

LFA Board Minutes

Lane Fire Authority

&

Santa Clara Fire

Minutes for July 18th, 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 Greg Deedon board president for LFA and Rod Graves, Santa Clara Fire board president.

Board Members Present:

Pete Holmes, Bill Clendenen, Ryan Walker, John Baxter, Greg Deedon

Rod Graves, Susan Smith, Don Phillips, Russ Sirotek, Frank Taubenkrau

Swearing In/Recognition:

Chief Borland swore in Russ Sirotek (position 5) and Don Phillips (position 2) as elected board members for Santa Clara Fire.

Chief Borland swore in Ryan Walker (position 4) and Greg Deedon (position 5) as elected board members for Lane Fire Authority.

Violet Douglass and Adam Pendell were sworn in as Firefighter I's by Chief Borland.

Chief Borland swore in Patrick Summerfield, Matt Seckler, Bailey Cooper and Bill Potter as Engineers.

Topic	June 2019 Budget Minutes
Discussion	The minutes of June 20th were approved by both boards.
Action taken	

Minutes, Treasurer's Report and Bills:

Treasurer's Report:

A question was raised about line item 3213, Postage and Freight, on LFA's Profit & Loss Statement - Chief Borland will check with Cheryl on why this line item is so high.

We received the California Conflagration check July 1st.

Correspondence:

Three letters from LifeFlight and one from a community member were read by AC Wood.

Chief's Report:

Oregon Country Fair – LFA had 27 transports directly related to the Country Fair. This was a very busy year. LFA does not charge the Fair anything for additional resources expended. Chief Borland is looking into the cost and payor mix for these calls i.e., what amount did we bill and what will be received. We expend resources to accommodate the impact the fair has on the community. Additionally, LFA has loaned them a trailer pump and a porta-tank at no charge.

AC Wood also spoke about how well prepared the fair is for active shooter type incidents.

Chief Borland thanked Jon Jasper, Robert Holmes, Tressa Miller and Jeremy Howland for covering the fair.

All of LFA's mobile devices are on Verizon. Prior to the fair, Chief Borland contacted Verizon requesting they provide a COW (Cell on Wheels) during the fair but they did not. By Saturday midday Chief Borland contacted the government representative re priority calling (first responder network) which is now on all LFA devices, free of charge. Anyone at LFA that is a Verizon customer can signed-up for the first responder network.

LFA will contact Verizon earlier next year so there is plenty of time for them to provide a COW.

Banner Bank – Lane Fire has been approved for a tax anticipation note- Chief Borland is waiting for the paperwork from Banner Bank to sign. Banner Bank has not followed through on their end with the paperwork.

Staff Finance Budget Committee Meeting – The group has met twice so far and is going through the current year budget line by line and the Profit and Loss Statement making suggestions and recommendations about areas of expenditure as well as looking at the impact of the cuts made. This group will meet at least monthly throughout the year. The meetings have been very positive and informative and will lead the way in developing next year's budget.

A supplemental budget for the current fiscal year may need to be done at a later date.

City of Veneta Wildfire Protection Program - The city is currently evaluating its wildfire protection program and is working toward some code changes regarding noxious weed abatement and further development.

Fire Defense Board – Lane and Deschutes Counties have entered into an inter-county mutual defense aid. With simply a phone call, some type of a task force can be on the road right away. Stopping a fire before a conflagration is declared is the purpose of the agreement. This is a reciprocal agreement with a 12 hour sunset clause.

Safer Grant Audit – Auditors previously conducted a paper review and are now doing a more in-depth look.

Delivery of Medic Unit – The “new” medic is close to being in service. It looks like a brand new unit.

ALS ambulance licensing was just completed for another year for all medics units and our ALS service.

Financial Perspective – Chief Wood has gathered previous year’s financial information and presented it in the form of graphs and charts. The numbers were gleaned from past audit reports with the exception of FY 2018-19.

AC Wood will keep this information updated – possibly revealing trends in different areas i.e., overtime, materials and services etc.

Each major area of the budget was represented with a chart/graph.

AC Wood played a short video he created regarding funding for the district, community needs and apparatus replacement. Eventually, this video will be put on the website. This work is being done with an eye towards a bond levy.

Public Comment:

None

Volunteer Association Input:

The annual volunteer association summer picnic is August 10th at the pavilion. A retirement presentation for former Chief Ney will be held during the picnic.

Best Practices:

None

New Business:

Topic	LFA 2019-20 Board President
Discussion	
Action taken	John Baxter nominated Greg Deedon for LFA Board President, seconded by Pete Holmes. All ayes

Topic	LFA 2019-20 Board Vice President
Discussion	
Action taken	Greg Deedon nominated Ryan Walker for LFA Vice President, seconded by Pete Holmes. All ayes

Topic	LFA 2019-20 Board Secretary/Treasurer
Discussion	
Action taken	John Baxter nominated Pete Holmes as Secretary/Treasurer, seconded by Ryan Walker. All ayes.

Topic	SCF 2019-20 Board President
Discussion	
Action taken	Rod Graves nominated Russ Sirotek as Board President, seconded by Frank Taubenkrau. All ayes.

Topic	SCF 2019-20 Board Vice President
Discussion	
Action taken	Frank Taubenkrau nominated Susan Smith for Vice President, seconded by Russ Sirotek. All ayes.

Topic	SCF 2019-20 Board Secretary/Treasurer
Discussion	
Action taken	Frank Taubenkrau nominated Rod Graves as Secretary, seconded by Russ Sirotek. All ayes.

Chief Hiring Timeline – Chief Ney had already set in motion a hiring timeline process. Steve Abel (who often fills interim fire chief positions) sent a letter to Chief Borland outlining the process and timeline he uses. Chief Borland thinks the process outlined is a good one. The board received both a cost proposal and a timeline from Abel & Associates.

Chief Borland sees himself in the interim position for at least the current fiscal year. LFA is not in a financial position to hire a new chief at this time. LFA needs to evaluate overall performance operating with one chief and one assistant chief. LFA also needs time to assess the division of resources.

It is the board’s decision if/when a chief will be hired. Waiting a year will give the board a chance to evaluate Chief Borland, AC Wood, the staff and also for Chief Borland to determine if he is interested in the position of Fire Chief long term.

The board chose to table hiring a new chief until such time a decision is made to proceed with a hiring process.

Topic	New Server
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Discussion	Quote options for a new server were previously e mailed to board members. Chief Borland would like to go with the full package with a cost of \$82,588 for the project total which includes migration, parts, and labor, everything needed. Beyond the
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	\$82,588 the chief would like to update individual computer stations, e mail, Microsoft Office etc. The loan would be for \$100,000 with 5 annual payments beginning approximately January 2020.
Action taken	Motion made by John Baxter and seconded by Ryan Walker to proceed with the loan for a new server for \$100,000 with 5 annual payments of \$22,102.59 beginning approximately January 2020.

Topic	Resolution Number 4 LFA Lease Purchase Agreement for Server
Discussion	Chief Borland read aloud LFA Resolution Number 4 Lease Purchase Agreement with Government Capital
Action taken	LFA John Baxter, made a motion to approve Resolution Number 4 as read, seconded by Pete Holmes. All ayes SCF , all ayes.

Topic	Appointment of Chief Financial Officer
Discussion	Due to the possibility of a supplemental budget, Chief Borland feels a Chief Financial Officer should be appointed at this time.
Action taken	LFA John Baxter made a motion to appoint Chief Borland as Chief Financial Officer, seconded by Pete Holmes. All ayes SCF Russ Sirotek made a motion to appoint Chief Borland as Chief Financial Officer, seconded by Susan Smith, all ayes.

Topic	Interim Fire Chief Financial Compensation
Discussion	All bargaining members have received a 4% increase in pay. Chief Borland discussed giving non-bargaining unit members Cheryl, Julie and AC Wood the same 4%. Chief Borland will receive the same.
Action taken	John Baxter made a motion to give non-union members a 4% increase in pay, seconded by Ryan Walker. All ayes.

Topic	Santa Clara Fire District Levy
Discussion	After some discussion, board members along with AC Wood chose to keep the levy at forty-five cents per thousand for another 5 years. This will come up in the November election.
Action taken	Motion made by Frank Taubenkrau to proceed with continuing the forty-five cent per thousand levy, seconded by Don Phillips. All ayes.

Old Business:

GEMT - This is a reimbursement to assist with the Medicare fee for transports. Chief Borland signed an amended contract with Systems Design West. We don't know our reimbursement number yet but

should have by next board meeting. Systems Design West charges a 15% fee for their services. The reimbursement will be retroactive to the 17-18 FY; LFA will then receive another reimbursement for 18-19 in approximately March 2020.

Topic	Spencer Creek Property, Reconsider Purchase
Discussion	Previously, board members approved a motion to purchase property next to the Spencer Creek Station. At this time LFA cannot proceed with the purchase.
Action taken	Motion made by John Baxter to not proceed with the purchase/earnest money for the Spencer Creek property. Seconded by Pete Holmes. All ayes
Topic	Selling Noti Property
Discussion	The realtor suggested a list price of \$141,000. The property was originally bought for \$175,000 a number of years ago. LFA has since invested money for property improvements.
Action taken	Motion made by John Baxter to list the Noti property at \$141,000. Seconded by Pete Holmes. All ayes
Topic	Back Lot at 101
Discussion	The back lot at station 101 needs to be legally separated before it can be sold. The cost to begin the process will be approximately \$2,500.
Action taken	Motion made by John Baxter to proceed with a legal lot division. Seconded by Ryan Walker. All ayes

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 8:37 p.m.

**NEXT MEETING: August 15th 6:00 p.m. LOCATION:
88050 Territorial Hwy., Veneta, OR**