

**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, March 26, 2020, 6:00 p.m.**

This was a teleconference through Zoom  
The Zoom recording will be posted on SVFR & WLAD Websites

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

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

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

**STAFF PRESENT:** Chief Schick, Dina McClure, Matt House

**Chief Schick called the meeting to order at 6:00 p.m. Roll Call established quorums.**

**APPROVAL OF AGENDA:**

There were no changes to the Agenda. Roll calls to SVFR, WLAD, and WLFEA, approved unanimously.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:**

1. **SVFR MINUTES:** Director Hickson made a motion to approve the minutes of the Regular Meeting on February 27, 2020. Director Spayd seconded. Motion passed unanimously.
2. **WLAD MINUTES:** Director Webb made a motion to approve the minutes of the Regular Meeting on February 27, 2020. Director Yecny seconded. Motion passed unanimously.
3. **WLFEA MINUTES:** Director Green made a motion to approve the minutes of the Regular Meeting on February 27, 2020. Director Farnsworth seconded. Motion passed unanimously.

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

- McClure answered questions from Director Yecny. A monthly Profit & Loss report has been added to the reports for each district, the \$114K was a payment to the Public Safety Answering Point (PSAP), and \$43K was a reimbursement to the Mental Health Mobile Crisis Response (MH MCR) program.

**OLD BUSINESS:** None

**NEW BUSINESS:**

4. **SVFR Action Item: Appoint Civil Service Commission:** Chief Schick gave a summary of Civil Service and said the state requires fire departments to have a Civil Service Commission. Two applications were submitted from Denise Tarvin and Brenda Gilmore for one open seat on the Commission. The board members discussed the fact that both had good qualifications and it was difficult to choose only one. **Director Burns**

made a motion for the SVFR Board President to decide who to select. Director Spayd seconded. Directors Palisi, Hickson, Spayd and Burns voted yes. Director Green voted no.

There was further discussion. Director Hickson asked each director for their input. **Director Green made a motion to nominate Brenda Gilmer. Director Spayd seconded. Motion passed unanimously.**

5. **SVFR Action Item: Appoint Budget Committee Member:** There was only one application from Ray Hull for one open seat. Director Green wished there was more information on Hull's 28+ years of budgeting experience. Director Hickson was glad to have an application from someone willing to serve. **Director Green made a motion to appoint Ray Hull to the SVFR Budget Committee. Director Burns seconded. Motion passed unanimously.**
6. **SVFR Action Item: Approve AFG Grant Application:** Chief Schick said this was a regional grant opportunity to purchase radios. Director Spayd asked about the cost and Director Palisi asked if there was a log to rotate radios. **Director Burns made a motion for staff to proceed with applying for the AFG Grant. Director Spayd seconded. Motion passed unanimously.**
7. **WLAD Action Item: Appoint Budget Committee Members:** No applications were submitted. Chief Schick asked the directors to recruit.
8. **WLAD Action Item: Approve OHV Grant Application:** Chief House said he and staff had been to Salem to give a presentation and received preliminary notice of acceptance to replace Rescue 10. Replacing R10 was on the Capital list to do in two years and this was an opportunity to do it sooner with 90% funded. House said the district would also have to spend approximately \$15K to retrofit the new unit. **Director Farnsworth made a motion to proceed with the grant at a 10% match plus the additional funds to retrofit. Director Russell seconded. Motion passed unanimously.**
9. **WLAD Action Item: Approve Capital Purchase of Power Loader & Gurney:** Chief House said that two gurneys are reaching end of life service but one of them has only been used for training. Purchasing a new Stryker MTS power loader and power-pro XT gurney would update all gurneys and put all medic units into federal specifications for crash compliance. **Director Webb made a motion to approve the purchase of the new power loader and gurney. Director Russell seconded.** Director Webb asked if Capital Reserve funds would be used. Chief Schick said the purchase would be from Capital Outlay. Director Yecny said this purchase and the expenditures from the OHV grant would max out the Capital Outlay budget. **The board voted and the motion passed unanimously.**
10. **Chief Report:**
  - Chief Schick gave a report on the activation of Western Lane Emergency Operations Center (WLEOC). The goal for the EOC is threefold: to minimize serious illness/death, to limit sizeable disruptions, and to limit economic impact. Chief said he, Police Chief Turner, and City Manager Erin Reynolds were the unified command. Chief said Personal Protective Equipment (PPE) supplies were adequate thanks to Chief House's efforts and they are organizing donations. Doors are locked at both stations and health screenings are mandatory for all incoming staff.
  - Effective April 1, SVFR responders will go to a 24/7 schedule. This will be temporary due to COVID-19. Director Palisi asked about a succession plan in the event of illness. Chief explained how it would work.
  - Director Palisi suggested once they get passed the coronavirus, all board members should take the 3 hour course on Incident Command System (ICS).

**11. Operations Chief Report:**

- Chief House reported that he was involved in the WLEOC.
- Call volumes are down. Reports are in the board packet if the board has questions. There was a request to add first and last names, and to use full description for public understanding instead of acronyms.
- Director Yecny asked about the Mobile Integrated Healthcare (MIH) program. Chief Schick said he was working on the agreement and was expecting a payment of \$125K for 6/1/20 to 5/30/21.

**12. Office Manager Report:**

- McClure reported that the new IT Services vendor would take over April 1.
- McClure asked if the WLAD board still wanted staff to contact them for a second signature on all checks and they responded yes.
- The SDAO Board Practices Assessment (BPA) was still scheduled for April 23 at 4 pm. McClure will notify the board in the event it is postponed.
- McClure asked for input on scheduling budget workshops in April. It was decided that the SVFR budget workshop would be Tuesday, April 14 and the WLAD workshop would be Thursday, April 16. Both meetings will be held at 5 pm via Zoom.

**Correspondence: None.**

**DIRECTOR COMMENTS:**

- Director Russell said she knows of someone who might be interested in being on the WLAD Budget Committee.
- Director Hickson said he was pleased with the Zoom meeting format and thanked staff for organizing it.

**FUTURE AGENDA BUSINESS:**

- SVFR Budget Workshop April 14 at 5:00 pm. WLAD Budget Workshops April 16 at 5:00pm.
- WLAD Board Practices Assessment Thursday, April 23, 2020 4:00 pm if not postponed.
- Regular Joint Board Meeting Thursday, April 23, 2020 6:00 pm via Zoom teleconference.

**Chief Schick adjourned the meeting at 7:00pm.**

**SVFR & WLAD entered into Executive Session per ORS 192.660 (2) (d) Labor Negotiation Discussions and did not plan to return to open session to take action.**

Respectfully submitted,  
Dina McClure  
Recording Secretary