

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
JANUARY 26, 2017**

PRESENT: MIKE WEBB DICK CHILDS
 ANNE STONELAKE CINDY RUSSELL
 BOB SNEDDON

Others Present:

Cindy Haberman, Matt House, Chief Langborg, Julie Brown, Ronnie Pearson, David Haberman, Rob Chance, Ben Taylor, David Rossi, and Ali Gharib.

PUBLIC COMMENT:

APPROVAL OF MINUTES:

Cindy Russell made a motion to approve the November 17, 2017 minutes as written. Dick Childs seconded the motion. The motion passed unanimously. Roll Call.

FINANCE/HR REPORT/WRITTEN REPORTS:

A Finance/HR Report was given by Julie Brown. The A/R is still looking a little high but that is due to the way that Systems Designs reports their A/R at month end. They do not do any write offs, until the bill is paid then it reflects the write downs. Anne Stonelake stated that she wants the Payroll and the A/P to be outsourced to Holloway and Associates or another agency due to the numerous errors on the payroll for the last 13 months and the late payments of the A/P in the last 13 months. A SOG will be put into place so the process can be streamlined and a solution to the problem resolved. Anne Stonelake handed out a letter written from Karla D. Holloway, CPA, Holloway and Associates, LLC to the board members, this letter addresses that the End of the Month Information is not being received in a timely manner, therefore, why there was no December Financial Statement was done for this Board Meeting. Julie addressed the letter and stated she will go see Karla on the 27th and apologize and get this matter taken care. WLAD will be looking for possibly another system other than Aladtec for taking care of the timecards for reporting purposes to properly do payroll.

Eventually Julie and Chief will be looking into a single IT Tech for both Agencies instead of WLAD having Oregon Coast Technology and SVFR having LCOG.

Bob Sneddon declared a conflict of interest on the Accounts Payable. Anne make a motion to approve the Transaction List for November 2016. Cindy Russell seconded the motion. Roll Call.

OLD BUSINESS:

IGA UPDATE:

The Strategic Plan update and Goal Objectives is on track for year one.

NEW BUSINESS:

A motion was made by Bob Sneddon to approve the Resolution 2016-17-01 for adopting cost based fees for ambulance services provided by the District. Anne Stonelake seconded the motion. The motion passed unanimously. Roll Call.

The 2016/17 Budget includes \$30,000 to construct a covered parking area adjacent to or attached to the west portion of the station. This RFP references a two-phase project that is intended to be completed and funded over a two-year period. Phase 1 involves everything necessary to design a fully enclosed and secure parking area and construct a covered parking area. Phase 2 – will be funded in 2017/18 FY Budget and is anticipated to be approximately \$12,000.00. This RFP was discussed and the actual construction time is 3 months for the first phase. The board was wondering why not just to do both phases at one shot instead of doing it in two phases. A Discussion was also at the same time to remodel the current building with additional living quarters could these two phases be tied together. Two different bids will be collected to add in an extra bedroom in the west wall of building. Bob Sneddon made a motion to approve the RFP Covered Parking area and Dick Childs seconded the motion. The motion passed unanimously. Roll Call.

JOB DESCRIPTIONS

Cindy Russell made a motion to accept the updated job descriptions dated 1/26/2017. Anne Stonelake seconded the motion. The motion passed unanimously. Roll Call.

CHIEF/DIRECTOR'S REPORT

On January 9, 2017 Matt and Chief Langborg presented a Citizen Award to Mr. Larry Scott for rescuing an injured man from a burning vehicle on HWY 126 last summer. A letter was received from the board of the Mapleton Fire Department stating they no longer plan to respond to medical aid calls in Swisshome/Deadwood Fire District. Chaplain Darrell Murphy is leaving the end of January. A recruiting campaign, and a scheduled orientation for prospective applicants is scheduled for the evening of January 24. The IAFF Local 851 has stated their intent to re-open the contract and begin collective bargaining on January 10th. The first meeting is scheduled for January 31, 2107 and Chief would like at least one Board Member on the Negotiation Team. A Homeland Security Grant has been submitted in the amount of \$17,700.00 to purchase mobile and stationary dispatching equipment that can be used in the Communications Center and response vehicles. At the February Board Meeting at SVFR, Chief would like to swear in Darrek Mullins and recognize him for his promotion to WLAD Supervisor.