

SWEET HOME FIRE & AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING
March 19th, 2024
SHFAD Board of Directors Meeting

The **March 19th 2024** meeting of the Board of Directors of the Sweet Home Fire & Ambulance District was called to order at 7:01 p.m. by Board President Dawn Mitchell.

ROLL CALL

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

READING & APPROVAL OF MINUTES

Minutes of the **February 20th, 2024 Regular Board Meeting, February 13th, 2024 Work Session and January 23rd, 2024 Regular Board Meeting** were presented and reviewed.

24-08 A motion was made by Director Jim Yon to approve the **February 20th, 2024 Regular Board Meeting, February 13th, 2024 Work Session and January 23rd, 2024 Regular Board Meeting** minutes as presented. The motion was seconded by Director Rob Younger and passed unanimously.

24-09 Director Rob Younger moved to approve the **February 2024** Financial Report as presented. The motion was seconded by Director Jim Yon and passed unanimously.

CORRESPONDENCE

none

FIRE CHIEF REPORTS

Call Volume/House Fires - Chief Nick Tyler:

- * 275 total calls with 80.4% EMS, 5.5% public assistance, 5.5% dispatched and canceled enroute; transport rate of 65%
- * Average Patient Offload Time (APOT) in min:sec – Good Samaritan 4:00, Lebanon Community 4:00, Abany 1:00
- * Average Response Time 7:12
- * 2nd brush fire today, unusual for March and weather

Sweet Home Fire & Ambulance District
Board of Directors Meeting
March 19th, 2024
Page 2

- * Multiple house fires, houses were in jeopardy of being totally lost

Approve 2024-2025 Budget Calendar - Chief Nick Tyler:

- * Board members took a few minutes to review the calendar
- * Once approved, Chief Nick Tyler will notify the committee members
- * Will need an additional committee member to replace Jim Yon who is now a board member

24-10 Director Charlene Adams made a motion to approve the **2024-2025 Budget Calendar** as presented. The motion was seconded by Director Jim Yon and passed unanimously.

Bond Forms Filed with County Clerk's Office - Chief Nick Tyler:

- * All paperwork filed with the county for the bond
- * Assigned a number and on the website, so it is official
- * Press releases in progress to be reviewed soon

Exempt/Non-Represented Employee Compensation Guideline - Chief Nick Tyler:

- * Created document approximately one year ago
- * Not much change with the exception of the salary schedule
- * Reflects the same changes as the union received
- * Board members took a few minutes to review
- * Suggestion to review yearly

24-11 Director Charlene Adams made a motion to accept the **Exempt and Non-Represented Employee Compensation Guideline** as presented. The motion was seconded by Director Jim Yon and passed unanimously.

SDAO Conference & IMT Meeting - Chief Nick Tyler:

- * In person meeting of everyone we do business with
- * Good trainings and classes
- * 6 Incident Management Teams in Oregon – 3 Oregon State Fire Marshall's Office and 3 Oregon Department of Forestry
- * Alternate years between separate and all together, first time since COVID that everyone was together
- * Chief Nick Tyler and AIC Christian Whitfield going down to Reno next week for a Wildland Fire Symposium

Sweet Home Fire & Ambulance District
Board of Directors Meeting
March 19th, 2024
Page 3

OFFICERS REPORTS

Building Maintenance - BC Shannon Pettner:

- * Shop Building is complete or very close, few minor things left, matches well
- * Station 22 almost complete – signs being custom made and installed soon, small issue with paint on bay doors already being addressed; financial aspects of the grant taken care of, under budget
- * Station 22 – neighbor questioned whether impeding on an easement, also a new lock added to the gate

EMS Officer - BC Shannon Pettner:

- * Life Flight came out twice on March 7th, once in the middle of the day; even with business in session all worked well including the landing zone; will be back later in the month
- * 13 Staff Completed Pediatric Advanced Life Support (PALS)

Fire Training - AIC Ryan Paul:

Between 2/1/24 - 3/1/2024 crews completed:

- * 31 hours of online
 - * 146 hours dedicated to drills
 - * 160.5 hours on shift training
 - * 48 hours of outside training
 - * 14 hours of Fire Corp
- Total = 399.5 plus hours of training

- * Burn to Learn went well, lots of good training

Vehicle Maintenance & Equipment - BC Randy Whitfield:

- * Generator Update: Commissioner Tucker offered money for a generator, worked up a quote that was accepted, currently on a quote for cost to install; will double the size and bring up to date
- * Medic 3 out of service for 3 weeks – touch screen went out, also fixed exhaust manifold problem while waiting for the new screen
- * Brush 25 returned to service after electronics package repaired, battery switch rewired

Sweet Home Fire & Ambulance District
Board of Directors Meeting
March 19th, 2024
Page 4

- * Horton Medic Unit – screen went out, had a loaner, now replaced
- * Truck door fixed today, would not latch, back in service

R & R and Public Interactions - AIC Ryan Paul:

- * Joint academy with Lebanon coming up – 4-5 new recruits going through
- * 1-2 more joining Fire Corp
- * New Website still in progress, should be up and running soon; hiring process and new bond info is on the current website and will be on the new site
- * 7 potential new part time people
- * Lebanon hosting Young Women’s Fire Academy, 14-17 year old girls interested in fire service; applications are out in the schools now, pretty successful experience in the past, 5th year they have hosted it

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

- * Received the first 6 months of the 2023 GEMT payments – \$215,000
- * Should be a little bit more coming and then later the second 6 months which will be less because allowed to bill for less
- * Not yet signed up for 2024 but expressed interest and coming soon

FIRE DISTRICT PATRONS & PERSONNEL

Volunteer Association New Officers - LT Jared Richey:

- * Nearing completion of one of the suburban core support vehicles
- * Met to go over bylaws – making recommendations for updates soon
- * Discussed Jamboree plans and Pancake Breakfast for summer

Grants – BC Shannon Pettner:

- * AFG grant submitted in time, will not hear back until September – asked for portable radios
- * Missed some language on the grant in the past – mobile radios were not high priority for our category, so removed that
- * Also took out language that says all radios are tri-band
- * Safer Grant – closes April 12th, 6 firefighters and Recruitment & Retention Officer position
- * Waiting to hear about seismic grant for Station 23 – hear any day
- * Chief Nick Tyler mentioned that the new tracking software might help with collection of data for grants

Sweet Home Fire & Ambulance District
Board of Directors Meeting
March 19th, 2024
Page 5

- * Director Charlene voiced a special thank you to BC Shannon Pettner for all of her work and extra efforts on grants as they are specialized and difficult

OLD BUSINESS

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
- * President Dawn Mitchell declared that there is a financial conflict of interest, turning over this portion to Secretary Charlene Adams (Vice President Larry Johnson was attending via video call)
- 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
- 6.0.0** – Add 6.1.7 to include language for stipend for Board President
- 6.1.7** – Stipend of \$100 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

- 24-12** Director Larry Johnson made a motion to adopt the updated and revised **Sweet Home Fire & Ambulance District Organizational Policy** as presented. The motion was seconded by Director Rob Younger. The motion passed with four directors voting in favor and President Dawn Mitchell abstaining.

Sweet Home Fire & Ambulance District
Board of Directors Meeting
March 19th, 2024
Page 6

NEW BUSINESS

None

ADJOURNMENT

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

The Board of Directors regular meeting was adjourned by President Dawn Mitchell at 7:57 p.m.

Submitted by,

Charlene Adams, Secretary/Treasurer
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