



**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

August 24, 2023, 6:00pm

2625 Highway 101 North, Florence

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

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

- I. **6:00pm Call to Order & Pledge of Allegiance**
- II. **Roll Call / Establishment of Quorum**
- III. **Public Comment:** *This is the opportunity for the public to speak to the Board of Directors. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.*
- IV. **Consent Agenda**
Meeting Minutes: Regular Meeting 7/27/23
Staff Reports
Correspondence
- V. **Call Volumes**
- VI. **Monthly Financials for SVFR, WLAD, WLFEA**
- VII. **Old Business**
 - a. Approve Job Descriptions from 7/27/23
 - i. Fire & EMS Chief, Fire Marshal, Division Chief – Training
 - b. Approve Policies from 7/27/23
 - i. 104 Policy Manual
 - ii. 105 Fiscal Policy
- VIII. **New Business**
 - a. WLFEA Action Item: Resolution 2023-02 Opening a Local Government Investment Pool Savings Account
 - b. SVFR Action Item: Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account

- c. WLAD Action Item: Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account
- d. SVFR Action Item: Approve Portable Radio Upgrade
- e. Job Descriptions: To be reviewed at next board meeting
 - i. Office Manager & WLCR Program Manager
- f. Policies: To be reviewed at next board meeting
 - i. 106 Public Procurement Policy
 - ii. 107 Board Functionality Officers and Meetings

IX. **Director Comments**

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

X. **Future Business**: Joint Board Meeting Thursday, September 28, 2023 at 6:00pm

XI. **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, July 27, 2023, 6:00 p.m.

The Zoom recording will be posted on SVFR & WLAD Websites

SVFR & WLFEA BOARD MEMBERS PRESENT:

Directors Tim Mendolia, Keith Stanton, and David Carrillo. **Via Zoom:** Directors Jim Palisi and Laurie Heppel

WLAD & WLFEA BOARD MEMBERS PRESENT:

Directors Mike Webb, Vanessa Buss, and Linda Stent. **Via Zoom:** Director Cindy Russell

Not Present: Director Adam Holbrook

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.

OATH OF OFFICE FOR ELECTED BOARD:

Directors Linda Stent, Keith Stanton, and David Carrillo gave their Oath of Office.

ELECT OFFICERS:

- a. SVFR Action Item:
 - Elect President: Director Palisi nominated Director Heppel. Seconded and carried.
 - Vice President: Director Heppel nominated Director Palisi. Seconded and carried.
 - Secretary/Treasurer: Director Palisi nominated Director Mendolia. Seconded and carried.
- b. WLAD Action Item:
 - Elect President: Director Webb nominated Director Russell. Seconded and carried.
 - Vice President: Director Russell nominated Director Webb. Seconded and carried.
 - Secretary/Treasurer: Director Russell nominated Director Buss. Seconded and carried.
- c. WLFEA Action Item:
 - Elect President: Director Webb nominated Director Palisi. Seconded and carried.
 - Vice President: Director Russell nominated Director Webb. Seconded and carried.
 - Secretary/Treasurer: Director Russell nominated Director Stent. Seconded and carried.

PUBLIC COMMENT: None

ANNEXATION DISCUSSION:

Community members from the 10-Mile Creek region and speaker Jordan Essoe brought forth their concerns about home and property fire protection/safety in their area. They are currently in between SVFR and Yachats fire districts. They discussed financial liability, water resources, home sprinklers, and long-term solutions for approximately 250 homes. Chief Schick will hold another meeting and get information for them.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting 6/22/23 & Special Meeting 6/29/23
- Staff Reports
- Correspondence

CALL VOLUMES:

Call Volumes were provided in the board packet under Chief House's report. He noted call volumes for the Fiscal Year were down compared to last year and revenue funding is collected on transports.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

McClure reported that the End of Year Financials look good, and revenue is at or above expectations. The books have not yet closed for the auditors as late invoices are still coming in. Director Webb noted that the WLAD end of year fund balance changed after the purchase of two ambulances.

OLD BUSINESS:

Directors approved the Job Descriptions and Policies that were passed out at the least meeting. They will continue to review every month.

NEW BUSINESS:

- a. Appoint Committee Members and Organization Representatives:
 - i. Station Feasibility Committee: Directors Stanton, Russell, Webb, and Palisi
 - ii. Apparatus Committee (ad hoc): Directors Carrillo, Palisi, and Heppel
 - iii. Labor Negotiation Committee: Director Holbrook
 - iv. Awards Committee: Director Stent, Buss, Russell, and Heppel
 - v. Lane Council of Governments Representative: Directors Palisi and Mendolia
 - vi. Florence Urban Renewal Agency Representative: Director Webb
- b. Approve Dates for FY23-24 Joint Board Meetings:
Director Stent made a motion to approve the Dates for FY23-24 Joint Board Meetings. Director Carrillo seconded. All in favor, motion carried.
- c. Annual Board of Director Conflict of Interest/Code of Ethics Form: McClure asked that the new directors list any conflicts on the form, sign, and get it back to her by next week.
- d. WLFEA Action Item: Resolution 2023-02 Opening a Local Government Investment Pool Savings Account: Tabled until next meeting.
- e. WLFEA Action Item: Resolution 2023-03 WLCR Letter of Support for 24 Hour Emergency Shelter:
Director Stent made a motion to approve Resolution 2023-03 WLCR Letter of Support for 24 Hour Emergency Shelter. Director Buss seconded. All in favor, motion carried.
- f. Job Descriptions: Three will be reviewed at next board meeting.
- g. Policies: Three will be reviewed at next board meeting.

DIRECTOR COMMENTS:

Director Palisi gave kudos to those who have been working on the Type III Engine and Chief House informed the Type VI Engine is anticipated to be completed by the end of the year.

SVFR & WLAD went into 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).

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, August 24, 2023, at 6:00 pm.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,
Holly Lais
Recording Secretary

DRAFT



Memorandum

To: WLFEA Board of Directors
From: Fire and EMS Chief Michael Schick
CC: Dina McClure, Dep Chief House
RE: Chief's Board Report August 24th

1. Annexation discussion

We will be holding a town hall meeting with residents in the Ten Mile Creek Rd area and along Hwy 101 to discuss their questions around annexation. Postcards have been mailed to residents in that area inviting them to come to our Fire Station #1 on Thursday August 31st. Board members are invited to attend this meeting to hear the concerns of the residents. We believe there are approximately 150 improved lots plus many undeveloped properties in the area of concern. The assessed values of the improved properties is around \$41,000,000 leading to a projected tax revenue of approximately \$63,000.

There are many options for the residents, some of which would be to:

- 1) Annex into Siuslaw Valley Fire & Rescue. This would provide a small amount of tax revenue to the District, certainly not enough to justify the construction of a fire station or full time staffing. We currently respond up to MP174 with an ambulance and even though our fire protection area stops at MP181 (Southview Lane) we will send an engine up to MP174 if needed. Our nearest staffed station is Station 1 at a travel distance of 18 miles. Annexation to our district would not provide a quicker response than what we can deliver now but it would guarantee them a response.

-
- 2) Annex into the Yachats Fire Protection District. This is a combination fire department with their fire station approximately seven miles to the north.
 - 3) Enter into an agreement for fire protection services with either SVFR or Yachats. This could be done on a property by property basis. We currently have agreements with a few properties just outside our district boundaries for which the property owners are billed annually for what they would pay if they were within our taxing district.
 - 4) Status quo. We would still respond if asked although it would not be considered a mutual aid response.

2. Station Feasability

We have received a second round of conceptual drawings from Soderstrom Architects on a potential new Administration building and a remodel of Station 1. These drawings are being distributed to staff in order to generate comments.

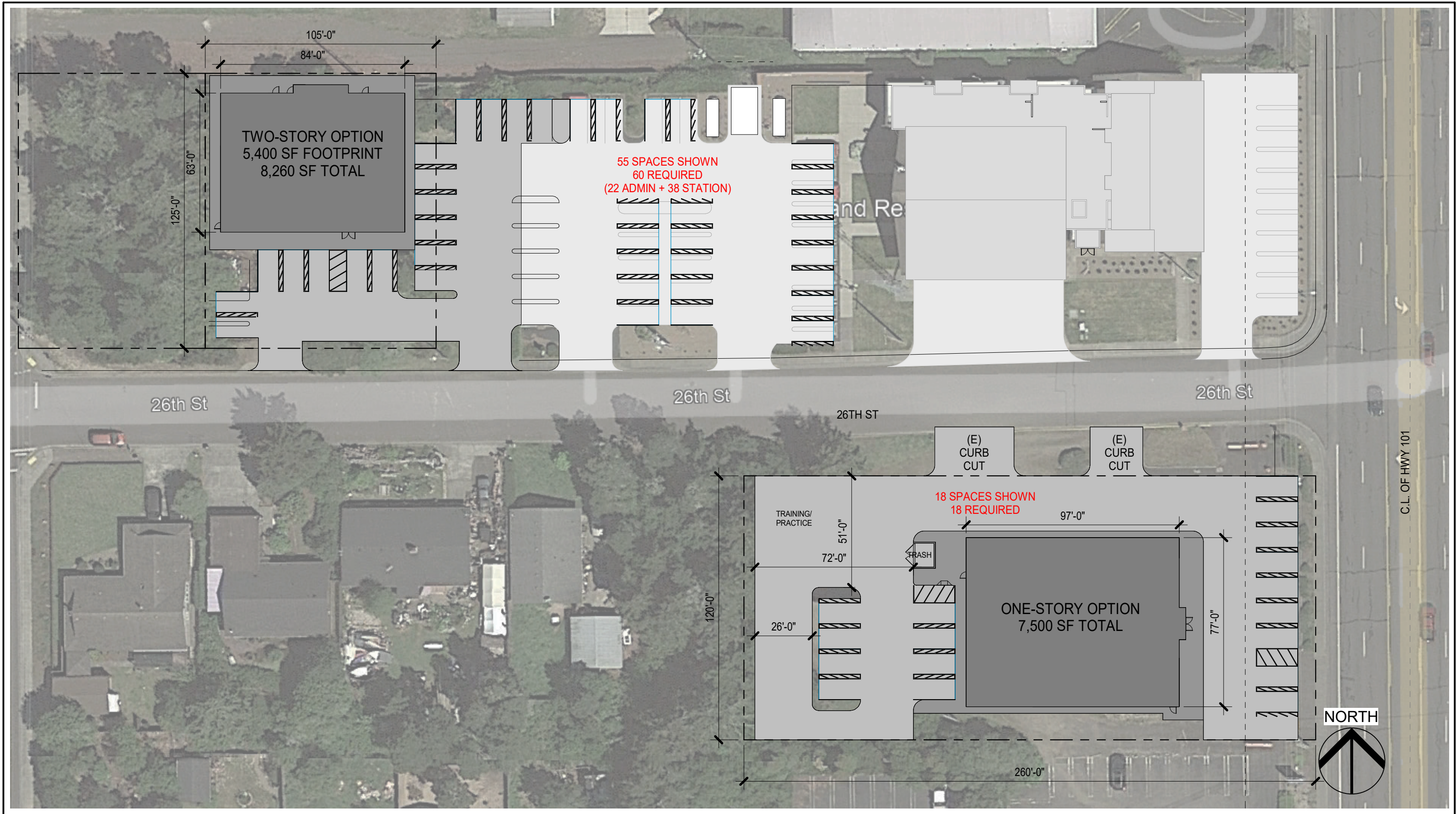
Western Lane Fire & EMS

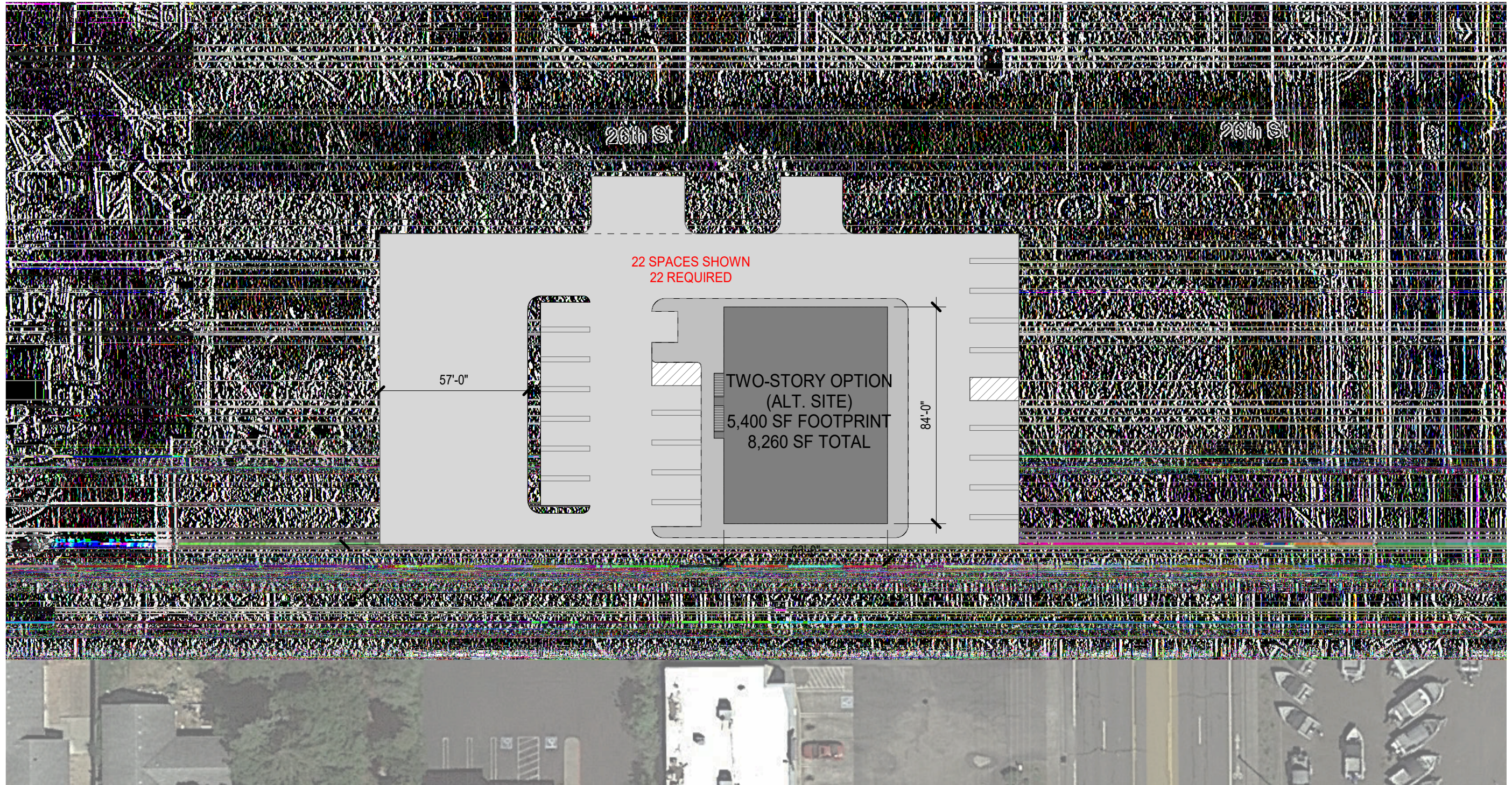
Programming Outline

ROOM	EXISTING AREA			PROGRAM AREA		
	NET AREA	NUMBER	TOTAL SF	NET AREA	NUMBER	TOTAL SF
ADMINISTRATION FUNCTIONS						
Reception	100 SF	1	100 SF	150 SF	1	150 SF
Lobby	450 SF	1	450 SF			
Fire Chief (+ Conference)	153 SF	2	306 SF	240 SF	1	240 SF
Deputy Chief			0 SF	140 SF	1	140 SF
Training Chief			0 SF	140 SF	1	140 SF
Fire Marshal			0 SF	200 SF	1	200 SF
Fire Prevention Storage			0 SF	40 SF	1	40 SF
HR Coordinator			0 SF	140 SF	1	140 SF
Finance Manager			0 SF	140 SF	1	140 SF
Office Manager			0 SF	140 SF	1	140 SF
Administration Assistant			0 SF	140 SF	1	140 SF
Additional Offices	139 SF	3	417 SF	140 SF	1	140 SF
Open Office	826 SF	1	826 SF			
Board/ Classroom Room (+/- 40 person)(EOC)	367 SF	1	367 SF	1,350 SF	1	1,350 SF
Conference Room				330 SF	1	330 SF
IT	58 SF	1	58 SF	40 SF	1	40 SF
Copy/ Office Ops			0 SF	130 SF	1	130 SF
Admin Break Room			0 SF	430 SF	1	430 SF
Men's RR	140 SF	2	280 SF	130 SF	2	260 SF
Women's RR	140 SF	2	280 SF	130 SF	2	260 SF
Building Utilities			0 SF	100 SF	1	100 SF
Janitor			0 SF	50 SF	1	50 SF
Net Area	2,373 SF		3,084 SF	4,300 SF		4,560 SF
Grossing Factor - 20%		20%	617 SF		20%	912 SF
Total Area - Administration / Office			3,701 SF			5,472 SF

ROOM	EXISTING AREA			PROGRAM AREA		
	NET AREA	NUMBER	TOTAL SF	NET AREA	NUMBER	TOTAL SF
OPERATIONS FUNCTIONS						
Apparatus Bays (18x40)	1,095 SF	4	4,380 SF	1,095 SF	6	6,570 SF
Fitness Room	0 SF	1	0 SF	450 SF	1	450 SF
Dorms	150 SF	3	450 SF	150 SF	9	1,350 SF
Kitchen	295 SF	1	295 SF	500 SF	1	500 SF
Training	2,317 SF	1	2,317 SF		1	0 SF
Day Room	270 SF	1	270 SF			
Lounge	453 SF	1	453 SF		1	0 SF
General Supply	134 SF	1	134 SF	134 SF	1	134 SF
Dorm RR	65 SF	2	130 SF	65 SF	6	390 SF
Janitor/ General Storage	40 SF	2	80 SF	50 SF	1	50 SF
Turnout Gear	243 SF	1	243 SF	243 SF	1	243 SF
Ops Building Utilities			0 SF	100 SF	1	100 SF
Dispatch	84 SF	1	84 SF		0	0 SF
Oxygen Compressor	135 SF	1	135 SF		1	0 SF
Radio	134 SF	1	134 SF		1	0 SF
Mechanical Shop	201 SF	1	201 SF		1	0 SF
Generator	182 SF	1	182 SF		2	0 SF
			0 SF		2	0 SF
			0 SF		1	0 SF
Net Area	5,798 SF		9,488 SF	2,787 SF		9,787 SF
Grossing Factor - 20%		20%	1,898 SF		20%	1,957 SF
Total Area - Administration / Office			11,386 SF			11,744 SF

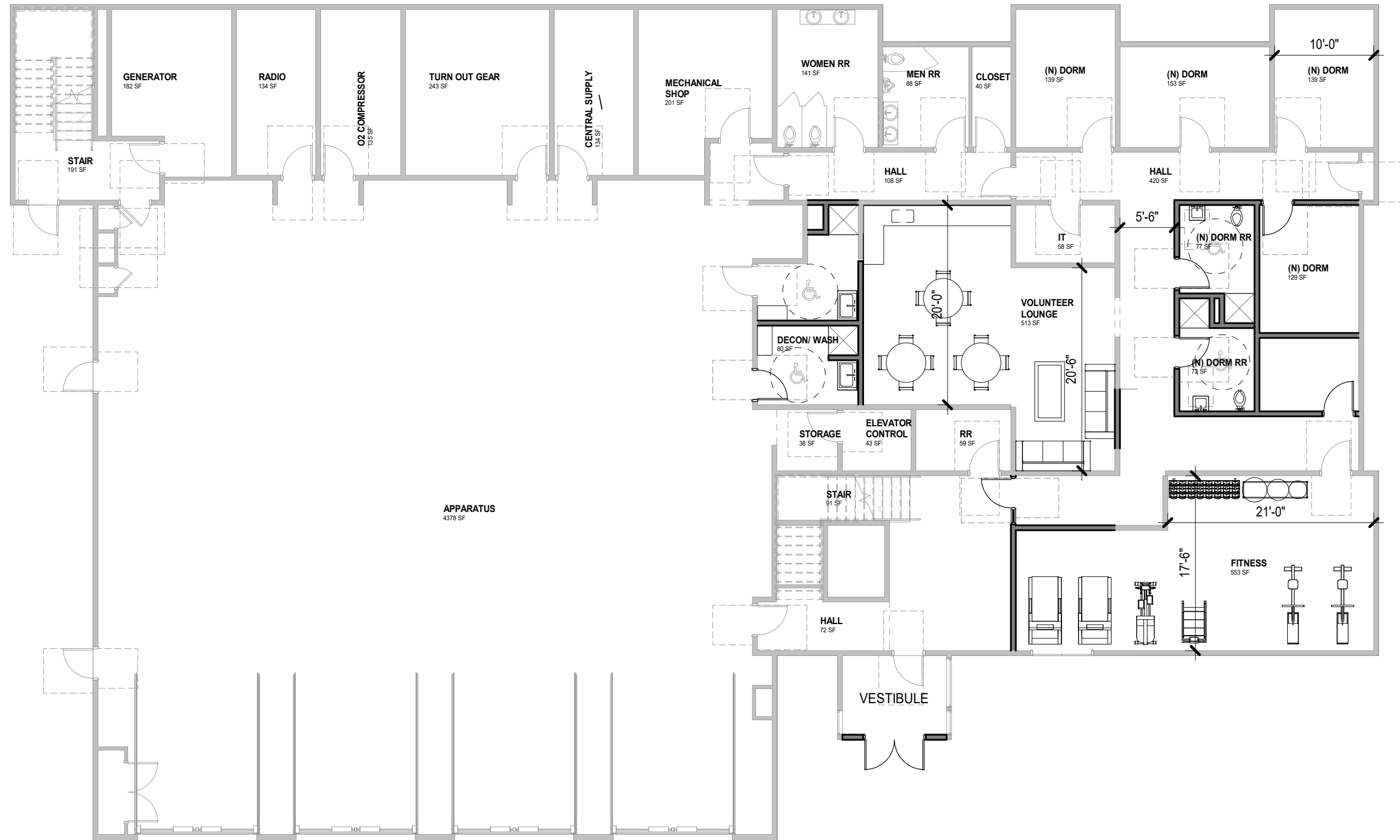


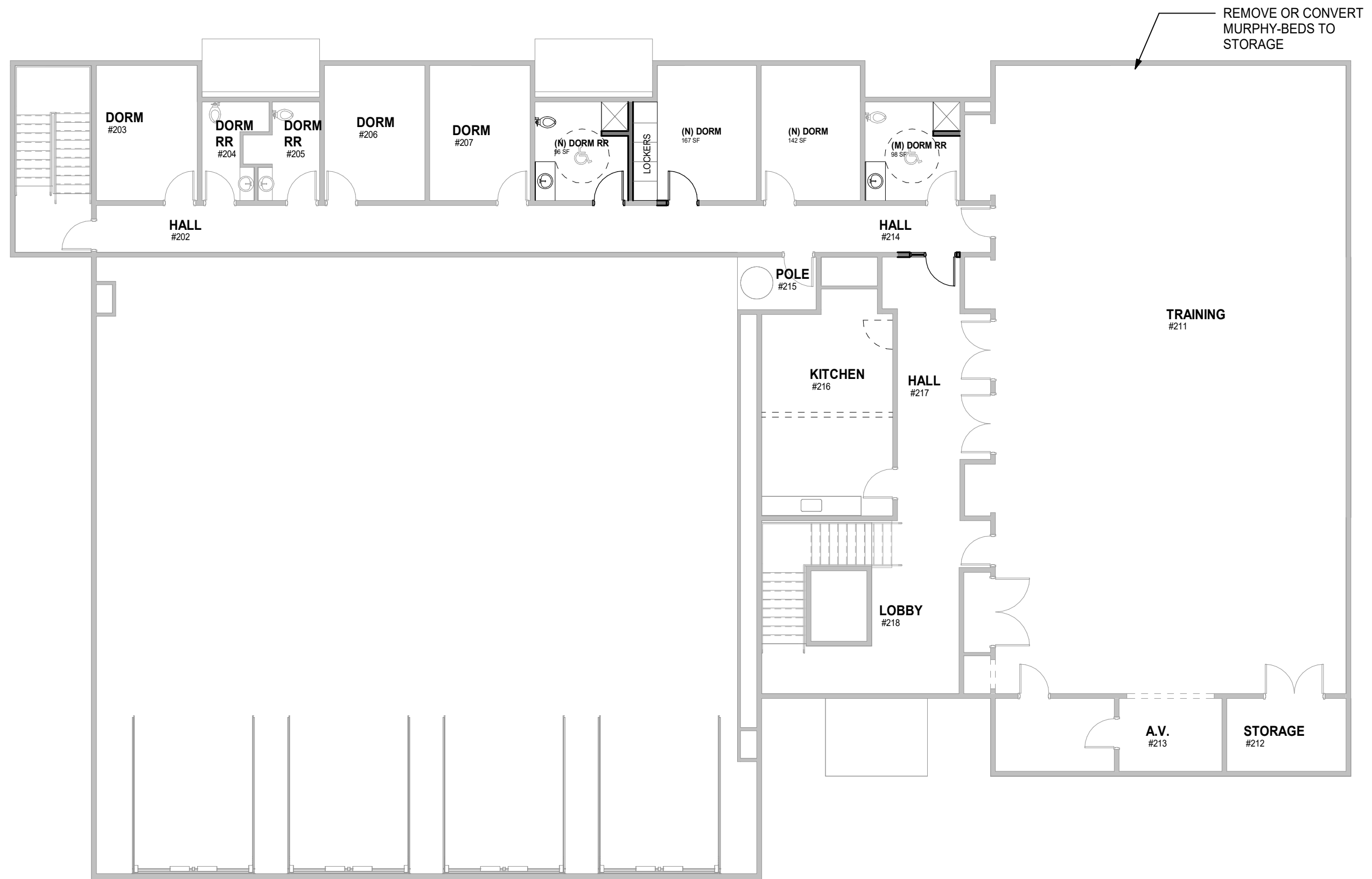




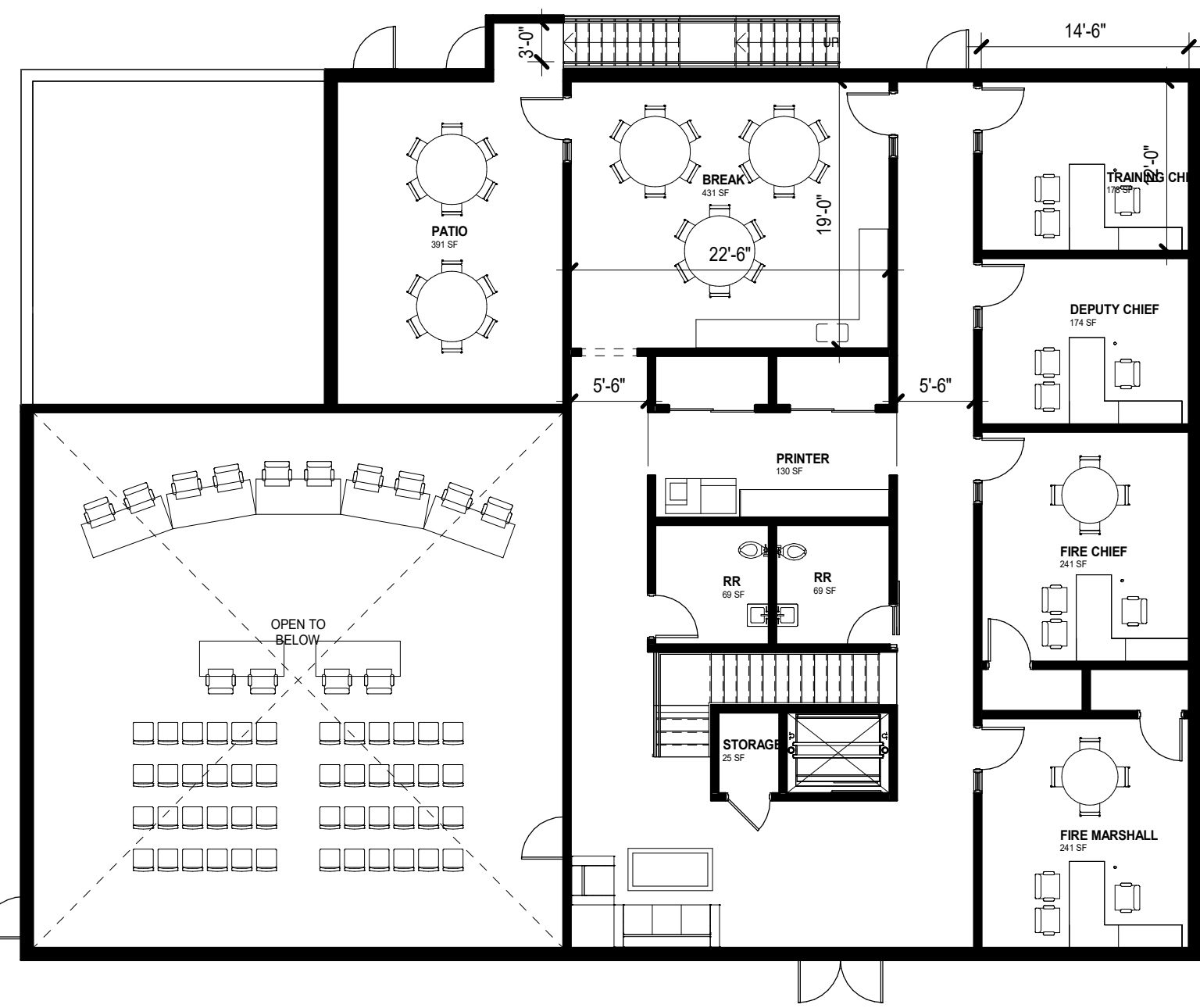












WESTERN LANE
 FIRE & EMS
 Schematic Design
 08.10.2023

Schematic Administration Building - Opt 2 | SD-03b

Soderstrom Architects



Western Lane Fire and EMS

"Stronger as one"

August 23, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. We took a long awaiting step with the radio project. Dispatch has been reconfigured to a new process of how we receive 911 or non-911 dispatches for our services. The process has gone well, we've identified some areas that need corrected. It was anticipated to have some areas of correction with a project of this magnitude. Overall, we are very pleased with the outcome and seeing this 3-year project come to life.
2. Type 3 Engine has arrived, we've begun the uplifting process to be service ready.
3. Renaming of Authority stations has been completed.
4. B-Shift successfully stopped a motorhome fire from extending to the residential structure. Had our response not been so fast, the structure can easily have been involved.

1. Mobile Integrated Healthcare

Mobile Integrated Healthcare program continues to stay busy. The workload has been sustainable with the loss of Palliative care to our community. Mobile Integrated Paramedic continues to work closely with PeaceHealth with those patient types.

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. New Western Lane Crisis vehicle placed into service.
- x. Western Lane Crisis transport vehicle in Bend for uplift to be placed into service.
- xi. Annual apparatus inspections and service ongoing.
- xii. Station 7 has been thoroughly cleaned and organized.
- xiii. Station 1 and Station 2 inspections were conducted.



Western Lane Fire and EMS

“Stronger as one”

Call summary:

1. Call summary comparison for monthly and fiscal year.
 - a. Starting fiscal year 2023-2024, the reporting way of call volumes have been changed to reflect our total call volume for Western Lane Fire and EMS Authority.

WLFEA July 2023 Responses	2022	2023	Difference
911 Response, transports	189	169	-20
Interfacility Transfers	30	45	15
Specialty Care Transfer	12	18	6
911 Response, no patient transport	118	124	6
Mobile Integrated Healthcare Visits	43	52	9
Fire	15	22	7
Rescue / EMS	85	95	10
Other (Service calls, good intent, false alarms)	27	47	20
Overall call volume	519	572	53
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	189	169	-20
Interfacility Transfers	30	45	15
Specialty Care Transfer	12	18	6
911 Response, no patient transport	118	124	6
Mobile Integrated Healthcare	43	52	9
Fire	15	22	7
Rescue / EMS	85	95	10
Other (Service calls, good intent, false alarms)	27	47	20
Fiscal year total call volume comparison	519	572	53

Mobile Integrated Healthcare

Number of visits was up this July strictly because of the numerous, shorter visits to patients Previously on Palliative Care. I was out sick for 3 days at the end of the month, or this month numbers would have been even higher.

I began doing all MIH scheduling mid-month, which will reduce the number of visits I can do by about 30% going forward.

Here is the breakdown for the July numbers from last month and last year:

Years	2023	⌵
Visit date	Jul	⌵

	Number of Referrals	% of total Referrals
PoP	15	29%
DC	15	29%
PCinHome	14	27%
PCP	5	10%
EMS	2	4%
ED	1	2%
Grand Total	52	100%

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

Years	2022	⌵
Visit date	Jul	⌵

Referral	Visits	Percent
DC	19	44.2%
PAL	12	27.9%
ED	5	11.6%
PCP	4	9.3%
CC	2	4.7%
Self	1	2.3%
Grand Total	43	100.0%

Operations – Logistics

July

- Annual apparatus inspections and service ongoing
- Annual uniforms issued to all staff
- New WLCR vehicle placed in service

Apparatus

- E-601: Coolant leak repair
- E-611: EGR repair
- M-615: Drivers door seal replaced, compartment handle replaced, batteries replaced
- BATT-60: oil change
- U-651: AC repair
- R-610: Front drive shaft replaced
- WT-601: Front turn signal mounts replaced

Equipment

- Met with Vendor to start process of replacing portable radios

Facilities

- Station 3: Phone repair, ordered Starlink
- Station 7: Cleaning, preparation for annual hose and ground ladder testing
- Station 8: Phone repair, lounge/shed/bay cleanout
- Station 10: HVAC check and east bathroom sink ordered.

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 August 2023

Target Solutions topics for the month are Rope, Rescue, Knots, RT-130 Annual Wildland Fire Safety Refresher (MOD #4), CAPCE Asthma Advanced, and CAPCE Cardiac Emergencies Basic or Advanced. Additional online training include Pediatric Post Intensive Care Syndrome and Pediatric Grand Rounds – Pediatric Abuse in the Emergency Room.

The drill schedule for the month is size-up and Blue Card simulator on 8/8 and 8/15, single company evolutions on 8/12, and rope rescue task book checkoffs on 8/13.

The Firefighter I academy has is near completion. This month they have worked on ropes and knots, search and rescue, and single company evolutions. Their final burn day was on 8/19 at the station 4 burn box and they will have skills review on 8/18-8/19. Final testing for the academy is 8/26.

There was a multi-agency training with USCG, LCSO, OSP, and FPD on 7/26 at the Port of Siuslaw. WLFEA provided medical support for possible injuries and thankfully, our services were not required. Lunch and after-action report at USCG station brought forward many areas for improvement/consideration during future trainings or incidents.

Sky Cedarleaf-Grey and Nick Terrell are attending “The Engine Company: Effective Fire Attack and Strategic Fire Training” in St. Helens on 8/26.

Rob is working with the office of the Oregon State Fire Marshal and our regional hazmat team to host a train-the-trainer course for HazMat Incident Commander.

Lt. Tom Kozlowski and Mackenzie Jeffcott attended Peer Support training at the regional training facility in Eugene on 8/1 and 8/2. They have started additional communications with members of Eugene Springfield Fire on creating a peer support team for departments within the union.

In addition to our monthly CPR class, we will also be providing training to the Siuslaw School District on 8/28 and the Mapleton School District 8/31. Next month we will also be training the Florence Police Department.

New DPSST certifications this month are Captain Darrek Mullins and Justin Mack as Firefighter Type 2, and Geri Brooks and Jack Freel as Firefighter I. Nic Tustison acquired his EMT-I license through Oregon Health Authority and is working on his WLFEA task book. Jack Freel has received his NREMT certification and is awaiting his OHA license.

August 2023

Western Lane Crisis Response (WLCR) Interim Manager's Board Report
Prepared by Melissa House, QMHA-I

- Camille had a healthy baby boy on July 12th. Baby and mom are doing great. Melissa has been interim manager since that day and will remain IM until Camille is back from Maternity leave.
- Staffing continues to be our main area of concern. We are down to 4 responders', possibly 3 soon. We are mostly doing phone interventions. Call volume has dropped significantly, and I believe that is due to our staffing shortage.
- The current staffing model in place is no longer sustainable, and it never really held high rates for retention. Kathy Smith, (contracted to help), and I are working to create a few new staffing model options to present in October. In the meantime, we are currently trying to hire part time responders but there have not been any applicants.
- HRSA Grant funding started July 1st. (Planning Grant) Kathy and I held the first meeting with a few of the main stakeholders at the Florence Justice department. Several pain points and opportunities were identified. The group agreed on 3 areas of focus: WLCR staffing model, PHH Emergency Department's approach for discharging underserved patients, and improve awareness and outreach. Subgroups are tackling each focus area prior to our next meeting in early October as we work towards a larger strategic plan and stakeholders meeting. With the 3 larger grant requirements, Kathy has been able to work magic by combing planning sessions that fulfill all 3 grant requirements which means a lot less meetings for everyone.
- WLCR received a grant from Western Lane Community Foundation. These funds will go towards new radios, crisis kits, and office equipment.

- SAMHSA Grant: Begins on Sep. 30th. We will be posting the 3 FTE Client Advocate Positions and the 1 FTE Outreach position and will begin interviews in October.
- Boys and Girls Club (CVI) Grant- Hired Donna Welding. Donna currently works with youth at the schools. She has developed programs in the past and will be a great fit for this position. Donna will do amazing things with this opportunity.
- Joseph and Lewis still doing modified follow ups. This process along with all our reports will soon have to change to accommodate new information requests for the MCIS Data Entry system.
- Melissa and Camille will be out for the full month of September. The team has contacts in place to help with operational or clinical questions. Mary Dimon is helping with some of the mandatory admin tasks.

MCR hours

MCR tap outs: 57

Total hours: 140

Breakdown of MCR tap outs:

6 calls: Mental health
 1 call: Suicidal ideation
 10 calls: Homelessness
 9 calls: Family Disputes
 1 call: Acute Trauma/Sudden Death
 4 calls: Drug/Alcohol Issues
 3 calls: Cancelled in Route
 0 calls: Structure Fires
 22 calls: Other

It meant so much to both of us:

Wish + pastor showed up to make
sure we didn't burn down the
neighborhood with 93 birthday candles.
It takes a lot to surprise a 93
year old, who, himself has put
out fires, But you certainly did
surprise him.

I thank you so much for taking
the time - Sorry you couldn't
stay to enjoy the meal - This
"brownie" cake is a poor substitute
but the best I could do at my glacial
speed pace.

Tom Harrey, for
Don

Your kindness is greatly appreciated.

Siuslaw valley fire dept.

2625 Hwy 101

Smoke alarm assistance

In our new home at 4160 caddington lane, we were experiencing some difficulty working with the fire and smoke detectors. I spoke to personnel at the fire station and they indicated that they would have some one look into my problem.

That same afternoon personnel from the dept. came to the house and ascertained the problem. They replaced batteries and the smoke units and alleviated my problem.

I would like to express my thanks and gratitude to the four young men that were dispatched in my assistance. All were very courteous and knowledgeable.

This took place on July 17, 2023. Again I would like to express my thanks to the Siuslaw Fire Dept. for the work and effort that was expended.

Respectfully yours

Chuck Price 7-19-2023

Chuck Price
541-997-4936



Western Lane Fire and EMS

“Stronger as one”

Call summary:

1. Call summary comparison for monthly and fiscal year.
 - a. Starting fiscal year 2023-2024, the reporting way of call volumes have been changed to reflect our total call volume for Western Lane Fire and EMS Authority.

WLFEA July 2023 Responses	2022	2023	Difference
911 Response, transports	189	169	-20
Interfacility Transfers	30	45	15
Specialty Care Transfer	12	18	6
911 Response, no patient transport	118	124	6
Mobile Integrated Healthcare Visits	43	52	9
Fire	15	22	7
Rescue / EMS	85	95	10
Other (Service calls, good intent, false alarms)	27	47	20
Overall call volume	519	572	53
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	189	169	-20
Interfacility Transfers	30	45	15
Specialty Care Transfer	12	18	6
911 Response, no patient transport	118	124	6
Mobile Integrated Healthcare	43	52	9
Fire	15	22	7
Rescue / EMS	85	95	10
Other (Service calls, good intent, false alarms)	27	47	20
Fiscal year total call volume comparison	519	572	53

Siuslaw Valley Fire and Rescue

Balance Sheet

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	12,434.43	33,373.74
1002 Money Market 0832	382,135.41	998,240.69
1003 SVFR LGIP 6355	1,039,387.57	1,006,874.90
1013 Debit/Visa 2876	0.00	612.99
1050 PERS UAL 6512	150,725.71	150,208.81
1052 Capital Replace Savings 7216	115,095.84	396,209.90
1054 Capital Improve Savings 7224	460,468.44	45,754.29
Total Bank Accounts	\$2,160,247.40	\$2,631,275.32
Accounts Receivable		
1200 Accounts Receivable	61,688.76	69.15
Total Accounts Receivable	\$61,688.76	\$69.15
Other Current Assets		
1205 Undeposited Funds	0.00	128.03
1208 Employee Advances	0.00	0.00
1230 Other Receivables	0.00	0.00
1236 Prepaid Expense	19,281.50	19,281.50
1240 Property Tax Receivable	108,825.05	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	\$135,476.58
Total Current Assets	\$2,357,284.71	\$2,766,821.05
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	\$2,357,284.71	\$2,766,821.05
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	13,051.12	225,208.71

Siuslaw Valley Fire and Rescue

Balance Sheet

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
Total Accounts Payable	\$13,051.12	\$225,208.71
Credit Cards		
2007 OPB Mastercard	153.04	1,039.90
Total Credit Cards	\$153.04	\$1,039.90
Other Current Liabilities		
2010 Other Payables	0.00	0.00
2050 Deferred Revenue	86,577.22	86,577.22
2100 Payroll Liabilities	0.00	0.00
2108 Wages & Payroll Liabilities	0.00	0.00
2110 PERS Liability	0.00	0.00
2116 Deferred Comp Valic	0.00	0.00
2130 Union Dues	0.00	0.00
2135 PAC Contributions	0.00	0.00
2182 Association Dues Withheld	0.00	0.00
2195 Medical Insurance	0.00	0.00
2199 Misc PR Deductions	0.00	0.00
2995 Clearing Account	0.00	27.12
Total 2100 Payroll Liabilities	0.00	27.12
Total Other Current Liabilities	\$86,577.22	\$86,604.34
Total Current Liabilities	\$99,781.38	\$312,852.95
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	\$99,781.38	\$312,852.95
Equity		
3100 Capital Reserve	575,564.28	166,885.19
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	2,110,276.99	2,652,660.92
Net Income	-428,337.94	-365,578.01
Total Equity	\$2,257,503.33	\$2,453,968.10
TOTAL LIABILITIES AND EQUITY	\$2,357,284.71	\$2,766,821.05

Siuslaw Valley Fire and Rescue

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	210.60	3,046,205.00	0.01 %
4114 Douglas County	31.56	4,718.00	0.67 %
4117 Prior Year Tax Revenue	1,141.56	30,000.00	3.81 %
Total 4100 Property Tax	1,383.72	3,080,923.00	0.04 %
4303 Three Rivers Casino	61,688.76	61,689.00	100.00 %
4800 Conflag Reimbursements		50,000.00	
4850 Other Income			
4860 Reimbursements and Refunds		15,000.00	
4890 Interest Income GF	4,251.55	12,000.00	35.43 %
4895 Interest Income - Capital	507.95	1,000.00	50.80 %
Total 4850 Other Income	4,759.50	28,000.00	17.00 %
Total Income	\$67,831.98	\$3,220,612.00	2.11 %
GROSS PROFIT	\$67,831.98	\$3,220,612.00	2.11 %
Expenses			
7000 Administration			
7100 Administrative Expense			
7108 Dues and Fees	153.04		
Total 7100 Administrative Expense	153.04		
Total 7000 Administration	153.04		
8000 Capital Outlay			
8003 Portables/Pagers		45,000.00	
8012 Furniture		5,000.00	
8015 Command Vehicle		55,000.00	
8023 Type 6 Engine		100,000.00	
8024 Type 3 Engine	382,965.76	450,000.00	85.10 %
8025 Personal Safety		10,000.00	
8103 Computer Upgrades		5,000.00	
Total 8000 Capital Outlay	382,965.76	670,000.00	57.16 %
Total Expenses	\$383,118.80	\$670,000.00	57.18 %
NET OPERATING INCOME	\$ -315,286.82	\$2,550,612.00	-12.36 %
Other Income			
9000 Beginning Balance - General Fund		1,640,422.00	
9310 Beginning Balance Capital Replacement Fund		497,356.00	
9320 Beginning Balance Capital Improvement Fund		459,696.00	
Total Other Income	\$0.00	\$2,597,474.00	0.00%
Other Expenses			
9501 Contingency		100,000.00	
9525 Transfer OUT to WLFEA	100,000.00	3,784,713.00	2.64 %
9530 Transfer OUT to WLCR		5,000.00	

Siuslaw Valley Fire and Rescue

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9555 Reserved for PERS UAL		150,321.00	
9760 Ending Balance Capital Replacement Fund		498,356.00	
9770 Ending Balance Capital Improvement Fund		459,696.00	
9900 Ending Balance - General Fund		150,000.00	
Total Other Expenses	\$100,000.00	\$5,148,086.00	1.94 %
NET OTHER INCOME	\$ -100,000.00	\$ -2,550,612.00	3.92 %
NET INCOME	\$ -415,286.82	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/02/2023	Transfer			Monthly Expenses	1002 Money Market 0832	-40,000.00
07/03/2023	Bill Payment (Check)	28893	Jerry Ward		1001 Checking 1151	-14.00
07/03/2023	Bill Payment (Check)	28894	Davison Auto Parts, Inc	26588	1001 Checking 1151	-205.84
07/03/2023	Bill Payment (Check)	28895	Chuck's Plumbing, Inc.		1001 Checking 1151	-355.00
07/03/2023	Bill Payment (Check)	28896	Coastal Paper & Supply Inc	3418	1001 Checking 1151	-444.82
07/03/2023	Bill Payment (Check)	28897	Lighthouse Electrical Contractors, INC		1001 Checking 1151	-4,977.71
07/03/2023	Bill Payment (Check)	28898	Vend West Services, Inc.	SVFIR	1001 Checking 1151	-182.70
07/03/2023	Bill Payment (Check)	28899	L.N. Curtis & Sons	4551	1001 Checking 1151	-11,405.48
07/03/2023	Bill Payment (Check)	28900	Hughes Fire Equipment	17115	1001 Checking 1151	-581.39
07/03/2023	Bill Payment (Check)	28901	Shervin's Tire & Automotive		1001 Checking 1151	-296.00
07/03/2023	Bill Payment (Check)	28902	Motorola Solutions, Inc	1036494194 0001	1001 Checking 1151	-404.64
07/03/2023	Bill Payment (Check)	28903	Northwest Safety Clean		1001 Checking 1151	-1,138.57
07/03/2023	Bill Payment (Check)	28904	W. G Peterson Woodworking, Inc.		1001 Checking 1151	-1,650.00
07/03/2023	Bill Payment (Check)	28905	Coast Pavement Maintenance		1001 Checking 1151	-6,699.00
07/06/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-100,000.00
07/07/2023	Bill Payment (Check)	EFT	County Transfer & Recycling	2941-66-001	1001 Checking 1151	-299.75
07/11/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 1151	-1,319.63
07/11/2023	Bill Payment (Check)	EFT	WECO	2323588	1001 Checking 1151	-626.15
07/11/2023	Bill Payment (Check)	EFT	CECO, Inc.	7689674	1001 Checking 1151	-491.35
07/12/2023	Bill Payment (Check)	EFT	Heceta Water PUD	18.18010.01	1001 Checking 1151	-33.50
07/13/2023	Bill Payment (Check)	28906	TNT Sales and Repairs		1001 Checking 1151	-627.61
07/17/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-281.71
07/17/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-54.25
07/17/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-46.03
07/17/2023	Bill Payment (Check)	EFT	City of Florence	1022600	1001 Checking 1151	-186.01
07/17/2023	Check	EFT	Card Service Center	Monthly expenses 6/3-7/3/2023	1001 Checking 1151	-1,290.05
07/17/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-183,390.20
07/19/2023	Transfer			Type 3 Engine Purchase	1052 Capital Replace Savings 7216	-382,965.76
07/19/2023	Bill Payment (Check)	28907	Hughes Fire Equipment	17115	1001 Checking 1151	-382,965.76
07/24/2023	Transfer			closing Debit card with account ending 2876	1013 Debit/Visa 2876	-295.49
07/31/2023	Bill Payment (Check)	28908	South Coast Water Co.	Voided - Acct # SC072	1001 Checking 1151	0.00
07/31/2023	Bill Payment (Check)	28909	South Coast Water Co.	Acct # SC072	1001 Checking 1151	-37.72



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
 July 4, 2023 to August 3, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,290.05
- Payments	\$1,290.05
- Other Credits	\$0.00
+ Purchases	\$153.04
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$153.04

Account Number XXXX XXXX XXXX 0393
 Credit Limit \$45,000.00
 Available Credit \$44,846.00
 Statement Closing Date August 3, 2023
 Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$153.04
 Minimum Payment Due: \$25.00
Payment Due Date: August 28, 2023

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/17	07/17	85431896600XVJ06M	PAYMENT - THANK YOU	\$1,290.05-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0393
 New Balance: \$153.04
 Minimum Payment Due: \$25.00
Payment Due Date: August 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 XXXXXXXXXXXXX0393	\$1,290.05-
07/21	07/23	55131586BBMBV1J3L	DNH*GODADDY.COM TEMPE AZ	\$33.16
07/24	07/25	55131586EBMBXZQXQ	DNH*GODADDY.COM TEMPE AZ	\$119.88
			MARY DIMON	
			TOTAL XXXXXXXXXXXXX0526	\$153.04

\$0 - \$153.04 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/23. 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.

Western Lane Ambulance District

Balance Sheet Comparison

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	41,747.60	102,713.46
1020 Money Market 9835	974,985.86	1,106,136.21
1030 LifeMed Cash 9411	157,089.00	137,796.67
1040 WLAD LGIP 6353	1,558,636.18	1,510,312.36
1050 PERS UAL 6407	59,319.11	59,178.91
1090 Capital Equip Reserve 1060	192,508.17	501,343.43
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$2,984,685.92	\$3,417,881.04
Accounts Receivable		
1200 Accounts Receivable	29,696.32	-1,095.68
Total Accounts Receivable	\$29,696.32	\$ -1,095.68
Other Current Assets		
1201 Patient Accounts Receivable	1,083,092.73	1,310,731.00
1202 Allowance for Bad Debt	-147,303.74	-206,489.69
1203 Allowance for Contractual Adjust	-422,406.16	-511,185.09
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	849.97
Total Other Current Assets	\$676,497.78	\$757,021.14
Total Current Assets	\$3,690,880.02	\$4,173,806.50
Fixed Assets		
1701 Land	350,000.00	350,000.00
1702 Buildings & Improvements	581,521.30	581,521.30
1703 Equipment	1,538,530.00	1,538,530.00
1704 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	-1,201,134.41	-1,201,134.41
Total Fixed Assets	\$1,268,916.89	\$1,268,916.89
TOTAL ASSETS	\$4,959,796.91	\$5,442,723.39
LIABILITIES AND EQUITY		

Western Lane Ambulance District

Balance Sheet Comparison

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	1,200.00	335,934.78
Total Accounts Payable	\$1,200.00	\$335,934.78
Credit Cards		
2007 OPB Mastercard	-75.91	2,361.43
Total Credit Cards	\$ -75.91	\$2,361.43
Other Current Liabilities		
2001 Accrued Account Payable	0.00	0.00
2006 Deferred Casino Revenue	0.00	0.00
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	0.00
2117 AFLAC Payable	0.00	816.31
2130 Union Dues Payable	0.00	0.00
2135 PAC Contributions	0.00	0.00
2140 Garnishments	0.00	0.00
2190 Compensated absences	134,135.92	134,135.92
2199 Payroll Liabilities - Audit	0.00	0.00
2995 Clearing Account	0.00	0.00
Total 2100 Wages & Payroll Liabilities	134,135.92	135,005.17
2200 Deferred LifeMed Income	0.00	0.00
Total Other Current Liabilities	\$187,412.92	\$188,282.17
Total Current Liabilities	\$188,537.01	\$526,578.38
Total Liabilities	\$188,537.01	\$526,578.38
Equity		
3010 Investment in Capital and Land	1,268,916.89	1,268,916.89
3020 LifeMed Fund Balance	157,089.00	137,796.67
3030 Capital Reserve	192,508.17	501,343.43
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	3,012,814.64	3,771,163.84
Net Income	139,931.20	-763,075.82
Total Equity	\$4,771,259.90	\$4,916,145.01
TOTAL LIABILITIES AND EQUITY	\$4,959,796.91	\$5,442,723.39

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	38,837.06	500,000.00	7.77 %
4002 Private Pay	11,734.20	120,000.00	9.78 %
4020 Medicaid	19,439.15	200,000.00	9.72 %
4023 Medicare	114,570.93	1,180,000.00	9.71 %
4025 GEMT CCO Program	6,528.34	65,000.00	10.04 %
4085 Other Revenue	5.13		
4090 less Refunds	-1,553.03		
4099 Allowance for Contractual Adjustment	1,401.76		
Total 4000 Operating Income	190,963.54	2,065,000.00	9.25 %
4200 NonOperating Income			
4210 Property Tax Revenue			
4211 Current Year - Permanent Levy	51.82	731,823.00	0.01 %
4212 Current Year - Local Option Levy	71.56	1,052,768.00	0.01 %
4214 Prior Year Taxes	681.88	25,000.00	2.73 %
Total 4210 Property Tax Revenue	805.26	1,809,591.00	0.04 %
4220 Three Rivers Casino	30,792.00	30,792.00	100.00 %
4230 Other County Tax Revenue	76.33		
4250 Reimbursements	75.91		
4280 Miscellaneous Revenue		15,000.00	
4290 Interest Income WLAD	6,469.55	30,000.00	21.57 %
4295 Interest Income Capital	122.55	800.00	15.32 %
Total 4200 NonOperating Income	38,341.60	1,886,183.00	2.03 %
4600 LifeMed Income	14,363.95	134,000.00	10.72 %
4700 Grant Income		50,000.00	
Total Income	\$243,669.09	\$4,135,183.00	5.89 %
GROSS PROFIT	\$243,669.09	\$4,135,183.00	5.89 %
Expenses			
6900 LifeMed Expense	3,712.89	30,000.00	12.38 %
7000 MATERIALS & SERVICES ADMINISTRATION	25.00		
8000 Capital Outlay			
8010 Building Improvements		50,000.00	
8017 Computer Upgrade / iPads		5,000.00	
8020 Hands Free CPR Devices		18,000.00	
8023 Personal Safety		5,000.00	
8026 Portables/Pagers		45,000.00	
8027 Ventilators		60,000.00	
Total 8000 Capital Outlay		183,000.00	
Total Expenses	\$3,737.89	\$213,000.00	1.75 %
NET OPERATING INCOME	\$239,931.20	\$3,922,183.00	6.12 %
Other Income			

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9100 Beginning Balance - General Fund		2,903,811.00	
9200 Beginning Balance - LifeMed		130,000.00	
9300 Beginning Balance - Capital Fund		192,200.00	
9410 To Gen Fund from LifeMed		110,000.00	
9420 To Equip Resv from Gen Fund		310,000.00	
Total Other Income	\$0.00	\$3,646,011.00	0.00%
Other Expenses			
9011 IF Transfer - Capital Reserve		310,000.00	
9012 From LifeMed to Gen Fund		110,000.00	
9501 Contingency		100,000.00	
9530 Transfer OUT to WLCR		5,000.00	
9535 Transfer OUT to WLFEA	100,000.00	6,206,973.00	1.61 %
9555 Reserved for PERS UAL Account		59,221.00	
9700 Reserved for Capital Expenditures		503,000.00	
9800 Ending Balance - LifeMed		124,000.00	
9900 Ending Balance - General Fund		150,000.00	
Total Other Expenses	\$100,000.00	\$7,568,194.00	1.32 %
NET OTHER INCOME	\$ -100,000.00	\$ -3,922,183.00	2.55 %
NET INCOME	\$139,931.20	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/01/2023	Check	EFT	Card Service Center	Mastercard monthly expenses 5/8-6/6/2023	1010 Checking 0046	-1,067.89
07/03/2023	Bill Payment (Check)	4135	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
07/03/2023	Bill Payment (Check)	4136	Betty Pearson		1030 LifeMed Cash 9411	-10.00
07/03/2023	Bill Payment (Check)	21098	Henry Schein Inc	1129300	1010 Checking 0046	-1,525.17
07/03/2023	Bill Payment (Check)	21099	Day Wireless Systems	1088	1010 Checking 0046	-4,369.56
07/03/2023	Bill Payment (Check)	21100	Enerspect Medical Solutions LLC		1010 Checking 0046	-155.73
07/03/2023	Bill Payment (Check)	21101	Brian's Automotive		1010 Checking 0046	-178.00
07/03/2023	Bill Payment (Check)	21102	Vend West Services Inc.	WESLA	1010 Checking 0046	-26.55
07/03/2023	Bill Payment (Check)	21103	Airgas USA, LLC	2363767	1010 Checking 0046	-111.98
07/03/2023	Bill Payment (Check)	21104	Systems Design		1010 Checking 0046	-2,929.05
07/03/2023	Bill Payment (Check)	4137	Lane Fire Authority		1030 LifeMed Cash 9411	-1,350.25
07/03/2023	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-605.40
07/05/2023	Bill Payment (Check)	EFT	Stericycle	6117445	1010 Checking 0046	-344.16
07/06/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority		1020 Money Market 9835	-100,000.00
07/06/2023	Bill Payment (Check)	21105	Anthem BlueCross BlueShield		1010 Checking 0046	-904.80
07/07/2023	Bill Payment (Check)	EFT	County Transfer & Recycling	2941-1517	1010 Checking 0046	-171.25
07/10/2023	Check	EFT	Dewhurst, George #289	CC Online Refund	1030 LifeMed Cash 9411	-65.00
07/11/2023	Bill Payment (Check)	EFT	WECO	2323670	1010 Checking 0046	-1,810.32
07/12/2023	Check	EFT	Card Service Center	Mastercard monthly expenses 6/8-6/30/2023	1010 Checking 0046	-863.54
07/16/2023	Bill Payment (Check)	EFT	Citi Card-Costco	ending 9251	1010 Checking 0046	-87.54
07/17/2023	Bill Payment (Check)	EFT	City of Florence City Hall	323280.01	1010 Checking 0046	-246.69
07/17/2023	Bill Payment (Check)	4139	George Lydick		1030 LifeMed Cash 9411	-1,800.00
07/17/2023	Bill Payment (Check)	4140	Coast Broadcasting	327	1030 LifeMed Cash 9411	-1,000.00
07/17/2023	Bill Payment (Check)	21106	Bi-Mart Corporation	Acct # 923247	1010 Checking 0046	-168.34
07/17/2023	Bill Payment (Check)	21107	Henry Schein Inc	1129300	1010 Checking 0046	-240.52
07/17/2023	Bill Payment (Check)	21108	Access	EUF2812	1010 Checking 0046	-173.27
07/17/2023	Bill Payment (Check)	21109	Bound Tree Medical	114735	1010 Checking 0046	-82.67
07/17/2023	Bill Payment (Check)	21110	Motorola Solutions, Inc.	1011848639	1010 Checking 0046	-6,416.84
07/17/2023	Bill Payment (Check)	21111	PeaceHealth Hospital		1010 Checking 0046	-1,673.65
07/17/2023	Bill Payment (Check)	21112	Barbara Kylo		1010 Checking 0046	-458.23
07/17/2023	Bill Payment (Check)	21113	Kenneth Martin		1010 Checking 0046	-25.00
07/17/2023	Bill Payment (Check)	21114	Margaret Whaley		1010 Checking 0046	-165.00
07/17/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority		1020 Money Market 9835	-255,539.13
07/20/2023	Bill Payment (Check)	EFT	Citi Card-Costco	ending 9251	1010 Checking 0046	-15.98
07/27/2023	Bill Payment (Check)	EFT	Central Lincoln PUD	281957000	1010 Checking 0046	-308.26
07/31/2023	Check	SVCCHRG		Service Charge	1010 Checking 0046	-25.00



WESTERN LANE AMB DIST
Account Number: XXXX XXXX XXXX 0591

Billing Questions:
800-367-7576

Website:
www.cardaccount.net

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

TIB, N.A. Credit Card Account Statement
July 8, 2023 to August 7, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$863.54
- Payments	\$863.54
- Other Credits	\$75.91
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$75.91-

PAYMENT INFORMATION

New Balance:	\$75.91-
Minimum Payment Due:	\$0.00
Payment Due Date:	September 1, 2023

Account Number	XXXX XXXX XXXX 0591
Credit Limit	\$45,000.00
Available Credit	\$45,000.00
Statement Closing Date	August 7, 2023
Days in Billing Cycle	31

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/12	07/12	85431896100XVGFQ5	PAYMENT - THANK YOU	\$863.54-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0591
New Balance: \$75.91-
Minimum Payment Due: \$0.00
Payment Due Date: September 1, 2023

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

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

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



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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXXX0591	\$863.54-
07/27	07/28	82711166H0004QQEZ	SP BEST BUY MEDICAL MESQUITE NV CREDIT DARREK MULLINS	\$75.91-
			TOTAL XXXXXXXXXXXXX0641	\$75.91-

PLEASE DO NOT PAY, AS OF THIS STATEMENT DATE YOUR ACCOUNT HAS A CREDIT BALANCE.

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.

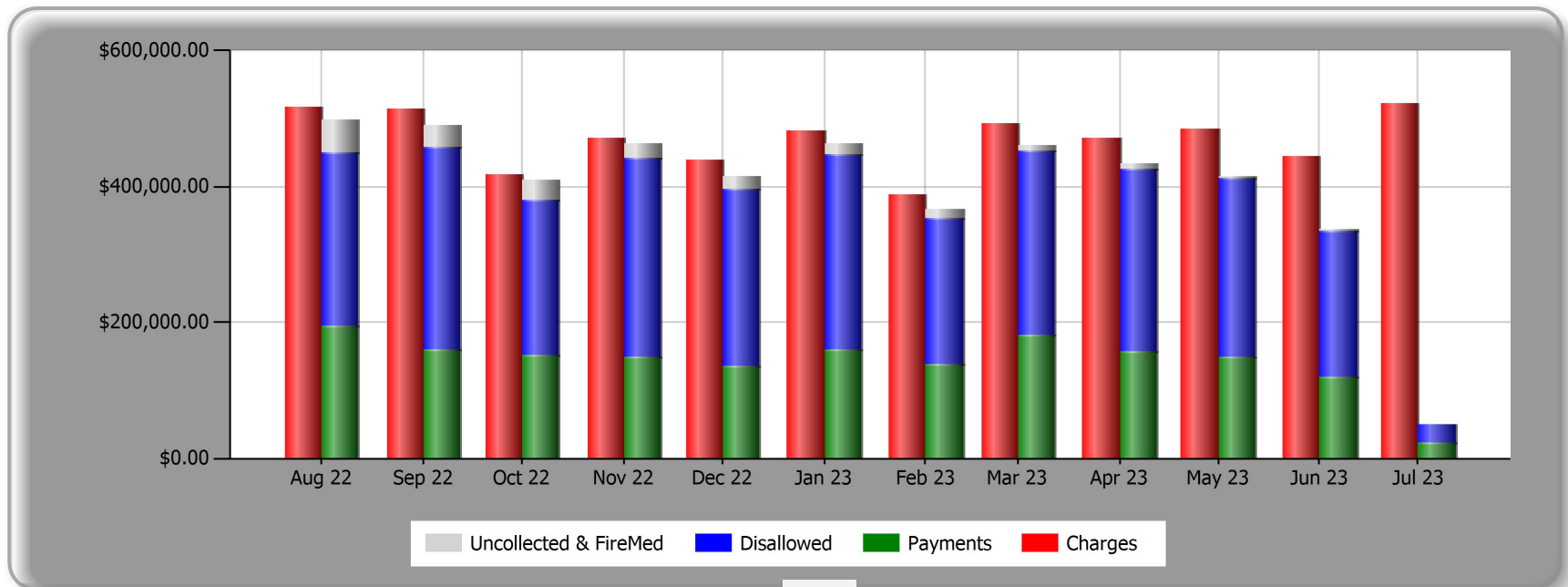
Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	8/1/2022
Date Of Service	7/31/2023
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Aug 22	240	517,106.30	-195,484.01	38 %	-14,238.58	3 %	-254,818.09	49 %	-34,689.45	7 %	17,876.17	3 %
Sep 22	224	514,112.16	-161,094.26	31 %	-9,361.21	2 %	-297,246.34	58 %	-22,451.19	4 %	23,959.16	5 %
Oct 22	193	416,477.76	-150,597.53	36 %	-8,826.37	2 %	-228,575.14	55 %	-21,675.22	5 %	6,803.50	2 %
Nov 22	212	471,341.52	-148,703.39	32 %	-10,827.93	2 %	-293,188.63	62 %	-9,924.73	2 %	8,696.84	2 %
Dec 22	206	437,905.12	-134,645.39	31 %	-8,632.73	2 %	-261,527.17	60 %	-9,754.53	2 %	23,345.30	5 %
Jan 23	215	482,971.76	-159,813.01	33 %	-7,263.25	2 %	-288,075.97	60 %	-7,261.40	2 %	20,558.13	4 %
Feb 23	184	388,519.76	-138,746.96	36 %	-6,594.52	2 %	-213,659.39	55 %	-7,078.45	2 %	22,440.44	6 %
Mar 23	225	492,193.92	-181,627.51	37 %	-5,697.38	1 %	-270,924.80	55 %	-2,360.87	0 %	31,583.36	6 %
Apr 23	209	472,320.24	-157,806.18	33 %	-6,575.00	1 %	-268,159.39	57 %	0.00	0 %	39,779.67	8 %
May 23	218	485,990.64	-149,650.91	31 %	-3,700.00	1 %	-262,088.83	54 %	-300.00	0 %	70,250.90	14 %
Jun 23	212	444,964.44	-120,466.01	27 %	-4,063.81	1 %	-213,014.52	48 %	0.00	0 %	107,420.10	24 %
Jul 23	233	523,612.80	-23,089.43	4 %	0.00	0 %	-27,502.64	5 %	0.00	0 %	473,020.73	90 %
		2,571	5,647,516.42	-1,721,724.59		-85,780.78	-2,878,780.91		-115,495.84		845,734.30	

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	7/1/2023
Transaction Date	7/31/2023
Company Code	Western Lane Ambulance District

Balance Forward	1,079,087.69
------------------------	---------------------

Charges by Level of Service	523,612.80
------------------------------------	-------------------

Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
JUL23	264,929.76	69,959.32	25,317.40	53,960.40	41,848.72	67,597.20	523,612.80
Total	264,929.76	69,959.32	25,317.40	53,960.40	41,848.72	67,597.20	523,612.80

Payments - ALL	-186,712.73
-----------------------	--------------------

Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
7/2/2023	Pacific Source MedAdvantage	23183B1000017489	-7,412.56
7/2/2023	Pacific Source Community Solutions	23183B1000091677	-1,104.26
7/3/2023	BCBS OR Blue Card MedAdv	0154693515	-4,966.57
7/3/2023	Regence Federal Oregon	0261109549	-59.90
7/3/2023	XO Tricare for Life	2405212869	-107.92
7/3/2023	Samaritan Choice Wellness	24498015	-741.90
7/3/2023	Klein, Leander F	62089771	0.00
7/3/2023	AARP Medicare Complete Plus	9928751731	-2,603.78
7/4/2023	Care Oregon	1217183	-420.62
7/5/2023	VA Community Care	0428920	-3,823.92
7/5/2023	UHC West/Secure Horizons	1929093920	-3,493.72
7/5/2023	XO Tricare for Life	2405245297	-333.12
7/5/2023	Oregon Medicaid	600124274	-489.01
7/6/2023	Trillium Community Health Plan	0900158310	-1,152.66
7/7/2023	UHC West/Secure Horizons	1930551251	-3,137.37
7/7/2023	UHC West/Secure Horizons	1930982004	-4,066.46
7/7/2023	Peace Health Hospice	38331	-1,350.00
7/7/2023	LITTLEJOHN, RAYMOND D	62344253	0.00
7/7/2023	Lippincott, Jeff G.	62396775	0.00
7/9/2023	Pacific Source MedAdvantage	23190B1000015427	-731.21

**Western Lane Ambulance District
MONTH END SUMMARY**

7/9/2023	Pacific Source Community Solutions	23190B1000083018	-1,701.21
7/10/2023	BCBS OR Blue Card MedAdv	0154703134	-14,439.50
7/10/2023	XO Regence Federal Oregon	0261111739	-361.46
7/11/2023	AARP Medicare Complete Plus	1932031410	-2,429.09
7/11/2023	Oregon Medicaid	600126416	-308.24
7/11/2023	Medicare B Oregon	893681688	-1,179.07
7/12/2023	XO Blue Cross Blue Shield Oregon	0196124778	-135.21
7/12/2023	VA Regional Payment Center	1478064	-4,056.00
7/12/2023	XO Tricare for Life	2405411663	-585.28
7/12/2023	AARP Medicare Complete Plus	9932594363	-405.90
7/13/2023	Trillium Community Health Plan	0900159114	-311.42
7/13/2023	XO AARP Medicare Supplemental	9932788133	-536.85
7/14/2023	Medicare B Oregon	893693014	-3,696.21
7/14/2023	XO AARP Medicare Supplemental	9933423118	-240.49
7/16/2023	Pacific Source MedAdvantage	23197B1000016661	-1,138.98
7/16/2023	Pacific Source Community Solutions	23197B1000084776	-4,020.19
7/17/2023	BCBS OR Blue Card MedAdv	0154712376	-1,708.34
7/17/2023	Regence Federal Oregon	0261115513	-4,159.53
7/17/2023	VA Regional Payment Center	2061594	-115.07
7/17/2023	AARP Medicare Complete Plus	9934376204	-456.35
7/18/2023	VA Regional Payment Center	2255217	-3,256.91
7/18/2023	Oregon Medicaid	600128488	-1,154.26
7/18/2023	Medicare B Oregon	893700156	-1,695.00
7/18/2023	UMR	CI44610084672853	-729.40
7/19/2023	UHC West/Secure Horizons	1935446978	-949.45
7/19/2023	VA Regional Payment Center	2449744	-7,849.56
7/20/2023	Trillium Community Health Plan	0900159955	-3,647.08
7/20/2023	UHC West/Secure Horizons	1936029212	-462.59
7/20/2023	WA State DSHS	219650	-135.66
7/20/2023	Aetna Medadvantage HMO	882319601082201	-674.21
7/20/2023	AARP Medicare Complete Plus	9936158494	-1,370.64
7/21/2023	MODA	2023072110300286	-4,064.28
7/21/2023	Peace Health Hospice	38832	-450.00
7/23/2023	Pacific Source MedAdvantage	23204B1000017283	-3,304.49

**Western Lane Ambulance District
MONTH END SUMMARY**

7/23/2023	Pacific Source Community Solutions	23204B1000090690	-3,645.00
7/24/2023	BCBS OR Blue Card MedAdv	0154723280	-5,558.55
7/24/2023	XO Regence Federal	0261118522	-126.24
7/24/2023	OPTUM Care	1919095082	-1,693.24
7/24/2023	AARP Medicare Complete Plus	1937121536	-811.82
7/24/2023	Medicare B Oregon	893713408	-6,565.48
7/24/2023	AARP Medicare Complete Plus	9937227940	-1,054.72
7/25/2023	UHC West/Secure Horizons	1937679498	-2,015.78
7/25/2023	Medicare B Oregon	893717137	-2,608.57
7/26/2023	UHC West/Secure Horizons	1938340212	-1,457.94
7/26/2023	United Healthcare	1TZ55417190	-871.15
7/27/2023	UMR	1925788475	-1,085.87
7/27/2023	UHC West/Secure Horizons	1938907812	-1,187.62
7/27/2023	AARP Medicare Complete Plus	9939015442	-405.90
7/28/2023	United Healthcare	1939399185	0.00
7/28/2023	XO MODA	2023072810100934	-133.89
7/28/2023	XO Tricare for Life	2405733754	-262.25
7/28/2023	Medicare B Oregon	893728334	-14,053.90
7/30/2023	Pacific Source MedAdvantage	23211B1000016522	-1,080.37
7/30/2023	Pacific Source Community Solutions	23211B1000087110	-420.62
7/30/2023	Pacific Source Health Plan	23211B1000170030	-1,445.19
7/31/2023	BCBS OR Blue Card MedAdv	0154735834	-683.49
7/31/2023	XO Regence Federal Oregon	0261119582	-477.52
7/31/2023	AARP Medicare Complete Plus	1940017227	-824.76
7/31/2023	VA Regional Payment Center	3796482	-1,741.48
7/31/2023	Medicare B Oregon	893732440	-1,014.52
EFT TOTAL			-158,948.77

Payments - Credit Card

(VISA, MC, AMX, Disc)

<u>Trans Date</u>	<u>Amount</u>
7/1/2023	-50.00
7/3/2023	-1,106.50
7/5/2023	-375.00
7/6/2023	-25.00

**Western Lane Ambulance District
MONTH END SUMMARY**

7/7/2023	-125.00
7/10/2023	-625.00
7/11/2023	-25.00
7/13/2023	-325.00
7/14/2023	-584.56
7/17/2023	-550.00
7/18/2023	-25.00
7/24/2023	-250.00
7/26/2023	-350.00
7/27/2023	-408.15

CREDIT CARD TOTAL -4,824.21

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

<u>Trans Date</u>	<u>Amount</u>
7/3/2023	-5,491.38
7/11/2023	-7,899.86
7/14/2023	0.00
7/18/2023	-9,617.17
7/25/2023	-1,484.37

BANK DEPOSIT TOTAL -24,492.78

Payments - Refunds/Refund Reversals

<u>Date</u>	<u>Ref Ins</u>	<u>Ref Prv</u>	<u>Total</u>
7/6/2023	904.80		904.80
7/14/2023		648.23	648.23
Total	904.80	648.23	1,553.03

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>Total</u>
7/1/2023	-50.00						-50.00
7/2/2023	-1,890.00	-3,669.24	-594.27	-822.91	0.00	-1,540.40	-8,516.82
7/3/2023	-8,703.00	-50.00	-2,555.00	-2,209.92	-1,310.03	-250.00	-15,077.95
7/4/2023	-420.62						-420.62
7/5/2023	-5,514.81	-791.08	-376.77	-177.28	-199.23	-1,455.60	-8,514.77

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
7/6/2023	-866.24	904.80		-311.42			-272.86
7/7/2023	-3,158.81	-2,296.13	-844.16	-450.00	-475.00	-1,454.73	-8,678.83
7/9/2023	-420.62		-969.17	-311.42	-731.21		-2,432.42
7/10/2023	-6,799.27	-2,757.03		-3,611.65	-90.10	-2,167.91	-15,425.96
7/11/2023	-5,251.35		-2,675.20	-2,426.35	0.00	-1,488.36	-11,841.26
7/12/2023	-541.11	-585.28				-4,056.00	-5,182.39
7/13/2023	-155.73			-647.58	-69.96	-300.00	-1,173.27
7/14/2023	-1,601.85		-773.92	-1,012.70	-484.56		-3,873.03
7/16/2023	-1,301.95	0.00	0.00	-1,041.72	0.00	-2,815.50	-5,159.17
7/17/2023	-1,121.42			0.00	-77.61	-5,790.26	-6,989.29
7/18/2023	-5,098.01	-3,300.10	-1,248.83	-2,057.42	-3,281.91	-1,491.47	-16,477.74
7/19/2023	-3,718.40		-2,706.05	-2,374.56			-8,799.01
7/20/2023	-3,660.52	-1,046.48	-500.52	-758.50	-324.16		-6,290.18
7/21/2023	-3,447.73		-508.63	-107.92	-450.00		-4,514.28
7/23/2023	-4,115.30	-807.45		-311.42		-1,715.32	-6,949.49
7/24/2023	-12,735.93	-834.37	-2,057.41	-432.34	0.00		-16,060.05
7/25/2023	-3,326.16	-2,026.33		-483.04	-273.19		-6,108.72
7/26/2023	-1,799.85	-879.24					-2,679.09
7/27/2023	-1,566.77	-1,420.77				-100.00	-3,087.54
7/28/2023	-9,122.22	-1,666.67		-863.62	-1,430.85	-1,366.68	-14,450.04
7/30/2023	-93.86			-2,852.32			-2,946.18
7/31/2023	-4,394.71					-347.06	-4,741.77
Total	-90,876.24	-21,225.37	-15,809.93	-23,264.09	-9,197.81	-26,339.29	-186,712.73

Transaction Adjustments by Level of Service	-332,895.03
--	--------------------

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
Bad Debt Payment Reversal	3,823.92					100.00		3,923.92
Financial Assist/Charity	-600.00			-1,192.75				-1,792.75
Fire Med Adjustment	-6,200.00	-425.00	-500.00	-800.00	-250.00		-450.00	-8,625.00
Small Balance				-0.35				-0.35
Uncollectible	-1,842.68	-537.32			-979.30	-577.04		-3,936.34
W/O Credit Balance						0.80		0.80

**Western Lane Ambulance District
MONTH END SUMMARY**

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
W/O Fee Schedule	-161,994.57	-45,856.82	-21,338.88	-43,783.23	-11,304.50	-22,723.24		-307,001.24
W/O to collections	-5,796.04	-3,433.35		-6,091.62				-15,321.01
Waiver per FD	106.94					-250.00		-143.06
Total	-172,502.43	-50,252.49	-21,838.88	-51,867.95	-12,533.80	-23,449.48	-450.00	-332,895.03

Ending Balance	1,083,092.73
-----------------------	---------------------

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 5400	316,258.86	299,035.44
Total Bank Accounts	\$316,258.86	\$299,035.44
Accounts Receivable		
1200 Accounts Receivable	22,107.26	0.00
Total Accounts Receivable	\$22,107.26	\$0.00
Other Current Assets		
1299 Undeposited Funds	0.00	28,131.17
1304 Prepaid Expenses	-370.27	0.00
1305 Prepaid Insurance	55,881.17	-2,713.15
1335 PSA Flex Account	804.00	
1400 Deferred Outflows of Resources	291,494.99	291,494.99
Total Other Current Assets	\$347,809.89	\$316,913.01
Total Current Assets	\$686,176.01	\$615,948.45
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	\$722,353.01	\$652,125.45
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	55,218.76	15,851.31
Total Accounts Payable	\$55,218.76	\$15,851.31
Credit Cards		
2007 OPB Mastercard	6,810.09	6,328.65
Total Credit Cards	\$6,810.09	\$6,328.65
Other Current Liabilities		
2100 Payroll Liabilities		
2115 OSGP Payable	2,479.58	1,954.58
2116 VALIC Payable	1,025.00	1,025.00
2117 AFLAC Payable	1,667.01	956.11
2118 VOYA Payable	6,450.00	5,570.00
2995 Clearing Account	428,558.09	366,650.53

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
Total 2100 Payroll Liabilities	440,179.68	376,156.22
2125 SVFR Association Dues	48.00	52.00
2130 IAFF Union Dues	3,023.92	2,988.72
2135 IAFF PAC Contributions	83.00	83.00
Total Other Current Liabilities	\$443,334.60	\$379,279.94
Total Current Liabilities	\$505,363.45	\$401,459.90
Total Liabilities	\$505,363.45	\$401,459.90
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	493,503.20	550,500.82
Net Income	-288,663.64	-311,985.27
Total Equity	\$216,989.56	\$250,665.55
TOTAL LIABILITIES AND EQUITY	\$722,353.01	\$652,125.45

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	162,198.50	3,784,713.00	4.29 %
4102 Transfers from WLAD for Administration	162,198.50	6,206,973.00	2.61 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	638,929.33	9,991,686.00	6.39 %
4400 Miscellaneous Income			
4410 Donations	48.00		
Total 4400 Miscellaneous Income	48.00		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	21,736.99	374,944.00	5.80 %
4702 WLCR Program Other Income		15,000.00	
4704 HRSA Grant		100,000.00	
4705 BGCWLC Grant		83,333.00	
4706 SAMHSA Grant		422,961.00	
4707 WLC Foundation Grant	9,313.00	9,313.00	100.00 %
Total 4700 Western Lane Crisis Response	31,049.99	1,005,551.00	3.09 %
4860 Reimbursements and Refunds	82.40		
Total Income	\$670,109.72	\$10,997,237.00	6.09 %
GROSS PROFIT	\$670,109.72	\$10,997,237.00	6.09 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	18,177.78	696,157.00	2.61 %
5400 Payroll Taxes and Staff Benefits	270,685.77	2,415,255.00	11.21 %
5500 Wages & Salaries	308,464.78	3,749,748.00	8.23 %
Total 5000 Personnel Services	597,328.33	6,861,160.00	8.71 %
6000 Operations			
6100 Training	2,309.97	80,195.00	2.88 %
6200 Medical	9,823.48	117,800.00	8.34 %
6300 Reserve Expenses	47.51	2,000.00	2.38 %
6400 Emergency Services	128,163.50	168,000.00	76.29 %
6500 Prevention		16,225.00	
6600 Recruitment	812.00	6,500.00	12.49 %
6700 Facilities	13,876.03	203,123.00	6.83 %
6800 Vehicles	23,181.13	215,000.00	10.78 %
6900 Operational Supplies	12,072.33	172,000.00	7.02 %
Total 6000 Operations	190,285.95	980,843.00	19.40 %
7000 Materials & Services			
7100 Administrative Expenses	19,460.06	127,000.00	15.32 %
7200 Technology	6,696.64	76,500.00	8.75 %
7300 Board of Directors	7,915.68	23,500.00	33.68 %

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 23-24 - FY24 P&L

July 2023

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
7400 Professional Services	6,909.64	131,750.00	5.24 %
7500 Insurance	123,477.61	150,000.00	82.32 %
8700 WLCR Program	676.69	309,394.00	0.22 %
Total 7000 Materials & Services	165,136.32	818,144.00	20.18 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Total Expenses	\$958,978.12	\$8,660,147.00	11.07 %
NET OPERATING INCOME	\$ -288,868.40	\$2,337,090.00	-12.36 %
Other Expenses			
9500 Ending Fund Balance		2,337,090.00	
Total Other Expenses	\$0.00	\$2,337,090.00	0.00%
NET OTHER INCOME	\$0.00	\$ -2,337,090.00	0.00 %
NET INCOME	\$ -288,868.40	\$0.00	0.00%

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

Date	Transaction Type	Num	Name	Memo/Description	Account	Amount
07/03/2023	Bill Payment (Check)	10795	Matthew Danigelis, M.D.		1001 Checking 5400	-1,000.00
07/03/2023	Bill Payment (Check)	10796	bio-MED		1001 Checking 5400	-87.00
07/03/2023	Bill Payment (Check)	10797	Brandon Sutherland		1001 Checking 5400	-1,545.83
07/03/2023	Bill Payment (Check)	10798	Lori J Severance LCSW		1001 Checking 5400	-845.00
07/03/2023	Bill Payment (Check)	10799	OFDDA-LOSAP TRUST		1001 Checking 5400	-225.00
07/03/2023	Bill Payment (Check)	10800	4 Color Pro		1001 Checking 5400	-1,275.00
07/03/2023	Bill Payment (Check)	10801	Canopy		1001 Checking 5400	-275.40
07/03/2023	Bill Payment (Check)	10802	Steve's Lawn Services - Steve Romo	Voided	1001 Checking 5400	0.00
07/03/2023	Bill Payment (Check)	10803	Westcoast Media Group, Inc.		1001 Checking 5400	-175.00
07/03/2023	Bill Payment (Check)	10804	Department of Pulic Safety Standards & Training (DPSST)		1001 Checking 5400	-46.25
07/03/2023	Bill Payment (Check)	10805	Airgas USA LLC		1001 Checking 5400	-815.28
07/03/2023	Bill Payment (Check)	10806	Day Wireless Systems	Cust ID 1088	1001 Checking 5400	-528.00
07/03/2023	Bill Payment (Check)	10807	VALIC		1001 Checking 5400	-1,025.00
07/03/2023	Bill Payment (Check)	10808	David Quinn		1001 Checking 5400	-2,333.75
07/03/2023	Bill Payment (Check)	10809	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-48.00
07/05/2023	Bill Payment (Check)	EFT	TK Elevator Corporation		1001 Checking 5400	-470.31
07/06/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-3,133.25
07/06/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-83.00
07/06/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	6-30-2023 payroll contributions OSGP	1001 Checking 5400	-2,479.58
07/06/2023	Check	EFT	VOYA	6-30-2023 Payroll contributions Voya	1001 Checking 5400	-6,750.00
07/06/2023	Bill Payment (Check)	10810	HRA VEBA Trust Contributions	84639	1001 Checking 5400	-82,750.00
07/06/2023	Check	EFT	SAIF	Worker's Comp for WLFEA (SVFR/WLAD) Board FY 23-24	1001 Checking 5400	-122,936.86
07/06/2023	Check	EFT	SAIF	Board Policy for WLAD Board FY 23-24 policy no. 975557	1001 Checking 5400	-213.43
07/06/2023	Check	EFT	SAIF	Board Policy for SVFR Board FY 23-24 policy no. 100057068	1001 Checking 5400	-327.32
07/06/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
07/06/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
07/07/2023	Check	EFT	ADP Payroll Services	early cashing of pay check fee (Lewis Birdseye) - disputed due to being direct deposit, expecting credit	1001 Checking 5400	-50.00
07/10/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications	091050501/091286001	1001 Checking 5400	-299.97
07/10/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications	091050501/091286001	1001 Checking 5400	-515.00
07/11/2023	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1001 Checking 5400	-344.11
07/12/2023	Bill Payment (Check)	April 2024 PR	CECO	10003635	1001 Checking 5400	-117.43
07/13/2023	Bill Payment (Check)	EFT	CenturyLink (Lumen)		1001 Checking 5400	-748.48
07/13/2023	Bill Payment (Check)	EFT	Charter Communications -St-1	8751 16 025 0143928	1001 Checking 5400	-38.92
07/14/2023	Bill Payment (Check)		Charles D York			0.00
07/14/2023	Bill Payment (Check)	10811	Charles D York		1001 Checking 5400	-962.46
07/17/2023	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
07/17/2023	Check	EFT	Card Services Center	5/24-6/22/2023 monthly credit card expenses	1001 Checking 5400	-8,726.57
07/17/2023	Bill Payment (Check)	10812	The Shippin' Shack		1001 Checking 5400	-32.45
07/17/2023	Bill Payment (Check)	10813	Systems Design		1001 Checking 5400	-4,807.64
07/17/2023	Bill Payment (Check)	10814	Airgas USA LLC		1001 Checking 5400	-250.12
07/17/2023	Bill Payment (Check)	10815	Coastal Paper & Supply	3418	1001 Checking 5400	-267.27
07/17/2023	Bill Payment (Check)	10816	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-84.50
07/17/2023	Bill Payment (Check)	10817	Cascade Health		1001 Checking 5400	-638.00
07/17/2023	Bill Payment (Check)	10818	Quill, LLC	5116790	1001 Checking 5400	-96.06
07/17/2023	Bill Payment (Check)	10819	Phil's Saw Shop		1001 Checking 5400	-105.00
07/17/2023	Bill Payment (Check)	10820	Custom Profile Engraving		1001 Checking 5400	-142.50

07/17/2023	Bill Payment (Check)	10821	Oregon Business & Industry Association		1001 Checking 5400	-795.00
07/17/2023	Bill Payment (Check)	10822	Special Districts Insurance Services		1001 Checking 5400	-62,303.62
07/17/2023	Bill Payment (Check)	10823	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-992.00
07/17/2023	Bill Payment (Check)	10824	Brian's Automotive		1001 Checking 5400	-11,464.00
07/17/2023	Bill Payment (Check)	10825	Local Government Law Group PC		1001 Checking 5400	-2,314.25
07/17/2023	Bill Payment (Check)	10826	Geri Brooks		1001 Checking 5400	-728.75
07/17/2023	Bill Payment (Check)	10827	Rotary Club of Florence		1001 Checking 5400	-126.25
07/17/2023	Bill Payment (Check)	10828	Siuslaw News		1001 Checking 5400	-762.00
07/17/2023	Bill Payment (Check)	10829	Sky Cedarleaf-Grey		1001 Checking 5400	-300.00
07/17/2023	Bill Payment (Check)	10830	Matthew Danigelis, M.D.		1001 Checking 5400	-888.00
07/17/2023	Bill Payment (Check)		City of Florence			0.00
07/17/2023	Bill Payment (Check)	10831	W.L.E.O.G		1001 Checking 5400	-10,974.49
07/17/2023	Bill Payment (Check)	10832	Matthew D. House		1001 Checking 5400	-100.00
07/17/2023	Bill Payment (Check)	10833	Coast Broadcasting		1001 Checking 5400	-410.00
07/17/2023	Bill Payment (Check)	10834	Benton County Public Works		1001 Checking 5400	-1,861.29
07/17/2023	Bill Payment (Check)	10835	Rob Chance		1001 Checking 5400	-1,659.00
07/17/2023	Bill Payment (Check)	10836	Adam Holbrook		1001 Checking 5400	-288.20
07/17/2023	Bill Payment (Check)	10837	City of Florence		1001 Checking 5400	-128,163.50
07/17/2023	Bill Payment (Check)	10838	Zoll Medical Corporation	310599	1001 Checking 5400	-4,520.00
07/17/2023	Bill Payment (Check)	10839	Lighthouse Electrical Contractors, Inc.		1001 Checking 5400	-152.50
07/18/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,963.72
07/19/2023	Check	EFT	AFLAC	June 2023 premium for employee enrollments, autopay	1001 Checking 5400	-729.09
07/19/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications	8412100400011162	1001 Checking 5400	-184.97
07/20/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-838.74
07/21/2023	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-30.45
07/24/2023	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-2,134.32
07/24/2023	Bill Payment (Check)	10840	Mattias K. Danielsson		1001 Checking 5400	-445.21
07/24/2023	Bill Payment (Check)	10841	Davison Auto Parts	26588		0.00
07/25/2023	Bill Payment (Check)	10841	Maxwell Carlson		1001 Checking 5400	-6,677.27
07/26/2023	Bill Payment (Check)	EFT	Stepup IT Services LLC		1001 Checking 5400	-4,444.50



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
June 23, 2023 to July 23, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$8,726.57
- Payments	\$8,726.57
- Other Credits	\$0.00
+ Purchases	\$5,809.61
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$5,809.61

Account Number	XXXX XXXX XXXX 1300
Credit Limit	\$20,000.00
Available Credit	\$14,006.00
Statement Closing Date	July 23, 2023
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$5,809.61
Minimum Payment Due:	\$174.29
Payment Due Date:	August 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
07/17	07/17	F1127006600CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$8,726.57-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 1300
New Balance: \$5,809.61
Minimum Payment Due: \$174.29
Payment Due Date: August 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	\$8,726.57-
07/02	07/02	12302025P0235MV82	OREGON FIRE CHIEFS ASS 8888465741 TX	\$120.00
07/18	07/19	823050967000E52B7	ZOOM.US 888-799-9666 SAN JOSE CA	\$31.98
			MICHAEL SCHICK	
			TOTAL XXXXXXXXXXXX1318	\$151.98
07/04	07/05	55263525SRBGHLQSO	PAPA MURPHY'S OR018 FLORENCE OR	\$90.54
			MATT HOUSE	
			TOTAL XXXXXXXXXXXX1326	\$90.54
07/06	07/06	55432865V5V8EEGBE	AMZN MKTP US*5H9EA2JX3 AMZN.COM/BILL WA	\$63.04
07/06	07/07	55432865V5VDZQ61K	AMZN MKTP US*KZ3QG7MM3 AMZN.COM/BILL WA	\$16.81
07/06	07/07	55432865V5VF239EB	AMZN MKTP US*Y40J38YT3 AMZN.COM/BILL WA	\$36.42
07/06	07/07	02305375W00JZ880W	USPS PO 4029600439 FLORENCE OR	\$631.74
07/19	07/19	5543286685Z2LNRRQ	AMZN MKTP US*4Q5OL5LM3 AMZN.COM/BILL WA	\$219.96
07/20	07/21	5543286695ZKSW8N4	AMAZON.COM*DL7KJ63S3 AMZN.COM/BILL WA	\$99.99
07/21	07/21	55432866A5ZTAHK5X	AMZN MKTP US*9C3ZG6Y13 AMZN.COM/BILL WA	\$9.94
07/22	07/23	55432866B605RYMA7	AMZN MKTP US*4V6480LH3 AMZN.COM/BILL WA	\$7.94
			LARA LINDEMANN	
			TOTAL XXXXXXXXXXXX2092	\$1,085.84
07/21	07/23	55263526BRBGJPYVS	SAFEWAY #0363 FLORENCE OR	\$24.48
			THOMAS KOZLOWSKI	
			TOTAL XXXXXXXXXXXX3165	\$24.48
06/30	07/02	75456675MS66D8YHE	PRO LUMBER INCORPORATE FLORENCE OR	\$72.41
			KYLE OROZCO	
			TOTAL XXXXXXXXXXXX3302	\$72.41
06/23	06/25	55310205FMV2YLDEZ	QUALITY INN FLORENCE OR	\$274.50
		CHECK-IN 06/22/23	FOLIO #0664477027	
07/10	07/12	554213560J82LTP4N	IMMEDIATE ACTION MEDIC RADNOR PA	\$1,182.00
07/11	07/12	1527021600099JSHA	REGIONAL 5 TRAINING AS SAN FRANCISCO CA	\$199.00
07/12	07/12	12302026100611V8E	OREGON FIRE CHIEFS ASS 8888465741 TX	\$120.00
			ROBERT CHANCE II	
			TOTAL XXXXXXXXXXXX1552	\$1,775.50
07/13	07/14	5543286625XGGJN66	SQ *ESPRESSO & GIFTS F SPRINGFIELD OR	\$85.00
07/13	07/14	8230509630001LLJ9	SP NOTARYSTAMP.COM BROOKFIELD WI	\$24.89
			MARY DIMON	
			TOTAL XXXXXXXXXXXX2022	\$109.89
07/10	07/13	554295061RTL5PSS6	EMSSTUFF 4029357733 CT	\$179.40
07/14	07/16	5554650641SYYSFD7	PATRIOTICBRANDS.COM HILLSBOROUGH NC	\$206.81
07/14	07/16	5512685642LTZ9RM1	NAPA-FLORENCE FLORENCE OR	\$46.24
07/17	07/18	5541734667KZV1V2Y	KEN WARE CHEVROLET, IN NORTH BEND OR	\$74.80
07/17	07/18	0543684668PLYV2RS	FRED-MEYER #0464 FLORENCE OR	\$54.70
07/17	07/18	555480767BM8NR9Q8	FLORENCE TRUE VALUE FLORENCE OR	\$19.48
07/18	07/20	851792468WGNF8LGX	TAKODAS RESTAURANT - R BLUE RIVER OR	\$45.40
07/19	07/20	0543684688PM0B7ZR	FRED-MEYER #0464 FLORENCE OR	\$311.78
07/19	07/21	755475469BBJSWYJX	COPELAND LUMBER FLOREN FLORENCE OR	\$35.34
07/19	07/21	755475469BBJSWYSD	COPELAND LUMBER FLOREN FLORENCE OR	\$50.23
07/20	07/23	72306066AS66GVPT4	THE SHIPPIN SHACK FLORENCE OR	\$31.95
			ANDY GRAY	
			TOTAL XXXXXXXXXXXX3003	\$1,056.13

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
07/18	07/19	552635267RBGS2297	TACO BELL #3163 QPS TUALATIN OR DAVID ROSSI	\$26.86
			TOTAL XXXXXXXXXXXXX5775	\$26.86
07/15	07/16	5543286645Y2WV0P8	DTV*DIRECTV SERVICE 800-347-3288 CA HOLLY LAIS	\$206.98
			TOTAL XXXXXXXXXXXXX6806	\$206.98
07/11	07/12	823050961000115D5	EVENT* BOARD MEMBER DU TYSONS CORNER VA	\$75.00
07/13	07/13	5543286625XAN21YE	APPLE.COM/US 800-676-2775 CA	\$987.00
07/13	07/14	551315862R3FSAG4J	APPLE.COM/US CUPERTINO CA DINA MCCLURE	\$147.00
			TOTAL XXXXXXXXXXXXX1244	\$1,209.00

\$0 - \$5,809.61 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/17/23. 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	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 Crisis Response
Budget vs. Actuals: FY 23-24
 July 2023 - June 2024

	Actual	Total Budget	% of Budget
Income			
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	21,736.99	374,944.00	5.80%
4702 WLCR Program Other Income		15,000.00	0.00%
4707 WLC Foundation Grant	9,313.00	9,313.00	100.00%
Total 4700 Western Lane Crisis Response	\$ 31,049.99	\$ 399,257.00	7.78%
Total Income	\$ 31,049.99	\$ 399,257.00	7.78%
Gross Profit	\$ 31,049.99	\$ 399,257.00	7.78%
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits			
5305 WLCR Wages	5,131.43	61,578.00	8.33%
5321 WLCR Full Time Staff	4,417.00	77,140.00	5.73%
5322 WLCR Workers - Shifts	1,769.18	36,500.00	4.85%
5323 WLCR Workers - Hourly	2,783.82	39,744.00	7.00%
5329 WLCR Benefits PERS	4,477.91	60,684.00	7.38%
5330 WLCR Payroll Taxes	1,116.32	15,047.00	7.42%
5331 WLCR Health Insurance	231.72	39,430.00	0.59%
Total 5320 WLCR Wages & Benefits	\$ 19,927.38	\$ 330,123.00	6.04%
Total 5000 Personnel Services	\$ 19,927.38	\$ 330,123.00	6.04%
7000 Materials & Services			
8700 WLCR Program			
8710 WLCR Program			
8711 Resource Assistance SOS		1,000.00	0.00%
8712 TA/WLCR Worker Training		2,700.00	0.00%
8713 Facilitation Contracted Services		6,146.00	0.00%
8714 Technology	130.02	5,737.00	2.27%
8716 Fuel	113.48	1,500.00	7.57%
8717 Travel, Mileage Reimbursement		175.00	0.00%
8718 Food/Lodging for WLCR Training	80.34	175.00	45.91%
8719 Education & Outreach		300.00	0.00%
8721 Supplies (program support)	8.49	350.00	2.43%
8723 Cell Phone Stipends	275.00	3,400.00	8.09%
8725 Uniforms		844.00	0.00%
8730 WLCR 10% Admin Fee, Fiscal Agent	3,124.50	37,494.00	8.33%
Total 8710 WLCR Program	\$ 3,731.83	\$ 59,821.00	6.24%
8770 WLC Foundation Grant			
8771 Foundation Technology		7,113.00	0.00%
8772 Foundation Supplies	878.99	2,200.00	39.95%
Total 8770 WLC Foundation Grant	\$ 878.99	\$ 9,313.00	9.44%

Total 8700 WLCR Program	\$	4,610.82	\$	69,134.00	6.67%
Total 7000 Materials & Services	\$	4,610.82	\$	69,134.00	6.67%
Total Expenses	\$	24,538.20	\$	399,257.00	6.15%
Net Operating Income	\$	6,511.79	\$	0.00	
Net Income	\$	6,511.79	\$	0.00	

WESTERN LANE FIRE AND EMS AUTHORITY

RESOLUTION 2023-02

**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) currently offers a 4.50% 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,

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 and to move additional funds into or out of the
account in the future as deemed appropriate.

Adopted on this 24th day of August 2023.

By: _____
Jim Palisi, WLFEA President

Attest: _____
Linda Stent, WLFEA Secretary/Treasurer

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2023-04

RESOLUTION TO MOVE FUNDS TO THE WESTERN LANE FIRE AND EMS AUTHORITY

LOCAL GOVERNMENT INVESTMENT POOL ACCOUNT

WHEREAS, the Western Lane Fire and EMS 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 4.50% annual percent yield earned; and,

WHEREAS, SVFR and the Authority can transfer funds between LGIP accounts for a minimal fee per transaction as needed,

THEREFORE, BE IT RESOLVED,

\$556,437 will be transferred from SVFR’s LGIP account to the WLFEA LGIP account, leaving a \$100,000 balance.

Adopted on this 24th day of August 2023.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Tim Mendolia, SVFR Secretary/Treasurer

WESTERN LANE AMBULANCE DISTRICT

RESOLUTION NO. 2023-04

RESOLUTION TO MOVE FUNDS TO THE WESTERN LANE FIRE AND EMS AUTHORITY

LOCAL GOVERNMENT INVESTMENT POOL ACCOUNT

WHEREAS, the Western Lane Fire and EMS 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) currently offers a 4.50% annual percent yield earned; and,

WHEREAS, WLAD and the Authority can transfer funds between LGIP accounts for a minimal fee per transaction as needed,

THEREFORE, BE IT RESOLVED,

- \$1,458,636 will be transferred from WLAD’s LGIP account to the WLFEA LGIP account, leaving a \$100,000 balance,
- \$645,897 will be transferred from WLAD’s Money Market Account to the WLFEA LGIP account, leaving a \$50,000 balance,
- \$51,031 will be transferred from WLAD’s Checking Account to the WLFEA LGIP account, leaving a \$10,000 balance.

Adopted on this 24th day of August 2023.

By: _____
Cindy Russell, WLAD President

Attest: _____
Vanessa Buss, WLAD Secretary/Treasurer



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

SUBJECT/ITEM: Portable radio upgrade

FOR AGENDA OF: August 24, 2023

AGENDA ITEM: Portable radio upgrade

DISTRICT: Siuslaw Valley Fire & Rescue

DIVISION OF ORIGIN: Operations

ACTION REQUESTED: Award contract for new portable radios to My-Comm inc.

BUDGET IMPACT

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
\$43,971.24	\$45,000	None

Summary:

The Siuslaw Valley Fire and Rescue Board of Directors is asked to approve the purchase of Kenwood NX5200k2 radios through MY-Comm inc. MY-Comm inc. is a partner of the National Association of State Procurement Officials for contracting and discounted pricing has been reflected in their quote.

Background and Statement of the Issue:

Current portable radios were purchased through a regional grant over 10-years ago and are nearing their end of life expectancy.

The Western Lane Fire and EMS Authority Operations Committee has reviewed offerings from multiple vendors and have recommended the purchase of the Kenwood NX5200k2 model for the budget fiscal year 2023-2024. The \$45,000 for this fiscal year is part a two-year rolling upgrade to our portable radios as shown in our 10-year capital replacement plan and was approved within the capital outlay for the Siuslaw Valley Fire and Rescue FY 2023-2024 budget.

Three vendors were contacted and we received the following quotes from two of the three for the portable radio project:

1. Motorola Solutions: \$4,760.05 x 9 radios including accessories = \$42,840.45.

2. My-Comm Inc: \$1,516.25 x 29 radios including accessories = \$43,971.24.
3. A third vendor was contacted via the internet, American Communications Systems. No response was received when inquiring for a competitive quote.

Staff Recommendation:

Approve the signing of a purchasing agreement with MY-Comm Inc by Fire and EMS Chief Schick not to exceed \$45,000.

Western Lane Fire and EMS Authority



Job Description

TITLE: Office Manager

EFFECTIVE: 01/01/2023

REPORTS TO: Fire and EMS Chief

REVISED:

SALARY RANGE: \$72,970 to \$95,822

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

Under the direction of the Fire & EMS Chief, with minimal supervision, oversees all aspects of finance, human resources, and general administrative support for Western Lane Fire and EMS Authority (WLFEA). The Office Manager supervises all administrative staff in accordance with Authority policy and procedures.

ESSENTIAL JOB FUNCTIONS

Financials:

- Oversee daily accounts payable/accounts receivable transactions.
- Prepare annual budgets in compliance with Oregon Budget Law and submit all required budget documents with Lane and Douglas counties.
- Work with auditors to perform annual audits and closing journal entries.
- Prepare monthly financial reports for management review and board meetings.
- Oversee bank deposits, bank transfers, and bank statement reconciliations.

Human Resources:

- Oversee the in-processing of new hire employees and maintains employee files in electronic format.
- Enroll employees in health/dental/life insurance, deferred comp (VALIC & VOYA), HRA VEBA, Pacific Source, AFLAC and PERS programs.
- Oversee monthly payroll and payroll deductions (medical insurance, union/association dues, deferred comp, garnishments).
- Prepare reports for insurance team to renew health insurance and workers comp annually.
- Assist in processing workers comp claims.
- May handle or assist with discipline and termination of employees in accordance with Authority policy.

Administration:

- Ensure the Authority is following Public Meeting Law
- Assist in preparing and publishing the agenda for monthly and special board meetings.
- Serve as the Authority's Risk Manager.
- Serve as the Authority's Custodian of Records

- Provide technical and office support to board members as needed.
- Prepare monthly Admin Report and Resolutions (as needed) for board meetings.
- Ensure Administrative policies and procedures are up to date.
- As a member of the senior management team attend weekly manager and staff meetings.
- Work with insurance representatives on annual property/casualty insurance renewals.
- Ensure staff is providing superior customer service.
- Provide annual employee reviews to all administrative staff.

Information Technology:

- Maintains inventory of all computers, iPads, and laptops and other IT equipment.
- Works as the Authority's liaison with IT service provider in maintaining anti-virus, cloud backup, internet, software and email subscriptions.
- Coordinates all IT repairs, network issues, and upgrades to equipment with IT service provider.
- Coordinates email addresses and logins for all staff and board members.
- Updates Authority web site with administration notices and documents.

REQUIRED SKILLS / ABILITIES

- Extensive knowledge of office management procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- An Associate's degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.
- Knowledge of principles, practices, and procedures of managing an Administration office, as well as knowledge of Federal, State, and County regulatory ordinances.
- Knowledge and experience with Oregon Local Budget Law and Public Meeting Law
- Experience working with municipal auditors and Information Technology vendors.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business, Accounting or Finance Public Administration from a nationally or regionally accredited college or university.
- The ideal candidate will possess a minimum of five to ten years' experience in a senior management role.

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.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

CONDITIONS OF EMPLOYMENT

After a conditional offer of employment the candidate must successfully pass an Authority background check and a Oregon Department of Motor Vehicles check if they possess an Oregon Driver's License.

RESIDENCY REQUIREMENTS

None

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: Western Lane Crisis Response Program Manager

EFFECTIVE: 01/01/2023

REPORTS TO: Fire and EMS Chief

REVISED:

SALARY RANGE: \$58,646 to \$76,494

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

The Western Lane Crisis Response Program Manager reports to the Fire & EMS Chief, with minimal supervision. The Program Manager is responsible for the overall performance of the Western Lane Crisis Response program in accordance with Authority policies and procedures. Key responsibilities include leadership, contract compliance, program budget, data collection and reporting; community resource development and coordination, team recruitment and retention, payroll, team building, training and supervision; quality assurance; oversight of program follow up care coordination and case management. This position is dependent on a grant from Lane County Health & Human Services.

ESSENTIAL JOB FUNCTIONS

- Ensure compliance with all Authority operational policies.
- Maintain program procedural manual.
- Participate in long-range strategic program planning.
- Maintain compliance with licensing, accreditation, and contract standards.
- Ensure a responsive system for crisis intervention and after care.
- Coordinate with community partners and outside agencies.
- Ensure maintenance of client records and statistical information, including monthly, quarterly, and annual reports.
- Responsible for the selection, hiring, orientation, training, supervision, evaluation, and disciplining of program staff.
- Provide leadership and team building.
- Hold team meetings and quarterly in-service training for all staff.
- Ensure compliance with personnel policies.
- Ensure that effective lines of communication are maintained.
- Implement program development and quality improvement where appropriate.
- Keep abreast of evidence-based practices in crisis intervention, de-escalation, suicide intervention, mental health, and substance use treatment.
- Provide oversight and guidance in service delivery and after care decisions and ensure quality of service.

- Ensure program's effectiveness, efficiency, and consistency.
- Act as liaison between MCR program and community partners.
- Perform outreach/public speaking engagements in community when appropriate.
- Review and respond to complaints about program.
- Monitor each fiscal year program budget.
- Ensure program compliance with fiscal policies.
- Ensure efficiency of internal fiscal procedures to control costs and spending.

KNOWLEDGE, SKILLS & ABILITIES: To perform the job successfully, an individual should demonstrate the following:

- Knowledge, experience and/or competence in program planning and budgeting, fiscal management, supervision of staff, personnel management, employee performance assessment, data collection, reporting, program evaluation, quality assurance, and developing and maintaining community resources.
- Strong organizational and leadership skills.
- Ability to work effectively as a member of an integrated team.
- Ability to relate effectively with community stakeholders.
- Ability to work in a structured, sometimes stressful environment, and maintain a positive mental attitude.
- Strong communication skills, both verbal and in writing.
- Cultural sensitivity and experience working with people from diverse cultural backgrounds.
- Ability to maintain confidentiality.
- Professional appearance appropriate to the position.
- Commitment to MCR mission and values.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Qualified Mental Health Associate (QMHA) certification

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Qualified Mental Health Professional (QMHP) certification
- LCSW or Masters degree in social service field

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 and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employee may be required to lift up to 25lbs, ambulate on uneven terrain, remain standing or walking for 1-2 hours at a time, and sit for long periods of time.
- Scheduled Monday - Friday during business hours, and evenings and weekends as needed to supervise and support the program to maintain 24/7 coverage.
- Willingness to work uncovered shifts and respond on scene when requested

CONDITIONS OF EMPLOYMENT

- Pass a Criminal Background and Reference Check
- Pass Pre-Employment Drug Screening
- Work flexible hours and overtime as required.

RESIDENCY REQUIREMENTS

The Program Manager is not required to live within the Western Lane Fire and EMS Authority boundaries but must be within a 30-minute response time when on call.

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.

Public Procurement Policy

106.1 PURPOSE AND SCOPE

In order to gain and preserve the public trust the District must be vigilant in its protection of the public resources entrusted to it. Western Lane Fire and EMS Authority (WLFEA) must operate within strict fiscal guidelines to protect not only today's programs but the ability for the District to operate in the future. The purpose of this policy is to adopt the necessary portions of the Oregon Public Contracting Code as identified in Oregon Revised Statutes Chapters 279A, 279B, & 279C to ensure the District is compliant with model public purchasing and public contracting guidelines. This policy additionally assigns responsibility to appropriate members of the District to ensure this policy is enforced.

106.2 POLICY

WLFEA shall develop purchasing guidelines and contracting guidelines that are compliant with "The Oregon Public Contracting Code" and identified in the preceding section of this policy. Specifically, the District's purchasing guidelines shall identify procedures for small, intermediate and large purchases, sole source provider purchases, emergency purchases and "special" purchases. The Board of Directors of WLFEA retains the right as the "Public Contract Review Board" as allowed in ORS 279A.060. The District reserves the right for its legal counsel to review all public contracts before signing. The District's purchasing procedures shall also comply with adopted auditing practices.

106.3 RESPONSIBILITIES

The President of each Board, upon majority ratification of the Board of Directors shall be authorized to sign Public Purchasing Contracts on behalf of their District. The Fire & EMS Chief is responsible for insuring guidelines are implemented that ensure compliance with the Oregon Public Contracting Code. Program managers are responsible for following the District's guidelines in procuring goods and services necessary to run their programs. All personnel are responsible for following the District's guidelines when purchasing goods and services for the District on a day to day basis.

106.4 NON-COMPLIANCE

Failure to follow the District's adopted purchasing guidelines is considered a serious violation and may result in revocation of the purchasing privileges and other disciplinary action up to and including termination.

Board Functionality, Officers, and Meetings

107.1 PURPOSE AND SCOPE

To establish guidelines for the Board of Directors from Siuslaw Valley Fire & Rescue (SVFR), Western Lane Ambulance District (WLAD) and Western Lane Fire and EMS Authority (WLFEA).

107.2 MISSION STATEMENT

To preserve and improve the quality of life for all who live, work, visit, and invest in the City of Florence and the rural area that surrounds the city, through the efficient delivery of emergency services supported by aggressive fire prevention and public education.

107.3 VALUES

Excellence, by striving to set the standard for buildings and equipment, educational programs, and emergency services through leadership, vision, innovations, and dedication to our work.

Fiscal accountability, by being responsible and efficient in ensuring the financial health of the district today and for generations to come.

Partnerships, by fostering an atmosphere of cooperation, trust, and resourcefulness with our patrons, co-workers, and neighboring emergency services agencies.

Customers, by interacting with people in a responsive, considerate, and efficient manner.

Staff, by honoring the contributions of each employee and volunteer and recognizing them as essential to accomplishing our mission.

107.4 QUALIFICATIONS

A Director of Siuslaw Valley Fire and Rescue, Western Lane Ambulance District, or Western Lane Fire and EMS Authority must be a voter within the boundaries of the respective district.

107.5 INDEMNITY

The Board of Directors is entitled to indemnification under the Oregon Tort Claims Act (OTCA). When the Board is acting within the course and scope of their elected position, OTCA states that, "The sole cause of action for any tort of officers, employees, or agents of a public body acting within the scope of their employment or duties...shall be an action against the public body only". When a Board member acts outside the course and scope of his/her elected position, he/she has no protection under OTCA.

107.6 THE BOARD OF DIRECTORS AS A TEAM

The Board of Directors work together as a team of volunteers elected to represent district residents. The board is charged with developing policies, providing vision, and evaluating district functions and operations. The board conducts its business through the deliberations of agenda topics to reach sound decisions and provide clear direction to the Fire & EMS Chief. At the

Board Functionality, Officers, and Meetings

conclusion of these deliberations, each board member agrees to support the final decision formalized by a vote of the Board, and to provide the Fire & EMS Chief with a unified direction. The following tenets support the Board's team dynamics:

The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all District residents. Each Board member is equally responsible for ensuring that emergency services are properly managed in accordance with decisions reached by the Board in regular, special, or executive-session meetings.

Board members should be free from commitment or obligations to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).

The Board can transact business that is legally binding on the District only during a regular or special meeting with a quorum of Board members present. No formal decisions may be made in executive sessions. Minutes must be recorded for every Board meeting, including executive sessions.

The Board retains full legislative and judicial authority over the District in accordance with state laws and the expressed will of its citizens, but delegates all executive and operational decisions and supervisory authority to the Fire & EMS Chief who is hired by the Board as its chief executive officer.

Board members shall not become, or continue to be, a volunteer firefighter with Siuslaw Valley Fire & Rescue, an employee of Western Lane Ambulance District, or an employee of Western Lane Fire and EMS Authority and should avoid taking a direct hand in the administration of the District, thereby keeping the role and function of its Fire and EMS Chief clear to the public, staff, volunteers, and other stakeholders.

The Fire & EMS Chief serves the Board as a technical advisor in planning and policy making, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of Board actions. The Board shall evaluate the Fire and EMS Chief as specified in the employment agreement, which is a contractual obligation between the Fire & EMS Chief and the Board of Directors. Board members should not publicly express individual judgments of staff performance but may express their concerns to the Fire & EMS Chief.

Board members exercise their duties only when the board is in session; however, many members of the community assume the board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual board member does not have the authority to speak on the Board's behalf; however, individual Board members have both the right and duty to discuss fire protection or EMS matters with the public. Board members may choose to publicly express dissenting opinions after a vote, but should respect the majority decision and the Board's desire to move on to other business.

A citizen may confront an individual Board member with concerns or complaints that should properly be addressed by the Fire & EMS Chief or referred to the entire board. In this case, the

Board Functionality, Officers, and Meetings

Board member should relay the concern to the Fire & EMS Chief to address or produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the Board may, if it deems it advisable, grant a hearing to the citizen. Such hearing will be held during a regular or special session of the board. When a Board member is confronted with a situation that justifies a departure from this procedure, the board member should withhold commitment or opinion until the matter has been agendaized and presented to the Board during a regular or special session where all aspects of the issue can be aired.

The Board president is the official spokesperson for the Board of Directors. On occasion, the news media or special interest groups will ask an individual Board member to speak on a particular topic. In which case, the Board member should refer the person to the Board president, who can either speak on behalf of the Board, or appoint a Board member to do so. Interactions with the public, press, and other entities by individual board members should accurately represent and respect the Board's final decision. Depending on the topic, the Board President may also defer to the Fire & EMS Chief as the official spokesperson of the district.

Board meetings are critically important to the district. They are the forum at which laypeople proficient in thinking and judging consider the Fire & EMS Chief's recommendations and reports. An effective Board meeting should have a well-planned agenda prepared by the Fire & EMS Chief and Board Presidents.

107.7 BOARD FUNCTIONS

The Board recognizes and maintains the distinction between activities appropriate to the Board of Directors (as the District's legislative, governing body) and administrative duties performed by the Fire & EMS Chief (as the delegated administrator). The Board's three primary functions are policy-making, planning, and evaluation. The Board conducts its business in formal meetings with the support of the Fire & EMS Chief and district staff. The Board elects a Board President, Vice President, and Secretary-Treasurer annually and appoints a Recording Secretary at the first meeting of each fiscal year.

107.8 BOARD PRESIDENT

The role of a Board President is to:

- Preside over official meetings of the Board of Directors.
- Assist the Fire & EMS Chief in establishing the agenda for official Board meetings.
- Provide continuity in conducting district affairs by ensuring that the district operates in full compliance with the Oregon Revised Statutes.
- Facilitate positive interaction among board members, encouraging and eliciting an open exchange of ideas, suggestions, and opinions.
- Call special meetings and work sessions, as necessary.
- Work to build consensus, commitment and synthesis among board members when pursuing the districts goals.

Board Functionality, Officers, and Meetings

- Encourage citizen participation at board meetings by creating a cordial, friendly, open, and responsive atmosphere.
- Ensure that all board members comply with district policies and informs the board of any deviation from said policies.
- Serve as district spokesperson and represents the actions of the whole board in a manner that reflects positively on the district.

107.9 BOARD VICE PRESIDENT

In the Board President's absence, the Vice President presides over official Board meetings and assumes all the President's duties as outlined above.

107.10 BOARD OF DIRECTORS

The Board of Directors shall:

- Work as team members in performing the duties of a director to assure that the board speaks with one voice.
- Conduct district affairs such that its integrity is maintained and perceived positively by the residents.
- Formulate and evaluate legislative and other policies.
- Promote district affairs by engaging in public relations activities that cultivate a positive public image of the board and the district.
- Fully participate in short-term and long-term planning, ensuring that district resources are used efficiently and effectively.
- Identify community resident's emergency needs and wishes by encouraging public participation in formulating and implementing needs assessments and other forms of gathering community input.
- Actively promotes the district's vision, mission, philosophy, and programs by engaging in promotional activities and events.
- Instills pride in the district's residents and its career and volunteer staff, by creating a dynamic and responsive organization dedicated to meeting the needs of its residents.
- Ensure the district's long-term survivability by maintaining a stable fiscal base.
- Develop, adopt, and monitor the district's budget, in compliance with the Oregon Revised Statutes.
- Serve as a liaison with other related organizations, institutions, and agencies nurturing positive and mutually beneficial relationships.
- Participate in the Board's legislative decisions by offering ideas, suggestions, and opinions concerning policy formation.
- Participate in local and state associations.
- Participate in goal-setting by sharing ideas, opinions, and suggestions thereby helping achieve the district's mission.

Board Functionality, Officers, and Meetings

- Encourage and monitor a system of accountability to ensure the district's financial affairs, official minutes, and other documents comply with applicable Oregon Revised Statutes.
- Assist the Board President in hiring and evaluating the Fire & EMS Chief in accordance with the employment agreement to ensure continuity of operations.
- Communicate with district staff through the Fire & EMS Chief, to maintain order and clear lines of authority within the organization.
- Participate in district programs and routinely observe district services, areas and facilities to assess their effectiveness in meeting the emergency needs of the district residents.

107.11 BOARD SECRETARY-TREASURER

The Board is required to elect a Board Secretary-Treasurer, in accordance with ORS 266.370.

As a matter of practice, a member of the district's administrative staff serves in the capacity. The Board Secretary-Treasurer represents the Board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds on behalf of the Board and the District.

107.12 RECORDING SECRETARY

The Recording Secretary shall not be a member of the Board of Directors and shall take the minutes of all Board meetings and when requested by the Board president. The Recording Secretary is customarily employed by the district as a member of the administrative staff. The recording secretary:

- Prepares and distributes meeting reports.
- Makes public meeting notifications in accordance with Oregon public meeting law.
- Records the minutes of each board meeting (including special, work business, and executive sessions) and presents for board approval, except for executive sessions where discussion is held confidential.
- Maintains archives of minutes and other related board documents in accordance with district and state policy.

107.13 BOARD MEETINGS

Public Meetings Act (ORS 192): All regular meetings of the Board shall be subject to Oregon Public Meeting statutes.

107.14 REGULAR MEETINGS

The Boards will determine the place and time for their regular Board meetings during the first regular meeting of each fiscal year. Typically all three boards hold a joint Regular Board meeting at Fire Station #1, 2625 Highway 101 North, at 6:00 p.m. on the fourth Thursday of each month,

Board Functionality, Officers, and Meetings

except when the Board has publicly posted an alternative date and/or locations. The Recording Secretary posts the meeting time and place with the local media.

107.15 SPECIAL AND EMERGENCY MEETINGS (ORS 192.620-192.690)

Special and emergency meetings may be called at any time by the Board president or any three Board members by posting written public notification stating the date, time, place, and purpose of the meeting. If the Board President or any three Board members call a special or emergency meeting, the Fire & EMS Chief shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirement. Minutes will be recorded of all special and emergency meetings.

107.16 EXECUTIVE SESSIONS (ORS 192.660)

Executive sessions may be conducted, in accordance with Oregon's public meetings law, to discuss land acquisitions, litigations, and personnel matters. All matters discussed in executive session shall be kept confidential by all Board members. The Board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in an executive session results in a consensus requiring a formal decision of the Board, the executive session must be adjourned and a business session reconvened in order for a motion and vote of the Board be conducted. Minutes will be recorded for all executive sessions.

107.17 QUORUM (ORS 192.660)

The Board of Directors has five members; therefore, the presence of three members constitutes a quorum. If the Board has a vacancy, a four-member Board also constitutes a quorum of three. A three member Board requires a quorum of two. A Board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. A quorum of affirmative (i.e., "Aye") votes is required to fill a Board-officer vacancy, or to adopt any motion involving the expenditure of money, or letting of any contract, or any motion upon which the "Ayes" and "Nays" are demanded by any Board member.

107.18 AGENDA

An agenda, which shall set forth the order of business for meetings shall be prepared and made available to the board and the public no less than 48 hours before the meeting. The agenda shall contain supporting data for the suggested items of business, which the Fire & EMS Chief's (or their designee's) recommendations regarding each agenda item.

107.19 MINUTES OF BOARD MEETINGS (ORS 192.650(1) & ORS 192.410-192.505)

The "Records, Public Reports and Meetings" law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of Board actions shall be set forth in full in the official minutes of the Board. The Recording Secretary is custodian of the

Western Lane Fire and EMS Authority

Policy Manual

Board Functionality, Officers, and Meetings

minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.