

LFA Board Minutes

Lane Fire Authority

&

Santa Clara Fire

September 26th, 2019 Board Meeting

88050 Territorial Hwy., Veneta

The regular board meetings for Lane Fire Authority & Santa Clara Fire were called to order at 6:01 p.m. by board chairs Greg Deedon and Russ Sirotek respectively.

Board Members Present:

Pete Holmes Bill Clendenen Greg Deedon Ryan Walker John Baxter

Rod Graves Susan Smith Don Phillips Russ Sirotek Frank Taubenkrau

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

Minutes, Treasurer’s Report and Bills:

Lane Fire is doing pretty well with regard to the budget. Transport revenue has exceeded projections thus far.

To date, \$400,000 has been drawn from the Tax Anticipation Note. Chief Borland thinks we will probably draw close to a million dollars from the TAN.

Correspondence:

None

Swearing In/Recognition:

None

Chief’s Report:

Fire Season – This fire season was the shortest since 1978. September 19th ODF went out of regulated use. There were no state conflagrations. California’s fire season has also been calm.

Officers Meeting – Officers have not had a meeting in quite some time. Chief Borland updated volunteer and career firefighters on the finance committee’s efforts.

Chief Borland also met with battalion captains and shift lieutenants explaining that they will begin shift rotations of one out of every sixth shift rotating from station 101 to station 115 and vice versa beginning the first of the year. The shared shift lieutenant’s office at 101 will now be downstairs.

Officers also discussed whether or not potential recruits under the age of 18 should be allowed. Issues come up with the under 18 volunteers – one of the biggest is harassment. This issue will be further discussed.

This is not an issue with the current recruit class as they are all over 18. Recruitment coordinator Mark Boren spoke about the ratio of in-district versus out-of-district volunteers. One of his goals is to increase the number of in-district volunteers. Some volunteers choose to “pull” a shift while others choose to respond from home.

Out-of-district volunteers appear to be a state-wide trend.

Civil Service Commission -This group has not met in years. One member resigned leaving a two person commission. Chief Borland will talk to the two remaining members to see if they are still interested in serving. The commission should meet once every quarter. There has been a lot that has happened and it is important to revive the commission.

Attorney Generals Manual - Chief Borland would like each board member to receive a copy of the 2019 AG manual. Both Chiefs will also need an updated 2019 manual.

Policies and SOG’s - Mark Boren has offered to begin reviewing LFA policies and SOG’s. Several board members requested they receive policies/SOG’s prior to being expected to approve them. Hopefully, in the next couple of months the board will be able to begin reviewing policies. There is no expectation that policies be approved on the same evening they are first presented/read.

Sale of Noti Loop Property - The transaction is set to close October 1st. Both Chief Borland and the buyers are scheduled to sign documents this coming Monday. Funds should be distributed no later than Friday of next week. The escrow office requested an additional motion from the board regarding approving the sale of the property and giving Chief Borland the authority to sign.

Back Lot at 101 - The City of Veneta is in flux because they are in between planners. This may have an effect on system development fees and whether development of the back lot pencils out for any interested developer.

Public Comment:

Saturday, October 12th is Jerry’s Fire and Life Safety Day.

Every 15 Minutes Program will be held at Elmira High School later in October. This program is in partnership with LCSO and Oregon State Police.

Volunteer Hiring Process – The district brought on eleven of fourteen applicants for fall recruit academy.

Cadet responders (those under 18) – Discussions at the officer level are being held to determine whether this is a program that LFA would like to include.

Volunteer Association Input:

Promotions and Awards – Brad Crocker shared that the Volunteer Association is working on a memorial wall at station 101 for those in the area who have lost their lives in a fire.

With permission of the Board of Directors, the Volunteer Association would like to return to having promotions/awards done during association meetings on the first Monday of every month. They would also like a chief present at the meetings - Chiefs Borland / Wood will be present during those meetings.

Both the board and Chief Borland feel this is appropriate - board members requested that a list of promotions be included on the agenda.

Best Practices:

None

New Business:

Apparatus Update – AC Wood handed out apparatus replacement planning information along with thumb drives to each board member.

The District will be looking toward the board for decision making assistance on replacing apparatus.

Topic	SCF Truck #601
Discussion	AC Wood asked the board if they had any objection to declaring truck #601 surpluses. The truck has a water leak and needs a new battery.
Action taken	Frank Taubenkrau made a motion to surplus vehicle #601, seconded by Don Phillips, all ayes.

Station 116 Valve - What was thought to be the turbo at Station 116 actually turned out to be a valve that needs to be replaced.

Lawn Care at Station 116 – AC Wood has been too busy to get bids on taking care of landscaping at the station. He will try to get some bids soon. Rod Graves repaired the leaking hose bib at the station.

Topic	SCF Truck #601 and Camp Legacy
Discussion	Rod Graves feels Santa Clara Fire should consider donating “extra” fire equipment to Camp Legacy (the old Alma work camp). Camp Legacy is now owned by a veterans group and they use firefighting equipment to train vets in firefighting skills. AC wood will get the truck information to Pete Holmes who will be the contact.

Action taken	Frank Taubenkrau made a motion to donate vehicle #601 to Camp Legacy, seconded by Rod Graves, all ayes.
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SCF Operating Levy Postcard - AC Wood will be putting together a post card mailing regarding the Santa Clara operating levy. Rod Graves would like to see press releases if possible.

Topic	LFA Surplus Vehicles
Discussion	These vehicles are well past their useful life and are on the districts retirement list. Radio #S111, Inventory #1124, 1994 Chevy, vin # 1GBJH329R3300093. Radio #U115, Inventory #1104, 1999 Dodge, vin # 1B7MF33W2XH573343.
Action taken	John Baxter made a motion to surplus the above vehicles, seconded by Pete Holmes. All ayes.

Santa Clara Station 62 - There is no one living at station 62 now.

Old Business:

Fall Conference – The Seaside fall conference schedule was sent to all board members. Frank and Rod are undecided if they will be attending. AC Wood will not decide until he sees a schedule.

GEMT– The district is still under desk review for the first packet and is now beginning to work on the second packet.

FLSA – Last week, Chief Borland, Cheryl Hunter and Bill Potterf (union shop steward) attended an FLSA conference in Colorado. This conference was put on by both former and active fire service members. Overall, Chief Borland feels we are in pretty good shape. One area that may need a little tweaking is how the district pays an AIC position. Chief Borland will meet with Allie McCrae from Eugene/Springfield Fire, who is very well versed in FLSA protocol, to review the process. Chief Borland wants to be absolutely sure the district handles this the correct way. If the district needs to make restitution it will need to go before the Bureau of Labor to be audited.

Finance Committee – The committee continues to meet every month has reviewed the entire 2019-20 budget. This committee will be involved with creating next year’s budget. Auditors for the district will be here next week. Chief Borland will make copies of the audit available to committee members to review and determine if a supplemental budget will be needed. Audit information may also be used in developing next year’s budget. Many good ideas have been brought forth regarding where to make changes/cut back on district expenses.

Topic	Board Authorizes Sale of Noti Property Board Authorizes Chief Borland to Sign
Discussion	Cascade Title (escrow company for the sale of the Noti property) requested board minutes reflect authorization from the board to sell the Noti property as well as grant Chief Borland the authority to sign documents relating to the sale.
Action taken	John Baxter made a motion to sell the Noti Loop property to Morgan & Kay Knettle and to give Chief Borland the authority to finalize the sale and sign escrow documents, seconded by Pete Holmes. All ayes.

Noti Property

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 7:20 pm.