

**Lane Fire Authority & Santa Clara Fire**  
**Minutes for December 19th<sup>th</sup>, 2022 Board Meeting**  
 3939 River Road, Eugene, OR

The regular board meetings for Lane Fire Authority and Santa Clara Fire were called to order by Lane Fire Authority Board Vice President Pete Holmes at 1:01 pm and Santa Clara Board President Russ Sirotek at 1:01 pm. Both meetings were held virtually and in person.

**Board Members Present:**

- |  |   |   |   |   |
|--|---|---|---|---|
| <input checked="" type="checkbox"/> Pete Holmes<br>In person | <input checked="" type="checkbox"/> Bill Clendenen<br>In Person | <input checked="" type="checkbox"/> Ryan Walker<br>Virtually  | <input checked="" type="checkbox"/> John Baxter<br>In person  | <input type="checkbox"/> Greg Deedon                              |
| <input checked="" type="checkbox"/> Rod Graves<br>In person  | <input checked="" type="checkbox"/> Susan Smith<br>In person    | <input checked="" type="checkbox"/> Don Phillips<br>Virtually | <input checked="" type="checkbox"/> Russ Sirotek<br>In person | <input checked="" type="checkbox"/> Frank Taubenkrau<br>Virtually |

**Minutes, Treasurer’s Report and Bills:**

<b>Topic</b>	<b>November 2022 Board Minutes</b>
<b>Discussion</b>	
<b>Action taken</b>	John Baxter made a motion to approve November 2022 board minutes, seconded by Bill Clendenen. All ayes.

**Treasurers Report:**

Another check from Life Flight in the amount of \$10,000. So far LFA has received \$146,073 which amounts to 83.5% of the projected amount to be received.

The TAN is paid back in full to Kitsap Bank.

LFA property taxes received are at 98.9% of the projected amount.

SCF is at 97 % of expected property tax collection.

The final draw from the Banner Equipment Loan was taken to pay for one of the new medic units in the amount of \$320,000. The remainder of funds from the loan have been allocated to the reserve and general fund for fire equipment.

Two mobilization payments are expected any day. Those monies will be appropriated by resolution.

The Finance Committee continues to work on the costing model between SCF & LFA. The next committee meeting is January 11th at 9 am. Very soon, the committee will be beginning working on next year’s budget.

GEMT is still in process; 55.3% of predicted income has been received. The gross amount usually received is in the mid to high \$90,000. This year \$145,000 to \$150,000 is expected to be received.

**Correspondence:**

Chief Borland read thankyou's from several folks in the community including one from Life Flight.

**Promotions/Recognition:** None

Rory Bradley was promoted to FFI and Brian Sayles to Lieutenant. Brian will be filling Dean's position when he retires.

**Chiefs Report:**

**Grant Update:**

ARPA Funds just over \$100,000 remain.

AC Wood is still trying to close out the new engine grant.

The OSFM Staffing grant is complete. All \$35,000 of the grant was used.

OSFM grant for a type 3 and type 6 brush has been submitted. OSFM asked if the district had received other apparatus since 2019 – AC Wood answered yes and has not heard anything since.

An air pac grant for this coming year is being worked on.

A Safer grant for three staff has been started.

A Grant for the radio system at 101 to be heard thru internet is being worked on.

The radio grant has failed.

The district bought new Carhartt coats for everyone. Chief Borland collected board member sizes so they can be ordered.

It is time for district Insurance renewal- Chief Borland will send a PDF of the coverage document to board members if they would like to review.

Both Chiefs will have lunch with Jeff Griffin from WHA Insurance. Jeff will also be at a board meeting to review board member responsibilities.

SDAO and SAIF are considering partnering as Workers Comp carriers. Chief Borland signed a consent form so a proposed group rate could be submitted.

Because the district has more than 25 employees it is obligated to participate in the Oregon Paid Leave Program. Rates from other carriers have been reviewed - Chief Borland chose to go with Standard (the district currently has a couple of policies with them). The District will not have to deduct any monies from employee's wages or pay employer taxes as until September 1st, 2023. The district is waiting on paper work from WHA. There are still many questions re this program.

Chief Borland explained that the radio system contract is being looked at to determine which direction to go. At this point the County looks like the best option

Brian Sayles is taking over Dean Chappell's position as fire marshal/code enforcement officer. Technology has been upgraded on the fire plan side. Thankyou Dean for all your years of service.

The holiday party was very nice.

A glide scope cable was lost and will cost about \$5,000 to replace however, but that will no longer be supported by the company. New glide scopes will be purchased, six is the district goal. For the price of one cable we can purchase 2 of the new scopes,

Slate, a new program for crew scheduling, will be going live February 1<sup>st</sup>. Calls to fill personnel gaps will now be automated.

The Awards Banquet is February 11th which happens to coincide with the annual SDAO Conference. Contact Julie if you would like to attend.

### **IAFF:**

A couple of the new medic units rolled out and they are awesome.

The holiday Christmas Party, the Light Parade and Stuff the Truck were all great. Thanks to the BC's for figuring out schedules!

### **Maintenance Report:**

- The district is changing propane suppliers- all tanks will be new and upgraded, they will have proper signage etc. This primary reason for doing is because the tanks have run empty several times.
- The maintenance office at St 101 is being repaired and painted.
- The electronic sign at St 101 will be repaired-waiting on parts.
- A hot water pipe burst in the engine bay at St 115. The walls will be painted, the floor waxed and a small upgrade will be made-the area is used heavily.
- Medic 115 went in service Friday.
- St 113 leak repair is coming to a close.
- The St. 113 air compressor was serviced.

- St. 113 door openers were replaced.
- HB 113 arrived at EMS truck repair – the old engine is being removed.
- St 116 Request for proposal is due January 11<sup>th</sup>-this is for the memorial.
- The new chairs for St 116 have been put together and are in the board room.
- Some glass was replaced at St.116.
- A burned-out control board for heating has been repaired at St 116.
- An RFP for pavement repair etc. will go out the first part of 2023.

<b>LFA</b>	<b>Surplus Medic Units VIN: 1FDXE45P66DA19341: 1116/ 2006 E-450 Medic/ VIN: 1FDXE45FOYHB64460: 1125/ 2000 E450 Medic</b>
<b>Discussion</b>	
<b>Action</b>	John Baxter made a motion to surplus the above medic units, seconded by Bill Clendenen. All ayes

**Public Comment:** None

**Volunteer Association:** None

**Best Practices:** Officers are beginning a book on leadership.

**New Business:**

Cory from Accuity reviewed audits for both LFA & SCF. Thanks to Cheryl for her excellent preparation. After all is said and done, LFA has a carryover of about \$200,000 and SCF

Accuity can see there is good review and approval on a daily basis with good operating controls.

Kori said there is no concern re material deficiency issues because LFA is on a cash basis.

LFA will continue to build on the district cash carry-over.

<b>Topic</b>	<b>SCF Audit for 2021-22</b>
<b>Discussion</b>	All board members previously received a copy of the audit
<b>Action taken</b>	Rod Graves made a motion to approve and accept the SCF audit, seconded by Susan Smith all ayes.

<b>Topic</b>	<b>LFA Audit for 2021-22</b>
<b>Discussion</b>	All board members previously received a copy of the audit.
<b>Action taken</b>	John Baxter made a motion to approve and accept the LFA audit, seconded by Bill Clendenen. All ayes.

## **Old Business:**

**Medic 101 Staffing** – Since Medic 101 has been out of service, the district has seen the drag that it puts on 113, and 115. Chief Borland would like to look at how to staff medic 101 long term.

Captain Douglass handed out information looking at utilization and spoke about how to best proceed with medic 101. There is a lot to take into consideration when deciding. What is the next step, what to budget for, how to best staff the medic, district response in the community, is it time to take the next step and what is the next step and is staffing medic 101 a priority.

This is not a decision that will be made now but it must be examined because another budget cycle will be here soon. Captain Douglass feels we should budget for three years.

**Station 112** – For a number of years, the district has been going around with DEQ regarding ground contamination at the station. Although the district followed DEQ's direction and drilled a number of bore holes and found no contamination the case has never been closed.

Fred Scalise drafted a letter to the DEQ which was reviewed by Carrie Connolly, district attorney - board members previously received a copy.

After discussion, board members chose to send the letter but tone it down slightly. Hopefully, that will open the door to dialog.

The regular board meeting for Lane Fire Authority was adjourned at 3:00 pm by LFA board vice president Pete Holmes.

SCF recessed to go into executive session per 192.660 (2)(b)

**NEXT REGULAR BOARD MEETING: January 17th at 1:00 PM**

**LOCATION:** Station 101 88050 Territorial Rd. and virtually