

Lane Fire Authority & Santa Clara Fire
Minutes for February 20th, 2024 Board Meeting
 88050 Territorial Rd., Veneta, OR

The regular board meetings for Lane Fire Authority and Santa Clara Fire were called to order by Lane Fire Authority Board President Pete Holmes at 1:02 pm and Santa Clara Board President Russ Sirotek at 1:01 pm. Both meetings were held virtually and in person.

Board Members Present:

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

Minutes, Treasurer’s Report and Bills:

Topic	December Regular Board Minutes December 28 LFA Special Board Meeting Minutes
Discussion	Board minutes were previously sent to all board members no December Minutes were approved during the February board meeting. December minutes for both meetings will be reviewed during the March Board Meeting.
Action taken	

Treasurers Report:

In the next couple of months there should be an uptick in FireMed/LifeFiight revenue – it’s almost time to renew subscriptions.

Profit and Loss is looking good – there were no questions.

Conflagration revenue of \$159,050 will go back in to hourly overtime backfill Apparatus money made on conflagrations will go back in Apparatus Materials & Services.

Both Santa Clara and LFA are doing well on tax revenue with only \$188,000 shy of anticipated tax revenue for LFA.

The Finance Committee is beginning to delve into next year’s budget development and will be meeting twice monthly.

The final payment to Government Capital for the server project was made.

Chief Borland signed the amended IGA for dispatch services in the amount of \$331,740 for the current fiscal year.

Correspondence:

None

Promotions:

None

Chief's Report:

A former LFA volunteer was found deceased. He had recently resigned from LFA to take a resident position at Coburg Fire. The young man was a very nice person, did a good job and was very well liked by everyone. He was off shift at the time. Chief Borland offered support to Coburg Fire in any way they might need it.

Paid Leave Oregon - Several members are working on developing district guideline for Paid Leave Oregon. LFA has had one individual use paid leave time. This is a new program and there are many questions.

There will be more information coming from the state on paid leave.

Forced Transfer Guideline- Along with ESF and South Lane, LFA enacted forced transfer guidelines in response to wall time that has not improved.

If wait time is beyond 30 minutes and LFA has calls stacking up, personnel now have guidelines regarding how to respond. A crew member will call the on-duty BC and they have final say. Forced transfers will be documented and investigated. ESF has used the guidelines multiple times.

The physician advisor for LFA has signed off on the guidelines

LFA, ESF and So Lane have yet to see any payment for "wall-time" charges from the hospitals although they have been billed.

Engine delivery from the State Fire Marshal's Office – LFA is in the que for delivery. Engines are being delivered as they come in according to the order paperwork was submitted.

Strategic Plan – A company has been hired to develop a strategic plan for the district and should be starting soon.

OWL System- Assistant Chief Wood is putting together an RFP thru Oregon Buys for the internet meeting rooms system.

Station 109 - The district moved forward with the well drilling project at the station 109. Water was hit at 60 feet and bailed at 30 to 50 GPM. The water is being tested-results are not back. The next step will be a pump. Chief Borland has begun exploring the cost of a manufactured/modular home.

Awards Banquet – The banquet was well attended and went well.

Alvadore DEQ – All adjoining property owners have received a letter from the DEQ seeking comments. The process closes in a couple of days and then hopefully the issue will be resolved.

Bridges – Hwy 126 & Territorial and Suttle and Territorial bridges will have signs posted with a weight limit of 72,000 lbs. No district equipment reaches the weight limit. Three axle rescue vehicles are allowed a higher weight limit than commercial vehicles. The weight limit will not affect LFA apparatus.

Rescue 109 - Hughes Equipment has finally received the chassis for rescue 109 that was wrecked 13 months ago. Chief Borland does not expect to see the rescue for another couple of months.

Lane County Tech Services – Chief Borland will be sitting on an interview panel for the new hire to work under Mike Harmon.

FF/PM Position – The district has received 10 applications for the position with 8 applicants moving forward. Testing will be next Wednesday.

Ice Storm - Many, many fall injuries during the ice storm. No apparatus were wrecked. The medics were running non-stop.

IAFF: None

Maintenance:

See attached report.

Public Comment: None

Volunteer Association:

Katy Garcia is now the Association president. Stan is covering the board meeting for her.

Recently, the association handed out 4 firefighter scholarships and 1 family scholarship.

Best Practices:

Topic	Revised Policies P-2.1 Standard of Conduct P-2.3 Violence Free Workplace P-2.8 Drug and Alcohol Use P-2.2 Workplace Discrimination & Harassment P-2.4 Discipline
Discussion	Policy revisions were previously sent to all board members.

Action taken	Motion made by Bill Clendenen to approve P-2.1 Standard of Conduct, P-2.2 Workplace Discrimination & Harassment, P-2.3 Violence Free Workplace, P-2.4 Discipline, P-2.8 Drug and Alcohol Use as written, seconded by Ryan Walker. All ayes
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New Business:

Budget Calendar

Topic	LFA Budget Calendar for Fiscal Year 2024-2025
Discussion	Board members previously received a copy of the proposed budget calendar. The header will be changed to have both district logos.
Action taken	Motion made by Ryan Walker to approve as presented, seconded by Bill Clendenen. All ayes

Topic	SCF Budget Calendar for Fiscal Year 2024-2025
Discussion	Board members previously received a copy of the proposed budget calendar. The header will be changed to have both district logos.
Action taken	Motion made by Rod Graves to approve as presented, seconded by Susan Smith. All ayes

Budget Officer

Topic	LFA Budget Officer for Fiscal Year 2024-2025
Discussion	
Action taken	Motion made by Ryan Walker to appoint Chief Borland as budget officer for fiscal year 2024-25, seconded by Bill Clendenen. All ayes

Topic	SCF Budget Officer for Fiscal Year 2024-2025
Discussion	
Action taken	Motion made by Mike Dennis to appoint Chief Borland budget officer, seconded by Don Phillips. All ayes

Old Business:

Topic	LFA Resolution 2023-2024-01 Authorizing Funds Transfer of OSFM Staffing Grant Revenue to Personnel Funds
Discussion	Board members previously received a copy of the resolution. Chief Borland read the resolution aloud.
Action taken	Motion made by Bill Clendenen to approve Resolution 2023-2024-01 seconded by Ryan Walker. All ayes

Topic	LFA Resolution 2023-2024-03 Accepting Revenue and Authorizing Expenditures and Transfers for 2023 Conflagrations
Discussion	Board members previously received a copy of the resolution. Chief Borland read the resolution aloud.
Action taken	Motion made by Bill Clendenen to approve Resolution 2023-2024-03 seconded by Ryan Walker. All ayes.

The regular board meetings for Lane Fire Authority and Santa Clara Fire were adjourned by board Presidents Pete Holmes and Russ Sirotek at 1:51 pm.

NEXT REGULAR BOARD MEETING: March 19th at 1:00 PM
LOCATION: 3939 River Road, Eugene, OR