



**SOUTH LANE COUNTY FIRE & RESCUE**  
*“Making a positive difference in the community  
 Through service to others”*

**January 24, 2019**

**7:00 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Board Vice President Jennifer Radcliffe at 7:00 pm at the Cottage Grove Fire Station Located at 233 E. Harrison Ave Cottage Grove, OR 97424.

**PRESENT:** Jennifer Radcliffe, Dan Duffy, Tom Munroe and Joel Higdon

**ABSENT:** Mike Caven

**OTHERS PRESENT:** Leesa Martindale, Teresa Nohrenberg, DC Raade and DC Baird.

**Agenda Approval/Adjustments:**

- Add Board Resolution 19-01 Authorizing EMS Billing Contract

**Teresa Nohrenberg 2017/2018 audit:** Teresa Nohrenberg went over the 2017/2018 Audit in detail with the Board of Directors. Teresa did notify the Board that this was her last year of doing our audits. Jennifer Radcliffe thanked Teresa for her years of service to us.

Tom Munroe made a motion to approve the Audit as presented and Dan Duffy seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Mike Caven	Dan Duffy	Tom Munroe
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Minutes from previous meeting:**

- Tom Munroe moved to approve the November 15, 2018 Regular Board Meeting Minutes. Joel Higdon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Mike Caven	Dan Duffy	Tom Munroe
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Citizen Input- Public Comments on Items on or off the agenda: None**

**Correspondence:** We had 4 Thank you Cards

**Old Business:**

- **RFP EMS Billing Service:** Chief Wooten advised the Board that Chief Raade received 3 bids for EMS Service. After reviewing them all the Chief recommends that we stay with the current provider Wittman Enterprises. We have had no issues with them. Tom Munroe made a motion to adopt Resolution 19-01 Authorizing EMS Billing Contract where the Board of Directors authorizes and directs the Fire Chief to enter into the contractual agreement with Wittman Enterprises beginning April 1, 2019 for an initial period of one (1) year renewing automatically thereafter according to the terms stipulated in the Request for Quote release by the District on January 10, 2019.

Joel Higdon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Mike Caven	Dan Duffy	Tom Munroe
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **RFP Strategic Planning:** Chief Wooten advised the Board that he has already received a quote from ESCI and their bid was \$18,000 we are currently waiting for a second bid and will hopefully have a third by May or June.
- **RFP for Architect Design for Creswell Fire Station:** Chief Wooten advised the Board that Pivot Architect already has the legal draft for the station proposal and the floor plan is already to what the building would look like we would save \$75,000 to stay with Pivot Architect and they are a good company and have built several Fire Stations around the State including the Eugene/Springfield stations. The procurement laws state we don't have to do sealed bids.
- **Board Shirts:** Chief Wooten said that his intent with this was not for jackets or sweatshirts but more of a Polo or a Button up shirt for the Board to wear to meetings and or to go to trainings with. Chief Wooten said that Justin works with the vendors and there is lots of options so he will work with Leesa and we will email the Board a couple of styles and color options and they can get Leesa there size, style and color.

**New Business:**

**Treasurer's Report:**

1. Financial statements presented for acceptance.
2. Bills presented for payment/approval.
3. Bank Statements review Umpqua and Banner Bank.

Joel Higdon reviewed the Financials for November and December 2018.

Joel Higdon made a motion to approve and accept the Financial Statements for November and December 2018 and approve to pay the bills. Tom Munroe seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Mike Caven	Dan Duffy	Tom Munroe
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Items for Future Agendas:**

- RFP Strategic Planning
- RFP for Architect Design for Creswell Fire Station

**Citizen Input: Public Comment on Items on or off the agenda:**

**Management Team Comments and Reports:**

**Chief Wooten:**

- Chief Wooten said on the Audit page 37 the Total Revenues Variance of - \$171,769 is not really accurate because of the Line item for the Grant that we never took in the amount of \$577,880 if you take that out the variance would not be a negative.
- Chief Wooten said he met with Richard Myers and Faye Stewart regarding the CERT Program that they would like to get started here in CG. He said that the City of CG said it would partner with us on this program and that they are going to try and launch this in early Spring.
- Chief Wooten said when he met with Richard Myers, they went over the Urban Renewal plans and he said that the area has drastically shrunk and it will have a little more impact than Creswell's did. Richard Myers is supposed to be running more concrete numbers for the Chief.

**Division Chief/Shift Commander Comments:**

- DC Raade: Joe advised the Board that we are currently having a DC/AIC training academy and it is going really well so far. Joe also said that we have been doing a lot of out of district transfers to other hospitals like Corvallis and Portland.

**Local IAFF: None**

**Board Member Comments:**

**Joel Higdon:** Joel said that he had a really nice time at the holiday dinner it was very nice and Thank you.

**Meeting Adjourned at 7:53 pm**

**Next Meeting: February 21st 7:00pm at Station 203 Creswell**