

**Western Lane Ambulance District
Siuslaw Valley Fire and Rescue**

2625 Highway 101 North, Florence, OR 97439

Joint Meeting Minutes, July 17, 2019, 6:00 p.m.

Meeting Recorded and Televised on SVFR & WLAD Websites

SVFR BOARD MEMBERS PRESENT: Directors Alan Burns, Ron Green, Ned Hickson, Jim Palisi and Sam Spayd

WLAD BOARD MEMBERS PRESENT: Directors Mike Webb, Rick Yecny, Cindy Russell, Larry Farnsworth and John Murphey.

STAFF PRESENT: Chief Michael Schick, Dina McClure, Matt House, Mary Dimon, and Holly Lais.

Directors Green and Yecny called the meeting to order at 6:00 p.m.

OATH OF OFFICE FOR ELECTED BOARD MEMBERS:

- SVFR Board President Ron Green administered the Oath of Office to Alan Burns, Sam Spayd, and Jim Palisi.
- WLAD Board President Rick Yecny administered the Oath of Office to Cindy Russell and John Murphey.

1. ELECT OFFICERS: SVFR

Director Green made a motion to elect Director Hickson as Board President. Director Burns seconded; motion passed unanimously. Director Green turned the meeting over to Director Hickson.

Director Hickson made a motion to elect Director Green as Board Vice President. Director Burns seconded; motion passed unanimously.

Director Green made a motion to elect Director Palisi as Board Secretary/Treasurer. Director Burns seconded; motion passed unanimously.

2. ELECT OFFICERS: WLAD

Director Webb made a motion to elect Director Yecny as Board President. Director Russell seconded. Roll Call, motion passed unanimously.

Director Yecny made a motion to elect Director Farnsworth as Board Vice President. Director Webb seconded. Roll Call, motion passed unanimously.

Director Yecny made a motion to elect Director Russell as Board Secretary/Treasurer. Director Farnsworth seconded. Roll Call, motion passed unanimously.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

3. SVFR MINUTES: Director Green made the motion to approve the minutes of the Regular Meeting June 27, 2019. Director Palisi seconded, motion passed unanimously.

- 4. WLAD MINUTES: Director Farnsworth made the motion to approve the minutes of the Regular Meeting June 27, 2019. Director Webb seconded. Roll Call, motion passed unanimously.**

Director Farnsworth recognized Woody Woodbury in the audience and thanked him for his service to the SVFR Board of Directors.

REVIEW OF MONTHLY FINANCIALS:

- McClure reported that the June financials are not final. The auditors will be here in the Fall. The financials look good and are within budget at this point.
 - Kathy Taylor made an onsite visit July 1st. She met with the management team, answered questions, discussed online banking and online bill pay with hopes to implement them in the near future. Regarding LifeMed, Taylor recommends leaving LifeMed as a separate fund this year and putting LifeMed income and expenses into the General Fund in next years budget. Director Webb explained that keeping LifeMed a separate fund was so EMS training is paid for with membership fees. Director Farnsworth questioned the Net Other Income on the Budget vs Actual report. McClure said it was the annual transfer from LifeMed to the General Fund. McClure and Webb agreed schedule a meeting to discuss, then report back to the board.
 - McClure reported that there will be no supplemental budget for SVFR or WLAD to implement Western Lane Fire and EMS Authority unless it is needed at the end of the fiscal year.
 - Director Hickson asked if there is a plan in the future to address overtime? Chief Schick explained that the over time is contractual with the CBA and he is looking into ways to decrease the amount.
- 5. SVFR Motion to Ratify Bills: Director Green made a motion to ratify the bills paid during the past month totaling \$201,237.45. Director Spayd seconded the motion, motion passed unanimously.**
- 6. WLAD Approve Transaction List for June 2019: Director Webb made a motion to approve the transaction list. Director Russell seconded the motion. Roll Call, motion passed unanimously.**

CORRESPONDENCE:

Chief Schick read a correspondence letter from Nancy Ulrich thanking Lara Lindemann and Oaren Wraye for their professionalism and quick response in fixing her smoke alarm batteries.

NEW BUSINESS (SVFR & WLAD):

- 7. First Reading of Ordinance 2019-01:** Chief Schick read the title to Ordinance 2019-01 Adopting an Intergovernmental Agreement and Creating a New Intergovernmental Agency “Western Lane Fire and EMS Authority”. The complete ordinance with attachments was in the board packet and copies were available for the public. Director Yecny asked Chief to explain the process of the Ordinance. Chief explained that the process is a motion to approve the first reading and after the second reading on August 22nd, the board would motion to approve and adopt the Ordinance. Chief pointed out revisions that were added for board terms and the IGA specifically for Administrative services.

Hear Public Comment: None

Director Farnsworth made a motion for WLAD to approve the first reading of Ordinance 2019-01 with suggested changes and pass to 2nd reading. Director Murphey seconded the motion. Roll Call, motion passed unanimously.

Director Burns made a motion for SVFR to approve the first reading of Ordinance 2019-01 with suggested changes, add a public hearing on August 22 and pass to second reading. Director Palisi seconded the motion, motion passed unanimously.

WLAD amended their motion to Ordinance 2019-01 to add a public hearing as well.

8. APPOINT COMMITTEE MEMBERS:

Director Yecny proposed to appoint an IGA Committee and a Labor Negotiations Committee and defer the Policy and Finance Committees to an ad hoc basis.

WLAD Director Farnsworth made a motion to reappoint himself and Director Yecny to the IGA Committee. Director Webb seconded the motion. Roll Call, motion passed unanimously.

SVFR Director Hickson reappointed himself and Director Green to the IGA Committee.

SVFR Director Palisi volunteered for the Labor Negotiations Committee as did Director Hickson. Everyone agreed.

WLAD Director Yecny appointed Directors Webb and Farnsworth to the Labor and Negotiations Committee. Everyone agreed. Director Farnsworth said he would like to support the Chief and be a part of the labor negotiations.

NEW BUSINESS (SVFR Only):

9. **Ordinance 2019-02: An Ordinance Adopting Oregon Fire Code:** McClure read a memo from Operations Chief Dickerson that he and Captain Miller are still working on the specifics of Ordinance 2019-02 and will present the first reading at the August 22nd meeting.

10. **Ordinance 2019-03: An Ordinance Adopting a Private Driveway Standard:** Chief Schick read the title of Ordinance 2019-03 that specifies width and lengths of new driveways.

Director Green made a motion to approve the first reading of Ordinance 2019-03 and pass to the second reading. Director Burns seconded the motion. Motion passed unanimously.

STAFF REPORTS:

11. Chief Report:

- Chief Schick reported that Shannon Sheets is helping with our IT issues.
- SVFR is going to a new mapping software called EnRoute Pro. This is an update from what we have been using and there will be no associated costs now. It will go live on August 1st. Director Palisi asked if EnRoute Pro software had the ability to show locations of fire hydrants? Chief explained that yes there were preplans available.
- Chief will give a presentation to Kiwanis Club next month; this will be his first community presentation. He is planning to get out and speak to more community groups in the future.
- Chief informed the group of a fire that took place on Booth Island, with boat access only. There are approximately 10 to 12 houses on the island and there were many challenges accessing the property without a properly working boat.

12. **Fire Operations Chief Report:** Chief Dickerson was not present. His report was attached in the board packet and Chief Schick said he would answer any questions.

13. EMS Operations Chief Report:

- Chief House reported a 40% increase in patient transports for various reasons such as the patients we see on a more frequent basis and lift assists.
- Peace Health Hospital is having staffing issues in the ICU which means transfers have increased. The increase in transfers has caused EMS to carry the burden, increasing overtime for July and August. The staff is managing it very well. Transferring sick patients to Coos Bay is the best solution. Peace Health is in the process of hiring traveling nurses for the ICU. This process will take a couple months with hopes to have them onboard by August 17th.
- MIH is continuing to do a fantastic job, up by 10 calls compared to last year. Rob Chance is doing a fantastic job with training as well. CST report is attached to report in board packet.

Office Manager Report:

- Mary Dimon received a Notary Certificate to be used in house only at this time.
- The final budget document will be ready soon. The budgets will be put on the websites and in the OnBoard resources which includes ORS's. Director Green requested that the OnBoard resources include the policies.
- August 7th is the SDAO Training in Newport. Director Burns said is unable to attend. Director Green and Director Hickson requested to switch their August 22nd training in Cottage Grove to the August 7th training. McClure will make the change.
- Director Farnsworth suggested that we plan for the annual SDAO Conference in advance which takes place in February. He would like to see everyone attend this conference as it is such good training and an information resource. The 2020 conference will be held in Seaside.
- WLAD website will now have the video minutes posted and McClure asked if it was ok to share the cost with SVFR. WLAD Directors agreed to share the cost.
- RFQ's for IT Services will go out in August.
- District email addresses for Directors have been created and McClure suggested they use these emails for their own protection. The emails go live August 1st. iPads can be updated with the new emails addresses. WLAD Director Yecny asked for a district iPad. WLAD Director Webb needs an update on his iPad.

Director Comments: None

Future Agenda Business: Regular Joint Board Meeting Thursday, August 22, 2019 at 6:00 pm.

Director Hickson announced that the SVFR Board of Directors would enter Executive Session per ORS 192.660 (2) (b) following adjournment.

The meeting adjourned at 7:15 pm.

Respectfully submitted,
Mary Dimon
Recording Secretary