

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

**Joint Meeting Minutes, January 23, 2020, 6:00 p.m.**  
Meeting Recorded and Televised on SVFR & WLAD Websites

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

**WLAD BOARD MEMBERS PRESENT:** Directors Mike Webb, Cindy Russell, John Murphey, and Larry Farnsworth;  
**WLAD BOARD MEMBERS ABSENT:** Director Rick Yecny

**WLFEA BOARD MEMBERS PRESENT:** Directors Larry Farnsworth, Ned Hickson, Ron Green, and Mike Webb  
(Nominated by Farnsworth to fill-in for Yecny)

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

**Presidents Hickson and Vice President Farnsworth called the meeting to order at 6:00 p.m. Roll Call established a quorum.**

**APPROVAL OF AGENDA:**

**SVFR:** Director Palisi made the motion to approve the agenda for January 23, 2020. Director Hickson seconded. Motion passed unanimously.

**WLAD:** Director Murphy made the motion to approve the agenda for January 23, 2020. Director Webb seconded. Roll Call, motion passed unanimously.

**WLFEA:** Director Farnsworth made the motion to approve the agenda for January 23, 2020. Director Hickson seconded. Roll Call, motion passed unanimously.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- 1. SVFR MINUTES:** Director Spayd made the motion to approve the minutes of the Regular Meeting on December 19, 2019. Director Palisi seconded. Motion passed unanimously.
- 2. WLAD MINUTES:** Director Murphey made the motion to approve the minutes of the Regular Meeting on December 19, 2019. Director Russell seconded. Roll Call, Director Webb abstained, and the motion passed.
- 3. WLFEA MINUTES:** Director Hickson made the motion to approve the minutes of the Regular Meeting on December 19, 2019. Director Farnsworth seconded. Roll Call, motion passed.

**REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:**

- In December, Director Yecny asked about the property/ liability insurance expense. McClure explained that the insurance renewal is January 1 and the invoice is due March 1. She said #1305 on the balance sheet is the employee medical insurance payroll deduction.
- McClure explained that a roll call vote is not needed to approve the financials. She will present the financials each month and answer any of their questions. This was discussed at the October 24, 2019 board meeting.
- Financials are tracking at 50%. McClure reported that the 2018 Ground Emergency Medical Transport (GEMT) payment for \$71,089.39 was received in December. The annual budgeted SVFR Capital and WLAD LifeMed transfers were also transferred in December.
- McClure said the SVFR audit is done and the WLAD audit will be completed next month. Mark Housen will present both audits at a future meeting.
- McClure announced that there are open positions available on both the SVFR and WLAD Budget Committees. She will publish a public service announcement soon.
- Director Farnsworth asked about the Construction-in-Progress line items on the Balance Sheet. McClure said it is a fixed asset from prior auditor journal entries. She will get more information.
- Director Farnsworth inquired about the LifeMed fund balance on the Balance Sheet, line 3020. McClure explained that it is an amount from the auditors. Director Farnsworth also wanted clarification about WLFEA line 5300.
- Director Murphy asked about line item 4250 Reimbursements. McClure said she would provide a detail report on it next month.
- There were no questions from SVFR.

**OLD BUSINESS: None**

**NEW BUSINESS:**

4. **SVFR & WLAD: Discuss Roll Call Votes:** Chief Schick explained that roll-call votes are not required, they can be done by request. It was thought that WLAD roll call was statutory, but no reference to statutory can be found. "All those in favor" is appropriate but the record will always show who voted yes or no in the event the vote is not unanimous.
5. **WLAD: Discuss Property Sale:** Chief Schick referred to the WLAD owned property across the street. Director Webb said the Agent of Record is Andy Johnson from Coldwell Banker. The board would like to have a strategic plan in place and would not consider selling it for several months.
6. **WLAD: Approve Purchase of Controlled Substance Safe:** EMS Operation Chief House said WLAD is looking to purchase a new safe and the funding would come from Capital funds. Other EMS agencies have moved to a DEA 2-factor security authorization for their narcotics. The safe's purpose is to allow for accountability of employees, avoid fines, and meets DEA standards. The most robust safe will be bolted and secured at quarters.

**Director Murphy made the motion to approve expenditures for upgrade of an EMS Controlled Substance Safe. Director Russell seconded. Roll Call, motion passed unanimously.**

7. **SVFR Action Item: Resolution 2020-01 Appropriation Transfers:** McClure said SVFR Resolution 2020-01 is requesting a transfer from Capital to Personnel Services to cover the PERS Employer Incentive Fund payment, transfers from Personnel Services to Materials & Services to cover the WLFEA budget, and a transfer from Capital Replacement to Capital Outlay to pay for replacing Chief's vehicle.

**Director Green made the motion to approve SVFR Resolution 2020-01: Appropriation Transfer and budgetary changes. Director Palisi seconded. Roll Call, motion passed unanimously.**

8. **WLAD Action Item: Resolution 2020-01 Appropriation Transfers:** McClure said WLAD Resolution 2020-01 is requesting a transfer from Contingency to Materials & Services to pay for the GEMT administrative fees, a transfer from Contingency to Personnel Services for the 6% PERS Pick-up that didn't get budgeted, and transfers from Personnel Services to Materials & Services to cover the WLFEA budget.

**Director Webb made the motion to approve WLAD Resolution 2020-01: Appropriation Transfer and budgetary changes. Director Murphy seconded. Roll Call, motion passed unanimously.**

9. **SVFR Action Item: Resolution 2020-02 Terminating the IGA:** McClure said the incorporated IGA supersedes and nullifies any prior IGA pertaining to shared resources and is thus terminated.

**Director Palisi made the motion to approve SVFR Resolution 2020-02: Terminating the IGA. Director Spayd seconded. Roll Call, motion passed unanimously.**

10. **WLAD Action Item: Resolution 2020-02 Terminating the IGA:**

**Director Russell made the motion to approve WLAD Resolution 2020-02: Terminating the IGA. Director Webb seconded. Roll Call, motion passed unanimously.**

#### **STAFF REPORTS:**

##### **Chief Report:**

- Mayor Henry informed Chief Schick that John Scott is willing to serve another term on the Florence Urban Renewal Committee. Chief Schick believes since Scott was a former SVFR Director, he has SVFR's best interest at heart.
- The Civil Service Commission has not met in a couple years and Chief Schick is scheduling a meeting. They will need to appoint a new member and we will send out notice to the public.
- Chief Schick is waiting to hear back from the insurance agency on the damaged MCR vehicle. He is looking at vehicles the state has available.
- The January 27 Brown Bag seminar topic will be about the Quick Response Unit.
- PeaceHealth offered a tuition scholarship for nutrition training online; it is free for us. It is good for the MIH program because Wendy Sullivan will be nutritionally trained and better able to help her patients.
- OSHA will be doing an inspection next week. They will look at training records and check out our safety standards and hazard communications. It is a good opportunity to see where we stand. Director Palisi asked if OSHA looks at our ISO rating, rolling stock, and PPE.

##### **Operations Chief Report:**

- EMS Operations Chief House presented the End-of-Service-Year report for Fire and EMS. The report shows call volumes, breakdowns of time, transfer volume and overall increases.
- There was discussion about out-of-district transfers and 911 no responses calls. The population base attributes to a large part of lift assists and public assists. The ASA report shows 95% above call volumes, going above and beyond in expectations for reports. All other reports including the MIH and combined training and fleet reports are included in the packet.
- Director Webb was happy to see that there are responses for "Animal Assist."
- Operations Chief Dickerson reported that there were no fire calls in December, but there were 12 more fire calls compared to last year. He directed members to check out page 57.
- The Primary Action Report shows that the BLS reports has increased, page 105-107. Fire totals are up, but they are put out faster. He brought to attention the times of auto wrecks during the day.

- The Peer Support Team, after 6 months, has 87 contacts with 101 hours used. The program is designed to take care of our own people. Many members have reached out to the program and it gives them the opportunity to be self-involved.

**Office Manager Report:**

- McClure said the IT Wi-Fi upgrades are still being worked on.
- There were 4 proposals submitted in response to the IT Services RFP. Chiefs House and Dickerson, McClure and Shannon Sheets sat in on the interviews. They are now doing reference checks and a decision will be made soon. A Notice of Intent to Award will be sent out and the contract will be presented to the Board next month for approval.
- Records show that SVFR did a SDAO Board Practices Assessment in 2016 and received a 4% discount. This discount is awarded only once. WLAD is scheduled for April 23<sup>rd</sup> before the board meeting.
- The February SDAO conference attendees include: Directors Farnsworth, Russell, Webb, and Spayd; Chief Schick, Chief House, and Holly Lais. McClure reminded members that via policy, miles and meals are reimbursed for the district employee, but meals for the spouse/significant other are not.
- If Board Directors would like uniforms shirts, we can order them.
- A WLFEA Director is needed to review monthly financials. Director Yecny was selected.
- Director Farnsworth and Webb will not be able to attend the Lexipol Policy Committee meeting originally scheduled for January 30<sup>th</sup>. A new date and time will be reset.
- Admin will be attending a Budget Law class, either February 13<sup>th</sup> in Eugene or 20<sup>th</sup> in Coos Bay from 9-3:30. Any of the directors are welcome to attend.
- The annual Awards Banquet for SVFR and WLAD will be Saturday, April 18<sup>th</sup>, 2020 starting at 4 pm. The title of the event is called "A Nice Evening Out."

**Correspondence:**

Thank you letters from Eve Stidham to SVFR and from Rob Chance to the Directors and Chief. Chance was in the audience and thanked the Directors and Chief for sending for him to Fire and EMS Training Program Management (TPM) at National Fire Academy. He learned a lot, networked, and gained valuable resources.

**DIRECTOR COMMENTS:**

- Director Farnsworth inquired about IT documents. He would like to see blueprints/history of network and computer services. He expressed interest for disaster management, mesh systems for the Wi-Fi, and software updates.

Operations Chief Dickerson said he has accepted a Deputy Chief position in Dallas, OR that aligns with his career goals. His last day will be February 14<sup>th</sup>. Everyone wished him the best of luck.

**FUTURE AGENDA BUSINESS:** Regular Joint Board Meeting Thursday, February 27, 2019, at 6:00 pm.

**The meeting adjourned at 7:11 p.m. by Director Hickson and Director Farnsworth.**

**SVFR Director Hickson announced that they would meet in Executive Session per ORS 192.660 (2) (d) for Labor Negotiator Discussions. Director Hickson did not plan to reopen the regular meeting session.**

Respectfully submitted,  
Holly Lais  
Recording Secretary