



**WESTERN LANE FIRE AND EMS AUTHORITY
SIUSLAW VALLEY FIRE AND RESCUE
WESTERN LANE AMBULANCE DISTRICT
BOARD OF DIRECTORS**

“One Team, One Mission”

JOINT BOARD MEETING AGENDA

June 22, 2023, 6:00pm

2625 Highway 101 North, Florence

Zoom Meeting URL: <https://us02web.zoom.us/j/89475093076>

Or call 1-669-900-6833 and enter Meeting ID: 894 7509 3076

- I. **6:00pm Call to Order & Pledge of Allegiance**
- II. **Roll Call / Establishment of Quorum**
- III. **Public Comment**: *This is the opportunity for the public to speak to the Board of Directors. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.*
- IV. **Presentation: Recognition to Outgoing Directors**
- V. **Western Lane Crisis Response Update: Camille Griswold and Melissa House**
- VI. **Consent Agenda**
Meeting Minutes: 5/25/23
Staff Reports
Correspondence
- VII. **Call Volumes**
- VIII. **Monthly Financials for SVFR, WLAD, WLFEA**
 - a. WLAD Action Item: Resolution 2023-03 Appropriations Transfer
- IX. **Old Business**
- X. **New Business**
 - a. Job Descriptions: To be reviewed at next board meeting
 - b. Policies: To be reviewed at next board meeting

XI. Director Comments

This is an opportunity for Directors to comment on topics not on the Agenda

XII. Future Business:

Joint Board Meeting Thursday, July 27, 2023 at 6:00pm

XIII. Adjournment

XIV. SVFR & WLAD Executive Session per ORS 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and per ORS 192.660 (2) (i) for Chief's Performance Evaluation

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

Joint Meeting Minutes, May 25, 2023, 6:00 p.m.
The Zoom recording will be posted on SVFR & WLAD Websites

SVFR & WLFEA BOARD MEMBERS PRESENT: Directors Sam Spayd and Alan Burns. Directors Laurie Heppel and Jim Palisi via Zoom **Not Present:** Director Tim Mendolia

WLAD & WLFEA BOARD MEMBERS PRESENT: Directors Adam Holbrook, Cindy Russell, and Mike Webb. Director Vanessa Buss arrived at 6:20pm. **Not Present:** Director Rick Yecny

STAFF PRESENT: Fire and EMS Chief Schick, Dina McClure, Holly Lais. Deputy Chief House via Zoom.

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

PUBLIC COMMENT: None

PRESENTATION: FY22 Audit Reports, Accuity LLC

- Kori Sarrett reported via Zoom that Accuity will be WLFEA's auditor over the next three years. She gave kudos to the staff for their organization and said there were good systems in place. She said Accuity had recommendations that were quickly addressed by staff. WLFEA needed to reconcile payables with SVFR and WLAD and adjust the budget resolution wording to match the breakout of funds.
- Director Webb asked about the WLAD third party ambulance billing reconciliation process. McClure explained that staff is working with Systems Design West to reconcile their Month End Summaries with WLAD's bank statements.

SVFR ADOPTING FY23-24 BUDGET:

- Opened Public Hearing
- Hear Public Comments: None
- Closed Public Hearing

WLAD ADOPTING FY23-24 BUDGET:

- Opened Public Hearing
- Hear Public Comments: None
- Closed Public Hearing

a. SVFR Action Item: Resolution 2023-03 Adopting FY23-24 Budget

Director Palisi made a motion to approve Resolution 2023-03 Adopting FY23-24 Budget. Director Heppel seconded. All in favor, motion carried.

b. WLAD Action Item: Resolution 2023-02 Adopting FY23-24 Budget

Director Webb made a motion to approve Resolution 2023-03 Adopting FY23-24 Budget. Director Holbrook seconded. All in favor, motion carried.

CONSENT AGENDA:

- Meeting Minutes: 4/27/23
- Staff Reports
- Correspondence

CALL VOLUMES:

- Call Volumes were provided in the board packet under Chief House's report.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure reported SVFR and WLFEA financials are looking good. WLAD is over in expenditures in Vehicle and Medical costs. She will be creating a resolution to bring to the next board meeting to move money from Contingency to Materials and Services to cover those overages.

OLD BUSINESS:

- WLAD Action Item: Approve Amended Resolution 2022-02 Adopting the FY22-23 Budget
Director Holbrook made a motion to approve the Amended Resolution 2022-02 Adopting the FY22-23 Budget. Director Webb seconded. All in favor, motion carried.

NEW BUSINESS: None**DIRECTOR COMMENTS:**

- Chief Schick announced the WLCR program was approved for a \$1.5M grant over the next 4 years. It will be used to help augment or replace county funding. Director Buss added that the Boys & Girls Club also received their grant.
- Director Russell expressed concern over the dismissal of the Palliative Care Program with PeaceHealth and the impact it could potentially have on our Mobile Integrated Healthcare (MIH) and transports.

SVFR & WLAD Executive Session per ORS 192.660 (2) (i) Chief Performance Evaluation: Rescheduled.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, June 22, 2023, at 6:00 pm.

The meeting adjourned at 6:23 p.m.

Respectfully submitted,
Holly Lais
Recording Secretary



Memorandum

To: WLFEA Board of Directors
From: Fire and EMS Chief Michael Schick
CC: Dina McClure, Dep Chief House
RE: Chief's Board Report June 22nd

1. Business Inspection program

It appears that the majority of businesses in our Fire Prevention area have not been inspected for many years or in some cases have never been inspected. This includes the majority of small businesses and stores. As part of the process in developing a strong inspection program we have trained many of our personnel to the company inspector level and we are reviewing Fire Inspection software. I hope to have software and hardware that can be used in the field by our crews as they do the inspections assigned to their shift. At this time I do not expect that we will be charging for the inspections but that could certainly change in the future.

2. Juneteenth

It appears that June 19th (Juneteenth) is now recognized as a federal and state holiday. Our current holiday list consists of the following 11 days:

- New Year's Day, January 1
- Martin Luther King Day, 3rd Monday in January
- President's Day, 3rd Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4th
- Labor Day, 1st Monday in September
- Veterans Day, November 11th

-
- Thanksgiving Day, fourth Thursday of November and the following Friday
 - Christmas Day, December 25th
 - Choice of December 24th or December 26th

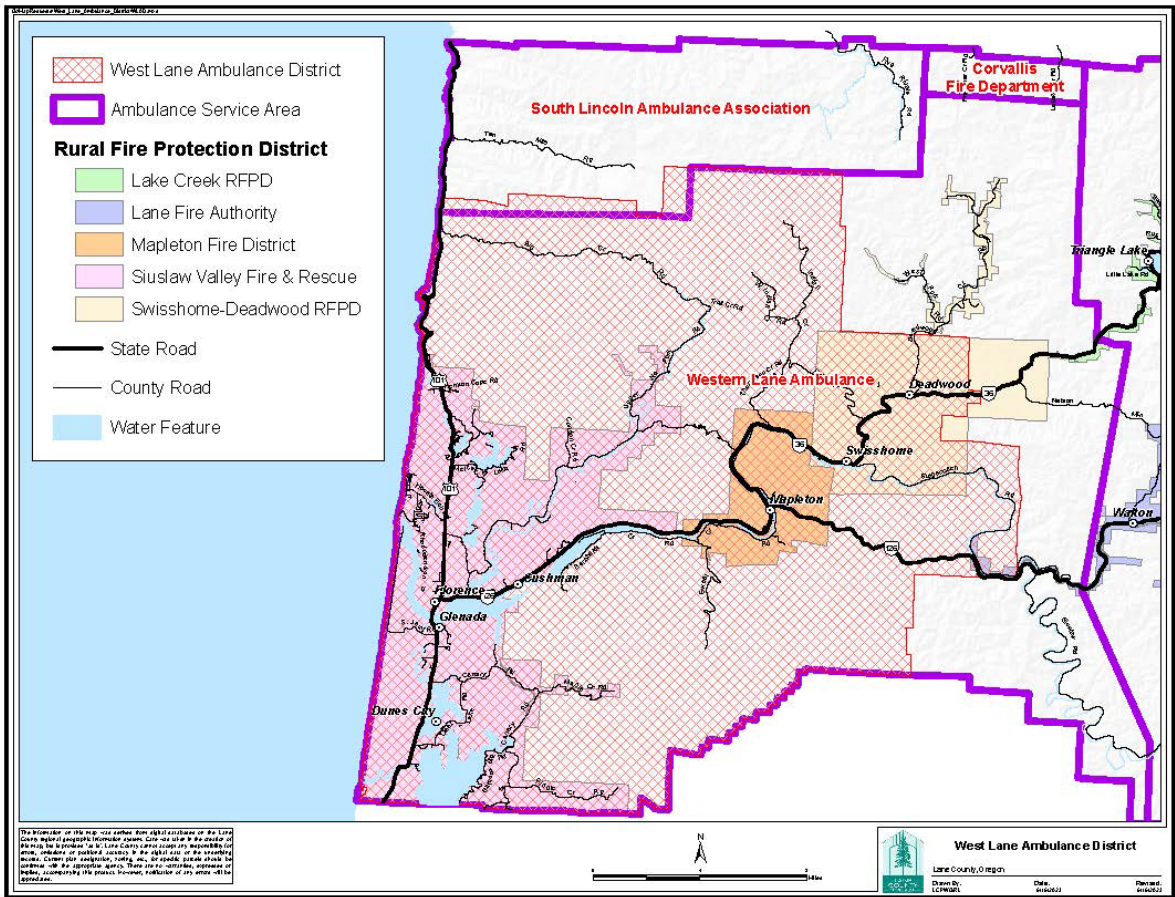
Unless I hear an objection from the Board we will add June 19th as a WLFEA recognized holiday. This holiday designation will only impact our administrative staff since our line staff accrue extra vacation hours in lieu of holiday pay.

3. Policy / Job Description Reviews

We will be sending out a few job descriptions and policies for review and approval by the Directors on a monthly basis. While we don't anticipate many changes it is the right of the Directors to do so.

4. Health District, Fire District, Ambulance Service Area boundaries

I was finally able to track down a map depicting the Western Lane Ambulance Health District boundary. It was assumed for many years that the ASA and Health District boundaries were identical but as you can see from the map they are not.





Western Lane Fire and EMS

"Stronger as one"

June 22, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. Rhododendron Festival and Memorial weekend went very smooth with everything managed to perfection. Call volume was actually lower during those weekends than anticipated.
2. Type 3 Engine is scheduled for final inspection June 26-28. Andy and Zach will be flying back to Boise to conduct the inspection.
3. Pumper-Tender is now at Clear Lake Station and in-service.
4. PulsePoint is live and the community has been receiving CPR notifications if they have the application downloaded to their devices. No changes or updates.
5. New Type 1 ambulance (M617) is in service.
6. No significant incidents to report for the month of May.

1. Mobile Integrated Healthcare

Mobile Integrated Healthcare program continues to stay busy. There is concern on the horizon, with workloads being distributed to the employee as PeaceHealth has discontinued their Palliative care in the region at the end of May.

2. Logistics report

EMS:

- i. Medic 601 recall on catalytic converter out of service.
- ii. Medic 613 is operational.
- iii. Medic 612 is operational.
- iv. Medic 614 is operational.
- v. Medic 615 is operational.
- vi. Medic 619 decommissioning.
- vii. Medic 617 is operational.

FIRE: See Operation Logistic report, here are some highlights:

- viii. Continuing annual heavy and lightweight apparatus inspections ongoing.
- ix. Self-containing breathing apparatus yearly service has begun.
- x. Transfer case repair required to first out Type I engine.
- xi. District fire extinguisher annual inspection completed.



Western Lane Fire and EMS

“Stronger as one”

Call summary:

1. Call summary comparison for fiscal year.
 - a. District-wide, combined fire/EMS calls continue to be below averages for yearly totals but have begun to equalize monthly.

MAY EMS	2022	2023	Difference
911 Response, transports	148	165	17
Interfacility Transfers	34	39	5
Specialty Care Transfer	20	14	-6
911 Response, no patient transport	116	151	35
Total call volume	318	369	51
Mobile Integrated Healthcare Visits	43	59	16
MAY FIRE			
Fire	8	3	-5
Rescue / EMS	85	103	18
Other (Service calls, good intent, false alarms)	19	29	10
Total call volume	112	135	23
EMS through FY 2022-23	FY 21-22	FY 22-23	
911 Response, transports	1894	1745	-149
Interfacility Transfers	532	405	-127
Specialty Care Transfer	194	195	1
911 Response, no patient transport	1325	1487	162
Total call volume	3945	3832	-113
Mobile Integrated Healthcare	312	309	-3
Fire through FY 2022-2023	FY21-22	FY 22-23	
Fire	87	63	-24
Rescue / EMS	930	976	46
Other (Service calls, good intent, false alarms)	382	333	-49
Fiscal year total call volume comparison	1399	1372	-27

Mobile Integrated Healthcare

May 2023: 59 contacts, breakdown below, compared to 30 last month and 43 last year, **3.5 contacts per working day**.

MIH visits were up in May compared to last year and last month, even considering that 11 “visits” were to assist a hospitalized patient.

There were a lot of blood draws for Palliative Care before the program closed.

There has been a significant increase in referrals from PCPs, though the 11 hospital visits are included in the 25 visits to PCP-referred patients below.

For the first time there was a referral from the Infusion Clinic, with multiple follow-ups that were counted as visits.

In the next couple of months, there will continue to be visits to “previously on Palliative Care” patients, but also visits as requested by Primary Care in Home.

I will be making short visits, up to 5 or 6 a day two days a week to previous PAL patients.

On the remaining days I will be prioritizing EMS referrals and urgent referrals from the hospital and clinic.

Years	2023	<input type="button" value="v"/>
Visit date	May	<input type="button" value="v"/>
	Number of Referrals	% of total Referrals
PCP	25	42%
PAL	14	24%
EMS	7	12%
DC	6	10%
OtherClinical	3	5%
ED	2	3%
Self	2	3%
Grand Total	59	100%

Years	2022	<input type="button" value="v"/>
Visit date	May	<input type="button" value="v"/>
Referral	Visits	Percent
DC	20	46.5%
PAL	10	23.3%
Self	5	11.6%
CC	3	7.0%
ED	3	7.0%
PCP	2	4.7%
Grand Total	43	100.0%

DC = Discharge Coord (hospital)
 ED = Emergency Dept
 EMS = EMS
 PAL = Palliative Care

Operations – Logistics

May

- Annual apparatus inspections and service ongoing.
- Completed training with staff at Station 8 for new Pumper – Tender and placed in service at Station 8 replacing E-608
- Coordinated two department visits to local preschool
- Assisted with Rhody day's planning, preparation, and events
- Took delivery of annual uniforms, working with local vendor for printing

Apparatus

- U-611: Differential repair
- T-601: Exhaust leak troubleshooting, Aerial master stream remote head reprogramming
- E-601: Pump transmission rebuilt
- E-611: EGR system repair, forced regen
- M-601: DEF/Exhaust system troubleshooting
- U-631: Inspection
- M-615: Annual inspection, maintenance, and repairs
- R-601: Check engine light, fuel pump replaced

Equipment

- Gear order placed for outfitting new Type III engine

Facilities

- Station 1
 - Resealing/stripping of both East and West parking lot's along with 26th street curbs scheduled for 6/30
- Station 2: Rhody prep for FPD using Station
- Station 3: Landscape Maintenance
- Station 5: Landscape Maintenance
- Station 7: Landscape Maintenance
- Station 8: Landscape Maintenance

Report submitted by:
Andy Gray
Logistics Captain

May 2023

Western Lane Crisis Response (WLCR) Manager's Board Report

Prepared by Camille Griswold, QMHA-I

- ASSIST the suicide intervention training is scheduled for July 26th and 27th, here at station 1 in the training room. We have 5 open spots if anyone from the Board would like to attend, please let me know.
- WLCR attended the first ever VA sponsored Suicide Prevention Seminar that was hosted at the Elks Lodge. They had a QPR (Question, Persuade, Refer) training and a lethal means training. It had a great turn out.
- WLCR was at Mapleton School on 5/10/2023 for most of the day to assist kids that may have had a hard time during the active shooter event the previous day.
- We need to cancel our Stakeholder meeting that was scheduled for June 21st. There is too much that Mel and I have to do, and we are experiencing staffing and shift concerns.
- We are losing 1 team member at the end of this month and another at the end of July. One new team member has been hired. We do have 3-4 additional people that have submitted applications to join the team and will schedule interviews.
- By the end of this month Camille will be submitting the 6-month budget request to Lane County to see if they received any extra funds from OHA.

MCR hours:

MCR tap outs: 64

Total hours: 99

Breakdown of MCR tap outs:

calls: 8 Mental health
calls: 4 Suicidal ideations
calls: 16 Homelessness
calls: 4 Family Disputes
calls: 1 Acute Trauma/Sudden Death
calls: 8 Drug/Alcohol Issues
calls: 4 Cancelled in Route
calls: 1 Structure Fires
calls: 18 Other

Siuslaw Valley Fire and Rescue

Balance Sheet As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	45,486.97	29,384.52
1002 Money Market 0832	839,945.36	1,491,910.94
1003 SVFR LGIP 6355	1,032,211.82	1,005,038.85
1013 Debit/Visa 2876	392.47	612.99
1050 PERS UAL 6512	150,452.63	150,178.86
1052 Capital Replace Savings 7216	497,540.08	396,130.89
1054 Capital Improve Savings 7224	459,891.82	45,750.87
Total Bank Accounts	\$3,025,921.15	\$3,119,007.92
Accounts Receivable		
1200 Accounts Receivable	0.00	96.19
Total Accounts Receivable	\$0.00	\$96.19
Other Current Assets		
1205 Undeposited Funds	0.00	56.80
1208 Employee Advances	0.00	0.00
1230 Other Receivables	0.00	0.00
1236 Prepaid Expense	19,281.50	19,281.50
1240 Property Tax Receivable	108,825.05	91,977.00
1245 Cash with County	7,242.00	7,242.00
1305 Prepaid Health Insurance	0.00	1,916.03
1320 Grant Receivables	0.00	0.00
1351 Conflag Receivable	0.00	0.00
Total Other Current Assets	\$135,348.55	\$120,473.33
Total Current Assets	\$3,161,269.70	\$3,239,577.44
Fixed Assets		
1700 Capital Assets		
1701 Land	0.00	271,975.00
1702 Buildings and Improvement	0.00	2,870,098.00
1703 Equipment	0.00	1,087,505.00
1708 Vehicles	0.00	2,783,222.00
1750 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	0.00	-3,758,341.00
Total 1700 Capital Assets	0.00	3,254,459.00
Total Fixed Assets	\$0.00	\$3,254,459.00
TOTAL ASSETS	\$3,161,269.70	\$6,494,036.44
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

Siuslaw Valley Fire and Rescue

Balance Sheet

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
2000 Accounts Payable	3,001.64	25,368.14
Total Accounts Payable	\$3,001.64	\$25,368.14
Credit Cards		
2007 OPB Mastercard	6,485.60	2,293.14
Total Credit Cards	\$6,485.60	\$2,293.14
Other Current Liabilities		
2010 Other Payables	0.00	0.00
2050 Deferred Revenue	86,577.22	
2100 Payroll Liabilities	0.00	0.00
2108 Wages & Payroll Liabilities	0.00	0.00
2110 PERS Liability	0.00	0.00
2116 Deferred Comp Valic	0.00	1,025.00
2130 Union Dues	0.00	962.10
2135 PAC Contributions	0.00	24.00
2182 Association Dues Withheld	0.00	80.00
2195 Medical Insurance	0.00	0.00
2199 Misc PR Deductions	0.00	0.00
2995 Clearing Account	0.00	94,776.03
Total 2100 Payroll Liabilities	0.00	96,867.13
Total Other Current Liabilities	\$86,577.22	\$96,867.13
Total Current Liabilities	\$96,064.46	\$124,528.41
Long-Term Liabilities		
2301 Accrued Interest	0.00	0.00
2304 Debt Due within One Year	0.00	0.00
Total Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$96,064.46	\$124,528.41
Equity		
3100 Capital Reserve	957,431.90	441,800.25
3200 Investment in Capital and Land	0.00	3,254,459.00
3500 Fund Balance Unrestricted	1,862,114.21	2,004,146.72
Net Income	245,659.13	669,102.06
Total Equity	\$3,065,205.24	\$6,369,508.03
TOTAL LIABILITIES AND EQUITY	\$3,161,269.70	\$6,494,036.44

Siuslaw Valley Fire and Rescue

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	2,950,384.38	2,954,082.00	99.87 %
4114 Douglas County	4,601.50	4,611.00	99.79 %
4117 Prior Year Tax Revenue	52,550.13	25,000.00	210.20 %
Total 4100 Property Tax	3,007,536.01	2,983,693.00	100.80 %
4125 Other County Tax Revenue	3,008.82		
4303 Three Rivers Casino	61,688.76	61,669.00	100.03 %
4309 Herman Peak Emergency Radio		3,500.00	
4700 Grant Income		100,000.00	
4800 Conflag Reimbursements	45,225.67	50,000.00	90.45 %
4810 Other Fire Reimbursements	689.69		
4850 Other Income			
4859 Miscellaneous Income	382.00		
4860 Reimbursements and Refunds	36,170.49	10,000.00	361.70 %
4870 Surplus Income	5,500.00		
4880 Prevention Donations	50.00		
4890 Interest Income GF	35,802.18	10,000.00	358.02 %
4895 Interest Income - Capital	2,467.71	100.00	2,467.71 %
Total 4850 Other Income	80,372.38	20,100.00	399.86 %
Total Income	\$3,198,521.33	\$3,218,962.00	99.36 %
GROSS PROFIT	\$3,198,521.33	\$3,218,962.00	99.36 %
Expenses			
5000 Personal Services	18,330.73		
6000 Operations Expense			
6100 Training	2,345.94		
6300 Volunteers	1,648.67	2,000.00	82.43 %
6400 Emergency Services	35,750.50		
6450 Fire Prevention & Investigation	8,265.82	32,450.00	25.47 %
6600 Consolidation Expenses	2,800.00		
6700 Facilities	94,762.33	144,083.00	65.77 %
6800 Vehicles	180,913.82	130,000.00	139.16 %
6900 Operating Supplies & Expense	92,283.55	135,400.00	68.16 %
Total 6000 Operations Expense	418,770.63	443,933.00	94.33 %
7000 Administration			
7100 Administrative Expense	7,571.78		
7200 Technology	535.00		
7400 Professional Services	11,268.10		
7500 Insurance	2,480.50		
7600 WLFEA Administrative Services	694,184.89	919,474.00	75.50 %
7610 WLFEA Fire Operations	1,541,094.17	1,527,915.00	100.86 %
7620 WLFEA MCR Support	5,000.00	5,000.00	100.00 %

Siuslaw Valley Fire and Rescue

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Total 7000 Administration	2,262,134.44	2,452,389.00	92.24 %
8000 Capital Outlay			
8003 Portables/Pagers	21,041.19	20,000.00	105.21 %
8012 Furniture	4,336.14	5,000.00	86.72 %
8013 Station Maintenance Upgrades	118,540.86	87,000.00	136.25 %
8014 Tender	12,938.20		
8015 Command Vehicle		55,000.00	
8022 Mobile Radios		12,800.00	
8023 Type 6 Engine	96,596.00	180,000.00	53.66 %
Total 8000 Capital Outlay	253,452.39	359,800.00	70.44 %
8600 Conflag Reimbursable Expense	174.01		
8700 Grant Expense		100,000.00	
Total Expenses	\$2,952,862.20	\$3,356,122.00	87.98 %
NET OPERATING INCOME	\$245,659.13	\$ -137,160.00	-179.10 %
Other Income			
9000 Beginning Balance - General Fund		2,151,824.00	
9310 Beginning Balance Capital Replacement Fund		396,107.00	
9320 Beginning Balance Capital Improvement Fund		45,789.00	
9420 Transfer IN to Capital from Gen Fund	600,000.00	600,000.00	100.00 %
Total Other Income	\$600,000.00	\$3,193,720.00	18.79 %
Other Expenses			
9501 Contingency		251,564.00	
9505 Transfer OUT from Gen Fund to Capital	600,000.00	600,000.00	100.00 %
9760 Ending Balance Capital Replacement Fund		496,207.00	
9770 Ending Balance Capital Improvement Fund		458,789.00	
9900 Ending Balance - General Fund		1,250,000.00	
Total Other Expenses	\$600,000.00	\$3,056,560.00	19.63 %
NET OTHER INCOME	\$0.00	\$137,160.00	0.00 %
NET INCOME	\$245,659.13	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/01/2023	Bill Payment (Check)	28851	Davison Auto Parts, Inc	26588	1001 Checking 1151	-358.52
05/01/2023	Bill Payment (Check)	28852	Coastal Paper & Supply Inc	3418	1001 Checking 1151	-619.85
05/01/2023	Bill Payment (Check)	28853	Albertson's / Safeway	68000	1001 Checking 1151	-35.75
05/01/2023	Bill Payment (Check)	28854	L.N. Curtis & Sons	4551	1001 Checking 1151	-1,573.97
05/01/2023	Bill Payment (Check)	28855	Pro Lumber Inc.		1001 Checking 1151	-256.76
05/01/2023	Bill Payment (Check)	28856	Vend West Services, Inc.	SVFIR	1001 Checking 1151	-131.60
05/01/2023	Bill Payment (Check)	28857	Copeland Lumber Yards	0440317	1001 Checking 1151	-123.19
05/01/2023	Bill Payment (Check)	28858	Florence Motorsports		1001 Checking 1151	-143.75
05/01/2023	Bill Payment (Check)	28859	Steve Romo - Steve's Lawn Service		1001 Checking 1151	-250.00
05/01/2023	Bill Payment (Check)	28860	Cascade Fire Equipment Company	0004769	1001 Checking 1151	-945.00
05/01/2023	Bill Payment (Check)	28861	Florence Welding & Machine Shop		1001 Checking 1151	-400.00
05/01/2023	Bill Payment (Check)	28862	Hughes Fire Equipment	17115	1001 Checking 1151	-3,152.43
05/03/2023	Bill Payment (Check)	EFT	County Transfer & Recycling	2941-66-001	1001 Checking 1151	-519.43
05/08/2023	Bill Payment (Check)	EFT	WECO	2323588	1001 Checking 1151	-886.54
05/11/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 1151	-2,042.15
05/12/2023	Bill Payment (Check)	EFT	CECO, Inc.	7689674	1001 Checking 1151	-403.11
05/15/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-20.38
05/15/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-280.05
05/15/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-49.19
05/15/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-45.34
05/15/2023	Bill Payment (Check)	EFT	CenturyLink	503-Z25-0032 890B	1001 Checking 1151	-747.90
05/15/2023	Bill Payment (Check)	28863	Tony's Garage		1001 Checking 1151	-278.00
05/15/2023	Bill Payment (Check)	28864	L.N. Curtis & Sons	4551	1001 Checking 1151	-846.56
05/15/2023	Bill Payment (Check)	28865	Pro Lumber Inc.		1001 Checking 1151	-44.84
05/15/2023	Bill Payment (Check)	28866	Day Wireless Systems	6855	1001 Checking 1151	-253.50
05/15/2023	Bill Payment (Check)	28867	Coastal Paper & Supply Inc	3418	1001 Checking 1151	-197.69
05/15/2023	Bill Payment (Check)	28868	Vend West Services, Inc.	SVFIR	1001 Checking 1151	-134.70
05/15/2023	Bill Payment (Check)	28869	Overhead Door of the Oregon Coast	Cust # 00-SIUS039	1001 Checking 1151	-1,200.00
05/16/2023	Bill Payment (Check)	28870	Motorola Solutions, Inc	1036494194 0001	1001 Checking 1151	-11,896.86
05/17/2023	Bill Payment (Check)	EFT	Charter fka Time Warner Cable		1001 Checking 1151	-515.00
05/17/2023	Bill Payment (Check)	EFT	Charter fka Time Warner Cable		1001 Checking 1151	-299.97
05/19/2023	Bill Payment (Check)	EFT	South Coast Water Co.	Acct # SC072	1001 Checking 1151	-37.42
05/19/2023	Bill Payment (Check)	EFT	WECO	2323588	1001 Checking 1151	-1,043.40
05/24/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-193,402.23
05/25/2023	Bill Payment (Check)	EFT	Heceta Water PUD	18.18010.01	1001 Checking 1151	-33.21
05/29/2023	Check	EFT	Card Service Center	Monthly expenses 4/4-5/3/2023	1001 Checking 1151	-2,455.81



SUISLAW VAL FIRE RESC
 Account Number: XXXX XXXX XXXX 0393

Billing Questions:
 800-367-7576

Website:
 www.cardaccount.net

Send Billing Inquiries To:
 Card Service Center, PO Box 569120, Dallas, TX 75356

TIB, N.A. Credit Card Account Statement
 May 4, 2023 to June 2, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,455.81
- Payments	\$2,455.81
- Other Credits	\$0.00
+ Purchases	\$6,745.10
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$6,745.10

PAYMENT INFORMATION

New Balance:	\$6,745.10
Minimum Payment Due:	\$202.36
Payment Due Date:	June 28, 2023

Account Number	XXXX XXXX XXXX 0393
Credit Limit	\$45,000.00
Available Credit	\$38,254.00
Statement Closing Date	June 2, 2023
Days in Billing Cycle	30

MESSAGES

GREAT NEWS!

We have upgraded the Card Service Center website and online access to your account information. It is better than ever!

Our enhanced site features easier-to-navigate pages, additional payment functionality, and new self-serve account update options. A **NEW MOBILE APP** is also available to manage your card on the go!

The New Site and Mobile App are available NOW! To take advantage of these exciting features go to www.cardaccount.net to download the mobile app or click "ACCOUNTS" and choose "CREDIT CARD ACCOUNTS" to log in now.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/28	05/28	F1127004L00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$2,455.81-

Transactions continued on next page

TIB, N.A.
 1550 N BROWN RD 150
 LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0393
 New Balance: \$6,745.10
 Minimum Payment Due: \$202.36
Payment Due Date: June 28, 2023

All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
 PO BOX 569100
 DALLAS TX 75356-9100

SUISLAW VAL FIRE RESC
 2625 HIGHWAY 101
 FLORENCE OR 97439-9702



TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
TOTAL XXXXXXXXXXXX0393				\$2,455.81-
05/08	05/09	5541734407KAZ52YF	LCWM FLORENCE FLORENCE OR	\$15.01
05/23	05/23	52704874F1R3K2X1L	BI-MART 644 FLORENCE OR	\$37.96
05/25	05/26	55548074H5SAWRXXH	FLORENCE TRUE VALUE FLORENCE OR	\$74.45
05/26	05/28	05436844J8PMSFTHB	FRED-MEYER #0464 FLORENCE OR	\$47.12
05/26	05/28	55126854K2LTVFNQB	NAPA-FLORENCE FLORENCE OR	\$95.99
ANDY GRAY				
TOTAL XXXXXXXXXXXX0468				\$270.53
05/12	05/12	55432864461QNYR4W	SPECTRUM 855-707-7328 MO	\$38.92
05/17	05/17	55432864962R4BZKH	AMZN MKTP US*B90BW6EX3 AMZN.COM/BILL WA	\$175.99
05/23	05/24	55432864F5V4FJSL3	AMZN MKTP US*W91V70ZL3 AMZN.COM/BILL WA	\$127.60
05/23	05/24	55432864F5V51T06Q	ASTOUND PWRD BY WAVE 866-928-3123 PA	\$194.92
06/01	06/01	55432864R5XE37M01	ELECTRICBARGAINSTORES. 310-822-6500 CA	\$259.50
MARY DIMON				
TOTAL XXXXXXXXXXXX0526				\$796.93
05/22	05/23	05227024E8PMKPYRN	AMERICAS MATTRESS FLORENCE OR	\$2,504.00
MATT HOUSE				
TOTAL XXXXXXXXXXXX1441				\$2,504.00
05/24	05/25	55263524HRBGHJ6JP	PAPA MURPHY'S OR018 FLORENCE OR	\$118.19
BLAIR CAMPBELL				
TOTAL XXXXXXXXXXXX2019				\$118.19
05/05	05/07	15449853Y4N740SJ4	RIVERTAP RESTAURANT & THE DALLES OR	\$59.85
05/06	05/07	55432863Y5ZVS7QMM	CHEVRON 0305747 THE DALLES OR	\$60.00
05/06	05/07	55432863Z602A31GX	TST* COUSINS RESTAURAN THE DALLES OR	\$34.16
05/06	05/07	55500363Z5SL12J4P	CLOCK TOWER ALES THE DALLES OR	\$55.85
05/06	05/08	05314613Z2XB2TTT0	BURGERVILLE - 17 - THE THE DALLES OR	\$40.03
05/07	05/08	554328640609P8P63	TST* COUSINS RESTAURAN THE DALLES OR	\$45.74
05/07	05/08	15270213Z01LF7TSZ	SUBWAY 10233 THE DALLES OR	\$38.84
05/07	05/09	553087640FXVJKGRK	SHELL OIL 10048305006 WOODBURN OR	\$46.00
05/22	05/23	05410194EEM76WJDJ	BESTBUYCOM806764454243 888BESTBUY MN	\$2,674.98
RONNIE PEARSON				
TOTAL XXXXXXXXXXXX0710				\$3,055.45

\$0 - \$6,745.10 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/23. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	19.24% (v)	\$0.00	30	\$0.00
Cash Advances	19.24% (v)	\$0.00	30	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Western Lane Ambulance District

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	76,913.93	24,770.61
1020 Money Market 9835	1,156,658.29	1,503,374.59
1030 LifeMed Cash 9411	57,062.84	36,346.87
1040 WLAD LGIP 6353	1,548,067.05	1,507,558.29
1050 PERS UAL 6407	59,261.07	459,087.34
1090 Capital Equip Reserve 1060	192,267.10	501,218.47
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$3,090,630.28	\$4,032,756.17
Accounts Receivable		
1200 Accounts Receivable	49,124.32	-12,152.18
Total Accounts Receivable	\$49,124.32	\$ -12,152.18
Other Current Assets		
1201 Patient Accounts Receivable	1,019,825.86	1,256,210.09
1202 Allowance for Bad Debt	-130,854.35	-326,614.63
1203 Allowance for Contractual Adjust	-397,732.08	-489,921.94
1204 Grant Receivable	42,054.46	
1205 Accounts Receivable (Audit)	6,311.00	6,311.00
1240 Property Tax Receivable	66,336.00	59,849.00
1245 Cash with County	3,391.00	6,457.00
1250 Seismic Grant Receivable	0.00	0.00
1260 MIH Grant Receivable	0.00	0.00
1299 Undeposited Funds	0.00	0.00
1302 Prepaid LifeMed Expense	0.00	0.00
1304 Prepaid Prop & Liab Insurance	45,022.49	45,022.49
1305 Prepaid Health Insurance	0.00	-275.04
1306 Prepaid Other Expense	0.00	0.00
1313 Employee Draws	0.00	0.00
1335 Flexible Medical Spending	0.00	296.67
Total Other Current Assets	\$654,354.38	\$557,334.64
Total Current Assets	\$3,794,108.98	\$4,577,938.63
Fixed Assets		
1701 Land	350,000.00	350,000.00
1702 Buildings & Improvements	581,521.30	581,521.30
1703 Equipment	1,538,530.00	1,538,530.00
1704 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	-1,201,134.41	-1,201,134.41
Total Fixed Assets	\$1,268,916.89	\$1,268,916.89
TOTAL ASSETS	\$5,063,025.87	\$5,846,855.52

Western Lane Ambulance District

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	17,179.63	22,843.10
Total Accounts Payable	\$17,179.63	\$22,843.10
Credit Cards		
2007 OPB Mastercard	3,792.30	5,738.12
Total Credit Cards	\$3,792.30	\$5,738.12
Other Current Liabilities		
2001 Accrued Account Payable	0.00	0.00
2006 Deferred Casino Revenue	30,792.00	
2050 MIH Deferred Revenue	53,277.00	0.00
2100 Wages & Payroll Liabilities	0.00	0.00
2105 Oregon WBF Payable	0.00	0.00
2110 PERS Payable	0.00	0.00
2116 Deferred Comp Payable	0.00	7,320.00
2117 AFLAC Payable	0.00	654.71
2130 Union Dues Payable	0.00	1,945.80
2135 PAC Contributions	0.00	59.00
2140 Garnishments	0.00	0.00
2190 Compensated absences	134,135.92	134,135.92
2199 Payroll Liabilities - Audit	0.00	0.00
2995 Clearing Account	0.00	173,057.81
Total 2100 Wages & Payroll Liabilities	134,135.92	317,173.24
2200 Deferred LifeMed Income	0.00	0.00
Total Other Current Liabilities	\$218,204.92	\$317,173.24
Total Current Liabilities	\$239,176.85	\$345,754.46
Total Liabilities	\$239,176.85	\$345,754.46
Equity		
3010 Investment in Capital and Land	1,268,916.89	1,268,916.89
3020 LifeMed Fund Balance	57,062.84	34,184.57
3030 Capital Reserve	192,267.10	501,094.91
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	4,160,974.00	3,249,907.96
Net Income	-855,371.81	446,996.73
Total Equity	\$4,823,849.02	\$5,501,101.06
TOTAL LIABILITIES AND EQUITY	\$5,063,025.87	\$5,846,855.52

Western Lane Ambulance District

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	464,942.34	500,000.00	92.99 %
4002 Private Pay	143,880.34	120,000.00	119.90 %
4020 Medicaid	285,639.98	200,000.00	142.82 %
4023 Medicare	1,121,490.21	1,180,000.00	95.04 %
4025 GEMT CCO Program	85,309.80	65,000.00	131.25 %
4026 GEMT FFC Program	3,886.03		
4035 Collection Agency	10,838.81		
4085 Other Revenue	305.81		
4090 less Refunds	-7,393.46		
4099 Allowance for Contractual Adjustment	-109,141.47		
Total 4000 Operating Income	1,999,758.39	2,065,000.00	96.84 %
4200 NonOperating Income			
4210 Property Tax Revenue			
4211 Current Year - Permanent Levy	725,943.06	703,764.00	103.15 %
4212 Current Year - Local Option Levy	1,002,492.79	1,011,412.00	99.12 %
4214 Prior Year Taxes	30,954.06	25,000.00	123.82 %
Total 4210 Property Tax Revenue	1,759,389.91	1,740,176.00	101.10 %
4220 Three Rivers Casino		30,792.00	
4230 Other County Tax Revenue	3,868.13		
4240 Donations	3,300.00		
4250 Reimbursements	19,596.72		
4280 Miscellaneous Revenue	605.00	25,000.00	2.42 %
4290 Interest Income WLAD	48,345.16	12,000.00	402.88 %
4295 Interest Income Capital	923.67	500.00	184.73 %
Total 4200 NonOperating Income	1,836,028.59	1,808,468.00	101.52 %
4600 LifeMed Income			
4601 LifeMed Subscriptions	22,935.00	120,000.00	19.11 %
4602 LifeMed CPR Classes	24,833.00	10,000.00	248.33 %
4609 LifeMed Interest	9.97		
4610 LifeMed Other Income	40.00		
4690 less LifeMed Refund	-160.00		
Total 4600 LifeMed Income	47,657.97	130,000.00	36.66 %
4700 Grant Income			
4702 MIH Foundation	50,000.00	50,000.00	100.00 %
4703 Coronavirus Relief Fund Grant	42,054.46		
4709 Other Misc Grants	3,000.00		
Total 4700 Grant Income	95,054.46	50,000.00	190.11 %
Total Income	\$3,978,499.41	\$4,053,468.00	98.15 %
GROSS PROFIT	\$3,978,499.41	\$4,053,468.00	98.15 %

Western Lane Ambulance District

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Expenses			
5000 PERSONNEL SERVICES	617.26		
6000 MATERIALS & SERVICES OPERATIONS			
6100 Training	3,814.18		
6200 Medical	142,303.86	118,000.00	120.60 %
6400 Emergency Services	96,094.00		
6600 Recruitment	1,193.00		
6700 Facilities & Equipment	62,873.21	122,500.00	51.33 %
6800 Vehicles	118,295.67	85,000.00	139.17 %
Total 6000 MATERIALS & SERVICES OPERATIONS	424,573.92	325,500.00	130.44 %
6900 LifeMed Expense	16,778.18	27,500.00	61.01 %
7000 MATERIALS & SERVICES ADMINISTRATION			
7100 Administrative Expense	110,098.51		
7200 Technology	5,843.78		
7400 Professional Services	55,500.55		
7500 Insurance	1,536.00		
7600 WLFEA Administrative Services	703,616.12	919,474.00	76.52 %
7610 WLFEA EMS Operations	2,486,370.76	2,790,691.00	89.10 %
7620 Mobile Crisis Response Support	5,000.00	5,000.00	100.00 %
7900 PERS Employer Incentive Fund	400,000.00	400,000.00	100.00 %
Total 7000 MATERIALS & SERVICES ADMINISTRATION	3,767,965.72	4,115,165.00	91.56 %
8000 Capital Outlay			
8001 Ambulance - Type II	209,539.09	180,000.00	116.41 %
8013 Gurney's/Power Loaders		24,000.00	
8018 Cardiac Monitors/Defibrillators	89,806.19	91,688.00	97.95 %
8020 Hands Free CPR Devices		12,000.00	
8021 Mobile Radio		6,500.00	
8025 Ambulance - Type I	324,590.86	310,000.00	104.71 %
Total 8000 Capital Outlay	623,936.14	624,188.00	99.96 %
Total Expenses	\$4,833,871.22	\$5,092,353.00	94.92 %
NET OPERATING INCOME	\$ -855,371.81	\$ -1,038,885.00	82.34 %
Other Income			
9100 Beginning Balance - General Fund		2,335,021.00	
9200 Beginning Balance - LifeMed		125,000.00	
9300 Beginning Balance - Capital Fund		501,342.00	
9410 To Gen Fund from LifeMed	100,000.00	100,000.00	100.00 %
9450 To Gen Fund for Current Capital Expense	310,000.00		
9460 To Gen Fund from PERS UAL		400,000.00	
Total Other Income	\$410,000.00	\$3,461,363.00	11.85 %
Other Expenses			
9012 From LifeMed to Gen Fund	100,000.00	100,000.00	100.00 %
9501 Contingency		308,312.00	

Western Lane Ambulance District

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9570 Reserved for Mobile Int Health		50,000.00	
9750 Ending Balance - Capital Fund	310,000.00	191,842.00	161.59 %
9800 Ending Balance - LifeMed		127,500.00	
9900 Ending Balance - General Fund		1,644,824.00	
Total Other Expenses	\$410,000.00	\$2,422,478.00	16.92 %
NET OTHER INCOME	\$0.00	\$1,038,885.00	0.00 %
NET INCOME	\$ -855,371.81	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/01/2023	Check	EFT	Card Service Center	Mastercard monthly expenses 3/8-4/6/2023	1010 Checking 0046	-3,801.68
05/01/2023	Bill Payment (Check)	4127	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
05/01/2023	Bill Payment (Check)	21054	Stryker Sales Corp	1153425	1010 Checking 0046	-585.21
05/01/2023	Bill Payment (Check)	21055	Airgas USA, LLC	2363767	1010 Checking 0046	-654.05
05/01/2023	Bill Payment (Check)	21056	Medline Industries, Inc.	Cust # 1727108	1010 Checking 0046	-93.01
05/01/2023	Bill Payment (Check)	21057	Enerspect Medical Solutions LLC		1010 Checking 0046	-1,702.18
05/01/2023	Bill Payment (Check)	21058	Henry Schein Inc	1129300	1010 Checking 0046	-611.43
05/01/2023	Bill Payment (Check)	21059	Brian's Automotive		1010 Checking 0046	-449.00
05/01/2023	Bill Payment (Check)	21060	PeaceHealth Hospital		1010 Checking 0046	-53.15
05/01/2023	Bill Payment (Check)	21061	Vend West Services Inc.	WESLA	1010 Checking 0046	-26.55
05/01/2023	Bill Payment (Check)	21062	Dr. Matthew Danigelis		1010 Checking 0046	-1,000.00
05/01/2023	Bill Payment (Check)	21063	Tony's Garage		1010 Checking 0046	-395.00
05/02/2023	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-56.28
05/03/2023	Bill Payment (Check)	EFT	WECO	2323670	1010 Checking 0046	-2,392.75
05/05/2023	Bill Payment (Check)	EFT	County Transfer & Recycling	2941-1517	1010 Checking 0046	-171.25
05/15/2023	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1010 Checking 0046	-344.11
05/15/2023	Bill Payment (Check)	4128	QUILL		1030 LifeMed Cash 9411	-26.68
05/15/2023	Bill Payment (Check)	4129	Siuslaw News	722	1030 LifeMed Cash 9411	-2,472.28
05/15/2023	Bill Payment (Check)	4130	Siuslaw News	722	1030 LifeMed Cash 9411	-899.00
05/15/2023	Bill Payment (Check)	21064	Petty Cash		1010 Checking 0046	-174.63
05/15/2023	Bill Payment (Check)	21065	Vend West Services Inc.	WESLA	1010 Checking 0046	-45.25
05/15/2023	Bill Payment (Check)	21066	Henry Schein Inc	1129300	1010 Checking 0046	-2,221.22
05/15/2023	Bill Payment (Check)	21067	West Coast Media Group		1010 Checking 0046	-85.00
05/15/2023	Bill Payment (Check)	21068	Siuslaw News	722	1010 Checking 0046	-695.00
05/15/2023	Bill Payment (Check)	21069	Airgas USA, LLC	2363767	1010 Checking 0046	-937.23
05/15/2023	Bill Payment (Check)	21070	ZOLL Medical Corp	310599	1010 Checking 0046	-169.00
05/15/2023	Bill Payment (Check)	21071	Systems Design		1010 Checking 0046	-4,710.14
05/16/2023	Bill Payment (Check)	21072	Motorola Solutions, Inc.	1011848639	1010 Checking 0046	-5,644.43
05/17/2023	Bill Payment (Check)	EFT	Citi Card-Costco	ending 9251	1010 Checking 0046	-393.89
05/17/2023	Bill Payment (Check)	EFT	City of Florence City Hall	323280.01	1010 Checking 0046	-206.59
05/22/2023	Bill Payment (Check)	EFT	Stericycle	6117445	1010 Checking 0046	-345.75
05/22/2023	Bill Payment (Check)	EFT	Charter Communications	8751160250176399	1010 Checking 0046	-184.97
05/22/2023	Bill Payment (Check)	EFT	WECO	2323670	1010 Checking 0046	-2,058.52
05/22/2023	Bill Payment (Check)	4131	QSL Print Communications		1030 LifeMed Cash 9411	-568.19
05/24/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority		1020 Money Market 9835	-271,617.37
05/26/2023	Bill Payment (Check)	EFT	Central Lincoln PUD	281957000	1010 Checking 0046	-484.74
05/31/2023	Check	SVCCHRG		Service Charge	1010 Checking 0046	-25.00



WESTERN LANE AMB DIST
Account Number: XXXX XXXX XXXX 0591

Billing Questions:

800-367-7576

Website:

www.cardaccount.net

Send Billing Inquiries To:

Card Service Center, PO Box 569120, Dallas, TX 75356

TIB, N.A. Credit Card Account Statement
May 8, 2023 to June 6, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,799.40
- Payments	\$2,799.40
- Other Credits	\$0.00
+ Purchases	\$1,067.89
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,067.89

PAYMENT INFORMATION

New Balance:	\$1,067.89
Minimum Payment Due:	\$32.04
Payment Due Date:	July 1, 2023

Account Number	XXXX XXXX XXXX 0591
Credit Limit	\$45,000.00
Available Credit	\$43,924.00
Statement Closing Date	June 6, 2023
Days in Billing Cycle	30

MESSAGES

GREAT NEWS!

We have upgraded the Card Service Center website and online access to your account information. It is better than ever!

Our enhanced site features easier-to-navigate pages, additional payment functionality, and new self-serve account update options. A **NEW MOBILE APP** is also available to manage your card on the go!

The New Site and Mobile App are available NOW! To take advantage of these exciting features go to www.cardaccount.net to download the mobile app or click "ACCOUNTS" and choose "CREDIT CARD ACCOUNTS" to log in now.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
06/01	06/01	F1127004R00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$2,799.40-

Transactions continued on next page

TIB, N.A.
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 0591
New Balance: \$1,067.89
Minimum Payment Due: \$32.04
Payment Due Date: July 1, 2023

All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

WESTERN LANE AMB DIST
2625 HIGHWAY 101
FLORENCE OR 97439-9702



TRANSACTIONS (continued) An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXXX0591	\$2,799.40-
05/17	05/19	55263524ARBGJV1A9	SAFEWAY #0363 FLORENCE OR DAVID ROSSI	\$16.39
			TOTAL XXXXXXXXXXXXX0658	\$16.39
05/15	05/16	5543286476291ZNFT	DTV*DIRECTV SERVICE 800-347-3288 CA	\$206.98
05/23	05/24	55432864F5V51T02F	ASTOUND PWRD BY WAVE 866-928-3123 PA	\$194.92
06/01	06/02	55432864R5XPF3RVH	AMAZON.COM*X31DW0MV3 AMZN.COM/BILL WA HOLLY LAIS	\$395.96
			TOTAL XXXXXXXXXXXXX0674	\$797.86
05/11	05/12	5531020432DKJLT5L	AMZN MKTP US*TS40X6FI3 AMZN.COM/BILL WA	\$39.99
05/15	05/16	5554807475SAWVZHF	FLORENCE TRUE VALUE FLORENCE OR GLENN PRUETT	\$21.99
			TOTAL XXXXXXXXXXXXX0690	\$61.98
05/27	05/28	55263524L2MG2YMG0	PAPA MURPHY'S OR018 OL FLORENCE OR	\$116.67
06/03	06/05	55263524VRBGJQ9D	SAFEWAY #0363 FLORENCE OR	\$69.01
06/04	06/06	85415804WWGN9QS8N	CLEAWOX MARKET 2 FLORENCE OR THOMAS KOZLOWSKI	\$5.98
			TOTAL XXXXXXXXXXXXX8913	\$191.66

\$0 - \$1,067.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/01/23. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	19.24% (v)	\$0.00	30	\$0.00
Cash Advances	19.24% (v)	\$0.00	30	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Western Lane Ambulance District
OPB MC Expense Transaction List by Date
May 8 - June 6, 2023

Date	Num	Name	Memo/Description	Amount
05/10/2023	GP 0690	Amazon	straps for backboards and stair chair compartment in medic units	39.99
05/15/2023	HL 0674	Direct TV	Direct TV Service 5/13-6/12/23, EFT on CC	206.98
05/15/2023	GP 0690	Florence Coastal True Value Hardware	ShopVac bags St-10	21.99
05/17/2023	DR 0658	Safeway	4x 6-pack of water for medic units	16.39
05/23/2023	HL 0674	Wave (Coastcom)	Ethernet, Act # 7201-1068341-01, EFT but use CC 0674, 5/1-5/31/2023	194.92
05/27/2023	TK 8913	Papa Murphy's	Pizza for EMS week shift	116.67
05/31/2023	HL 0674	Amazon	iPAD cases (4)	395.96
06/03/2023	TK 8913	Safeway	food/snacks during training event 6-3-23	69.01
06/03/2023	TK 8913	Cleawox Market	ice for drinks during training event 6-3-23	5.98
06/06/2023	DR 0658	TravelCenters of America (TA)	transfer # 1769, to Salem Hospital, refreshments for Kylee Wisser and Caroline Coleman	8.40

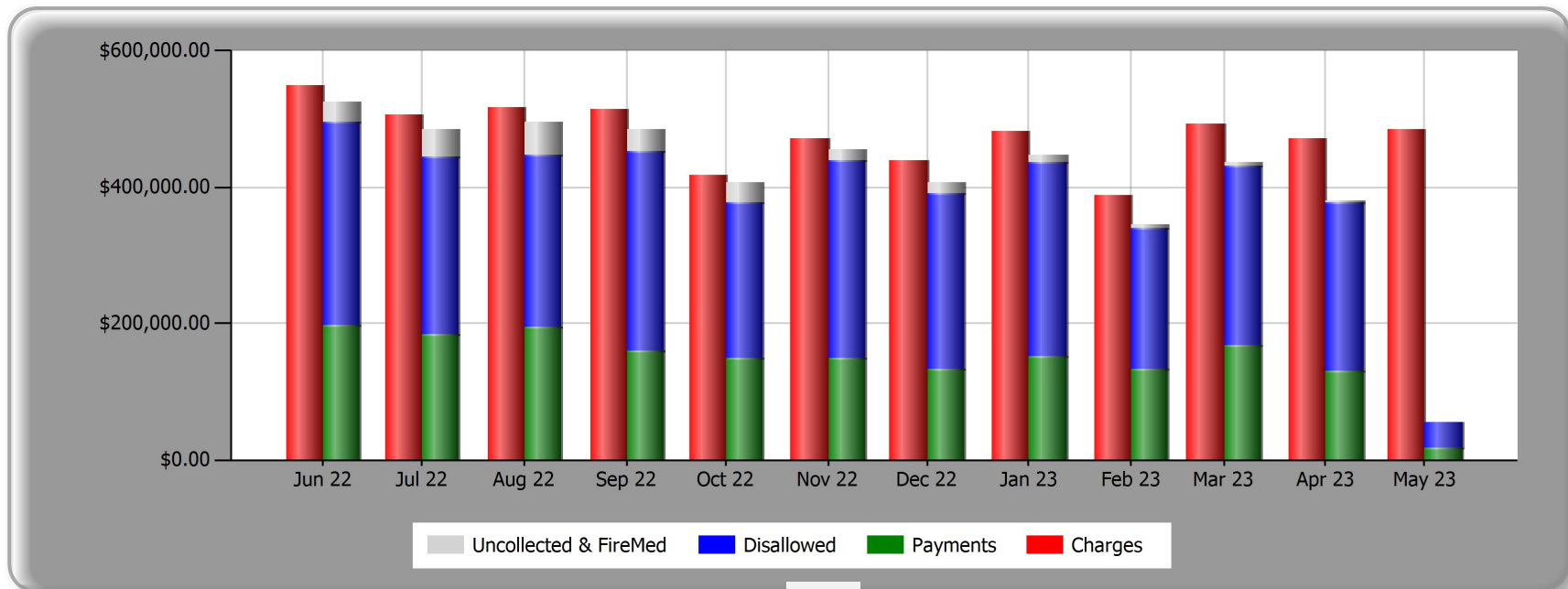
**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	6/1/2022
Date Of Service	5/31/2023
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jun 22	253	548,759.08	-197,875.11	36 %	-8,690.91	2 %	-297,260.79	54 %	-21,529.63	4 %	23,402.64	4 %
Jul 22	231	505,648.84	-184,507.63	36 %	-7,830.87	2 %	-258,761.75	51 %	-34,586.22	7 %	19,962.37	4 %
Aug 22	240	517,106.30	-194,530.04	38 %	-13,998.65	3 %	-253,700.57	49 %	-32,190.09	6 %	22,686.95	4 %
Sep 22	224	514,112.16	-158,653.44	31 %	-9,361.21	2 %	-295,171.81	57 %	-20,698.91	4 %	30,226.79	6 %
Oct 22	193	416,477.76	-149,745.99	36 %	-8,826.37	2 %	-227,058.68	55 %	-20,421.15	5 %	10,425.57	3 %
Nov 22	212	471,341.52	-148,878.39	32 %	-10,827.93	2 %	-289,390.63	61 %	-5,614.49	1 %	16,630.08	4 %
Dec 22	206	437,905.12	-132,672.08	30 %	-8,632.73	2 %	-257,475.22	59 %	-8,941.98	2 %	30,183.11	7 %
Jan 23	215	482,971.76	-152,224.76	32 %	-7,263.25	2 %	-283,319.63	59 %	-4,866.56	1 %	35,297.56	7 %
Feb 23	184	388,519.76	-134,249.40	35 %	-5,594.52	1 %	-205,268.72	53 %	-880.00	0 %	42,527.12	11 %
Mar 23	225	492,193.92	-167,797.87	34 %	-5,697.38	1 %	-262,969.29	53 %	-125.87	0 %	55,603.51	11 %
Apr 23	209	472,320.24	-129,098.62	27 %	-4,675.00	1 %	-247,168.42	52 %	0.00	0 %	91,378.20	19 %
May 23	218	485,990.64	-18,011.68	4 %	0.00	0 %	-37,346.06	8 %	0.00	0 %	430,632.90	89 %

2,610 5,733,347.10 -1,768,245.01 -91,398.82 -2,914,891.57 -149,854.90 808,956.80

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



**Western Lane Ambulance District
MONTH END SUMMARY**

Transaction Date	5/1/2023
Transaction Date	5/31/2023
Company Code	Western Lane Ambulance District

Balance Forward	1,061,512.93
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Charges by Level of Service	485,990.64
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
FEB23						0.00	0.00	0.00
MAR23					0.00			0.00
MAY23	245,517.84	41,681.68	23,184.84	75,361.04	40,026.60	59,768.64	450.00	485,990.64
Total	245,517.84	41,681.68	23,184.84	75,361.04	40,026.60	59,768.64	450.00	485,990.64

Payments - ALL	-182,775.86
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
5/1/2023	BCBS OR Blue Card MedAdv	0154590699	-1,653.37
5/1/2023	XO Regence Federal Oregon	0261085898	-85.80
5/3/2023	ChampVA Office of Comm Care	00667076	-250.00
5/3/2023	XO ChampVA Office of Comm Care	00667077	-126.77
5/3/2023	UHC West/Secure Horizons	1903650666	-911.57
5/3/2023	XO Tricare for Life	2404041988	-348.59
5/4/2023	Trillium Community Health Plan	0900150378	-56.11
5/4/2023	United Healthcare	2023050210200673	-1,000.00
5/5/2023	UHC West/Secure Horizons	1904830459	-2,849.40
5/5/2023	MODA	2023050510501048	-1,735.00
5/7/2023	Pacific Source MedAdvantage	2023050711500263	-1,395.60
5/7/2023	Pacific Source Community Solutions	2023050711800091	-3,003.13
5/8/2023	Blue Cross Blue Shield Oregon	0154600640	-6,004.76
5/8/2023	XO Regence Federal	0261088986	-239.17
5/8/2023	VA Regional Payment Center	1129866	-2,374.56
5/8/2023	UHC West/Secure Horizons	1905447595	-491.74
5/8/2023	Aetna	823123000079866	-1,499.99
5/8/2023	XO AARP Medicare Supplemental	9905334833	-131.25

**Western Lane Ambulance District
MONTH END SUMMARY**

5/8/2023	AARP Medicare Complete Plus	9905593215	-967.67
5/9/2023	AARP Medicare Complete Plus	1906076789	-1,583.60
5/9/2023	OPTUM Care	23081513	-467.99
5/9/2023	Oregon Medicaid	600107223	-912.01
5/9/2023	Medicare B Oregon	893516573	-8,002.82
5/10/2023	VA Regional Payment Center	1595236	-3,804.48
5/10/2023	AARP Medicare Complete Plus	1906718130	-2,648.88
5/11/2023	Trillium Community Health Plan	0900151249	-1,490.33
5/11/2023	OPTUM Care	23160663	-1,848.98
5/12/2023	XO MODA	2023051210300942	-214.43
5/12/2023	XO Tricare for Life	2404234295	-214.43
5/12/2023	XO AARP Medicare Supplemental	9907393541	-199.90
5/14/2023	Pacific Source MedAdvantage	2023051411200215	-1,047.80
5/14/2023	Pacific Source Community Solutions	2023051411300088	-633.39
5/15/2023	BCBS OR Blue Card MedAdv	0154614135	-5,240.93
5/15/2023	Medicare B Oregon	893532735	-3,533.61
5/15/2023	XO AARP Medicare Supplemental	9908139413	-480.51
5/15/2023	AARP Medicare Complete Plus	9908432830	-1,050.72
5/16/2023	BCBS OR Blue Card MedAdv	0154619980	-1,549.68
5/16/2023	Oregon Medicaid	600109348	-621.64
5/16/2023	Medicare B Oregon	893536474	-2,373.97
5/16/2023	UMR	C144608082939673	-740.31
5/17/2023	UHC West/Secure Horizons	1909576313	-649.77
5/17/2023	VA Regional Payment Center	2352751	-3,301.00
5/17/2023	Medicare B Oregon	893540218	-6,556.55
5/17/2023	AARP Medicare Complete Plus	9909465088	-377.44
5/18/2023	Trillium Community Health Plan	0900152115	-6,433.67
5/18/2023	UHC West/Secure Horizons	1910202824	-533.14
5/18/2023	United Healthcare	1TZ50361276	-924.80
5/18/2023	Aetna Medadvantage HMO	882313301066481	-365.86
5/18/2023	Medicare B Oregon	893543914	-2,014.15
5/19/2023	XO Puritan Life Insurance	1085674897	-136.94
5/19/2023	UHC West/Secure Horizons	1910807839	-2,643.22
5/21/2023	Pacific Source MedAdvantage	23141B1000017012	-693.10

**Western Lane Ambulance District
MONTH END SUMMARY**

5/21/2023	Pacific Source Community Solutions	23141B1000097488	-3,912.04
5/21/2023	Pacific Source Health Plan	23141B1000194739	-2,623.92
5/22/2023	BCBS OR Blue Card MedAdv	0154626220	-898.94
5/22/2023	UHC West/Secure Horizons	1911424768	-952.38
5/22/2023	Medicare B Oregon	893552033	-2,132.74
5/23/2023	OPTUM Care	23472429	-1,211.23
5/23/2023	OPTUM Care	23476608	-376.14
5/23/2023	XO Tricare for Life	2404424688	-822.94
5/23/2023	Champus Tricare West Region	5440297138TR3	-75.00
5/23/2023	Medicare B Oregon	893555947	-438.54
5/24/2023	UHC West/Secure Horizons	1912649704	-738.87
5/24/2023	XO Tricare for Life	2404466881	-277.56
5/24/2023	AARP Medicare Complete Plus	9912507668	-377.44
5/25/2023	Trillium Community Health Plan	0900153000	-67.66
5/25/2023	UHC West/Secure Horizons	1913243145	-678.08
5/25/2023	Medicare B Oregon	893563798	-11,550.46
5/25/2023	XO AARP Medicare Supplemental	9913000797	-132.31
5/26/2023	Medicare B Oregon	893567643	-11,775.99
5/28/2023	Pacific Source MedAdvantage	23148B1000017076	-2,468.34
5/28/2023	Pacific Source Community Solutions	23148B1000089719	-949.99
5/29/2023	Blue Cross Blue Shield Oregon	0154638756	-10,333.34
5/29/2023	XO Regence Federal Oregon	0261097643	-257.20
5/30/2023	Aetna Medadvantage HMO	882314301044763	-328.54
5/30/2023	Medicare B Oregon	893573115	-1,121.80
5/30/2023	AARP Medicare Complete Plus	9914488000	-1,158.19
5/31/2023	Oregon Medicaid	600113665	-56.12
EFT TOTAL			-144,130.29

Payments - Credit Card

(VISA, MC, AMX, Disc)

<u>Trans Date</u>	<u>Amount</u>
5/2/2023	-250.00
5/5/2023	-525.00
5/9/2023	-25.00
5/10/2023	-1,801.96

**Western Lane Ambulance District
MONTH END SUMMARY**

5/13/2023	-187.31
5/15/2023	-355.01
5/16/2023	-1,902.17
5/19/2023	-150.00
5/22/2023	-696.72
5/23/2023	-658.74
5/24/2023	-25.00
5/31/2023	-25.00

CREDIT CARD TOTAL	-6,601.91
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Payments - Bank Deposit *(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
5/2/2023	-2,375.47
5/9/2023	-700.62
5/16/2023	-9,554.50
5/23/2023	-16,983.43
5/30/2023	-1,715.30

BANK DEPOSIT TOTAL	-31,329.32
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Payments - Paid at FD

<u>Date</u>	<u>Pd at FD, Ins</u>	<u>Total</u>
5/12/2023	-714.34	-714.34
Total	-714.34	-714.34

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>TNT</u>	<u>Total</u>
5/1/2023	-319.31	-1,042.96	0.00	0.00	-376.90			-1,739.17
5/2/2023	-1,840.00			-449.16	-336.31			-2,625.47
5/3/2023	-1,146.00	-212.32		-278.61				-1,636.93
5/4/2023	-1,056.11		0.00	0.00				-1,056.11
5/5/2023	-25.00	-1,004.32	-1,847.18	-2,232.90				-5,109.40
5/7/2023	-3,498.70		-592.40	-184.32	-123.31			-4,398.73
5/8/2023	-6,329.35	-2,527.47	-187.43	-2,481.95	-182.94			-11,709.14
5/9/2023	-5,979.83	-1,713.56	-656.62	-1,603.98	0.00	-1,738.05		-11,692.04

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
5/10/2023	-3,253.95	-3,804.48		-382.49		-814.40		-8,255.32
5/11/2023	-1,259.16		0.00	-622.84		-1,457.31		-3,339.31
5/12/2023	-843.75	-428.86			-70.49			-1,343.10
5/13/2023	-162.31					-25.00		-187.31
5/14/2023	-768.46	-699.96			0.00	-212.77		-1,681.19
5/15/2023	-1,353.58	-2,645.11	-1,797.95	-1,246.55	-3,268.60	-348.99	0.00	-10,660.78
5/16/2023	-6,728.06	-1,752.52	-2,292.12	-2,528.81	-214.46	-3,226.30		-16,742.27
5/17/2023	-6,881.25	-832.30		-436.47	0.00	-2,734.74		-10,884.76
5/18/2023	-4,892.01		-1,457.94	-743.76	-362.41	-2,815.50		-10,271.62
5/19/2023	-1,091.25	-150.00	-1,302.96	-385.95				-2,930.16
5/21/2023	-1,113.72	-360.75		-311.42		-5,443.17		-7,229.06
5/22/2023	-2,128.67	-1,461.60			-1,090.51		0.00	-4,680.78
5/23/2023	-11,396.67	-1,994.02		-1,239.80	-534.93	-5,400.60		-20,566.02
5/24/2023	-1,418.87	0.00						-1,418.87
5/25/2023	-3,412.93	-1,662.53	-749.20	-486.54		-6,117.31		-12,428.51
5/26/2023	-6,136.84	-832.30	0.00	-1,302.18	-2,144.20	-1,360.47		-11,775.99
5/28/2023	-1,948.98	0.00	-1,231.98	-237.37	0.00			-3,418.33
5/29/2023	-8,313.59	-257.20		-2,019.75				-10,590.54
5/30/2023	-3,359.71			-635.58	-328.54			-4,323.83
5/31/2023	-81.12			0.00				-81.12
Total	-86,739.18	-23,382.26	-12,115.78	-19,810.43	-9,033.60	-31,694.61	0.00	-182,775.86

Transaction Adjustments by Level of Service	-344,901.85
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Bad Debt Payment Reversal		196.35					196.35
Financial Assist/Charity	-275.00					-1,529.58	-1,804.58
Fire Med Adjustment	-5,947.86	-950.00		-1,081.48	-822.45	-250.00	-9,051.79
Uncollectible	6.08						6.08
W/O Fee Schedule	-147,134.70	-43,607.94	-17,656.08	-43,522.11	-16,095.52	-36,203.61	-304,219.96
W/O to collections	-17,945.67	-2,953.80	-2,582.94	-3,733.88	-934.56		-28,150.85
Waiver per FD	-802.53	-194.57			-880.00		-1,877.10
Total	-172,099.68	-47,509.96	-20,239.02	-48,337.47	-18,732.53	-37,983.19	-344,901.85

**Western Lane Ambulance District
MONTH END SUMMARY**

Ending Balance	1,019,825.86
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Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 5400	471,497.91	121,293.04
Total Bank Accounts	\$471,497.91	\$121,293.04
Accounts Receivable		
1200 Accounts Receivable	101,057.84	28,131.17
Total Accounts Receivable	\$101,057.84	\$28,131.17
Other Current Assets		
1299 Undeposited Funds	0.00	0.00
1304 Prepaid Expenses	0.00	
1305 Prepaid Insurance	-1,890.37	167.83
1335 PSA Flex Account	502.00	
1400 Deferred Outflows of Resources	291,494.99	60,671.48
Total Other Current Assets	\$290,106.62	\$60,839.31
Total Current Assets	\$862,662.37	\$210,263.52
Fixed Assets		
1700 Capital Assets		
1708 Vehicles	43,942.00	13,500.00
1799 Accumulated Depreciation	-7,765.00	-4,050.00
Total 1700 Capital Assets	36,177.00	9,450.00
Total Fixed Assets	\$36,177.00	\$9,450.00
TOTAL ASSETS	\$898,839.37	\$219,713.52
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	28,659.13	11,858.61
Total Accounts Payable	\$28,659.13	\$11,858.61
Credit Cards		
2007 OPB Mastercard	6,299.06	2,627.40
Total Credit Cards	\$6,299.06	\$2,627.40
Other Current Liabilities		
2100 Payroll Liabilities		
2115 OSGP Payable	2,479.58	1,150.00
2116 VALIC Payable	1,025.00	
2117 AFLAC Payable	1,667.01	161.60
2118 VOYA Payable	7,750.00	
2995 Clearing Account	406,271.03	77,281.94

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF MAY 31, 2022 (PY)
Total 2100 Payroll Liabilities	419,192.62	78,593.54
2125 SVFR Association Dues	52.00	
2130 IAFF Union Dues	3,237.78	
2135 IAFF PAC Contributions	83.00	
Total Other Current Liabilities	\$422,565.40	\$78,593.54
Total Current Liabilities	\$457,523.59	\$93,079.55
Total Liabilities	\$457,523.59	\$93,079.55
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	550,500.82	52,358.98
Net Income	-121,335.04	62,124.99
Total Equity	\$441,315.78	\$126,633.97
TOTAL LIABILITIES AND EQUITY	\$898,839.37	\$219,713.52

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	703,616.12	919,474.00	76.52 %
4102 Transfers from WLAD for Administration	703,616.12	919,474.00	76.52 %
4103 Transfer from SVFR for Fire Program	1,531,662.94	1,527,915.00	100.25 %
4104 Transfers from WLAD for EMS Program	2,486,370.76	2,790,691.00	89.10 %
Total 4100 Transfers	5,425,265.94	6,157,554.00	88.11 %
4400 Miscellaneous Income			
4410 Donations	1,909.16		
Total 4400 Miscellaneous Income	1,909.16		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	331,467.00	392,082.00	84.54 %
4702 WLCR Program Other Income	15,000.00	10,000.00	150.00 %
4703 Rotary Grant	750.00	750.00	100.00 %
Total 4700 Western Lane Crisis Response	347,217.00	402,832.00	86.19 %
4860 Reimbursements and Refunds			
4862 Fire Marshal Wages & Benefits	6,564.76		
Total 4860 Reimbursements and Refunds	27,590.14		
Total Income	\$5,801,982.24	\$6,560,386.00	88.44 %
GROSS PROFIT	\$5,801,982.24	\$6,560,386.00	88.44 %
Expenses			
5000 Personnel Services			
5100 Fire Wages & Benefits	1,528,924.78	1,527,915.00	100.07 %
5200 EMS Wages & Benefits	2,585,836.76	2,790,691.00	92.66 %
5300 Admin Wages & Salaries	550,098.25	647,575.00	84.95 %
5320 WLCR Wages & Benefits	251,016.61	268,792.00	93.39 %
5400 Admin Taxes and Benefits	439,046.72	460,830.00	95.27 %
Total 5000 Personnel Services	5,354,923.12	5,695,803.00	94.02 %
6000 Operations			
6100 Training	41,305.34	111,495.00	37.05 %
6200 Medical	2,924.37		
6400 Emergency Services	17,820.39	167,820.00	10.62 %
6500 Prevention	3,266.03		
6600 Recruitment	6,457.24	6,500.00	99.34 %
6700 Facilities	107.23		
6800 Vehicles	232.30		
6900 Operational Supplies	1,935.82		
Total 6000 Operations	74,048.72	285,815.00	25.91 %
7000 Materials & Services			
7100 Administrative Expenses	90,986.68	119,000.00	76.46 %
7200 Technology	70,779.38	79,000.00	89.59 %

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 22-23 - FY23 P&L

July 2022 - May 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
7300 Board of Directors	12,088.45	16,000.00	75.55 %
7400 Professional Services	47,214.99	131,750.00	35.84 %
7500 Insurance	186,536.67	150,000.00	124.36 %
7900 Emergency Services	1,446.50		
8700 WLCR Program	41,740.22	74,040.00	56.38 %
Total 7000 Materials & Services	450,792.89	569,790.00	79.12 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	43,412.65	60,000.00	72.35 %
Total 8000 Capital Outlay	43,412.65	60,000.00	72.35 %
Advertising & Marketing	139.90		
Total Expenses	\$5,923,317.28	\$6,611,408.00	89.59 %
NET OPERATING INCOME	\$ -121,335.04	\$ -51,022.00	237.81 %
Other Income			
9000 Beginning Fund Balance		51,022.00	
Total Other Income	\$0.00	\$51,022.00	0.00%
NET OTHER INCOME	\$0.00	\$51,022.00	0.00 %
NET INCOME	\$ -121,335.04	\$0.00	0.00%

Western Lane Fire and EMS Authority

Transaction List by Date

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/01/2023	Bill Payment (Check)	10737	Ali Gharib		1001 Checking 5400	-302.45
05/01/2023	Bill Payment (Check)	10738	Lori J Severance LCSW		1001 Checking 5400	-845.00
05/01/2023	Bill Payment (Check)	10739	Nickolas Helvey		1001 Checking 5400	-2,441.04
05/01/2023	Bill Payment (Check)	10740	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-582.00
05/01/2023	Bill Payment (Check)	10741	4 Color Pro		1001 Checking 5400	-1,715.00
05/01/2023	Bill Payment (Check)	10742	Westcoast Media Group, Inc.		1001 Checking 5400	-175.00
05/01/2023	Bill Payment (Check)	10743	Motorola Solutions, Inc.	1036494194	1001 Checking 5400	-100.00
05/01/2023	Bill Payment (Check)	10744	Custom Profile Engraving		1001 Checking 5400	-161.00
05/01/2023	Bill Payment (Check)	10745	WHA Insurance Agency	37197	1001 Checking 5400	-1,723.00
05/01/2023	Bill Payment (Check)	10746	WHA Insurance Agency	37197	1001 Checking 5400	-3,118.00
05/01/2023	Bill Payment (Check)	10747	Canopy		1001 Checking 5400	-295.80
05/01/2023	Bill Payment (Check)	10748	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-52.00
05/01/2023	Bill Payment (Check)	10749	VALIC		1001 Checking 5400	-1,025.00
05/04/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-3,237.78
05/04/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-83.00
05/04/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	4-30-2023 payroll contributions OSGP	1001 Checking 5400	-2,479.58
05/04/2023	Check	EFT	VOYA	4-30-2023 Payroll contributions Voya	1001 Checking 5400	-7,750.00
05/04/2023	Bill Payment (Check)	10750	Jack Freel		1001 Checking 5400	-505.50
05/05/2023	Bill Payment (Check)	10751	OFDDA-LOSAP TRUST		1001 Checking 5400	-300.00
05/05/2023	Check	EFT	ADP Payroll Services	processing charges for period ending 3/31/23 (80 @\$8.80 ea)	1001 Checking 5400	-704.00
05/10/2023	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-39.68
05/12/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-39.00
05/15/2023	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
05/15/2023	Bill Payment (Check)	10752	Fowler Fire LLC		1001 Checking 5400	-525.00
05/15/2023	Bill Payment (Check)	10753	Westcoast Media Group, Inc.		1001 Checking 5400	-100.00
05/15/2023	Bill Payment (Check)	10754	Custom Profile Engraving		1001 Checking 5400	-665.00
05/15/2023	Bill Payment (Check)	10755	Siuslaw News		1001 Checking 5400	-306.70
05/15/2023	Bill Payment (Check)	10756	Local Government Law Group PC		1001 Checking 5400	-338.00
05/15/2023	Bill Payment (Check)	10757	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-1,023.00
05/15/2023	Bill Payment (Check)	10758	CTX-Xerox	Contract # 23792-01	1001 Checking 5400	-563.17
05/15/2023	Bill Payment (Check)	10759	Special Districts Insurance Services		1001 Checking 5400	-55,887.93
05/15/2023	Bill Payment (Check)	10760	Quill, LLC	5116790	1001 Checking 5400	-30.89
05/15/2023	Bill Payment (Check)	10761	Special Districts Insurance Services		1001 Checking 5400	-1,389.00
05/17/2023	Check	EFT	Card Services Center	3/24-4/21/2023 monthly credit card expenses	1001 Checking 5400	-1,972.79
05/17/2023	Check	EFT	AFLAC	April 2023 premium for employee enrollments, autopay	1001 Checking 5400	-729.09
05/24/2023	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-1,333.65
05/25/2023	Bill Payment (Check)	EFT	Stepup IT Services LLC		1001 Checking 5400	-6,700.68



WESTERN LANE FIRE EMS
Account Number: XXXX XXXX XXXX 1300

Billing Questions:

800-367-7576

Website:

www.cardaccount.net

Send Billing Inquiries To:

Card Service Center, PO Box 569120, Dallas, TX 75356

TIB, N.A. Credit Card Account Statement
April 22, 2023 to May 23, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,972.79
- Payments	\$1,972.79
- Other Credits	\$75.00
+ Purchases	\$4,865.69
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$4,790.69

Account Number	XXXX XXXX XXXX 1300
Credit Limit	\$20,000.00
Available Credit	\$15,190.00
Statement Closing Date	May 23, 2023
Days in Billing Cycle	32

PAYMENT INFORMATION

New Balance:	\$4,790.69
Minimum Payment Due:	\$143.73
Payment Due Date:	June 17, 2023

MESSAGES

GREAT NEWS!

We have upgraded the Card Service Center website and online access to your account information. It is better than ever!

Our enhanced site features easier-to-navigate pages, additional payment functionality, and new self-serve account update options. A **NEW MOBILE APP** is also available to manage your card on the go!

The New Site and Mobile App are available NOW! To take advantage of these exciting features go to www.cardaccount.net to download the mobile app or click "ACCOUNTS" and choose "CREDIT CARD ACCOUNTS" to log in now.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/17	05/17	F1127004900CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$1,972.79-

Transactions continued on next page

TIB, N.A.
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number: XXXX XXXX XXXX 1300
New Balance: \$4,790.69
Minimum Payment Due: \$143.73
Payment Due Date: June 17, 2023

All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

WESTERN LANE FIRE EMS
2625 HIGHWAY 101
FLORENCE OR 97439-9702



TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXX1300	\$1,972.79-
04/25	04/27	55436873L7K7E1HZT	RIVERHOUSE ON THE DESC BEND OR	\$56.00
04/26	04/28	55436873M7WHGQ4K9	RIVERHOUSE ON THE DESC BEND OR	\$90.00
04/27	04/30	55436873N7WHY22H2	RIVERHOUSE ON THE DESC BEND OR	\$66.00
04/28	04/30	55436873P7WJ8KF0J	RIVERHOUSE ON THE DESC BEND OR	\$660.21
		CHECK-IN 04/24/23	FOLIO #000000735	
05/18	05/19	82305094A000FLVEQ	ZOOM.US 888-799-9666 SAN JOSE CA	\$31.98
			MICHAEL SCHICK	
			TOTAL XXXXXXXXXXXX1318	\$904.19
04/21	04/23	05436843G2X95LA4W	WENDY'S -11792 ALBANY OR	\$12.09
04/21	04/23	25247803G01AV60B6	THE GRAND HOTEL SALEM SALEM OR	\$173.23
		CHECK-IN 04/20/23	FOLIO #00622307	
04/28	04/30	55436873P7WJ8KEL8	RIVERHOUSE ON THE DESC BEND OR	\$660.21
		CHECK-IN 04/24/23	FOLIO #000000734	
04/29	04/30	55436873R3GW35NE0	VENNYS COFFEE 101 FLORENCE OR	\$52.00
05/20	05/21	55432864Q5SQYNWTJ	SQ *BIG DOG DONUTS & D FLORENCE OR	\$41.40
			MATT HOUSE	
			TOTAL XXXXXXXXXXXX1326	\$938.93
04/22	04/23	55432863G5VW84BMH	AMZN MKTP US*HV7O19H2 AMZN.COM/BILL WA	\$29.99
05/04	05/07	52707153X09FJQRMY	HOMEDEPOT.COM 800-430-3376 GA	\$104.61
			LARA LINDEMANN	
			TOTAL XXXXXXXXXXXX2092	\$134.60
05/17	05/18	5548872492DZ1N2HL	MCDONALD'S OAK BROOK IL	\$125.00
			MELISSA HOUSE	
			TOTAL XXXXXXXXXXXX8197	\$125.00
04/22	04/23	55432863G5VW5X5WG	AMZN MKTP US*HV1FH89A2 AMZN.COM/BILL WA	\$13.90
04/26	04/27	75456673LS66D8YKT	PRO LUMBER INCORPORATE FLORENCE OR	\$28.12
05/06	05/08	05140483ZLM8KFVXQ	CHICK-FIL-A #04587 KEIZER OR	\$28.61
05/06	05/08	05314613Z2XB2TTNQ	BURGERVILLE - 17 - THE THE DALLES OR	\$28.96
05/18	05/19	05436844B00B5VGR4	CKE*VINNYS SMOKIN BURG NORTH BEND OR	\$12.00
05/19	05/21	55506294B6031X7GL	RIVERVIEW LODGE HOOD RIVER OR	\$164.25
		CHECK-IN 05/18/23	FOLIO #88136	
			KYLE OROZCO	
			TOTAL XXXXXXXXXXXX3302	\$275.84
04/25	04/27	85504993LS66KH6PK	UMBC CASHIER BALTIMORE MD	\$65.00
04/27	04/30	55263523NRBGJYLTD	SAFEWAY #0363 FLORENCE OR	\$28.59
05/07	05/09	0543684408PLR0Q6M	FSP*COUSINS COUNTRY IN THE DALLES OR	\$215.74
		CHECK-IN 05/05/23	FOLIO #232731	
05/07	05/09	0543684408PLR0Q99	FSP*COUSINS COUNTRY IN THE DALLES OR	\$215.74
		CHECK-IN 05/05/23	FOLIO #232730	
05/09	05/09	5536928415ZYLQEPW	FIELDPRINT INC WARMINSTER PA	\$58.75
05/08	05/10	554203641JAWAH6Q6	SAFE KIDS WORLDWIDE SILVER SPRING DC	\$55.00
05/10	05/11	554328642610RKW2T	SQ *OREGON VOLUNTEER F GOSQ.COM OR	\$700.00
			ROBERT CHANCE II	
			TOTAL XXXXXXXXXXXX1552	\$1,338.82
04/25	04/26	82305093L0004ZX5X	EVENT* SDAO HUMAN RESO TYSONS COR CREDIT	\$75.00-
04/22	04/24	05410193H2LR7FEZW	TARGET 00006122 SPRINGFIELD OR	\$104.41
04/23	04/24	55480773JBLS3EWX8	JERRYS HOME EUGENE EUGENE OR	\$18.93
04/23	04/25	05436843J8PLHX1P8	FRED-MEYER #0464 FLORENCE OR	\$197.98
04/25	04/26	05436843L00AR50SV	DOLLAR TREE FLORENCE OR	\$10.00
04/26	04/27	05140483LMHE806D6	GROCERY OUTLET OF FL FLORENCE OR	\$129.34

Transactions continued on next page



TRANSACTIONS (continued) An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
04/27	04/30	55263523NRBGJLZW3	SAFEWAY #0363 FLORENCE OR MARY DIMON	\$125.38
			TOTAL XXXXXXXXXXXXX2022	\$511.04
04/24	04/25	02305373KHEV6FNX8	USPS.COM POSTAL STORE 800-7826724 MO	\$65.20
04/25	04/26	55432863K5WT1Y6W4	AMZN MKTP US*HF1A541D2 AMZN.COM/BILL WA	\$14.99
04/28	04/28	52704873N1R6FE4X3	BI-MART 644 FLORENCE OR	\$395.00
05/15	05/16	55432864762BADHE3	AMZN MKTP US*7D5G38NF3 AMZN.COM/BILL WA	\$5.99
05/15	05/16	55432864762B84PDN	AMZN MKTP US*F61P255F3 AMZN.COM/BILL WA	\$28.06
05/16	05/17	55432864862L8GWX7	AMZN MKTP US*VU81J8033 AMZN.COM/BILL WA CAMILLE REYES	\$28.06
			TOTAL XXXXXXXXXXXXX4654	\$537.30
05/10	05/12	552635243RBJQJB9	SAFEWAY #0363 FLORENCE OR DINA MCCLURE	\$24.97
			TOTAL XXXXXXXXXXXXX1244	\$24.97

\$0 - \$4,790.69 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/17/23. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	18.99% (v)	\$0.00	32	\$0.00
Cash Advances	18.99% (v)	\$0.00	32	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Western Lane Crisis Response Program
Budget vs. Actuals: FY 22-23 - FY23 P&L
July 2022 - May 2023

	Actual	Budget	% of Budget
Income			
4700 Grants & Programs			
4701 WLCR Program Income - LC	331,467.00	392,082.00	84.54%
4702 WLCR Program Income - Other	15,750.00	10,000.00	157.50%
Total 4700 Grants & Programs	\$ 347,217.00	\$ 402,082.00	86.35%
Total Income	\$ 347,217.00	\$ 402,082.00	86.35%
Gross Profit	\$ 347,217.00	\$ 402,082.00	86.35%
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits			
5321 WLCR Full Time Staff	101,168.31	136,458.00	74.14%
5322 WLCR Workers - Shifts	32,713.02	27,375.00	119.50%
5323 WLCR Workers - Hourly	30,117.53	17,280.00	174.29%
5329 WLCR Benefits PERS	46,061.57	39,572.00	116.40%
5330 WLCR Payroll Taxes	14,123.14	12,678.00	111.40%
5331 WLCR Health Insurance	23,583.04	30,929.00	76.25%
5332 WLCR HRA VEBA	3,250.00	4,500.00	72.22%
Total 5320 WLCR Wages & Benefits	\$ 251,016.61	\$ 268,792.00	93.39%
Total 5000 Personnel Services	\$ 251,016.61	\$ 268,792.00	93.39%
7000 Materials & Services			
8700 WLCR Program			
8710 WLCR Program			
8711 Resource Assistance SOS	2,644.06	3,500.00	75.54%
8712 TA/WLCR Worker Training	2,050.00	7,000.00	29.29%
8713 Facilitation Contracted Services	22,595.00	24,000.00	94.15%
8714 Technology	5,318.40	8,000.00	66.48%
8715 Insurance & Maintenance	57.00		
8716 Fuel	590.29	3,000.00	19.68%
8717 Travel, Mileage Reimbursement	343.63	2,000.00	17.18%
8718 Food/Lodging for WLCR Training	810.72	3,000.00	27.02%
8719 Education & Outreach	575.00	1,500.00	38.33%
8721 Supplies (program support)	1,191.48	3,000.00	39.72%
8723 Cell Phone Stipends	2,750.00	2,000.00	137.50%
8724 Recruitment	174.00		
8730 WLCR 10% Admin Fee, Fiscal Agent	14,932.50	16,290.00	91.67%
Total 8710 WLCR Program	\$ 54,032.08	\$ 73,290.00	73.72%
Total 8700 WLCR Program	\$ 54,032.08	\$ 73,290.00	73.72%
Total 7000 Materials & Services	\$ 54,032.08	\$ 73,290.00	73.72%
8000 Capital Outlay			
8003 WLCR Vehicle 2	43,412.65	60,000.00	72.35%
Total 8000 Capital Outlay	\$ 43,412.65	\$ 60,000.00	72.35%
Total Expenses	\$ 348,461.34	\$ 402,082.00	86.66%
Net Operating Income	-\$ 1,244.34	\$ 0.00	



WESTERN LANE AMBULANCE DISTRICT

RESOLUTION 2023-03

**A RESOLUTION REVISING THE BUDGET FOR FY22-23
BY MAKING APPROPRIATION TRANSFERS**

WHEREAS, the District has encountered unanticipated expenses for medical supplies and vehicle maintenance; and

WHEREAS, the District budgeted Administrative expenses to be paid by Western Lane Fire and EMS Authority but vendors are still invoicing Western Lane Ambulance District; and,

WHEREAS, there are funds in Contingency to cover these additional expenses,

THEREFORE, BE IT RESOLVED by the Board of the Western Lane Ambulance District, the appropriation transfers itemized in this resolution are hereby approved.

	<u>CURRENT BALANCE</u>	<u>TRANSFERS</u>	<u>NEW BALANCE</u>
CONTINGENCY	\$308,312	(\$300,000)	\$8,312
MATERIALS & SERVICES Operations	\$325,500	\$150,000	\$475,500
<u>MATERIALS & SERVICES Administration</u>	<u>\$4,115,165</u>	<u>\$150,000</u>	<u>\$4,265,165</u>
Total	\$4,748,977	\$ 0	\$4,748,977

Adopted on this 22nd day of June 2023.

By: _____
Cynthia Russell, President

Attest: _____
Adam Holbrook, Secretary/Treasurer

Chief Executive Officer

102.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire & EMS Chief.

102.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to have a highly qualified Chief Executive Officer.

102.3 DESIRED QUALIFICATIONS

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO), the Center for Public Safety Excellence Chief Fire Officer (CFO), the Oregon Department of Public Safety Standards and Training (DPSST) and the Oregon Fire Chiefs Association Fire Chief's Toolbox programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire & EMS Chief.

102.4 RECOMMENDED CURRICULUM

The Western Lane Fire and EMS Authority recommends candidates for the position of Fire & EMS Chief complete all modules of the Fire Chief's Toolbox program developed by the Oregon Fire Chiefs Association.

102.5 RULES OF RANK

The Fire & EMS Chief shall be the general manager and chief administrative officer and shall control all its activities and Divisions.

The Fire & EMS Chief shall have control, management, and direction over all members of the Authority in the lawful exercise of his functions.

The Fire & EMS Chief shall cause to be established a system of operations and procedures, and rules and regulations for the uniform application of operations and policies, necessary for the efficient operation and control of the Authority.

The Western Lane Fire and EMS Authority shall take suitable measures to enable the Authority to adequately discharge its duties and obligations in the extinguishment of all fires with the least possible danger to life and property.

The Fire & EMS Chief shall prescribe and approve the tools, appliances, equipment, uniform, and protective clothing of the Authority and manner of use, wearing, and caring of such.

The Fire & EMS Chief shall be responsible for the performance, evaluation, and effectiveness of his/her subordinates and shall apply recognized supervisory techniques, in doing so, realizing that a high level of efficiency and performance is the Authority policy.

The Fire & EMS Chief shall investigate any complaints or charges that relate to the conduct of Western Lane Fire and EMS Authority personnel.

Western Lane Fire and EMS Authority

Policy Manual

Chief Executive Officer

The Fire & EMS Chief shall cause to be kept in proper form an accurate record of all business transacted in the Department and shall submit to the Board of Directors an annual report of Western Lane Fire and EMS Authority activities.

The Fire & EMS Chief shall annually submit to the Board of Directors a budget of the amounts required for the ensuing year in the manner prescribed by the Board of Directors.

The Fire & EMS Chief may designate a lower ranking officer to be the Acting Fire & EMS Chief during his/her absence.

Western Lane Fire and EMS Authority



Job Description

TITLE: Deputy Chief

EFFECTIVE: 01/01/2023

REPORTS TO: Fire and EMS Chief

REVISED:

SALARY RANGE: \$104,013 to \$130,040

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

The Deputy Chief provides highly responsible and complex executive level support to the Fire and EMS Chief as part of the management team and performs tasks that require the application of considerable independent judgment and discretion in carrying out daily duties and operations.

The Deputy Chief will assist in carrying out all operations (emergency and non-emergency) of the Fire Department including Fire Operations, EMS Operations, facility/equipment maintenance, and may respond to emergency incidents as needed.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may perform all or only some of the listed duties set forth below to address business and changing business practices.

- Assumes management responsibility for assigned programs, activities and operations of the department including operations, training, facility /equipment maintenance, communications, information technology, and related programs and services.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers procedures, policies and priorities for assigned programs and services; and recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, with subsequent department policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for career staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
- Participates in the selection and evaluation of career personnel and volunteer officers; prepares performance evaluations for career personnel and volunteer officers; and implements discipline procedures according to policy.

- Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments.
- Manage the purchasing, maintenance, and inventory of all fire related equipment, vehicles and property including communications equipment, vehicles, and related equipment; establishes replacement schedules for equipment, vehicles and property; ensures budget support replacement schedules.
- Participates in facilities planning for the fire department; coordinates maintenance and repairs to existing facilities, as necessary.
- Provides staff assistance to Fire and EMS Chief.
- Serves as the liaison for other divisions, departments and outside agencies;
- Negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional groups meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, EMS, and management.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- May serve as Interim Fire and EMS Chief through Delegation of Authority as needed.
- Performs related duties as required.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

An Associate's degree from an accredited college in fire science or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess a minimum of seven to ten years' experience in a senior management role.

- Minimum of the following IFSAC or Oregon DPSST certifications:
 - Firefighter-2
 - Hazardous Materials Operations
 - Fire Officer 2
 - Fire Instructor 1
- Other required classes or certifications
 - NIMS 100, 200, 300, 700, 800
 - HMICS
 - Incident Safety Officer
- NFPA, Oregon, or IFSAC HazMat Incident Commander certification or equivalent.
State of Oregon and/or Nationally Certified EMT or Paramedic.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Bachelor's in Public Administration (or fire or medical related field) from a nationally or regionally accredited college or university.
- NFPA, Oregon, or IFSAC Fire Officer 3 or 4 certification or equivalent.
- A graduate of, or enrolled in, the National Fire Academy Executive Fire Officer Program (EFOP)
- Certification as a Chief EMS Officer (CEMSO) and/or Chief Fire Officer (CFO).
- Knowledge of principles, practices, and procedures of managing an Ambulance Service Area, as well as extensive knowledge of Federal, State, and County regulatory ordinances.
- Management experience with an ambulance transport agency.

EQUIPMENT

Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

PHYSICAL REQUIREMENTS

The physical demands here are representative of those that must be met by an employee able to perform the essential functions of the job.

- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee may occasionally work from heights such as roofs or ladders.
- The employee must be able to frequently lift or move up to 25 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee needs to be able to drive vehicles, including fire and rescue apparatus in all types of weather, and under normal and emergency response conditions.

CONDITIONS OF EMPLOYMENT

After a conditional offer of employment the candidate must successfully pass an Authority background check, psychiatric evaluation, and a medical / physical exam.

RESIDENCY REQUIREMENTS

The Deputy Chief - Operations is required to reside within the geographic boundaries of Western Lane Fire and EMS Authority within 6-months of appointment and shall remain so during the tenure as Deputy Chief-Operations.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employee and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.

Western Lane Fire and EMS Authority



Job Description

TITLE: Captain - Logistics

EFFECTIVE: 01/01/2023

REPORTS TO: Deputy Chief

REVISED:

SALARY RANGE: Per Collective Bargaining Agreement

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: Career Captains are represented by IAFF Local 851

JOB SUMMARY

The Logistics Captain is an Administrative Officer of the Authority functioning under limited supervision and is responsible for the successful operation of Authority facility and building systems ensuring that they are in a constant state of readiness to serve the community. This requires that the successful candidate be capable of making repairs, replacements, and modifications to Authority facilities, systems, and equipment up to the level that such repairs, replacements, and modifications require a Trade's License or Permit.

- The ideal Logistics Captain will:
 - Have demonstrated the ability to exercise sound judgment and decision making both in an emergency response environment and in administrative and management situations.
 - Be an excellent communicator and be able to express himself/herself clearly and concisely, both orally and in writing.

ESSENTIAL JOB FUNCTIONS

- The Logistics Captain is responsible for the procurement, storage, inventory, and distribution of all non-emergent Authority commodities. As Logistics Captain for the Authority, the candidate is assigned as the Uniform Program Manager responsible for procurement, storage, inventory, and distribution of Authority uniforms.
- The candidate must be able to establish and maintain an inventory control system and manage all commodities assigned.
- The Logistics Captain may serve as an emergency responder when requested or approved by a Chief Officer and may participate in staff call backs after normal working hours.

- The position of Logistics Captain reports directly to the Deputy Chief of WLFEA. The Logistics Captain does not fill a supervisory role.
- Oversees the fire department's supply system that includes the procurement, storage, inventory, and distribution of all equipment and supplies.
- Develops and maintains appropriate division-related records accurately and efficiently.
- Ensures quality control of maintenance and repair work, purchased supplies, and equipment.
- Prepares purchase specifications and meets with equipment vendors to examine equipment and confers about supply and purchase possibilities; participates in final acceptance inspections of newly purchased equipment.
- Supervises and/or coordinates the maintenance, repair, and availability of fire apparatus, medic units and staff vehicles and safety equipment, including, bunker gear, firefighting footwear, etc.
- Assists in developing logistics-related contracts and agreements.
- Assists in the annual fire department budget development, as well as monitoring budget account balances and expenditures related to logistics.
- Coordinates sizing of all uniforms and protective equipment.
- Collaborates with outside vendors to coordinate, schedule, and complete annual vehicle inspections to include axle weight verification, pump testing, non-destructive ground ladder evaluation, and aerial apparatus inspections in accordance with NFPA 1911.
- Collaborates with outside vendors to establish preventative maintenance programs, and identify future facility needs to maximize the life of the department's facilities and equipment.
- Manages the Departments SCBA and Respiratory program.
- Manages the Fire Department's radio and mobile data program.
- Assists with the written specifications for fire apparatus, medic units, and other capital purchases and attends pre-bids to answer technical questions and onsite inspections.
- Performs other related duties as assigned.
- Ability to analyze, troubleshoot, and repair Authority facilities, building systems, and equipment that does not require a license or permit to accomplish.
- Ability to develop, manage and implement an inventory control system for all non-emergent commodities.
- Possess a customer first philosophy.
- Extensive experience in carpentry, plumbing, technology, and/or electrical skills is strongly preferred.
- Be able to research and develop a relationship with Authority vendors to ensure the highest level of service to the Authority.
- Ability to function and develop solutions in a strict fiscal environment.
- Ability to make and present reasonable solutions to problems.
- Ability to work well both independently and in a team environment.
- Demonstrates abilities to articulate and communicate well with others.
- Responds professionally to stressful situations with good stress management skills.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Associate degree or higher in Building Trades is preferred.
- Minimum of a High School Diploma with extensive experience in Building Trades and Inventory Management will be considered equivalent to the Associate degree.
- Oregon Health Division EMT-Basic or higher certification
- Firefighter-2
- Hazardous Materials Operations responder
- Fire Officer 2
- Driver Operator
- Driver Operator Pumper
- Driver Operator Aerial
- NIMS 100, 200, 300, 400, 700, 800
- HMICS

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

None

EQUIPMENT

Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

PHYSICAL REQUIREMENTS

- New hires must be able to pass a medical physical exam, based on NFPA 1582.
- Current employees must pass annual physical agility exam

CONDITIONS OF EMPLOYMENT

- New hires from outside the organization:
 - Pass a Criminal Background and Reference Check
 - Successful completion of the Authority Physical Ability Exam or current CPAT certificate
 - Successful completion of a medical physical exam in accordance with NFPA 1582
 - Pass Pre-Employment Drug Screening

RESIDENCY REQUIREMENTS

Successful candidate shall reside within the Authority boundaries of Western Lane Fire and EMS Authority within six months of employment

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Captain and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.

- refers persistent violators to Fire Prevention Officer, the Fire and EMS Chief, or their designee
- distributes educational information on fire prevention; prepares reports and maintains records of inspection.
- Ensures the safety of their company at all times
- Ensures their company is trained and prepared to respond to emergencies
- Provides an excellent example for subordinate members of the fire department to follow
- Provides excellent customer service to the citizens they encounter while performing their duties.
- Lead personnel effectively and maintain discipline; maintain records and submit reports.
- Knowledge of principles, practices, and procedures of modern firefighting and of the saving of lives and property, as applied to structures and conditions in the district, rules and regulations of the fire department
- Operation and maintenance of the types of apparatus and the equipment used by the Fire Department coupled with the ability to direct the efficient use of such apparatus
- Principles and practices involved in training firefighters
 - water mains and fire hydrants
 - geography and major fire hazards of the district
 - first aid and resuscitation practices
 - local, state, and national safety codes, ordinances, and laws relating to fire prevention
 - building materials and construction, and of the principles of combustion
 - Supervision, management and organizational principles
- Assist the Deputy Chief in developing annual budget requests.
- Highly organized, dependable, and ability to keep matters confidential
- Clear, concise oral and written communication to present reports
- Establish and maintain effective working relationships with directors or supervisors, employees, and coworkers.
- Other duties as assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Graduation from high school or a valid GED.
- Associates Degree in Fire Science or a related field from an accredited college or a minimum of fifty credit hours from an accredited college towards a related field of study.
- Minimum of the following IFSAC or Oregon DPSST certifications:
 - Firefighter-2
 - Hazardous Materials Operations
 - Fire Officer 2
 - Fire Instructor 1
 - Driver Operator
 - Driver Operator Pumper
- Other required classes or certifications
 - NIMS 100, 200, 300, 700, 800
 - HMICS
 - Incident Safety Officer

- Successful completion of a company officer training program and related position task book or the ability to do so within six months of hire or promotion.
- Minimum of an Oregon Health Authority EMT-Basic certification, Nationally Registered EMT-Basic preferred.
- Possess and maintain a valid Oregon Driver's License.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- NWCG Engine Boss
- Blue Card Incident Management
- Two years of experience as a company officer/acting company officer in a comparable or larger fire department

EQUIPMENT

Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

PHYSICAL REQUIREMENTS

- New hires must be able to pass a medical physical exam, based on NFPA 1582.
- Current employees must pass annual physical agility exam

CONDITIONS OF EMPLOYMENT

- New hires from outside the organization:
 - Pass a Criminal Background and Reference Check
 - Successful completion of the Authority Physical Ability Exam or current CPAT certificate
 - Successful completion of a medical physical exam in accordance with NFPA 1582
 - Pass Pre-Employment Drug Screening

RESIDENCY REQUIREMENTS

At this time there are no residency requirements for this position.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Captain and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.

Fire and Emergency Medical Service Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal governance of the Western Lane Fire and EMS Authority and the individual members.

100.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to limit its members to only exercise the powers granted to them by law.

While the Western Lane Fire and EMS Authority recognizes the delegation of powers granted to the members, they are encouraged to use sound discretion in the exercise of their authorized powers, and this authority does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This authority is authorized by Oregon law to perform fire suppression, EMS and related services including, but not limited to the following:

- (a) Fire prevention and fire code enforcement
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency Medical Services (EMS)

100.4 EMERGENCY PERSONNEL RESPONSIBILITIES

Members of this authority who are certified Emergency Medical providers by the Oregon Health Authority or fire service professionals by the Oregon Board of Public Safety Standards and Training are authorized to exercise the following authority pursuant to applicable Oregon laws (OAR 259-009-0000 et seq.):

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire & EMS Chief
- (f) Provide fire code enforcement, inspection and plan review services
- (g) Provide Fire and EMS public education
- (h) Provide fire prevention activities and services

Fire and Emergency Medical Service Authority

- (i) Provide Mobile Integrated Healthcare services

100.5 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Oregon Constitutions.

100.6 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the Fire & EMS Chief, followed by written documentation of the charges, in accordance with authority procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Board of Directors

101.1 PURPOSE AND SCOPE

To describe the responsibilities of members of the board of Directors for Siuslaw Valley Fire & Rescue, Western Lane Ambulance District, and Western Lane Fire and EMS Authority.

101.2 POLICY

101.2.1 ORGANIZATION STRUCTURE

The Board of Directors oversees the Fire & EMS Chief, Civil Service Commission (SVFR), and their respective Budget Committees. The Board authorizes all positions in the organization and entrusts the Fire & EMS Chief to organize them as necessary to carry out the business of the Authority.

101.2.2 DISTRICT MANAGEMENT

The Board is required by state law to appoint a Fire & EMS Chief. The Fire & EMS Chief operates under the direction of the Board of Directors. The Authority management structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions. The Fire & EMS Chief has the discretion to appoint a temporary acting in capacity officer in his/her absence. District policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire & EMS Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action. If the position of Fire & EMS Chief is vacant (retirement, resignation, death), the Board of Directors has sole authority and responsibility to determine how the duties of Fire & EMS Chief will be addressed on both the interim and permanent basis.

101.2.3 DIRECTOR QUALIFICATIONS

Oregon Revised Statutes 478.050 states, "A director of a district shall be an elector or an owner within the district. A district may determine, by ordinance that takes effect at least one (1) year prior to the date of a regular district election, that firefighters or paramedics of the district, volunteer or otherwise, and other district employees shall not serve as directors." The Fire District Board of Directors adopted Ordinance No. 01-2014 on August 15, 2014 prohibiting volunteer members and employees of the District from serving as a District Director. A Director or interested person can seek election to any position. The term of office is four years. The Board of Directors must consist of five members. A district may, with voter approval, establish subdistricts (wards) for the purpose of nominating or electing two or more director positions. Siuslaw Valley Fire and Rescue elects all Directors at-large; sub-districts have not been established. Directors or interested persons should view the statutory requirements highlighted above as the minimum qualifications for service on the Board of Directors. Directors should also ensure they have sufficient time and commitment to

Board of Directors

perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

101.2.4 OATH OF OFFICE

An Oath of Office is an affirmation a person takes before undertaking the duties of an office. An Oath is not required by law but can be required by Policy.

- The Board President shall be responsible for administering the Oath of Office to the other Directors.
- The Board Vice President shall be responsible for administering the Oath of Office to the Board President.
- The Board President of Western Lane Fire and EMS Authority, or his/her designee, shall be responsible for administering the Oath of Position to the Fire & EMS Chief.

Oath of Office for a Director position:

“You have been elected (or appointed) to represent the communities served by (Siuslaw Valley Fire & Rescue) or (Western Lane Ambulance District).”

“Your behaviors, decisions and actions directly reflect the image of (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District), other Board Members, its personnel, and the level of service the District provides to the citizens we serve.”

“Please raise your right hand and repeat after me:”

“I, (STATE YOUR NAME), do solemnly affirm that I will uphold the vision, mission, values and policies adopted by (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District); I will act for the good of the communities of which I serve; I will endeavor for the preservation of life and property; I will strive for excellence while I faithfully, honestly, and ethically perform the duties of Director with (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).”

“You are now duly affirmed as a Director for (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).

101.2.5 DIRECTORS RESPONSIBILITIES

Oregon Revised Statutes, Chapter 478 addresses the duties, power, and authority of fire districts. ORS 478.210. Oregon Revised Statutes pertaining to health districts are 440, Health District and Oregon Revised Statute 198, Special Districts.

The key duty of a Board Director is to make decisions. The law requires that the Board of Directors make all decisions as a unit. Individual decisions are invalid. In order to function effectively as a member of a board, each Director should:

- Become familiar with the Oregon Revised Statutes, Oregon Administrative Rules and other regulations related to the routine and emergency activities of the District.
- Directors are elected to work for the good of the District. Personal interest shall be subordinate to working for the good of the overall board, District, and public interest.

Board of Directors

- Support board decisions and actions.
- Suspend judgment until sufficient information is available to make informed and supportable decisions.
- Recognize the difference between policy issues that the Board of Directors should address and administrative and operational issues that the District Staff should address.
- Understand the need for teamwork with other Directors and District Staff.
- Accept responsibility for total board operation. While board officers are elected, all Directors should prepare to function in any elected board officer position.
- Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time necessary to develop an understanding of the issues to be considered.
- Be open to effectively deal with all forms of public input regardless of the form in which the public input is delivered.
- Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual Director becomes the focus of acrimony.
- Conduct all business with the highest moral and ethical standards and in accordance with the Oregon Government Ethics laws.
- If a Director possesses professional expertise that can be of benefit to the District the Fire & EMS Chief may ask for the assistance of the Director in the completion of special project work. Throughout the project work the Director will report to the Fire & EMS Chief and focus only on the task they have been assigned.

101.2.6 DIRECTOR CODE OF ETHICS

The term “Ethics”, used in its broadest form, refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience, personal values, and learned behavior. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This code of ethics is intended to serve as a guide for Board Directors. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers. It is the Board of Director’s intent to review this policy annually in the month of July.

- (a) The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
- (b) The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
- (c) The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire & EMS Chief) to administer District business at the direction of the Board.

Board of Directors

- (d) The Board recognizes that operational matters of the District should be directed to the Fire & EMS Chief and Staff.
- (e) The Board commits to conducting all meetings in accordance with the Oregon Public Meetings laws. It recognizes that District business is to be conducted in public with the exception of specific topics that meet the criteria for Executive sessions.
- (f) The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests.
- (g) The Board, both as a body and as a group of individuals will support decisions made by the Board. Individual Directors may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
- (h) The Board will work directly with the Fire & EMS Chief and Staff to obtain information and/or an enhanced understanding to improve effective decision making. The Board should direct any complaint and/or issue directly to the Fire & EMS Chief. It is the responsibility of the Fire & EMS Chief to resolve the issue as may be necessary.
- (i) Board Directors, to the greatest extent possible, will forward business items to either the Board President or the Fire & EMS Chief for inclusion in a Board of Directors meeting agenda. The goal is to provide public notification of the issue and to allow time for the Staff and other Board Directors to research/consider the topic.
- (j) The Board recognizes it operates as a unit and that individual Board Director authority exists only as a member of the whole.
- (k) The Board acknowledges that policy decisions require Board action. When an individual Board Director receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board President and/or Fire & EMS Chief for inclusion in a Board of Directors meeting agenda.
- (l) The Board recognizes effective operations require a team approach. The Board, Fire & EMS Chief, and Staff members are expected to work together in a collaborative process assisting each other in the conduct of District business.
- (m) The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
- (n) The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire & EMS Chief as appropriate.
- (o) The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
- (p) The Board acknowledges that conflict or differences of view could arise between members and will seek effective remedies that are in the best interest of the Board and the District.

Board of Directors

- (q) The Board will seek legal counsel when indicated and will be guided by the legal advice provided.
- (r) The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in Oregon Revised Statutes and/or Oregon Administrative Rule.

101.2.7 DIRECTOR CONFLICT OF INTEREST

The state laws related to conflicts of interest were established in 1974. The laws are now known as “Government Ethics.” They are included in Oregon Revised Statutes (ORS) Chapter 244. Directors, Board Appointees (Budget Committee & Civil Service), District employees, and District volunteers are Public Officials as defined by the law. The laws require public officials to disclose any situation that could be either a potential or actual conflict of interest. An actual conflict of interest may arise when a public official takes official action that would financially impact the official, a relative or an associated business. A potential conflict of interest may arise when a public official takes official action that could financially impact the public official, the official’s relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict. The Board, in its desire to ensure all business decisions are made in full disclosure and compliance with the law, has implemented the practice of requiring Directors to annually submit an individual Statement of Acknowledgment concerning conflicts of interest. This process is designed to refresh Board member’s knowledge of the State of Oregon Government Ethics laws and does not relieve the Board member from declaring an actual/potential conflict before participating in any official action throughout the year.

101.2.8 ELECTED BOARD OFFICES

All Directors are eligible for election and should view the election to office as a routine and expected responsibility of being a Director. Oregon Revised Statutes require each Board to elect a President, Vice President, and a Secretary-Treasurer. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve; however, rotation of officers is encouraged for fuller participation by Directors. Board officers are elected annually in July at the first Board meeting of each fiscal year. Each elected officer takes office immediately and serves until the first Board meeting of the following fiscal year, or until a successor is elected.

The duties of the President include:

- Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
- Consulting with the Fire & EMS Chief regarding the preparation of each Board meeting agenda.
- Participating, along with other Board Directors, with all the rights to discuss issues, make motions, nominate candidates, and to vote.

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- Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law and in compliance with the Special Meeting Policy.
- Signing official District documents on behalf of the Board when authorized by the Board.
- Making appointments with the consensus of the Board as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:

- Serving as President in the absence of the President with all the powers and duties as described above. The Vice-President shall have such other powers and duties as a majority of the Board may determine.
- Assuming the position of President in the event of absence, resignation, incapacity, or inability to serve of the President.
- Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary-Treasurer include:

- Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained in chronological order. These duties may be delegated to District staff members under the supervision of the Secretary Treasurer.
- Ensuring accurate accounting and financial records are maintained by the District. Reviewing the District's financial audit with the District auditor, Fire Chief, and Chief Finance Officer prior to submittal to the Board.
- Conducting a properly called Board Meeting in the absence of the President and Vice-President.
- Serving on such committees and/or as representative as appointed by the Board President

101.2.9 BOARD APPOINTMENTS

The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position. Appointments are made in response to statutory requirements (Civil Service Commission, Budget Committee), to study specific issues, or to represent the District in associations or other interagency activities (Florence Urban Renewal Agency Committee). The particular authority and duties of appointees whether a Director, District staff member, or citizen are either specified by statutory requirements or will be set by the Board President with a consensus of the Board at the time of appointment. Board appointments may be ad hoc or ongoing.

Current ongoing appointments include the following:

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- Civil Service Commission (SVFR only) – three (3) citizen members with four-year terms.
- Budget Committee – five (5) citizen members with three-year terms. While the committees required by state law may have specific selection criteria, the Board generally has broad discretionary authority in the process. The term of appointment for citizen positions on this committee is considered to expire on June 30th.

The following process is used when making citizen appointments to the Civil Service Commission and the Budget Committee:

- Advertise the vacancy to identify qualified applicants.
- Review applicants for qualifications.
- Interview qualified applicants as may be necessary.
- Make selection and appointment in a manner selected by the Board.
- Conduct orientation and/or training as may be necessary.

Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:

- (a) Prior budget committee experience, especially with the District.
- (b) Background and understanding of financial management or other professional experience that could benefit the District.
- (c) Availability of time and willingness to participate.
- (d) Decision making and group consensus skills.
- (e) Absence of known conflicts of interest.
- (f) A desire to help the District.

Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed. An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting. A citizen appointed to a committee may be removed by the Board President at any time but this action should be discussed during a public meeting to ensure the consensus of the Board approves the removal.

The Board should give consideration to, but not be limited to, the following qualifications:

- Prior budget committee experience, especially with the District.
- Background and understanding of financial management or other professional experience that could benefit the District.

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- Availability of time and willingness to participate.
- Decision making and group consensus skills.
- Absence of known conflicts of interest.
- A desire to help the District. Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting.

101.2.10 FILLING BOARD VACANCIES

When vacancies in Board positions occur midterm, state law charges the Board of Directors with the responsibility of filling the position. In the event there is less than a majority (quorum) of remaining Board Directors or if a majority of the remaining Board Directors cannot agree, the Lane County Court (County Commissioners) will make the appointment(s). The person appointed to fill the vacant position will serve through June 30 following the next regular District election (odd-numbered year). The appointee may run for the position at the next regular District election. The law does not give specific direction on either the process or the criteria that the Board of Directors should use to fill a vacancy other than the appointee must meet the basic statutory requirements.

- (a) Selection Process: The Board may select the process it determines is in the best interest of the District to identify and screen applicants and make appointments. The following process is generally followed:
 1. Make the vacancy known through advertisement or other method;
 2. Screen applications as may be necessary;
 3. Interview the most qualified applicants;
 4. Select the most qualified applicant. Selection may be by Board consent or by ballot. The Board of Directors may base the vote on simple majority or on a score based on a total of the applicant ranking by each sitting Director.
 5. Officially appoint the successful candidate. The newly appointed Director will take the Oath of Office. The appointment will take effect immediately.
- (b) Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:
 1. Past local government experience.
 2. Understanding of Oregon open meeting and public records laws.
 3. Prior budget committee experience, especially with the District.

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4. Prior Board of Director experience with other districts.
5. Background and understanding of financial management or other professional experience that could benefit the District.
6. Availability of time and willingness to participate.
7. Decision making and group consensus skills.
8. Absence of known conflicts of interest.
9. A desire to help the District. Candidates seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

101.2.11 DISTRICT ELECTIONS

The County Clerk is responsible for the conduct and administration of all District elections. The Oregon Revised Statutes establish election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these statutes. There are a variety of reasons the District may require an election:

- Local option tax levy
- Board of Director election
- Board of Director recall
- Annexation proposal
- Changes in service fee structure
- Consolidation, merger, or dissolution
- Sub-districts.

The Oregon Revised Statutes specify procedural requirements for each different type of election. An Elections manual is available from the County Clerk which outlines the procedural requirements in detail. The County Clerk will issue a Certificate of Election finalizing the results after the election. The Board of Directors designates the Fire & EMS Chief as the contact person for Western Lane Fire and EMS Authority.

101.2.12 ORDINANCES AND RESOLUTIONS

The general form for taking action on business items involves the passing of motions. In certain situations, the Board may find the need to adopt an ordinance or a resolution.

An ordinance is an authoritative rule or law adopted by the Board in conjunction with State Law. The District adopts ordinances that include the adoption of a fire code, collection of fees, formation of a contract review board, prohibition of volunteers and employees from being Directors, requirements for insurance of public firework displays, and medical and fire stand-bys at certain events. Oregon Law provides specific procedures that must be followed in the advertisement and adoption of ordinances. Ordinances are effective until repealed.

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A resolution is a formal motion that expresses formal opinion. The District adopts resolutions in the same manner as all main motions. In general, the District utilizes resolutions when required by law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with whereas statements, that state the reasons for the resolution.

Resolutions remain in force until rescinded or for the length of time specified in the resolution.

101.2.13 MEETING AGENDAS

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible, and items may be added, omitted, or changed at the discretion of the presiding officer. It is important to note that while all meetings are open to the public, the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion or the addition of new topics. The Chief / Director, in consultation with the Board President, normally prepares the Board meeting agendas. Regular monthly agendas are prepared and sent to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings depends on the scope and order of the business.

The format for regular meetings includes the following major divisions:

1. Call to order
2. Pledge of allegiance
3. Roll call of Directors
4. Approval of minutes of previous meetings
5. Public comment, (not to exceed three minutes per speaker with a maximum of thirty minutes for all public comment)
6. Approval of Consent Agenda typically consisting of:
 1. Meeting minutes
 2. Staff Reports
 3. Correspondence
7. Financial review
8. Old business
9. New business
10. Individual Board member comments
11. Future business
12. Executive session as needed
13. Adjournment.

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101.2.14 MEETING MINUTES

Oregon Public Meetings Law requires that minutes be taken for all Board meetings. Minutes for regular and special sessions must be written. Executive session minutes may be recorded. Minutes for public meetings must include a listing of:

- Members present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Executive session minutes are stored separately from other minutes. If minutes of an executive session are kept by recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.

101.2.15 MEETING NOTICES

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of meetings. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive, but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

101.2.16 EXECUTIVE SESSIONS

"Executive session" is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is closed to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session

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must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session, and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

101.2.17 PARLIAMENTARY PROCEDURES

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way Directors interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The Robert's Rules of Order shall be utilized to ensure a smooth and effective meeting takes place.

The basic principles of parliamentary procedure that apply include:

- All Directors have equal rights, privileges, and obligations
- The majority vote decides all issues.
- The rights of the minority are protected.
- Each Director has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.

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- The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of Directors or the laws.
- Directors will be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
- All meetings shall be characterized by fairness and good faith.

A copy of Robert's Rules of Order is available for reference through the District Administrative Office.

101.2.18 PUBLIC PARTICIPATION

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.

101.2.19 PUBLIC MEETINGS

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings, but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. In situations when a Board Member elects to communicate with other Board Members electronically, it is recommended that the message be sent using a blind copy method to avoid unintended group discussions that should be conducted during a public meeting. Notice for such meetings is required and the public must be given at least one location where the meeting may be heard.

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The Law also requires that the District recognize and provide special accommodations as may be necessary to provide access for persons with disabilities.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations, but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

101.2.20 SPECIAL AND ADDITIONAL BOARD MEETINGS

Occasionally, the need arises for the Board to meet and discuss a particular topic. These situations are rare but do occur. In these situations, any time a majority of the Board (three Board Members) wants to request an additional Board Meeting it shall be scheduled by the Board President.

Polling of Board Members to determine the need for an additional meeting will occur by a Staff Member. If the polling is done by email, the Staff member shall send it to each Board Member as a Blind Carbon Copy. Board Members who respond should send their reply directly to the Staff Member and not forward their response, questions, or discussion, to any other Board Member.