

**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, January 28, 2021, 6:00 p.m.
The Zoom recording will be posted on SVFR & WLAD Websites

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

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

WLFEA BOARD MEMBERS PRESENT: Directors Jim Palisi, John Murphey, Sam Spayd, Cindy Russell

STAFF PRESENT: Chief Schick, Dina McClure, Operations Chief House, Holly Lais

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

PUBLIC COMMENT:

RJ Pilcher addressed his concerns over the district's budget process. He felt last year's budget numbers were misleading and suggested WLFEA develop a budget process policy with SVFR and WLAD.

SWEAR IN SVFR LIEUTENANTS AND WLFEA FIRE MARSHAL:

Chief Schick conducted the Swearing-in Ceremony for Lieutenants Blair Campbell and Kyle Orozco. Each gave their oath and was pinned by their family members. In addition, Fire Marshal Tony Miller gave his oath and was pinned by his wife.

AUDIT PRESENTATION:

Mark Housen and Kathy Marciniak from Emerald CPA Group presented the FY 19-20 Audit report and gave a general overview of their findings.

- Housen answered the board's questions regarding the Government Accounting Standards Board (GASB) position statements vs. budget financials, changes in yearly pension liability calculations, and net positions with capital assets. The board discussed depreciation schedules, Capital Outlay and new PERS rates for upcoming budgets.
- Director Yecny clarified how the WLAD Ending Fund Balance changed over the last 6 years. He said that the internal statements are driven by pension liability and there are many variables to consider. He felt optimistic about financial future of WLAD.
- Director Farnsworth stressed the pension unfunded liability and highlighted the budget deferred outflows. He wanted to make sure taxpayers are aware of WLAD's PERS liability. Farnsworth and Housen agreed to disagree when it came to reading the financial statements.

CONSENT AGENDA:

1. December 17, 2020, Regular Meeting Minutes
2. Staff Reports: Chief, Operations Chief and Office Manager: Director Farnsworth requested the Chief's Staff Report regarding the WLAD hiring process be discussed under New Business.
3. Correspondence: Thank you letters

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure informed she made the transfers into the capital reserve accounts in December.
- In February, she will present resolutions for appropriation transfers for both districts for incoming grants. WLAD will need to adjust the budget to match the adopted Collective Bargaining Agreement.
- She will also present information regarding the Local Government Investment Pool (LGIP) for saving accounts. This was the auditor’s recommendation last year.
- McClure mentioned in the Budget Vs. Actual report, two of the Covid-19 Relief Grants received were placed under miscellaneous grants as income and next month will show as their own line item. SVFR received funding for a fit-test machine and WLAD received funding for two hands-free resuscitation devices.
- A LifeMed Budget vs. Actual report will be added to the board packet starting next month in addition to the LifeMed Analysis report.
- Director Farnsworth inquired about the monthly Profit and Loss (P&L) report. He would like to see if there is a report that can be customized to show tax revenue spread out over twelve months instead of the bulk of it coming in Nov/Dec. He would like to see “seasonalities” and a full picture. McClure said those numbers could be inaccurate because they are not actuals. Director Green cautioned the limits of the accounting software and burden to staff. Chief Schick said he would look into it.

OLD BUSINESS: None.

NEW BUSINESS:

(From Chief’s Staff Report) Director Farnsworth asked about WLAD’s staffing model. Chief Schick explained that hiring this particular Paramedic was a unique situation. The employee was already working as a part-time Paramedic and moved to full-time to fill the vacancy for an employee who may or may not come back from leave. The position was not publicized and is still reserved. The district needed to maintain a specific amount of paramedics and EMTs.

A. SVFR: FF/Engineer Hiring Announcement

Chief Schick said effective February 1, 2021, Conway Pebley and Nick Terrell will begin working as full-time FF/Engineers for SVFR. They have passed all their preliminary requirements.

B. SVFR Action Item: Training Coordinator Bonus

Chief Schick said Kyle Orozco has additional training responsibilities for SVFR on top of his Lieutenant responsibilities. His training responsibilities include keeping personnel certified to NFPA and DPSST standards and state-level requirements. In recognition of his performance, the district would like to give him a 10% increase bonus to his base wage. 10% is currently what the WLAD Training Coordinator receives.

Director Palisi motioned to authorize the SVFR Training Coordinator bonus for Kyle Orozco. Director Green seconded. Roll call. All in favor, motion passed.

C. SVFR & WLAD Action Item: Assistance Fire Fighter Grant (AFG) Approval

Chief Schick explained that the AFG is an annual grant from FEMA and is open to public EMS agencies. Both grants, if approved would include around a 10% cost match from the district. The match is dependent on the number of people in the district, so the cost match could be as low 5%, with a difference of \$25,000.

- SVFR is asking for approval for the purchase of a new Type III, E-hydraulic, fire rescue engine. This new engine would be part of SVFR’s apparatus replacement cycle.
- WLAD is asking for approval for cardiac monitors. If approved for a regional grant, neighboring areas like Swisshome-Deadwood and Mapleton would also receive cardiac monitors. WLAD personnel would receive additional PPE for fire ground activities. Chief House explained that three monitors have been

evaluated. The decision of which monitors to purchase should not be based on PHH monitors but based on their technologies.

SVFR: Director Hickson motioned to approve the submission for the Assistance Fire Fighter Grant and the associated cost match up to \$50,000 for the rescue engine. Director Palisi seconded. All in favor, motion passed.

WLAD: Director Farnsworth motioned to approve the submission for the Assistance Fire Fighter Grant and the associated cost match up to \$17,000 for the cardiac monitors. Director Yecny seconded. All in favor, motion passed.

D. SVFR, WLAD, WLFEA Action Item: Approve Director Email Policy

McClure informed that all written correspondence between board members are public records and can be subjected to search. The directors have a choice to 1) only use district-issued email addresses or 2) use their personal/work email address. If there is a request for public records, only emails related to specific topics can be searched. After further discussion, the boards chose Option 2.

SVFR: Director Hickson motioned to approve the Director Email Policy Option 2. Director Burns seconded. All in favor, motion passed.

WLAD: Director Farnsworth motioned to approve the Director Email Policy Option 2. Director Yecny seconded. All in favor, motion passed.

E. SVFR, WLAD, WLFEA: FY22 Budget Calendar / SVFR Budget Committee Opening

Chief Schick said WLFEA does not have a budget committee but the WLFEA board will hold a workshop in March for budget review ahead of the SVFR and WLAD budget committee meetings. The calendar he presented has room for additional meetings if needed. Chief Schick was appointed as the Budget Officer for SVFR and WLAD by unanimous consent. SVFR has an open position on the budget committee. Director Yecny said he would consider the position but wait for anyone else to apply. Director Farnsworth would like to see the WLFEA proposed budget ahead of SVFR and WLAD's proposed budget. Chief said it would be presented at the March or April board meeting.

F. SVFR, WLAD, WLFEA Action Item: Approve Operations Integration Advisory Committee Charter

Chief Schick reviewed the meeting held by the Advisory (Feasibility) Committee on January 14th. The Advisory Committee requested to have a Charter drawn up to receive proper committee status and asked to keep the same board members from December to make up the group. Chief Schick emphasized that there is about 90% integration (not a merger) happening at the Operations level. A subcommittee with citizen input was suggested for the processes of the Strategic Plan. The directors discussed what they would like to see in the development of the Strategic Plan. They looked at levy and district tax zones and confirmed that services in those areas would not change.

The SVFR and WLAD Boards were all in favor to move forward.

DIRECTOR COMMENTS:

- Director Farnsworth requested an itemized update on the Overtime used during 2020 and he would like to know how Covid-19 affected those numbers.
- Director Farnsworth inquired about the Chief's performance evaluation. Director Murphey requested Chief to email the evaluation paperwork and asked directors to return the forms by next month.

- Director Farnsworth asked about how many interfacility transfers had been done with Covid-19 patients. House answered 12 transfers.
- Director Yecny gave kudos to the MCR team after he witnessed a welfare-check incident they had responded quickly to. If anyone needs MCR dispatched, call the police line or 911. They typically respond with police support.
- Director Palisi gave kudos to Chief Schick, Matt House, and crews after he witnessed a structure fire response behind Safeway.

FUTURE BUSINESS:

The next Regular Meeting will be on February 25, 2021, at 6:00 pm.

Chief Schick adjourned the meeting at 8:09 p.m.

Respectfully submitted,
Holly Lais
Recording Secretary