

**Western Lane Ambulance  
Siuslaw Valley Fire and Rescue**  
2625 Highway 101 North, Florence, OR 97439

**Minutes of Joint Meeting- April 25, 2019 6:00 p.m.**  
Meeting Recorded and Televised on SVFR Website

**SVFR BOARD MEMBERS PRESENT:** Directors, Tony Phillips, John Carnahan and Alan Burns.

**SVFR BOARD MEMBERS ABSENT:** Directors Ron Green and Ned Hickson.

**WLAD BOARD MEMBERS PRESENT:** Directors Mike Webb, Rick Yecny, Cindy Russell, and Dick Childs.

**WLAD BOARD MEMBERS ABSENT:** Director Larry Farnsworth.

**STAFF PRESENT:** Interim Chief Abel, Dina McClure, Matt House, Jim Dickerson, Mary Dimon, and Holly Lais.

**Director's Carnahan and Yecny called the meeting to order at 6:00 p.m.**

**Director Carnahan administered the Oath of Office to Alan Burns appointed SVFR Director position 5.**

**APPROVAL OF MINUTES:**

1. **SVFR MINUTES:** Director Phillips made the motion to approve the minutes of the Regular Meeting March 20, 2019. Director Burns seconded the motion, motion passed unanimously.
2. **WLAD MINUTES:** Director Webb made the motion to approve the minutes of the Regular Meeting March 20, 2019. Director Russell seconded the motion. Roll Call, motion passed unanimously.

**PUBLIC COMMENTS:** None

**REVIEW OF MONTHLY FINANCIALS:**

3. **SVFR MOTION TO RATIFY BILLS:** Director Burns made a motion to ratify the bills paid and the transfers made for the previous month totaling \$155,906.42. Director Phillips seconded the motion, motion passed unanimously.
4. **WLAD TRANSACTION REPORT March 2019:** Director Webb made a motion to approve the transaction list. Director Russell seconded the motion. Roll Call, motion passed unanimously.

**OLD BUSINESS (SVFR & WLAD):**

5. **Review the status of Western Lane Fire & EMS:**  
Abel updated the group on the IGA, a draft was sent out to our legal counsel for review. The draft came back with some language that needed changed, the updated drafted has been sent back to our legal counsel and is expected Monday.

**STAFF REPORTS:**

6. **Chief Report:** Chief Abel updated the board members on the following items:
  - Chief Schick is scheduled to start work on Monday, May 6<sup>th</sup>.

- Budget: Workshops are being held as we prepare for the first Budget Committee meeting on May 9. Regarding WLAD budget, McClure has been working with Kathy Taylor to establish a solid foundation on which to build the budget, with the goal being to present a solid budget within projected revenues. Regarding the SVFR budget, Abel gave a recommendation that the Budget Committee and Board of Directors consider returning to the authorized tax rate of \$1.54 per thousand of assessed value.
  - Recognitions: Abel presented a list of personnel that were recognized and received awards at our WLAD/SVFR Awards Banquet as a 'One Team' event, held on Sat. April 13. It was a great turn out with about 100 in attendance.
  - Transition: This is Chief Abel's last board meeting, as Chief Schick takes over on May 6. Abel expressed appreciation for the opportunity to work with both Districts. He said it was a privilege to work with the staff and volunteers that make up SVFR/WLAD. Abel thanked Chief Dickerson and Chief House for keeping the wheels rolling, McClure and the Admin staff for keeping the business operations running, and both Boards for supporting the mission and operations of both agencies. Abel is confident that the staff and volunteers will continue to deliver excellent services under the direction of Chief Schick.
7. Operations Division Chief Report: Chief Dickerson informed the Board that call volume and response times are normal and are looking good. Recruit academy is up and running, Prevention has had 50 smoke alarms installed, 500 address signs will be installed as needed, and over 50 Knox boxes are installed in the district. Captain Miller will be working with the State Fire Marshal to inspect motels.
  8. EMS Division Chief Report: Chief House reported a slight drop in call volume. We are still at 8-12 calls a day. WLAD calls continue to exceed the rest of the county. MIH Sullivan is on board with Peace Health and doing a great job. Vehicles are all running well. The CST team is doing a great job cutting down on paramedic's time on scene. With their assistance we get a medic unit back in service faster.
  9. Office Manager Report: McClure announced there were no payroll errors for the second month in a row. Stations 2, 4, and 8 have had internet upgrades. McClure has been working on the budget format to match the chart of accounts. Dickerson and McClure continue to work on the Safer Grant, with one reimbursement pending and a second reimbursement waiting to be submitted. McClure will be working with staff on HR practices starting with a Change of Status form that will track when an employee has a change to ensure nothing falls through the cracks.

#### **NEW BUSINESS (SVFR ONLY):**

10. Resolution 2019-02 Adopting a Supplemental Budget: McClure gave a report on the Resolution. **SVFR: Director Phillips made a motion to Approve Resolution 2019-02 Adopting a Supplemental Budget. Director Burns seconded the motion, motion passed unanimously.**
11. Approve Disposal or Distribution of Surplus Property: Chief Dickerson gave a report on the Surplus Property List. **Director Burns made a motion to Approve Disposal or Distribution of Surplus Property. Director Phillips seconded the motion, motion passed with all Directors agreed.**

**NEW BUSINESS (WLAD ONLY):**

12. Resolution 2019-04 Appropriations Transfer: McClure gave a report on the Resolution.  
**WLAD: Director Webb made a motion to approve Resolution 2019-04 Appropriations Transfer, Director Childs seconded the motion. Roll Call, motion passed unanimously.**

**NEW BUSINESS (SVFR AND WLAD):**

13. Review Budget Committee Meeting Schedule and add a Special Meeting on June 12, 2019 for Budget Hearing and Adopting the Budget.  
**All directors agreed to add a Special Meeting on June 12, 2019 for Budget Hearing and Adopting the Budget.**

**Director Comments:**

WLAD and SVFR Directors thanked Chief Abel for moving us forward in the right direction.

**Correspondence:** None

**Future Agenda Business:** The date for WLAD second Budget Committee Meeting was rescheduled for 5/30/2019, if needed. McClure will send out notices for the Budget Committee Meetings. Updated schedule listed below:

**SVFR Budget Committee Meetings: Thurs 5/9/19 5:30pm, Wed 5/29/19 5:30pm.**

**WLAD Budget Committee Meetings: Mon 5/13/19 5:30pm, Thurs 5/30/19 5:30pm**

**The next Joint Board Meeting will be Thursday, May 23, 2019 at 6:00pm.**

**Director's Carnahan and Yecny adjourned the meeting at 6:54 p.m.**

Respectfully submitted,  
Mary Dimon  
Recording Secretary