT: Directors Mike Webb, Rick Yecny, Cindy Russell, Dick Childs, and Larry Farnsworth (remoted in via Facetime).

STAFF PRESENT: Chief Michael Schick, Dina McClure, Matt House, Jim Dickerson, Mary Dimon, and Holly Lais.

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

PINNING CEREMONY FOR CHIEF SCHICK:

Director Green led the Pinning Ceremony for Chief Schick. Chief Schick gave his oath and was pinned by his wife.

PINNING CEREMONY FOR NEW SVFR RECRUITS:

Chief Schick led the Pinning Ceremony for the new recruits. Brandon Sutherland, James Rumler, and Shannon Viesca gave their oaths and were pinned by their family members.

PINNING CEREMONY FOR FIVE LIEUTENANTS:

Chief Schick led the Pinning Ceremony for the new Lieutenants. Jerry Ward and Colten Griswold gave their oaths and were pinned by their family members.

RECOGNITION OF ASSOCIATES DEGREE FOR TONY MILLER:

Ops Chief Dickerson presented Captain Tony Miller with his associate degree certificate in Applied Fire Science Technology.

RECOGNITION OF SVFR AND WLAD BOARD MEMBERS ENDING TERMS:

- SVFR Director Tony Philips was acknowledged for his four years of service on the Board. Phillips held the position of Secretary / Treasurer for two years.
- SVFR Director John Carnahan was acknowledged for his career with WLAD and SVFR. Carnahan started as a Paramedic with WLAD in 1986. In 2010, he was promoted to Paramedic Supervisor until he retired in 2014. Carnahan was also a volunteer firefighter with SVFR for 30 years. As a Battalion Chief, he oversaw Stations 5, 6, and 8. During Carnahan's last four years with SVFR, he served as the Recruit and Retention Officer. Carnahan served one term on the Board and held the position of Vice President for three of those years.
- SVFR Director Woody Woodburn, not present, was acknowledged for his years of service as well.
- WLAD Director Dick Childs had severed two terms on the Board. Childs held the position of Secretary/Treasurer for one year, and Vice President for three years. Childs wisdom and dedication were highlighted.

All Directors were presented with a plaque recognizing their years of service to the district.

There was a 5 minutes break to allow families and guests to leave before the meeting resumed.

PRESENTATION:

Kathy Smith presented “Western Lane Mental Health Mobile Crisis Response”, a proposal to collaborate with community partners and have Western Lane Fire & EMS Authority (WLFEA) serve as an applicant agency and fiscal agent.

- Hands out that Smith distributed to the directors and staff are attached in the Board Packet. They highlight an implementation work plan approach to provide services in the community. Smith described how the process would take three phases.
- Smith explained that the Mobile Crisis Response could help deescalate a crisis, act as a face-to-face therapeutic response, and would be provided by professionals on site.
- Chief Turner expressed concern for the personal safety of first responders, especially in remote areas. Turner said he looks forward to seeing how this program will work and how it will help the residence of Florence.
- Director Burns inquired about the sustainability of the program and the role that the MIH will have.

WLAD: Director Webb made the motion to move forward and pursue this opportunity. Director Russell seconded the motion. Roll Call, motion passed unanimously.

SVFR: Director Carnahan also made the motion to move forward. Director Burns seconded the motion. Motion passed unanimously.

APPROVAL OF MINUTES:

1. **SVFR MINUTES: Director Burns made the motion to approve the minutes of the Regular Meeting 5/29/19, and Special Meeting 6/12/19. Director Hickson seconded the motion, motion passed unanimously.**
2. **WLAD MINUTES: Director Webb made the motion to approve the minutes of the Regular Meeting 5/23/19, and Special Meeting 6/12/19. Director Childs seconded the motion. Roll Call, motion passed unanimously.**

PUBLIC COMMENTS: There were no comments from the public. Director Green announced that the words “any items not on the agenda” be removed from the agenda. Green said the public should be able to address the board on any issue, and only be allowed to speak during the Public Comments period.

REVIEW OF MONTHLY FINANCIALS:

- McClure said that eleven months into the fiscal year, expenses should be tracking at 92% or less. She informed that all appropriation categories are within budget for both districts.
 - SVFR has twice the amount in the bank as it did this time last year due to no conflag and fewer grant reimbursements. The next SAFER Grant reimbursement will add another \$65,000.
 - McClure explained that funds in the WLAD Capital Building Fund were transferred into the Capital Reserve Fund. She said the Capital Reserve Funds earns interest at .60% but if the district changed to a Money Market account, the interest would be .75%.
3. **SVFR Motion to Ratify Bills: Director Burns made a motion to ratify the bills paid during the past month totaling \$156,693 as seen from page 18 in the Board packet. Director Phillips seconded the motion, motion passed unanimously.**
 4. **WLAD Approve Transaction List for May 2019: Director Russell made a motion to approve the transaction list. Director Childs seconded the motion. Roll Call, motion passed unanimously.**

OLD BUSINESS (SVFR & WLAD):**5. Review the Status of Western Lane Fire & EMS Authority:**

- Chief Schick said he and McClure met with the attorney twice to review documents, policy, and job descriptions. The first reading of the Ordinance will be at the July Board meeting.
- Director Burns referred to the IGA Charter and inquired when it was adopted. It was signed in August 2018 and is active one year.
- The board discussed the IGA Committee. The committee is made of two directors from each district and acts as advisory only. The boards will re-appoint the IGA Committee at the July Board meeting.

STAFF REPORTS:**6. Chief Report:**

- Chief Schick said his Facebook account had been cloned and not to accept any friend requests.
- Chief House, Director Yecney, and Chief Schick had met to review the Ground Emergency Medical Transport (GEMT) reimbursements for Medicaid calls. It a state-run program that would help generate \$70,000 extra revenue a year. The application is due by the end of July.
- Chief Schick said that the house that was donated for the Burn-to-Learn was completely safe. Captain Larson and the Day Crew prepared it over several weeks. Chief Schick said the all-day training went well, with 8 different fires situations in the house to extinguish. He gave kudos to Captain Larson.
- Chief Schick informed the board that the vehicle known as “Big Ugly” was sold in an auction on the Public Surplus web site for \$7,200. It was sold “as is condition” and received two bids.

7. Operations Division Chief Report:

- Chief Dickerson said that SVFR had received 96 calls for the month of May, 50 calls higher than last years number at this time. CST had 11 calls.
- Chief Dickerson said the average number of Firefighters per incident is 12 and at the last fire, 14 responded. Response times have also improved.
- Chief Dickerson said the training department was busy with the BTL and Prevention has been busy with hotel and school inspections.
- Chief Dickerson said that bunker gear had been ordered but is on a 90-day wait.

8. EMS Division Chief Report:

- Chief House reported that call volume was up 11%, a total of 318.
- MIH has 8 more patients than this time last year, which is significant for one person to manage.
- Chief House will review Resolution 2019-06 Raising Ambulance Rates with the Board in New Business.

9. Office Manager Report:

- McClure reported that over 1,500 membership applications have been processed for LifeMed to date. She gave kudos to the admin staff Lara Lindemann, Holly Lais, and Mary Dimon for their work with keeping up with the volume.
- McClure sent Welcome letters to the new directors who will be sworn in next month. The new directors are registered for SDAO Board Training in Newport and she informed the existing directors that they can still register for a refresher.

- McClure is working on updating Job Descriptions for the 3rd Entity and cleaning up past Financials. She is also preparing evaluations for staff and working on the next SAFER Grant reimbursement.

NEW BUSINESS (SVFR & WLAD):

10. Appoint Auditor of Record for FY2019, FY 2020, FY 2021

McClure said Emerald CPA Group out of Eugene was the only CPA out of nine who responded to the RFP. Emerald is offering a three-year contract with no increased fees. Their proposal is in the board packet. Emerald quoted \$10,000 for FY2019-20 for both SVFR and WLAD, which is what we budgeted. McClure worked with Emerald CPA when she was employed at the Port of Siuslaw. McClure and Chief Schick consulted the WLAD attorney to cancel the contract with Chris Mahr CPAs. McClure will draw up a letter of engagement with Emerald CPA Group.

SVFR: Director Burns made a motion to appoint Emerald CPA Group as Auditor of Record. Director Phillips seconded the motion. Motion passed unanimously.

WLAD: Director Webb made a motion to appoint Emerald CPA Group as Auditor of Record. Director Childs seconded the motion. Roll call, motion passed unanimously.

NEW BUSINESS (WLAD ONLY):

11. Resolution 2019-06 Raising Ambulance Rates:

Chief House said the resolution is directed for out-of-district transports. The proposal was introduced at the last board meeting and the intent tonight is to adopt the resolution.

WLAD: Director Russell made a motion to adopt Resolution 2019-06 Raising Ambulance Rates. Director Childs seconded the motion. Roll Call, motion passed unanimously.

Director Comments:

Director Yecny again thanked the directors for their service. Director Carnahan said there are lots of good things are going for us and we are headed in the right direction.

Future Agenda Business:

There was discussion regarding board members being out of town on the date scheduled for the July Board Meeting. It was decided for McClure to poll the board for an available meeting date.

The meeting adjourned at 7:56 pm.

Respectfully submitted,
Holly Lais
Recording Secretary