

# Lane Fire Authority & Santa Clara Fire

## Minutes for October 21<sup>th</sup>, 2021 Board Meeting 3939 River Rd. Eugene-, OR

The regular board meetings for Santa Clara Fire and Lane Fire Authority were called to order by Lane Fire Authority Board President Ryan Walker 6:06 pm and by Santa Clara Board President Russ Sirotek at 6:07. Both meetings were held virtually and in person.

### Board Members Present:

Pete Holmes     Bill Clendenen     Ryan Walker     John Baxter     Greg Deedon  
In person                      Virtually                      In person                      Virtually

Rod Graves     Susan Smith     Don Phillips     Russ Sirotek     Frank Taubenkrau  
Virtually                      In person                      Virtually                      In person                      Virtually

### Minutes, Treasurer's Report and Bills:

<b>Topic</b>	<b>September 2021 Board Minutes</b>
<b>Discussion</b>	
<b>Action taken</b>	Pete Holmes made a motion to approve September 2021 board minutes, seconded by Russ Sirotek. All ayes.

### Treasurers Report:

There were no questions re the profit and loss statement.

FEMA reimbursements are beginning to come in. There will be a board resolution to bring the funds into budget under EMS Equipment. The district would like to purchase an additional Lucas device for Medic 101 with a portion of the funds

The district received the final reimbursement for participation in Covid clinics Covid. These funds will be moved to personnel services, which is the line item the funds came from.

All conflagration billing packets from the state of Oregon have been submitted for reimbursement – the grand total for mobilization reimbursement is \$195,186 which translates to approximately \$50,000 of income for LFA.

Chief Borland has received a commitment letter from Banner Bank. If board approves the terms, the district will move forward with loan documents. The loan will be for an amount up to \$600,000.

## **Correspondence:**

Chief Borland read two thankyou notes from community members.

## **Promotions:**

Katherine Leavengood and Hope Taylor were both promoted to FFI.

## **Chiefs Report:**

**Resident Program** – The new residents have settled in to Station 116 and everything is going well. Because two of the residents are drivers and can drive both squad and heavy rescue, Chief Borland would like to move HR 115 to Station 116. Battalion Captains are working on what type of calls they should roll on.

**Thankyou Plaque** – Assistant Chief Wood presented a thankyou plaque from the McKenzie River Community for helping fight the Holiday Farm Fire.

**Station 113 Well** – The well was deepened. A water sample was pulled and determined that 113 well contains Coliform. Appropriate measures have been taken to provide water for the crew. The recommendation from the water company recommendation was to install a UV system which will take coliform out of the equation.

**Station 116 Residents** – Two residents will be offered part time work on Medic 101 on their off shift/days.

**Covid Committee** – There are not a lot of changes for the district. The same precautions continue to be observed. District personnel are 99.9% vaccinated. -One religious exemption is on file. We are seeing more Covid patients than ever before.

**Promotion Process** – A couple of district personnel will be retiring before too long. This will cause a shift in personnel. With that said, the District will be conducting an assessment center in January or February next year.

**District Policies** - Soon Chief Borland will be presenting district policies for review and approval.

**New Medic** – The new medic is now in-service. There have been a few bugs to work out which is normal.

**Grants** – AC Wood continues to work on reimbursement and grants for covid items. The amount of reimbursement amount is determined by a depreciation schedule.

Board member I Pads are in and will be handed out tonight. The district will have the ability to sync/update all I pads from one location. The district will get a protective case for each I pad.

### **IAFF:**

Bill Potterf reported the district has had some amazing calls where we have really made a difference. Everyone is working hard and getting the job done. The new medic is nice to have in service. The design for the new medic unit is in the works.

Negotiations are coming up around the first of the year.

### **Maintenance Report:**

Board members previously received a report from the maintenance department. They are busy...things are going well.

**Public Comment:** None

### **Recruitment/Retention:**

The Academy is approximately one-half way through – no one has dropped out. There are 8 in the academy. Mentorship is going well- this is the 4<sup>th</sup> academy that recruits are acclimated to the station/shift by the time they are done with academy.

### **Volunteer Association:**

Thomas Gish, president, spoke about ideas to get the district more involved with volunteers. During the next association meeting there will be discussion re reimbursement/compensation for volunteers.

Chief Borland feels strongly that wildland boots and pants for volunteers should be purchased by the district.

Mark Peabody is in charge of the Holiday Party – he extended an invitation to everyone present/listening. An email invitation has also been sent to all members. This will be a catered dinner on December 4<sup>th</sup>, along with a bounce house for kids.

The annual awards & appreciation banquet is tentatively set for February 26<sup>th</sup>. Information will be forthcoming.

### **Best Practices:**

SDAO program webinars have been uploaded to the board page on the website

### **New Business:**

**Chiefs Contract:** All board members previously received differing copies of chief' contracts. A chief's contract can be discussed in an open or executive session. If in an executive session the

chief needs to be notified and agree. A board member voiced concern about the contract not being specific in certain areas. Chief Borland also voiced several concerns, one being disability.

The old contract will be posted on the board website for review.

The contract will be revisited during the November board meeting.

**Maintenance Department** - Captain Nelson would like to install Trilogy locks on both SCF stations. This type of lock can be changed remotely and would be in sync with all other stations. Each organization using the building would have their own code. The project would be approximately \$6,500.

Captain Nelson feels that paving & striping will most likely be a project for 2022.

Director Graves would like to close off the traffic that goes through Station 117. The engine needs to be able to turn around. The property could be fenced with a motorized gate. Captain Nelson will look into options

<b>Topic</b>	<b>Approve Recommended Bid for Lights and Locks at Stations 116 and 117 Reject all bids for Tree Removal and Trimming at Station 116</b>
<b>Discussion</b>	Board members previously received a maintenance report and bid information from Captain Nelson. Lights, locks and tree removal/trimming at Station 116 were reviewed and discussed. Lighting at Station 117 which needs to be upgraded was discussed. After discussion a request was made for additional bids for the tree work. The lighting cannot be updated until the tree work is done. Supplies will be ordered now; installation and work will be delayed until the tree work is done. Director Taubenkrau felt the tree bid was too high and will connect with Captain Nelson for additional contacts.
<b>Action taken</b>	Rod Graves made a motion to accept the recommended bids for the locks and lighting for a total of \$10,600 and reject all bids for the tree work. Ayes, 4, Graves, Smith, Taubenkrau, Phillips. Nays 1., Sirotek

Thanks to Rod Graves for cleaning around the flag pole.

<b>Topic</b>	<b>LFA Budget Resolution 2021 Number 15 (Approve corrected amount)</b>
<b>Discussion</b>	Chief Borland testified before the board that a \$300 mistake was made in the original resolution. The corrected amount for Resolution 15 is \$700,330.
<b>Action taken</b>	Pete Holmes made a motion to approve the corrected amount of \$700,330. Seconded by Greg Deedon. All ayes.

<b>Topic</b>	<b>Banner Bank Commitment Letter</b>
<b>Discussion</b>	Board members previously received a copy of the Banner Bank commitment letter which includes loan terms. Loan documents will be available by November's board meeting. Board member Clendenen was unable to be at the meeting tonight but reviewed the document and approved the terms. The loan is 3.5% fixed percent loan with the ability to borrow up to \$600,000.
<b>Action taken</b>	Pete Holmes made a motion to accept the Banner Bank commitment letter. Seconded by Greg Deedon. All ayes.

The regular board meetings for Santa Clara Fire and Lane Fire Authority were adjourned at 7:46 pm by board presidents, Ryan Walker (LFA) and Russ Sirotek (SCF).

**NEXT REGULAR BOARD MEETING: November 18th, 2021 6:00 PM**

**LOCATION: In Person at Station 101 and virtually**

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