

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
2625 Highway 101, Florence, OR 97439
June 28, 2018**

Director Webb called the meeting to order at 12:00pm.

**DIRECTORS PRESENT: RICK YECNY MIKE WEBB LARRY FARNSWORTH (Remoted in via Facetime)
DIRECTORS ABSENT: CINDY RUSSELL DICK CHILDS**

STAFF PRESENT: Jim Langborg, Matt House, Mary Dimon, Holly Lais, and Dina McClure.

APPROVAL OF MINUTES: Director Yecny made a Motion to approve the minutes for May 24, 2018. Director Farnsworth seconded the Motion. Roll Call with Motion passing unanimously.

**OPEN PUBLIC HEARING for FY 2018-19 Budget: No Public Comment
CLOSED PUBLIC HEARING.**

BOARD DISCUSSION FOR FY 2018-19 BUDGET:

Director Yecny said there was a proposal from staff to decrease expenses in Personnel Services and Materials & Services. **Director Yecny made a Motion to approve the changes as presented. Director Farnsworth seconded.** McClure said financials were still under review and suggested any surplus funds be added to Contingency if needed later. **Director Yecny agreed and added that to the Motion. Roll Call with Motion passing unanimously.**

Director Yecny said \$150K was set aside for a PERS account during the Budget Committee meeting. Director Yecny said the line item for PERS wasn't clear and wanted to make sure the funds assigned could be appropriated. There was discussion about Contingency and Ending Fund Balance restrictions. Director Yecny suggested the \$150K be put in a Sub-Contingency account identified for PERS. Director Farnsworth said additional money in Contingency could later be added to PERS. Director Webb said they should see where Ending Fund Balance is in September, and if money is available, consider a supplemental budget to put more money into the PERS account. McClure said the board still needed to address the \$140K for the new ambulance that didn't get in the budget. **Director Webb made a Motion to put the surplus \$112,500 and the additional \$27,500 from Contingency into Capital Outlay for the new ambulance. Director Yecny seconded.** Director Yecny said they should consider a supplemental budget in July to use Capital Equipment Reserve funds for the ambulance purchase. Director Farnsworth agreed and said Capital Reserves should be used for Capital expenditures. Director Yecny said they should have as much in Contingency as they can in the event the state comes forward with the 25% match for PERS. **Roll Call with Motion passing unanimously.**

2018-2019 Fiscal Year Budget: Director Yecny made a Motion to approve the Resolution No. 2018-02b Adopting Budget for Fiscal Year 2018-2019 Budget. Director Farnsworth seconded the Motion. Roll Call with Motion passing unanimously.

FINANCIAL REVIEW:

- Dina McClure presented the financial report; all categories are under budget.
- McClure and Kathy Taylor are working on getting the Balance Sheets to match the Audit. They are working on the Chart of Accounts for both Districts and will migrate to new system in July.
- Taylor recommended using QuickBooks Online instead of Caselle for Financial Software.
- Director Farnsworth was concerned that revenue is \$100K under budget. There was discussion about Systems Design and reviewing an aging report for receivables.
- Director Yecny asked about the Admin IGA expense. McClure said she would report back in July.

Director Farnsworth made a Motion to approve the Transaction List, declaring a conflict of interest on his storage bill. Director Yecny seconded the Motion. Roll Call with Motion passing unanimously.

OLD BUSINESS:

- Personnel Policies was recommended to be tabled for approval for no longer than 60 days, giving time for the policy committee to discuss.

CHIEF/DIRECTOR'S REPORT:

- The Seismic Grant is in the works at Station 4. The ambulance driveway is getting paved, and the building is being treated to prevent dry rot.
- The Chaplin's have changed their name to Community Support Team (CST), effective July 1.
- LifeMed is 2/3 of the way through.
- The 2018-2019 Budget is near complete. Admin will be passing out the final adopted version soon.
- Chief/Director gave kudos to MIH and Chief House, applauding a job well done.
- PERS will have a workshop.
- System Design West (SDW) - will set up a date to do a presentation for the Board.

OPERATIONS MANAGER:

- Highest call volume ever, up last from fiscal year, 300 more calls now than average. Factors include an increase in population.
- There will be a demo of the new Image Trend in Aug/Sept.
- EMS task books have been given out, trying to improve FD districts regionally including SWDW.
- Upcoming events include Aging in Place in July and Stop the Bleed at the Boy Scouts Camp.
- WLAD will receive new ambulance Aug/ Sept.
- Remodeling of ambulance station continues, IT will be moving locations 3 to 1, and seismic upgrades are in progress.
- Ambulances have been recertified.

OFFICE MANAGER'S REPORT: N/A

NEW BUSINESS: Director Farnsworth made a motion to approve Resolution No. 2018-03 Budget Amendment. Director Yecny seconded. Roll call with motion passing unanimously.

DIRECTOR COMMENTS: Director Farnsworth congratulated the staff for all the hard work that went into the 2018-2019 Budget. All Directors agreed.

CORRESPONDENCE: Directors received a Thank You card from Kids and Police Chief Turner.

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

The Regular Board Meeting was adjourned at 1:01 p.m. by Director Webb.

Respectfully submitted by,

Holly Lais
Administrative Assistant
Recording Secretary