



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

**February 20, 2020**

**7:09 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Board President Joel Higdon at 7:09pm at the Creswell City Hall Located at 13 South 1<sup>st</sup> Street Creswell, OR 97426.

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

**ABSENT:**

**OTHERS PRESENT:** Leesa Martindale, Linda Adler, Chief Raade, and Chief Baird.

**Agenda Approval/Adjustments: none**

**Minutes from previous meeting:**

- Dan Duffy moved to approve the January 16, 2020 Regular Board Meeting Minutes. Tom Munroe seconded the motion.

VOTE	Joel Higdon	Jennifer Radcliffe	Cheryl Shannon	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:** Joel Higdon said it is always nice to see the Thank you cards.

**Old Business:** None

**New Business:** None

**Treasurer’s Report:**

1. Financial statements presented for acceptance.
2. Bills presented for payment/approval.
3. Bank Statements review Umpqua and Banner Bank.

Cheryl Shannon reviewed the Financials for January 2020.  
 Cheryl Shannon made a motion to approve and accept the Financial Statements for January 2020 and approve to pay the bills. Dan Duffy seconded the motion.

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

**Motion Carried**

**Board Policy Review:**

- **Board Action:** Remove Section N-Job Descriptions listed below from the Board Policy Manual and Direct the Fire Chief to place them in the Districts SOG Manual.

- J-6 Fire Admin Assistant
- J-7 Duty Officer
- J-8 Captain-Revised
- J-9 Engineer-Paramedic
- J-10 Administrative Assistant 1
- J-11 Administrative Assistant II
- J-12 Engineer
- J-13 Division Chief Revised
- J-14 Firefighter-Paramedic

Cheryl Shannon made a motion to remove the N Section of the Job Descriptions as those are now going to be District SOG's. Tom Munroe seconded the motion.

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

**Motion Carried**

- **Board Policy Revision**
  - A-15 Capitalization Policy for Fixed Assets
  - A-11 Purchasing
  - A-10 Fire Chief Hiring Process
  - C-1 Communications
  - C-2 Information Technology
  - J-1 Fire Chief (Re-Numbered to J-2)

Tom Munroe made a motion to approve the revisions to Board Policy A-15, A-11, A-10, C-1, C-2, and J-1. Jennifer Radcliffe seconded the motion.

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

**Motion Carried**

- **Board Policy for Reaffirmation**  
A-12 Public Records Access Policy  
A-17 Ethics Policy

Tom Munroe made a motion to Reaffirm Board Policy A-12 and A-17. Dan Duffy Seconded the motion.

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

**Motion Carried**

- **Final Reading**  
B-3 Fire Chief Evaluation Form

Tom Munroe made a motion to approve the Final Reading of Board Policy B-3 Cheryl Shannon seconded the motion.

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

**Motion Carried**

**Items for Future Agendas:**

- Station 201 (CG) Remodel
- Facilities Bond

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

**Management Team Comments and Reports:**

**Chief Wooten:**

- Chief Wooten advised the Board that we had to cut down the two trees out front because they were dead and becoming a hazard. We donated the wood to a local charity who came and got it.

- **Chief Wooten:** Chief Wooten said that he will be presenting the picture boards of the new Creswell Fire Station at Mondays City Council Meeting.

**Division Chief/Shift Commander Comments:**

- **Chief Raade:** Chief Raade said that this last Saturday they caught a couple of people in the training tower and called the cops and had charges pressed against them. We will be keeping the gate locked and getting some No unauthorized personnel signs to put up.
- **Chief Raade:** Chief Raade said that the CERT Graduates were recognized at the last City Council Meeting. Michelle Amberg said the District is great to work with and that and that we do most of the work and she is very appreciative of the relationship between the District and the City.
- **Chief Raade:** Chief Raade said on Monday he is going to go and meet with the Factory that is going to build our new Ambulance. He had some pictures to show the Board of what the new style of Ambulance will look like.
- **Chief Raade:** Chief Raade said that he has scheduled 2 voluntary visits from OSHA and that he was very pleased at how well we did.

**Local IAFF:**

**Board Member Comments:**

- **Joel Higdon:** Joel Higdon had mentioned the passing of Cal Taylor and Chief Wooten said we would accommodate the service request if there were any but at this time a service has not been planned.

**Meeting Adjourned at 7:40 pm**

**Next Meeting: April 20, 2020 6:00pm Creswell City Hall**