

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
April 26, 2018**

Mike Webb called the meeting to order at 12:12 p.m.

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

OTHERS PRESENT: Jim Langborg, Matt House, Mary Dimon, Dina McClure and Jim Dickerson.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Director Russell made a Motion to approve the minutes for March 22,2018. Director Childs seconded the Motion. Roll Call with Motion passing unanimously.

FINANCIAL REVIEW: Dina McClure presented the financial report. Chief will contact the County about the taxes. All money that goes into grants has been submitted. McClure is still looking into PERS. LifeMed will show income as we head into the new LifeMed Campaign.

TRANSACTION REPORT: Director Yecny made a Motion to approve the transaction list, Director Russell seconded the Motion. Roll Call with Motion passing unanimously.

Old BUSINESS:

CHIEF/DIRECTOR'S REPORT:

- WLAD is repairing dry rot issues.
- Drop boxes for LifeMed will be installed when the dry rot gets repaired.
- The policy committee met On April 19th.
- Chief House will volunteer for SVFR and will coordinate EMS operations.

OPERATIONS MANAGER:

- Reports that there were approx. 300 calls to date. Call volume is up 14 calls this year from last.
- New transfer Medic unit has been ordered.
- WLEOG tabletop exercise was April 19th.
- Stop the Bleed training with the Rod and Gun Club will be held on April 28th.
- EMS week is the 3rd week of May. Bios are due.
- Chief House reports that he has enrolled in school to complete the Fire Science Administration Bachelor's Degree program.
- Vehicles are good, training continues to go well, MIH is seeing 30 to 40 patients and is going well.
- The remodel has begun. The WLAD office space will become the new crew room and the old crew room will be made into 2 new sleeper rooms.
- 6 defibrillators are being serviced and will be distributed as soon as they are ready.

OFFICE MANAGER'S REPORT:

- Director Webb asked McClure to separate tax base rate from the operating levy. McClure made adjustments to some line items, moving all income to the top.
- McClure addressed the audit recommendations. Bank reconciliations were done with Director Mike Webb, who has a conflict of interest due to his employment with OPB. Director Farnsworth and Director Yecny will alternate the review of the monthly bank reconciliations.
- McClure said Dimon is working with the vendors to get invoices split between the districts.
- McClure is waiting to meet with Chris Mahr.
- Payroll is going forward with ADP. ADP is working with us to make this transition go smoothly.
- Budget Committee meets this afternoon.

NEW BUSINESS:

- Director Farnsworth presented information about the PERS. PERS has not been funded correctly and will be a problem in the future if we don't start putting money aside. The PERS reserve fund reports that the district should start looking into putting funds aside with a new plan side account. Director Farnsworth suggested an Employer rate projection tool spreadsheet that will show how much the district should put aside.
- Strategic plan update presented by Chief/Director. **Director Farnsworth made a Motion to approve the Strategic Plan Update, Director Childs seconded the Motion. Roll Call with Motion passing unanimously.**
- Director Farnsworth would like to revise the Policies and Procedures to include any two Board Members can call a meeting. Director Webb disagreed. There was discussion. It was decided to contact SDAO for legal counsel regarding public meeting law for this policy change. Chief/Director recommended combined board meetings for the IGA.

DIRECTOR COMMENTS: None

CORRESPONDENCE: Email from Ted Werth Seismic Regional Coordinator.

FUTURE BUSINESS: The next regularly scheduled board meeting will be held on Thursday May 24, 2018 at 12:00 p.m.

The Regular Board Meeting was adjourned at 1:57 p.m. by Mike Webb.

Respectfully submitted by,

Mary Dimon,
Administrative Assistant
Recording Secretary