

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
March 23, 2017**

**DIRECTORS PRESENT: MIKE WEBB
DICK CHILDS**

**ANNE STONELAKE
CINDY RUSSELL**

DIRECTORS ABSENT: BOB SNEDDON

OTHERS PRESENT:

Matt House, Jim Langborg, Julie Brown, Jim Dickerson, Darrek Mullins, Ben Taylor, Doug Unrein, Dave Haberman, and Karin Guy

PUBLIC COMMENT: Darrek Mullins requested that the Board consider sponsoring Ron Pearson for the Honor Flight that will be the second weekend in May. There was some discussion about prior year donations, how much the district contributed and if there were any personal donations made. Julie Brown will research and provide the Board information at the next Board meeting.

APPROVAL OF MINUTES: Director Stonelake made a motion to approve the minutes as written for the February 23, 2017 Regular Board Meeting with one addition of Director Sneddon as a Board Member who was present at the meeting. Director Childs seconded the Motion. Roll call with motion passing unanimously.

FINANCE/HR REPORT: Julie reported that Chris Mahr was unable to attend this month's Board meeting, but will attend the April Board meeting to discuss the audit. Julie reported progress on staff training; policy manual; payroll process and scanning of vendor files. Julie provided the February comparison reports, and reported the percentage changes for Operating Resources, Non-Operating and Personnel Services. Director Stonelake requested that the financial reports have page numbers noted on them for easy reference. Julie reported on Account Receivable's. She noted that the difference in reporting monies is due to how Systems Design shows write offs compared to how Springfield did in the past. Systems Design does not reflect write offs until they collect the monies which is more realistic. Director Webb asked if an A/R Aging Report can be provided. Julie will follow up with Systems Design.

TRANSACTION REPORT: Director Stonelake appreciated the addition of the information in the Memo field. Director Stonelake made a motion to approve the transaction list for the month of February. Director Childs seconded the motion. Roll call. Motion passed. Matt House reported on Hardship requests on two accounts. Director Webb requested that Staff create a policy in a dollar amount that can be approved at the Staff level with information being provided to the Board. Director Stonelake made the motion to authorize the requests. Director Childs seconded the Motion. Roll call with motion passing unanimously.

OLD BUSINESS: Chief Langborg discussed the Covered Overhang RFP which a copy was provided to the Board. Board and Staff discussed various options, the short-term and long-term aspects, and budget. There was direction for Chief Langborg to work on a design with the architect from HGE, keeping cost for those services to be under \$7,000, and then go to bid. Board discussed that no motion was needed.

NEW BUSINESS: Chief Langborg discussed the LifeMed program of which a copy was provided to the Board. Chief reported on the discussion with the attorney regarding the Board receiving a free LifeMed membership that is above the \$50.00 threshold. Chief clarified that a LifeMed membership is not considered a stipend. Director Stonelake made a motion for the Board to pay \$65 for their LifeMed membership. Director Childs seconded the motion. Roll call and the motion passed unanimously. Staff and Board then discussed discounted rates for the two Districts employees and volunteers. Discussion included number of volunteers at Swiss Home, Mapleton and SVFR. Board requested more information before making a decision. Chief Langborg will present more at the next Board meeting.

Chief Langborg further discussed LifeMed's performance and membership data. Chief reported aligning enrollment with the fiscal year for budgeting purposes and with the Enterprise Fund. Campaign will start in May, and membership will run from July 1 to June 30. Director Russell joined the meeting during this discussion and offered to stuff envelopes when needed.

Matt House presented the Fifth 48 Hour Shift Medic Position of which a copy was provided to the Board. Matt discussed the pros and cons, and all agreed on ensuring the safety of Staff. Director Childs made a motion to change the workday shifts to the fifth 48-hour medic position. Director Stonelake seconded the motion. Roll call with motion passing unanimously.

Director Webb shared an email he received from Director Sneddon today. Director Sneddon announced his resignation, effective immediately, stating it was a difficult decision. He apologized for not being able to fulfill his commitment to the Board, staff and voters until the end of his term. Board discussed Director Sneddon's replacement with a member on the Budget Committee. Director Russell made the motion to approve Director Sneddon's resignation. Director Stonelake seconded the motion. Roll call with motion passing unanimously. Director Russell made a second motion for Board President, Mike Webb, to invite Rick Yecny to fill the Board position #3 for the interim period until the next election. Director Stonelake seconded the motion. Roll call with motion passing unanimously.

CHIEF/DIRECTOR'S REPORT: Chief Langborg discussed his report on the Community PM Funding. Chief and Matt House will continue to keep the Board informed about its progress. Board and Staff discussed paramedic recruiting. Matt House reported that he has a Position Description in place when the time comes to hire.

OPERATIONS MANAGER: Matt House reported that Rob Chance has been promoted to Training Coordinator; however, a Training Coordinator policy needs to be updated. Matt will have a policy by next Board meeting for the Board to review and vote on.

Matt House updated the Board on the success of the EMR training that Ops Chief Jim Dickerson and Zach Werner conducted earlier this month for Swiss Home/Deadwood as well as Florence.

ADDITIONAL INFO/CORRESPONDENCE: Director Stonelake inquired if the Board meetings are being noted under Legal Notices in the paper. Julie Brown will follow-up to ensure they are. Matt House reported on articles, local TV media and social media postings about public awareness. He reported that Al Krietz has been working hard on this. Director Childs asked that the Board is given advanced notice when public announcements, TV segments, and Facebook posts are going to be published. Director Russell suggested that Matt contact KEZI regarding the upcoming EMR training. Matt stated that he was going to do so for the proposed September EMT Basic training.

The Board went into Executive Session at 7:20 PM, per ORS 192.660 (2)(d) and ORS 192.660 (2)(f). The Board came out of Executive Session at 8:05PM.

The Regular Board Meeting was adjourned at 8:06PM by Board President Mike Webb.

Respectfully submitted by,

Karin Guy, Administrative Assistant
Temporary Recording Secretary