



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

July 21, 2016

7:01 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board President Mike Caven at 7:01 Located at 233 E. Harrison Ave Cottage Grove OR 97424.

PRESENT: Mike Caven, Jerry Settlemeyer, Dan Duffy

ABSENT: Jacob Daniels and Jennifer Radcliffe

OTHERS PRESENT: Leesa Martindale, Linda Adler, Joe Raade, Bill Parsons

Agenda Approval/Adjustments:

- We need to add Resolution 16-03 GO Bond Debt Service
- No Executive Session as there is only one Civil Service Commission

Minutes from previous meeting:

Jerry Settlemeyer moved to approve the June 16, 2016 Supplemental Budget FY 15-16 Hearing Minutes, Budget Hearing minutes for the FY 16-17 and the Regular Meeting Minutes. Dan Duffy Seconded the motion.

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

Motion Carried

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

Correspondence:

- Thank you cards from Harrison Out Door School and South Valley Athletics.

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.
- **Ambulance Bills-** Chief Wooten’s recommendation is not to create a charity policy. He said customers owing ambulance bills to SLCFR can already make a request to the Fire Chief to have the debt forgiven. Should the request be denied by the Fire Chief, customers may then make an appeal directly to the Board for consideration. Jerry Settlemeyer wanted to know if we have a policy that stats this. Chief Wooten is going to research the Board Policies and will touch base at the next meeting.

- **Yearly Calendar:** Chief Wooten said he would like a Target List of items that they would like to see on the calendar. Jerry Settlemeyer would like to see a social event with the District sometime soon.
- **Future Staffing Plan:** Chief Wooten talked about his career development plan. He said that he thinks there needs to be a number two person. If something were to happen to the Chief he believes there needs to be somebody that could step up and run the District. His plan is to promote 3 more Captains by next July which also means he would promote 3 more Engineers.

New Business:

- **Election of Board Officers:** It was decided that the Board of Directors remain the same as they currently are since two of them were not at the meeting:

Mike Cave: President
 Jerry Settlemeyer: Vice President
 Jennifer Radcliffe: Secretary/Treasurer
 Jacob Daniels: Board Member
 Dan Duffy: Board Member

- **Designation of Public Notification outlet-resolution:** Jerry Settlemeyer 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 a 24 hour notice. Dan Duffy Seconded the Motion.

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

Motion Carried

- **2016-2017 Board Meeting Calendar:** Jerry Settlemeyer moved to approve the 2016-2017 Board Meeting Calendar and to have it published in the Creswell Chronicle and the CG Sentinel with the flexibility to be moved around as needed. Dan Duffy Seconded the Motion.

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

Motion Carried

- **Chief Wooten's Contract:** Move this item to next month since we are missing a couple of Board Members.
- **Appointment of Civil Service Commissioner:** Jerry Settlemeyer asked if a person could be on two Boards as Jim Thiel is on the Budget Committee and now he would be on the Civil Service Commission. The Chief said yes as long

as there is no Board Policy stating that he cannot be on both. There is currently no policy.

Dan Duffy moved to appoint Jim Thiel to the vacant Civil Service position. Jerry Settlemeyer seconded the motion.

Mike Caven said he would call Jim Thiel and let him know.

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

Motion Carried

- **Board Policy A-2 Fiscal Policy:** The Chief explained the changes to this Board Policy. Jerry Settlemeyer moved to approve on a first reading basis and Dan Duffy Seconded the motion.

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

Motion Carried

- **Board Resolution 16-03 FY 2016-2017 Budget:** Lane County Asser's office said we had to exclude the GO Bond Debt Service from Limitations. Dan Duffy made a motion to approve Board Resolution 16-03 in its revised form. Jerry Settlemeyer seconded the motion.

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

Motion Carried

- **Board Resolution 16-04 GO Bond Fleet Purchase:** Jerry Settlemeyer moved to approve Resolution 16-04 that authorizes and directs the Fire Chief to expended budgeted funds in the amount of \$302,086 for the purchase of a Freightliner Type 3 Pumper, Stock #27309 from Pierce Manufacturing through Hughes Fire Equipment. Dan Duffy Seconded the Motion.

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

Dan Duffy reviewed the financial statements for June.

Dan Duffy moved to approve and accept the financial statements for June 2016 and approve to pay the bills. Jerry Settlemeyer seconded the motion.

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

Motion Carried

Board Policy Review: None

Items for Future Agendas:

- Review Master Plan Progress in August 2016
- Yearly Calendar

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

Management Team Comments and Reports:

Chief Wooten:

- The Chief said that the Safer Grant has been approved and we will be getting the \$22,374.
- The Fleet Specs are done and the Chief signed the contracts today.
- New hire Tyler Bergeland he will be replacing Mike Dunn-Bernstein.
- We will have 2 employees going out on Maternity Leave this month so we will see an increase in overtime.
- The Chief said we will be hiring 3 more employees by September.
- The Chief said he put out a survey last year to the employees regarding career development and items or things that they would like to see done. The Chief said that $\frac{3}{4}$ of that list has been completed. Some of the items are:
 - a. Improve Property Management
 - b. Add more staffing
 - c. New Apparatus
 - d. Succession Planning
 - e. Wellness Program with routine Physicals
 - f. Financial Security

Division Chief/Shift Commander Comments:

Division Chief Raade:

- Division Chief Raade advised the Board that we will be starting the reserve recruitment in September.
- He also advised the Board that the new Ambulance will be here the end of September.
- The Volunteer Association is starting to meet again. Chief Wooten said that he had a meeting with Jake Williamson and said this is a good thing.
- EMS Revenue is up \$200,000

Captain Parsons: Bill said that he has been a member of the District for over 30 years and we have never been where we are today. He said that we have great leadership. He said that adding personnel is a big help as the work load right now is demanding and the extra help is much needed. He said that there is great moral and there are good and positive things happening.

Local IAFF: None

Board Member Comments:

- **Jerry Settlemeyer:** Jerry said it is wonderful to see us out in the community. He did say that he has been approached by a few people in the community about how much money we spend on all these community activities that we are involved in. The Chief said he could develop a report on what we are spending on community outreach and advertising in papers. Mike Caven said that would be great, that way they can educate the public on what we are doing the amount of money being spent.
- **Dan Duffy:** Dan said that the grass at Delight Valley School is getting chest high and that it needed to be cut. The Chief said this is the responsibility of the School District to keep it cut down.
- **Mike Caven:** Good job Chief and that he pretty much agrees with what Captain Parsons said.

Meeting Adjourned at 8:00 pm

Next Meeting: August 18, 2016 7:00pm Station 203 Creswell