

**Western Lane Ambulance District  
Siuslaw Valley Fire and Rescue**

2625 Highway 101 North, Florence, OR 97439

**Joint Meeting Minutes, September 26, 2019, 6:00 p.m.**  
Meeting Recorded and Televised on SVFR & WLAD Websites

**SVFR BOARD MEMBERS PRESENT:** Directors Alan Burns, Ned Hickson, and Jim Palisi

**SVFR BOARD MEMBERS ABSENT:** Directors Sam Spayd and Ron Green

**WLAD BOARD MEMBERS PRESENT:** Directors Mike Webb, Rick Yecny, Cindy Russell, Larry Farnsworth, and John Murphey.

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

**Directors Hickson and Yecny called the meeting to order at 6:00 p.m. Roll Call established a quorum.**

**APPROVAL OF AGENDA:**

**SVFR MINUTES:** Director Burns made the motion to approve the agenda for September 26, 2019. Director Palisi seconded. The motion passed unanimously.

**WLAD MINUTES:** Director Murphy made the motion to approve the agenda for September 26, 2019. Director Webb seconded. Roll Call, motion passed unanimously.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

1. **SVFR MINUTES:** Director Palisi made the motion to approve the minutes of the Regular Meeting on August 22, 2019. Director Burns seconded. The motion passed unanimously.
2. **WLAD MINUTES:** Director Russell made the motion to approve the minutes of the Regular Meeting on August 22, 2019. Director Farnsworth seconded. Roll Call, motion passed unanimously.

**REVIEW OF MONTHLY FINANCIALS:**

- McClure explained that at two months into the FY our expenses should be tracking at 17%. The admin staff has added explanations for bank transfers in the Transactions List and are preparing for the FY18-19 Auditor's visit in October. Hard copies of the FY19-20 Budget Documents have been distributed.
- Director Webb asked what the clearing account was for. McClure said payroll is posted on the last day of the month. The clearing account holds the cash until payroll debits the bank on the 5<sup>th</sup> of the following month (payday). He also had questions about LifeMed write-offs and how Kathy Taylor invoiced the district for her services.
- Director Yecny asked about the Facilities & Equipment and Annual Collections. Dickerson, McClure, and Chief helped answer questions he had about ImageTrend.
- Director Farnsworth asked if the P&L could show the write-offs for LifeMed. He also had questions about expenses from the Lane County Elections.
- Director Hickson inquired about the the additional expenses in the Fire Prevention Budget and was informed that Fire Prevention Week was in October.

3. **SVFR Motion to Ratify Bills:** Director Hickson made a motion to ratify the bills paid during the past month totaling \$184,781.98. Director Burns seconded the motion. The motion passed unanimously.
4. **WLAD Approve Transaction List for August 2019:** Director Russell made a motion to approve the Transaction List. Director Webb seconded the motion. Roll Call, motion passed unanimously.

**NEW BUSINESS SVFR & WLAD:**

**5. IGA Committee Report**

- Director Yecny reviewed how two directors from SVFR and two directors from the WLAD board make up the Western Lane Fire and EMS Authority (WLFEA) board. The IGA Committee would sunset September 30 and the WLFEA board would begin October 1<sup>st</sup>. He recommended that the WLFEA Directors hold staggered terms avoiding all new board members each year. Two positions would expire June 30, 2020 and two positions would expire June 30, 2021. In July 2020 one new board member from each district would be appointed.
- The monthly WLFEA meetings would be held at the same time as the joint board meetings for transparency. The budgets were adopted with IGA expenses and WLFEA expenses should be similar. Once tax revenue arrives, SVFR and WLAD would do a lump-sum transfer to WLFEA to avoid monthly transfers. The boards discussed how WLFEA will not need a charter, that it is for committees, but still want ways to measure efficiency. The boards decided that actions for the SOPs and job descriptions would be approved at a special meeting. Finally, they discussed assets that support the staff like the vehicle for Chief.
- Director Farnsworth gave kudos to the IGA Committee for their good work. He wants to see everyone stay on course during the transition.

**6. Appoint Western Lane Fire and EMS Authority (WLFEA) Board effective October 1, 2019 (date IGA Committee dissolves) to June 30, 2020.**

**SVFR:** Director Palisi made the motion to nominate Directors Hickson and Green as WLFEA Board Directors. Director Burns seconded. The motion passed unanimously.

**WLAD:** Director Webb made the motion to nominate Directors Farnsworth and Yecny as WLFEA Board Directors. Director Murphey seconded. Roll Call, motion passed unanimously.

**7. Appoint WLFEA Officers (President, Vice President, Sec/Treasurer). Action Item will occur at WLFEA's Special Meeting on October 9<sup>th</sup>.**

**8. Consider WLFEA Resolutions. The following Action Items will occur at WLFEA Special Meeting on October 9<sup>th</sup>.**

- WLFEA Resolution 2019-01 Adopting Standard Operating Policies
- WLFEA Resolution 2019-02 Establishing a PERS Account
- WLFEA Resolution 2019-03 Becoming a Participant of the Special District's Workers Compensation Self Insured Group
- WLFEA Resolution 2019-04 Extending Workers' Compensation Coverage to Volunteers

**NEW BUSINESS SVFR**

**9. Approve Submission of a Firehouse Subway Restaurants Grant Application (Extrication Equipment)**

**SVFR:** Director Palisi made the motion to approve the Grant Application. Director Burns seconded. The motion passed unanimously.

**STAFF REPORTS:****10. Chief Report:**

- Chief Schick recommended that Christy Monsen be the attorney for WLAD, in addition to SVFR and WLFEA. He explained that if issues were to arise between the districts, different law firms would need to represent each district. Director Farnsworth wanted to know about Monsen's history. Chief said she assisted in setting up WLFEA, but she had not been involved in Labor Negotiations.

**WLAD: Director Farnsworth made the motion to accept Christy Monsen as the attorney for all three agencies. Director Russell seconded. Roll Call, motion passed unanimously.**

- Chief talked about the union wanting to meet to discuss options to lower healthcare costs. He said that Labor Negotiations are still under review. Directors Murphey and Farnsworth expressed interested in attending that meeting.
- Chief reported on the Durango. He is looking to replace it with a first responder vehicle with lights and radio. It would not be paid for from the Authority, but be paid for from SVFR since Chief House is getting a vehicle paid for by WLAD.
- Chief said that a guest speaker would be here on Oct. 24<sup>th</sup> to give a presentation on PERS. He suggested the presentation be a work session at 5pm, with the regular meeting to follow. Employees and public are welcome to attend.
- He invited the directors to the Brown Bag seminars held at noon on the last Monday of each month. It will be a chance for senior staff to present different topics. Brown Bag seminars are open to the public, as well as SVFR and WLAD employees.

**11. Operations Chief Report:**

- Fire Operations Chief Dickerson gave the report. He said that the Fire and EMS operation reports are now combined. He said that data and records are still climbing, and not just because of medicals. Data on public assists are making a come-back now that Burn Season has opened, and that Fire is now responding to more lift assists. Dickerson also said Fire and EMS had 46 joint responses that were critical care transports and above for this month.
- Dickerson reported that the hospital shows signs of savings from the MIH program; the NE bathroom at WLAD is now completed; Herman Peak lighting rods had come down during the last storm and he is working on getting repair quotes; and the fire academy has been moved to a two-week, 8 am -5 pm course.
- Director Murphey gave kudos to Captain Tony Miller for his work on the Driveway Standard Requirements. Dickerson echoed his praise and said the State Fire Marshal liked our Ordinances and they are being adopted by other agencies.

**12. Office Manager Report:**

- McClure gave an update on the Safer Grant and how staff is accommodating records requests from FEMA.
- McClure is still working on the IT Services RFP. The 3-page RFQ went to an 18-page RFP and will take time for revision.
- She inquired how the district email was working for the directors. Director Farnsworth expressed concern about his Outlook calendar invites and Director Hickson inquired about using district vs. personnel emails. It was explained that it is not required but highly recommended that the directors use their district emails for protection. McClure will be doing tests to make sure all the directors are receiving their emails.

- McClure has been busy setting up WLFEA. She has received the Federal EIN, the State BIN, and is working on getting insurance, financial software, a domain name, and payroll set up.
- The November and December board meetings are either on or close to a holiday. It was decided to reschedule the meetings to November 21<sup>st</sup> and December 19<sup>th</sup>.

**DIRECTOR COMMENTS:**

Director Palisi spoke about ODF taxes. He had talked to Link at the assessor's office as a private citizen inquiring what it was he was paying for and if there would be a sunset on the assessment. He found that the tax helped to make up ODFs emergency services and patrol (ie. Fire Prevention).

**FUTURE AGENDA BUSINESS:** PERS Presentation scheduled at 5:00pm on Thursday, October 24, 2019.  
Regular Joint Board Meeting to follow at 6:00pm.

**The meeting adjourned at 7:17 pm.**

**Director Hickson announced that SVFR & WLAD Board Directors would go into Executive Session per ORS 192.660 (2) (d) Labor Negotiator Discussions.**

Respectfully submitted,  
Holly Lais  
Recording Secretary