

**WESTERN LANE AMBULANCE DISTRICT  
REGULAR BOARD MEETING  
March 22, 2018**

Mike Webb called the meeting to order at 12:00 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 Holly Lais.**

**PUBLIC COMMENT: None**

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

**FINANCIAL REVIEW:** Dina McClure presented the financial report. She was asked to follow up with the taxes coming in, adding additional prior years reports to the financials as well as balance sheets reflecting receivables. Director Webb would like to see more of this in the future. Caselle software has not been purchased once it has been purchased it may take up to 6 months to be implemented, Dina will update on that at the next meeting. Chris Mahr thought Caselle would be a good choice for our district.

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

**NEW BUSINESS:**

**Chris Mahr presented the Audit Report:**

The Audit Report was handed out to the Director's and is available electronically on our website. Due to the amount of content in this report the following are some of the bullet points of the Audit Report.

- District is following Oregon Revised Statutes
- IGA shared expenses in the future should have separate billing invoices
- Recommends PERS data is matching to what has been paid Chris made some changes in last years journal entry
- Strengthen controls, one person should look over the reconciliations after they have been reconciled this should happen monthly and be done in a timely method
- Prepare for PERS increasing rates for the up coming budget

**Rescue 10 Storage Options:**

Chief/Director presented the Director's with some storage options. Option 1 would allow for the Medic currently being stored at an offsite storage facility to be utilized at station 1 making it more accessible for use in the event it is needed. There are also boxes of medical files that can be stored in the SVFR logistics station 7 which can be easily accessible to get scanned and placed in electronic confidential files. This option would allow WLAD to get rid of the 2 storage units and allocate that money to help with the remodel at WLAD for more sleeper rooms.

**Director Yecny made a motion to go forward with option 1 for the storage of rescue 10 and reallocate the funds from the overhang for the remodel of the office space at the ambulance district, Director Farnsworth seconded the Motion. Roll Call with Motion passing unanimously.**

**CHIEF/DIRECTOR'S REPORT:**

Chief/Director went over the policies gave some updates and asked for the Board approval.

**Director Childs made a motion to approve the policies with changes to section B pg. 17 being changed from as written Fire Chief to Chief/ Director and approved as written Living Document. Director Yecny seconded the Motion. Roll Call with Motion passing unanimously.**

Chief/ Director also reported on the seismic grant upgrade some dry rot was found and taken care of. Supports were added to the frame work into the foundation. Reimbursements have been submitted and are coming back in a timely manner.

LifeMed campaign prep has started, we are looking into getting secured public drop boxes placed at both districts.

Phone system is working fined with some training scheduled coming up for our office staff.

Chaplain Coordinator is doing great.

**OPERATIONS MANAGER:**

Reports that there were 94 calls for the month. The MIH program is going strong and is helping with palliative care seeing more patients. February was a busy Month. 6 new defibrillators have been purchased, 2 will go to Swisshome/Deadwood, 1 to EMS OPS Matt House's Vehicle and 3 to SVFR. Stop the Bleed training is coming up also the WLEOG surge is in the planning and Florentine and Greentrees will have Stroke training.

**CORRESPONDENCE:** None this Month.

**FUTURE BUSINESS:** The next regularly scheduled board meeting will be held on Thursday April 26, 2018 at 12:00 p.m.

**DIRECTOR COMMENTS:**

The Regular Board Meeting was adjourned at 2:15 p.m. by Mike Webb.

Respectfully submitted by,

Mary Dimon,  
Administrative Assistant  
Recording Secretary