



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

July 20, 2017

7:00 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board President Mike Caven at 7:00 pm at the Cottage Grove Fire Station located at 233 E. Harrison Ave Cottage Grove OR 97424.

PRESENT: Mike Caven, Dan Duffy, Tom Munroe, Joel Higdon

ABSENT: Jennifer Radcliffe

OTHERS PRESENT: Leesa Martindale, Linda Adler, Chief Baird, Chief Raade, Michelle Amberg.

Agenda Approval/Adjustments: None

Swearing in of new Board Member: Mike Caven swore in Joel Higdon for Board Position 1.

Board Executive Session ORS 192.660(2)(b) to consider dismissal of an employee was called and the Board went into the Chief’s office for the Executive Session.
7:04pm to 8:00pm

Minutes from previous meeting:

- Dan Duffy moved to approve the June 15, 2017 Regular Board Meeting Minutes and the June 15, 2017 Budget Hearing Minutes. Tom Munroe seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Mike Caven	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: Letters of appreciation to some of the career guys from Chief Wooten for their participation in the apparatus specifications work group. There was a thank you letter from Douglas County Fire District 2 thanking the Chief for letting DC Baird participate as an evaluator in their recent Lieutenant and Captain promotional assessment center.

Old Business:

- **Creswell Station Advisory Committee Charter:** Chief Wooten drafted the Charter for the Board to review. This Charter will be presented to the Advisory Committee at the next work session which will be on August 17th at 6:30pm at the Creswell Community Center. There will be 2 Board Members designated to be on the CSAC.
- **Seismic Rehabilitation Program Grant:** The Chief advised the Board that he recommends that we do not accept this grant. He said that we have 60 days to accept the Grant. If we accept it then we will have to keep the current fire station for 10 years.
- **2012 Operational Levy Timeline-** Chief Wooten drafted up the language for Notice of Measure Elections for SEL803. The Filing opens on July 29, 2017. The Chief said we need to go for the full \$.47. Mike Caven said he thinks the language looks good. Joel Higdon asked the Chief if we are the only ones going out for Levy. Chief Wooten said to his knowledge he does not know of anybody else that is trying to renew or present any bonds or levies.
- **New Fleet Update:** Division Chief Baird said the 2 engines and 1 tender are in Eugene at Hughes Fire. They are working on fixing a few things and we should have them in the next couple of weeks. Chief Wooten and Justin will fly back and do the final inspection on the Aerial on August 7.

New Business:

- **Election of Board Members:**

Dan Duffy made a motion to nominate Mike Caven as President. Joel Higdon Seconded the motion.

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

Motion Carried

Dan Duffy made a motion to nominate Jennifer Radcliffe as Vice President. Joel Higdon seconded the motion.

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

Motion Carried

Tom Munroe made a motion to nominate Dan Duffy as Sec/Treasurer. Joel Higdon seconded the motion.

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

Motion Carried

- **Designation of Public Notification outlet-resolution:** Dan Duffy 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. Tom Munroe Seconded the Motion.

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

Motion Carried

- **2017-2018 Board Meeting Calendar:** The Board would like the CSAC meetings added to the Calendar. They would also like the Board Member who will be reviewing the Financials to be listed on it as well. They will approve the calendar at the next Board Meeting.
- **Banner & Umpqua Bank Authorized signers for District:** 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.

Tom Munroe stated effective July 20, 2017 the authorized signers for the accounts listed under South Lane County Fire and Rescue are as follows:

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

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 said he would review the Financials for July and make a statement at the next Board meeting that he reviewed them.

Mike Cave made a motion to approve and pay the bills. Joel Higdon seconded the motion.

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

Motion Carried

Board Policy Review: None

Items for Future Agendas:

- Approve July Financials-Mike C
- Approval of Calendar
- Creswell Station Committee even months on the 3rd Thursday 6:30pm.
- Review Master Plan Progress in August 2017
- Chief Wooten's Review August 2017
- Approval of Levy

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

Management Team Comments and Reports:

Chief Wooten:

- Chief Wooten said the total Tax and EMS revenue is exceeding budget expectations \$262,033.68. He said we are averaging 10 calls a day and so far, we are 43 calls ahead of last year.
- Chief Wooten said he reappointed Division Chief Raade as Training Officer for both Fire and EMS with help from Captain Smith and Captain Mabie.
- Chief Wooten said he will be out for the next couple of weeks as his son is coming back for a couple of weeks on leave.

Division Chief/Shift Commander Comments:

- Division Chief Solesbee said that he is seeing a lot of growth in both communities. The new elementary school in Cottage Grove is coming along nicely and Creswell has the new Dollar General.
- Division Chief Solesbee also said that we just bought more fittings for the hydrants as we are trying to replace 20 a year, 10 in each city. We buy 10 and then the Cities buy 10.
- Division Chief Raade said they have just been really busy training for the new fleet. He also said that the Firemed memberships are up.

Local IAFF: None

Board Member Comments:

- **Joel Higdon:** Joel said congratulations to the Local 851 for raising the money for the MDA fill the boot. Next Friday is the fill the boot in CG. Joel said job well done.

Meeting Adjourned at 8:36pm

Next Meeting: August 17, 2017 6:30pm