

**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, June 25, 2020 6:00 p.m.

The Zoom recording will be posted on SVFR & WLAD Websites

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

SVFR BOARD NOT PRESENT: Director Ron Green

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

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

WLFEA BOARD NOT PRESENT: Director Green

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

Director Yecny called the meeting to order at 6:00 p.m. Roll Call established quorums.

APPROVAL OF AGENDA:

1. **SVFR Director Hickson made a motion to approve the agenda with amendments, adding under new business for WLAD to approve the purchase of the MIH Vehicle and adding Executive Session. Director Palisi seconded. Roll Call, motion passed unanimously.**
2. **WLAD Director Yecny made a motion to approve the agenda with amendments, adding under new business for WLAD to approve the purchase of the MIH Vehicle and adding Executive Session. Director Webb seconded. Roll Call, motion passed unanimously.**
3. **WLFEA Director Farnsworth made a motion to approve the agenda with amendments, adding under new business for WLAD to approve the purchase of the MIH Vehicle and adding Executive Session. Director Hickson seconded. Roll Call, motion passed unanimously.**

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Director Hickson reminded the board members that our zoom meetings are public meetings and to remember to conduct ourselves accordingly.

- **SVFR MINUTES:** Director Burns made a motion to approve the minutes of the Regular Meeting on May 28, 2020. Director Spayd seconded. Roll Call, motion passed unanimously.
- **WLAD MINUTES:** Director Russell made a motion to approve the minutes of the Regular Meeting on May 28, 2020. Director Webb seconded. Roll Call, motion passed unanimously.
- **WLFEA MINUTES:** Director Farnsworth made a motion to approve the minutes of the Regular Meeting on May 28, 2020. Director Hickson seconded. Roll Call, motion passed unanimously.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure reported the 11 months into the fiscal year expenses are tracking at 92%.
- McClure was happy to report that SVFR received a SAFER grant reimbursement in the amount of \$102,009. She will submit another request for a smaller reimbursement soon.
- WLAD received the Mobile Integrated Health Program reimbursement in the amount of \$250,000 for a two-year contract starting June 1, 2020 ending May 31, 2022. McClure noted that there has been a couple of adjustments to the balance sheet adding the \$250,000 to other liabilities account number 2050. McClure will make monthly journal entries to move money to income to cover expenses.
- McClure updated the group on the LifeMed renewals. To date, close to 1,700 have been processed. McClure gave a shout out to the admin team for their hard work in getting these processed.
- McClure addressed some of the questions of concern from the WLAD directors to correct some of the journal entries to the balance sheet from the auditor. There was an error discovered in the PERS account number 5123. In the month of March there was a payroll error. Both have been corrected.
- Director Farnsworth asked if McClure has set up the PERS bank account for the \$150,000? She will set it up next week. Director Yecny noted there was a motion at a previous meeting to add the sale of the sidewalk amount to the PERS side account. McClure will add \$8,400 to the account as well.
- Director Yecny asked about a transaction in WLAD financials for a transaction that occurred on May 19th to Valley Motor Corp. Matt House said the transaction was for maintenance on Medic 9.
- Director Yecny asked about the grant revenue for the Mobil Crisis Response Program. McClure explained the breakdown and noted that WLFEA is paid ahead for the administrative costs. Yecny also asked if the transfers into WLFEA are done for the year? McClure said yes and the transfers would hold us over for June Payroll.
- Director Farnsworth asked about the WLFEA account having a \$110,000 balance. McClure explained that we still have June's payroll and expenses to be posted. McClure said that this would be a good conversation to have at the July meeting when we have that report in front of us. Chief explained the revenue should equal expenses aside from the MCR grant. That income is not from WLAD or SVFR.
- There was discussion about leaving the PERS liability off the balance sheet.

OLD BUSINESS: None

NEW BUSINESS:

4. **Appoint WLFEA Board Members:** There was a discussion about waiting to elect the WLFEA Board until the July meeting. By doing so the terms of the agreement would have to be amended. Director Burns suggested that the boards do not change the rules at this point. After discussion all agreed to appoint the WLFEA board at this time.
- **WLAD Director Russell made a motion to nominate Director Murphey to the WLFEA Board. Director Yecny seconded. Director Webb made a motion to nominate Director Russell to the WLFEA Board. Director Farnsworth seconded. Roll Call, motion passed unanimously.**
- **SVFR Director Hickson made a motion to nominate Director Palisi to the WLFEA Board. Director Spayd seconded. Director Burns made a motion to nominate Director Spayd to the WLFEA Board. Director Hickson seconded. Roll Call, motion passed unanimously.**
5. **Approve WLFEA Employee Benefits:** Deferred discussion to the July 2020 Board Meeting
6. **Strategic Business Plan Meeting Update:** Chief has reached out to ESCI (Emergency Services Consulting International) and LCOG (Lane Council of Governments), to facilitate with updating our strategic plans. Chief included the ESCI proposal in the board packet which included a price sheet and scope of work. LCOG would like to do our strategic plan but was unable to give us a proposal at this time.

- Director Yecny discussed the plan, pricing, timing, and the impact with COVID 19. Yecny believes we need to get started right away. He would like to know when they would be able to start and when would they be able to finish. Chief was led to believe that ESCI could start this quickly. Chief will set up a special meeting for both boards to hear about ESCI's product.
7. **WLAD Action Item: MIH Vehicle:** Chief explained that Chief House had put in the budget to replace the MIH (Mobile Integrated Health) vehicle that Wendy Sullivan our MIH Paramedic will be driving. This vehicle is completely covered by the grant and Chief Schick would like to get an approval from the Western Lane Ambulance Board.
- **Director Farnsworth made a motion to approve the purchase of the Ford Escape for the MIH Vehicle in the amount of \$15,300 then amended his motion to include the additional cost for the logos. Director Webb seconded. Roll Call, motion passed unanimously.**

Chief Report:

- Chief updated the SVFR board on the Arbitration from last Monday and Tuesday. Both sides will submit their final written arguments to the arbitrator by July 17th. The arbitrator should have a decision two weeks later.
- Chief has started looking into raising the WLAD levy. The last one was Nov. 8, 2016. The district worked with a professional group who have gone out of business. Liz Loomis does something similar. Chief has worked with her before but has not talked to her yet. If we want to have a professional group run our campaign for the district, Chief will reach out to her and thinks that either next May or November of 2021 we would be going back to the voters. Director Webb commented that it was well worth having an agency run the campaign. Chief will get back to the Board with prices and schedule from Liz Loomis when he has information. Yecny asked if we can use tax dollars to fund a campaign? Chief answered yes.
- Chief gave an update on Lexipol and explained to the group that McClure, House and himself have been meeting weekly and going over the policies and updating/correcting them. Once this is done, he will bring them to the boards for approval. Chief believes the policies should be on a review process.
- Chief is working on getting the Civil Service Commission up and running for the approval of new firefighter positions. The earliest we would bring the new hires on would be around January 1, 2021.
- Chief is working on the non-economic issues with scheduling and vacation/sick leave accruals. Labor negotiations are ongoing and Chief would like to have the non-economic issues settled.

Operations Chief Report:

- House explained we continue to see a trend with high call volumes. June has been very busy for both districts which we normally do not see until July.
- There was discussion regarding raising the ambulance fees. House explained that we are in line with the rest of the state. Chief thinks it is a good idea to have an annual report from Systems Design to show us what other ambulance districts are charging. Director Farnsworth made the request for an annual report and House recommended the first of the year.
- Director Palisi asked the Chief if we have anything for negligent cost recovery within the fire district. Chief will look into this.
- The Mobile Integrated Health call volumes are high and going well.
- House reported the training for both districts is going well. Rob Chance has completed the annual proficiency with WLAD. This helps find areas where we may need to improve. Everyone did really well across the board and we continue to lead by example and get to where we need to go.
- SVFR has begun doing multi-level training. Hoping to fully open our training in July. We are keeping an eye on the COVID numbers.
- House gave a vehicle and fleet report.

- Fire Prevention report: Captain Miller continues to do work while on shift in fire prevention, continues to install smoke alarms, 62 over the last month.
- Lori Severance continues to do a great job developing and expanding the Community Support Team/Mobile Crisis Response Program. In the past couple months, she has added more staff. The call numbers for this service has gone up over the past few months, with at least once a day if not multiple times a day to assist law enforcement.
- Recruitment and Retention report: House reported that he sent out letters to members who were not in good standing or have not responded over the past few years.
- Director Webb asked if there is any way to help grow Mapleton Fire District. The ambulance is not getting much support from the Mapleton QRT. Webb believes it would be a good thing to help foster that. House agreed and will continue to work on that relationship.
- Director Palisi gave an atta boy to Rob Chance for his report and asked if anyone has reached out to the high school students that want to be apart of career development.

Office Manager Report:

- McClure reported we are concluding our workstation project to replace our computers. We still need to repurpose the computers to outlying stations. McClure added that we are very pleased with the IT service. We are also updating the wiring to improve the WiFi in the training room.
- McClure reported the budgets are being polished to present in document form and should be ready to publish in a few weeks.
- Director Russell asked who created the letter that went out with the LifeMed renewals? Russell would like to include where the LifeMed money goes to, like helping with education and CPR classes. McClure would be happy to get with Chief House and Russell to discuss this. Director Yecny suggested that the board review the possibility of a slight increase in the LifeMed enrollment fee.
- Director Palisi asked about the possibility of combining LifeMed and LifeFlight. Chief explained they are separate programs there would be no break by combining them.

Correspondence: Letter from Mike Caven, IAFF President

DIRECTOR COMMENTS:

- Director Yecny thinks it is a good idea to rotate officers on the Board and asked the Directors to be thinking about who they would like to nominate at the next meeting.
- Director Palisi informed the Chief that there is good apparatus out there for sale and for refurbishment and thinks that now is a good time to be looking at that. Chief Schick agreed.

FUTURE AGENDA BUSINESS:

- All meetings will be conducted via zoom until further notice.
- Regular Joint Board Meeting Thursday, July 23, 2020 6:00 pm.

McClure read the Executive Session notice.

WLAD and SVFR Executive Session per ORS 192.660 (2) (d) Labor Negotiation Discussions and the boards do not plan to return to open session to take action.

Director Yecny motioned to adjourn the meeting, Director Russell seconded.

Chief Schick adjourned the meeting at 7:32 pm.

Respectfully submitted,
Mary Dimon
Recording Secretary