

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

Joint Meeting Minutes, October 24, 2019, 6:00 p.m.
Meeting Recorded and Televised on SVFR & WLAD Websites

SVFR BOARD MEMBERS PRESENT: Directors Ned Hickson, Ron Green, Jim Palisi and Sam Spayd.

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

BOARD MEMBERS ABSENT: SVFR Director Alan Burns and WLAD Director Larry Farnsworth

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

President Hickson called the meeting to order at 6:17 p.m. Roll Call established a quorum.

APPROVAL OF AGENDA:

SVFR: Director Hickson made the motion to approve the agenda for October 24, 2019. Director Spayd seconded. Roll Call, motion passed unanimously.

WLAD: Director Murphey made the motion to approve the agenda for October 24, 2019. Director Webb seconded. Roll Call, motion passed unanimously.

WLFEA: Director Yecny made the motion to approve the agenda for October 24, 2019. Director Hickson seconded. Roll Call, motion passed unanimously.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

1. **SVFR MINUTES:** Director Spayd made the motion to approve the minutes of the Regular Meeting on September 26, 2019. Director Palisi seconded. Roll Call, motion passed unanimously.
2. **WLAD MINUTES:** Director Webb made the motion to approve the minutes of the Regular Meeting September 26, 2019. Director Russell seconded. Roll Call, motion passed unanimously.
3. **WLFEA MINUTES:** Director Yecny made the motion to approve the minutes of the Special Meeting October 9, 2019. Director Hickson seconded. Roll Call, motion passed unanimously.

REVIEW OF SVFR FINANCIALS:

- McClure said 3 months into the fiscal year all the financials are tracking well and at about 25%. Tax revenue will arrive mid-November with about 60% of revenue by Dec. 1st.
- The auditors are expected for a site visit sometime in November.
- McClure reported the SAFER grant reimbursement is still pending. The amount has been adjusted from the original amount. As soon as this request is reimbursed, we will submit another request.
- Director Green asked if the financials were based on cash or accrual. McClure said accrual and will get more information from the auditors.
- McClure mentioned that each month Directors Palisi and Russell come in to review the financials.

4. **SVFR Motion to Ratify Bills: Director Palisi made a motion to ratify the bills paid during the past month totaling \$125,586.46. Director Green seconded. Roll Call, motion passed unanimously.**

REVIEW OF WLAD FINANCIALS:

- McClure followed up on Director Yecny's question regarding the facilities and equipment account. McClure said WLAD paid \$9K for SVFR to join Image Trend and SVFR has reimbursed WLAD for this expense.
 - McClure followed up with Director Webb's request and an additional month has been added to the Collections Report. McClure is also looking into Director Farnsworth request to get the write off expenses on the P & L report. It's possible to create an excel spread sheet for this.
 - McClure followed up with Director Yecny's question comparing the pending amount on the annual collection statistics report to the balance sheet.
 - Director Yecny requested a quarterly comparative P & L report to see how we are doing this year compared to last.
 - McClure introduced the financial hardship request. Chief House explained the criteria to qualify for a financial hardship. The application is obtained through Systems Design.
5. **WLAD Motion to Consider Financial Hardship Waiver of Fees: Director Webb made a motion to consider financial hardship waiver of fees. Director Murphey seconded the motion. Roll Call, motion passed unanimously.**
6. **WLAD Approve Transaction List for September 2019: Director Webb made a motion to approve the Transaction List. Director Russell seconded the motion. Roll Call, motion passed unanimously.**

WHAT ACTION TO TAKE ON FUTURE FINANCIALS

7. McClure talked to Kathy Taylor who recommended the board accept or approve the financials as presented and noted that the financials are not final until audited. Director Green said that the transaction list gives a director a chance to declare a conflict of interest. It was decided that the financials be presented with the same reports but there would be no action from the board.

NEW BUSINESS:

8. **WLFEA: Review of Board Terms and Elected Officers**
- WLFEA Board members will be appointed annually with staggered terms. This maintains continuity and allows equal representation of the boards. These positions are as follows for the current term:
 - Director Green President
 - Director Farnsworth Vice President
 - Director Yecny Treasurer
9. **WLFEA: Approve Job Descriptions: Director Yecny made a motion to approve WLFEA job descriptions, Director Hickson seconded.** Director Yecny appointed Director Russell to take the place of Director Farnsworth for the roll call vote. Director Murphey didn't think it was legal to appoint a director in the absence of a director. Chief said the attorney wrote in the IGA that the board may do that. It was decided to proceed with 3 votes until they can confirm.
Roll Call, motion passed with 3 votes.

10. Staff Review of 2019 SDAO Best Practices. McClure explained that each year SDAO has 5 criteria for Best Practices. This year, the approval of the Public Records policy is one of the criteria. If adopted, each district will receive a 10% discount on liability insurance.

- **SVFR Approve Public Records Policy for SDAO Best Practices: Director Green made a motion to approve Public Records Policy for SDAO Best Practices. Director Palisi seconded. Roll Call, motion passed unanimously.**
- **WLAD Approve Public Records Policy for SDAO Best Practices: Director Russell made a motion to approve Public Records Policy for SDAO Best Practices. Director Murphey seconded. Roll Call, motion passed unanimously.**

STAFF REPORTS:

11. Chief Report:

- Chief reported that we are looking into Lexipol to update the policy manuals to current state and federal laws. The cost is about \$1,500 per district. He has used it in the past and thinks this would be a great addition.
- Chief asked the SVFR Board for approval to replace the Durango at a cost of approx. \$36,598 and \$8,357 for the lighting upgrade. **Director Palisi made a motion to approve the replacement of the Durango at a cost of approx. \$36,598 for the vehicle and \$8,357 for the lighting upgrade. Director Spayd seconded. Motion passed unanimously.**
- The Mental Health Mobile Crisis Team funding has been approved, expanding our CST.
- Chief and House attended the Swisshome Deadwood Board meeting. It was a good meeting and Chief will continue to meet with them as well as Dune City.
- Chief addressed the WLFEA board and said it was his understanding that all WLFEA employees would abide by SVFR sick and vacation accruals. In doing so, the accruals for Chief House and Holly Lais would change. Director Yecny recommended House and Lais retain their WLAD accruals during this budget cycle and the board will reevaluate during the next budget cycle the intent to have everyone the same.

Community Lifesaving Awards: Matt House Presented the Community Life Saving Award to the Fred Meyer employees, SVFR firefighters & CST, and WLAD medics who saved the life of Mr. Peterson on September 11, 2019. Mr. Peterson was present and thanked everyone who was involved in this life saving event which happened at Fred Meyer.

12. Operations Chief Report:

- House reported that both district call volumes and WLAD transports are up.
- Dickerson reported that the Superintendent of the National Fire Academy recognized Captain Miller for his Prevention program and wanted to thank him personally.
- Dickerson informed the board that 16 of the backup batteries at Herman Peak have cracked and need to be replaced. He has received quotes for replacement and plans to move forward in case the generator goes out. The batteries have outlived their life by 5 years.
- House explained that the MIH cost savings is a one to five ratio. For every one dollar we are saving five dollars to the health care system. In one year for 60 clients we have decreased ER visits by 200% and the same for readmissions.
- Dickerson reported Truck 601 is in for annual inspections and will be back in service soon.
- Director Palisi commented on the great job Prevention did for Fire Prevention week. He gave kudos to the Siuslaw News for the great insert.
- Director Yecny requested a CST report at the Nov. meeting.

13. Office Manager Report:

- McClure reported that the equipment for Wi-Fi upgrade had been purchased. She is still working on the template for the IT RFP due to public contracting law.
- McClure, Dimon and Lais attended the OFSOA conference in Tigard and obtained a lot of great information.
- The annual OR Fire District Director's Association (OFDDA) conference is Nov. 7th through the 9th in Seaside. The SDAO annual conference is Feb 5th through the 8th also in Seaside. All rooms have been booked for SDAO.

Correspondence: Chief House described the TLC Program. In the packet was a letter from Karin Guy, the Hospice Volunteer Coordinator, recognizing the WLAD medics who participated in the TLC ride for one of the hospice patients.

DIRECTOR COMMENTS:

- Director Murphey asked if our website was ADA compliant. McClure will check with SDAO.
- Director Yecny expressed appreciation for having great programs like TLC and MIH, and for having awards presented for saving lives.
- Director Palisi asked Chief House about Pulse Point being available in our area. He will contact the representative to arrange a presentation.

Director Hickson announced that SVFR & WLAD Board Directors would meet in Executive Session per ORS 192.660 (2) (b) To consider dismissal or discipline of an office, employee, staff member or agent.

FUTURE AGENDA BUSINESS: Regular Joint Board Meeting Thursday, November 21, 2019 at 6:00pm.

The meeting adjourned at 7:34 p.m.

Respectfully submitted,
Mary Dimon
Recording Secretary