



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

February 21, 2019

7:03 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board Vice President Jennifer Radcliffe at 7:00 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, Linda Adler, DC Baird, Michelle Amberg, Creswell Chronicle.

Agenda Approval/Adjustments:

Minutes from previous meeting:

- Tom Munroe moved to approve the January 24, 2019 Regular Board Meeting Minutes. 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

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 he has already received a quote from ESCI but he has not received a quote from Steve Able he is in Florence but he has not had time to provide the Chief a quote so the Chief is asking the Board to go ahead and proceed with ESCI for the Strategic Planning. Joel Higdon moved to approve Chief Wooten to move forward with the ESCI quote for the Strategic Planning and Tom Munroe 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

- **RFP for Architect Design for Creswell Fire Station:** Chief Wooten advised the Board that Pivot Architect already has the legal draft for the station proposal and the floor plan is already to what the building would look like we would save \$75,000 to stay with Pivot Architect. Chief Wooten said he has been in contact with Kari Conley with the Attorneys office and since the rest of the work will not exceed \$100,000 it was recommended to let Pivot continue the work for this project. The attorney gave Chief Wooten a draft proposal which he will forward on to pivot for review.

New Business:

- **Appoint Budget Officer:** Tom Munroe made a motion to appoint Chief Wooten as the Budget Officer for the 19/20 budget year. 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

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 January 2019.

Tom Munroe made a motion to approve and accept the Financial Statements for January 2019 and approve to pay the bills. 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 Policy Review: D-3 Fire Suppression Contracting- Fire Suppression Agreement: After Review of D-3 and the changes that are being requested along with the questions from the Board Joel Higdon moved to approve the changes to Board Policy D-3 and the Fire Suppression Contract as presented. Tom Munroe 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
- RFP for Architect Design for Creswell Fire Station
- New Auditor-April

Citizen Input: Public Comment on Items on or off the agenda:

Management Team Comments and Reports:

Chief Wooten:

- Chief Wooten advised the board that he will be taking vacation starting March 3rd-15th.
- We will be putting an RFQ in the paper and or will call around to get quotes for a new auditor. Chief Wooten said he would suggest that we schedule a Work session to do the interviews. There are not a lot of Auditors that do Municipal audits.

Division Chief/Shift Commander Comments:

- Chief Solesbee said that in 2018 he inspected 21 Driveways and several buildings as we have a new software with ESO that allows us to input all the commercial building inspections.
- Chief Smith: Chief Smith said the AIC training for the Captains went really well, he said this will help minimize the overtime cost. The Engineer development training finished a month ago.
- Chief Smith said we are having a quarterly Drill this weekend we have mutual aide coming and it will be held at the old Harrison School.
- This Sunday is the Stairclimb breakfast we have 3 members from the district going Justin Baird, Annelies Cowan and Josh Fountain.

Local IAFF: None

Meeting Adjourned at 7:32pm to go into Executive Session

Executive Session 192.660(2)(E) Real Property Transactions: Mike Caven announced that we would be going into Executive Session regarding the Sale of the Cloverdale Property.

Executive Session Adjourned at 7:52 pm

Mike Caven called the board meeting back into Session. It was decided that we are going to do some research on the Fair Market Value of the Property that is on Camas Swale and Chief Wooten is going to look into the legal rights. It was decided that the Board would appoint Jennifer Radcliffe to look up this information and report back at the Next Board Meeting on March 21.

Dan Duffy moved to appoint Jennifer Radcliffe to look up and do research on the property located on Camas Swale to see what the Fair Market Value is. Tom Munroe 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 Member Comments: None

Meeting Adjourned at 7:57 pm

Next Meeting: March 21st 7:00pm at Station 201 Cottage Grove