

**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, February 27, 2020, 6:00 p.m.**  
Meeting Recorded and Televised on SVFR & WLAD Websites

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

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

**WLAD BOARD MEMBER VIA FACETIME:** Director John Murphey

**WLFEA BOARD MEMBERS PRESENT:** Directors Ron Green, Larry Farnsworth, Rick Yecny, Ned Hickson

**STAFF PRESENT:** Chief Schick, Dina McClure, Matt House, Mary Dimon, and Holly Lais

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

**APPROVAL OF AGENDA:**

**SVFR, WLAD, and WLFEA Directors approved the Agenda Roll Call, motion passed unanimously.**

**PUBLIC COMMENT:** RJ Pilcher made public comment that he is committed to help WLAD district with their Budget and thinks this is viable going forward.

**APPROVAL OF MINUTES:**

- 1. SVFR MINUTES:** Director Sam Spayd made the motion to approve the minutes of the Regular Meeting on January 23, 2020. Director Ron Green seconded. Motion passed unanimously.
- 2. WLAD MINUTES:** Director Mike Webb made the motion to approve the minutes of the Regular Meeting on January 23, 2020. Director Larry Farnsworth seconded. Motion passed unanimously.
- 3. WLFEA MINUTES:** Director Rick Yecny made the motion to approve the minutes of the Regular Meeting on January 23, 2020. Director Ned Hickson seconded. Motion passed unanimously.

**REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:**

- McClure explained a follow up for Director Murphey's question at the Jan. 23<sup>rd</sup> meeting about the reimbursements, McClure explained that SVFR was added to WLAD's Image Trend agreement and has reimbursed WLAD for the cost.
- McClure notes that we are 7 months into the fiscal year and the expenses are tracking at 58% also the financials show the revised amounts from the appropriation transfers.
- McClure gave a financial analysis instead of a report on LifeMed which has been revised to show most of the June's revenue for the year we will see how revenues VS expenses are tracking by the end of May. The bulk of the money the we receive for LifeMed is in June.

- Director Farnsworth elaborated more on how this analysis is working and explains that this is a tool not a report.
- Director Yecny asked if the LifeMed write offs were after what the insurance pays. McClure explained that yes, they are. Director Russell notes that the hardships are taken out of the LifeMed. Director Webb would like to see a LifeMed Budget for the Fiscal year.
- McClure reports that the MCR program is in the WLFEA Budget, we will start seeing the receivables recorded.
- McClure announced that Mark Housen CPA will present the Audit at the March 26<sup>th</sup> Regular Board Meeting.

**OLD BUSINESS: None**

**NEW BUSINESS:**

4. **WLFEA Public Hearing:** Director Green opened WLFEA Public Hearing for Opting out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules
  - Hear Public Comments: None
  - Director Green closed Public Hearing
5. **WLFEA Action Item:** McClure explained the WLFEA Resolution 2020-01. Director Green read the Resolution and action was taken.
  - **Director Farnsworth made motion to approve Resolution 2020-01 A Joint Resolution of the Board of Directors and Local Contract Review Board Opting out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the Western Lane Fire and EMS Authority. Director Hickson seconded. Roll Call, motion passed unanimously.**
6. **WLFEA Action Item:** McClure explained the selection process, RFP's were sent out to several IT companies. the process also included interviews and site visits with each of the IT providers selected. It was a consensus that Step-Up IT would best fit the needs of the Districts. Action was taken.
  - **Director Farnsworth made the motion to award the IT Services Contract to Step Up. Director Hickson seconded. Roll Call, motion passed unanimously.**
7. **WLAD Action Item:** Matt House went over the surplus items list attached in the board packet. action was then taken.
  - **Director Webb made the motion to approve list of surplus items. Director Farnsworth seconded. Motion passed unanimously.**
8. **SVFR Action Item:** Chief Schick explained the Civil Service Commission, Ave Bernard and Jon Egar are willing to continue to serve. We have put out notice for the 3<sup>rd</sup> position to fill and will appoint at the March 26<sup>th</sup> Board Meeting. Action was taken to reappoint Bernard and Egar.
  - **Director Green made the motion to appoint Ave Bernard and John Egar to continue their service on The Civil Service Commission. Director Palisi seconded. Motion passed unanimously**

9. **WLFEA, SVFR, WLAD**: New Organizational Charts:

- Chief Schick went over the 3 organizational charts and proposed going with organizational chart #2. Director Farnsworth expressed concerns for the ambulance district but would like to look at it as a test model for 6 months. After a discussion the director's Director Green recommended that the group go around the room and give their opinion of the organizational charts. Chief Schick is very comfortable with Matt House fulfilling operations chief for both the districts. He believes that working more closely together is a good thing and would like House to obtain a Blue Card Certification.
- Director Murphy would like to see this looked at slower and review our strategic plan before making further decisions.
- Director Burns feels he does not have enough information to comment at this time.
- Director Green supports the operational continuity and would like to see if this works and revisit with a formal organizational plan.
- Director Hickson trust the fact that if this isn't working House and Chief Schick would be the first to say.
- Director Spayd thinks it is a good idea and would like to see if it is a workable situation.
- Director Palisi gave a yes on the shared services would like to see what impacts it has on the districts.
- Director Russell would also like the see a work session with the strategic plan update.
- Director Yecny is in favor of giving merging the two operations a try, would also like to see the boards develop some measurable goals.
- Director Webb thinks the org chart looks good and would also like to see a strategic plan workshop going forward.
- Director Farnsworth thinks that House is doing a terrific job but is concerned with the ambulance having a part-time leader.

**STAFF REPORTS:**

**Chief Report:** Chief reports that we had an OSHA consultant come and do a site visit, he looked at many different things, everything went perfect. The education expo is coming up as well as the community fair. The city would like to acquire approx. 62 sq. ft. of the WLAD Property across the street to place a crosswalk. We have a recruit academy is starting and labor negotiations are scheduled for March 31<sup>st</sup>.

**Operations Chief Report:** House reports that we had a garage fire. The MIH program is going well all reports are attached and looking good including the CST report. House also reports the we have a pandemic plan both county and state and the paramedics and EMT's will have proper PPE for their protection.

**Office Manager Report:** McClure reports that the Wi-Fi upgrade will take place on March 2<sup>nd</sup>. All staff have added higher security to their computer login. The admin. staff attended budget law training. And the public service announcements for the Budget Committee Members and Civil Service Commission have been made.

**Correspondence: None**

**DIRECTOR COMMENTS:**

- Director Russell read a letter she composed voicing her concerns with WLAD. Here letter was submitted for the record.
- Director Yecny recommends that the Chairs for each District review and approve the Monthly Board Meeting Agenda's a week prior to the meeting. Director Hickson thought that was a great idea.

**FUTURE AGENDA BUSINESS:** Regular Joint Board Meeting Thursday,  
March 26, 2020 at 6:00 pm.

The meeting adjourned at 7:56 p.m. by Director Hickson and Director Yecny.

SVFR Director Hickson announced that SVFR will meet in Executive Session per ORS 192.660 (2) (b) To consider dismissal or discipline of an officer, employee, staff member or agent.

Director Hickson announced that SVFR Board will reopen the regular meeting session following the executive session.

SVFR Director's entered into Executive Session at 8:02 p.m. and adjourned at 8:24 p.m.

SVFR Regular meeting opened in regular session at 8:25 p.m.

Director Green made the motion: I move to delegate to the Board President authority to enter into a settlement agreement with Jeff Larson and IAFF as deemed appropriate by the Fire Chief and Board Chair. Director Burns seconded. Roll call, all in favor, and adjourned at 8:27.

Respectfully submitted,  
Mary Dimon  
Recording Secretary