



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

**June 16, 2016**

**6:12 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Board President Mike Caven at 6:12pm Located at 233 E. Harrison Ave Cottage Grove OR 97424.

**PRESENT:** Mike Caven, Jerry Settlemeyer, Dan Duffy, Jennifer Radcliffe and Jacob Daniels via Telephone.

**ABSENT:** N/A

**OTHERS PRESENT:** Leesa Martindale, Linda Adler, Paul Hughes, Joe Raade

**Agenda Approval/Adjustments:**

- Mike Caven would like to add under new business a procedure for write offs/charity.

**Minutes from previous meeting:**

Dan Duffy moved to approve the May 3, 2016 Special Board Meeting Minutes regarding the GO Bond and the May 19, 2016 Regular Board Meeting minutes. Jerry Settlemyer Seconded the motion.

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

**Motion Carried**

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

**Correspondence:**

- Thank you cards from the Family Relief Nursery and the CG High School

**Old Business:**

- **2016 General Obligation Bond:** Chief Wooten advised the Board that the Bond has been sold and the funds are in our bank account.

**New Business:**

- **Resolution 16-02 adoption of the Supplemental Budget for FY 15-16:** Jacob Daniels made a motion to adopt the FY 15-16 Supplemental Budget as submitted by the District’s Budget Officer. Dan Duffy seconded the motion.

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

### **Motion Carried**

- **Resolution 16-03 adoption of the Budget for FY 16-17:** Jacob Daniels moved to put the approval of this on hold until the Salary for the Chief has been reviewed; he wants to make sure it is comparable to the market. Jacob rescinded his motion without a second.
- **Move Board Meetings:** There was some discussion of moving the Board Meetings but there was not another day that worked best for everybody so it was determined that they would continue to keep the Board Meetings on the 3<sup>rd</sup> Thursday of every month but that we would move the start time back to 7:00pm.
- **Procedure for Relief for Write-offs (Charity):** Mike Caven said that we need to write a policy for the District that if a primary bread winner is in a fatality that we help with the relief of turning them over to collections. Jennifer Radcliffe said this seems purposeful but she is not sure how much money we are sending to collections. Jacob Daniels suggested that Chief Wooten draft something up to present to the Board. The Chief said he would look into this and draft something up.
- **Chief Wooten's Review:** Chief Wooten said that he is fine with doing his review in open session.

**Jerry Settelmeyer** gave the Chief primarily 3's with a few not observed: Jerry said the Chief is doing everything that he would expect him to do.

**Jennifer Radcliffe** gave the Chief 4-5's: Jennifer said she is happy with the Chief he has gone above and beyond to help out other Districts and he always follows through with the duties that he is assigned by the Board.

**Dan Duffy** gave the Chief 4-5's with a few not observed: Dan said he is happy with the Chief. Dan said that the Chief did a wonderful job with the Bond and getting it passed. Dan said he knows that the Chief and the rest of the crew did several community events to speak about the Bond to educate the public.

**Jacob Daniels** gave the Chief 4-5's: Jacob said he knows that his scores are high but that he feels the Chief always carries out what is required of him and that he is impressed with his management skills.

**Mike Caven** gave the Chief primarily 4's with a couple of 5's: Mike said he feel the Chief has safe working habits and that he is happy that the Chief took action on a Wellness & Fitness Program for his employees. Mike said that we need to work with the Chief on his long term goals. Mike told Chief Wooten congratulation on a job well done. Mike said that the one complaint that Chief Creech had was that the Board of Directors did not reward him after his evaluation so that is one thing he wants to make sure the Board does with Chief Wooten reward/compensate him after his review.

**Chief Wooten:** Chief Wooten said he is happy here and has no intention of going anywhere. He said he plans on retiring here in 7 years. He said that he did a comparable on wages for similar districts they range from \$118,000 to \$123,000.

Jennifer Radcliffe said that the current budgeted for the Chief was \$115,000 and if we gave him \$3,000 for his master degree that would put him at the \$118,000

Mike Caven said the Chief has done a fantastic job and we should use the basis of \$118,000.

Jerry Settlemeyer made a motion to give the Chief a flat increase of \$117,500.00. Jacob Daniels seconded this motion but then backed out because he thought that they were going to give the Chief and addition on top of that for his masters.

**MOTION NOT PASSED**

Dan Duffy said he thought this amount was to low he made a motion to give the Chief a flat \$122,000. Nobody seconded.

**MOTION NOT PASSED**

Jennifer Radcliffe said we need more structure and care for doing this. Jerry Settlemeyer said the Chief is doing a good job but there are a number of issues that we have to be aware of. Jerry wanted to know how much the local Police Chief or the City Manager make.

Mike Cave said the Chief is not at the top of the salary range so the next step would be to advance him to the \$115,000 but then compensation him for his masters.

Chief Wooten said the \$115,000 plus the \$3,000 for the masters puts him at the average.

Jacob Daniels made a motion to set Chief Wooten's salary at \$118,000 plus the 3% for education (masters). Dan Duffy Seconded this motion.

Jennifer Radcliffe wanted to know if she could amend this motion. Mike Caven said yes she could amend Jacob Daniels motion.

Jennifer Radcliffe said she would like to amend the last motion. Jennifer Radcliffe made a motion to amend Jacob Daniels motion and give Chief Wooten \$115,000 plus 5% for his master's degree for a total salary of \$120,750. Mike Caven said he would second this motion. Jacob Daniels and Dan Duffy said they would support this motion. Jerry Settlemeyer said no he does not support this motion.

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

**Motion Carried**

Jacob Daniels made a motion to approve Board Resolution 16-03, a resolution to adopt the fiscal year 2016-2017 Budget, Make Appropriations, Impose, and Categorize Taxes as amended. Jennifer Radcliffe seconded the motion.

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

**Motion Carried**

Mike Caven said we need to negotiate a new contract for Chief Wooten or do a provision to extend the current contract until they can get together and negotiate another one.

Jennifer Radcliffe made a motion to extend Chief Wooten’s current contract until the Board meets at the July 21, 2016 board meeting to negotiate another contract. Dan Duffy seconded the motion.

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

**Motion Carried**

**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 for May. Jacob Daniels moved to approve and accept the financial statements for May 2016 and approve to pay the bills. Jennifer Radcliffe seconded the motion.

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

**Motion Carried**

**Board Policy Review:** None

**Items for Future Agendas:**

- Ambulance bills ( Relief write-offs/charity)
- Review Master Plan Progress in August 2016
- Updated Board Policies for all Board Members July 2016
- Yearly Calendar July 2016

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

**Management Team Comments and Reports:**

**Chief Wooten:**

- Chief Wooten said that he has been approached by the City of Creswell and a private organization regarding a new Fire Station in Creswell. He told the Board to expect some information on these ideas in the future. Jerry Settelmeyer suggested that when we go to talk about this we put it in executive session.
- We had our first conflagration in Culver we were on standby but did not get dispatched out to it.
- We have new Bay Doors that are now insulated.
- Chief Wooten will be bringing staff changes in July.
- The Chief was contacted regarding the Safer Grant they would like him to absorb the \$22,000 that was left on the contract so he extended one of the positions out 3 months to draw that money down.
- We are going to start a Teen CERT Program we were approached by the School District it was supposed to be a partnership with 3-4 agencies so far the City and the School are participants and Captain Smith is going to head this program. There will be more details to come.

**Division Chief/Shift Commander Comments:**

Division Chief Raade advised the Board that our billing company came this last month and did some training with the office staff on ambulance billing and with the guys on how to improve their charts.

Division Chief Hughes said we have some structures that hopefully will come through so they can do some burn to learns.

**Local IAFF: None**

**Board Member Comments:**

- **Mike Caven:** Good job Chief

**Meeting Adjourned at 7:53 pm**

**Next Meeting: July 21, 2016 7:00pm Station 201 Cottage Grove**