

**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, April 23, 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,  
**Not Present:** Director 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 and Mary Dimon

**Chief Schick called the meeting to order at 6:04 p.m. Roll Call established quorums.**

**APPROVAL OF AGENDA:**

There were no changes to the Agenda, motions were made, and all approved unanimously.  
SVFR Director Hickson made a motion to approve the agenda. Director Palisi seconded  
WLAD Director Murphey made a motion to approve the agenda. Director Farnsworth seconded  
WLFEA Director Yecny made a motion to approve the agenda. Director Hickson seconded

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:**

1. **SVFR MINUTES:** Director Palisi made a motion to approve the minutes of the Regular Meeting on March 26, 2020. Director Spayd seconded. Motion passed unanimously.
2. **WLAD MINUTES:** Director Russell made a motion to approve the minutes of the Regular Meeting on March 26, 2020. Director Webb seconded. Motion passed unanimously.
3. **WLFEA MINUTES:** Director Farnsworth made a motion to approve the minutes of the Regular Meeting on March 26, 2020. Director Hickson seconded. Motion passed unanimously.

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

- McClure reported that nine months into the fiscal year expenses are tracking at 75%. There are no issues to report. McClure will email Director Palisi and Director Russell a PDF of the financial for review. McClure said she has spent a lot of her time working on the Budgets.
- Director Yecny made the comment that these are the best financials he has seen and commends McClure and staff on presenting very good financial statements.

**OLD BUSINESS: None****NEW BUSINESS:****4. WLAD Action Item: approve offer by City of Florence for crosswalk easement:**

- Chief Schick gave a summary on the City of Florence offer to buy 62 sq. ft. for \$8,400.00 from Western Lane Ambulance District to put a crosswalk in on the property on Hwy 101 owned by the Ambulance District.

**Director Farnsworth made a motion to approve the City's offer and for Chief Schick to move forward. Director Webb seconded. Roll Call motion passed unanimously.**

- Director Webb suggested that the \$8,400.00 go into the PERS account.

**Director Webb made a motion to approve the \$8,400.00 from the City for the crosswalk easement go into the PERS account. Director Murphey seconded. Roll Call motion passed unanimously.**

**5. Chief Report:**

- Chief Schick updated the group n COVID 19 said that it seems to be winding down and there is still an active EOC which has been working well with all of the agencies involved. He is looking into the COVID Leave Policy with the CBA.
- WLAD hired a fulltime temp employee to replace a fulltime employee on leave.
- SVFR hosted a red cross blood drive that was very successful. We will host another on June 19<sup>th</sup> and informed the group that if any of them wanted to donate the can sign up on the red cross website.
- The MCR program is going very well. Florence Police Dept. has good things to say about the program. Chief reminded the group that this program is 100% funded by Lane County.

**6. Operations Chief Report:**

- Matt House presented a 3-year call volume comparison chart to answer Director Yecny's question about the call volumes. He will continue to report data as we move forward. House expects to see a significant drop in call volume since the Rhody Festival and Memorial Day have been canceled, as far as tourist coming to Florence.
- The ambulance district is waiting on is ambulance recertification from CLIA.
- MIH saw 47 patients during the month of March.
- The Oregon Health Authority is hosting online training conferences many of the staff at both SVFR and WLAD are taking and receiving their continuing education hours for the license recerts.
- House was happy to inform the Directors that Kyle Orozco recently completed his associate's degree in fire science. When we get back to having meetings in person would like to formally recognize him for this accomplishment.
- CST/MCR is very active, there has been a rise in mental health calls. Recruitment and retention are on hold due to COVID.
- Director Palisi asked if Tony Miller is working on shift through COVID and after will he go back to prevention? House explained that while on shift Captain Miller is doing smoke alarm installs and fire hydrant back flow testing. Palisi inquired about the looking into getting reimbursed for doing the maintenance on the fire hydrants. Director Hickson suggested checking with the previous fire marshal to see if the dept. have any agreements.
- Director Palisi asked that in the future if the recruitment and retention report can be reformatted to see how many firefighters are being retained? House will have Pete Warren reformat that report.

**7. Office Manager Report:**

- McClure reported that Step up IT started April 1<sup>st</sup> and is going well, Step Up will be working on a back up system and more advanced firewalls.
- Our Part time Admin has been working from home while the COVID 19 pandemic is going on. This has been working out very well, we have had weekly Zoom admin meetings.
- McClure went over the dates and times of the upcoming budget committee meetings and asked the Directors if they had anyone in mind for the committee. If any of the Directors have someone interested an application can be emailed to the directors to look over and vote via email.
- WLAD Board Practices Assessment Thursday, April 23, 2020 4:00 pm if not postponed.
- McClure is looking at setting up a Special Joint Meeting on Thursday June 18, 2020 at 5:00 pm to adopt both budgets.

**Correspondence: Nancy Rhodes, Kysar Family, Diane Sabado and Bill Smales thank you notes.**

**DIRECTOR COMMENTS:**

- Director Palisi asked if the dept could refurbish some of the apparatus instead of replacing it. Chief said that they were looking at the possibility of making type 6 engines out of some of the older trucks.
- Director Yecny reminded the group that the cut off for the monthly board packet agenda is the Monday before the Board Meetings. If any of the Directors would like any addition to the agenda, they can do so on or before the Monday at noon deadline.

**FUTURE AGENDA BUSINESS:**

- SVFR Budget Committee Meeting May 7, 2020 at 5:00 pm.
- WLAD Budget Committee Meeting May 14, 2020 at 5:00 pm.
- WLAD Board Practices Assessment Thursday, April 23, 2020 4:00 pm if not postponed.
- Regular Joint Board Meeting Thursday, May 28, 2020 6:00 pm via Zoom teleconference.
- Special Joint Meeting Thursday June 18, 2020 at 5:00 pm to adopt both budgets.

**Chief Schick adjourned the meeting at 7:07 pm.**

**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,  
Mary Dimon  
Recording Secretary