

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

DIRECTORS PRESENT: **MIKE WEBB** **CINDY RUSSELL** **DICK CHILDS**
 RICK YECNY **LARRY FARNSWORTH**

DIRECTORS ABSENT:

OTHERS PRESENT: Matt House, Jim Langborg, Karin Guy, Jim Dickerson, Ali Gharib, Zach Werner, Charlie York, Darrek Mullins, Rob Chance, Aaron Stefanek, Ben Taylor, Danielle Hanson, John Harder, Holly Lais, and Mark Brennan with the Siuslaw News.

NEW BUSINESS: Director Webb mentioned an AAC meeting request regarding an employee-related payroll concern, and suggested to the WLAD staff to pursue that.

APPROVAL OF MINUTES: Director Yecny made a Motion to approve the minutes as written for September 28, 2017. Director Childs seconded the Motion. Roll Call with Motion passing unanimously.

PUBLIC COMMENT: Charlie York shared issues regarding deferred compensation, and he asked that issues need to be corrected, staff needs to be taken care of, and wanted more accountability when issues like this arise. The deferred compensation was deducted from employee's paychecks, but not funded into the deferred compensation with VOYA. Charlie also inquired about the amounts that were put into the employee's account, and noted that the cafeteria plan was also not funded. Chief Director Langborg noted that for four months the deferred compensation was not deposited in the employee's accounts, he has received 75% of the data, and everyone's accounts now have the monies placed back into their account. Director Childs expressed concern about adverse effect on employees and that the Board should have been given a heads up. Director Webb clarified that Chief Director Langborg informed him of the issue. Director Russell requested that after the calculations are done, they would like to know the exact dollar amount. Chief Director Langborg stated he has that amount now, approximately \$500. Further discussion resulted from what investment rate was used to calculate the funds while they were not invested, and taking into account individual employee's investment mix, e.g., conservative versus high-risk. Director Farnsworth inquired why a lower market rate was used. Chief Director Langborg a rate from Voya was administered, Voya receives rate calculation information from Division of Occupation which was a fixed rate. Director Farnsworth asked that the individual investment rate be factored in. Director Russell inquired why it was not discovered when balancing the accounts. Chief Director Langborg said that he nor others discovered it. Director Yecny expressed concern why it was not discovered, and suggested looking at the process and how it happened. Matt House suggested using the Root Cause Analysis process, and Chief Director Langborg asked the Chief Admin Brown to track every problem.

NEW BUSINESS: Holly Lais presented the new employee intranet portal called TeamRescue.us. Director Farnsworth discussed the expansion of the WLAD facility, and planning for the future. Board discussed history, and determined this topic will be discussed at tomorrow's Strategic Planning meeting. Director Farnsworth proposed changing the Board meeting location to SVFR Station 1. Discussion followed. Director Farnsworth made a Motion to move the WLAD Board meeting to the SVFR facility

while maintaining the identity of WLAD. Director Yecny seconded the Motion. Discussion. Roll call with Director's Webb, Yecny, Farnsworth and Childs voting Yea. Director Russell voted Nay. Motion passed. Board also discussed the time of the Board meeting. Director Childs made a Motion to move the Board meeting time to Noon, with lunch being provided. Director Russell seconded the Motion. Roll call with Motion passing unanimously. Board requested that the proper Public Notices be changed as well as the Calendar invitations.

Director Farnsworth discussed his concern after Chris Mahr's (auditor) report that the PERS account is an unfunded liability of \$865,000 with an implied interest rate of approximately 7.5%. He was concerned regarding the gap between the State's rate and the employee's investment rate. He suggested a need to consider a mid-year budget adjustment or at it more closely to ensure staff's retirement is not impacted. Discussion followed. Director Webb directed Chief Director Langborg to work with Chris Mahr to develop a solution, possibly including a workshop for the Board.

FINANCE/HR REPORT: Julie Brown was absent, and Chief Director Langborg discussed the first draft of SOGs, the LifeMed Profit & Loss, and the Transaction Report. Board requested to see the itemized list of charges related to the Debit account. Board also requested that Julie Brown clarify what transaction the Transaction Report includes, e.g., entries done outside of the Accounts Payable process like ACHs. Board also questioned if the VOYA checks are shown on the Transaction Report. In regards to the Profit and Loss report percentages, Director Russell expressed concern that line items such as Specialized Training that shows 256% over budget have an explanation as to why. Board noted that the P&L needs to show the pro-rated Annual Budget percentage.

TRANSACTION REPORT: Director Russell made a Motion to approve the transaction list with the expectation that items will be clarified. Director Farnsworth declared a conflict due to him being a Vendor. Director Childs seconded the Motion. Roll Call with Motion passing unanimously.

CHIEF/DIRECTOR'S REPORT: Chief Director Langborg discussed the following:

1. Recommendation to postpone the financial management and phone system
2. IT Service contract with OrcoTech will be terminated, and will utilized LCOG. Director Yecny inquired if LCOG is less expensive. Chief Director replied he believed so.
3. Board Portal software contract has been awarded to OnBoard. Will sign contract in November.

OPERATIONS MANAGER: Matt House discussed the following topics:

1. ImageTrend is going live November 1 with the CAD (computer automated device) integration.
2. 1st EMT Basic class has 16 students.
3. MIH candidate contingent offer made. If he passes the required pre-employment tests, he is expected to start November 13, 2017. Board discussed vehicle that MIH paramedic will use, a public education program, and the success measures. The three initial metrics are: decrease of re-admits within 30 days; decrease in non-transport calls, and decrease in Emergency room visits.

OLD BUSINESS: Chief Director Langborg presented the final AAC form. Director Webb made a Motion to approve the AAC form. Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

FUTURE BUSINESS: Board confirmed the dates and times of the next two Board meetings to be: November 30, 2017 at Noon, and December 28, 2017 at Noon, both held at SVFR Station 1, with lunch provided.

The Regular Board Meeting was adjourned at 8:13 PM by Board President Mike Webb.

Respectfully submitted by,

Karin Guy, Administrative Assistant
Recording Secretary