

**SWEET HOME FIRE & AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING
June 18th, 2024**

The **June 18th, 2024** meeting of the Board of Directors of the Sweet Home Fire & Ambulance District was called to order at 6:31 p.m. by Board President Dawn Mitchell.

**CALL MEETING TO ORDER
Pledge of Allegiance**

ROLL CALL

Roll call was taken by Director Charlene Adams. Directors present were Charlene Adams, Larry Johnson, Rob Younger, Jim Yon and Dawn Mitchell. Fire District personnel in attendance were Fire Chief Nick Tyler, Deputy Chief George Virtue (via speaker phone), Assistant to the Chief Julie Mayfield, BC Randy Whitfield, LT Mike Severns, LT Jeff Mather, AIC Ryan Paul, CWRR Manager Christian Whitfield, EMT Matthew Kincade, EMT John Sims, FF Tanner Funk, FF Casey Topp, FF Coury Gagne, and Board Recording Secretary Julie Harvey. Presenters in attendance included Joel Keesecker of Unified/Keesecker Insurance and David Albricht of SDAO. Community members present included Janessa Topp, Malik Topp, Eisley Topp, as well as Sarah Brown, Chris Chapman and Sky Chappell from the New Era.

BUDGET COMMITTEE MEETING

President Dawn Mitchell opened the public testimony portion of the Budget Committee Meeting at 6:32 p.m. in conjunction with the regular Board Meeting. This portion of the meeting was closed at 7:00 p.m.

SWEARING IN NEW FIREFIGHTER - Casey Topp:

- * Swearing in by Chief Tyler
- * Pinning by his wife Janessa Topp

SAIF RENEWAL DISCUSSION - Joel Keesecker of Unified/Keesecker Insurance:

- * Premium estimate sheet provided to the board
- * Workman's Comp was new with SAIF last year because Special Districts discontinued offering this coverage, this is the first renewal
- * Rates had stayed mostly the same last year with move from Special Districts to SAIF
- * Various rates went up 8-13% for this next year
- * Actual premium went up 4% for this next year
- * Biggest adjustment is due to several years with limited claims, will continue to go down if claims are low

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READING & APPROVAL OF MINUTES

Minutes of the **May 21st, 2024 Regular Board Meeting** were presented and reviewed.

24-20 A motion was made by Director Charlene Adams to approve the **May 21st, 2024 Regular Board Meeting** minutes as presented. The motion was seconded by Director Larry Johnson and passed unanimously.

24-21 Director Jim Yon moved to approve the **May 2024 Financial Report** as presented. The motion was seconded by Director Rob Younger and passed unanimously.

CORRESPONDENCE

None

FIRE CHIEF REPORTS

Call Volume/House Fires - Chief Nick Tyler:

* Report coming next month

Acknowledgment of Linn County Certification of Election Results - President Dawn Mitchell:

The district received a certification from Linn County that the issuance of its general obligation bonds was approved by a majority of the qualified voters of the District voting at the May 21, 2024 election. The District Board determined the results of the election pursuant to ORS 255.295(1) and based on the information provided by Linn County.

* Official results were 52.09% yes and 47.91% no

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LGIP - June Balance History – Chief Nick Tyler:

- * June 2017 - Balance was just over \$2M - Bond year
- * June 2018 - Balance was \$1.6M
- * June 2019 - Balance was \$1.6M
- * June 2020 - Balance was \$1.1M
- * June 2021 - Balance was \$1.3M
- * June 2022 - Balance was \$1.5M
- * June 2023 - Balance was \$1.8M
- * May 2024 - Balance is \$1,645,652
- * Important to have money in savings as we enter the months without additional tax revenue

Bond Update - David Ulbricht of SDAO

- * Accepted the vote
- * Working on the request for proposals for banks
- * Looking for banks who would buy the bond directly to keep costs down, same process as the last bond, results back in about two weeks
- * Next month's board meeting will include a resolution authorizing the issuance of the bond

Resolution 2024-02 for Unanticipated Revenue - Chief Nick Tyler:

- * The **Resolution 2024-02 for Unanticipated Revenue** was read in its entirety by Chief Nick Tyler.

24-22 A motion was made by Director Jim Yon to approve **Resolution 2024-02 for Unanticipated Revenue** as presented. The motion was seconded by Director Larry Johnson and passed unanimously.

Resolution 2024-03 - Adopt 2024-2025 Budget - President Dawn Mitchell:

- * Budget committee met on May 21st, 2024
- * Public hearing for the budget was held on June 18th, 2024
- * The **Resolution 2024-03 - Budget Resolution 2024-03** was read in its entirety by President Dawn Mitchell.

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24-23 A motion was made by Director Rob Younger to approve **Resolution 2024-03 to Adopt the 2024-2025 Budget** as presented. The motion was seconded by Director Larry Johnson and passed unanimously.

BC Randy Whitfield Contract - Chief Nick Tyler:

- * Contract is up for review and possible extension
- * BC Randy Whitfield reports that he would like to work through the remainder of 2024 with a few adjustments, extension document to be reviewed at a later meeting
- * Cost already in the new budget for a two to three month overlap with four BC's to help new person coming into the BC position

Mention Repealing Ordinance 2016-01 & 2016-02, Create Ordinance 2024-01 - Chief Nick Tyler:

- * Working with our ASA and hospital partners on some new issues, building some policies and procedures (example: wall time avoidance)
- * Draft in place and working, have not had to utilize it much yet
- * Need to build an ordinance to reflect these policies and procedures, the resolution that was adopted was not correct procedure
- * Ordinance 2016-01 and 2016-02 would be repealed and replaced by a new ordinance 2024-01 outlining these policies and procedures, to be reviewed at a future board meeting

National Forest Federation (NFF) Update - Chief Nick Tyler & CWRR Manager Christian Whitfield

- * SHFAD did win the bid and has been selected for this contract after some delays and changes, notified last Thursday, contract to follow
- * The original routing was not done correctly so had to change and do a true RFP, outcome looks very promising
- * More information to come about pace of work and options for crews for this fire season at next board meeting, already have people interested
- * Some consideration will need to be given when hiring crews to maintain good relationships with our partners (i.e. not leaving other crews short, etc)

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- * Looking for board authorization to purchase a crew carrier, informational sheet provided: 2014 Ford E350 16 person van with a Quigley 4x4 Conversion (rubberized interior, storage on top for tools and more); would be used to start summer and fall of 2024 with the smaller crew and with other vehicles possibly to be acquired later
- * Some explanation was given on what the Quigley conversion means and how much a similar vehicle might cost new, how this purchase might be a major cost savings for the future
- * Limited used vehicles currently available, continuing to look at state surplus and other sources
- * Support expected from the offices of US Senator Ron Wyden and US Senator Jeff Merkley for Community Initiated Spending (CIS), congressional dollars available for proposals like our NFF project, already submitted a request for \$1.5M for two new custom crew carriers as well as some operating costs and tools, notified that our proposal has moved forward, if awarded those dollars would come for summer 2025
- * Money for Quigley carrier would come from the 2024-2025 equipment reserve budget on July 1, 2024

24-24 A motion was made by Director Larry Johnson to authorize the purchase of the 2014 Ford E350 for no more than \$19,5000 to use as a crew carrier for the NFF project as presented. The motion was seconded by Director Rob Younger and passed unanimously.

OFFICERS REPORTS

Building Maintenance - Chief Nick Tyler:

- * Moving forward on the Station 23 project
- * Another Station 21 bay door broken, working through the warranty process

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EMS Officer - Chief Nick Tyler:

- * FF Josh Marvin has been setting up an EMT program and will be teaching
- * 24 spots available, 20 signed up so far with a few others expected, preference given to existing SHFD volunteers, participants coming from several surrounding counties and with some of our partners
- * Setting aside 10 spots funded by the fire district in an attempt to bring in more local potential employees, work into part time and then paramedic
- * This training is helping to solve problems of expense and availability of training
- * Possibility of SHFAD paying for paramedic school for employees in the future

Fire Training - AIC Ryan Paul:

Between 5/1/24 - 6/1/2024 crews completed:

- * 38 hours of online
 - * 162 hours dedicated to drills
 - * 167 hours on shift training
 - * 48 hours of outside training
 - * 12 hours for fire corp
 - * 184 hours for the 3 newest recruits who graduated from the academy
- Total = 611 plus hours of training
- * Some new recruits and some others going to HAZMAT training in Lebanon
 - * Some people going through Apparatus Operator and Aerial Operator training
 - * Three people recently went to the task force leaders symposium
 - * Two new juniors are up for Task Force Leaders, in line for conflagrations soon
 - * Fire Officer 1 in house academy coming soon
 - * 8-10 people participating in house Fire Officer 2 soon

Vehicle Maintenance & Equipment - BC Randy Whitfield:

- * Some individual mileage reports given to the board
- * Engine 23 - Rosenbauer – identified some problems during conflagration use last year (door sensors, side lights, 4 wheel drive), pieced together to work through the fire season, took to Oregon Apparatus under warranty and could not get it back; after making some calls, received a call from original seller General Fire and got the problems resolved quickly
- * Deputy Chief George Virtue's suburban at Skyline Automotive waiting for a part on backorder
- * Medic 3 – new tires, alignment next week

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R & R and Public Interactions - AIC Ryan Paul:

- * Lots of school events
- * Safety Fair – contact with at least 150 kids
- * Best in the West Triathlon presence for both days
- * High school students – some turning 18, signing up and heading to fire school; others are looking at fall academy, trying to attach to shifts, have 4 more applications in

Ambulance Collections & Other Information - Asst to the Chief Julie Mayfield:

- * Report is from March 1st, 2024 - June 18th, 2024
- * Ambulance billing charges: \$1,141,522 billed - higher than last report, totally caught up on billing
- * Total credits \$809,628, includes adjustments
- * Payments actually received \$229,423, with over \$100,000 still to be posted
- * Still working on right time billing to get the most dollars
- * Private insurance claims are still very low, the district serves a population of Medicare and Medicaid
- * Provide a service but only able to collect 20-30% of the cost of that service

Association President:

- * Nothing to report

FIRE DISTRICT PATRONS & PERSONNEL

District policy governing statements read or presented at this time was read by President Dawn Mitchell.

None

OLD BUSINESS

None

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NEW BUSINESS

None

ADJOURNMENT

The next regularly scheduled meeting of the Board of Directors will be at 6:30 p.m., Tuesday, July 16th, 2024.

The Board of Directors regular meeting was adjourned by President Dawn Mitchell at 7:54 PM.

Submitted by,

Charlene Adams, Secretary/Treasurer
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