



**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

September 28, 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. **Swearing In New Full Time Firefighter, Lieutenant and Academy Recruits**
- V. **Consent Agenda**
Meeting Minutes: Regular Meeting July 27, 2023 revised
Regular Meeting August 24, 2023

Staff Reports
Correspondence
- VI. **Call Volumes**
- VII. **Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. **Old Business**
 - a. Approve Job Descriptions from August 24, 2023
 - i. Office Manager & WLCR Program Manager
 - b. Approve Policies from August 24, 2023
 - i. 106 Public Procurement Policy
 - ii. 107 Board Functionality Officers and Meetings
- IX. **New Business**
 - a. Administration Building Review
 - b. Mutual Aid Agreements Review

- c. Review of ORS 198.190 Compensation and Expenses of Governing Body Members
- d. Job Descriptions: To be reviewed at next board meeting
 - i. Duty Chief
 - ii. Lieutenant
- e. Policies: To be reviewed at next board meeting
 - i. 102 Chief Executive Officer
 - ii. 109 Chief Performance Appraisal

X. Director Comments

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

XI. Future Business: Joint Board Meeting Thursday, October 26, 2023 at 6:00pm

XII. 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 if the individual does not request an open hearing.

XIII. 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

9:00pm Return to Open Session

Following the Executive Session per ORS 192.660(2)(b), the SVFR and WLAD Board of Directors returned to Open Session to take action.

Director Webb made a Motion to deny the grievance and authorize the Board Chair to work with the Fire & EMS Chief and legal counsel to prepare a written response. Director Russell seconded. Roll call was taken and it was unanimous to deny the grievance.

The meeting adjourned at 9:02 p.m.

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

Joint Board Meeting Minutes, August 24, 2023, 6:00 p.m.
The Zoom recording will be posted on the WLFEA Website

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Tim Mendolia, Director Keith Stanton, Director David Carrillo, Director Jim Palisi and Director Laurie Heppel

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb, Director Vanessa Buss, Director Cindy Russell, and Director Linda Stent

Not Present: Director Adam Holbrook

STAFF PRESENT:

Fire and EMS Chief Schick, Deputy Chief House, Office Manager Dina McClure, Office Manager Trish Lutgen, and Recording Secretary Holly Lais

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

PUBLIC COMMENT: None

CONSENT AGENDA:

- Staff Reports
- Correspondence

Director Stanton asked that the Meeting Minutes for July 27, 2023 be pulled out of the consent agenda for discussion. The minutes need to be amended to reflect the meeting was called back to order to take action after the Executive Session per ORS 192.660(2)(b).

CALL VOLUMES:

Call Volumes were provided in the board packet under Chief House's report. He noted transports were down compared to the same time last year, and informed NFIRS (National Fire Incident Reporting System) distinguishes between the different types of fire calls.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

McClure reported that financials for the first month of the Fiscal Year looked good. She noted that the new Type III Engine was purchased with SVFR Capital Reserve funds that since have been replaced with SVFR LGIP funds. She asked if any directors were interested in a keyboard for their district iPads, and Director Stent was interested.

OLD BUSINESS:

- The directors reviewed three job descriptions and two policies that were passed out at the last meeting. Director Stanton said the amounts noted in 105 Fiscal Policy will soon increase according to the Special Districts Association of Oregon (SDAO) training he attended.

NEW BUSINESS:

- a. WLFEA Action Item: Resolution 2023-02 Opening a Local Government Investment Pool Savings Account
Director Webb made a motion to approve Resolution 2023-02 Opening a Local Government Investment Pool Savings Account. Director Stanton seconded. Roll Call, all in favor, and the motion carried.
- b. SVFR Action Item: SVFR Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account
Director Carrillo made a motion to approve SVFR Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account. Director Heppel seconded. Roll Call, all in favor, and the motion carried.
- c. WLAD Action Item: WLAD Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account
Director Russell made a motion to approve WLAD Resolution 2023-04 Transferring Funds to WLFEA Local Government Investment Pool Savings Account. Director Stent seconded. Roll Call, all in favor, and the motion carried.
- d. SVFR Action Item: Approve Portable Radio Upgrade
Director Palisi made a motion to approve Approve Portable Radio Upgrade. Director Carrillo seconded. Roll Call, all in favor, and the motion carried.
- e. Job Descriptions: Office Manager and WLCR Program Manager will be reviewed at the September board meeting.
- f. Policies: 106 Public Procurement and 107 Board Functionality will be reviewed at the September board meeting.

DIRECTOR COMMENTS:

- Director Palisi gave kudos to the Administration for fixing the iPads and emails.
- Director Stent enjoyed the recent Director's Training from Special Districts Association of Oregon (SDAO).
- Chief Schick invited the directors to attend the upcoming Town Hall meeting on August 31st at 6 p.m. The meeting is to discuss the annexation of properties along Highway 101 between MP 181 and MP 171 to provide fire suppression services. Citizen's concerns started after the Ziggerot Fire last month. Citizens are also looking at other options including annexation from Yachats, residential sprinklers, and individual contracts. He would like to have a board decision at the next board meeting.

The meeting adjourned and board went into Executive Session at 6:22 p.m.

Per ORS 192.660(2)(b) SVFR & WLAD went into Executive Session 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).

The board did not return to Open Session to take action.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, September 28, 2023, at 6:00 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, Trish Lutgen, Dep Chief House, Div Chief Chance

RE: Chief's Board Report September 28th

1. Annexation discussion

A town hall type of event was held for homeowners in the Ten Mile Creek Rd area on August 31st. This was an opportunity for us to present some facts and discuss the issues around a possible annexation of properties in the area for fire suppression services. Properties in this area are currently not within any fire district response area and this has generated some concern in the area due to a recent house fire. The well attended meeting concluded with a challenge to the residents to prove that the majority of homeowners wish to be annexed by SVFR. If that happens I told them I am willing to bring it to our directors for discussion.

2. Hiring Process

We just concluded the assessment process for the positions of FF/Engineer, FF/Medic, and Paramedic. We have a new hiring list from which we anticipate making offers to two candidates immediately and potentially a third either now or within the next few months. Those on our hiring lists which are not given immediate job offers are encouraged to apply for part time work with us. This offers our staff the opportunity to meet the potential new hires as well as helping with our staffing issues.

3. Joint Labor Management Relations Committee

At the request of the bargaining unit we have resurrected the Joint Labor Management Relations Committee meetings. We had originally proposed having the meetings following the signing of the current contract. With the merger of two completely different contracts into one document we anticipated there would be a few issues which slipped through our discussions. These meetings are helpful in addressing different interpretations of the contract language and to address any other issues that Labor or Management may wish to discuss in a confidential manager. Any changes to the contract would have to be brought to the boards for approval as well as for approval by the bargaining unit members. These meetings are scheduled to be held on the third Thursday of each month at 0900 in the lower conference room at St 1. Board members are always welcome to attend. Please let us know if you will be attending so we can make sure a quorum will not be present.

These were the topics discussed at our first meeting:

1. Hiring and promotional processes
2. AIC Qualifications, process and timelines
3. New hire; onboarding and probationary expectations, evaluations and goals for success
4. Culture and Morale
5. Staffing; ideal and minimums. 3 paramedic minimum and how it is filled

4. Interfacility transfers

A long time area of discussion between Peace Harbor and the ambulance district has been with interfacility transfers. We take patients from Peace Harbor to other hospitals for advanced or specialized care or to private facilities such as a skilled nursing facility or even occasionally to a private residence if that is deemed necessary and appropriate. These transfers can happen at any time of day or night and could result in an ambulance out of service for three hours to even nine + hours if Portland is the destination. We feel a safety issue arises when these requests are received in the middle of the night and our personnel are expected to take the transfers without considering the dangers inherent in tired staff driving in dark conditions. There has also been no consideration taken of the number of medic units available to handle 911 calls during transfer requests. On the other hand these patients are typically being taken to a higher level of care which may be necessary for their well being. After a meaningful

discussion with CAO Jason Hawkins we decided to bring together both sides to discuss this issue and to resolve everyone concerns if possible.



Western Lane Fire and EMS

"Stronger as one"

September 28, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. Radio project has gone very smooth over the past month.
2. Portable radio order submitted to My-Comm, anticipated three months for delivery.
3. Type 3 Engine has arrived, we've begun the uplifting process to be service ready.
4. Renaming of Authority stations has been completed.

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 611 is operational.
- 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. Western Lane Crisis transport vehicle in Bend for uplift to be placed into service.
- x. Annual apparatus inspections and service ongoing.
- xi. Station 7 has been thoroughly cleaned and organized.
- xii. Annual hose and ground ladder testing completed.

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.



Western Lane Fire and EMS

“Stronger as one”

WLFEA August 2023 Responses	2022	2023	Difference
911 Response, transports	182	165	-17
Interfacility Transfers	37	43	6
Specialty Care Transfer	17	19	2
911 Response, no patient transport	154	107	-47
Mobile Integrated Healthcare Visits	42	25	-17
Fire	9	16	7
Rescue / EMS	99	85	-14
Other (Service calls, good intent, false alarms)	21	46	25
Overall call volume	561	506	-55
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	371	334	-37
Interfacility Transfers	65	88	23
Specialty Care Transfer	31	37	6
911 Response, no patient transport	272	231	-41
Mobile Integrated Healthcare	86	77	-9
Fire	24	38	14
Rescue / EMS	184	180	-4
Other (Service calls, good intent, false alarms)	66	93	27
Fiscal year total call volume comparison	1099	1078	-21

Operations – Logistics

August

- Annual hose and ground ladder testing
- Apparatus radio designator plates revised

Apparatus

- E-624: Annual inspection, service, pump testing
- E-628: Warranty paint repair, air leak repair
- E-621: Pump shift repair, alignment, new steer tires
- E-622: Camshaft and Crankshaft sensors replaced
- R-661: Oil change, suspension inspection
- R-664: Light tower repair
- WT-634: Shore tie repair, air leak repair
- BR-651: Seatbelt sensor installation at dealer

Equipment

- Received new equipment for Type III, waiting on dealer to complete final installations before placing in service.
- Crews demoed new portable Kenwood radio.

Facilities

- Station 1: Server room HVAC repair, installed new WLFEA banners in apparatus bay, irrigation sprinkler system maintenance and repair
- Station 2: East bathroom sink replaced
- Station 4: WLECN mounted an antenna for emergency communications on the East side of the station.
- Station 5: Window replaced, HVAC repair
- Station 7: HVAC repair
- Station 10: East bathroom sink replaced

Report submitted by:
Andy Gray
Logistics Captain

The August number of visits is much lower than the last couple of months because I finished all of the “Previously on Palliative” visits, and so all but the blood draws for Primary Care in Home are standard length visits.

The number of visits is reduced from last year because I am doing my own scheduling, which reduces the available appointment slots by 1/3, and I continue to work reduced hours many days as I recover from Covid. Given those changes, all available appointment slots were fully booked in August.

Two of the ED referrals included Fall Assessments.

Years	2023	<input type="button" value="v"/>
Visit date	Aug	<input type="button" value="v"/>
	Number of Visits	% of total Visits
DC	11	44%
PCinHome	6	24%
ED	3	12%
PCP	2	8%
EMS	2	8%
SDS	1	4%
Grand Total	25	100%

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

Years	2022	<input type="button" value="v"/>
Visit date	Aug	<input type="button" value="v"/>

Referral	Visits	Percent
DC	21	50.0%
PAL	11	26.2%
PCP	6	14.3%
ED	3	7.1%
EMS	1	2.4%
Grand Total	42	100.0%

v/r,

Wendy Sullivan
 Mobile Integrated Healthcare (MIH) Paramedic



Western Lane Fire and EMS Authority

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

Training Report September 2023

Target Solutions topics for the month are NFPA 1001 Rescue and Extrication, CAPCE Confined Space Awareness, CAPCE Emergency Care for Electrical Burns, and CAPCE Pediatric Emergencies Basic or Advanced.

The drill schedule for the month is driver's course training and supply drafting at Woahink on 9/5, OB training on 9/12, vehicle stabilization, extrication, and patient packaging at Sherwood Like a Tow on 9/16, and boat training and bbq at Woahink on 9/19.

As part of officer development during our company officer's meeting, we reviewed chapters 1-3 in the book *Step Up and Lead*. The officers were assigned the final two chapters to finish up by next meeting.

The Firefighter I academy has officially come to an end. The three recruits passed all their final testing stations and have started to pick up shifts to continue their training. DPSST requires a six-month probationary period before they can become certified. Due to some unexpected staffing shortages we had to postpone HazMat Awareness/Ops for a future date.

The crews had obstetrics and delivery training with the nurse educators from Peace Harbor. They brought their interactive delivery manikin over and we were able to run several different emergencies.

We had a physician case review with Dr. Danigelis on 9/18. There were 17 cases in total including multiple traumas, strokes, and cardiac arrests.

In addition to the monthly CPR class we will also be providing on site training to the staff at Driftwood shores on 9/30. Rob and Jim Yeo also taught the Florence Police officers on 9/14.

New DPSST certifications this month are Ethan Hack as Firefighter I, Lt. Kozlowski as Fire Officer I. New OHA licenses are Jack Freel – EMT and Lt. Terrell – Paramedic. Jackson Ruiz, a recent LCC paramedic intern, has started training as a part-time paramedic working to complete his WLFEA task book.

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

Siuslaw Valley Fire and Rescue

Balance Sheet

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	9,480.27	102,861.81
1002 Money Market 0832	50,229.51	606,372.92
1003 SVFR LGIP 6355	659,581.13	1,008,223.84
1013 Debit/Visa 2876	0.00	612.99
1050 PERS UAL 6512	150,725.71	150,208.81
1052 Capital Replace Savings 7216	498,213.61	396,209.90
1054 Capital Improve Savings 7224	460,761.75	45,754.29
Total Bank Accounts	\$1,828,991.98	\$2,310,244.56
Accounts Receivable		
1200 Accounts Receivable	0.00	91.41
Total Accounts Receivable	\$0.00	\$91.41
Other Current Assets		
1205 Undeposited Funds	0.00	0.00
1208 Employee Advances	0.00	0.00
1230 Other Receivables	0.00	0.00
1236 Prepaid Expense	19,281.50	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	\$135,348.55
Total Current Assets	\$1,964,340.53	\$2,445,684.52
Fixed Assets		
1700 Capital Assets	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,964,340.53	\$2,445,684.52

Siuslaw Valley Fire and Rescue

Balance Sheet

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	46,526.66	230,178.58
Total Accounts Payable	\$46,526.66	\$230,178.58
Credit Cards		
2007 OPB Mastercard	131.50	864.92
Total Credit Cards	\$131.50	\$864.92
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
Total Other Current Liabilities	\$86,577.22	\$86,577.22
Total Current Liabilities	\$133,235.38	\$317,620.72
Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$133,235.38	\$317,620.72
Equity		
3100 Capital Reserve	958,975.36	166,885.19
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	1,726,865.91	2,652,660.92
Net Income	-854,736.12	-691,482.31
Total Equity	\$1,831,105.15	\$2,128,063.80
TOTAL LIABILITIES AND EQUITY	\$1,964,340.53	\$2,445,684.52

Siuslaw Valley Fire and Rescue

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

July - August, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	210.60	3,046,205.00	0.01 %
4114 Douglas County	47.87	4,718.00	1.01 %
4117 Prior Year Tax Revenue	6,764.62	30,000.00	22.55 %
Total 4100 Property Tax	7,023.09	3,080,923.00	0.23 %
4125 Other County Tax Revenue	729.03		
4303 Three Rivers Casino	61,688.76	61,689.00	100.00 %
4800 Conflag Reimbursements		50,000.00	
4810 Other Fire Reimbursements	153.04		
4850 Other Income			
4859 Miscellaneous Income	255.00		
4860 Reimbursements and Refunds		15,000.00	
4890 Interest Income GF	8,097.77	12,000.00	67.48 %
4895 Interest Income - Capital	953.27	1,000.00	95.33 %
Total 4850 Other Income	9,306.04	28,000.00	33.24 %
Total Income	\$78,899.96	\$3,220,612.00	2.45 %
GROSS PROFIT	\$78,899.96	\$3,220,612.00	2.45 %
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	442,675.04	450,000.00	98.37 %
8025 Personal Safety		10,000.00	
8103 Computer Upgrades		5,000.00	
Total 8000 Capital Outlay	442,675.04	670,000.00	66.07 %
Total Expenses	\$442,828.08	\$670,000.00	66.09 %
NET OPERATING INCOME	\$ -363,928.12	\$2,550,612.00	-14.27 %
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			

Siuslaw Valley Fire and Rescue

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

July - August, 2023

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
9501 Contingency		100,000.00	
9525 Transfer OUT to WLFEA	490,808.00	3,784,713.00	12.97 %
9530 Transfer OUT to WLCR		5,000.00	
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	\$490,808.00	\$5,148,086.00	9.53 %
NET OTHER INCOME	\$ -490,808.00	\$ -2,550,612.00	19.24 %
NET INCOME	\$ -854,736.12	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/02/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-100,000.00
08/16/2023	Transfer			July 2023 Expenses	1002 Money Market 0832	-10,000.00
08/16/2023	Transfer			From LGIP to MMA for purchase of Type III Brush Vehicle	1003 SVFR LGIP 6355	-382,965.76
08/17/2023	Bill Payment (Check)	28910	Day Wireless Systems	6855	1001 Checking 1151	-13,051.12
08/18/2023	Transfer			From MMA to reimburse for purchase of Type III Brush Vehicle	1002 Money Market 0832	-382,965.76
08/22/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-290,808.00
08/28/2023	Check	EFT	Card Service Center	Monthly expenses 7/3-8/3/2023	1001 Checking 1151	-153.04



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
 August 4, 2023 to September 3, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$153.04
- Payments	\$153.04
- Other Credits	\$0.00
+ Purchases	\$131.50
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$131.50

PAYMENT INFORMATION

New Balance:	\$131.50
Minimum Payment Due:	\$25.00
Payment Due Date:	September 28, 2023

Account Number	XXXX XXXX XXXX 0393
Credit Limit	\$45,000.00
Available Credit	\$44,868.00
Statement Closing Date	September 3, 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
08/28	08/28	F1127007G00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$153.04-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0393
 New Balance: \$131.50
 Minimum Payment Due: \$25.00
Payment Due Date: September 28, 2023

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

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
 PO BOX 569100
 DALLAS TX 75356-9100

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



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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXX0393	\$153.04-
08/11	08/13	55417347050DDKK10	ODOT DMV 503 945 5000 FLORENCE OR MARY DIMON	\$131.50
			TOTAL XXXXXXXXXXXX0526	\$131.50

\$0 - \$131.50 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/28/23. 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	19.49% (v)	\$0.00	31	\$0.00
Cash Advances	19.49% (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 August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	60,083.40	189,045.10
1020 Money Market 9835	777,184.95	601,472.79
1030 LifeMed Cash 9411	157,500.19	140,129.43
1040 WLAD LGIP 6353	1,564,482.13	1,512,335.77
1050 PERS UAL 6407	59,319.11	59,178.91
1090 Capital Equip Reserve 1060	192,630.80	501,343.43
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$2,811,600.58	\$3,003,905.43
Accounts Receivable		
1200 Accounts Receivable	2,624.32	-1,095.68
Total Accounts Receivable	\$2,624.32	\$ -1,095.68
Other Current Assets		
1201 Patient Accounts Receivable	1,147,318.54	1,337,475.59
1202 Allowance for Bad Debt	-164,002.45	-213,443.28
1203 Allowance for Contractual Adjust	-447,454.23	-521,615.48
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	60.00	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	\$699,036.81	\$766,381.75
Total Current Assets	\$3,513,261.71	\$3,769,191.50
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

Western Lane Ambulance District

Balance Sheet Comparison

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
1799 Accumulated Depreciation	-1,201,134.41	-1,201,134.41
Total Fixed Assets	\$1,268,916.89	\$1,268,916.89
TOTAL ASSETS	\$4,782,178.60	\$5,038,108.39
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	200.00	306,318.61
Total Accounts Payable	\$200.00	\$306,318.61
Credit Cards		
2007 OPB Mastercard	-30.00	4,590.57
Total Credit Cards	\$ -30.00	\$4,590.57
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	\$187,582.92	\$499,191.35
Total Liabilities	\$187,582.92	\$499,191.35
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

Western Lane Ambulance District

Balance Sheet Comparison

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
Net Income	-36,733.02	-1,140,303.79
Total Equity	\$4,594,595.68	\$4,538,917.04
TOTAL LIABILITIES AND EQUITY	\$4,782,178.60	\$5,038,108.39

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - August, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	95,151.57	500,000.00	19.03 %
4002 Private Pay	20,814.22	120,000.00	17.35 %
4020 Medicaid	48,051.79	200,000.00	24.03 %
4023 Medicare	206,364.64	1,180,000.00	17.49 %
4025 GEMT CCO Program	6,528.34	65,000.00	10.04 %
4035 Collection Agency	210.78		
4085 Other Revenue	12.41		
4090 less Refunds	-1,688.03		
4099 Allowance for Contractual Adjustment	23,880.79		
Total 4000 Operating Income	399,326.51	2,065,000.00	19.34 %
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	3,981.34	25,000.00	15.93 %
Total 4210 Property Tax Revenue	4,104.72	1,809,591.00	0.23 %
4220 Three Rivers Casino	30,792.00	30,792.00	100.00 %
4230 Other County Tax Revenue	503.43		
4250 Reimbursements	75.91		
4280 Miscellaneous Revenue		15,000.00	
4290 Interest Income WLAD	13,366.76	30,000.00	44.56 %
4295 Interest Income Capital	245.18	800.00	30.65 %
Total 4200 NonOperating Income	49,088.00	1,886,183.00	2.60 %
4600 LifeMed Income			
4601 LifeMed Subscriptions	16,260.00	120,000.00	13.55 %
4602 LifeMed CPR Classes	4,795.00	14,000.00	34.25 %
4609 LifeMed Interest	7.96		
4690 less LifeMed Refund	-20.00		
Total 4600 LifeMed Income	21,042.96	134,000.00	15.70 %
4700 Grant Income			
4702 MIH Foundation		50,000.00	
Total 4700 Grant Income		50,000.00	
Total Income	\$469,457.47	\$4,135,183.00	11.35 %
GROSS PROFIT	\$469,457.47	\$4,135,183.00	11.35 %
Expenses			
6900 LifeMed Expense			
6951 Public & Regional Training LM		5,000.00	
6952 QRT Support & Training LM		10,000.00	
6953 Promotion & Advertising LM	2,507.71	7,000.00	35.82 %
6957 Bank Fees LM	802.92	1,500.00	53.53 %

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - August, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6958 Postage & Printing LM	1.98	4,000.00	0.05 %
6959 Supplies LM	1,888.10	1,500.00	125.87 %
6960 Other LifeMed Expenses		1,000.00	
Total 6900 LifeMed Expense	5,200.71	30,000.00	17.34 %
7000 MATERIALS & SERVICES ADMINISTRATION			
7100 Administrative Expense			
7108 Dues and Fees	50.00		
Total 7100 Administrative Expense	50.00		
Total 7000 MATERIALS & SERVICES ADMINISTRATION	50.00		
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	
8700 Grant Expense			
8705 Three Rivers Casino Carseat Grant	939.78		
Total 8700 Grant Expense	939.78		
Total Expenses	\$6,190.49	\$213,000.00	2.91 %
NET OPERATING INCOME	\$463,266.98	\$3,922,183.00	11.81 %
Other Income			
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	500,000.00	6,206,973.00	8.06 %
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	\$500,000.00	\$7,568,194.00	6.61 %
NET OTHER INCOME	\$ -500,000.00	\$ -3,922,183.00	12.75 %

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - August, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$ -36,733.02	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/02/2023	Bill Payment (Check)	4141	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
08/02/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority		1020 Money Market 9835	-100,000.00
08/02/2023	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-197.52
08/07/2023	Bill Payment (Check)	4142	Coast Broadcasting	327	1030 LifeMed Cash 9411	-1,000.00
08/07/2023	Bill Payment (Check)	4143	Siuslaw Football		1030 LifeMed Cash 9411	-500.00
08/07/2023	Bill Payment (Check)	4144	Siuslaw Football		1030 LifeMed Cash 9411	-500.00
08/11/2023	Bill Payment (Check)		Coast Broadcasting	327		0.00
08/11/2023	Bill Payment (Check)		Siuslaw Football			0.00
08/22/2023	Bill Payment (Check)		Western Lane Fire & EMS Authority		1020 Money Market 9835	-300,000.00
08/31/2023	Bill Payment (Check)	21115	Jane Lang		1010 Checking 0046	-65.00
08/31/2023	Bill Payment (Check)	21116	Timothy D Akers		1010 Checking 0046	-100.00
08/31/2023	Bill Payment (Check)	4145	Lori Huff		1030 LifeMed Cash 9411	-10.00
08/31/2023	Bill Payment (Check)	21117	Liz labichello		1010 Checking 0046	-939.78
08/31/2023	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
August 8, 2023 to September 6, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$75.91-
- Payments	\$0.00
- Other Credits	\$30.00
+ Purchases	\$75.91
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$30.00-

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

PAYMENT INFORMATION

New Balance: \$30.00-
Minimum Payment Due: \$0.00
Payment Due Date: October 1, 2023

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

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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
08/14	08/14	F11270072000OT226	REFUND RUSH FEE	\$30.00-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 0591
New Balance: \$30.00-
Minimum Payment Due: \$0.00
Payment Due Date: October 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
08/14	08/14	F11270072000TW226	TIB-CREDIT BALANCE REFUND FARMERS BRANC TX	\$75.91
			TOTAL XXXXXXXXXXXXX0591	\$45.91

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	19.49% (v)	\$0.00	30	\$0.00
Cash Advances	19.49% (v)	\$0.00	30	\$0.00

(v) - variable

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

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

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

Western Lane Ambulance District

OPB MC Expense Transaction List by Date

August 8 - September 6, 2023

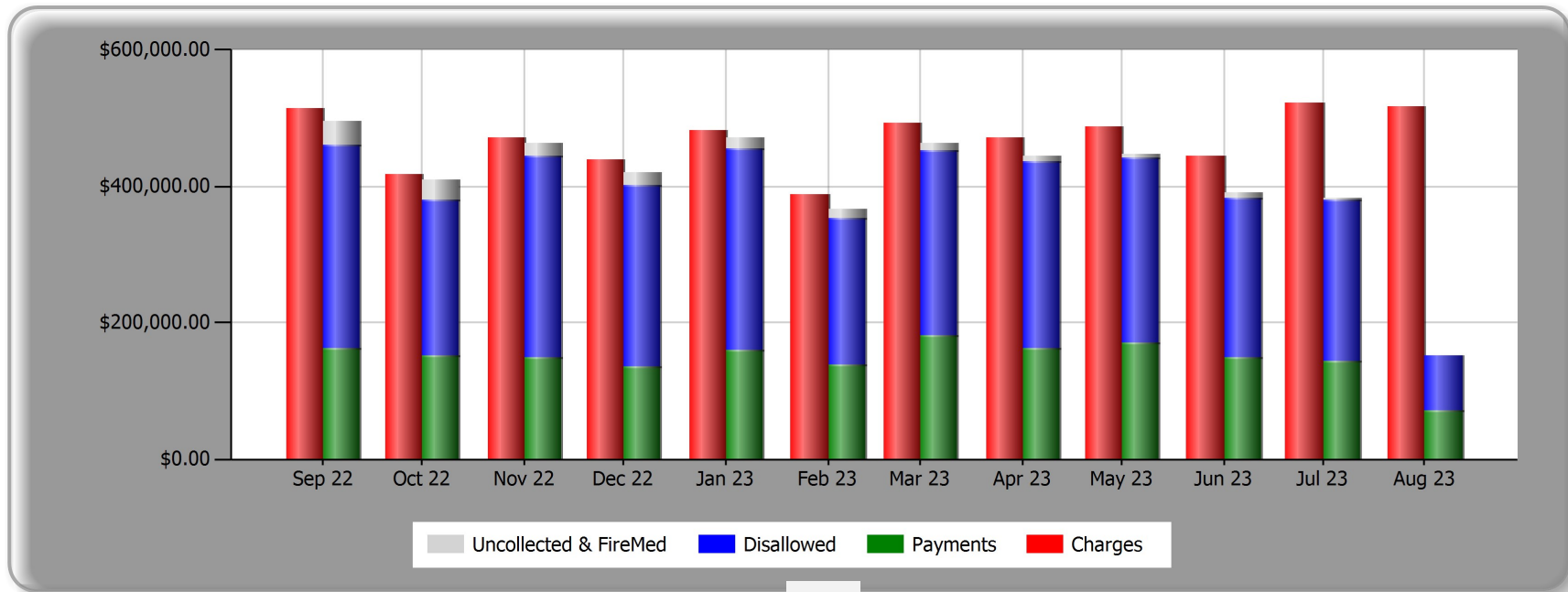
DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
08/14/2023	Main 0591	Card Service Center	Refund	-30.00
08/14/2023	check refund	Western Lane Ambulance Dist	check payment of credit on account	75.91

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	9/1/2022
Date Of Service	8/31/2023
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Sep 22	224	514,112.16	-161,709.94	31 %	-9,361.21	2 %	-298,442.38	58 %	-25,279.75	5 %	19,318.88	4 %
Oct 22	193	416,477.76	-150,647.53	36 %	-8,826.37	2 %	-228,575.14	55 %	-21,675.22	5 %	6,753.50	2 %
Nov 22	212	471,341.52	-148,947.95	32 %	-11,077.93	2 %	-294,461.47	62 %	-9,924.73	2 %	6,929.44	1 %
Dec 22	206	437,905.12	-136,432.43	31 %	-8,632.73	2 %	-263,767.76	60 %	-12,111.81	3 %	16,960.39	4 %
Jan 23	215	482,971.76	-158,511.93	33 %	-9,594.50	2 %	-296,864.33	61 %	-7,261.40	2 %	10,739.60	2 %
Feb 23	184	388,519.76	-138,781.96	36 %	-6,594.52	2 %	-213,659.39	55 %	-7,078.45	2 %	22,405.44	6 %
Mar 23	225	492,193.92	-182,212.95	37 %	-5,947.38	1 %	-271,062.80	55 %	-5,228.66	1 %	27,742.13	6 %
Apr 23	209	472,320.24	-163,717.01	35 %	-7,125.00	2 %	-271,951.96	58 %	-516.96	0 %	29,009.31	6 %
May 23	218	486,122.40	-170,752.68	35 %	-4,200.00	1 %	-272,324.33	56 %	-300.00	0 %	38,545.39	8 %
Jun 23	212	445,007.64	-148,514.28	33 %	-7,770.56	2 %	-234,134.73	53 %	0.00	0 %	54,588.07	12 %
Jul 23	233	523,612.80	-144,611.09	28 %	-2,100.00	0 %	-235,040.62	45 %	0.00	0 %	141,861.09	27 %
Aug 23	224	515,944.92	-70,933.49	14 %	0.00	0 %	-79,561.62	15 %	0.00	0 %	365,449.81	71 %
		2,555	5,646,530.00	-1,775,773.24		-81,230.20	-2,959,846.53		-89,376.98		740,303.05	

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	8/1/2023
Transaction Date	8/31/2023
Company Code	Western Lane Ambulance District

Balance Forward	1,083,092.73
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Charges by Level of Service	516,119.88
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
AUG23	266,768.68	51,028.00	19,507.28	47,626.60	51,942.52	79,071.84	515,944.92
JUN23					43.20		43.20
MAY23	131.76						131.76
Total	266,900.44	51,028.00	19,507.28	47,626.60	51,985.72	79,071.84	516,119.88

Payments - ALL	-184,173.92
-----------------------	--------------------

Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
8/1/2023	XO ChampVA Office of Comm Care	00331853	-128.88
8/1/2023	ChampVA Office of Comm Care	00331854	-250.00
8/1/2023	BCBS OR Blue Card MedAdv	0154742180	-756.72
8/1/2023	All Care Health Plan-Medicaid	123000220065489	-644.50
8/1/2023	Tribal First Insurance	776989	-1,780.36
8/2/2023	XO Tricare for Life	2405835099	-133.10
8/3/2023	XO ChampVA Office of Comm Care	00792938	-128.88
8/3/2023	Trillium Community Health Plan	0900161640	-476.73
8/3/2023	UHC West/Secure Horizons	1941764645	-484.96
8/4/2023	AARP Medicare Complete Plus	1942312390	-2,273.65
8/4/2023	XO MODA	2023080410600940	-133.10
8/4/2023	Railroad Medicare	816092725	-412.67
8/6/2023	Pacific Source Community Solutions	23218B1000094357	-7,247.98
8/6/2023	Pacific Source Health Plan	23218B1000196834	-1,244.99
8/7/2023	BCBS OR Blue Card MedAdv	0154750913	-2,806.73
8/7/2023	XO Regence Federal	0261123185	-1,213.47
8/7/2023	AARP Medicare Complete Plus	1942854696	-855.81
8/8/2023	VA Regional Payment Center	1374261	-1,879.72

**Western Lane Ambulance District
MONTH END SUMMARY**

8/9/2023	United Healthcare	1TZ56367817	-559.92
8/9/2023	XO United Healthcare	1TZ56393278	0.00
8/9/2023	Kaiser Health Plans of WA	25290789	-3,804.48
8/9/2023	Medicare B Oregon	893759101	-1,999.66
8/10/2023	Trillium Community Health Plan	0900162502	-3,161.12
8/10/2023	Aetna	823219000433737	-619.10
8/11/2023	UHC West/Secure Horizons	1945170157	-4,996.09
8/11/2023	OPTUM Care	1947880680	-283.87
8/11/2023	Peace Health Hospice	39573	-1,350.00
8/11/2023	Medicare B Oregon	893766649	-990.72
8/13/2023	Pacific Source Community Solutions	23225B1000088348	-1,738.59
8/14/2023	Blue Cross Blue Shield Oregon	0154758622	-5,884.19
8/14/2023	OPTUM Care	1950199507	-568.89
8/15/2023	Care Oregon	1227093	-420.62
8/15/2023	Oregon Medicaid	600136639	-80.62
8/15/2023	Medicare B Oregon	893774404	-1,974.92
8/15/2023	XO AARP Medicare Supplemental	9946281765	-965.02
8/16/2023	Blue Cross Blue Shield Oregon	0196199390	-2,014.00
8/16/2023	XO United Healthcare	1TZ56893472	-105.28
8/16/2023	Kaiser Health Plans of WA	25448988	-2,817.76
8/17/2023	Trillium Community Health Plan	0900163391	-1,198.61
8/17/2023	Umpqua Health Alliance	120582	-360.00
8/17/2023	United Healthcare	1TZ57092293	-948.32
8/17/2023	VA Regional Payment Center	2658355	-1,769.56
8/17/2023	Medicare B Oregon	893781807	-716.66
8/18/2023	VA Regional Payment Center	2855366	-9,707.36
8/18/2023	Medicare B Oregon	893785485	-3,878.97
8/20/2023	Pacific Source Community Solutions	23232B1000089459	-1,884.70
8/21/2023	Blue Cross Blue Shield Oregon	0154773364	-4,158.26
8/21/2023	Blue Cross Blue Shield Oregon	0196205301	-900.62
8/21/2023	XO Tricare for Life	2406204588	-199.23
8/21/2023	VA Regional Payment Center	3020805	-5,584.84
8/21/2023	Medicare B Oregon	893789480	-1,883.93
8/22/2023	Care Oregon	1228714	-420.62

**Western Lane Ambulance District
MONTH END SUMMARY**

8/22/2023	UHC West/Secure Horizons	1949369938	-793.71
8/22/2023	Oregon Medicaid	600138691	-465.54
8/22/2023	Aetna Medadvantage HMO	882322801079384	-524.14
8/22/2023	Medicare B Oregon	893793190	-1,223.86
8/23/2023	Railroad Medicare	816217744	-496.91
8/23/2023	Medicare B Oregon	893797007	-498.99
8/24/2023	Trillium Community Health Plan	0900164239	-7,205.46
8/24/2023	UHC West/Secure Horizons	1950584905	-468.00
8/24/2023	UMR	1967240340	-913.74
8/25/2023	Blue Cross Blue Shield Oregon	0171936199	-127.10
8/25/2023	OPTUM Care	1969359691	-416.24
8/25/2023	XO Tricare for Life	2406308166	-395.76
8/25/2023	Medicare B Oregon	893803379	-9,948.76
8/25/2023	XO AARP Medicare Supplemental	9950907929	-272.01
8/27/2023	Pacific Source MedAdvantage	23239B1000015997	-863.13
8/27/2023	Pacific Source Community Solutions	23239B1000092978	-534.20
8/28/2023	Blue Cross Blue Shield Oregon	0154782093	-2,922.56
8/28/2023	Regence Federal Oregon	0261129934	-1,680.36
8/28/2023	UHC West/Secure Horizons	1951815549	-430.49
8/28/2023	AARP Medicare Complete Plus	9951939087	-1,167.76
8/29/2023	Medicare B Oregon	893811176	-12,023.62
8/30/2023	Medicare B Oregon	893814922	-4,954.76
8/31/2023	Trillium Community Health Plan	0900165129	-144.91
8/31/2023	Umpqua Health Alliance	121488	-420.62
8/31/2023	UHC West/Secure Horizons	1953633035	-2,994.06
8/31/2023	XO Tricare for Life	2406439572	-301.05
8/31/2023	XO Aetna	823240000452764	-117.01
8/31/2023	Medicare B Oregon	893818690	-504.16

EFT TOTAL **-143,607.69**

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

<u>Trans Date</u>	<u>Amount</u>
8/2/2023	-25.00
8/3/2023	-50.00

**Western Lane Ambulance District
MONTH END SUMMARY**

8/5/2023	-25.00
8/8/2023	-25.00
8/10/2023	-753.88
8/13/2023	-25.00
8/14/2023	-50.00
8/16/2023	-25.00
8/21/2023	-555.79
8/23/2023	-177.38
8/24/2023	-25.00
8/29/2023	-405.92
8/31/2023	-25.00

CREDIT CARD TOTAL	-2,167.97
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Payments - Bank Deposit	<i>(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)</i>
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<u>Trans Date</u>	<u>Amount</u>
8/1/2023	-11,981.94
8/8/2023	-3,916.55
8/15/2023	-3,568.95
8/22/2023	-15,078.70
8/29/2023	-4,017.12

BANK DEPOSIT TOTAL	-38,563.26
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Payments - Refunds/Refund Reversals
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<u>Date</u>	<u>Ref Prv</u>	<u>Total</u>
8/18/2023	165.00	165.00
Total	165.00	165.00

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>TNT</u>	<u>Total</u>
8/1/2023	-7,950.66	-881.72	-250.00	-4,025.31	-486.72	-1,947.99		-15,542.40
8/2/2023	-158.10							-158.10
8/3/2023	-605.61		-50.00	-484.96				-1,140.57
8/4/2023	-953.74			-412.67		-1,453.01		-2,819.42
8/5/2023	-25.00							-25.00

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
8/6/2023	-2,215.85	-717.37	0.00		0.00	-5,559.75		-8,492.97
8/7/2023	-2,714.57	-1,412.24	-549.97		-199.23		0.00	-4,876.01
8/8/2023	-5,141.51	-214.78		-370.29	-94.69			-5,821.27
8/9/2023	-1,580.78		-3,804.48	-978.80				-6,364.06
8/10/2023	-1,168.60	-275.00		-100.00	0.00	-2,990.50		-4,534.10
8/11/2023	-1,793.48		-1,736.74	-566.36	-1,350.00	-2,174.10		-7,620.68
8/13/2023	-1,763.59		0.00		0.00			-1,763.59
8/14/2023	-618.89			-2,724.01	-3,160.18			-6,503.08
8/15/2023	-4,037.60	-262.85	-757.48	-656.80	-946.76	-348.64		-7,010.13
8/16/2023	-4,856.76			-105.28				-4,962.04
8/17/2023	-1,557.90	-717.37	-948.32		-1,769.56			-4,993.15
8/18/2023	-8,497.10	-3,798.00		-383.89	-742.34			-13,421.33
8/20/2023	-1,261.86			-622.84				-1,884.70
8/21/2023	-7,291.99	-3,193.00	-1,102.44	-244.56	-1,450.68	0.00		-13,282.67
8/22/2023	-9,327.11		-1,121.85	-3,563.63	-626.20	-3,867.78		-18,506.57
8/23/2023	-995.90			-177.38				-1,173.28
8/24/2023	-1,920.97		-753.54	-311.42		-5,626.27		-8,612.20
8/25/2023	-5,605.32	-1,683.23	-281.24	-2,229.61		-1,360.47		-11,159.87
8/27/2023	-1,283.75					-113.58		-1,397.33
8/28/2023	-3,644.48	-1,656.30		-526.33	-90.10	-283.96		-6,201.17
8/29/2023	-7,292.20	-2,607.25		-549.86	-3,683.04	-2,314.31		-16,446.66
8/30/2023	-1,548.69	-832.30		-434.40	-780.97	-1,358.40		-4,954.76
8/31/2023	-1,367.84	0.00	-1,294.33		-144.91	-1,699.73		-4,506.81
Total	-87,179.85	-18,251.41	-12,650.39	-19,468.40	-15,525.38	-31,098.49	0.00	-184,173.92

Transaction Adjustments by Level of Service	-267,720.15
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Financial Assist/Charity				-250.00			-250.00
Fire Med Adjustment	-5,306.25			-1,113.81	-497.52	-500.00	-7,417.58
Uncollectible					979.30		979.30
W/O Fee Schedule	-129,881.68	-30,021.00	-11,147.36	-34,609.29	-19,897.01	-27,154.94	-252,711.28
W/O to collections	-2,357.28		-2,828.56	-2,617.79			-7,803.63

**Western Lane Ambulance District
MONTH END SUMMARY**

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Waiver per FD					-516.96		-516.96
Total	-137,545.21	-30,021.00	-13,975.92	-38,590.89	-19,932.19	-27,654.94	-267,720.15

Ending Balance							1,147,318.54
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Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 5400	527,453.42	594,859.71
Total Bank Accounts	\$527,453.42	\$594,859.71
Accounts Receivable		
1200 Accounts Receivable	21,978.97	5,000.00
Total Accounts Receivable	\$21,978.97	\$5,000.00
Other Current Assets		
1299 Undeposited Funds	0.00	0.00
1304 Prepaid Expenses	-370.27	0.00
1305 Prepaid Insurance	55,913.44	-2,713.15
1335 PSA Flex Account	502.00	-553.34
1400 Deferred Outflows of Resources	291,494.99	291,494.99
Total Other Current Assets	\$347,540.16	\$288,228.50
Total Current Assets	\$896,972.55	\$888,088.21
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	\$933,149.55	\$924,265.21
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	86,943.11	7,804.65
Total Accounts Payable	\$86,943.11	\$7,804.65
Credit Cards		
2007 OPB Mastercard	9,467.55	11,042.09
Total Credit Cards	\$9,467.55	\$11,042.09
Other Current Liabilities		
2100 Payroll Liabilities		
2115 OSGP Payable	2,479.58	2,029.58
2116 VALIC Payable	1,025.00	1,025.00
2117 AFLAC Payable	1,667.01	936.23
2118 VOYA Payable	6,450.00	7,370.00
2995 Clearing Account	463,444.99	413,450.86

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
Total 2100 Payroll Liabilities	475,066.58	424,811.67
2125 SVFR Association Dues	56.00	52.00
2130 IAFF Union Dues	2,770.26	2,988.72
2135 IAFF PAC Contributions	83.00	83.00
Total Other Current Liabilities	\$477,975.84	\$427,935.39
Total Current Liabilities	\$574,386.50	\$446,782.13
Total Liabilities	\$574,386.50	\$446,782.13
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	493,503.20	550,500.82
Net Income	-146,890.15	-85,167.74
Total Equity	\$358,763.05	\$477,483.08
TOTAL LIABILITIES AND EQUITY	\$933,149.55	\$924,265.21

Western Lane Fire and EMS Authority

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

July - August, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	553,006.50	3,784,713.00	14.61 %
4102 Transfers from WLAD for Administration	562,198.50	6,206,973.00	9.06 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	1,429,737.33	9,991,686.00	14.31 %
4400 Miscellaneous Income			
4410 Donations	173.00		
Total 4400 Miscellaneous Income	173.00		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	43,715.96	187,472.00	23.32 %
4702 WLCR Program Other Income		7,500.00	
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	53,028.96	810,579.00	6.54 %
4860 Reimbursements and Refunds	224.90		
Total Income	\$1,483,164.19	\$10,802,265.00	13.73 %
GROSS PROFIT	\$1,483,164.19	\$10,802,265.00	13.73 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	36,757.57	531,095.50	6.92 %
5400 Payroll Taxes and Staff Benefits	464,221.34	2,415,255.00	19.22 %
5500 Wages & Salaries	636,419.86	3,749,748.00	16.97 %
Total 5000 Personnel Services	1,137,398.77	6,696,098.50	16.99 %
6000 Operations			
6100 Training	5,054.07	80,195.00	6.30 %
6200 Medical	23,512.02	117,800.00	19.96 %
6300 Reserve Expenses	177.56	2,000.00	8.88 %
6400 Emergency Services	128,163.50	168,000.00	76.29 %
6500 Prevention	8,818.97	16,225.00	54.35 %
6600 Recruitment	1,724.00	6,500.00	26.52 %
6700 Facilities	22,226.42	203,123.00	10.94 %
6800 Vehicles	58,452.14	215,000.00	27.19 %
6900 Operational Supplies	32,682.69	172,000.00	19.00 %
Total 6000 Operations	280,811.37	980,843.00	28.63 %
7000 Materials & Services			
7100 Administrative Expenses	25,392.05	127,000.00	19.99 %
7200 Technology	14,984.04	76,500.00	19.59 %
7300 Board of Directors	8,234.77	23,500.00	35.04 %

Western Lane Fire and EMS Authority

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

July - August, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7400 Professional Services	13,411.60	131,750.00	10.18 %
7500 Insurance	131,730.34	150,000.00	87.82 %
8700 WLCR Program	11,863.88	279,483.50	4.24 %
Total 7000 Materials & Services	205,616.68	788,233.50	26.09 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Total Expenses	\$1,630,054.34	\$8,465,175.00	19.26 %
NET OPERATING INCOME	\$ -146,890.15	\$2,337,090.00	-6.29 %
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	\$ -146,890.15	\$0.00	0.00%

Western Lane Fire and EMS Authority

Transaction List by Date

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/01/2023	Bill Payment (Check)	10842	Davison Auto Parts	26588	1001 Checking 5400	-190.76
08/01/2023	Bill Payment (Check)	10843	Matthew Danigelis, M.D.		1001 Checking 5400	-1,000.00
08/01/2023	Bill Payment (Check)	10844	Dan Rankin Construction		1001 Checking 5400	-3,250.00
08/01/2023	Bill Payment (Check)	10845	Florence Chamber of Commerce		1001 Checking 5400	-275.00
08/01/2023	Bill Payment (Check)	10846	Lighthouse Electrical Contractors, Inc.		1001 Checking 5400	-2,186.64
08/01/2023	Bill Payment (Check)	10847	Nick Terrell		1001 Checking 5400	-1,590.00
08/01/2023	Bill Payment (Check)	10848	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-684.00
08/01/2023	Bill Payment (Check)	10849	Siuslaw Outreach Services, Inc.		1001 Checking 5400	-307.98
08/01/2023	Bill Payment (Check)	10850	bio-MED		1001 Checking 5400	-174.00
08/01/2023	Bill Payment (Check)	10851	Henry Schein, Inc.		1001 Checking 5400	-3,345.69
08/01/2023	Bill Payment (Check)	10852	Florence Marine		1001 Checking 5400	-377.59
08/01/2023	Bill Payment (Check)	10853	Rob Chance		1001 Checking 5400	-47.51
08/01/2023	Bill Payment (Check)	10854	Copeland Lumber	0440317	1001 Checking 5400	-132.92
08/01/2023	Bill Payment (Check)	10855	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-251.91
08/01/2023	Bill Payment (Check)	10856	Brian's Automotive		1001 Checking 5400	-1,104.00
08/01/2023	Bill Payment (Check)	10857	Canopy		1001 Checking 5400	-275.40
08/01/2023	Bill Payment (Check)	10858	Day Wireless Systems	Cust ID 1088	1001 Checking 5400	-6,227.52
08/01/2023	Bill Payment (Check)	10859	Shervin's Tire & Automotive		1001 Checking 5400	-1,983.00
08/01/2023	Bill Payment (Check)	10860	Coastal Paper & Supply	3418	1001 Checking 5400	-326.50
08/01/2023	Bill Payment (Check)	10861	Medline Industries, LP	Cust # 1727108	1001 Checking 5400	-1,459.70
08/01/2023	Bill Payment (Check)	10862	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-92.35
08/01/2023	Bill Payment (Check)	10863	Airgas USA LLC		1001 Checking 5400	-146.44
08/01/2023	Bill Payment (Check)	10864	Oregon State Ambulance Association		1001 Checking 5400	-630.00
08/01/2023	Bill Payment (Check)	10865	Mallory Safety & Supply LLC		1001 Checking 5400	-72.00
08/02/2023	Bill Payment (Check)	10866	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-48.00
08/02/2023	Bill Payment (Check)	10867	VALIC		1001 Checking 5400	-1,025.00
08/02/2023	Bill Payment (Check)	10868	OFDDA-LOSAP TRUST		1001 Checking 5400	-275.00
08/03/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-3,170.75
08/03/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-83.00
08/04/2023	Check	EFT	ADP Payroll Services	processing charges for PR ending 6/30/2023 (74 x \$9.05 ea)	1001 Checking 5400	-669.70
08/04/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-234.90
08/04/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-186.50
08/04/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	7-31-2023 payroll contributions OSGP	1001 Checking 5400	-2,479.58
08/04/2023	Check	EFT	VOYA	7-31-2023 Payroll contributions Voya	1001 Checking 5400	-6,450.00
08/04/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-2,401.89
08/04/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-859.27
08/07/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,174.99
08/09/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-184.97
08/10/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-113.48
08/11/2023	Bill Payment (Check)	EFT	Charter Communications -St-1	8751 16 025 0143928	1001 Checking 5400	-38.92
08/14/2023	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1001 Checking 5400	-360.43
08/14/2023	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
08/15/2023	Bill Payment (Check)	EFT	CenturyLink (Lumen)		1001 Checking 5400	-735.05
08/15/2023	Check	EFT	AFLAC	July 2023 premium for employee enrollments, autopay	1001 Checking 5400	-729.09
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-140.20
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-708.57
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-51.90
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-38.46
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-58.56
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-62.20
08/16/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-113.95
08/16/2023	Bill Payment (Check)	10869	Zoll Medical Corporation	310599	1001 Checking 5400	-838.84
08/16/2023	Bill Payment (Check)	10870	Florence Glass		1001 Checking 5400	-435.00
08/16/2023	Bill Payment (Check)	10871	Coastal Paper & Supply	3418	1001 Checking 5400	-563.91
08/16/2023	Bill Payment (Check)	10872	Henry Schein, Inc.		1001 Checking 5400	-365.61
08/16/2023	Bill Payment (Check)	10873	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-92.35
08/16/2023	Bill Payment (Check)	10874	Airgas USA LLC		1001 Checking 5400	-1,617.85
08/16/2023	Bill Payment (Check)	10875	Northwest Safety Clean NWSC		1001 Checking 5400	-50.50
08/16/2023	Bill Payment (Check)	10876	TNT Sales & Repair Inc		1001 Checking 5400	-873.36
08/16/2023	Bill Payment (Check)	10877	Special Districts Insurance Services		1001 Checking 5400	-61,005.64
08/16/2023	Bill Payment (Check)	10878	Peace Health		1001 Checking 5400	-1,859.82
08/16/2023	Bill Payment (Check)	10879	CTX-Xerox	Contract # 23792-01	1001 Checking 5400	-579.34
08/16/2023	Bill Payment (Check)	10880	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-961.00
08/16/2023	Bill Payment (Check)	10881	Siuslaw Outreach Services, Inc.		1001 Checking 5400	-221.46
08/16/2023	Bill Payment (Check)	10882	Local Government Law Group PC		1001 Checking 5400	-2,052.00
08/16/2023	Bill Payment (Check)	10883	Jerry Ward		1001 Checking 5400	-34.48
08/16/2023	Bill Payment (Check)	10884	County Clerk - Elections	124-5140120-456810	1001 Checking 5400	-6,619.20

Western Lane Fire and EMS Authority

Transaction List by Date

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/16/2023	Bill Payment (Check)	10885	Cascade Fire Equipment		1001 Checking 5400	-175.13
08/16/2023	Bill Payment (Check)	10886	Country Media, Inc.		1001 Checking 5400	-799.00
08/16/2023	Bill Payment (Check)	10887	Johnston Motor Company		1001 Checking 5400	-123.60
08/16/2023	Bill Payment (Check)	10888	Brian's Automotive		1001 Checking 5400	-600.00
08/16/2023	Bill Payment (Check)	10889	SAIF	Policy # 100045711	1001 Checking 5400	-8,252.73
08/16/2023	Bill Payment (Check)	10890	Motorola Solutions, Inc.	1036494194	1001 Checking 5400	-9,823.32
08/16/2023	Bill Payment (Check)	10891	KJ Smith Associates LLC		1001 Checking 5400	-6,120.14
08/16/2023	Bill Payment (Check)	10892	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-91.85
08/16/2023	Bill Payment (Check)	10893	Florence True Value	Cust No. 919	1001 Checking 5400	-8.49
08/16/2023	Bill Payment (Check)	10894	bio-MED		1001 Checking 5400	-145.00
08/16/2023	Bill Payment (Check)	10895	Westcoast Media Group, Inc.		1001 Checking 5400	-190.00
08/16/2023	Bill Payment (Check)	10896	Nickolas Helvey		1001 Checking 5400	-795.00
08/16/2023	Bill Payment (Check)	10897	Melissa House		1001 Checking 5400	-104.48
08/16/2023	Bill Payment (Check)	10898	Corey & Stewart		1001 Checking 5400	-420.00
08/16/2023	Bill Payment (Check)	10899	Angie's Alterations		1001 Checking 5400	-12.00
08/16/2023	Bill Payment (Check)	10900	Coast Broadcasting		1001 Checking 5400	-275.00
08/17/2023	Check	EFT	Card Services Center	6/23-7/23/2023 monthly credit card expenses	1001 Checking 5400	-5,809.61
08/17/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-287.19
08/17/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-69.06
08/17/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-46.14
08/17/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-585.68
08/17/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-696.39
08/18/2023	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-22.65
08/18/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-2,167.16
08/20/2023	Bill Payment (Check)	EFT	South Coast Water		1001 Checking 5400	-37.94
08/21/2023	Check	EFT	Intuit	check order for WLFEA (20% coupon, order of 500)	1001 Checking 5400	-240.83
08/21/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,209.25
08/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
08/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
08/23/2023	Bill Payment (Check)	10901	Andrew Melton		1001 Checking 5400	-368.28
08/24/2023	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-1,387.34
08/25/2023	Bill Payment (Check)	EFT	Stericycle, Inc	Cust No 6117445	1001 Checking 5400	-344.16
08/25/2023	Bill Payment (Check)	EFT	Heceta Water		1001 Checking 5400	-32.98
08/28/2023	Bill Payment (Check)	EFT	Stepup IT Services LLC		1001 Checking 5400	-4,442.83
08/29/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-350.82
08/31/2023	Check	SVCCHRG		Service Charge	1001 Checking 5400	-3.80



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
July 24, 2023 to August 23, 2023**

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$5,809.61
- Payments	\$5,809.61
- Other Credits	\$159.00
+ Purchases	\$8,473.62
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$8,314.62

Account Number	XXXX XXXX XXXX 1300
Credit Limit	\$20,000.00
Available Credit	\$11,550.00
Statement Closing Date	August 23, 2023
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$8,314.62
Minimum Payment Due:	\$249.44
Payment Due Date:	September 17, 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
08/17	08/17	F1127007500CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$5,809.61-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 1300
New Balance: \$8,314.62
Minimum Payment Due: \$249.44
Payment Due Date: September 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	\$5,809.61-
08/10	08/11	55310206Y2DYN8V78	AMZN MKTP US*TO50M2FR2 AMZN.COM/BILL WA	\$89.99
08/12	08/13	123020270008VW19Z	OREGON CHAPTER 31 INTE 5039835752 TX	\$65.00
08/18	08/20	823050976000JF3PL	ZOOM.US 888-799-9666 SAN JOSE CA	\$31.98
			MICHAEL SCHICK	
			TOTAL XXXXXXXXXXXX1318	\$186.97
08/17	08/18	554368776JN62PYWG	CARE EXPRESS PRODUCTS CARY IL	\$1,094.89
			MATT HOUSE	
			TOTAL XXXXXXXXXXXX1326	\$1,094.89
08/15	08/16	5543286745XPWJR83	AMZN MKTP US AMZN.COM/BILL WA CREDIT	\$159.00-
07/23	07/24	55432866Q60QESJEK	AMZN MKTP US*IZ2WI9T23 AMZN.COM/BILL WA	\$24.81
08/01	08/02	55432866M6309DEH3	AMAZON.COM*TH48S02J2 AMZN.COM/BILL WA	\$20.80
08/02	08/02	55432866N632Q5NTJ	AMAZON.COM*TH4OR67J2 AMZN.COM/BILL WA	\$223.02
08/02	08/03	55432866N63B6E9NK	AMZN MKTP US*TH8306W72 AMZN.COM/BILL WA	\$61.73
08/03	08/04	05436846R00APW2PW	DOLLAR TREE FLORENCE OR	\$8.75
08/06	08/07	55432866S5V2N5PQ7	AMZN MKTP US*TA7C82A30 AMZN.COM/BILL WA	\$171.99
08/15	08/16	5543286735XMBESSL	AMZN MKTP US*TO4N16XG1 AMZN.COM/BILL WA	\$17.71
08/21	08/22	55548077ABM8NRAVL	FLORENCE TRUE VALUE FLORENCE OR	\$6.99
08/21	08/22	02305377A00J32BG0	USPS PO 4029600439 FLORENCE OR	\$69.54
08/23	08/23	55432867B5ZTR3GG8	AMZN MKTP US*TQ7M738E1 AMZN.COM/BILL WA	\$67.12
			LARA LINDEMANN	
			TOTAL XXXXXXXXXXXX2092	\$513.46
08/19	08/21	527048778RQEHSSVF	TACO BELL 004300 SPRINGFIELD OR	\$12.78
			THOMAS KOZLOWSKI	
			TOTAL XXXXXXXXXXXX3165	\$12.78
08/14	08/15	8230509730000PAG9	SP EMS LOGIK SALT LAKE CIT UT	\$350.00
			DARREK MULLINS	
			TOTAL XXXXXXXXXXXX8049	\$350.00
08/02	08/03	02305376N8PNVA3NQ	BIG LOTS STORES - #449 EUGENE OR	\$36.41
08/04	08/06	55432866R5SFWWF7M	AMZN MKTP US*TA0Z13F30 AMZN.COM/BILL WA	\$7.50
08/05	08/06	55500366T2DJN81S8	WALMART.COM WALMART.COM AR	\$112.37
08/06	08/06	55432866S5SYJ0VJX	AMZN MKTP US*TA7HG0F81 AMZN.COM/BILL WA	\$36.46
08/06	08/06	55432866S5SYJ11AF	AMZN MKTP US*TA99V74A1 AMZN.COM/BILL WA	\$26.92
08/07	08/07	55432866V5V8N1HKA	AMZN MKTP US*TA2XX6HQ2 AMZN.COM/BILL WA	\$554.85
08/17	08/17	5543286755Y2KMX1V	AMZN MKTP US*TO4XU49W0 AMZN.COM/BILL WA	\$84.98
			MELISSA HOUSE	
			TOTAL XXXXXXXXXXXX8197	\$859.49
07/25	07/26	75456676ES66DF1WW	PRO LUMBER INCORPORATE FLORENCE OR	\$197.60
08/03	08/03	55369286P5ZYL6DXJ	FIELDPRINT INC WARMINSTER PA	\$58.75
08/02	08/04	55417346P86RYWAWK	OR HEALTH AUTHORITY SALEM OR	\$125.00
			KYLE OROZCO	
			TOTAL XXXXXXXXXXXX3302	\$381.35
07/25	07/26	55432866E610514EL	WPY*FIRENUGGETS INC 855-999-3729 CA	\$350.00
08/01	08/02	05436846M8PMWDK4M	FRED-MEYER #0464 FLORENCE OR	\$47.50
08/06	08/07	82305096S000EM556	ZOOM.US 888-799-9666 SAN JOSE CA	\$149.90
08/08	08/09	55429506WRTS76THR	PAYPAL *LORIE LTD 4029357733 CA	\$14.25
08/17	08/18	55417347586X09VP0	OR HEALTH AUTHORITY SALEM OR	\$110.00
			ROBERT CHANCE II	

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
			TOTAL XXXXXXXXXXXX1552	\$671.65
07/26	07/28	55263526GRBGJF46V	SAFEWAY #0363 FLORENCE OR	\$100.98
07/27	07/30	55263526HRBGJF7AB	SAFEWAY #0363 FLORENCE OR	\$69.99
			MARY DIMON	
			TOTAL XXXXXXXXXXXX2022	\$170.97
07/25	07/26	55417346E86N6NYV7	LCWM FLORENCE FLORENCE OR	\$31.40
07/26	07/27	05436846F8PM21BVN	FRED-MEYER #0464 FLORENCE OR	\$56.15
07/27	07/28	55417346H4NYTN8QL	LCWM FLORENCE FLORENCE OR	\$31.35
07/27	07/28	55417346H4NYTN85D	LCWM FLORENCE FLORENCE OR	\$12.00
07/28	07/30	05436846H8PML6GEH	FRED-MEYER #0464 FLORENCE OR	\$33.98
07/31	08/01	55546506L1VDDD3PE	BREATHING AIR SYSTEMS WILLIAMSBURG OH	\$234.58
08/01	08/02	05126716N00Q7ZNL2	PHIL'S SAW SHOP FLORENCE OR	\$128.00
08/04	08/06	05436846R8PMM7AXX	FRED-MEYER #0464 FLORENCE OR	\$30.45
08/08	08/09	75587466WS66QK7GA	FREIGHTLINER NORTHWEST COBURG OR	\$490.57
08/11	08/13	05436846Z8PMHB4EB	FRED-MEYER #0464 FLORENCE OR	\$57.72
08/11	08/13	753370071DMP32EGB	THE SPORTSMAN FLORENCE OR	\$57.00
			ANDY GRAY	
			TOTAL XXXXXXXXXXXX3003	\$1,163.20
08/10	08/10	55432866Y5W4P4WKS	AMZN MKTP US*TA05I72N1 AMZN.COM/BILL WA	\$591.72
			CAMILLE REYES	
			TOTAL XXXXXXXXXXXX4654	\$591.72
07/27	07/27	52704876G1RQ6DAF7	BI-MART 644 FLORENCE OR	\$55.24
			RONNIE PEARSON	
			TOTAL XXXXXXXXXXXX0131	\$55.24
08/10	08/11	55263526ZBLGXXQAN	POPEYES 10886 SALEM OR	\$41.50
08/10	08/11	55548076ZBM8LV8KN	FLORENCE TRUE VALUE FLORENCE OR	\$45.95
08/21	08/22	55548077ABM8NR912	FLORENCE TRUE VALUE FLORENCE OR	\$28.47
			DAVID ROSSI	
			TOTAL XXXXXXXXXXXX5775	\$115.92
08/15	08/16	5543286735XL45ZZS	DTV*DIRECTV SERVICE 800-347-3288 CA	\$206.98
			HOLLY LAIS	
			TOTAL XXXXXXXXXXXX6806	\$206.98
08/21	08/22	5543286795ZAHH4Y0	INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA	\$970.00
08/21	08/22	5543286795ZAHH54E	INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA	\$970.00
			DINA MCCLURE	
			TOTAL XXXXXXXXXXXX1244	\$1,940.00

\$0 - \$8,314.62 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/17/23. 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

(v) - variable



INTEREST CHARGE CALCULATION (continued)

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
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 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,

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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

Board Functionality, Officers, and Meetings

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



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

SUBJECT/ITEM: Approve renewal of mutual aid agreements

FOR AGENDA OF: September 28, 2023

AGENDA ITEM: IX.b.

DISTRICT: WLFEA

DIVISION OF ORIGIN: Administration

ACTION REQUESTED: Direct Fire and EMS Chief to discuss renewal of mutual aid agreements with the impacted agencies.

BUDGET IMPACT

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
None	NA	NA

Summary: Siuslaw Valley Fire & Rescue and Western Lane Ambulance District have several mutual aid and auto aid agreements in place which would now apply to Western Lane Fire and EMS Authority. We are proposing to update all of the agreements by changing SVFR or WLAD to WLFEA. In addition, we are proposing to change the automatic aid agreements with Mapleton and Swisshome/Deadwood to mutual aid agreements. The responses as outlined in the other agreements would remain unchanged.

Background and Statement of the Issue: The following mutual/automatic aid agreements are active at the current time.

- 1) SVFR and Mapleton established 8/2016. Provides for an automatic fire department response.
 - a) SVFR Engine, Tender, and Chief Officer to entire Mapleton response area for a residential structure fire.
 - b) SVFR Heavy Rescue to entire Mapleton response area for an MVA.

- c) SVFR Wildland Engine, Tender, and Chief Officer to entire Mapleton response area for vegetation fire.
 - d) Mapleton Engine and Tender to Hwy 126 from Hwy 101 to MP3 (Cushman) for residential structure fires.
- 2) SVFR and Swisshome/Deadwood established 8/2018. Provides for an automatic SVFR response.
 - a. SVFR Engine, Tender, and Chief Officer to entire SH/DW response area for a residential structure fire.
 - b. SVFR Heavy Rescue to entire SH/DW response area for an MVA.
 - c. SVFR Wildland Engine, Tender, and Chief Officer to entire SH/DW response area for vegetation fire.
 - 3) WLAD and Pacific West Ambulance established 7/2020.
 - a. WLAD ambulance and personnel as requested to Pacific West response area.
 - b. Pacific West ambulance and personnel as requested to WLAD response area.
 - 4) SVFR and Lane County Fire Defense Board established 3/2017.
 - a. Covers majority of Lane County.
 - b. Equipment as requested and if available.
 - c. For not more than 12 hours or the first operational period, whichever is less.
 - 5) SVFR and Douglas County established 7/2004.
 - a. Covers majority of Douglas County.
 - b. Equipment as requested and if available.
 - 6) SVFR, Winchester Bay, Reedsport, and Gardiner, not dated.
 - a. Equipment as requested and if available.
 - 7) WLAD, South Lincoln Ambulance, and Yachats Rural Fire Protection District established 2017.
 - a. WLAD equipment and personnel if available.
 - 8) SVFR and Oregon Department of Forestry, not dated.
 - a. Initial fire suppression for beach areas.
 - b. ODF agrees to pay SVFR \$200.00 / year.

If we change the current automatic aid responses for Mapleton and Swisshome/Deadwood to a mutual aid response it would require those agencies to actually request the assistance of WLFEA fire apparatus and/or personnel. This change would have no impact on a WLFEA ambulance response.

Staff Recommendation: Direct the Fire and EMS Chief to discuss renewal of the eight (8) mutual aid agreements with our partner agencies with the automatic aid responses to Mapleton and Swisshome/Deadwood changed to a mutual aid response.

ORS 198.190

Compensation and expenses of governing body members

A member of the governing body of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties. [1971 c.403 §2; 1983 c.327 §2; 1983 c.740 §53a; 1989 c.517 §1; 1995 c.79 §74]

Location: https://oregon.public.law/statutes/ors_198.190

Original Source: Section 198.190 — Compensation and expenses of governing body members, https://www.oregonlegislature.gov/bills_laws/ors/ors198.html (last accessed Jun. 16, 2023).

Western Lane Fire and EMS Authority



Job Description

TITLE: Duty Chief

EFFECTIVE: 01/01/2023

REPORTS TO: Fire and EMS Chief

REVISED:

SALARY RANGE: Stipend

CIVIL SERVICE CLASSIFICATION: Exempt

REPRESENTATION: NA

JOB SUMMARY

Under the direction of the Fire and EMS Chief and/or their designee, the Duty Chief provides 24 hour a day leadership and guidance to the Officers, Paramedics, and Firefighters of Western Lane Fire and EMS Authority (WLFEA). This is an on-call position that can be filled by any qualified and approved Authority member. The Duty Chief is paid a stipend as prescribed in the annual budget for each week they provide coverage. Career personnel will receive overtime pay for time spent on actual responses.

The Duty Chief stipend is \$350 for an entire week or \$50 per 24-hour shift. Bargaining unit members will also receive pay at their overtime rate (AIC or Officer) for responses during their assigned shift.

ESSENTIAL JOB FUNCTIONS

The following is a list of duties assigned to this position. Nothing in this job description precludes the addition or removal of any duties assigned to this position.

- Working with on duty company officers confirms the Authority has adequate Fire and EMS services personnel available by monitoring emergency response and staffing software.
- Responds to and functions as the Incident Commander (IC) during complex incidents involving a multi company response. May serve in other IMS positions as assigned upon the arrival of a higher-ranking officer.
- May respond to and resolve minor incidents, e.g., illegal burn complaint, as a single resource.
- Serves as the direct supervisor to responding Company Officers during incident response and other Authority related activities occurring outside of normal working hours.

- May assist the Authority Safety Officer in accident and injury investigations that occur during their shift.
- Works with on duty line officers to ensure the safety and welfare of Authority personnel.
- Advises the Fire and EMS Chief and/or their designee of significant events and incidents as described in the Duty Chief Procedures.
- Coordinates out of area and mutual aid responses to include, but not limited to, conflagration activations and mutual aid requests.
- Assists Authority personnel with work related injuries, illnesses, and exposures with obtaining appropriate medical care.
- Ensures that work related injuries, illnesses, and exposures involving Authority personnel are reported to the appropriate Authority administrative staff in a timely manner.
- May handle customer complaints and provide timely verbal notification to appropriate Authority administrative staff.
- Prepare and submit professionally written documentation of significant events to appropriate Authority administrative staff in a timely manner. Significant events can include but are not limited to customer complaints, worker injuries, exposures, illnesses, accidents, and near miss situations.
- Serves as the point of contact for WestComm inquiries.
- Other duties as assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Minimum of the following IFSAC or Oregon DPSST certifications
 - Firefighter-2
 - Hazardous Materials Operations
 - Fire Officer 1
 - Fire Instructor 1
 - HMICS
- NIMS 100, 200, 700, 800
- Minimum of three years' experience as a company officer, may include time in an AIC position.
- Completion of the Duty Chief Task Book and maintenance of all certifications and training requirements is mandatory.
- Must be able to respond to an emergency scene within 15 minutes of incident tone.
- Possess and maintain a valid Oregon Driver's License.

Upon approval of the completed Duty Chief task book by the Training Chief and the Fire and EMS Chief, the Duty Chief will be scheduled for shifts by the Deputy Chief.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Blue Card ICS certification
- Fire Officer 2
- Oregon Health Division EMT-Basic or higher certification

- Nationally Registered EMT-Basic or higher certification.

EQUIPMENT

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

PHYSICAL REQUIREMENTS

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

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

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

RESIDENCY REQUIREMENTS

At this time there are no residency requirements for this position, but the Duty Chief must be able to arrive on scene at fire incidents within 15 minutes of notification.

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: Lieutenant

EFFECTIVE: 01/01/2023

REPORTS TO: Captain

REVISED:

SALARY RANGE: Per Collective Bargaining Agreement

CIVIL SERVICE CLASSIFICATION: Lieutenant

REPRESENTATION: Career Lieutenants are represented by IAFF Local 851

JOB SUMMARY

Under limited direction, to have charge of a fire or EMS company; to directly supervise fire department personnel, and to do other work as required. Provide guidance and leadership to volunteer and career firefighters and EMTs as needed.

ESSENTIAL JOB FUNCTIONS

Responds to alarms, selects proper route to be taken to the incident, and as required, orders placement of the apparatus and equipment in proper positions for efficient operations; makes decisions as to the best methods and equipment to use in extinguishing fires and saving lives, unless relieved of command by a higher ranking officer; supervises and assists in the laying of hose lines, the direction of water streams, pressure of streams, placement of ladders, ventilation of buildings, and rescue of persons; administers emergency medical treatment; supervises and conducts salvage and clean-up operations; sees that equipment is returned to its proper place and serviced after the fire has been extinguished or incident has been terminated.

Oversees and supervises the maintenance of their assigned station, apparatus and equipment and inspects them to see that they are in good condition; inspects personnel and maintains discipline; transmits orders and information to his/her shift personnel; ensures completion of incident records.

Inspects business establishments, residences, public buildings, and other structures to enforce laws, ordinances, and regulations pertaining to the prevention of fires as directed by the fire prevention officer; attempts to secure compliance with fire prevention regulations, by encouragement of violators to repair buildings and stop activities violating them; reports violations of building codes to building officials; refers persistent violators to Fire Marshal, the Fire and EMS Chief, or their designee; distributes educational information; prepares reports and maintains records of inspection.

Ensures the safety of their company at all times. Ensures their company is trained and prepared to respond to emergencies. Provides an excellent example for subordinate members of the fire department to follow. Provides excellent customer service to the citizens they encounter while performing their duties.

Keep personnel under their supervision, safe, trained, and prepared to deliver effective emergency service. Lead personnel effectively and maintain discipline; maintain records and submit reports. Knowledge of principles, practices, and procedures of modern firefighting and EMS, and of the saving of lives and property, as applied to structures and conditions in the district, rules and regulations of the fire department; operation and maintenance of the types of apparatus and the equipment used by the Fire Department coupled with the ability to direct the efficient use of such apparatus; principles and practices involved in training firefighters; water mains, fire hydrants, geography and major fire hazards of the district;; local, state, and national safety codes, ordinances, and laws relating to fire prevention; building materials and construction, and of the principles of combustion; supervision, management and organizational principles.

Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with directors or supervisors, employees, and coworkers.

Other duties as assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- Graduation from high school or a valid GED.
- Associates Degree in Fire Science or a related field from an accredited college or a minimum of twenty-five credit hours from an accredited college towards a related field of study. The Authority may accept significant relevant work experience for a college degree.
- Minimum of the following IFSAC or Oregon DPSST certifications
 - Firefighter-2
 - Hazardous Materials Operations
 - Fire Officer 1
 - Fire Instructor 1
 - Driver Operator
 - Driver Operator Pumper
- Other required classes or certifications
 - NIMS 100, 200, 700, 800
 - HMICS
- Successful completion of a company officer training program and related position task book or the ability to do so within six months of hire or promotion.
- Minimum of an Oregon Health Division EMT-Basic certification, Nationally Registered EMT-Basic (Preferred).
- Three years of experience as a firefighter / engineer in a comparable or larger fire department (Preferred)
- Possess and maintain a valid Oregon Driver's License.

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

None

EQUIPMENT

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

PHYSICAL REQUIREMENTS

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

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

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

CONDITIONS OF EMPLOYMENT

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

RESIDENCY REQUIREMENTS

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

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

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

Chief Executive Officer

102.1 PURPOSE AND SCOPE

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

102.2 POLICY

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

102.3 DESIRED QUALIFICATIONS

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

102.4 RECOMMENDED CURRICULUM

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

102.5 RULES OF RANK

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

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

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

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

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

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

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

Western Lane Fire and EMS Authority

Policy Manual

Chief Executive Officer

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

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

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

Fire and EMS Chief Performance Appraisal

109.1 PURPOSE AND SCOPE

The employment and performance appraisal of the Fire & EMS Chief is a function of the Board of Directors. The Fire & EMS Chief is the Chief Executive Officer of the Authority and is charged with the responsibility of administering the affairs of the Authority and carrying out the directives of the Board of Directors. The purpose of the performance appraisal process is to:

- Improve communication between the Chief / Director and the Board of Directors.
- Identify the strengths and weaknesses of job performance.
- Provide feedback concerning job performance.
- Provide a basis for counseling and assistance to improve and/or direct future job performance.

State law allows the Fire & EMS Chiefs performance appraisal to be conducted in executive session only if the criterion for the review is adopted in public session after the public has had an opportunity to comment on the criteria and the Fire & EMS Chief does not request that the appraisal be conducted in public. The annual performance appraisal is generally conducted in April or May. The Board may conduct additional performance appraisals at its discretion.

109.2 POLICY

It is the policy of the Board of Directors to conduct at least one performance appraisal of the Fire & EMS Chief each year and that the criteria used for the appraisal includes the following items:

- Ability to cooperate with the Board, Staff, community citizens and leaders, peer organizations, and neighboring cities, districts, and the County.
- Ability to communicate effectively orally and in writing.
- Ability to effectively lead Authority employees.
- Exemplary work habits.
- Full and efficient use of Authority services.
- Management skills necessary to maximize services and minimize the cost to taxpayers.
- Successful progress as measured against the Authority's Strategic Plan, including any additional specific objectives as set forth by the Board of Directors.