

**SWEET HOME FIRE & AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING  
February 20th, 2024  
SHFAD Board of Directors Meeting**

The **February 20th 2024** meeting of the Board of Directors of the Sweet Home Fire & Ambulance District was called to order at 7:05 p.m. by Board President Dawn Mitchell.

**ROLL CALL**

Roll call was taken by Director Charlene Adams. Directors present were Charlene Adams, Larry Johnson, Rob Younger, Jim Yon and Dawn Mitchell. Also in attendance were Chief Nick Tyler, Deputy Chief George Virtue, Assistant to the Chief Julie Mayfield, Office Assistant Jessica Swenson, Board Recording Secretary Julie Harvey, LT Jared Richey, BC Randy Whitfield, BC Josh Bondesen, BC Shannon Pettner, AIC Ryan Paul, AIC Christian Whitfield, Lt Jeff Mather and Sky Chappell from the New Era.

**READING & APPROVAL OF MINUTES**

Due to some unforeseen errors, the Minutes of the **January 23rd, 2024 Regular Board Meeting** were tabled until the March board meeting.

**24-03** Director Larry Johnson moved to approve the **January 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:**

- \* First reports using ESO to extract data, only a portion of the month
- \* 137 total calls with 86% EMS and 14% fire calls from February 1st; transport rate of 49% (seems lower than usual)
- \* Average Patient Offload Time (APOT) in min:sec – Good Samaritan 3:40, Lebanon Community 2:20

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 2

**Fuels Reduction Update - Chief Nick Tyler:**

- \* Getting close to partnering with National Forest Foundation (NFF) and cooperating with the National Forest Service (NFS) to do fuels reduction on forest service land
- \* Initially 20 miles of road brushed out 150 feet on each side for \$1M revenue which would fund a 10 person fuels reduction crew, work in partnership with AIC Christian Whitfield's recommendations for areas of fuels reduction needs
- \* Estimated 20-40 days worth of work on forest service land priority, then utilize crew in the city in parks and property, Watershed Council needs

**Resolution 2024-01 - General Obligation Bond - Chief Nick Tyler:**

- \* \$0.47/\$1,000 on a 7 year bond on a \$275,000 house equals \$129.25, increase from former bond would be \$27.50 year (\$2.29/month)
- \* The **Resolution 2024-01 - General Obligation Bond Resolution** was read in its entirety by Chief Nick Tyler. Some clarifying questions were addressed.

**24-04** A motion was made by Director Charlene Adams to approve **Resolution 2024-01 - General Obligation Bond Resolution** as presented. The motion was seconded by Director Jim Yon and passed unanimously.

- \* Request to finalize the agreement with SDAO to assist with the bond process, paperwork, requirements

**24-05** Director Rob Younger made a motion to accept the proposed agreement with SDAO as presented. The motion was seconded by Director Charlene Adams and passed unanimously.

**Board Policies, Change Overview - Chief Nick Tyler:**

- \* Process includes:
  - Introduction and discussion of proposed changes at one meeting
  - Further deliberation if any
  - Ratifying vote at next board meeting
- 5.1.3 – Updating list of Directors
- 5.1.8 – Creating of welcome book, add list of employees and volunteers, contact info for board and chief

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 3

- 6.0.0 – Add 6.1.7 to include language for stipend for Board President
- 9.1.9 – Board Code of Conduct, add recommendations if a violation occurs
- 11.1.4 – Change regular meeting time to 6:30 PM
- 11.1.8(a) – Add Pledge of Allegiance to our Order of Business
- 12.1.7 – Reduce time for guests in meeting from 5 minutes to 3 minutes
- 12.1.8 – Number correction for error
- 13.1.2 – Add language for cost of large records request order
- 14.1.13 – Missing a “u” in the word full
- 16.1.2 – Language on residency requirement to match union agreement
- 16.1.3 – Compliant with current OFLA requirements
- \* Board to review current draft with changes, discuss at March meeting

**Pole Barn Addition - Chief Nick Tyler:**

- \* BC Josh Bondeson was able to acquire two additional bids for consideration
- \* Savage & Smothers gave a bid of \$25,000; McCubbins Homes gave a bid of \$26,000, Darwood JDC Contractors gave a bid of \$26,015
- \* \$30,000 set aside in the budget to accomplish

**24-06** Director Charlene Adams made a motion to accept the bid from Savage & Smothers not to exceed \$25,000 for the pole barn addition as presented. The motion was seconded by Director Larry Johnson and passed unanimously.

**IAFF Wage Increase - Chief Nick Tyler:**

- \* Opening contract for wages in July of 2024 & July 2025
- \* Agree to increase of 6% starting July 1, 2024, followed by increase of 4% starting July 1, 2025 without needing to reopen the contract

**24-07** Director Jim Yon made a motion to accept the IAFF wage increases as presented. The motion was seconded by Director Rob Younger and passed unanimously.

**Generator Report - BC Randy Whitfield:**

- \* Some electrical issues caused some problems with the 1995 generator
- \* County Commissioners are interested in funding new generator, suggestion for a dual fuel generator, about twice the size of current, would meet some other requirements (earthquake, FEMA gathering area, EOC)
- \* Would require some electrical work to make everything work together
- \* Approximately \$40,000, would be an eight month wait time

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 4

- \* Also need to include a yearly maintenance program
- \* If granted a new generator at Station 21, current generator repurposed to one of the other stations

**OFFICERS REPORTS**

**Building Maintenance - BC Shannon Pettner:**

- \* Station 22 work is nearing completion
- \* Valley Door about to finish second bay door installation
- \* Removed the existing roof, new roof about to go on, siding replaced, man doors and windows to be replaced
- \* Add radio function (without putting a hole in the roof)
- \* Two shorelines to power and charge necessary items
- \* New sign being made, will be backlit and hardwired
- \* Will be meeting end of the month with the engineer for last review of project
- \* Working with Valley Door to clean up some small issues

**EMS Officer - BC Shannon Pettner:**

- \* Transitioning to Target Solutions for both fire and EMS
- \* BC Eli Harris and BC Shannon Pettner began the process of uploading data
- \* Will be more efficient and offer more consistent opportunities for training
- \* Scheduled drill on March 7th at 7 pm with Life Flight regarding landing zones, will include classroom portion as well as a hot load – at new Samaritan Helipad at Urgent Care
- \* This Saturday is skills check off for Pediatric Advanced Life Support
- \* Patient care reports and fire reports went live with ESO on February 1st
- \* Still waiting on CAD integration with ESO Linn County Sheriff's Office
- \* Program has the potential to facilitate training as well as tracking that training

**Fire Training - Chief Nick Tyler:**

**Between 1/1/24 - 2/1/2024 crews completed:**

- \* 11 hours of online
  - \* 161 hours dedicated to drills
  - \* 136 hours on shift training
  - \* 0 hours of outside training
- Total = 308 plus hours of training

- \* Submitted multiple people for certification
- \* April academy with Lebanon

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 5

**Vehicle Maintenance & Equipment - Chief Nick Tyler:**

- \* Engine 21 water level indicator repaired
- \* Engine 22 alternator repaired
- \* Medic 1 replaced the lift pump, back to second out
- \* Medic 3 is at the right place for mileage

**R & R and Public Interactions - AIC Ryan Paul:**

- \* Four new potential volunteers in various stages of the process
- \* Four new people as possible additions in the part time program
- \* 6 Ride Alongs from Chemeketa plus 2 more - need 8 hours of ride time (get 12)
- \* Last 5 volunteers – turn outs all came in and covered under the grant, also needing the NFPA physicals which cost \$1,100
- \* Chemeketa has reduced their program from twice a year to once a year, hoping to still get the same number of people through; still get Lane students once
- \* Linn County Search and Rescue offered a class and now offering some of their students for us (6 students), Jonathan Lemar is also involved with them
- \* Updated Website – working on for 3-5 months, finally have all of the needed components to update, photographer has been here and taken pictures and his partner has started the website design
- \* Grant that has funded this position is opening next month, reapplying

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

- \* Report covers November, December and January – when the charges are made, not the actual call date
- \* 428 calls billed out for \$1,013,647.50
- \* 17 of those were auto accidents – significant for 3 months
- \* \$303,567.52 deposited; adjusted & written off \$532,996.02
- \* Not yet received any 2023 GEMT payments, did get a report saying what should be coming soon

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 6

**FIRE DISTRICT PATRONS & PERSONNEL**

**Volunteer Association New Officers - LT Jared Richey:**

Nearing completion of one of the suburban core support vehicles

Working on bylaws

Looking for the next project

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Directors will be at 7:00 p.m., Tuesday, March 19th, 2024.

The Board of Directors regular meeting was adjourned by President Dawn Mitchell at 8:32 p.m.

Submitted by,

Charlene Adams, Secretary/Treasurer

Sweet Home Fire & Ambulance District  
Board of Directors Meeting  
**February 20th, 2024**  
Page 7

jh