



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

August 15, 2019

7:00 p.m.

After due and legal notice, the Regular Board Meeting was called to order by Board President Joel Higdon at 7:00 pm at the Creswell City Hall located at 13 S 1st Street Creswell OR 97426.

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

ABSENT: Jennifer Radcliffe

OTHERS PRESENT: Leesa Martindale, Linda Adler, Michelle Amberg

Agenda Approval/Adjustments: None

Minutes from previous meeting:

- Tom Munroe moved to approve the July 18, 2019 Regular Board Meeting Minutes. Dan Duffy seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	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: Michelle Amberg thanked us for coming u to Creswell.

Correspondence: none

Old Business:

- **Cloverdale Property Board Resolution 20-04 Accepting and Distributing Unanticipated Funds:** South Lane County Fire and Rescue has received unbudgeted revenues in the amount of \$65,352.00 from Donald E. Hansen and Timeri A. Hansen through First American Title Insurance Company for the sale of the Cloverdale Property. South Lane County Fire and Rescue had not previously budgeted these unanticipated revenues for FY2019-20, the Board of Directors has previously directed any revenue from the sale of the Cloverdale property to be placed in the Building Reserve Fund 005-00-05, The Board of Directors accepts the additional unbudgeted revenue into the FY2019-20 Budget as stipulated, and directs said received funds to be dispersed to the following line:

Transfer from General Fund to Building Reserve Fund 801
Reserved-Creswell Station Project \$65,352.

Tom Munroe made a motion to approve Board Resolution 20-04 and Cheryl Shannon seconded the Motion

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

- **Creswell Fire Station:** Chief Wooten said they are going to meet regarding the cost estimate, he said he was sure there would be some sticker shock and will have to adjust a few things. They are still waiting for the results of the asbestos testing as there will be a big cost to have the asbestos removed from both of the buildings that will be knocked down. Chief Wooten said that there will probably be a resolution coming soon authorizing the property swaps.

New Business:

- **Designate District Legal Counsel: Local Government Law Group:** Chief Wooten said we missed this in July but we need a motion to continue using the Local Government Law Group as our legal counsel. Tom Munroe made a motion to continue to use Local Government Law Group as South Lane County Fire and Rescue Legal Council. Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

- **Update Chief Wooten’s Review Form:** There was some discussion on this item and it was left that we will table this item for future agenda as Chief Wooten was going to get some examples from some of the other Districts.

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 Financials for July 2019.

Dan Duffy made a motion to approve and accept the Financial Statements for July 2019 and approve to pay the bills. Tom Munroe seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

Board Policy Review: Chief Wooten advised the Board that he was going to start updating and going over the Board Policies.

A-1 Responsibilities, Authority, and Obligations: Chief Wooten updated this policy to include everybody so the wording “all employees” was crossed out and Career Staff, Residents and Reserves were added. He also changed “employees” to personnel. Tom Munroe moved to approve A-1 on a first time reading and Dan Duffy Seconded the motion. Cheryl Shannon said that she would like to strike 1.1 E Establishment of standards for selection of personnel and training to meet the desired level of service. She said that is something that the Chief does not the Board and she feels that it shouldn’t be in the Board policy. Dan Duffy amended his prior motion to include the strike through of 1.1 E and Tom Munroe seconded the amended motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

A-2 Fiscal Policy: Chief Wooten said that this policy was sent to the attorney’s office to make changes to this policy he said he would recommend that the Board Change the amount under 2.7 and 2.9 from \$5,000 to \$7,500. Tom Munroe said he agrees with the Chief and made a motion to increase the \$5,000 to \$7,500 in 2.7 and 2.9. Cheryl Shannon Seconded the motion. Tom Moved to approve this policy on a First reading with the amended changes and Dan Duffy Seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

A-3 Grievances and Complaints to the Board: Chief Wooten said because there are no real changes to this policy it does not need a second reading. Tom Munroe made a motion to approve and Policy A-3 as of 08-15-2019 and Cheryl Shannon seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	Dan Duffy	Tom Munroe
AYES	x		x	x	x
NAYS					
ABSTAIN					
ABSENT		x			

Motion Carried

Items for Future Agendas:

- Chief Wooten’s Review packet update wording

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

Management Team Comments and Reports:

Chief Wooten:

- Chief Wooten advised the board that the District is moving along in full steam with new projects. He said Fire Season has not hit us yet but we could still see it in September and October.

Division Chief/Shift Commander Comments:

- **Chief Smith:** Chief Smith said that we have kind of backed off training some just so everybody can be rested incase Fire Season hits us hard we will be rested and ready to go. He also said that we are getting ready for a Captains Development Program and Fire Officer Training in September and that we have 5 individuals that will be participating in that.
- **Chief Smith:** Chief Smith said we are advertising for the CERT in both cities as we are now going to offer an adult CERT. He said he is forecasting up to maybe 50-60 people and this program will be kicking off in October they will be 2 separate programs adults and kids.

Local IAFF: None

Board Member Comments:

- **Tom Munroe:** Tom said that he has really enjoyed sitting on the Board and that we have a good bunch of people
- **Joel Higdon:** Joel Higdon said thank you and good work

Meeting Adjourned at 7:54 pm

Next Meeting: September 19 7:00pm Station 201