



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

May 16, 2019

7:03 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board President Mike Caven at 7:03 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, DC Smith, and Michelle Amberg

Agenda Approval/Adjustments:

- Add Secretary of State Letter

Minutes from previous meeting:

- Tom Munroe moved to approve the April 18, 2019 Regular Board Meeting Minutes. Jennifer Radcliffe 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: Non

Correspondence: none

Old Business:

- **RFP Strategic Planning:** Chief Wooten advised the Board that we need to have a representative from the Board for the meeting that is going to happen in June it will be 3 consecutive days he is thinking anywhere from the 12th to the 24th. Joel Higdon said he would be interested in sitting on the team.
- **Cloverdale Property:** Chief Wooten said Don Hanson went to the title company with the Board minutes so we might need to accept the payment in the next board meeting.
- **Creswell Fire Station:** Chief Wooten and DC Baird met with Bill Seider and his team to discuss the plans for the new Fire Station this was meeting 1. They will

have another meeting next week. Chief Wooten said they will need to take a soil sample and do a Geo Survey.

New Business:

- Oregon Secretary of State letter-** Chief Wooten said because of the deficiency in the audit the State requires us to provide them a Plan of Action. This letter is the same one that we sent last year.
Tom Munroe made a motion to approve and send the Plan of Action letter to the Oregon Secretary of State and 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

- Board Resolution 19-03 Accepting and Distributing Unanticipated funds-** South Lane County Fire and Rescue has received unbudgeted revenues in the amount of \$200,626.44 from the State of Oregon for conflagration deployments during the 2018 fire season in the amounts listed below:

Conflagration Revenue (2018 Fire Season)

005-00-09 Fees-Conflagration Response **Total: \$200,626.44**

The Board of Directors accepts the additional unbudgeted revenue into the FY2018-19 Budget, and directs said received funds be dispersed to the following lines;

Personnel Services

109-00-02 OT-Shift Cover, Conflagration, EMS Contracts \$107,559.24
(Conflagrations)
115-00-00 Retirement (PERS) \$36,834.53
113-00-00 FICA/Medicare \$1,858.77
111-00-00 Worker’s Compensation \$1,690.45

Total: \$147,942.99

Materials & Services

216-00-03 Vehicle Maint. & Repair-Staff Vehicles

Total: \$3,967.10

Transfers

800-00-02 Transfer-To Equip Reserve Fund 802 \$48,716.35

Total: \$48,716.35

Total Disbursement: \$200,626.44

Tom Munroe made a motion to approve Board Resolution 19-03 accepting and distributing unanticipated funds as presented and Jennifer Radcliffe 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 gave all the information to Justin and he will be ordering the shirts for the Board.
- **New Auditor:** Chief Wooten said we are going to need to set up a work session in June or July to interview a new auditor. He said he has some names and Mike Fleck said he has a list from the state that he will forward on to Chief Wooten. He said we will send out an RFP asking them for a quote.
- **Chief Wooten's Review:** Chief Wooten elected to have his review in open session. Board President Mike Caven went through the evaluation line by line. The Board of Directors said they are very happy with Chief Wooten and he has a good relationship with the Board. The Chief exceeds the expectations and has an outstanding performance according to his scores on the evaluation. Board President Caven will complete the evaluation scores and comments and will forward the final evaluation in the next few weeks.

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 Financials for April 2019. Jennifer Radcliffe made a motion to approve and accept the Financial Statements for April 2019 and approve to pay the bills. 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

Items for Future Agendas:

- RFP Strategic Planning June
- New Auditor- June or July
- Changes to Chief Wooten's Review packet

Citizen Input: Public Comment on Items on or off the agenda: Michelle Amberg said they are grateful for Chief Wooten coming up and did some training with her staff she said that with the last 2 incidents the snow storm and the rain storm they realized how they were not as prepared as they thought so she really appreciates him taking his time to come up and doing some training with them.

Management Team Comments and Reports:

Chief Wooten:

- Chief Wooten advised the Board that Matt Millam one of our EMS reserves passed away this last week.
- Chief Wooten said the Downes Rd Fire met all the criteria for a conflagration we had 38 structure apparatus with 3 people on each plus several mutual aide districts helping us. On top of the Downes road fire we also had a couple of fires at the short mountain (garbage dump) and a plane crash with fatality and a commercial fire so it was a really bad weekend of events that happened. Chief Wooten said he was going to write letters to our mutual aid partners that came to help us.

Division Chief/Shift Commander Comments:

- Chief Baird said Station 202 got a new generator and it is up and running good.

Local IAFF: None

Board Member Comments:

- **Dan Duffy:** Dan said he came in to town for the hazard waste dump and he said it was well organized.

Meeting Adjourned at 7:53 pm

Next Meeting: June 20, 2019 right after budget hearing @6:30pm