



**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

July 27, 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. **Oath of Office for Elected Board Members**
- IV. **Elect Officers**
 - a. SVFR Action Item: Elect President, Vice President, Secretary/Treasurer
 - b. WLAD Action Item: Elect President, Vice President, Secretary/Treasurer
 - c. WLFEA Action Item: Elect President, Vice President, Secretary/Treasurer
- V. **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.*
- VI. **Annexation Discussion**
- VII. **Consent Agenda**

Meeting Minutes: Regular Meeting 6/22/23 & Special Meeting 6/29/23
Staff Reports
Correspondence
- VIII. **Call Volumes**
- IX. **Monthly Financials for SVFR, WLAD, WLFEA**
- X. **Old Business**
 - a. Approve Job Descriptions from 6/22/23
 - b. Approve Policies from 6/22/23

XI. New Business

- a. Appoint Committee Members and Organization Representatives
 - i. Station Feasibility Committee
 - ii. Apparatus Committee (ad hoc)
 - iii. Labor Negotiation Committee
 - iv. Awards Committee
 - v. Lane Council of Governments Representative
 - vi. Florence Urban Renewal Agency Representative (SVFR)
- b. Approve Dates for FY23-24 Joint Board Meetings
- c. Annual Board of Director Conflict of Interest/Code of Ethics Form
- d. WLFEA Action Item: Resolution 2023-02 Opening a Local Government Investment Pool Savings Account
- e. WLFEA Action Item: Resolution 2023-03 WLCR Letter of Support for 24 Hour Emergency Shelter
- f. Job Descriptions: To be reviewed at next board meeting
- g. Policies: To be reviewed at next board meeting

XII. Director Comments

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

XIII. **Future Business**: Joint Board Meeting Thursday, August 24, 2023 at 6:00pm

XIV. Executive Session:

- ORS 192.660(2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing; and
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection (the written reprimand and material supporting that is exempt from public inspection).

XV. Adjournment

**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, June 22, 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 via Zoom **Not Present:** Director Tim Mendolia and Jim Palisi

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

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

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

PUBLIC COMMENT: None

PRESENTATION – RECOGNITION TO OUTGOING DIRECTORS:

Directors Spayd and Burns were presented with plaques honoring their service as SVFR Board Directors. Director Yecny was also recognized for his time as a WLAD Board Director.

WESTERN LANE CRISIS RESPONSE (WLCR) UPDATE - CAMILLE GRISWOLD:

Griswold reported the breakdown of calls for May and noted the numbers are increasing. She said that Lori Severance has retired as a consultant and Lane County will be taking over clinical oversight. The program has received grants from the Health Resources and Services Administration (HRSA), the Substance Abuse and Mental Health Services Administration (SAMSA), and a Community Violence Intervention and Prevention Grant (working with the Boys & Girls Club of Western Lane County). These grants will be additional funding for the program, and the search continues for other grants to help cover legal fees and kits for those in need of assistance.

CONSENT AGENDA:

- Meeting Minutes: 5/25/23
- Staff Reports
- Correspondence

Chief Schick pulled out the Ambulance Service Area (ASA) and Health District boundary map to review with the board. He explained the key differences between the service area and district boundaries. Chief is working with an attorney to determine the next steps in the consolidation.

CALL VOLUMES:

Call Volumes were provided in the board packet under Chief House's report. He noted call volumes for both Fire and EMS are catching up to last year's pace and is considering combining reports.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure reported that WLAD has received \$48,000 and SVFR has received \$35,000 in interest in the Local Government Investment Pool accounts.
 - Approximately 1,300 LifeMed renewal applications have been processed. Ave Bernard has created a social media video to help promote LifeMed that will be posted on Facebook on Monday.
 - Director Yecny commented that Capital was close to budget and McClure said no more Capital purchases would be made this FY.
 - Resolution 2023-03 Appropriations Transfer will move \$300,000 from Contingency to Materials & Services Operations and Administration to cover unanticipated expenses for medical supplies and vehicle maintenance.
- a. WLAD Action Item: Resolution 2023-03 Appropriations Transfer
Director Webb made a motion to approve Resolution 2023-03 Appropriations Transfer. Director Yecny seconded. All in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

The Board of Directors will review Job Descriptions and Policies at the next board meeting.

DIRECTOR COMMENTS:

Warm wishes and thanks were given to the departing directors for their years of dedication and service.

SVFR & WLAD went into 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.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, July 27, 2023, at 6:00 pm.

The meeting adjourned at 6:40 p.m.

Respectfully submitted,
 Holly Lais
 Recording Secretary

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

Special Meeting Minutes, June 29, 2023, 4:00 p.m.

SVFR and WLFEA BOARD MEMBERS PRESENT: Directors Jim Palisi, Sam Spayd, and Laurie Heppel

Not Present: Directors Tim Mendolia and Alan Burns

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

Not Present: Director Adam Holbrook

STAFF PRESENT: Dina McClure

McClure called the meeting to order at 4:10 p.m. Roll Call established quorums.

WLFEA Action Item: Discuss and Approve Fire & EMS Chief Salary

Director Webb recommended a 5% merit increase and a 2.5% cost of living allowance increase based on Chief Schick's successful performance evaluation. These two increases match what the Deputy Chief and Division Chief of Training received. Webb also recommended a 10% bonus while Chief is performing the Fire Marshal duties. The Fire Marshal position was budgeted at \$88,000 so this bonus is less for the Chief to perform those duties.

Director Russell made the Motion to accept Director Webb's recommendation. Director Yecny seconded.

Discussion: Director Yecny said the 10% bonus is a bargain and a good savings for the district. Director Webb added that keeping the Chief's salary up compared to other agencies helps us retain a decent Chief.

Roll call vote: All in favor, Motion passed.

Director Webb asked for a salary breakdown. McClure said Chief's current salary is \$130,914. Adding a 5% merit increase, a 2.5% COLA, and a 10% Fire Marshal bonus, the Chief's new salary will be \$153,824.

Meeting adjourned 4:15pm.

Respectfully submitted,
Dina McClure
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 July 27th

1. Annexation discussion

A group of homeowners has requested time at the next board meeting to discuss the annexation of their property into Siuslaw Valley Fire & Rescue. The area in question is approximately 10 miles north of our current boundary. They are also in discussion with the Yachats Fire Department on the same question which is actually the closest fire department to their neighborhood. It appears to be possible to annex the area without annexing the intervening area, i.e., it doesn't have to be contiguous with our current boundaries.

2. Fourth of July

Nothing major to report following the fourth of July festivities. There appeared to be the usual number of private firework displays around Florence but we had no reports of firework related fires or injuries. All four firework retailers and two displays passed inspections. One fire reported near Yachats was supposedly due to illegal fireworks purchased here in Florence. After an investigation this does not appear to be accurate.

3. Public Records Request from Mapleton Fire Department

We have received a public records request from an attorney representing the Mapleton Fire Department. The request was for a copy of the Staffing for Adequate Fire and Emergency Response (SAFER) four-year grant awarded to SVFR in 2016 as well as an accounting of how

the grant funds were distributed. The grant was to provide funding for a full-time recruitment and retention position, funding for training firefighters to a minimum skill level, and protective equipment. The training and equipment was to be provided to SVFR, Mapleton, and Swisshome / Deadwood fire departments.

Although a public entity such as Mapleton FD may not make a public records request from another public entity, we will be providing the materials requested. This has been a long standing concern with Mapleton, they feel they were promised something that they did not receive.

4. Western Lane Crisis Response Team

With the current program manager, Camille Griswold, on maternity leave for the next few months we have promoted Melissa House to interim program manager. This was a move we have been planning for over the last several months and I don't expect any issues.

5. Upcoming Public Events

Several board members have expressed interest in participating in some of our public events. You are always welcome to help us with these events, please contact the event coordinator for further information.

August 1 – National Night Out, Miller Park. Contact Dep Chief House.



Western Lane Fire and EMS

"Stronger as one"

July 27, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. July 6, 2023, we responded to a mutual request of a large structure fire on Highway 101 at milepost 172. Western Lane Fire and EMS Authority responded with one Duty Chief, one Type 1 engine, one ALS ambulance, and 3 water tenders with adequate personnel. 18 total personnel were involved in the mutual aid request. Big thank you to Reedsport Fire for backfilling our district for five hours during the event!
2. Type 3 Engine is scheduled for final inspection June 26-28. Boise Mobile Equipment is working on fixing the areas of concerns found by Captain Gray and FF/PM Werner during inspection.
3. We will be in the process of renaming stations and apparatus to Western Lane Fire and EMS Authority. With this opportunity, renaming the station was a practical decision to better align our stations to practical response. See attached supporting documents in Board Report. Example: Station 10 (Formally Western Lane Ambulance Station) will be renamed to WLFEA Station 2.

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 in repair process.
- 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 completed.
- x. Western Lane Crisis transport vehicle in Bend for uplift to be placed into service.
- xi. Annual apparatus inspections and service ongoing.



Western Lane Fire and EMS

"Stronger as one"

xii. Sealing and striping completed at Station 1.

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.

| JUNE EMS | 2022 | 2023 | Difference |
|--|-----------------|-----------------|-------------|
| 911 Response, transports | 187 | 164 | -23 |
| Interfacility Transfers | 58 | 41 | -17 |
| Specialty Care Transfer | 18 | 9 | -9 |
| 911 Response, no patient transport | 86 | 132 | 46 |
| Total call volume | 349 | 346 | -3 |
| Mobile Integrated Healthcare Visits | 36 | 44 | 8 |
| JUNE FIRE | | | |
| Fire | 7 | 11 | 4 |
| Rescue / EMS | 97 | 81 | -16 |
| Other (Service calls, good intent, false alarms) | 27 | 34 | 7 |
| Total call volume | 167 | 170 | 3 |
| EMS through FY 2022-23 | FY 21-22 | FY 22-23 | |
| 911 Response, transports | 2081 | 1909 | -172 |
| Interfacility Transfers | 578 | 445 | -133 |
| Specialty Care Transfer | 212 | 204 | -8 |
| 911 Response, no patient transport | 1423 | 1620 | 197 |
| Total call volume | 4294 | 4178 | -116 |
| Mobile Integrated Healthcare | 312 | 309 | -3 |
| Fire through FY 2022-2023 | FY21-22 | FY 22-23 | |
| Fire | 94 | 74 | -20 |
| Rescue / EMS | 1027 | 1056 | 29 |
| Other (Service calls, good intent, false alarms) | 409 | 367 | -42 |
| Fiscal year total call volume comparison | 1530 | 1497 | -33 |

Call volume overall is down from previous fiscal year to this fiscal year to date. Over the last fiscal year, the agency responded together on just under 27% of the calls with higher acuity medical calls, motor vehicle accidents, sand accidents, and fires.

EMS had a decrease of 18% decrease in interfacility transfers and an 8% decrease in overall scene transports and a 14% increase of no patient transports.

Fire had a 21% decrease in overall fires from last fiscal year.



STATION AND APPARATUS REASSIGNMENT

Now is a good time to consider district-wide reassignment of station and apparatus names. There has been ongoing confusion with day-to-day operations with the 600-series numbering system that aligned us with Lane County for mutual aid or conflagration requests. The 600-series numbering system would still be used on mutual aid or conflagration requests.

Current station names:

- Station 1- Main station
- Station 2- Old Town station
- Station 3- North Fork station
- Station 4- Sutton Lake station
- Station 5- Canary station
- Station 6- Ada station
- Station 7- Oak street or Logistics station
- Station 8- Clear Lake station
- Station 10- EMS / PeaceHealth Campus / 9th street station

Renaming station:

- Station 1- Remain unchanged
- Station 2- 9th street station (Previous St. 10)
- Station 3- Old Town Station (Previous St. 2)
- Station 4- Remain unchanged
- Station 5- Remain unchanged
- Station 6- North Fork Station (Previous St. 3)
- Station 7- Remain unchanged
- Station 8- Remain unchanged
- Station 9- Ada Station
- Station 10- Archived

Reasoning behind renaming stations:

Station 1 and Station 10 are more centrally located in the greater Florence population and are staffed with 24/7 employees since consolidating July 1, 2022.

Main Station 1 remaining unchanged.

Station 10 renamed to 9th Street Station 2 due to proximity and fully staffed 24/7.

Old Town Station 3 (Previous Old Town Station 2) has been transitioned into a special rescue station. The station houses the boat, utility trailers, utility vehicle, extra sand response apparatus.



Western Lane Fire and EMS Authority

Clear Lake Station 8 and Sutton Lake Station 4 is WLFEA's more responsive stations from reserve staff and or second alarms. There is strong reserve ownership to those stations and numbering.

Main Station 1, Sutton Lake Station 4, Canary Station 5, Oak Street Station 7, and Clear Lake Station 8 would remain unchanged.

North Fork Station 6 (Previous North Fork Station 3) is positioned 11 miles up North Fork road, currently an unmanned residential station with no reserves in the area to respond out of it.

Ada Station 9 (Previous Ada Station 6) is a small garage type like building that serves little purpose to the district. Renaming from Station 6 to Station 9 puts that station in an area of little use when being identified.

Oak Street Station 7 (no change) - Oak Station 7 is WLFA primary logistical station. Old Town Station 2 has been transitioned into a special rescue station. The station houses the boat, utility trailers, utility vehicle, extra sand response apparatus.

Station 10 would be archived as a station name.

Mobile Integrated Healthcare

In the second half of June I started seeing the patients who were Previously on Palliative Care (PoP in my legend). During the first half of June I had nearly daily interactions with the care team for high needs MIH patient who continues to need an advocate for his care in a Eugene facility and help with logistics of maintaining his apartment here.

There were 44 visits and 12 working days (plus one day for the State MIH meeting held here in Florence), for 3.7 patients per day. The increase in number of patients is due to shorter visits for the PoP patients. Note the significant decrease in post-hospital patients again. Last year's visits, both for June and all year shown for reference.

| | | |
|------------|------|---|
| Years | 2023 | ▼ |
| Visit date | Jun | ▼ |

| | Number of Referrals | % of total Referrals |
|--------------------|---------------------|----------------------|
| PoP | 16 | 36% |
| PCinHome | 8 | 18% |
| DC | 8 | 18% |
| PCP | 6 | 14% |
| EMS | 2 | 5% |
| Self | 2 | 5% |
| OtherClinical | 1 | 2% |
| ED | 1 | 2% |
| Grand Total | 44 | 100% |

DC = Discharge Coord (hospital)
 ED = Emergency Dept
 EMS = EMS
 PCinHome = Primary Care in Home
 PoP = Previously on Palliative

| | | |
|------------|------|---|
| Years | 2022 | ▼ |
| Visit date | Jun | ▼ |

| Referral | Visits | Percent |
|--------------------|-----------|---------------|
| DC | 15 | 41.7% |
| PAL | 15 | 41.7% |
| ED | 3 | 8.3% |
| CC | 1 | 2.8% |
| PCP | 1 | 2.8% |
| EMS | 1 | 2.8% |
| Grand Total | 36 | 100.0% |

Operations – Logistics

June

- Annual apparatus inspections and service ongoing
- Assisted with boat operator refresher training
- Attended Live Fire Instructor training
- Type III final inspection at BME factory in Boise, ID
- Processing of annual uniforms and delivered to local vendor for printing

Apparatus

- M-617: PT compartment monitor replaced, radios and remainder of new equipment installed
- M-613: Annual inspection, service
- U-631: Front end check. Due to cost of repair and age/mileage of vehicle it has been decided to remove from service and surplus.
- M-601: Oil change, exhaust/DEF system parts ordered for replacement estimated to be back in-service mid-August.
- M-611: Annual inspection, service
- M-614: Oil Change
- U-601: Oil Change
- Delivered new WLCR vehicle to Day Wireless in Bend for upfitting

Equipment

- New forcible entry tools for E-601
- PPV fan on E-601 power cord replaced

Facilities

- Station 1
 - Resealing/stripping of parking lots/curbs completed
 - Two new fridges for on duty crews
- Station 2: Prep for ODF seasonal crews
- Station 4: New truck wash dispenser installed
- Station 7: Removed down tree
- Station 8: New truck wash dispenser installed, replaced station/apparatus maintenance supplies

Report submitted by:

Andy Gray

Logistics Captain



Western Lane Fire and EMS Authority

2625 Highway 101
Florence, OR 97439-9702
(541) 997-3212

Training Report July 2023

Target Solutions topics for the month are NFPA 1001 Ground Ladders, RT-130 Annual Wildland Fire Safety Refresher (MOD 3), CAPCE Assessment and Treatment of Altered Mental Status, and CAPCE Clinical Decision Making.

The drill schedule for the month is search and rescue and ventilation on 7/8, aerial operations on 7/11, annual physical agility testing (PAT) for volunteers and B shift on 7/11 and 7/18, PAT for C shift on 7/14, and PAT for A shift on 7/16.

Firefighter I academy is down to four recruits, three of which have been attending regularly. This month we have continued working on pulling preconnects and SCBA confidence, confined space and survival, search and rescue, RIT, and ladders.

Charlie York and Jim Yeo have been working with the USCG, LCSO, and Eugene Police to coordinate a drill that simulates explosives discovery and demolition. The drill on 7/26 will take place at the Port of Siuslaw and on the water with two different simulations.

Michael Morden is a new part-time firefighter/EMT that has started training at stations 1/10. He was in our last hiring process and is currently a volunteer officer with Clackamas Fire District.

We are hosting Applied Suicide Intervention Skills Training (ASIST) on 7/26 and 7/27 at Station 1. This is a free certification course provided by Lane County Public Health. WLFEA has 11 of the 24 participants enrolled in the course.

Lt. Tom Kozlowski and Mackenzie Jeffcott will be attending Peer Support training on 8/1 and 8/2 at the regional training facility in Eugene.

We have started seeing the second round of paramedic student interns. Nick Terrell has completed his internship with Lane Fire Authority, Nick Helvey and Tommy Supple are nearly done with South Lane Fire and Rescue, and Engineer Don Quinn started with us on 7/24. One of the students finishing up with us has also turned in an application for part-time employment.

New DPSST certifications this month are Trevver D'Auteuil as Firefighter Type 1, Tom Kozlowski as Fire Officer I, Ronnie Pearson as Hazardous Materials Operations. Chief Schick and Chief House renewed BLS, ACLS, and PALS, Rob and Captain Gray as NFPA Live Fire Instructors.

Our fire training accreditation was renewed on 6/28 with our district liaison officer from DPSST. Rob added Fire Instructor I, HazMat IC, and Fire Officer I/II to our current profile.

July 2023

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

Prepared by Melissa House, QMHA-I

- Camille is now working only from home. Melissa has stepped in as interim manager, unofficially, until Camille goes out on maternity leave.
- Staffing shortage continues to be a challenge. The one team member that was very recently hired has found a position that better suits her and she has put in her resignation for July 10th. We have several days with single coverage and some with no coverage at all.
Perhaps having an advertisement for part time team members in the paper and on the radio might help bring in applicants.
- ASIST, the suicide intervention training is scheduled for July 26th and 27th, here at station 1 in the training room.
- Camille submitted a 6-month budget request to Lane County to see if there is additional funding from OHA. We will hear probably mid to end of July if we are receiving any extra funding.
- Lori has officially retired. Melissa is meeting with 2 people from Lane County on July 18th to discuss plans on how Lane County will be overseeing the program.
- The transport vehicle is currently in Bend awaiting service. Unknown ETA on when that will be completed. Policies, SOG's and training still need to take place prior to implementing the plans for secure transports.
- The Western Lane Crisis Response team member position for the Boys and Girls Club has been posted. There is one very strong applicant so far. Job posting will close on July 14th.
- Cahoots is now working under EFD (Eugene Fire Department), Melissa has a meeting with them to discuss how Cahoots will be operating now and any changes that may be implemented which could affect our community members we send to Eugene or Springfield.

MCR hours:

MCR tap outs: 61

Total hours: 83

Breakdown of MCR tap outs:

| | |
|-----------|---------------------------|
| 20 calls: | Mental health |
| 6 calls: | Suicidal ideation |
| 13 calls: | Homelessness |
| 5 calls: | Family Disputes |
| 5 calls: | Acute Trauma/Sudden Death |
| 1 call: | Drug/Alcohol Issues |
| 5 calls: | Cancelled in Route |
| 0 calls: | Structure Fires |
| 6 calls: | Other |

Siuslaw Valley Fire and Rescue

Balance Sheet

As of June 30, 2023

| | TOTAL | |
|-----------------------------------|-----------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1001 Checking 1151 | 5,787.85 | 48,662.45 |
| 1002 Money Market 0832 | 703,533.53 | 1,389,278.57 |
| 1003 SVFR LGIP 6355 | 1,035,744.38 | 1,005,809.84 |
| 1013 Debit/Visa 2876 | 295.49 | 612.99 |
| 1050 PERS UAL 6512 | 150,725.71 | 150,208.81 |
| 1052 Capital Replace Savings 7216 | 497,846.78 | 396,209.90 |
| 1054 Capital Improve Savings 7224 | 460,175.31 | 45,754.29 |
| Total Bank Accounts | \$2,854,109.05 | \$3,036,536.85 |
| Accounts Receivable | | |
| 1200 Accounts Receivable | 0.00 | 3,083.30 |
| Total Accounts Receivable | \$0.00 | \$3,083.30 |
| Other Current Assets | | |
| 1205 Undeposited Funds | 0.00 | 0.00 |
| 1208 Employee Advances | 0.00 | 0.00 |
| 1230 Other Receivables | 0.00 | 0.00 |
| 1236 Prepaid Expense | 19,281.50 | 36,661.68 |
| 1240 Property Tax Receivable | 108,825.05 | 108,825.05 |
| 1245 Cash with County | 7,242.00 | 7,242.00 |
| 1305 Prepaid Health Insurance | 0.00 | 0.00 |
| 1320 Grant Receivables | 0.00 | 0.00 |
| 1351 Conflag Receivable | 0.00 | 0.00 |
| Total Other Current Assets | \$135,348.55 | \$152,728.73 |
| Total Current Assets | \$2,989,457.60 | \$3,192,348.88 |
| Fixed Assets | | |
| 1700 Capital Assets | | |
| 1701 Land | 0.00 | 0.00 |
| 1702 Buildings and Improvement | 0.00 | 0.00 |
| 1703 Equipment | 0.00 | 0.00 |
| 1708 Vehicles | 0.00 | 0.00 |
| 1750 Construction in Progress | 0.00 | 0.00 |
| 1799 Accumulated Depreciation | 0.00 | 0.00 |
| Total 1700 Capital Assets | 0.00 | 0.00 |
| Total Fixed Assets | \$0.00 | \$0.00 |
| TOTAL ASSETS | \$2,989,457.60 | \$3,192,348.88 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 Accounts Payable | 31,731.25 | 129,214.09 |

Siuslaw Valley Fire and Rescue

Balance Sheet

As of June 30, 2023

| | TOTAL | |
|--|-----------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| Total Accounts Payable | \$31,731.25 | \$129,214.09 |
| Credit Cards | | |
| 2007 OPB Mastercard | 1,290.05 | 973.37 |
| Total Credit Cards | \$1,290.05 | \$973.37 |
| Other Current Liabilities | | |
| 2010 Other Payables | 0.00 | 0.00 |
| 2050 Deferred Revenue | 86,577.22 | 148,265.98 |
| 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 | 72.00 |
| 2195 Medical Insurance | 0.00 | 0.00 |
| 2199 Misc PR Deductions | 0.00 | 0.00 |
| 2995 Clearing Account | 0.00 | 92,266.23 |
| Total 2100 Payroll Liabilities | 0.00 | 94,349.33 |
| Total Other Current Liabilities | \$86,577.22 | \$242,615.31 |
| Total Current Liabilities | \$119,598.52 | \$372,802.77 |
| 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 | \$119,598.52 | \$372,802.77 |
| Equity | | |
| 3100 Capital Reserve | 958,022.09 | 166,721.25 |
| 3200 Investment in Capital and Land | 0.00 | 0.00 |
| 3500 Fund Balance Unrestricted | 1,861,524.02 | 2,146,447.37 |
| Net Income | 50,312.97 | 506,377.49 |
| Total Equity | \$2,869,859.08 | \$2,819,546.11 |
| TOTAL LIABILITIES AND EQUITY | \$2,989,457.60 | \$3,192,348.88 |

Siuslaw Valley Fire and Rescue

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

July 2022 - June 2023

| | TOTAL | | |
|--------------------------------------|-----------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| 4100 Property Tax | | | |
| 4111 Lane County | 3,008,349.09 | 2,954,082.00 | 101.84 % |
| 4114 Douglas County | 4,697.91 | 4,611.00 | 101.88 % |
| 4117 Prior Year Tax Revenue | 55,625.44 | 25,000.00 | 222.50 % |
| Total 4100 Property Tax | 3,068,672.44 | 2,983,693.00 | 102.85 % |
| 4125 Other County Tax Revenue | 3,008.82 | | |
| 4303 Three Rivers Casino | 61,688.76 | 61,669.00 | 100.03 % |
| 4305 Oregon Dept of Forestry | 500.00 | | |
| 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 | 387.00 | | |
| 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 | 42,168.52 | 10,000.00 | 421.69 % |
| 4895 Interest Income - Capital | 3,057.90 | 100.00 | 3,057.90 % |
| Total 4850 Other Income | 87,333.91 | 20,100.00 | 434.50 % |
| Total Income | \$3,267,119.29 | \$3,218,962.00 | 101.50 % |
| GROSS PROFIT | \$3,267,119.29 | \$3,218,962.00 | 101.50 % |
| Expenses | | | |
| 5000 Personal Services | 18,330.73 | | |
| 6000 Operations Expense | | | |
| 6100 Training | 2,345.94 | | |
| 6300 Volunteers | 1,745.65 | 2,000.00 | 87.28 % |
| 6400 Emergency Services | 35,750.50 | | |
| 6450 Fire Prevention & Investigation | 8,525.32 | 32,450.00 | 26.27 % |
| 6600 Consolidation Expenses | 2,800.00 | | |
| 6700 Facilities | 115,190.56 | 144,083.00 | 79.95 % |
| 6800 Vehicles | 189,855.22 | 130,000.00 | 146.04 % |
| 6900 Operating Supplies & Expense | 106,975.59 | 135,400.00 | 79.01 % |
| Total 6000 Operations Expense | 463,188.78 | 443,933.00 | 104.34 % |
| 7000 Administration | | | |
| 7100 Administrative Expense | 7,712.93 | | |
| 7200 Technology | 535.00 | | |
| 7400 Professional Services | 11,268.10 | | |
| 7500 Insurance | 2,480.50 | | |
| 7600 WLFEA Administrative Services | 757,082.33 | 919,474.00 | 82.34 % |
| 7610 WLFEA Fire Operations | 1,678,810.69 | 1,527,915.00 | 109.88 % |

Siuslaw Valley Fire and Rescue

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

July 2022 - June 2023

| | | TOTAL | |
|---|-----------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| 7620 WLFEA MCR Support | 5,000.00 | 5,000.00 | 100.00 % |
| Total 7000 Administration | 2,462,889.55 | 2,452,389.00 | 100.43 % |
| 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 | 11,896.86 | 12,800.00 | 92.94 % |
| 8023 Type 6 Engine | 96,596.00 | 180,000.00 | 53.66 % |
| 8024 Type 3 Engine | 6,874.00 | | |
| Total 8000 Capital Outlay | 272,223.25 | 359,800.00 | 75.66 % |
| 8600 Conflag Reimbursable Expense | | | |
| 8660 Conflag Expense | 174.01 | | |
| Total 8600 Conflag Reimbursable Expense | 174.01 | | |
| 8700 Grant Expense | | 100,000.00 | |
| Total Expenses | \$3,216,806.32 | \$3,356,122.00 | 95.85 % |
| NET OPERATING INCOME | \$50,312.97 | \$ -137,160.00 | -36.68 % |
| 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 | \$50,312.97 | \$0.00 | 0.00 % |

Siuslaw Valley Fire and Rescue

Transaction List by Date

June 2023

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|------------|----------------------|-------|---|-------------------------------|------------------------|-------------|
| 06/01/2023 | Bill Payment (Check) | 28871 | Sign Stop | | 1001 Checking 1151 | -200.00 |
| 06/01/2023 | Bill Payment (Check) | 28872 | Oregon Apparatus Repair, Inc. | | 1001 Checking 1151 | -3,239.30 |
| 06/01/2023 | Bill Payment (Check) | 28873 | Pest Tech | | 1001 Checking 1151 | -600.00 |
| 06/01/2023 | Bill Payment (Check) | 28874 | L.N. Curtis & Sons | 4551 | 1001 Checking 1151 | -837.60 |
| 06/01/2023 | Bill Payment (Check) | 28875 | Coastal Paper & Supply Inc | 3418 | 1001 Checking 1151 | -667.28 |
| 06/01/2023 | Bill Payment (Check) | 28876 | Justin Mack | | 1001 Checking 1151 | -38.97 |
| 06/01/2023 | Bill Payment (Check) | 28877 | Vend West Services, Inc. | SVFIR | 1001 Checking 1151 | -169.20 |
| 06/01/2023 | Bill Payment (Check) | 28878 | Copeland Lumber Yards | 0440317 | 1001 Checking 1151 | -39.19 |
| 06/01/2023 | Bill Payment (Check) | 28879 | Florence Motorsports | | 1001 Checking 1151 | -18.39 |
| 06/01/2023 | Bill Payment (Check) | 28880 | AmeriGas | 200881624 | 1001 Checking 1151 | -139.77 |
| 06/01/2023 | Bill Payment (Check) | 28881 | County Transfer & Recycling | Voided - 2941-66-001 | 1001 Checking 1151 | 0.00 |
| 06/01/2023 | Bill Payment (Check) | 28882 | National Business Furniture, LLC | | 1001 Checking 1151 | -3,256.26 |
| 06/01/2023 | Bill Payment (Check) | 28883 | Steve Romo - Steve's Lawn Service | | 1001 Checking 1151 | -250.00 |
| 06/02/2023 | Bill Payment (Check) | 28884 | The Shippin' Shack | 210 | 1001 Checking 1151 | -127.84 |
| 06/03/2023 | Bill Payment (Check) | EFT | WECO | 2323588 | 1001 Checking 1151 | -1,544.02 |
| 06/06/2023 | Bill Payment (Check) | EFT | County Transfer & Recycling | 2941-66-001 | 1001 Checking 1151 | -215.15 |
| 06/06/2023 | Bill Payment (Check) | EFT | CECO, Inc. | 7689674 | 1001 Checking 1151 | -606.35 |
| 06/08/2023 | Bill Payment (Check) | EFT | Central Lincoln PUD | | 1001 Checking 1151 | -1,719.35 |
| 06/13/2023 | Bill Payment (Check) | EFT | CenturyLink | 503-Z25-0032 890B | 1001 Checking 1151 | -742.53 |
| 06/15/2023 | Bill Payment (Check) | EFT | City of Florence | 1022600 | 1001 Checking 1151 | -51.84 |
| 06/15/2023 | Bill Payment (Check) | EFT | City of Florence | 1022600 | 1001 Checking 1151 | -21.56 |
| 06/15/2023 | Bill Payment (Check) | EFT | City of Florence | 1022600 | 1001 Checking 1151 | -46.35 |
| 06/15/2023 | Bill Payment (Check) | EFT | City of Florence | 1022600 | 1001 Checking 1151 | -295.96 |
| 06/15/2023 | Bill Payment (Check) | EFT | Charter fka Time Warner Cable | | 1001 Checking 1151 | -68.14 |
| 06/15/2023 | Bill Payment (Check) | EFT | Charter fka Time Warner Cable | | 1001 Checking 1151 | -515.00 |
| 06/16/2023 | Bill Payment (Check) | 28885 | Vend West Services, Inc. | SVFIR | 1001 Checking 1151 | -65.80 |
| 06/16/2023 | Bill Payment (Check) | 28886 | Day Wireless Systems | 6855 | 1001 Checking 1151 | -6,955.25 |
| 06/16/2023 | Bill Payment (Check) | 28887 | Copeland Lumber Yards | 0440317 | 1001 Checking 1151 | -98.97 |
| 06/16/2023 | Bill Payment (Check) | 28888 | AmeriGas | 200881624 | 1001 Checking 1151 | -2,328.01 |
| 06/16/2023 | Bill Payment (Check) | 28889 | Hughes Fire Equipment | 17115 | 1001 Checking 1151 | -5,549.16 |
| 06/16/2023 | Bill Payment (Check) | 28890 | TNT Sales and Repairs | | 1001 Checking 1151 | -500.27 |
| 06/19/2023 | Bill Payment (Check) | 28891 | L.N. Curtis & Sons | 4551 | 1001 Checking 1151 | -439.53 |
| 06/19/2023 | Bill Payment (Check) | 28892 | Coastal Paper & Supply Inc | 3418 | 1001 Checking 1151 | -542.54 |
| 06/20/2023 | Bill Payment (Check) | EFT | South Coast Water Co. | Acct # SC072 | 1001 Checking 1151 | -37.42 |
| 06/23/2023 | Bill Payment (Check) | EFT | WECO | 2323588 | 1001 Checking 1151 | -993.55 |
| 06/26/2023 | Bill Payment (Check) | EFT | Heceta Water PUD | 18.18010.01 | 1001 Checking 1151 | -33.47 |
| 06/26/2023 | Bill Payment (Check) | EFT | Western Lane Fire & EMS Authority (WLFEA) | | 1002 Money Market 0832 | -200,613.96 |
| 06/28/2023 | Check | EFT | Card Service Center | Monthly expenses 5/4-6/2/2023 | 1001 Checking 1151 | -6,745.10 |



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
June 3, 2023 to July 3, 2023

SUMMARY OF ACCOUNT ACTIVITY

| | |
|--------------------|------------|
| Previous Balance | \$6,745.10 |
| - Payments | \$6,745.10 |
| - Other Credits | \$0.00 |
| + Purchases | \$1,290.05 |
| + Cash Advances | \$0.00 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance | \$1,290.05 |

Account Number XXXX XXXX XXXX 0393
Credit Limit \$45,000.00
Available Credit \$43,709.00
Statement Closing Date July 3, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,290.05
Minimum Payment Due: \$38.71
Payment Due Date: July 28, 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 |
|-----------|-----------|-------------------|-------------------------------|-------------|
| 06/28 | 06/28 | F1127005K00CHGDDA | AUTOMATIC PAYMENT - THANK YOU | \$6,745.10- |

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0393
New Balance: \$1,290.05
Minimum Payment Due: \$38.71
Payment Due Date: July 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 | | | | \$6,745.10- |
| 06/07 | 06/08 | 55548074Y5SBMJQ03 | FLORENCE TRUE VALUE FLORENCE OR | \$27.24 |
| 06/15 | 06/16 | 0543684568PMAZDSF | FRED-MEYER #0464 FLORENCE OR | \$41.35 |
| 06/22 | 06/23 | 55548075EBM8NR9DG | FLORENCE TRUE VALUE FLORENCE OR | \$431.96 |
| 06/22 | 06/23 | 55548075EBM8NR9JP | FLORENCE TRUE VALUE FLORENCE OR | \$75.47 |
| 06/23 | 06/25 | 05436845E8PMH9D67 | FRED-MEYER #0464 FLORENCE OR | \$152.33 |
| 06/23 | 06/25 | 55548075FBM8F44TB | FLORENCE TRUE VALUE FLORENCE OR | \$3.56 |
| 06/28 | 06/29 | 05126715LEHWAQ8WZ | CITY OF EUGENE AIRPORT EUGENE OR | \$30.00 |
| 06/28 | 06/30 | 55432865L5W5K9ZNW | REL'LISH BURGER LOUNGE SEATTLE WA | \$54.94 |
| 06/30 | 07/02 | 05436845M8PN6J3D6 | FRED-MEYER #0464 FLORENCE OR | \$36.54 |
| ANDY GRAY | | | | |
| TOTAL XXXXXXXXXXXX0468 | | | | \$853.39 |
| 06/06 | 06/07 | 55432864X5Z3S2M6B | AMZN MKTP US*UM9DY6113 AMZN.COM/BILL WA | \$20.75 |
| 06/12 | 06/12 | 55432865360M25DR8 | SPECTRUM 855-707-7328 MO | \$38.92 |
| 06/23 | 06/25 | 55432865E5SFEWGWJ | ASTOUND PWRD BY WAVE 866-928-3123 PA | \$194.92 |
| 07/02 | 07/03 | 55432865P5SBPE5P6 | AMZN MKTP US*T00Q83KI3 AMZN.COM/BILL WA | \$19.98 |
| MARY DIMON | | | | |
| TOTAL XXXXXXXXXXXX0526 | | | | \$274.57 |
| 07/02 | 07/02 | 12302025P0237KFWY | OREGON FIRE CHIEFS ASS 8888465741 TX | \$120.00 |
| MATT HOUSE | | | | |
| TOTAL XXXXXXXXXXXX1441 | | | | \$120.00 |
| 06/08 | 06/09 | 55417344Z8688X8LK | LCWM FLORENCE FLORENCE OR | \$22.00 |
| 06/27 | 06/28 | 55126855K2LTXQPK5 | NAPA-FLORENCE FLORENCE OR | \$20.09 |
| PABLO CRESCIONI | | | | |
| TOTAL XXXXXXXXXXXX0097 | | | | \$42.09 |

\$0 - \$1,290.05 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/28/23. 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 | 31 | \$0.00 |
| Cash Advances | 19.24% (v) | \$0.00 | 31 | \$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.

CREDITING OF PAYMENTS

All payments received by 5:00 PM during the Card issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

BILLING RIGHTS SUMMARY

What to do if You Think You Find a Mistake on Your Statement

If you think there is an error on your statement, write to us at BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights if You are Dissatisfied with Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

EXPLANATION OF INTEREST CHARGES

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

HOW TO AVOID INTEREST CHARGES: You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

ANNUAL FEE DISCLOSURES

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

CREDIT BALANCES

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

O1AB5762 – 3 – 05/25/17

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

Name (if incorrect on reverse side)

Street address

City State Zip Code

Effective Date: Month, Day, Year Signature

Home Phone Work Phone

Western Lane Ambulance District

Balance Sheet Comparison

As of June 30, 2023

| | TOTAL | |
|---------------------------------------|-----------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1010 Checking 0046 | 45,436.62 | 58,919.33 |
| 1020 Money Market 9835 | 1,159,073.99 | 1,416,001.76 |
| 1030 LifeMed Cash 9411 | 147,788.19 | 130,391.27 |
| 1040 WLAD LGIP 6353 | 1,553,220.20 | 1,508,714.77 |
| 1050 PERS UAL 6407 | 59,319.11 | 459,178.91 |
| 1090 Capital Equip Reserve 1060 | 192,385.62 | 501,343.43 |
| 1099 Petty Cash | 400.00 | 400.00 |
| Total Bank Accounts | \$3,157,623.73 | \$4,074,949.47 |
| Accounts Receivable | | |
| 1200 Accounts Receivable | -1,095.68 | 76,722.38 |
| Total Accounts Receivable | \$ -1,095.68 | \$76,722.38 |
| Other Current Assets | | |
| 1201 Patient Accounts Receivable | 1,079,087.69 | 1,331,658.68 |
| 1202 Allowance for Bad Debt | -146,262.43 | -211,930.89 |
| 1203 Allowance for Contractual Adjust | -420,844.19 | -519,346.89 |
| 1204 Grant Receivable | 42,054.46 | 42,054.46 |
| 1205 Accounts Receivable (Audit) | 6,311.00 | 6,311.00 |
| 1240 Property Tax Receivable | 66,336.00 | 66,336.00 |
| 1245 Cash with County | 3,391.00 | 3,391.00 |
| 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 | 0.00 |
| 1306 Prepaid Other Expense | 0.00 | 0.00 |
| 1313 Employee Draws | 0.00 | 0.00 |
| 1335 Flexible Medical Spending | 0.00 | 20.00 |
| Total Other Current Assets | \$675,096.02 | \$763,515.85 |
| Total Current Assets | \$3,831,624.07 | \$4,915,187.70 |
| Fixed Assets | | |
| 1701 Land | 350,000.00 | 0.00 |
| 1702 Buildings & Improvements | 581,521.30 | 0.00 |
| 1703 Equipment | 1,538,530.00 | 1,000,000.00 |
| 1704 Construction in Progress | 0.00 | 0.00 |
| 1799 Accumulated Depreciation | -1,201,134.41 | 0.00 |
| Total Fixed Assets | \$1,268,916.89 | \$1,000,000.00 |
| TOTAL ASSETS | \$5,100,540.96 | \$5,915,187.70 |
| LIABILITIES AND EQUITY | | |

Western Lane Ambulance District

Balance Sheet Comparison

As of June 30, 2023

| | TOTAL | |
|---|-----------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 Accounts Payable | 23,569.80 | 102,732.95 |
| Total Accounts Payable | \$23,569.80 | \$102,732.95 |
| Credit Cards | | |
| 2007 OPB Mastercard | 1,931.43 | 4,505.50 |
| Total Credit Cards | \$1,931.43 | \$4,505.50 |
| Other Current Liabilities | | |
| 2001 Accrued Account Payable | 0.00 | 0.00 |
| 2006 Deferred Casino Revenue | 0.00 | 30,792.00 |
| 2050 MIH Deferred Revenue | 53,277.00 | 53,277.00 |
| 2100 Wages & Payroll Liabilities | 0.00 | 0.00 |
| 2105 Oregon WBF Payable | 0.00 | 0.00 |
| 2110 PERS Payable | 0.00 | 52.94 |
| 2116 Deferred Comp Payable | 0.00 | 6,370.00 |
| 2117 AFLAC Payable | 0.00 | 654.71 |
| 2130 Union Dues Payable | 0.00 | 1,945.80 |
| 2135 PAC Contributions | 0.00 | 0.00 |
| 2140 Garnishments | 0.00 | 0.00 |
| 2190 Compensated absences | 134,135.92 | 0.00 |
| 2199 Payroll Liabilities - Audit | 0.00 | 0.00 |
| 2995 Clearing Account | 0.00 | 170,416.94 |
| Total 2100 Wages & Payroll Liabilities | 134,135.92 | 179,440.39 |
| 2200 Deferred LifeMed Income | 0.00 | 0.00 |
| Total Other Current Liabilities | \$187,412.92 | \$263,509.39 |
| Total Current Liabilities | \$212,914.15 | \$370,747.84 |
| Total Liabilities | \$212,914.15 | \$370,747.84 |
| Equity | | |
| 3010 Investment in Capital and Land | 1,268,916.89 | 1,134,135.92 |
| 3020 LifeMed Fund Balance | 147,788.19 | 34,184.57 |
| 3030 Capital Reserve | 192,385.62 | 501,094.91 |
| 3100 Designated for Capital | 0.00 | 0.00 |
| 3500 Fund Balance Unrestricted | 4,070,130.13 | 3,162,635.53 |
| Net Income | -791,594.02 | 712,388.93 |
| Total Equity | \$4,887,626.81 | \$5,544,439.86 |
| TOTAL LIABILITIES AND EQUITY | \$5,100,540.96 | \$5,915,187.70 |

Western Lane Ambulance District

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

July 2022 - June 2023

| | TOTAL | | |
|---|-----------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| 4000 Operating Income | | | |
| 4001 Private Insurance | 493,953.36 | 500,000.00 | 98.79 % |
| 4002 Private Pay | 151,257.21 | 120,000.00 | 126.05 % |
| 4020 Medicaid | 304,766.88 | 200,000.00 | 152.38 % |
| 4023 Medicare | 1,212,680.40 | 1,180,000.00 | 102.77 % |
| 4025 GEMT CCO Program | 142,904.80 | 65,000.00 | 219.85 % |
| 4026 GEMT FFC Program | 28,963.67 | | |
| 4035 Collection Agency | 10,972.84 | | |
| 4085 Other Revenue | 305.81 | | |
| 4090 less Refunds | -7,393.46 | | |
| 4099 Allowance for Contractual Adjustment | -88,399.83 | | |
| Total 4000 Operating Income | 2,250,011.68 | 2,065,000.00 | 108.96 % |
| 4200 NonOperating Income | | | |
| 4210 Property Tax Revenue | | | |
| 4211 Current Year - Permanent Levy | 740,205.47 | 703,764.00 | 105.18 % |
| 4212 Current Year - Local Option Levy | 1,022,188.51 | 1,011,412.00 | 101.07 % |
| 4214 Prior Year Taxes | 32,759.46 | 25,000.00 | 131.04 % |
| Total 4210 Property Tax Revenue | 1,795,153.44 | 1,740,176.00 | 103.16 % |
| 4220 Three Rivers Casino | 30,792.00 | 30,792.00 | 100.00 % |
| 4230 Other County Tax Revenue | 3,868.13 | | |
| 4240 Donations | 3,300.00 | | |
| 4250 Reimbursements | 19,604.19 | | |
| 4280 Miscellaneous Revenue | 605.00 | 25,000.00 | 2.42 % |
| 4290 Interest Income WLAD | 55,795.40 | 12,000.00 | 464.96 % |
| 4295 Interest Income Capital | 1,042.19 | 500.00 | 208.44 % |
| Total 4200 NonOperating Income | 1,910,160.35 | 1,808,468.00 | 105.62 % |
| 4600 LifeMed Income | 140,854.63 | 130,000.00 | 108.35 % |
| 4700 Grant Income | 95,054.46 | 50,000.00 | 190.11 % |
| Total Income | \$4,396,081.12 | \$4,053,468.00 | 108.45 % |
| GROSS PROFIT | \$4,396,081.12 | \$4,053,468.00 | 108.45 % |
| Expenses | | | |
| 5000 PERSONNEL SERVICES | | | |
| 5100 Operations Personal Services | | | |
| 5101 Salary & Wages Operations | | | |
| 5105 Part Time | 327.29 | | |
| Total 5101 Salary & Wages Operations | 327.29 | | |
| 5121 Payroll Taxes Operations | 27.93 | | |
| 5125 Health & Wellness Operations | 120.00 | | |
| 5184 Staff Expense Operations | 142.04 | | |
| Total 5100 Operations Personal Services | 617.26 | | |
| Total 5000 PERSONNEL SERVICES | 617.26 | | |

Western Lane Ambulance District

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

July 2022 - June 2023

| | TOTAL | | |
|---|-----------------------|-------------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| 6000 MATERIALS & SERVICES OPERATIONS | | | |
| 6100 Training | 3,889.17 | | |
| 6200 Medical | 153,343.46 | 148,000.00 | 103.61 % |
| 6400 Emergency Services | 96,094.00 | 87,000.00 | 110.45 % |
| 6600 Recruitment | 1,193.00 | | |
| 6700 Facilities & Equipment | 65,032.34 | 122,500.00 | 53.09 % |
| 6800 Vehicles | 128,835.00 | 118,000.00 | 109.18 % |
| Total 6000 MATERIALS & SERVICES OPERATIONS | 448,386.97 | 475,500.00 | 94.30 % |
| 6900 LifeMed Expense | 21,819.74 | 27,500.00 | 79.34 % |
| 7000 MATERIALS & SERVICES ADMINISTRATION | | | |
| 7100 Administrative Expense | 110,334.18 | 100,000.00 | 110.33 % |
| 7200 Technology | 5,843.78 | | |
| 7400 Professional Services | 63,348.45 | 50,000.00 | 126.70 % |
| 7500 Insurance | 1,536.00 | | |
| 7600 WLFEA Administrative Services | 766,513.56 | 919,474.00 | 83.36 % |
| 7610 WLFEA EMS Operations | 2,723,545.16 | 2,790,691.00 | 97.59 % |
| 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 | 4,076,121.13 | 4,265,165.00 | 95.57 % |
| 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 | 341,384.76 | 310,000.00 | 110.12 % |
| Total 8000 Capital Outlay | 640,730.04 | 624,188.00 | 102.65 % |
| Total Expenses | \$5,187,675.14 | \$5,392,353.00 | 96.20 % |
| NET OPERATING INCOME | \$ -791,594.02 | \$ -1,338,885.00 | 59.12 % |
| 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 | | 8,312.00 | |
| 9570 Reserved for Mobile Int Health | | 50,000.00 | |
| 9750 Ending Balance - Capital Fund | 310,000.00 | 191,842.00 | 161.59 % |

Western Lane Ambulance District

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

July 2022 - June 2023

| | ACTUAL | TOTAL | |
|------------------------------------|-----------------------|-----------------------|----------------|
| | | BUDGET | % OF BUDGET |
| 9800 Ending Balance - LifeMed | | 127,500.00 | |
| 9900 Ending Balance - General Fund | | 1,644,824.00 | |
| Total Other Expenses | \$410,000.00 | \$2,122,478.00 | 19.32 % |
| NET OTHER INCOME | \$0.00 | \$1,338,885.00 | 0.00 % |
| NET INCOME | \$ -791,594.02 | \$0.00 | 0.00% |

Western Lane Ambulance District

Transaction List by Date

June 2023

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|------------|----------------------|---------|------------------------------------|--|------------------------|-------------|
| 06/01/2023 | Bill Payment (Check) | 4132 | Siuslaw Consulting, LLC | | 1030 LifeMed Cash 9411 | -200.00 |
| 06/01/2023 | Bill Payment (Check) | 21073 | W.G. Peterson Woodworking, Inc. | | 1010 Checking 0046 | -975.00 |
| 06/01/2023 | Bill Payment (Check) | 21074 | Brian's Automotive | | 1010 Checking 0046 | -480.00 |
| 06/01/2023 | Bill Payment (Check) | 21075 | Teleflex LLC | Acct # 1102683 | 1010 Checking 0046 | -1,345.50 |
| 06/01/2023 | Bill Payment (Check) | 21076 | ZOLL Medical Corp | 310599 | 1010 Checking 0046 | -3,772.63 |
| 06/01/2023 | Bill Payment (Check) | 21077 | Airgas USA, LLC | Voided - 2363767 | 1010 Checking 0046 | 0.00 |
| 06/01/2023 | Bill Payment (Check) | 21078 | Henry Schein Inc | 1129300 | 1010 Checking 0046 | -1,102.70 |
| 06/01/2023 | Bill Payment (Check) | 21079 | Coastal Paper & Supply Inc | 2681 | 1010 Checking 0046 | -155.84 |
| 06/01/2023 | Bill Payment (Check) | 21080 | Motorola Solutions, Inc. | 1011848639 | 1010 Checking 0046 | -738.67 |
| 06/01/2023 | Bill Payment (Check) | 21081 | Vend West Services Inc. | WESLA | 1010 Checking 0046 | -18.70 |
| 06/01/2023 | Bill Payment (Check) | 21082 | Pest Tech | | 1010 Checking 0046 | -90.00 |
| 06/01/2023 | Bill Payment (Check) | 21083 | Dr. Matthew Danigelis | | 1010 Checking 0046 | -1,000.00 |
| 06/01/2023 | Bill Payment (Check) | 21085 | Airgas USA, LLC | 2363767 | 1010 Checking 0046 | -392.02 |
| 06/02/2023 | Check | EFT | Card Service Center | Mastercard monthly expenses 4/7-5/7/2023 | 1010 Checking 0046 | -2,799.40 |
| 06/02/2023 | Check | SVCCHRG | | Service Charge | 1030 LifeMed Cash 9411 | -73.29 |
| 06/06/2023 | Bill Payment (Check) | EFT | County Transfer & Recycling | 2941-1517 | 1010 Checking 0046 | -171.25 |
| 06/06/2023 | Bill Payment (Check) | EFT | WECO | 2323670 | 1010 Checking 0046 | -2,121.76 |
| 06/09/2023 | Bill Payment (Check) | 21084 | Clear Rate Communications | Voided - 4950169 | 1010 Checking 0046 | 0.00 |
| 06/13/2023 | Bill Payment (Check) | EFT | Clear Rate Communications | 4950169 | 1010 Checking 0046 | -344.11 |
| 06/16/2023 | Bill Payment (Check) | 4133 | QSL Print Communications | | 1030 LifeMed Cash 9411 | -2,325.00 |
| 06/19/2023 | Bill Payment (Check) | 21086 | Benton County Public Works | 514-45-10-250-454310 | 1010 Checking 0046 | -5,307.07 |
| 06/19/2023 | Bill Payment (Check) | 21087 | Day Wireless Systems | 1088 | 1010 Checking 0046 | -6,007.50 |
| 06/19/2023 | Bill Payment (Check) | 21088 | Vyaire Medical 203, Inc | Cust No 003508 | 1010 Checking 0046 | -363.38 |
| 06/19/2023 | Bill Payment (Check) | 21089 | ZOLL Medical Corp | 310599 | 1010 Checking 0046 | -4,277.90 |
| 06/19/2023 | Bill Payment (Check) | 21090 | Access | EU2812 | 1010 Checking 0046 | -173.95 |
| 06/19/2023 | Bill Payment (Check) | 21091 | Airgas USA, LLC | 2363767 | 1010 Checking 0046 | -1,339.93 |
| 06/19/2023 | Bill Payment (Check) | 21092 | Henry Schein Inc | 1129300 | 1010 Checking 0046 | -1,927.80 |
| 06/19/2023 | Bill Payment (Check) | 21093 | PeaceHealth Hospital | | 1010 Checking 0046 | -1,787.33 |
| 06/19/2023 | Bill Payment (Check) | 21094 | Brian's Automotive | | 1010 Checking 0046 | -1,315.00 |
| 06/19/2023 | Bill Payment (Check) | 21095 | Karl Storz, Endoscopy-America, Inc | 134783 | 1010 Checking 0046 | -655.14 |
| 06/19/2023 | Bill Payment (Check) | 21096 | Vend West Services Inc. | WESLA | 1010 Checking 0046 | -10.85 |
| 06/19/2023 | Bill Payment (Check) | 21097 | Systems Design | | 1010 Checking 0046 | -4,918.85 |
| 06/20/2023 | Bill Payment (Check) | EFT | Citi Card-Costco | ending 9251 | 1010 Checking 0046 | -56.97 |
| 06/20/2023 | Bill Payment (Check) | EFT | City of Florence City Hall | 323280.01 | 1010 Checking 0046 | -224.75 |
| 06/21/2023 | Bill Payment (Check) | 20696 | Charter Communications | 8751160250176399 | 1010 Checking 0046 | -184.97 |
| 06/21/2023 | Bill Payment (Check) | EFT | WECO | 2323670 | 1010 Checking 0046 | -1,727.74 |
| 06/22/2023 | Bill Payment (Check) | EFT | Stericycle | 6117445 | 1010 Checking 0046 | -345.75 |
| 06/23/2023 | Bill Payment (Check) | 4134 | LINDA TANK | | 1030 LifeMed Cash 9411 | -65.00 |
| 06/26/2023 | Bill Payment (Check) | EFT | Western Lane Fire & EMS Authority | | 1020 Money Market 9835 | -300,071.84 |
| 06/27/2023 | Bill Payment (Check) | EFT | Central Lincoln PUD | 281957000 | 1010 Checking 0046 | -354.01 |
| 06/30/2023 | Bill Payment (Check) | | LINDA TANK | | | 0.00 |
| 06/30/2023 | 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
June 7, 2023 to July 7, 2023

SUMMARY OF ACCOUNT ACTIVITY

| | |
|--------------------|------------|
| Previous Balance | \$1,067.89 |
| - Payments | \$1,067.89 |
| - Other Credits | \$0.00 |
| + Purchases | \$863.54 |
| + Cash Advances | \$0.00 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance | \$863.54 |

PAYMENT INFORMATION

| | |
|--------------------------|-----------------------|
| New Balance: | \$863.54 |
| Minimum Payment Due: | \$25.91 |
| Payment Due Date: | August 1, 2023 |

| | |
|------------------------|---------------------|
| Account Number | XXXX XXXX XXXX 0591 |
| Credit Limit | \$45,000.00 |
| Available Credit | \$44,136.00 |
| Statement Closing Date | July 7, 2023 |
| Days in Billing Cycle | 31 |

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 |
|-----------|-----------|-------------------|-------------------------------|-------------|
| 07/01 | 07/01 | F1127005P00CHGDDA | AUTOMATIC PAYMENT - THANK YOU | \$1,067.89- |

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0591
New Balance: \$863.54
Minimum Payment Due: \$25.91
Payment Due Date: August 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 XXXXXXXXXXXX0591 | \$1,067.89- |
| 06/30 | 07/02 | 55548075NBM8JY7FF | FLORENCE TRUE VALUE FLORENCE OR | \$11.39 |
| 06/30 | 07/02 | 75428175N12PL3DTD | SELECT TECH 931-6848964 TN | \$86.37 |
| 06/30 | 07/02 | 82711165M000GH0NY | SP BEST BUY MEDICAL MESQUITE NV | \$75.91 |
| 06/30 | 07/03 | 85431325PLDPZW2K4 | FIRE SAFETY USA INC 507-529-8444 MN | \$113.90 |
| | | | DARREK MULLINS | |
| | | | TOTAL XXXXXXXXXXXX0641 | \$287.57 |
| 06/06 | 06/07 | 05140484XMHDWH0NE | TRUCK N TRAVEL COBURG OR | \$8.40 |
| 06/17 | 06/18 | 5270487581R3MW0HR | BI-MART 644 FLORENCE OR | \$64.93 |
| | | | DAVID ROSSI | |
| | | | TOTAL XXXXXXXXXXXX0658 | \$73.33 |
| 06/15 | 06/16 | 55432865661HK16A7 | DTV*DIRECTV SERVICE 800-347-3288 CA | \$206.97 |
| 06/18 | 06/19 | 5531020592DLTBHDS | AMAZON.COM*PZ1QP6IB3 A AMZN.COM/BILL WA | \$16.99 |
| 06/23 | 06/25 | 55432865E5SFEWG76 | ASTOUND PWRD BY WAVE 866-928-3123 PA | \$194.92 |
| | | | HOLLY LAIS | |
| | | | TOTAL XXXXXXXXXXXX0674 | \$418.88 |
| 06/27 | 06/27 | 55432865J5VG9F773 | AMZN MKTP US*7P6ZN8DU3 AMZN.COM/BILL WA | \$83.76 |
| | | | GLENN PRUETT | |
| | | | TOTAL XXXXXXXXXXXX0690 | \$83.76 |

\$0 - \$863.54 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/01/23. 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 | 31 | \$0.00 |
| Cash Advances | 19.24% (v) | \$0.00 | 31 | \$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

June 7 - July 7, 2023

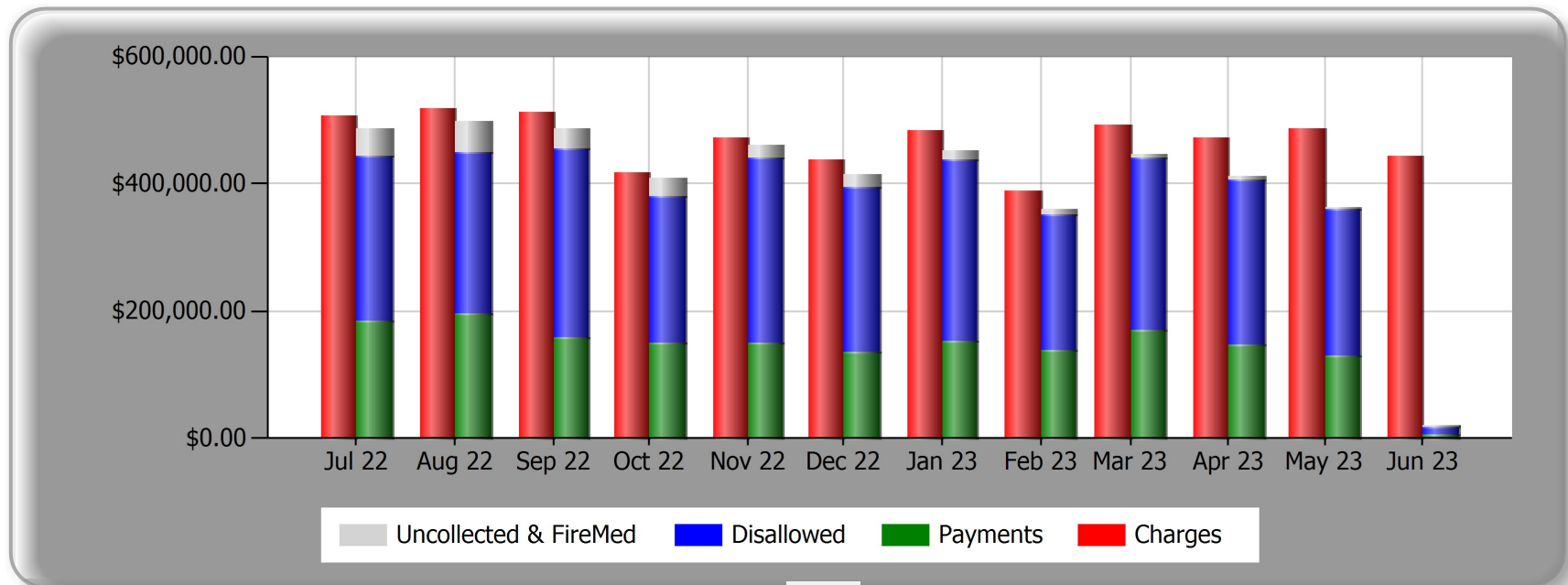
| DATE | NUM | NAME | MEMO/DESCRIPTION | AMOUNT |
|------------|----------|--------------------------------------|--|--------|
| 06/07/2023 | DR 0658 | TravelCenters of America (TA) | transfer # 1769, to Salem Hospital, refreshments for Kylee Wisser and Caroline Coleman | 8.40 |
| 06/16/2023 | HL 0674 | Direct TV | Direct TV Service 6/13-7/12/23, EFT on CC | 206.97 |
| 06/16/2023 | HL 0674 | Amazon | MIH office supplies (colored card stock paper) | 16.99 |
| 06/16/2023 | DR 0658 | Bi-Mart Corporation | building supplies (garden) St-10 | 64.93 |
| 06/23/2023 | HL 0674 | Wave (Coastcom) | Ethernet, Act # 7201-1068341-01, EFT but use CC 0674, 6/1-6/30/2023 | 194.92 |
| 06/26/2023 | GP 0690 | Amazon | Patient transfer litters | 83.76 |
| 06/30/2023 | DKM 0641 | Florence Coastal True Value Hardware | hardware, tool for M617 | 11.39 |
| 06/30/2023 | DKM 0641 | Select Tech | spare O2 bottle mount for M617 | 86.37 |
| 06/30/2023 | DKM 0641 | SP Best Buy Medical | vent, mounting bracket for M617 | 75.91 |
| 06/30/2023 | DKM 0641 | Fire Safety USA | Halligan mounting bracket for M617 | 113.90 |

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

| | |
|-----------------|---------------------------------|
| Date Of Service | 7/1/2022 |
| Date Of Service | 6/30/2023 |
| Invoices | 0 |
| Company | Western Lane Ambulance District |

| Month | Tickets | Charges | Payments | % | FireMed | % | Disallowed | % | Uncollected | % | Pending | % |
|--------|---------|--------------|---------------------|----------------------|------------|-------------------|----------------------|------|--------------------|-----|-------------------|------|
| 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 | -195,459.01 | 38 % | -14,238.58 | 3 % | -254,818.09 | 49 % | -34,047.93 | 7 % | 18,542.69 | 4 % |
| Sep 22 | 224 | 514,112.16 | -160,287.53 | 31 % | -9,361.21 | 2 % | -295,171.81 | 57 % | -20,698.91 | 4 % | 28,592.70 | 6 % |
| Oct 22 | 193 | 416,477.76 | -150,422.53 | 36 % | -8,826.37 | 2 % | -228,575.14 | 55 % | -20,421.15 | 5 % | 8,232.57 | 2 % |
| Nov 22 | 212 | 471,341.52 | -148,978.39 | 32 % | -10,827.93 | 2 % | -293,188.63 | 62 % | -8,153.01 | 2 % | 10,193.56 | 2 % |
| Dec 22 | 206 | 437,905.12 | -134,645.39 | 31 % | -8,632.73 | 2 % | -261,160.55 | 60 % | -9,216.98 | 2 % | 24,249.47 | 6 % |
| Jan 23 | 215 | 482,971.76 | -154,094.55 | 32 % | -7,263.25 | 2 % | -283,444.24 | 59 % | -7,081.02 | 1 % | 31,088.70 | 6 % |
| Feb 23 | 184 | 388,519.76 | -138,506.20 | 36 % | -6,344.52 | 2 % | -212,978.78 | 55 % | -1,180.00 | 0 % | 29,510.26 | 8 % |
| Mar 23 | 225 | 492,193.92 | -171,522.64 | 35 % | -5,697.38 | 1 % | -268,808.15 | 55 % | -1,860.87 | 0 % | 44,304.88 | 9 % |
| Apr 23 | 209 | 472,320.24 | -148,591.18 | 31 % | -6,125.00 | 1 % | -258,384.15 | 55 % | 0.00 | 0 % | 59,219.91 | 13 % |
| May 23 | 218 | 485,990.64 | -130,482.48 | 27 % | -2,900.00 | 1 % | -230,343.72 | 47 % | -300.00 | 0 % | 121,964.44 | 25 % |
| Jun 23 | 212 | 444,964.44 | -5,650.11 | 1 % | -250.00 | 0 % | -14,345.78 | 3 % | 0.00 | 0 % | 424,718.55 | 95 % |
| | | 2,569 | 5,629,552.46 | -1,723,147.64 | | -88,297.84 | -2,859,980.79 | | -137,546.09 | | 820,580.10 | |

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 | 6/1/2023 |
| Transaction Date | 6/30/2023 |
| Company Code | Western Lane Ambulance District |

| | |
|------------------------|---------------------|
| Balance Forward | 1,019,825.86 |
|------------------------|---------------------|

| | |
|------------------------------------|-------------------|
| Charges by Level of Service | 444,964.44 |
|------------------------------------|-------------------|

| Batch # | ALS 1 E | ALS 1 NE | ALS 2 | BLS E | BLS NE | SCT | Total |
|--------------|------------|-----------|-----------|-----------|-----------|-----------|-------------------|
| JAN23 | | | | | 0.00 | | 0.00 |
| JUN23 | 256,849.44 | 39,156.52 | 34,491.56 | 62,146.36 | 18,594.32 | 33,726.24 | 444,964.44 |
| Total | 256,849.44 | 39,156.52 | 34,491.56 | 62,146.36 | 18,594.32 | 33,726.24 | 444,964.44 |

| | |
|-----------------------|--------------------|
| Payments - ALL | -142,243.06 |
|-----------------------|--------------------|

Payments - EFT

| <u>Trans Date</u> | <u>Payer</u> | <u>Ref #</u> | <u>Amount</u> |
|-------------------|------------------------------------|------------------|---------------|
| 6/1/2023 | Trillium Community Health Plan | 0900153868 | -633.39 |
| 6/1/2023 | XO Tricare for Life | 2404623961 | -751.90 |
| 6/1/2023 | Aetna Medadvantage HMO | 882314601100656 | -968.34 |
| 6/2/2023 | Blue Cross Blue Shield Oregon | 0171882566 | -2,437.20 |
| 6/2/2023 | VA Regional Payment Center | 0534872 | -1,847.32 |
| 6/2/2023 | UHC West/Secure Horizons | 1916586769 | -2,857.75 |
| 6/2/2023 | UMR | CA51724081955003 | -782.63 |
| 6/4/2023 | Pacific Source Community Solutions | 23155B1000080736 | -1,406.77 |
| 6/5/2023 | BCBS OR Blue Card MedAdv | 0154646113 | -4,358.34 |
| 6/5/2023 | XO Regence Federal Oregon | 0261100554 | -116.89 |
| 6/6/2023 | VA Regional Payment Center | 0924268 | -873.36 |
| 6/6/2023 | Oregon Medicaid | 600115809 | -691.04 |
| 6/7/2023 | AARP Medicare Complete Plus | 1918374556 | -1,288.85 |
| 6/8/2023 | Trillium Community Health Plan | 0900154763 | -311.42 |
| 6/8/2023 | Medicare B Oregon | 893600777 | -5,306.78 |
| 6/8/2023 | XO AARP Medicare Supplemental | 9918608038 | -124.92 |
| 6/8/2023 | AARP Medicare Complete Plus | 9919033455 | -387.78 |
| 6/9/2023 | XO Aetna Senior Supplemental | 1088785692 | -348.64 |
| 6/9/2023 | UHC West/Secure Horizons | 1919529003 | -2,568.97 |

**Western Lane Ambulance District
MONTH END SUMMARY**

| | | | |
|-----------|------------------------------------|------------------|------------|
| 6/9/2023 | MODA | 2023060910300837 | -1,784.68 |
| 6/9/2023 | Medicare B Oregon | 893604678 | -1,366.68 |
| 6/11/2023 | Pacific Source Community Solutions | 23162B1000097254 | -598.02 |
| 6/12/2023 | BCBS OR Blue Card MedAdv | 0154657246 | -1,708.34 |
| 6/12/2023 | Regence Federal Oregon | 0261102967 | -2,285.36 |
| 6/13/2023 | Oregon Medicaid | 600117970 | -123.78 |
| 6/13/2023 | Medicare B Oregon | 893610790 | -1,888.51 |
| 6/13/2023 | XO AARP Medicare Supplemental | 9920263062 | -253.79 |
| 6/14/2023 | XO Tricare for Life | 2404884418 | -512.27 |
| 6/14/2023 | Medicare B Oregon | 893614214 | -1,021.77 |
| 6/15/2023 | Trillium Community Health Plan | 0900155633 | -272.63 |
| 6/15/2023 | VA Regional Payment Center | 2001235 | -1,784.68 |
| 6/15/2023 | Medicare B Oregon | 893618175 | -2,089.38 |
| 6/16/2023 | VA Regional Payment Center | 2260772 | -3,584.48 |
| 6/16/2023 | AARP Medicare Complete Plus | 9922442470 | -2,309.14 |
| 6/18/2023 | Pacific Source MedAdvantage | 23169B1000018005 | -2,691.08 |
| 6/18/2023 | Pacific Source Community Solutions | 23169B1000096411 | -10,448.84 |
| 6/19/2023 | BCBS OR Blue Card MedAdv | 0154668376 | -5,047.27 |
| 6/20/2023 | XO Tricare for Life | 2404936111 | -129.93 |
| 6/20/2023 | VA Regional Payment Center | 2495798 | -3,218.92 |
| 6/20/2023 | Medicare B Oregon | 893627305 | -1,716.95 |
| 6/20/2023 | AARP Medicare Complete Plus | 9923038353 | -1,699.72 |
| 6/21/2023 | XO Blue Cross Blue Shield Oregon | 0196069965 | -268.32 |
| 6/21/2023 | Oregon Medicaid | 600120055 | -420.62 |
| 6/21/2023 | Railroad Medicare | 815792431 | -522.78 |
| 6/21/2023 | Medicare B Oregon | 893631444 | -507.26 |
| 6/22/2023 | Trillium Community Health Plan | 0900156534 | -2,842.28 |
| 6/22/2023 | AARP Medicare Complete Plus | 1924150726 | -488.64 |
| 6/22/2023 | United Healthcare | 1TZ52881269 | -956.67 |
| 6/22/2023 | OPTUM Care | 24232495 | -390.37 |
| 6/23/2023 | UHC West/Secure Horizons | 1925096348 | -583.80 |
| 6/23/2023 | XO Tricare for Life | 2405030123 | -171.80 |
| 6/23/2023 | Westlund, Margo M. | 61326102 | 0.00 |
| 6/23/2023 | Medicare B Oregon | 893638580 | -959.26 |

**Western Lane Ambulance District
MONTH END SUMMARY**

| | | | |
|------------------|---------------------------------------|------------------|--------------------|
| 6/25/2023 | Pacific Source MedAdvantage | 23176B1000016703 | -272.14 |
| 6/25/2023 | XO Pacific Source Community Solutions | 23176B1000092651 | -941.33 |
| 6/26/2023 | XO Blue Cross Blue Shield Oregon | 0154679399 | -4,195.40 |
| 6/26/2023 | Medicare B Oregon | 893642820 | -5,885.86 |
| 6/26/2023 | XO AARP Medicare Supplemental | 9925416643 | -199.58 |
| 6/26/2023 | AARP Medicare Complete Plus | 9925815220 | -2,174.76 |
| 6/27/2023 | VA Regional Payment Center | 3324180 | -1,851.64 |
| 6/27/2023 | Medicare B Oregon | 893646664 | -6,948.83 |
| 6/28/2023 | UHC West/Secure Horizons | 1TZ53313802 | -1,610.89 |
| 6/28/2023 | Medicare B Oregon | 893650462 | -7,099.74 |
| 6/29/2023 | Tricare for Life | 2405152621 | -116.10 |
| 6/30/2023 | XO MODA | 2023063010800275 | -435.89 |
| 6/30/2023 | VA Regional Payment Center | 4040250 | -1,851.64 |
| EFT TOTAL | | | -116,294.11 |

Payments - Credit Card *(VISA, MC, AMX, Disc)*

| <u>Trans Date</u> | <u>Amount</u> |
|--------------------------|------------------|
| 6/5/2023 | -191.89 |
| 6/8/2023 | -275.00 |
| 6/9/2023 | -25.00 |
| 6/10/2023 | -100.00 |
| 6/13/2023 | -162.30 |
| 6/15/2023 | -25.00 |
| 6/16/2023 | -152.03 |
| 6/20/2023 | -250.00 |
| 6/22/2023 | -245.45 |
| 6/23/2023 | -30.22 |
| 6/29/2023 | -325.00 |
| CREDIT CARD TOTAL | -1,781.89 |

Payments - Bank Deposit *(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

| <u>Trans Date</u> | <u>Amount</u> |
|-------------------|---------------|
| 6/6/2023 | -10,196.21 |
| 6/13/2023 | -5,162.52 |

**Western Lane Ambulance District
MONTH END SUMMARY**

| | |
|-----------|-----------|
| 6/20/2023 | -3,745.47 |
| 6/27/2023 | -4,787.86 |

| | |
|---------------------------|-------------------|
| BANK DEPOSIT TOTAL | -23,892.06 |
|---------------------------|-------------------|

Payments - Paid at FD

| Date | Pd at FD, Prv | Total |
|--------------|----------------|----------------|
| 6/12/2023 | -275.00 | -275.00 |
| Total | -275.00 | -275.00 |

Payments by Level of Service

| Date | ALS 1 E | ALS 1 NE | ALS 2 | BLS E | BLS NE | SCT | TNT | Total |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|------------|
| 6/1/2023 | -1,077.26 | -212.32 | | -781.59 | -69.69 | -212.77 | | -2,353.63 |
| 6/2/2023 | -3,813.98 | | | -2,400.84 | | -1,710.08 | | -7,924.90 |
| 6/4/2023 | -1,261.86 | | | | -144.91 | 0.00 | | -1,406.77 |
| 6/5/2023 | -1,240.27 | -2,859.89 | -167.50 | -399.46 | | | | -4,667.12 |
| 6/6/2023 | -4,445.21 | -1,294.46 | | -835.48 | -4,935.46 | -250.00 | | -11,760.61 |
| 6/7/2023 | -453.77 | -835.08 | | | 0.00 | 0.00 | | -1,288.85 |
| 6/8/2023 | -1,566.55 | -1,759.27 | -1,240.43 | -724.09 | -1,115.56 | | | -6,405.90 |
| 6/9/2023 | -2,451.89 | | | -463.40 | | -3,178.68 | 0.00 | -6,093.97 |
| 6/10/2023 | | | | -100.00 | | | | -100.00 |
| 6/11/2023 | 0.00 | | -598.02 | | | 0.00 | | -598.02 |
| 6/12/2023 | -2,285.36 | | | -275.00 | 0.00 | -1,708.34 | | -4,268.70 |
| 6/13/2023 | -4,053.28 | -1,308.99 | | -1,503.70 | -724.93 | | | -7,590.90 |
| 6/14/2023 | -1,155.40 | -378.64 | | | | | | -1,534.04 |
| 6/15/2023 | -2,818.87 | | 0.00 | -141.83 | -1,185.99 | -25.00 | | -4,171.69 |
| 6/16/2023 | -4,337.31 | | | | | -1,708.34 | | -6,045.65 |
| 6/18/2023 | -4,454.78 | | -658.52 | -622.84 | -361.29 | -7,042.49 | | -13,139.92 |
| 6/19/2023 | -2,009.55 | -2,441.07 | -596.65 | | | | | -5,047.27 |
| 6/20/2023 | -3,979.10 | -3,431.59 | | -598.67 | -534.74 | -2,216.89 | | -10,760.99 |
| 6/21/2023 | -1,718.98 | | | 0.00 | 0.00 | | | -1,718.98 |
| 6/22/2023 | -3,518.16 | -245.45 | -376.77 | 0.00 | -362.41 | | -420.62 | -4,923.41 |
| 6/23/2023 | -1,118.18 | | | -560.64 | -66.26 | | | -1,745.08 |
| 6/25/2023 | -530.83 | | -376.77 | -305.87 | 0.00 | | | -1,213.47 |

**Western Lane Ambulance District
MONTH END SUMMARY**

| Date | ALS 1 E | ALS 1 NE | ALS 2 | BLS E | BLS NE | SCT | TNT | Total |
|--------------|----------------|-----------------|--------------|--------------|---------------|------------|------------|--------------------|
| 6/26/2023 | -7,444.85 | -1,883.02 | 0.00 | -2,380.74 | -746.99 | | | -12,455.60 |
| 6/27/2023 | -8,048.48 | -461.44 | -191.13 | -1,832.93 | -990.39 | -2,063.96 | | -13,588.33 |
| 6/28/2023 | -2,047.69 | -840.58 | | -1,281.47 | -1,561.94 | -2,978.95 | | -8,710.63 |
| 6/29/2023 | -325.00 | | | -116.10 | | | | -441.10 |
| 6/30/2023 | -256.70 | | | -1,961.14 | -69.69 | | | -2,287.53 |
| Total | -66,413.31 | -17,951.80 | -4,205.79 | -17,285.79 | -12,870.25 | -23,095.50 | -420.62 | -142,243.06 |

| | |
|--|--------------------|
| Transaction Adjustments by Level of Service | -243,459.55 |
|--|--------------------|

| | ALS 1 E | ALS 1 NE | ALS 2 | BLS E | BLS NE | SCT | TNT | Total |
|---------------------|----------------|-----------------|--------------|--------------|---------------|------------|------------|--------------------|
| Fire Med Adjustment | -1,625.00 | | -350.00 | -875.00 | -239.93 | | | -3,089.93 |
| Uncollectible | -50.00 | | | -25.00 | | | | -75.00 |
| W/O Fee Schedule | -97,363.03 | -26,334.12 | -13,952.24 | -42,683.60 | -25,154.85 | -23,931.64 | -29.38 | -229,448.86 |
| W/O to collections | -4,443.88 | | | -275.00 | | | | -4,718.88 |
| Waiver per FD | -470.55 | | | -2,186.33 | -3,470.00 | | | -6,126.88 |
| Total | -103,952.46 | -26,334.12 | -14,302.24 | -46,044.93 | -28,864.78 | -23,931.64 | -29.38 | -243,459.55 |

| | |
|-----------------------|---------------------|
| Ending Balance | 1,079,087.69 |
|-----------------------|---------------------|

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of June 30, 2023

| | TOTAL | |
|-------------------------------------|---------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1001 Checking 5400 | 526,593.71 | 43,922.09 |
| Total Bank Accounts | \$526,593.71 | \$43,922.09 |
| Accounts Receivable | | |
| 1200 Accounts Receivable | 23,677.94 | 213,924.60 |
| Total Accounts Receivable | \$23,677.94 | \$213,924.60 |
| Other Current Assets | | |
| 1299 Undeposited Funds | 0.00 | 0.00 |
| 1304 Prepaid Expenses | 0.00 | 86,894.27 |
| 1305 Prepaid Insurance | 55,789.23 | 0.00 |
| 1335 PSA Flex Account | 502.00 | |
| 1400 Deferred Outflows of Resources | 291,494.99 | 291,494.99 |
| Total Other Current Assets | \$347,786.22 | \$378,389.26 |
| Total Current Assets | \$898,057.87 | \$636,235.95 |
| Fixed Assets | | |
| 1700 Capital Assets | | |
| 1708 Vehicles | 43,942.00 | 43,942.00 |
| 1799 Accumulated Depreciation | -7,765.00 | -7,765.00 |
| Total 1700 Capital Assets | \$36,177.00 | \$36,177.00 |
| Total Fixed Assets | \$36,177.00 | \$36,177.00 |
| TOTAL ASSETS | \$934,234.87 | \$672,412.95 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 Accounts Payable | 15,144.09 | 29,827.28 |
| Total Accounts Payable | \$15,144.09 | \$29,827.28 |
| Credit Cards | | |
| 2007 OPB Mastercard | 10,255.48 | 2,100.64 |
| Total Credit Cards | \$10,255.48 | \$2,100.64 |
| 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 | 6,750.00 | |
| 2995 Clearing Account | 388,015.96 | 76,522.61 |

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of June 30, 2023

| | TOTAL | |
|--|---------------------|-------------------------|
| | AS OF JUN 30, 2023 | AS OF JUN 30, 2022 (PY) |
| Total 2100 Payroll Liabilities | 399,937.55 | 77,834.21 |
| 2125 SVFR Association Dues | 48.00 | |
| 2130 IAFF Union Dues | 3,113.25 | |
| 2135 IAFF PAC Contributions | 83.00 | |
| Total Other Current Liabilities | \$403,181.80 | \$77,834.21 |
| Total Current Liabilities | \$428,581.37 | \$109,762.13 |
| Total Liabilities | \$428,581.37 | \$109,762.13 |
| Equity | | |
| 3200 Investment in Capital | 12,150.00 | 12,150.00 |
| 3201 Retained Earnings | 550,500.82 | 247,588.27 |
| Net Income | -56,997.32 | 302,912.55 |
| Total Equity | \$505,653.50 | \$562,650.82 |
| TOTAL LIABILITIES AND EQUITY | \$934,234.87 | \$672,412.95 |

Western Lane Fire and EMS Authority

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

July 2022 - June 2023

| | TOTAL | | |
|--|-----------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| 4100 Transfers | | | |
| 4101 Transfer from SVFR for Administration | 766,513.56 | 919,474.00 | 83.36 % |
| 4102 Transfers from WLAD for Administration | 766,513.56 | 919,474.00 | 83.36 % |
| 4103 Transfer from SVFR for Fire Program | 1,669,379.46 | 1,527,915.00 | 109.26 % |
| 4104 Transfers from WLAD for EMS Program | 2,723,545.16 | 2,790,691.00 | 97.59 % |
| Total 4100 Transfers | 5,925,951.74 | 6,157,554.00 | 96.24 % |
| 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 | 355,052.89 | 392,082.00 | 90.56 % |
| 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 | 370,802.89 | 402,832.00 | 92.05 % |
| 4860 Reimbursements and Refunds | | | |
| 4862 Fire Marshal Wages & Benefits | 10,249.44 | | |
| Total 4860 Reimbursements and Refunds | 31,274.82 | | |
| Total Income | \$6,329,938.61 | \$6,560,386.00 | 96.49 % |
| GROSS PROFIT | \$6,329,938.61 | \$6,560,386.00 | 96.49 % |
| Expenses | | | |
| 5000 Personnel Services | | | |
| 5100 Fire Wages & Benefits | 1,650,646.99 | 1,527,915.00 | 108.03 % |
| 5200 EMS Wages & Benefits | 2,780,115.64 | 2,790,691.00 | 99.62 % |
| 5300 Admin Wages & Salaries | 603,699.95 | 647,575.00 | 93.22 % |
| 5320 WLCR Wages & Benefits | 272,063.35 | 268,792.00 | 101.22 % |
| 5400 Admin Taxes and Benefits | 467,230.07 | 460,830.00 | 101.39 % |
| Total 5000 Personnel Services | 5,773,756.00 | 5,695,803.00 | 101.37 % |
| 6000 Operations | | | |
| 6100 Training | 63,760.27 | 111,495.00 | 57.19 % |
| 6200 Medical | 2,924.37 | | |
| 6400 Emergency Services | 17,820.39 | 167,820.00 | 10.62 % |
| 6500 Prevention | 3,600.03 | | |
| 6600 Recruitment | 6,592.67 | 6,500.00 | 101.43 % |
| 6700 Facilities | 344.11 | | |
| 6800 Vehicles | 2,093.59 | | |
| 6900 Operational Supplies | 2,073.95 | | |
| Total 6000 Operations | 99,209.38 | 285,815.00 | 34.71 % |
| 7000 Materials & Services | | | |
| 7100 Administrative Expenses | 95,302.81 | 119,000.00 | 80.09 % |
| 7200 Technology | 77,888.62 | 79,000.00 | 98.59 % |
| 7300 Board of Directors | 12,120.43 | 16,000.00 | 75.75 % |

Western Lane Fire and EMS Authority

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

July 2022 - June 2023

| | TOTAL | | |
|--|-----------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| 7400 Professional Services | 53,831.64 | 131,750.00 | 40.86 % |
| 7500 Insurance | 186,536.67 | 150,000.00 | 124.36 % |
| 7900 Emergency Services | 1,446.50 | | |
| 8700 WLCR Program | 43,431.23 | 74,040.00 | 58.66 % |
| Total 7000 Materials & Services | 470,557.90 | 569,790.00 | 82.58 % |
| 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 | \$6,386,935.93 | \$6,611,408.00 | 96.60 % |
| NET OPERATING INCOME | \$ -56,997.32 | \$ -51,022.00 | 111.71 % |
| 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 | \$ -56,997.32 | \$0.00 | 0.00% |

Western Lane Fire and EMS Authority
Transaction List by Date
June 2023

| Date | Transaction Type | Num | Name | Memo/Description | Account | Amount |
|------------|----------------------|-------|---|--|--------------------|------------|
| 06/01/2023 | Bill Payment (Check) | 10762 | Active911 | | 1001 Checking 5400 | -1,578.00 |
| 06/01/2023 | Bill Payment (Check) | 10763 | Lori J Severance LCSW | Voided | 1001 Checking 5400 | 0.00 |
| 06/01/2023 | Bill Payment (Check) | 10764 | PacificSource Administrators | Employer ID P00194 | 1001 Checking 5400 | -582.00 |
| 06/01/2023 | Bill Payment (Check) | 10765 | L.N. Curtis and sons | Cust # C30653 | 1001 Checking 5400 | -16,139.49 |
| 06/01/2023 | Bill Payment (Check) | 10766 | Oregon State Ambulance Association | | 1001 Checking 5400 | -670.00 |
| 06/01/2023 | Bill Payment (Check) | 10767 | Canopy | | 1001 Checking 5400 | -275.40 |
| 06/01/2023 | Bill Payment (Check) | 10768 | Westcoast Media Group, Inc. | | 1001 Checking 5400 | -175.00 |
| 06/01/2023 | Bill Payment (Check) | 10769 | bio-MED | | 1001 Checking 5400 | -29.00 |
| 06/01/2023 | Bill Payment (Check) | 10770 | Aladtech, Inc | | 1001 Checking 5400 | -6,758.00 |
| 06/01/2023 | Bill Payment (Check) | 10771 | Oregon Fire Service Office Administrators (OFSOA) | | 1001 Checking 5400 | -40.00 |
| 06/01/2023 | Bill Payment (Check) | 10772 | Lori J Severance LCSW | | 1001 Checking 5400 | -845.00 |
| 06/01/2023 | Bill Payment (Check) | 10773 | Siuslaw Valley Firefighter Association (SVFFA) | Voided | 1001 Checking 5400 | 0.00 |
| 06/01/2023 | Bill Payment (Check) | 10774 | VALIC | | 1001 Checking 5400 | -1,025.00 |
| 06/01/2023 | Bill Payment (Check) | 10775 | Jazilynn Kinyon | | 1001 Checking 5400 | -700.40 |
| 06/01/2023 | Bill Payment (Check) | 10776 | Accuity | Voided - WEST8369 | 1001 Checking 5400 | 0.00 |
| 06/01/2023 | Bill Payment (Check) | 10777 | Accuity | WEST8369 | 1001 Checking 5400 | -3,000.00 |
| 06/01/2023 | Bill Payment (Check) | 10779 | Siuslaw Valley Firefighter Association (SVFFA) | | 1001 Checking 5400 | -52.00 |
| 06/02/2023 | Bill Payment (Check) | 10778 | OFDDA-LOSAP TRUST | | 1001 Checking 5400 | -300.00 |
| 06/05/2023 | Bill Payment (Check) | EFT | IAFF Local 851 | | 1001 Checking 5400 | -83.00 |
| 06/05/2023 | Bill Payment (Check) | EFT | IAFF Local 851 | | 1001 Checking 5400 | -3,237.78 |
| 06/05/2023 | Bill Payment (Check) | 10780 | David Rossi | | 1001 Checking 5400 | -2,137.69 |
| 06/06/2023 | Check | EFT | VOYA | 5-31-2023 Payroll contributions Voya | 1001 Checking 5400 | -7,750.00 |
| 06/06/2023 | Check | EFT | Oregon Savings Growth Plan (OSGP) | 5-31-2023 payroll contributions OSGP | 1001 Checking 5400 | -2,479.58 |
| 06/09/2023 | Check | EFT | ADP Payroll Services | processing charges for period ending 4/30 and 5/31/23 (74 @ \$8.80 ea) | 1001 Checking 5400 | -1,302.40 |
| 06/13/2023 | Bill Payment (Check) | EFT | U.S. Bank Equipment Finance | Cust Credit Acct 1782465 | 1001 Checking 5400 | -191.00 |
| 06/13/2023 | Bill Payment (Check) | EFT | CECO | 10003635 | 1001 Checking 5400 | -50.64 |
| 06/13/2023 | Bill Payment (Check) | EFT | RICOH | Cust # 15095401 | 1001 Checking 5400 | -21.50 |
| 06/15/2023 | Check | EFT | AFLAC | May 2023 premium for employee enrollments, autopsy (less D Haberman canx policies) | 1001 Checking 5400 | -729.09 |
| 06/16/2023 | Bill Payment (Check) | 10781 | 4 Color Pro | | 1001 Checking 5400 | -3,335.00 |
| 06/16/2023 | Bill Payment (Check) | 10782 | Coast Broadcasting | | 1001 Checking 5400 | -1,000.00 |
| 06/16/2023 | Bill Payment (Check) | 10783 | Oregon Fire Service Office Administrators (OFSOA) | | 1001 Checking 5400 | -160.00 |
| 06/16/2023 | Bill Payment (Check) | 10784 | Siuslaw News | | 1001 Checking 5400 | -407.00 |
| 06/16/2023 | Bill Payment (Check) | 10785 | Hope Taylor | | 1001 Checking 5400 | -249.91 |
| 06/16/2023 | Bill Payment (Check) | 10786 | Westcoast Media Group, Inc. | | 1001 Checking 5400 | -915.00 |
| 06/16/2023 | Bill Payment (Check) | 10787 | Local Government Law Group PC | | 1001 Checking 5400 | -416.00 |
| 06/16/2023 | Bill Payment (Check) | 10788 | Special Districts Insurance Services | | 1001 Checking 5400 | -60,357.18 |
| 06/16/2023 | Bill Payment (Check) | 10789 | Municipal Emergency Services (MES) | C44533 | 1001 Checking 5400 | -7,721.00 |
| 06/19/2023 | Bill Payment (Check) | 10790 | L.N. Curtis and sons | Cust # C30653 | 1001 Checking 5400 | -1,931.45 |
| 06/20/2023 | Check | EFT | Card Services Center | 4/22-5/23/2023 monthly credit card expenses | 1001 Checking 5400 | -4,790.69 |
| 06/20/2023 | Check | EFT | AFLAC | June 2023 premium for employee enrollments, autopsy | 1001 Checking 5400 | -729.09 |
| 06/22/2023 | Bill Payment (Check) | 10792 | Don Quinn | | 1001 Checking 5400 | -1,590.00 |
| 06/24/2023 | Bill Payment (Check) | EFT | FIRSTNET (ATT) | 287315307133 | 1001 Checking 5400 | -2,162.39 |
| 06/26/2023 | Bill Payment (Check) | EFT | Stepup IT Services LLC | | 1001 Checking 5400 | -4,718.57 |
| 06/28/2023 | Bill Payment (Check) | 10791 | State of Oregon - Notary | | 1001 Checking 5400 | -40.00 |
| 06/28/2023 | Bill Payment (Check) | 10793 | Coastal Fitness Inc | Client No. 8013 | 1001 Checking 5400 | -1,023.00 |
| 06/29/2023 | Bill Payment (Check) | 10794 | PacificSource Administrators | Employer ID P00194 | 1001 Checking 5400 | -582.00 |



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
May 24, 2023 to June 22, 2023**

SUMMARY OF ACCOUNT ACTIVITY

| | |
|--------------------|------------|
| Previous Balance | \$4,790.69 |
| - Payments | \$4,790.69 |
| - Other Credits | \$294.80 |
| + Purchases | \$9,021.37 |
| + Cash Advances | \$0.00 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance | \$8,726.57 |

| | |
|------------------------|---------------------|
| Account Number | XXXX XXXX XXXX 1300 |
| Credit Limit | \$20,000.00 |
| Available Credit | \$11,273.00 |
| Statement Closing Date | June 22, 2023 |
| Days in Billing Cycle | 30 |

PAYMENT INFORMATION

| | |
|--------------------------|----------------------|
| New Balance: | \$8,726.57 |
| Minimum Payment Due: | \$261.80 |
| Payment Due Date: | July 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 |
|-----------|-----------|-------------------|-------------------------------|-------------|
| 06/16 | 06/16 | F1127005700CHGDDA | AUTOMATIC PAYMENT - THANK YOU | \$4,790.69- |

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 1300
New Balance: \$8,726.57
Minimum Payment Due: \$261.80
Payment Due Date: July 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 | \$4,790.69- |
| 05/22 | 05/25 | 75369434GT6ZLNWHFY | SEA GLASS BISTRO & LOU NEWPORT OR | \$23.00 |
| 05/24 | 05/25 | 55429504GLVYMSVSK | ADOBE *PDF PACK SUBS 4085366000 CA | \$119.88 |
| 05/24 | 05/28 | 85369434JT6SR8FJ | BEST WESTERN AGATE BEA NEWPORT OR | \$639.21 |
| | | CHECK-IN 05/21/23 | FOLIO #0000061226 | |
| 05/28 | 05/28 | 55432864L5WD958TY | INT'L CODE COUNCIL INC 888-422-7233 IL | \$153.00 |
| 06/01 | 06/01 | 55432864R5XF19W1A | INT'L CODE COUNCIL INC 888-422-7233 IL | \$69.00 |
| 06/02 | 06/02 | 55432864T5XRWLB08 | INT'L CODE COUNCIL INC 888-422-7233 IL | \$21.00 |
| 06/09 | 06/09 | 5543286505ZNY0W7P | INT'L CODE COUNCIL INC 888-422-7233 IL | \$160.00 |
| 06/13 | 06/13 | 123020254006D5PQ3 | OREGON FIRE MARSHALS A 5417784025 TX | \$65.00 |
| 06/18 | 06/19 | 823050959000D5ZXX | ZOOM.US 888-799-9666 SAN JOSE CA | \$31.98 |
| | | | MICHAEL SCHICK | |
| | | | TOTAL XXXXXXXXXXXX1318 | \$1,282.07 |
| 05/31 | 06/01 | 82711164P000BHM64 | WWW.IAFC.ORG MCLEAN VA | \$133.00 |
| | | | MATT HOUSE | |
| | | | TOTAL XXXXXXXXXXXX1326 | \$133.00 |
| 06/05 | 06/06 | 55432864W5YV8GVHV | AMZN MKTP US AMZN.COM/BILL WA CREDIT | \$42.98- |
| 05/26 | 05/28 | 55432864J5W1RKF5 | AMZN MKTP US*NU48B08X3 AMZN.COM/BILL WA | \$17.97 |
| 05/29 | 05/30 | 55432864M5WVVAQ0S | AMZN MKTP US*AA0S539N3 AMZN.COM/BILL WA | \$6.59 |
| 05/29 | 05/30 | 55432864M5WVWVXBK | AMZN MKTP US*4Z9QR6633 AMZN.COM/BILL WA | \$49.97 |
| 05/31 | 06/01 | 55432864P5XQZ0Z7L | AMAZON.COM*982VY3013 AMZN.COM/BILL WA | \$54.31 |
| 06/10 | 06/11 | 75418235153TTLB7Z | DNH*GODADDY.COM TEMPE AZ | \$22.17 |
| | | | LARA LINDEMANN | |
| | | | TOTAL XXXXXXXXXXXX2092 | \$108.03 |
| 06/07 | 06/08 | 82305094Y000HBS6Z | MENTAL HEALTH ASSOCIAT PORTLAND OR | \$25.00 |
| 06/07 | 06/08 | 82305094Y000HD91D | MENTAL HEALTH ASSOCIAT PORTLAND OR | \$25.00 |
| | | | MELISSA HOUSE | |
| | | | TOTAL XXXXXXXXXXXX8197 | \$50.00 |
| 06/14 | 06/15 | 55432865561BLY1W2 | AMZN MKTP US*1L3W346B3 AMZN.COM/BILL WA | \$39.99 |
| | | | KYLE OROZCO | |
| | | | TOTAL XXXXXXXXXXXX3302 | \$39.99 |
| 06/09 | 06/16 | 5543687567WYN8ZKW | SLEEP INN ROSEBURG OR CREDIT | \$125.91- |
| | | CHECK-IN 06/07/23 | FOLIO #0661366938 | |
| 06/09 | 06/16 | 5543687567WYN8ZL4 | SLEEP INN ROSEBURG OR CREDIT | \$125.91- |
| | | CHECK-IN 06/07/23 | FOLIO #0661367077 | |
| 05/30 | 05/31 | 75265864NS186ZJYJ | SWOCC FOOD SERVICES COOS BAY OR | \$8.00 |
| 05/31 | 06/02 | 75265864RS9BERVY4 | SWOCC FOOD SERVICES COOS BAY OR | \$8.00 |
| 06/06 | 06/07 | 55417344X867E6Y3H | OR HEALTH AUTHORITY SALEM OR | \$3,480.00 |
| 06/07 | 06/08 | 55417344Y7WY0370Z | OR HEALTH AUTHORITY SALEM OR | \$370.00 |
| 06/07 | 06/08 | 55500364Z8AS13E2L | RED ROBIN OF ROSEBURG ROSEBURG OR | \$36.78 |
| 06/07 | 06/09 | 55436874Z7KL7WBW0 | SLEEP INN ROSEBURG OR | \$366.79 |
| | | CHECK-IN 06/06/23 | FOLIO #0661085353 | |
| 06/07 | 06/09 | 55436874Z7KL7WBW8 | SLEEP INN ROSEBURG OR | \$366.79 |
| | | CHECK-IN 06/06/23 | FOLIO #0661085567 | |
| 06/08 | 06/09 | 053146150EHWGH023 | JIMMY JOHNS - 3250 ROSEBURG OR | \$43.00 |
| 06/12 | 06/13 | 5541734537KMB7FR9 | OR HEALTH AUTHORITY SALEM OR | \$190.00 |
| 06/14 | 06/16 | 554473256BLVXL7S7 | FIRE PROTECTION PUB STILLWATER OK | \$285.00 |
| 06/20 | 06/21 | 55417345B7X1N256Y | OR HEALTH AUTHORITY SALEM OR | \$125.00 |
| | | | ROBERT CHANCE II | |
| | | | TOTAL XXXXXXXXXXXX1552 | \$5,027.54 |
| 06/20 | 06/22 | 85179245QWGNF8LGP | TAKODAS RESTAURANT - R BLUE RIVER OR | \$30.90 |

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 |
|-------------------------|-----------|-------------------|--|------------|
| ANDY GRAY | | | | |
| TOTAL XXXXXXXXXXXXX3003 | | | | \$30.90 |
| 06/16 | 06/18 | 5541734578FLF7VDZ | BOLI TECHNICAL ASSIST PORTLAND OR | \$102.00 |
| HOLLY LAIS | | | | |
| TOTAL XXXXXXXXXXXXX6806 | | | | \$102.00 |
| 05/24 | 05/25 | 55417344G7WTTENW7 | OED EMP TAX PORTAL SALEM OR | \$250.00 |
| 05/24 | 05/25 | 05436844G8PLYJ5QN | FRED-MEYER #0464 FLORENCE OR | \$29.62 |
| 05/26 | 05/28 | 05436844J8PMSFTNP | FRED-MEYER #0464 FLORENCE OR | \$84.82 |
| 05/27 | 05/30 | 75369294MS66K96X0 | AMERICAN MARKET 4 FLORENCE OR | \$7.98 |
| 05/30 | 06/01 | 55263524PRBGJHRQD | SAFEWAY #0363 FLORENCE OR | \$10.00 |
| 06/09 | 06/11 | 5543286505ZWG15YY | INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA | \$1,523.20 |
| 06/21 | 06/22 | 05436845Q8PLXW5LZ | FRED-MEYER #0464 FLORENCE OR | \$47.42 |
| DINA MCCLURE | | | | |
| TOTAL XXXXXXXXXXXXX1244 | | | | \$1,953.04 |

\$0 - \$8,726.57 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/17/23. 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 | 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 Crisis Response Program

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

July 2022 - June 2023

| | Actual | Budget | % of Budget |
|--|----------------------|----------------------|----------------|
| Income | | | |
| 4700 Western Lane Crisis Response | | | |
| 4701 WLCR Program Lane County | 355,052.89 | 392,082.00 | 90.56% |
| 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 | \$ 370,802.89 | \$ 402,832.00 | 92.05% |
| Total Income | \$ 370,802.89 | \$ 402,832.00 | 92.05% |
| Gross Profit | \$ 370,802.89 | \$ 402,832.00 | 92.05% |
| Expenses | | | |
| 5000 Personnel Services | | | |
| 5320 WLCR Wages & Benefits | | | |
| 5321 WLCR Full Time Staff | 110,396.08 | 136,458.00 | 80.90% |
| 5322 WLCR Workers - Shifts | 35,138.02 | 27,375.00 | 128.36% |
| 5323 WLCR Workers - Hourly | 33,123.26 | 17,280.00 | 191.69% |
| 5329 WLCR Benefits PERS | 51,295.37 | 39,572.00 | 129.63% |
| 5330 WLCR Payroll Taxes | 15,276.58 | 12,678.00 | 120.50% |
| 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 | \$ 272,062.35 | \$ 268,792.00 | 101.22% |
| Total 5000 Personnel Services | \$ 272,062.35 | \$ 268,792.00 | 101.22% |
| 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 | 23,440.00 | 24,000.00 | 97.67% |
| 8714 Technology | 5,385.00 | 8,000.00 | 67.31% |
| 8715 Insurance & Maintenance | 57.00 | | |
| 8716 Fuel | 640.93 | 3,000.00 | 21.36% |
| 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 | 625.00 | 1,500.00 | 41.67% |
| 8721 Supplies (program support) | 1,191.48 | 3,000.00 | 39.72% |
| 8723 Cell Phone Stipends | 3,025.00 | 2,000.00 | 151.25% |
| 8724 Recruitment | 203.00 | | |
| 8725 Uniforms | 2,590.00 | 750.00 | 345.33% |
| 8730 WLCR 10% Admin Fee, Fiscal Agent | 16,290.00 | 16,290.00 | 100.00% |
| Total 8710 WLCR Program | \$ 59,295.82 | \$ 74,040.00 | 80.09% |
| Total 8700 WLCR Program | \$ 59,295.82 | \$ 74,040.00 | 80.09% |
| Total 7000 Materials & Services | \$ 59,295.82 | \$ 74,040.00 | 80.09% |
| 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 | \$ | 374,770.82 | \$ | 402,832.00 | 93.03% |
| Net Operating Income | -\$ | 3,967.93 | \$ | 0.00 | |



**AGENDA ITEM
WESTERN LANE FIRE AND EMS AUTHORITY**

SUBJECT/ITEM: Approve Dates for FY23-24 Joint Board Meetings

FOR AGENDA OF: July 27, 2023

DIVISION OF ORIGIN: Administration

ACTION REQUESTED: Approve

January – October: Meetings on the fourth Thursday of the month at 6:00pm.

November and December: Meetings on the third Thursday of the month at 6:00pm.

List of Meeting Dates

- July 27, 2023
- August 24, 2023
- September 28, 2023
- October 26, 2023
- November 16, 2023
- December 21, 2023
- January 25, 2024
- February 22, 2024
- March 28, 2024
- April 25, 2024
- May 23, 2024
- June 27, 2024



WESTERN LANE FIRE AND EMS AUTHORITY

RESOLUTION 2023-03

A RESOLUTION TO MOVE FUNDS INTO THE LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, the Authority is in need of a savings account to hold public funds to use for operational expenses; and,

WHEREAS, the Local Government Investment Pool (LGIP) offers a 4.30% annual percent yield earned; and,

WHEREAS, the Authority can transfer funds between the LGIP account and the local checking account for a minimal fee per transaction as needed; and,

THEREFORE, BE IT RESOLVED, \$900,000 will be transferred from Siuslaw Valley Fire and Rescue’s LGIP account, leaving a \$135,776 balance and \$1,400,000 will be transferred from Western Lane Ambulance District’s LGIP account, leaving a \$153,220 balance, and,

THEREFORE, BE IT RESOLVED the Board of the Western Lane Fire and EMS Authority authorizes the Fire & EMS Chief to open a Local Government Investment Pool account in the amount of \$2,300,000 and to move additional funds into or out of the account in the future as deemed appropriate.

Adopted on this 27th day of July 2023.

By: _____
WLFEA Board President

Attest: _____
WLFEA Board Secretary/Treasurer



WESTERN LANE FIRE AND EMS AUTHORITY

RESOLUTION 2023-03

**A RESOLUTION TO URGE THE CITY OF FLORENCE
TO SUPPORT A 24 HOUR EMERGENCY SHELTER**

WHEREAS, Homelessness is a pressing issue that affects individuals from all walks of life, including families, veterans, and those facing financial hardships; and,

WHEREAS, the lack of affordable housing options and limited job opportunities have contributed significantly to the rising homeless population in our community; and,

WHEREAS, the closest shelter is located 60 miles away, making it practically impossible for many homeless individuals to access support and services; and,

WHEREAS, the City of Florence is considering donating a parcel north of town for a 24 hour Emergency Shelter and the people running the current Cold Weather Shelter are asking for letters of support from community partners,

THEREFORE, BE IT RESOLVED the Board of the Western Lane Fire and EMS Authority asks the Florence City Council to carefully consider this matter and take the necessary steps to make the vision of a 24 hour Emergency Shelter a reality.

Adopted on this 27th day of July 2023.

By: _____
WLFEA Board President

Attest: _____
WLFEA Board Secretary/Treasurer

Western Lane Fire and EMS Authority



Job Description

TITLE: Fire and EMS Chief

EFFECTIVE: 7/1/2022

REPORTS TO: WLFEA Board of Directors

REVISED:

SALARY RANGE: \$110,131 to \$137,960

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

Functions as the Chief Executive Officer and Budget Officer of Western Lane Fire and EMS Authority (WLFEA) and is responsible for the overall administration of the Authority. Responsible for budgeting, planning, coordination, and implementation of all policies established by the Board of Directors; coordinates the operation of the Authority with other local fire protection and EMS agencies and other governmental agencies; performs other duties and tasks as directed by the Board of Directors. Ensures operational readiness for response to fire, rescue, and medical emergencies; may function as a Duty Officer and take command at emergency scenes.

This position reports to and receives policy direction from the Western Lane Fire and EMS Authority Board of Directors.

Exercises direct or indirect supervision of all WLFEA department staff and volunteers and any other staff as designated by the WLFEA Board.

ESSENTIAL JOB FUNCTIONS

The Authority's Board of Directors desires an applicant who possesses the knowledge and experience of the modern practices, principles and procedures of operating a Fire Authority with only general direction given by the Board. They must possess the political and personal skills necessary to guide the Board and Authority through the development and execution of a comprehensive Strategic Plan. The desirable candidate must possess a strong understanding and experience with budgeting practices, Human Resources, and Labor/Management relations.

This position operates independently with minimal office support and must have computer skills to navigate word processing, data basing, and basic spreadsheet software.

Performance of functions has significant financial, reputational, and operational impact upon the Authority that requires the incumbent to use a high degree of judgment and tact in the execution

of the essential functions. Requires some travel, both inside and outside the Authority, as he or she represents the Authority in community, political, and other EMS related activities. Involves limited exposure to hazards and extreme conditions but may require such exposure in the event of major disaster operations supervision or routine involvement in emergency operations at the command level. May involve periodic working under a high degree of stress and may require the periodic working of long hours in the performance of essential functions.

The Fire & EMS Chief is responsible for all operations and activities of the Authority and any other organization with whom the Authority has agreed to provide administrative services... Involves a high degree of regular contact with others, both inside and outside of both organizations as he or she works independently on a wide variety of complex duties and responsibilities, with only general direction given by the Board of Directors.

The essential functions of the Fire and EMS Chief of WLFEA include, but are not limited to, the below duties and responsibilities that are listed in no particular order of importance or significance:

- Chief Administrative Officer in charge of oversight of all Authority Operations: Fiscal, Human Resources, Fire Prevention/Public Education, Fire Suppression, Training, and Emergency Medical Services. Responsible for the development and presentation of short and long-range planning for continued stable operations of the Authority.
- Analyzes emergency service problems, develops plans and techniques to provide exceptional service to the Authority. Ensures the operational readiness of the Authority, including personnel, apparatus, and equipment readiness. Develops and manages a comprehensive and reliable volunteer firefighter/EMS/support personnel response program, which may include resident volunteers, shift volunteers, and community/respond-from-home volunteers.
- Coordinates with local, state, and regional emergency service and allied agencies. Recommends to the Board of Directors and upon approval, maintains effective automatic aid and mutual aid agreements with allied agencies. Maintains effective working relationships with allied agencies and community partners.
- Develops, interprets, and directs the implementation of Standard Operating Procedures, Policies, Directives, Protocols, and Department Rules and Regulations as adopted by the Board of Directors. Reviews policies and procedures on a regular basis to ensure that they remain relevant, legal and consistent with Fire and EMS best practices. Coordinates with the Authority's Medical Director in reviewing and implementing protocols and a Quality Assurance program. Ensures that personnel maintain required levels of continuing education and certifications.
- Responsible for developing short- and long-range Authority goals and capital improvement or replacement schedules. Develops and maintains a 'Standard of Cover'. Evaluates and provides analysis of various Authority services and community needs relating to fire protection, fire prevention and emergency medical services.

- Serves as the Budget Officer and/or Investment Officer for the Authority in planning, developing, and projecting Authority budgets. Administers the budget in a manner which brings value to the Authority[s] and in compliance with applicable laws and Board[s] policy and direction. Projects and communicates at least monthly: budget status and any obstacles/shortfalls with regard to the budget and makes recommendations to the Board of Directors.
- Identifies potential grant and alternative funding opportunities; makes application for grants or alternative funding opportunities that meet the needs of the Authority.
- Acts as the communications link and maintains information and statistics as directed by the Board of directors and prepares reports as required. Ensures that Board of Directors and Committee meeting agendas and related documents are prepared and distributed on a timely basis. Attends Board of Directors meetings and workshops.
- Represents the Authority's interests and acts as the public relations representative for the Authority to the general public, political subdivisions, and civic and private groups and agencies. Acts as the Public Information Officer providing information relating to incidents or other Authority news for the media and other organizations.
- Ability to perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, and general mobility; Possesses excellent communication, including internal and external communications.
- Identifies operational and administrative needs; organizes projects and programs, delegates work assignments and responsibilities. Directs and manages tasks. Uses Authority software to prepare correspondence, reports and spreadsheets.
- Ensures that required records and reports are created and submitted to appropriate agencies as required. Ensures the maintenance of files and records relating to the function of the Authority. Responsible for ensuring required records retention and appropriate responses to Public Records requests.
- Performs all aspects of this position with minimal instruction; frequently utilizes personal judgement. Refines existing work methods, develops new techniques, concepts or programs within established limits including Authority policies and all State/Federal/County guidelines, rules, and statutes. Maintains effective and harmonious working relationships with personnel and agencies within and external to our organization.
- Performs human resource duties including the hiring, disciplining, promoting, or termination of all staff, including career or volunteer, within the policies adopted by the Board of Directors and Collective Bargaining Agreement. Administers performance reviews and administers wage and benefits packages as adopted by the Board of Directors and within the adopted budget. Participates in labor negotiations.

- Plans, directs, and reviews activities of personnel performing fire & life safety inspections, prevention activities, and public education. Oversees the enforcement of applicable fire codes and ordinances. Ensures coordination with the State Fire Marshal, City and County Planning and Building Officials and other agencies in the enforcement of applicable prevention and life-safety laws and codes. Coordinates with Emergency Management agencies and organizations and serves as Authority representative with such agencies. Responsible for the Authority's Emergency Operations Plans.
- Oversees the revisions, development, of Authority fire codes and ordinances
- Ensures, directs, conducts, or assists in the investigation of fires when necessary to determine cause, origin, and circumstances relating to the cause of such fires. Ensures cooperation with other agencies assisting in fire cause investigations.
- Oversees the preparation of specifications for emergency apparatus and equipment.
- Serves as the representative for WLEOG. Participates as a Authority representative in local, county, regional and state meetings and planning groups relating to fire and life safety issues.
- Directs firefighting and supervises subordinate officers in the development and operations of fire training, fire prevention programs, disaster planning, and administrative procedures. Responds to emergency incidents as required to either directly deliver services or assume command or other ICS position as needed; supervises the use of personnel and equipment..
- Tracks and monitors Federal/State/County/Regional activities that may impact Authority policy, procedures or programs.
- Ensure the Authority's compliance with Federal and State OSHA rules and regulations.
- Coordinates with Emergency Management agencies and organizations and serves as Authority representative with such agencies. Responsible for the Authority's Emergency Operations Plans.
- Attends conferences, specialized schools, seminars and other functions as necessary to keep abreast of new developments in subjects relating to the operation and functions of the Fire Authority.
- In his /her absence delegates authority to the appropriate operational entity to ensure a clear chain of command is maintained.
- Performs other duties and functions as the Board of Directors may require or direct.
- Direct and operate and ambulance service with well trained and certified personnel.

NOTE: The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing

of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Associates degree in Fire Science, Emergency Medical Services, Business or Public Administration, or related field and/or satisfactory equivalency from a nationally or regionally accredited college or university; supplemented with Upper Division coursework in Fiscal and Personnel Management
- Minimum of 10-years of progressive structural Fire Service experience including 3 years of management experience at or above that of Battalion Chief or comparable rank in a Fire or EMS or other related emergency service field. Minimum of 5-years of full-time paid Fire or EMS service experience.
- NFPA, Oregon, or IFSAC Firefighter 2; HazMat Operations, and Fire Officer 1 or equivalent.
- Completion of ICS 100, 200, 300, 400, 700 courses
- Valid Oregon Driver's License [or ability to obtain within 30-days of employment] and insurable by the Fire Authority insurance carrier.
- Ability to communicate in English, both orally and in writing; as well as to effectively perform public speaking.
- Thorough knowledge of fire prevention codes and practices, public education, fireground operations, fire cause investigations, emergency medical services, human resources, labor law and negotiations, budget preparation and management, open meeting laws, community relations, apparatus maintenance, firefighter and EMS safety, training programs, and recruitment and retention of volunteers.
- Display a high level of leadership, communication, and motivational skills.
- Must be bondable and insurable through the Authority's insurance agent for fiscal responsibilities.
- Any combination of training, education and experience that demonstrates the equivalent requirements may be considered at the discretion of the Authority.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Bachelor's or Master'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 2, 3, or 4 certification or equivalent.
- NFPA, Oregon, or IFSAC HazMat Incident Commander certification or equivalent.

- Graduate of the National Fire Academy Executive Fire Officer Program.
- Oregon and/or National Certified EMT or Paramedic.
- 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, successfully pass an Authority background check and medical physical.

RESIDENCY REQUIREMENTS

The Fire & EMS Chief 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 Fire & EMS Chief.

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 WLFEA Board of Directors as needed.

Western Lane Fire and EMS Authority



Job Description

TITLE: FIRE MARSHAL

EFFECTIVE: 01/01/2021

REPORTS TO: FIRE CHIEF

REVISED:

SALARY RANGE: \$85,658 TO \$107,092

CIVIL SERVICE CLASSIFICATION: EXEMPT

REPRESENTATION: NA

JOB SUMMARY

Under limited direction the Fire Marshal will design and implement programs which address the Fire Prevention and Fire Investigation needs of the District. Plans, coordinates, and manages programs and resources which are related to Fire Prevention. Performs other duties as assigned by the Fire and EMS Chief. Keeps the organization's vision and values at the forefront of decision making.

ESSENTIAL JOB FUNCTIONS

- Assists the Fire and EMS Chief with District fire risk analysis through review of fire reports and other significant data. Develops programs to provide effective Fire and Life Safety protection for the District.
- Acts as liaison officer to all City and County planning departments relating to all aspects of land management and code review which affect service delivery of the Fire District.
- Renders prompt, efficient, and courteous service to promote goodwill between the District and the public.
- Establishes and maintains a District-wide fire inspection program.
- Plans, establishes, coordinates, and manages the Fire Prevention education programs of the District:
 - Promotes fire safety and general information to the public by means of press releases, announcements, and other informational publications
 - Schedules station tours, programs, and presentations to schools, civic organizations, industry, and other groups
 - Organizes and schedules appropriate activities for Fire Prevention Week and other related activities
 - Assists schools and care facilities with establishing effective evacuation procedures.
- Establishes and maintains a Fire and Life Safety program.
- Assists the Fire and EMS Chief or his designee in developing an annual budget which estimates the allocation of funds needed for Fire Prevention and Fire Investigation programs.
- Attends training required to maintain mandatory credentials and for enhancement of the position and the ability of the District to deliver effective Fire Prevention services.
- Investigates Origin and Cause for all fires.

- Establishes and manages a Pre-Fire Plan program.
- Represents the District in state, national, and international organizations as authorized by the Fire and EMS Chief.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Possess a valid Oregon driver's license within 30 days
- AAS or AA Degree in Fire Science or equivalent
- 5 years Fire Service experience
- 2 years Fire Inspection experience
- 2 years Fire Investigation experience
- 2 years Fire and Life Safety Programs experience
- NFPA Fire Investigator Certification (or equivalent)
- Pre-Fire Plan programs experience
- ICC Fire Inspector I Certification
- ICC Fire Inspector II Certification (within 1 year of hire date)
- ICC Fire Plans Examiner Certification (within 1 year of hire date)
- OSFM Fire & Life Safety Competency Recognition Levels 1-4 (within 1 year of hire date)
 - Level 1 Company Inspector
 - Level 2 FLS Specialist 1
 - Level 3 FLS Specialist 2
 - Level 4 Fire Marshal

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- BS or BA Degree in Public Administration or Emergency Service or equivalent
- DPSST NFPA Juvenile Fire-Setter Intervention Specialist I Certification

EQUIPMENT

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

CONDITIONS OF EMPLOYMENT

- Pass a Criminal Background and Reference Check
- Successful Completion of a medical physical exam in accordance with NFPA 1582
- Pass Pre-Employment Drug Screening
- Work flexible hours and overtime as required.

PHYSICAL REQUIREMENTS

Must be able to pass a medical physical exam, based on NFPA 1582.

RESIDENCY REQUIREMENTS

The Fire Marshal is not required to live within the Western Lane Fire and EMS Authority boundaries but must reside within a ninety (90) minute response area.

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: Division Chief - Training

EFFECTIVE: 01/01/2023

REPORTS TO: Fire and EMS Chief

REVISED:

SALARY RANGE: \$91,776 to \$114,741

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

Under the direction of the Fire and EMS Chief, directs, manages, supervises, and coordinates the activities and operations of the Training Division including EMS and Fire training and responds to emergency incidents when assigned. Also responsible for coordinating assigned activities with other divisions and outside agencies; assists with complex administrative support to the Fire and EMS Chief and the Deputy Chief.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or duties set forth below to address business and changing business practices.

- Assumes management responsibility for assigned programs, activities and operations of the Authority including all areas within the training division such as, 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 training programs and services.
- Monitors and evaluates the efficiency and effectiveness of training delivery methods and procedures; recommends appropriate training levels.
- Participates in the selection and evaluation of career personnel and volunteer officers assisting in the Training Division; ensures the completion of performance evaluations for those career personnel and volunteer officers; and implements discipline procedures according to policy.
- Oversees and participates in the development and administration of the Training Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments.
- Oversees the development and implementation of the department's training programs for firefighting, emergency medical services and other emergency response services and

programs; develops and implements training programs and schedules; identifies the fire and EMS training needs of career and volunteer personnel; provides and/or coordinates staff training and drills in firefighting and EMS methods, techniques, and related subjects; coordinates training programs with other divisions, departments, and outside agencies.

- Manage the purchasing, maintenance, and inventory of all fire and EMS training 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 WLFEA; coordinates maintenance and repairs to existing facilities, as necessary.
- Provides staff assistance to the Fire and EMS Chief and Deputy Chief.
- Serves as the liaison to 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, EMS, fire suppression, training, and management.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Functions as the Duty Chief during assigned weeks.
- Performs related duties as required.
- In the absence of the Fire and EMS Chief and Deputy Chief assumes operational and administrative authority of WLFEA.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

An Associates degree from an accredited college in fire science, healthcare or related field is required. 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 years in a senior training role.

- Firefighter-2
- Fire Officer-2 or higher
- Fire and Emergency Services Instructor 2
- Incident Safety Officer
- NIMS 100, 200, 300, 400, 700, 800
- HMICS

In addition to the general requirements the Training Division Chief should hold either advanced Fire **or** EMS certifications as indicated below.

- **Fire Emphasis**
 - Oregon Health Division EMT-Basic or higher certification
 - NFPA Live Fire Instructor
 - NWCG Engine Boss or higher
- **EMS emphasis**
 - Oregon Health Division EMT- Paramedic certification

- Critical Care Paramedic (CCP-C) or Flight Paramedic (FP-C) certification
- BLS Instructor
- ACLS Instructor
- PALS Instructor

Candidate must have a current Oregon Driver's License.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

A Bachelor's Degree in fire science, healthcare, or a closely related field, from an accredited institution, is highly desirable.

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 described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Due to the nature of this job, reasonable accommodations will not be made to enable individuals with disabilities to perform the essential functions. Firefighting is performed in hazardous conditions under emergency circumstances making physical ability to do the job a safety requirement.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

CONDITIONS OF EMPLOYMENT

- Pass a Criminal Background and Reference Check
- Successful Completion of a medical physical exam in accordance with NFPA 1582
- Pass Pre-Employment Drug Screening
- Work flexible hours and overtime as required.

RESIDENCY REQUIREMENTS

The Division Chief – Training is not required to live within the Western Lane Fire and EMS Authority boundaries but must be within a 30 minute response time when fulfilling role of Duty Chief.

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.

Policy Manual

104.1 PURPOSE AND SCOPE

The Policy Manual of the Western Lane Fire and EMS Authority is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules, and guidelines of this authority. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

104.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that Fire, EMS and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this authority under the circumstances reasonably available at the time of any incident.

104.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Western Lane Fire and EMS Authority and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Authority, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for authority administrative action, training, or discipline. The Western Lane Fire and EMS Authority reserves the right to revise any policy content, in whole or in part.

104.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, Authority policy or collective bargaining agreement, such law, Authority policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Authority will seek to resolve the conflict.

104.3 AUTHORITY

The Fire & EMS Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire & EMS Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

104.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Authority - The Authority of Western Lane Fire and EMS Authority.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

Authority/WLFEA - The Western Lane Fire and EMS Authority.

Employee - Any person employed by the Authority.

Fire Code - The International Fire Code with amendments as adopted by the State of Oregon (OAR 837-040-0010; OAR 837-040-0020).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Western Lane Fire and EMS Authority.

Health and Safety Officer - Members designated by the Fire & EMS Chief as responsible for the administration of health and safety-related programs and policies for the Western Lane Fire and EMS Authority. The Fire & EMS Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Western Lane Fire and EMS Authority Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Western Lane Fire and EMS Authority, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

Policy Manual

On-duty - Member status during the period when the member is actually engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other authority members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

104.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the authority network for viewing and printing. No changes shall be made to the manual without authorization from the Fire & EMS Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

104.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire & EMS Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

104.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Officer will ensure that members under his/her command are aware of any Policy Manual revision.

Western Lane Fire and EMS Authority

Policy Manual

Policy Manual

All authority members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Fiscal Policy

105.1 PURPOSE AND SCOPE

In order to deliver efficient, cost effective service to the public, and meet the State and Federal regulations, Western Lane Fire and EMS Authority must operate within acceptable fiscal standards. The following guidelines should facilitate expenditure of funds approved in the current budget as well as provide a means to deal with unknown contingencies.

105.2 POLICY

All purchasing shall conform to regulations contained in the “State of Oregon, Attorney General’s Public Contracts Manual” current edition adopted by the Board of Directors in 2020. The Fire & EMS Chief will establish internal fiscal controls to ensure close monitoring of all financial operations addressed in this policy.

105.2.1 CONTRACT REVIEW BOARD

The Board of Directors shall act as the “Contract Review Board” in accordance with ORS 279A.060.

105.2.2 QUOTES

Quotes will be obtained and recorded on all major purchases unless specified otherwise. All budgeted single item expenditures for goods and services (not involving public improvements) will be made within the following guidelines. (OAR 137-047-0000 through OAR 137-047-0800)

- \$1,000 or less – Shall have the approval of the individual employee responsible for that area of the budget, or their designee.
- \$1,001 to \$2,500 – Shall have the approval of the Supervisor responsible for control of that area of the District budget and the Fire & EMS Chief.
- \$2,501 to \$10,000 – Shall require the approval of the Fire & EMS Chief. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- \$10,001 to \$75,000 – Shall have the approval of the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- \$75,001 and above – Shall require formal sealed bids or requests for proposals, or a cooperative procurement arrangement permitted by State adopted contracting rules, or by following an approved exception process outlined in the rules.

Fiscal Policy

105.2.3 CONSULTANTS, ARCHITECTS, LAND SURVEYING AND RELATED SERVICE CONTRACTS

All budgeted single item expenditures for consultants, architects, land surveying and related service contracts will be made within the following guidelines. (OAR 137-48-000 through OAR 137-48-0320)

- \$25,000 or less the Fire & EMS Chief may enter into a contract without a selection process as permitted in the rules.
- \$25,001 to \$150,000. The Board of Directors may use an informal selection procedure to award a contract as permitted by the rules.
- Greater than \$150,000. The Board of Directors must use a formal selection process to award a contract as provided for in the rules.

105.2.4 PUBLIC IMPROVEMENTS

All budgeted single item expenditures involving public improvements will be made within the following guidelines. (OAR 137-49-0000 through OAR 137-49-0910) # \$1,000 or less – Shall have the approval of the individual employee responsible for that area of the budget, or his designee.

- \$1,001 to \$2,500 – Shall have the approval of the Supervisor responsible for control of that area of the District budget and the Fire & EMS Chief.
- \$2,501 to \$10,000 – Shall have the approval of the Fire & EMS Chief. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- \$10,001 to \$75,000 – Shall have the approval of the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- \$75,000 and above – Shall require formal sealed bids or requests for proposals or a Cooperative procurement arrangement permitted by the rules, or by following an approved exception process outlined in the rules.

105.2.5 CHECKS OR WARRANTS

All checks or warrants shall bear two (2) signatures.

- Any two (2) board members may sign checks or warrants.
- The Fire & EMS Chief or designee may sign checks or warrants when the signature of a board member is not available.

105.2.6 CREDIT/DEBIT CARDS

The Board may authorize the Fire & EMS Chief or his/her designee to issue credit/debit cards, on a limited and highly accountable basis, to those key staff members requiring those instruments. The card dollar limits will be periodically reviewed by the Fire & EMS Chief and will be reflective of the limits established above.