



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

**April 18, 2019**

**7:01 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:** Mike Caven, Jennifer Radcliffe, Dan Duffy, Tom Munroe and Joel Higdon

**ABSENT:** None

**OTHERS PRESENT:** Leesa Martindale, DC Baird, Mr. Hanson

**Agenda Approval/Adjustments: none**

**Minutes from previous meeting:**

- Tom Munroe moved to approve the February 21, 2019 Regular Board Meeting Minutes. Dan Duffy seconded the motion.

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

**Motion Carried**

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

**Correspondence: none**

**Old Business:**

- **RFP Strategic Planning:** Chief Wooten advised the Board that we will start this process in May or June he said there will be a planning team of 15 internal people. He will update the board when more information is available.
- **Cloverdale Property:** Tom Munroe made a motion to direct Chief Wooten to enter into a real-estate contract with Mr. Hanson on the Cloverdale Property and execute it. Joel Higdon seconded the motion.

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

**Motion Carried**

**New Business:**

- **Board Resolution 19-02 Contracting with Pivot Architecture:** The Board of Directors authorizes and directs the Fire Chief to enter into contractual agreement with Pivot Architecture for the scope of work defined in the contract in an amount not to exceed \$75,000. Jennifer Radcliffe made a motion to approve Board Resolution 19-02 and Joel Higdon seconded the motion.

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

**Motion Carried**

- **Board Shirts:** Leesa printed off some samples of shirts for the Board and asked them to please pick which style they wanted and write the color and the size next to the picture and return to her so she can get them ordered.
- **New Auditor:** Chief Wooten said we are going to start this process. He said he is going to ask Teresa if she would be willing to help interview the auditors with him. Chief Wooten said he has increased the audit amount from \$9,000 to \$15,000 for the 19/20 budget. Dan Duffy suggested asking Kevin Pillow if he has any recommendations for auditors so Chief Wooten said he would reach out to him to see if he has some.
- **Chief Wooten's Review:** The Board members all got the packet of information for Chief Wooten's review which they will do at next months meeting. Joel Higdon asked if he could have a copy of the Chiefs review last year. There are some changes that need be made to the packet which the Board will amend this Winter.

**Treasurer's Report:**

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

Mike Caven reviewed the Financials for February and March 2019.  
 Mike Caven made a motion to approve and accept the Financial Statements for February and March of 2019 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	x
NAYS					
ABSTAIN					
ABSENT					

**Motion Carried**

**Items for Future Agendas:**

- RFP Strategic Planning May or June
- New Auditor-May or June
- Changes to Chief Wooten’s Review packet

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

**Management Team Comments and Reports:**

**Chief Wooten:**

- Chief Wooten advised the Board that we should be getting the last of the money from the last Conflagration and he will be bringing a resolution to the Board to move the money.
- Chief Wooten said that during the snow storm we ran 46 calls that Monday and Tuesday and he added 2 more people each day to help staff an extra ambulance. He said that overall everything went pretty well. He said he is going to do an after-action review with the City tomorrow to go over how things went. He said that was the 2<sup>nd</sup> time in 2 months that the Red Cross opened a Shelter once for the snow and once for the flooding.
- Chief Wooten said that DC Baird’s team is going to getting awards at the conference in May. They are getting awards for Bravery and Excellence for saving a lady that was trapped in a burning house in June 2018. This patient has made a full recovery and is back to living in the community.

**Division Chief/Shift Commander Comments:**

- Chief Baird just got back from the Task Force Imposium Matrix for crews and they were told that the weather predictions are going to be for a hot dry summer with lots of fires.
- Chief Baird said there was minimal damage to the apparatus during the snow storm he said they lost some chains and had a few minor things to mud flaps and fender flares.
- Chief Baird said we just got a new generator installed at the Saginaw station so next time there is a storm that takes out the power they will be able to stay there.

- Creswell will be getting a fence around the building to the community center on the 29<sup>th</sup> as we are having a terrible problem with the homeless so a fence is going to be put up.

**Local IAFF: None**

**Board Member Comments:**

- **Dan Duffy:** Dan said he has driven down to Roseburg a few times the last month and he is shocked at all the Timber that is down and is wondering about clean up and fire danger.
- **Joel Higdon:** Joel said he seen the write up in the papers regarding the awards that the guys were going to be receiving he said that is great news. He also said great job during the flood and getting everyone evacuated from the mobile home park.
- **Jennifer Radcliffe:** Jennifer told Justin great job to you and your team on the awards and Thank you for all your hard work during the storms.
- **Mike Caven:** Mike said great job on holding your own with the storms he applauds the crews for their hard work.

**Meeting Adjourned at 7:44 pm**

**Next Meeting: May 16, 2019 right after budget meeting**