

**Western Lane Ambulance District
Siuslaw Valley Fire and Rescue
Western Lane Fire and EMS Authority
2625 Highway 101 North, Florence, OR 97439**

Special Meeting Minutes, March 9, 2023, 6:00 p.m.

SVFR and WLFEA BOARD MEMBERS PRESENT: Directors Jim Palisi and Tim Mendolia

Not Present: Director Sam Spayd, Alan Burns, Laurie Heppel

WLAD and WLFEA BOARD MEMBERS PRESENT: Directors Mike Webb, Vanessa Buss, Cindy Russell, Rick Yecny and Adam Holbrook

STAFF PRESENT: Chief Schick, Deputy Chief House, Dina McClure

Chief Schick called the meeting to order at 6:00 p.m. Roll Call established quorums.

1. STRATEGIC PLAN REVIEW

Chief presented a Power Point Presentation to review Goals and Objectives for five areas: Operations, Administration, Funding, Community Outreach and Education, and Consolidation and Merger. Each goal was color coded to reflect Green for on track or completed, Yellow for behind schedule, and Red has not been started.

Operations

- Training is mostly on track with the quality assurance/quality improvement program still being developed.
- Recruitment and Retention is a challenge due to the difficulty of finding volunteers.
- Preparing for future leadership in on track.
- Career development plans are still in the works.
- Sucession plan for supervisors and mid-level managers is on track with task book completions along with internal candidates applying for promotions. Job descriptions continue to be updated.
- Technology to enhance emergency and support: social media in progress, drone technology not being explored yet.
- Wildland firefighting is in progress. We won't play a major role, but will coordinate with other agencies to assist.

Administration

- Strategic Plan is in place and under review.
- Develop a Standard of Cover and Deployment Plan is still being worked on.
- Emergency Ops Plan is ongoing and hiring a consultant is being considered.
- Collecting data to positively affect the organizations Insurance Services Office (ISO) rating. This is in progress. SVFR has a 4/10 rating now. 4 = within 5 miles of a fire station and within 100 feet of a fire hydrant.
- Organizational structure of WLFEA to meet the needs of staff and community is on track.

Funding

- Capital Improvement and Replacement Plans are on track and will be further reviewed later in the meeting.
- Develop and maintain facilities, apparatus, and equipment is on track.
- Ensure financial stability and sustainability for future needs and growth is on track.
- Pursuit of a five year operational levy was accomplished last year. The intent is to combine tax levies with a merger and asking the voters to approve prior to the next local option levy renewal.

Community Outreach and Education

- Develop a communication plan that meets the needs of all stakeholders is on track.
- Maintaining strategic partnerships is ongoing and being worked on.
- Working with community partners is on track.
- Emergency prevention education is ongoing but a challenge since we don't currently have a Fire Marshal.

Consolidation and Merger

- Further evaluate the impacts and feasibility has been accomplished. The consolidation of staff is working well.
- Identifying measures and providing a clear and understandable narrative is on track as well.

2. CAPITAL PLAN REVIEW

Fire Projected Capital

- Chief described the difference between the different "type" engines, aerials, and water tenders. Our aerial was purchased in 2009 and we probably won't need to purchase another for several years. Director Palisi encouraged replacement or refurbishing the aerial sooner rather than later.
- Chief is proposing to budget the purchase of a Type 3 engine every three years.
- Building Improvements/Station Feasibility will be discussed at the next workshop.
- SCBA's will need to be purchased every 15 years.
- The average need for Fire Capital is approximately \$354,100 a year. It doesn't include building improvements or replacing SCBA's.

EMS Projected Capital

- Chief described the difference between ambulances types. They have to be replaced more often due to the high mileage.
- There was discussion about replacing certain emergency equipment more than other equipment.
- Average need for EMS Capital is \$245,024 a year.

Meeting adjourned 7:45pm.

Respectfully submitted,
Dina McClure
Recording Secretary