



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

**February 18, 2016**

**7:00 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Board Vice President Jerry Settlemeyer at 7:00 p.m. at Station 203 Located at 55 S. 1<sup>st</sup> Street Creswell, OR 97426.

**PRESENT:** Jerry Settlemeyer, Jennifer Radcliffe, Jacob Daniels and Dan Duffy

**ABSENT:** Mike Caven

**OTHERS PRESENT:** Leesa Martindale, Linda Adler, Joe Raade, Paul Hughes, Justin Baird, Dave Hyland with ISO.

**Agenda Approval/Adjustments:**

- Chief Wooten said that we are going to move Resolution 14-18 to the March Board Meeting.

**Minutes from previous meeting:**

Jacob Daniels moved to approve the January 21, 2016 Regular Board Meeting minutes. Dan Duffy Seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Citizen Input- Public Comments on Items on or off the agenda:**

**Correspondence: None**

**Old Business:**

- **ISO Consultant Report:** Chief Wooten welcomed Dave Hyland with ISO. He came down to go over the new ratings and answer any questions that the Board might have. The ISO Class 5 is going to a 2 this is for people who live within 5 road miles of a Fire Station and within a 1,000 feet of a Fire Hydrant. The Class 9 went to a 4 this is for people who live within 5 road miles of the Fire District but are not within 1,000 feet of a Fire Hydrant. A class 10w will be for everybody that lives more than 5 road miles away from the Fire Station and are not within a 1,000 feet of a Fire Hydrant.

- **Master Plan Review:** Chief Wooten said that he is moving away from saying that the Master Plan is a completed document. He said SOG's are being reviewed on a regular basis. Jennifer Radcliffe wanted to know how often the Chief reviews the master plan. Chief Wooten said that some of the projects that are on the Master Plan are time line projects and some are not so it is not something that is reviewed on a daily basis. Jacob Daniels said that he is fine with the Master Plan being review on a quarterly basis, Jerry Settlemeyer said he agreed.
- **2016 General Obligation Bond:** Chief Wooten said that he is not in a rush to go out and sell the Bond. He said that they hope to have a manufacture picked out by the end of April or first of May. Banner Bank did put an offer on the Table.
- **Move Board Meetings to 6:00pm:** The Board discussed moving the meetings to 6:00pm instead of 7:00pm, all were in favor. We will change the website to reflect this change and Leesa will advertise in the paper the updated times for the remaining meetings.

**New Business:**

- **Appoint a Budget Officer:** Jacob Daniels moved to appoint John Wooten as the Budget Officer for the 2016-2017 Budget Year. Jennifer Radcliffe Seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **Advertise for Civil Service Commission Position:** Chief Wooten explained what the Civil Service Commission does for South Lane County Fire & Rescue just in case some of the Board members were not aware of the duties of the Civil Service Commission. Jacob Daniels moved to approve the advertising of the open position in the Creswell Chronicle and the Cottage Grove Sentinel. Dan Duffy Seconded this motion

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **Board Resolution 14-17 Acceptance of Conflagration Funds:** South Lane County Fire and Rescue has received \$70,308.23 from the State of Oregon for Conflagration during the 2015 Fire Season. South Lane County Fire and Rescue also received \$3,800 from Goshen and Pleasant Hill Fire for the sale of surplus

Fire Hose and appliances and \$2,010.99 for the recent sale of the 1986 Chevrolet Pickup.

Jacob Daniels moved to approve Board Resolution 14-17 to accept of additional unbudgeted revenue in the amount of \$76,119.22 into the FY 15-16 Budget. Jennifer Radcliffe seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **Banner & Umpqua Bank Authorized signers for District:** Linda Adler advised the board that both banks need an updated list of Board members to be authorized signers on behalf of South Lane County Fire and Rescue.

Jerry Settlemeyer stated effective February 18, 2016 the authorized signers for the accounts listed under South Lane County Fire and Rescue are as follows:

Michael A Caven, Board President  
 Jerry Settlemeyer, Board Vice-President  
 Jennifer Radcliffe, Secretary-Treasurer  
 Jacob G. Daniels, Board Member  
 Dan J. Duffy, Board Member  
 John R. Wooten, Fire Chief

**Treasurer’s Report:**

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

Jennifer Radcliffe reviewed the financial statements this month. Jacob Daniels moved to approve and accept the financial statements for January 21, 2016 and approve to pay the bills. Dan Duffy seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Job Description Review:** Chief Wooten went over his memo regarding Board Policies J-2, J-3, J-4 and J-5. He said that these positions/Board policies no longer exist and that they should be archived. Jacob Daniels moved to archive these board policies. Dan Duffy Seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Board Policy Review: J-13, K-1 and L-1**

- Board Policy J-13 Jennifer Radcliffe moved to approve Board Policy J-13. Dan Duffy seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **Board Policy K-1:** Jacob Daniels moved to approve Board Policy K-1 with some amended spelling errors. Jennifer Radcliffe seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

- **Board Policy L-1:** Jacob Daniels moved to approve Board Policy L-1. Dan Duffy seconded the motion.

VOTE	Jerry Settlemeyer	Jennifer Radcliffe	Mike Caven	Jacob Daniels	Dan Duffy
AYES	x	x		x	x
NAYS					
ABSTAIN					
ABSENT			x		

**Motion Carried**

**Items for Future Agendas:**

- Review Master Plan Progress in May
- General Obligation Bond
- Updated Board Policies for all Board Members April

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

**Management Team Comments and Reports:**

**Chief Wooten:**

- Paul Hughes and Chief Wooten just got back from Wisconsin to tour the Pierce Factory and he will let Division Chief Hughes talk about that.
- We are updating the Volunteer Program Structure. We will no longer be having Tuesday night drills as participation is getting less and less. Chief Wooten said that they are going to do an all day Saturday drill once a month. They will have a career person working overtime so when there is a call the instructor is not having to run out on that call. We will also be inviting our mutual aide to come and train with us. We will also be asking the Volunteers to sign up once or twice a month to schedule a shift to go out on the first out apparatus to help with training and to build a trust and relationship with the career employees.
- Chief Wooten said we are going to increase the LOSAP Cap from \$750 to \$2,500 a year for the Volunteers.
- Jennifer Radcliffe asked what qualifications are needed to be a volunteer. Chief Wooten said you need to have your FF1 & FF2 and you pretty much have to have the same qualifications as the career guys. He said there is 6 months of training before you can drive. You have to be physically fit and have respiratory fitness checks and be a minimum of 18 years old.

**Division Chief/Shift Commander Comments:**

**Division Chief Baird:**

- We will be sending 8 people to the Fire Fighter challenge in Seattle this year and will be having a breakfast on February 28<sup>th</sup> from 7am-11am.

**Division Chief Hughes:**

- Paul said that now since they have toured both apparatus companies he needs to do some more research as they have some questions and research to do before they order the apparatus. He said they would like to get it ordered by the end of April.

**Division Chief Raade:**

- Joe said to save the date; we will be having our annual awards banquet on Saturday April 9<sup>th</sup>. He said he wanted and looked in to having it in Creswell but it just didn't work out. The dinner this year will be at the Village Green.
- Joe said that the Creswell Chamber Banquet will be on March 12<sup>th</sup> if any of the Board members are interested in going to please let him know.
- We have an EMS Volunteer that will be brought on as soon as she is done with her schooling.

**Local IAFF: None**

**Board Member Comments:**

**Jerry Settlemeyer:**

- Congratulation to the District on the hard work with the ISO rating.

**Jacob Daniels:**

- Thank you to everybody on the ISO rating.
- He went to the SDAO conference and learned a lot of stuff and even ran for a position on the SDAO Board.

**Jennifer Radcliffe:**

- Jennifer said thanks to the staff for working with her on the financial review this month as she was out of town.

**Dan Duffy:**

- This was his first full day as a Board Member. He said that he went to the Budget Meeting at LCC today and learned a lot.

**Meeting Adjourned at 8:36 pm**

**Next Meeting: March 10, 2016 6:00pm Station 201 Cottage Grove**