



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

**July 18, 2019**

**7:00 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Board Sec/Treasurer Joel Higdon at 7:00 pm at the Cottage Grove Fire Station Located at 233 E. Harrison Ave Cottage Grove, OR 97424.

**PRESENT:** Dan Duffy, Tom Munroe, Joel Higdon and Cheryl Shannon

**ABSENT:** Jennifer Radcliffe

**OTHERS PRESENT:** Leesa Martindale, Linda Adler, Michelle Amberg and some shift employees

**Agenda Approval/Adjustments: None**

- **Swearing in of new Board Member:** Chief John Wooten Swore in Cheryl Shannon as SLCFR new Board Member Position 2.

**Minutes from previous meeting:**

- Tom Munroe moved to approve the June 20, 2019 Budget Hearing Minutes and the June 20, 2019 Regular Board Meeting Minutes. Dan Duffy seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **Election of Board Members:**

Dan Duffy made a motion to nominate Joel Higdon as President and Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

Dan Duffy made a motion to nominate Tom Munroe as Vice President and Cheryl Shannon made a motion to nominate Jennifer Radcliffe as Vice President with a second from Dan Duffy.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

Dan Duffy made a motion to nominate Tom Munroe as Sec/Treasurer and Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	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:** none

**Old Business:**

- **RFP Strategic Planning:** Chief Wooten advised the Board that they all had a copy of the Strategic Plan in their packet and that he would like the Board to accept the Strategic Plan. Tom Munroe made a motion to accept the Strategic Plan and Dan Duffy seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **Cloverdale Property Board Resolution 20-01 Authorizing the sale of the Cloverdale Property:** The Board of Directors for SLCFR previously authorized the Fire Chief John Wooten to enter into an agreement with Don Hansen for the sale of the Cloverdale property in Creswell, Oregon described as Parcel 1, Land Partition Plat No. 2002-P1617. The Board of Directors authorizes and directs Fire Chief John Wooten to execute all closing documents and the Deed conveying the property described above and to accept payment on behalf of the District. Tom

Munroe made a motion to Accept Board Resolution 20-01 and Dan Duffy seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **Creswell Fire Station:** Chief Wooten said this next week they are going to be doing the asbestos studies on the building and the next step would be to have the Board authorize Chief Wooten to start having meetings with Michelle Amberg to get things worked out regarding the swap of the properties.
- **New Auditor Board Resolution 20-03:** The Board of Directors selects Accuity, LLC to perform the Districts Audits for the three (3) fiscal years stated above. The Board of Directors further authorized the Chief to immediately enter into agreement with Accuity, LLC. Tom Munroe made a motion to accept Board Resolution 20-03 Appointing an Auditor and Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

**New Business:**

- **Designation of Public Notification outlet-** Tom Munroe entertained a motion to designate the Cottage Grove Sentinel and the Creswell Chronicle as the primary notification outlets and the Register Guard paper for anything requiring 24-hour notice. Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **2019-2020 Board Meeting Calendar:** Tom Munroe made a motion to accept and approve the 2019-2020 Board Meeting Calendar and to have it published in both the Cottage Grove Sentinel and the Creswell Chronicle. Dan Duffy Seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **Banner & Umpqua Bank Authorized signers for Districts:** 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

Dan Duffy made a motion stating effective July 18, 2019 we are removing Mike Caven as Board President and the new list of authorized signers for the accounts listed under South Lane County Fire and Rescue are as follows:

Joel Higdon, Board President  
 Jennifer Radcliffe, Board Vice-President  
 Tom Munroe, Secretary-Treasurer  
 Dan Duffy, Board Member  
 Cheryl Shannon, Board Member  
 John R. Wooten, Fire Chief

Tom Munroe seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

- **Board Resolution 20-02 Authorizing Financing with Government Capital:** The Board of Directors authorized and directs Fire Chief John Wooten to enter into agreement, sign and execute all documents with Government Capital Corporation for the purpose of financing the remaining balance of the purchase. Tom Munroe made a motion to accept Board Resolution 20-02 and Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**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.

Tom Munroe reviewed the Financials for June 2019.

Tom Munroe made a motion to approve and accept the Financial Statements for June 2019 and approve to pay the bills. Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

**Motion Carried**

**Items for Future Agendas:**

- Chief Wooten’s Review packet update wording

**Citizen Input: Public Comment on Items on or off the agenda:** Michelle Amberg said we are doing a great job!

**Management Team Comments and Reports:**

**Chief Wooten:**

- Chief Wooten advised the board that he did an end of the Fiscal year review and that we had 1.8 million in ambulance revenue and our unappropriated ending balance was 1.4 million. He said that we might have to do a supplemental budget later on. He also said that the management team has done a good job.
- Chief Wooten said that Fire season is upon us and we will probably see this in the next few weeks.
- We hired a temp person Annelies Cowan who was one of our residents to fill in on A Shift which is Chief Baird’s shift. Chief Wooten said Annelies is a good fit and he is hoping she will test once we get set up with our new system that DC Raade is going to talk about.

**Division Chief/Shift Commander Comments:**

- **Chief Raade:** Chief Raade said that we do have a new hire and that he is working out really well and that he is on his shift. Chief Raade also said that they had a successful rescue several miles out the crew successfully rescued a person that was trapped under a vehicle 200 feet down an embankment.
- **Chief Raade:** We are going to subscribe to a new program for testing it is called National Testing Network with this program candidates test 1 time and it gets sent out to whoever they would like it to go to we will have a better chance of getting more candidates this way.

- **Chief Baird:** Chief Baird said we have a new budget for fleet and we are gearing up for Fire season because it is coming.
- **Chief Baird:** We are still working on bids and a new gate for the training yard so that project is not complete yet.

**Local IAFF: None**

**Board Member Comments:**

- **Dan Duffy:** Welcome Cheryl Shannon
- **Tom Munroe:** Welcome Cheryl Shannon and congratulations Chairman Higdon

**Meeting Adjourned at 7:44 pm**

**Next Meeting: August 15, 2019 Station 203 Creswell**