



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

April 15, 2021

6:00 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board President Cheryl Shannon at 6:00pm.

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

ABSENT: None

OTHERS PRESENT: Leesa Doerrie, Linda Adler, DC Raade and Erin with the Chronicle.

Agenda Approval/Adjustments: None

Minutes from previous meeting:

Tom Munroe moved to approve the March 18, 2021 Regular Board Meeting Minutes. Dan Duffy seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| AYES | x | x | x | x | x |
| NAYS | | | | | |
| ABSTAIN | | | | | |
| ABSENT | | | | | |

Motion Carried

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

Correspondence:

Email from Erin with the Chronicle dated March 23, 2021 regarding Chief Wooten's Contract:

President Cheryl Shannon response was this contract is the same contract that the Chief had for the last 3 years. The board always has access to the Chiefs contract, as we had access to it prior to the meeting and if the proposed contract was unchanged, the board had no questions and no discussion prior to the meeting. As per the Roberts Rules of meetings, there was opportunity for discussion following the motion. The Board voted and ratified the Chief's contract as it has done since 2014.

Chief's Memo AIC-Captains list from Officer Development Program:

The List of 6 employees:

Dylan Fitzgerald

Joe Millam

Tyler Bergeland
 Stephen Beach
 Brian McMartin
 Chris Ewing

Old Business:

- Strategic Planning Update: Chief Wooten said that per the Boards motion at the last meeting he updated the Strategic Planning document and we did complete 2 items in 2020.

New Business:

- **Board Resolution 20-20 Chevrolet Life Line Ambulance Surplus Property:**
 The Board of Directors declares the 2010 Chevrolet Life Line Ambulance as surplus property. The Board of Directors hereby authorize and directs the Fire Chief and/or designee to sell the ambulance in compliance with Oregon Law and District Policy. Dan Duffy made a motion to accept Board Resolution 20-20 and Tom Munroe seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| AYES | x | x | x | x | x |
| NAYS | | | | | |
| ABSTAIN | | | | | |
| ABSENT | | | | | |

Motion Carried

Chris Holloman asked where we sell the used property and Chief Wooten let him know that we put it on GOVDEALS.com

- **Board Resolution 20-21 Accepting and Distributing Unanticipated funds (Conflagration):** The Board of Directors accepts the additional unbudgeted revenue into the FY2020-21 Budget, and directs said received funds be dispersed to the following lines;

| | |
|--|-------------|
| <u>Personnel Services</u> | |
| 109-00-02 OT-Shift Cover | \$60,425.34 |
| 115-00-00 Retirement (PERS) | \$24,873.98 |
| 113-00-00 FICA/Medicare/Payroll Taxes | \$1,099.65 |
| 111-00-00 Worker's Compensation | \$1,357.85 |
| <u>Materials & Services</u> | |
| 210-00-02 Vehicle Fuel | \$59.06 |
| <u>Transfers</u> | |
| 800-00-02 Transfer-To Equip Reserve Fund 802 | \$53,404.32 |

Total Disbursement: \$141,220.20

Tom Munroe made a motion to Approve Board Resolution 20-21 and Dan Duffy seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| AYES | x | x | x | x | x |
| NAYS | | | | | |
| ABSTAIN | | | | | |
| ABSENT | | | | | |

Motion Carried

- **Board Resolution 20-22 Accepting and Distributing Unanticipated Funds (Sale of Tender):** The Board of Directors accepts the additional unbudgeted revenue into the FY2020-21 Budget, and directs said received funds to be dispersed to the following lines;

Transfers

800-00-02 Transfer-To Equip Reserve Fund 802 \$75,000

Total Disbursement: \$75,000

Tom Munroe made a motion to approve Board Resolution 20-22 and Dan Duffy seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| AYES | x | x | x | x | x |
| NAYS | | | | | |
| ABSTAIN | | | | | |
| ABSENT | | | | | |

Motion Carried

- **Appoint Budget Committee Member Debby Stumph:** The Board only received one applicant for the Budget Committee seat Debby Stumph.

Dan Duffy made a motion to appoint Debby Stumph to the Budget Committee open position and Chris Holloman seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| 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.

Joel Higdon reviewed the Financials for March 2021.

Joel Higdon made a motion to approve and accept the Financial Statements for March 2021 and approve to pay the bills. Chris Holloman seconded the motion.

| VOTE | Joel Higdon | Cheryl Shannon | Dan Duffy | Tom Munroe | Chris Holloman |
|---------|-------------|----------------|-----------|------------|----------------|
| AYES | x | x | x | x | x |
| NAYS | | | | | |
| ABSTAIN | | | | | |
| ABSENT | | | | | |

Motion Carried

Board Policy Review: We will start reviewing these in July 2021.

Items for Future Agendas: Chief Wooten's Review in July 2021: Cheryl Shannon said the Chief has the right to have his review done in Open Session or Executive Session and the Chief said he would like it to be done in Executive Session.

Management Team Comments and Reports:

Chief Wooten: Chief Wooten said that we heard from Blake with Tactical Business and this year's GEMT money came through as \$37,000 and it should be around \$377,977 which is much more consistent with our previous reports. Chief Wooten said he is going to budget for another ambulance as well as some new Heart Monitors and CPR devices with this money.

Chief Wooten: Chief Wooten said that our employee that has been out sick is back and working on getting release backed to full time.

Chief Wooten: Chief Wooten said we now have a new email address for FOIA Request and it is FOIArequest@southlanefire.org. He also said that our website has been updated with current procedures on FOIA request.

Division Chief/Shift Commander Comments:

- Division Chief Joe Raade: DC Raade said that we have been helping out with the weekend COVID Vaccine Clinics that they have been having at the Lane County Fairgrounds, Autzen Stadium and LCC Campus.
- Division Chief Joe Raade: DC Raade said that the new Ambulance is in Service now and that it is out in the Bays and he is encouraging the Board to go out after the meeting and check it out.
- Division Chief Joe Raade: DC Raade said that we are currently in a County Burn Ban due to the weather that we have been having and are expected to have over the weekend.
- Division Chief Joe Raade: DC Raade said that next week we will be having 2 candidate interviews for Position's in the resident program and that May 1, 2021 will be our 39 year of Firemed and next year on May 5, 2022 we will be celebrating 40 years of Firemed.

Local IAFF: None

Board Member Comments:

- **Cheryl Shannon:** Cheryl Shannon thanked the District for their help in the Vaccine clinics that are going on.
- **Joel Higdon:** Joel Higdon said he was going to echo what Cheryl said about the Vaccine clinic he said he thinks that is wonderful and he made some notes as it looks like we have a lot of great things happening with 39 years of Firemed and 40 years coming up. Joel said it would sure be nice since we have 3 great things new equipment (Ambulance), vaccine clinic which is just not a South Lane thing but a Lane County thing and 39 years of Firemed he said he would love to see this in our local papers he said he would love to see them post some wonderful positive things that South Lane County Fire & Rescue does for our community.

Meeting Adjourned at 6:20 pm

Next Meeting: May 20, 2021 Board Meeting 7:00pm

Cheryl Shannon said that our Next Board Meeting if there is not a lot on the agenda that we might skip this meeting but we will wait to see.

DRAFT