

Lane Fire Authority
&
Santa Clara Fire
December 19th, 2019 Board Meeting
88050 Territorial Hwy., Veneta

The regular board meetings for Lane Fire Authority & Santa Clara Fire were called to order at 6:00 p.m. by Lane Fire Authority Vice President Ryan Walker and Santa Clara Fire Board President Russ Sirotek.

Board Members Present:

Pete Holmes Bill Clendenen Ryan Walker John Baxter Greg Deedon
arrived 6:03 pm

Rod Graves Susan Smith Don Phillips Russ Sirotek Frank Taubenkrau

Minutes, Treasurer's Report and Bills:

Topic	November 2019 Board Minutes
Discussion	
Action taken	Motion made by Pete Holmes and seconded by John Baxter to approve November 2019 board minutes. Motion carried –all ayes.

Treasurer's Report: Tax revenue is coming in- the bulk has been received and there should be a small amount coming in after the first of the year.

Five months in to the fiscal year, LFA is roughly \$70,000 ahead of the transport projection.

The loan for the Tax Anticipation Note is paid in full.

The overtime budget is about 54% of the budgeted amount with over a month to go to meet the half-way mark of the year. Chief Borland feels the \$400,000 budgeted for overtime was not a realistic amount.

Correspondence:

LFA received a thankyou from Food for Lane County for the 898 pounds of food collected and donated.

Chief's Report:

Recruit Orientation – Last Monday night was the final orientation for new recruits. Six new recruits will be joining the ranks of LFA.

California Conflagration Packet – The conflagration packet for LFA has been approved by the State Fire Marshal's Office. There are still 32 packets that have not been received which holds up payment for everyone.

Chief Borland may bring this up to the Fire Defense Board in hopes that districts will be encouraged to be more timely (within 30 days) in submitting conflagration packets.

Holiday Events – During the officers meeting earlier this week Chief Borland talked about increasing career staff attendance at these types of functions.

Server Project – All the equipment is in and the first phase of installation will begin tomorrow morning.

Shift Lieutenants – At a previous board meeting, Chief Borland mentioned that shift lieutenants schedules would be changing. The new rotation will begin after the first of the year – every sixth shift the shift lieutenants will swap stations and be on a medic. Line staff will also be changing partners.

Finance Committee - The committee received a copy of the audit in draft form and began to review the information. Chief Borland and others have a number of questions. The auditors were not able to be present at this board meeting due to illness but will be at January's board meeting.

Due to a format difference between former and new auditors there are a number of questions.

SDAO Conference – The conference is in Seaside February 6th -9th. Chief Borland asked if any board members were interested in attending and will most likely ask appropriate staff members if they would like to attend.

Walton Stabbing – Over a year ago there was a stabbing in Walton that LFA crews were responded to – several crew members have been subpoenaed for the trial which is set to begin in February. Chief Borland feels it is very unlikely that anyone will actually be called to testify.

Volunteer Reimbursement – The new system is in place and the response has been positive. Volunteers have the choice between ordering specific items or contributing to LOSAP.

Thanks to the board for allowing LFA to change the parameters of the LOSAP agreement by allowing volunteers to become vested in two years rather than five.

Grants – AC Wood and Tim Whittaker have been working on determining which grants LFA should apply for. They will be writing a grant for a new 2000 gallon pumper engine for Station 115 as well as a new ambulance. AC Wood believes our chances of receiving a grant are probably better than they have ever been. The application process will open sometime in January.

Public Comment:

Recruit Academy - Mark Boren reported that the application process for spring recruit academy is open. Nine applications have been handed out. Each applicant has been asked to do a very brief video answering specific questions – the video will be used as another tool for the screening process.

Awards Banquet Committee – The banquet will be March 7th at Shadow Hills. Surveys have gone out to select “of the year recipients” and the response has been good. Station 116 will be on the challenge coin this year.

Open House – There will be an open house at both Station 107 and 109 in January to invite and encourage volunteers. Flyers have printed and posted. Mark Boren will be there to answer questions.

Volunteer Association Input:

Thermal Imagers – Association President John Leaton shared that very quickly after letters were sent asking for donations for thermal imagers, Twin Rivers Plumbing offered to buy all eight. AC Wood negotiated a better price and LFA will have nine thermal imagers. A framed award was delivered in person to Twin Rivers thanking them for their generosity.

Swanson Bros. sent a \$250 check.

Holiday Events – Stuff the Truck gathered 64 boxes of food and just under \$3,000 in cash donations. LFA works with Kiwanis to organize and deliver the food boxes.

The Light Parade in Veneta was well attended although some apparatus was left behind due to no engineer.

The North Battalion Parade had a fewer apparatus due to no drivers. A fair amount of toys were collected as well as 898 pounds of food.

Turn-out for the Holiday dinner was mediocre.

Santa will be delivered by engine 116 to the River Road Albertsons,

Paid staff has stepped up in their participation of events.

Luci Lights (inflatable solar powered lights) were given as a holiday gift from the Volunteer Association.

Best Practices:

Topic	Resolution Number 5 Program to Charge Mitigation Rates for Deployment of Emergency and Non-emergency Services
Discussion	(EF Recovery) - Establishes and implements a program to charge mitigation rates for deployment of emergency and non-emergency services provided by LFA. This does not pertain to in-district residents. AC Wood read aloud Resolution Number 5. A question was brought up about the CPI. The CPI would be raised a minimum of 1.5% up to a maximum of 5% per year.
Action taken	Motion made by John Baxter and seconded by Pete Holmes to approve and pass Resolution Number 5 . Motion carried –all ayes.

Topic	Adoption of Policy A 4.8 Reimbursement/Recovery of Response and Associated Costs
Discussion	Board Members received a draft copy of the policy in November.
Action taken	Motion made by John Baxter and seconded by Bill Clendenen to approve policy A-4.8. Motion carried –all ayes.

Topic	Adoption of Policy A 4.6 Volunteer Program as Revised
Discussion	Board members received a copy of the revised policy in December's board packet.
Action taken	Motion made by John Baxter and seconded by Pete Holmes to approve policy A 4.6. Motion carried –all ayes.

New Business:

Acuity Audit Review – Acuity personnel will be at the January board meeting. Chief Borland encouraged board members to read through the draft and be prepared to ask any questions they may have.

Banking – Chief Borland spoke about the consistent problems with district credit cards through Banner Bank. Fraudulent charges (not by LFA personnel) happen fairly frequently. It's time to look for another bank to provide services – Cheryl has started looking into services by other banking institutions.

Chief Borland asked board members if they would allow the district to move forward in the possible selection of a new bank. Any change of banks would pertain to LFA only.

Chief Borland was asked by the board to bring three banking options to the January board meeting. The board will discuss options and make a decision.

Insurance Costs – The districts 2020 property casualty renewal for LFA which includes Santa Clara vehicles and stations has been received. Our insurance costs went up 8.22% - the increase was not due to any claims. Insurance is \$108,252 for this coming year. District insurance for vehicles was reviewed item by item and changes were made where prudent.

Facility insurance was reviewed earlier this week with Steve Silva from WHA. A decision was made to drop flood insurance from our facilities that are not in a flood zone on the FEMA map. Santa Clara stations did not have earthquake coverage and it has now been added. Protection class was also changed from 7 to 4 according to the most recent district rating.

Other errors were corrected where needed.

District facilities are due to be appraised in the next couple of years by SDIS.

Quint 115 Stick – Several years ago during a log deck fire, the stick on Quint 115 was damaged. Even though this happened about three years ago, the district will file a claim for the damage.

District Vehicle Accident – About two weeks ago a district vehicle was involved in an accident – FM 101 was the at fault party and per district policy law enforcement came to the scene and conducted an investigation. AC Wood took FM101 to Cascade Health for a UA (per district policy) and district insurance was notified. FM101 was not cited.

Air Compressor – SCF has a nearly new air compressor received through a grant. Junction City's Fire Department can only fill one SCBA tank at a time. Chief Wood asked board members if they would ok moving the "filler" to station 115 and then surplus and sell the Mako that LFA owns to JCFD.

SCF board members voiced no opposition to this idea. AC Wood will keep them informed.

Old Business:

None

Adjourn

There being no further business, the regular business meetings of Lane Fire Authority and Santa Clara Fire were adjourned by their respective board presidents at 7:21 p.m.

Lane Fire Authority: Motion to Adjourn made by John Baxter, seconded by Pete Holmes. All ayes.

Santa Clara Fire: Motion to Adjourn made by Frank Taubenkrau, seconded by Don Phillips. All ayes

Meeting adjourned at 7:21 p.m.

NEXT MEETING: January 16th 6:00 p.m.

LOCATION: 88050 Territorial Hwy., Veneta, OR