

# LFA Board Minutes

## Lane Fire Authority & Santa Clara Fire

### Minutes for July 16<sup>th</sup>, 2020 Board Meeting

88050 Territorial Hwy., Veneta

The regular board meeting for Lane Fire Authority was called to order at 6:02 p.m. by board vice president Ryan Walker. Russ Sirotek, board president, called the regular board meeting for Santa Clara to order at 6:02

#### Board Members Present:

Pete Holmes    Bill Clendenen    Ryan Walker    John Baxter     
Greg Deedon

Rod Graves    Susan Smith    Don Phillips    Russ Sirotek     
Frank Taubenkrau   By virtual meeting   By virtual meeting   By virtual meeting

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

<b>Topic</b>	<b>June 2020 Board Minutes</b>
<b>Discussion</b>	April and May minutes were previously approved.
<b>Action taken</b>	John Baxter made a motion to approve June 2020 board minutes, seconded by Pete Holmes. All ayes.

#### Treasurers Report:

Board members received a P & L for FY 2019-20 and July 1 through the 10<sup>th</sup>. The P & L for both LFA & SCF will be from the 10<sup>th</sup> to the 10<sup>th</sup> of the month so board members will have a more current view of finances.

Chief Borland reported as of July 1, 2020 LFA had \$693,000 in the bank.

Chief Borland left \$100,000 in Santa Clara's account as pay back for the medic.

Ultimately, LFA ended the year under budget.

The budget and finance committee continue to meet monthly.

**Correspondence:** None

**Promotions:** Brandon Hart, Ryan Holmes and Micaela Ransom were all recently promoted to FFI.

**Chiefs Report:**

The IT company has been back in the building working on the server project and is nearly done. There are a few glitches however things are smoothing out.

**GEMT** – Chief Borland signed an addendum to continue the process for GEMT reimbursement by the end of December which has been delayed by Covid.

LFA should have two reimbursements for this fiscal year and then we will be caught up.

Chief Borland learned that any reimbursement from FEMA due to Covid will come off the top or any reimbursement. Chief feels this may result in just trading dollars and has questions for the contractor (PCG).

**Medic 101** – The transmission in medic 101 went out – it now has a new transmission, new engine and other components and is back in service. The bill for the work was \$15,000.

**OHA Contract** – Chief Borland will be working on the OHA contract next week. It will be \$45,000.

**Fire Danger** – Fire danger level is increasing. There have been a couple fires, nothing major. Cardiac events are also on the rise.

**IAFF 851:**

Bill Potterf reported transports are heading back up towards where they were pre-Covid. Even without OCF and the rodeo, crews have been especially busy the last few weeks.

**Public Comment:**

None

**Volunteer Association Input:**

The volunteer Association will be participating in the Harvest Festival in September.

**Best Practices:** None

**New Business:**

<b>Topic</b>	<b>Appoint Chief Financial Officer for FY 2020-21</b>
<b>Discussion</b>	
<b>Action taken</b>	<b>LFA</b> -John Baxter made a motion to appoint Chief Borland as Chief Financial Officer, Pete Holmes seconded. All ayes.

	<b>SCF</b> -Rod Graves made a motion to appoint Chief Borland as Chief Financial Officer, Don Phillips seconded. All ayes.
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<b>Topic</b>	<b>Chief's Contract July 2020-June 2021</b>
<b>Discussion</b>	Board members previously received a copy of the chief's contract.
<b>Action taken</b>	John Baxter made a motion to approve the contract, seconded by Pete Holmes. All ayes.

<b>Topic</b>	<b>Appoint Board Officers for FY 2020-21</b>
<b>Discussion</b>	Both boards chose to continue with the same board officers for FY 2020-2021.
<b>Action taken</b>	<b>LFA</b> - A motion was made to keep present board officers for another year. President, Greg Deedon, Vice-President, Ryan Walker, and Pete Holmes, Secretary/Treasurer. Seconded by John Baxter. All ayes <b>SCF</b> - Don Phillips made a motion to keep the same board officers for FY 2020-21, seconded by Rod Graves. All ayes. Russ Sirotek President, Rod Graves Vice-President, Susan Smith Treasurer.

<b>Topic</b>	<b>LFA Vehicles to Surplus</b>																												
<b>Discussion</b>	<table border="0"> <tr> <td>*1988</td> <td>Ford</td> <td>F800 Structural Engine</td> <td>1FDXK84AQJVA16337</td> </tr> <tr> <td>1995</td> <td>Ford</td> <td>F-350 Brush Engine chassis</td> <td>2FDKF38G85SCA69634</td> </tr> <tr> <td>1996</td> <td>Chevrolet</td> <td>CK-20 PU</td> <td>1GCGK24RSTE205267</td> </tr> <tr> <td>1991</td> <td>GMC</td> <td>3500 Utility chassis</td> <td>1GDHC34K7ME537685</td> </tr> <tr> <td>2005</td> <td>Chevrolet</td> <td>Tahoe</td> <td>1GNER13T55J222747</td> </tr> <tr> <td>1999</td> <td>Ford</td> <td>F450 Lifeline Ambulance</td> <td>1FDXE40FOXHB62391</td> </tr> <tr> <td>2002</td> <td>Safe Boat</td> <td></td> <td>EG000293B303T1741</td> </tr> </table> <ul style="list-style-type: none"> <li>The 1988 Ford has generated a donation request to a camp in Cave Junction Oregon for private use.</li> </ul> <p>BOB (and trailer) will be returned to the federal program. The two 225 Yamaha motors purchased by LFA will be retained and surplused tonight. The motors can be sold or traded.</p>	*1988	Ford	F800 Structural Engine	1FDXK84AQJVA16337	1995	Ford	F-350 Brush Engine chassis	2FDKF38G85SCA69634	1996	Chevrolet	CK-20 PU	1GCGK24RSTE205267	1991	GMC	3500 Utility chassis	1GDHC34K7ME537685	2005	Chevrolet	Tahoe	1GNER13T55J222747	1999	Ford	F450 Lifeline Ambulance	1FDXE40FOXHB62391	2002	Safe Boat		EG000293B303T1741
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<b>Action taken</b>	John Baxter made a motion to approve declaring the above vehicles surplus, seconded by Pete Holmes. All ayes.																												

<b>Topic</b>	<b>LFA Donation Request</b>
<b>Discussion</b>	Chief Borland read a letter from the director of Sis-Q- Meadows Camp (non-profit) requesting LFA donate the 1988 Ford F800 to the camp.
<b>Action taken</b>	Pete Holmes made a motion to approve the donation, seconded by John Baxter. All ayes.

**Public Contracting Rules** – Chief Borland will contact Local Govt Law Group regarding updating the district's public contracting rules which have not been updated since 2017. He will have

them prepare packets for both LFA and SCF that will come before the boards for adoption– the cost is \$175 for each district.

**SCF Records Destruction** – Local Government Law Group has a ten-year sunset on records they retain in their archives. They would like to know what the SCF board would like to do with the old records – destroy, scan/ send copies. AC Wood feels that most of the records would be from Chief Smith’s tenure and feels that SCF would already have copies. Rod Graves would like Susan to check with Skip to see if he would like the records retained at SCF along with what the cost would be to scan the records. Susan will contact AC wood once she has an answer and Chief Borland will contact LGLG.

**Old Business:**

Topic	Operation Levy
<b>Discussion</b>	Chief Borland read aloud the Operation Levy resolution prepared by the attorney. Approval of the resolution will place the five-year local option levy on the November ballot. AC Wood will handle the filing. August 14 <sup>th</sup> is the last day to file with the local election official. September 3 <sup>rd</sup> is the last day to file with County Elections Official.
<b>Action taken</b>	John Baxter made a motion to place the levy on the November 2020 ballot, seconded by Pete Holmes. All ayes.

**Recess**

Ryan Walker recessed the regular LFA board meeting at 6:55 pm. Russ Sirotek recessed the regular SCF board meeting at 6:56 to go into executive session pursuant to ORS 192.660 (2) (b)”to consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or hear complaints or charges brought against such a person, if that person does not request an open hearing.”

**Executive Session**

**Both boards returned to regular session at 7:03**

**pm. Adjourn:**

There being no further business, the regular business meeting of Lane Fire Authority was adjourned by LFA vice president Ryan Walker at 7:03 pm and SCF board president Russ Sirotek at 7:04 pm.

**NEXT REGULAR BOARD MEETING:  
101**

**August 20th 6:00 p.m. STATION**

**LOCATION: 88050 Territorial Rd. Veneta, OR**