

**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, July 23, 2020, 6:00 p.m.

The Zoom recording will be posted on SVFR & WLAD Websites

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

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

WLFEA BOARD MEMBERS PRESENT: Directors Jim Palisi, Cindy Russell, John Murphey, Sam Spayd

STAFF PRESENT: Chief Schick, Dina McClure, Matt House, Holly Lais

Chief Schick called the meeting to order at 6:00 p.m. Roll Call established quorums.

APPROVAL OF AGENDA:

- **WLAD Director Webb made a motion to approve the agenda. Director Russell seconded. Roll Call, motion passed unanimously.**
- **SVFR Director Green made a motion to approve the agenda. Director Spayd seconded. Roll Call, motion passed unanimously.**
- **WLFEA Director Murphey made a motion to approve the agenda. Director Palisi seconded. Roll Call, motion passed unanimously.**

PUBLIC COMMENT: None

ELECT OFFICERS FOR FY20-21: SVFR, WLAD, WLFEA

SVFR:

- **Director Spayd nominated Director Palisi for President. Director Burns seconded. Director Palisi requested to be withdrawn from the nomination. Director Green nominated Director Hickson for President. Director Spayd seconded. Director Hickson abstained and the other four Directors were in favor, motion passed.**
- **Director Green nominated Director Palisi for Vice President. Director Spayd seconded. All were in favor, motion passed.**
- **Director Hickson nominated Director Spayd for Secretary/Treasurer. Director Palisi seconded. All were in favor, motion passed.**

WLAD:

- **Director Russell nominated Director Murphey for President. Director Farnsworth seconded. All were in favor, motion passed.**
- **Director Farnsworth nominated Director Russell for Vice President. Director Yecny seconded. All were in favor, motion passed.**
- **Director Russell nominated Director Webb for Secretary/Treasurer. Director Murphey seconded. All were in favor, motion passed.**

WLFEA:

- **Director Russell nominated Director Murphey for President. Director Palisi seconded. All were in favor, motion passed.**
- **Director Russell nominated Director Spayd for Vice President. Director Palisi seconded. All were in favor, motion passed.**
- **Director Murphey nominated Director Russell for Secretary/Treasurer. Director Palisi seconded. All were in favor, motion passed.**
- The boards decided to make no changes to the current committee members.

APPROVAL OF MINUTES:

1. **WLFEA MINUTES:** (WLFEA Minutes were approved by former WLFEA Directors) **Director Farnsworth made a motion to approve the minutes from the Special Meeting on June 8, 2020, and the Regular Meeting on June 25, 2020. Director Yecny seconded. All were in favor, motion passed.**
2. **SVFR MINUTES:** **Director Hickson made a motion to approve the minutes from the Budget Hearing on June 11, 2020, and the Regular Meeting on June 25, 2020. Director Spayd seconded. All were in favor, motion passed.**
3. **WLAD MINUTES:** **Director Murphey made a motion to approve the minutes from the Budget Hearing on June 18, 2020, and the Regular Meeting on June 25, 2020. Director Farnsworth seconded. All were in favor, motion passed.**

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure reported that budget documents were available on the websites and in OnBoard's Resource folder. Staff is preparing for the audits with the goal of completing by December 31. Current financial numbers are subject to the audit.
- McClure reviewed the end of the year financials for SVFR noting that Cash was higher than projected due to increased millage rate and no conflagration. Expenses were at 82.6%, Personnel Services were down, and Materials and Services were up, Capital was at 49%. The Safer Reimbursement Grant had been approved by FEMA and was up to date.
- For WLAD, Cash ended \$500K more than last year due to additional transport fees and reimbursements. Personnel Services ended at 94%, Materials and Services at 86%, and Capital at 82%. The LifeMed analysis for this month was substituted for the end of year Budget vs. Actual report. The money received for the Mobile Integrated Healthcare program (MIH), presented on the balance sheet, now will be also be seen in the monthly expenses on the P&L Report.
- Director Murphey would like to see WLFEA's monthly invoice for expenses billed to SVFR and WLAD. McClure said that beginning FY20-21, transfers will now be shown monthly instead of periodically. Director Farnsworth confirmed that expenses will be seen in the P&L report, line 7600, to show exact amounts and not lump sums to cover expenses. McClure explained that payroll expenses will need to be front-loaded at the beginning of the month and the MIH will show on a separate financial report.
- Director Farnsworth requested a report to show each line item and columns for each month. Director Webb said similar information could be found on the Quarterly 2-year P&L.
- Other discussion covered impacts of the property tax/local option levy and the casino annual payments.
- McClure reported that WLFEA's financials, excluding the MCR program, ended nine months of operation at 74.28% compared to the budgeted projection of 75% for FY19-20.

OLD BUSINESS:

4. **WLFEA Action Item: Approve Employee Benefits:** Chief Schick led the discussion of WLFEA employees' benefits. Currently, the staff does not have bargaining agreements and has flexibility. Chief Schick, Chief

House and McClure have employment contracts and are exempt. WLFEA employee benefits were approved by both boards and budget committees but the WLFEA Board will make the ultimate decision. The department has the option to push the health insurance renewal date to January 1. WLFEA has two employees who would receive step raises with no COLA. Others would get COLA only. Dependent on labor negotiations, Chief House and Lais would change their VEBA and Healthcare Plan to match other WLFEA employees.

It was purposed that Chief House move from General Service to Fire and Police PERS. This presents no additional cost to the Authority, but he could retire at 25 years of service instead of 30. Chief House said he has been in PERS 22 years and plans to stay with the district for as long as possible. Chief House's position will be discussed more during Strategic Planning.

Director Russell made a motion to approve the WLFEA employee benefits as presented. Director Spayd seconded. Roll Call, motion passed unanimously.

5. SVFR Action Item: Appropriate Capital Funds to pay for Chief's vehicle:

Since the Chief's vehicle was purchased during FY20-21, the funds will need to be reappropriated up to \$55,000, to include the installation of necessary equipment. Those funds are currently located in the SVFR Capital Funds.

Director Hickson made a motion to Appropriate Capital Funds to pay for Chief's vehicle. Director Palisi seconded. Roll Call, motion passed unanimously.

NEW BUSINESS:

6. WLAD: Review of SDAO Board Practices Assessment:

Chief Schick felt the assessment with SDAO went well. Director Webb thought the information received was good, reflected well on the Board, and helped show areas that need focus.

7. SVFR, WLAD, WLFEA: Strategic Plan/Consolidation Review:

The Boards discussed which meeting method would work best for the group and the public to review the current strategic plan. To comply with social distancing, ideas included meeting upstairs, down in the bay area, or on Zoom.

It was decided that the PERS review will be in the evening for approximately 3 hours with Brenda Wilson from LCOG, the Strategic Plan review will be held on a weekend, and the pros and cons of consolidation would be discussed during a consolidation review meeting.

8. SVFR, WLAD, WLFEA: Operations Chief Review:

Chief Schick proposed to make Chief House's position permanent for both districts. House received praise from several directors for his good work. A new job description for his position is available for review.

Director Russell asked about compensation and Director Palisi suggested the board should support a policy. Chief Schick advised a committee may need to be assembled for a salary survey review.

9. SVFR, WLAD, WLFEA: Job Description Review:

Director Farnsworth addressed succession planning and officer development. Chief Schick stated the WLFEA staff are essentially working two jobs. Director Murphey recommended scheduling employee reviews before the budget presentation.

Chief Schick presented a job description for a media specialist to support the districts. The position would be part-time and would maintain a presence in social media. Though not necessary, an experienced Public Information Officer (PIO) candidate would be ideal.

10. SVFR: Job Description Review:

Chief Schick reported on the expanded job descriptions for Firefighter/Engineer, Lieutenant, and Captain positions. He explained that current employees are grandfathered into their positions and training to meet the new requirements will be provided. The new requirements will also allow for more succession opportunities. Director Palisi agreed with the positive direction for future and current staff to meet NFPA recommendations.

STAFF REPORTS

- 11. Chief Report:** Chief Schick presented his report highlighting on multiple COVID cases in our area and how dispatch has labeled those addresses as “premise hazards.” He spoke about the arbitration ruling which will be announced at the end of the month, how SVFR is prepared for Wildfire season, and firefighter Dave Beck’s 40-year retirement drive-by party will be on July 25th.
- 12. Operations Chief Report:** Chief House added details for Dave Beck’s retirement event. He reported on the continued development of succession planning, the month’s call summary, transfer/ transport data, and training. He informed that the IGA with Oregon Health Authority (OHA) has been signed and anticipate to receive \$63,744 for the Ground Emergency Medical Transport (GEMT).
- Director Murphey suggested since written staff reports are in the board packets, the board members should use this portion of the meeting to ask staff questions if they have any.
- 13. Office Manager Report:** McClure asked if there were any questions on her report submitted in OnBoard; there were none. She added that IT projects continue with focus on beefing up security to prevent cyber threats.

Correspondence: None

DIRECTOR COMMENTS:

- Director Farnsworth nominated Tim Salisbury to be considered to serve on the WLAD budget committee. Chief will send Tim an application.
- Director Murphey asked if Chief Schick could create an evaluation process for himself that would allow for board input by the next joint meeting.
- Director Palisi had received an email from SDAO and will be attending their fire academy to review the fundamentals. He recommended the free class and invited the other board members to attend.

FUTURE AGENDA BUSINESS:

- All meetings will be conducted via zoom until further notice.
- Regular Joint Board Meeting Thursday, August 27, 2020, 6:00 pm.

**Director Murphey motioned to adjourn the meeting, Director Palisi seconded.
Meeting adjourned at 7:53 pm.**

Respectfully submitted,
Holly Lais
Recording Secretary