



**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

October 26, 2023, 6:00pm

2625 Highway 101 North, Florence

Zoom Meeting URL: <https://us02web.zoom.us/j/3737780337>

Or call 1-669-900-6833 and enter Meeting ID: 373 778 0337

- 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 Firefighters, Paramedic and Academy Recruit:**
Michael Morden, Geri Brooks, Oaren Wraye, Jessica Marchinski, Caroline Coleman, Nicholas Tustison
- V. **Car Seat Technician Recognition:**
Liz Labichello, Ali Gharib, Hope Taylor, Geri Brooks
- VI. **Achievement Recognition**
Trish Lutgen, Oregon Fire Service Office Administrators Level IV Accreditation
- VII. **Consent Agenda**
Meeting Minutes: Regular Meeting September 28, 2023
Staff Reports
Correspondence
- VIII. **Call Volumes**
- IX. **Monthly Financials for SVFR, WLAD, WLFEA**
- X. **Old Business**
 - a. Job Descriptions from September 28, 2023
 - i. Duty Chief

ii. Lieutenant

b. Policies from September 28, 2023

i. 102 Chief Executive Officer

ii. 109 Chief Performance Appraisal

XI. New Business

a. Job Descriptions for Review:

i. Firefighter/Paramedic

ii. Paramedic

b. Policies for Review:

i. 108 Americans with Disability Act

ii. 110 Civil Service Commission

c. WLFEA Action Item: Resolution 2023-04 Amending Board Functionality, Officers and Meetings Policy 107 by Adding Language Referencing ORS 198.190

d. SVFR Action Item: Resolution 2023-05 Adopting a Supplemental Budget

e. WLAD Action Item: Resolution 2023-05 Adopting a Supplemental Budget

f. WLFEA Action Item: Fire Suppression Agreement with David Myers, 9949 Big Creek Road

g. Board Member Training

XII. Director Comments

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

XIII. **Future Business**: Joint Board Meeting Thursday, November 16, 2023 at 6:00pm (note third Thursday due to Thanksgiving)

XIV. Adjournment

XV. Station Feasibility Meeting: Directors Palisi, Stanton, Russell, Webb

**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, September 28, 2023, 6:00 p.m.
The Zoom recording will be on the WLFEA Website

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Keith Stanton, Director Jim Palisi, and Director Laurie Heppel
Not Present: Director Tim Mendolia and Director David Carrillo

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb, Director Adam Holbrook, Director Cindy Russell, and Director Linda Stent
Not Present: Director Vanessa Buss

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Matt 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

SWEARING IN NEW FULL-TIME FIREFIGHTER, LIEUTENANT, AND ACADEMY RECRUITS:

Chief Schick swore in Lieutenant Nick Terrell, and Firefighters Aedan Lawrence and Beau Campbell.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting July 27, 2023, revised and Regular Meeting August 24, 2023
- Staff Reports
- Correspondence

CALL VOLUMES:

Chief House noted that WLFEA had a total of 506 responses in August, 55 less than last year, and the Total Call Volumes were average for this Fiscal Year compared to the last three years.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- McClure reported money from the WLAD and SVFR LGIP accounts had transferred to the new WLFEA LGIP account. Interest on those accounts is up to 4.8%.
- PERS is working on consolidating the SVFR and WLAD PERS unfunded liability contribution side accounts to WLFEA's PERS account. The new consolidated rates will be reflected in 2025.
- iPad covers and screen protectors are available for interested Directors. WLFEA jackets are also available to any director who would like one.
- She asked if any directors were interested in attending the Oregon Fire District Director Association (OFDDA) Conference on November 2-4, 2023, in Seaside, Oregon, and informed the Special Districts Association of Oregon (SDAO) Conference is coming up on February 9-11, 2024.

OLD BUSINESS:

The directors reviewed the job description and two policies from the last meeting. There were no changes.

NEW BUSINESS:a. Administration Building Review

Chief Schick had met with the architects to review the next steps. They quoted approximately \$600 sq./ft. More information to come.

b. Mutual Aid Agreements Review

Chief Schick requested changing auto aid with Swiss Home/ Deadwood and Mapleton Fire Response to mutual aid. He then gave an update on the 10-mile Creek Annexation noting the discussion is currently in the community's hands.

c. Review of ORS 198.190 Compensation and Expenses of Governing Body Members

McClure explained ORS 198.190. The directors discussed whether they should adopt it into policy. After a show of hands for consensus, only two hands on WLAD and two hands on SVFR were in favor which was not a majority. Director Russell requested a resolution for the next board meeting to not adopt ORS 198.190 into policy.

Director Stanton proposed reestablishing a Policy Committee and asked if Lexipol could separate Board-specific policies from Operation policies.

Director Stanton made a motion to reestablish a Policy Committee. Director Stent seconded. Roll Call. Directors Stanton and Stent were in favor. Directors Russell, Palisi, Heppel, Holbrook, and Webb were not in favor. The motion did not carry.

d. Job Descriptions: The Directors will review the Duty Chief and Lieutenant job descriptions at the October board meeting.e. Policies: The Directors will review policies 102 Chief Executive Officer and 109 Chief Performance Appraisal at the October board meeting.**DIRECTOR COMMENTS:**

- Director Heppel had attended the Paramedics Celebration at Lane Community College. She gave kudos to Captain Darrek Mullins and FF Don Quinn for continuing their education.

The meeting adjourned at 7:35 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, October 26, 2023, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary



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 October 26th

1. Annexation discussion

We have not had any additional contact with the residents in the Ten Mile Creek area.

2. Hiring Process

Three candidates have successfully completed the pre hire testing process and will be starting on a full time schedule on or before November 1. We are bringing on two FF/EMTs and one single role Paramedic. Two of the candidates are currently part time employees with WLFEA.

3. Joint Labor Management Relations Committee

At the October JLMRC meeting the following topics were discussed:

Staffing/scheduling

Update on culture/morale

Organizational chart

Health and Fitness

Employee recognition fund

One item of note which we have jointly agreed to pursue is to have each employee undergo an annual physical exam designed to catch those health issues commonly found in first responders. The IAFF has an agreement with LifeScan to perform these examinations although we are not required to use this company. A current estimate of the cost is approximately \$800 per employee physical although we do not meet the minimum number of employees (45).

4. Interfacility transfers

Following a joint meeting between Peace Harbor and WLFEA personnel we have generated a proposed transfer protocol to be used by both agencies to help minimize safety issues while at the same time being cognizant of the impact on our patients and the hospital. Briefly, with a few exceptions we will no longer be providing interfacility transfers between the hours of 10 pm and 6 am unless it is a critically ill patient and they are going to a Eugene area hospital or the Florence Airport. Transfers outside Lane County, e.g., to Portland, will only be accepted before 7pm. Crews will be briefed this week on the new guidelines and I hope to institute them n November 1.

5. Quick Response Teams

Years ago Western Lane Ambulance District encouraged the formation of Quick Response Teams in the Fire Departments that were within our Ambulance Service Area. I believe that SVFR, Mapleton, and Swisshome/Deadwood all formed QRTs at about that time. The function of these teams was to support WLAD personnel on the scene of medical calls in their respective districts. By law a fire department is not required to respond to EMS calls although I believe the majority do. These QRTs were supported with equipment and training paid for by WLAD. It doesn't appear as if a written agreement was ever put in place to describe the roles or responsibilities of QRTs and WLAD. We recently had a request by Chief Hertzback of Swisshome/Deadwood to provide EMS training to their personnel at our cost which led to a discussion as to the roles of the various departments and what WLFEA's financial responsibility should be. At this time Chief Hertzback doesn't believe that his department can financially support an EMS response role. If they do decide to stop responding on EMS calls it would not have any impact on our responsibility to provide ALS transport service within our ASA.



Western Lane Fire and EMS

"Stronger as one"

October 26, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. Overall call volumes have been less than previous year-to-date totals. The acuity and significance of calls have as well been lesser than previous years-to-date.
2. We installed three fire danger level signs from Oregon State Fire Marshals office. The locations of the signs are at Station 5, 8, and milepost 0.5 on North Fork Road.
3. Crews very active in Fire Prevention week with tours and prevention related work within the community.
4. Western Lane Emergency Communication Network mounted an antenna for emergency communications on the east side of Station 8. This would provide continuity of operations south of the bridge if a catastrophic failure occurred at main radio tower sites.

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 617 is operational.

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

- vii. Continuing annual heavy and lightweight apparatus inspections ongoing.
- viii. Miscellaneous repairs to fleet due to wear and tear of responses.
- ix. Annual apparatus inspections and service ongoing.
- x. Station 7 has been thoroughly cleaned and organized.
- xi. Extrication tools annual inspection and service.



Western Lane Fire and EMS

“Stronger as one”

Call summary:

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

WLFEA September 2023 Responses	2022	2023	Difference
911 Response, transports	166	161	-5
Interfacility Transfers	36	40	4
Specialty Care Transfer	22	18	-4
911 Response, no patient transport	139	121	-18
Mobile Integrated Healthcare Visits	32	23	-9
Fire	8	11	3
Rescue / EMS	77	85	8
Other (Service calls, good intent, false alarms)	48	32	-16
Overall call volume	528	491	-37
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	537	485	-52
Interfacility Transfers	101	128	27
Specialty Care Transfer	53	55	2
911 Response, no patient transport	411	362	-49
Mobile Integrated Healthcare	118	77	-41
Fire	32	49	17
Rescue / EMS	261	265	4
Other (Service calls, good intent, false alarms)	114	125	11
Fiscal year total call volume comparison	1627	1546	-81

Mobile Integrated Healthcare

MIH made 23 visits in September, which represents being fully scheduled given my days/hours worked and using about 1/3 of my patient visit hours for scheduling.

One positive development from me doing scheduling while the hospital works to replace my previous scheduler is that I am using a TEAMS spreadsheet to track the patients I am following, and those I do not see because they have Home Health nursing or for another reason. This has turned out to make collaborating with Home Health easier.

Below are the MIH visit numbers with referral sources from September and last September.

Please let me know if there are any other questions!

Years 2023		
Visit date Sep		
	Number of Visits	% of total Visits
PCinHome	8	35%
DC	8	35%
PCP	4	17%
ED	1	4%
Self	1	4%
EMS	1	4%
Grand Total	23	100%

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

Years 2022	
Visit date Sep	

Referral	Visits	Percent
DC	13	40.6%
PAL	6	18.8%
EMS	5	15.6%
PCP	4	12.5%
ED	3	9.4%
Self	1	3.1%
Grand Total	32	100.0%

Operations – Logistics

September

- Assisted with hydrant flushing and flow testing in Greentrees.
- Participated in oral board for new fulltime hiring process.
- Installed three Fire Danger Level signs from OSFM at Station 5,8, and milepost .5 on North Fork Road in conjunction with Three Rivers Casino.
- Assisted with Boat Operator familiarization training at Woahink Lake.

Apparatus

- E-621: Oil leak troubleshooting, coolant sensor repair
- E-622: Engine fan clutch solenoid replaced
- BR-653: Hood struts replaced
- BR-651: Seat belt sensor relay installed
- C-601: Service
- M-613: Service
- M-614: Service, new tires
- M-617: Service
- R-661: Rear hatch scene lights replaced
- White Muster: Passenger door glass replaced

Equipment

- Extrication Tools annual inspection and service

Facilities

- Station 1: New shore tie cord reels installed in bay 1 and 2. Two new dishwashers installed in main kitchen. Backup generator weekly test reprogramed. Met with Lock Smith to work on replacing older door locks at Station 1 and Station 2.
- Station 8: WLECN mounted an antenna for emergency communications on the East side of the station. Fence Repair

Report submitted by:
Andy Gray
Logistics Captain



Western Lane Fire and EMS Authority

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

Training Report October 2023

Target Solutions topics for the month are NFPA 1021 Public Education Programs, CAPCE Driving Safety, and CAPCE Neonatology.

The drill schedule for October is mass casualty incidents, rescue task force teams, triage, and treatment on 10/10, single engine company evolutions on 10/14, and HVAC systems and hose deployment on 10/17.

Rob has selected a member from each shift to be a member of the training division to represent and collaborate training schedules and interests. Mackenzie Jeffcott will be representing A shift, Sky Cedarleaf-Grey for B shift, and Tommy Supple from C shift. Topics for the first meeting included employee development, shift training, specialized training, protocol review, and QA/QI processes.

We have four members attending “Managing a Fire Company” at Southwest Oregon Community College on 10/21. This is a workshop structured around the five sections of the text *Managing a Fire Company* by John Brunacini and Tim Dietz. The course is free thanks to a generous donation from the Jeff Common LODD Foundation.

We have some new demo equipment that the crews are training with. Both systems are used for patient lifting/carrying and may decrease lifting injuries. The first is the Samson Strap system and the second is the Mangar airbag lifting cushion.

Justin Mack has started Fall EMT school at Lane Community College and Geri Brooks, Brandon Sutherland, and Jack Freel have all started the paramedic program. David Gomez is a new part-time EMT that will begin FTEP training on C shift. New full-time hire Jessica Marchinsky will begin her FTEP EMT and firefighter training on B shift. Jackson Ruiz is making great progress with lots of positive feedback on his current paramedic task book.

We have four members that are signed up for the critical care trauma symposium at Legacy Emanuel Medical Center on 11/6 and 11/7. Rob is working on also getting them some clinical shadowing while they are up there.

The monthly CPR class was taught by Jim Yeo. Donn Quinn and Hope Taylor also taught a class for Siuslaw Outreach Services on 10/17. Rob is working with Swisshome/Deadwood RFPD and Mapleton Fire Department to recertify their responders in November.

New Oregon Health Authority certifications are Nick Helvey, Nick Terrell, Tommy Supple, and Don Quinn as paramedics.

October 2023

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

Prepared by Melissa House, QMHA-I

- September went well with Camille being on maternity leave and Melissa on vacation. Our calls numbers are low due to our staffing crisis and how clearly we have communicated that to dispatch and Law Enforcement.
- Good news: During the last week of September, we received several strong applicants applying for part time responders and for full time positions. Interviews are underway and we have hopes that positions will be filled, and we can get our call numbers back and even higher than before.
- Lane County is still supporting our program and we have meetings coming up to discuss some changes to the staffing structure and pay.
- Staffing Update
- Melissa continues to work with Kathy Smith on the HRSA planning grant and meeting with community partners. A larger collaborative meeting will be scheduled within the next month.
- The Western Lane Crisis Association had their first official meeting with the lawyers. We now have required documents to open a bank account and begin doing some fundraising which will help support the WLCR program.
- The priority over the next couple months will be to get team members hired, trained, and out helping the community.

MCR hours:

MCR tap outs: 14

Total hours: 17.53

Breakdown of MCR tap outs:

calls:	4	Mental health
calls:	1	Suicidal ideation
calls:	1	Homelessness
calls:	2	Family Disputes
calls:	2	Acute Trauma/Sudden Death
calls:	0	Drug/Alcohol Issues

calls: 1 Cancelled in Route
calls: 0 Structure Fires
calls: 3 Other

10-18-83

the excellent and gentle care you offered to me. Florence is indeed lucky to have such an emergency service available. This donation is for whatever brings you all joy and pleasure - I hope it includes some delicious drinks!

With heartfelt and very sincere thanks,

Ann Rothman
10 year Florence resident who loves living here

\$300.00
Donation

Dear Excellent Staff,

I thought I sent this "Thanks" and donation months ago - but, at

87, my memory wanders. As I sat today found my note about May 16th.

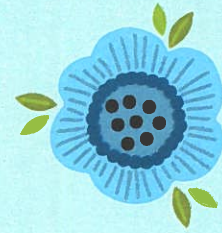
You rescued me from fainting spell at the gym on May 16th, and took me to hospital emergency. Many, many thanks

for very professional, competent, courteous, and efficient service.

Despite being in shock, I appreciated

Dear Western Lane Fire & EMS -

Thank you so much for
care and kindness that
your staff displayed on
9/26/23 when assisting my
son, Dez. The gentleman that
was communicating with us
and coordinating services was
amazing. I am so thankful for
that as I would not have known
what to do. Thank you all for
staying through until everything
was taken care of for our safety.



Words can say so little
when someone
has done so much,
but I thank you
with all my heart.

You are all very much
appreciated ♡

- Brooke & Dez

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Siuslaw Valley Fire and Rescue

Balance Sheet

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	2,822.11	72,147.39
1002 Money Market 0832	14,486.02	425,179.09
1003 SVFR LGIP 6355	104,380.25	1,009,749.99
1013 Debit/Visa 2876	0.00	612.99
1050 PERS UAL 6512	151,007.55	150,241.69
1052 Capital Replace Savings 7216	498,510.49	396,296.63
1054 Capital Improve Savings 7224	461,036.31	45,757.75
Total Bank Accounts	\$1,232,242.73	\$2,099,985.53
Accounts Receivable		
1200 Accounts Receivable	0.00	94.59
Total Accounts Receivable	\$0.00	\$94.59
Other Current Assets		
1205 Undeposited Funds	0.00	40.16
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	\$135,388.71
Total Current Assets	\$1,367,591.28	\$2,235,468.83
Fixed Assets		
	\$0.00	\$0.00
TOTAL ASSETS	\$1,367,591.28	\$2,235,468.83
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
	\$0.00	\$243,550.99
Credit Cards		
2007 OPB Mastercard	0.00	2,814.47
Total Credit Cards	\$0.00	\$2,814.47
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

Siuslaw Valley Fire and Rescue

Balance Sheet

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
Total Current Liabilities	\$86,577.22	\$332,942.68
Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$86,577.22	\$332,942.68
Equity		
3100 Capital Reserve	959,546.80	166,885.19
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	1,726,294.47	2,652,660.92
Net Income	-1,404,827.21	-917,019.96
Total Equity	\$1,281,014.06	\$1,902,526.15
TOTAL LIABILITIES AND EQUITY	\$1,367,591.28	\$2,235,468.83

Siuslaw Valley Fire and Rescue

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

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	210.60	3,046,205.00	0.01 %
4114 Douglas County	68.21	4,718.00	1.45 %
4117 Prior Year Tax Revenue	10,618.38	30,000.00	35.39 %
Total 4100 Property Tax	10,897.19	3,080,923.00	0.35 %
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	260.00		
4860 Reimbursements and Refunds		15,000.00	
4890 Interest Income GF	9,993.14	12,000.00	83.28 %
4895 Interest Income - Capital	1,524.71	1,000.00	152.47 %
Total 4850 Other Income	11,777.85	28,000.00	42.06 %
Total Income	\$85,245.87	\$3,220,612.00	2.65 %
GROSS PROFIT	\$85,245.87	\$3,220,612.00	2.65 %
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	\$ -357,582.21	\$2,550,612.00	-14.02 %
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 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9501 Contingency		100,000.00	
9525 Transfer OUT to WLFEA	1,047,245.00	3,784,713.00	27.67 %
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	\$1,047,245.00	\$5,148,086.00	20.34 %
NET OTHER INCOME	\$ -1,047,245.00	\$ -2,550,612.00	41.06 %
NET INCOME	\$ -1,404,827.21	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/01/2023	Transfer			Type III Engine Outfitting	1002 Money Market 0832	-40,000.00
09/02/2023	Bill Payment (Check)	28911	L.N. Curtis & Sons	4551	1001 Checking 1151	-43,284.78
09/02/2023	Bill Payment (Check)	28912	Day Wireless Systems	6855	1001 Checking 1151	-3,241.88
09/14/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	to fund WLFEA LGIP per resolution 2023-4	1003 SVFR LGIP 6355	-556,437.00
09/28/2023	Check	EFT	Card Service Center	Monthly expenses 8/3-9/3/2023	1001 Checking 1151	-131.50



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
 Activity Through October 3, 2023**

SUMMARY OF ACCOUNT ACTIVITY

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

PAYMENT INFORMATION

New Balance:	\$0.00
Minimum Payment Due:	\$0.00
Payment Due Date:	October 28, 2023

Account Number	XXXX XXXX XXXX 0393
Credit Limit	\$45,000.00
Available Credit	\$45,000.00
Statement Closing Date	October 3, 2023
Days in Billing Cycle	30

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
09/28	09/28	F1127008F00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$131.50-
TOTAL XXXXXXXXXXXX0393				\$131.50-

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



Account Number: XXXX XXXX XXXX 0393
 New Balance: \$0.00
 Minimum Payment Due: \$0.00
Payment Due Date: October 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



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

Balance Sheet Comparison

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	29,540.34	171,256.38
1020 Money Market 9835	300,887.33	633,434.05
1030 LifeMed Cash 9411	163,062.01	41,820.21
1040 WLAD LGIP 6353	108,406.91	1,514,624.99
1050 PERS UAL 6407	59,378.27	59,204.65
1090 Capital Equip Reserve 1060	192,745.59	501,482.16
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$854,420.45	\$2,922,222.44
Accounts Receivable		
1200 Accounts Receivable	-555.68	-75.68
Total Accounts Receivable	\$ -555.68	\$ -75.68
Other Current Assets		
1201 Patient Accounts Receivable	1,172,194.87	1,369,048.12
1202 Allowance for Bad Debt	-170,470.30	-221,652.14
1203 Allowance for Contractual Adjust	-457,156.00	-533,928.77
1204 Grant Receivable	42,054.46	42,054.46
1205 Accounts Receivable (Audit)	6,311.00	6,311.00
1240 Property Tax Receivable	66,336.00	66,336.00
1245 Cash with County	3,391.00	3,391.00
1250 Seismic Grant Receivable	0.00	0.00
1260 MIH Grant Receivable	0.00	0.00
1299 Undeposited Funds	0.00	0.00
1302 Prepaid LifeMed Expense	0.00	0.00
1304 Prepaid Prop & Liab Insurance	45,022.49	45,022.49
1305 Prepaid Health Insurance	0.00	0.00
1306 Prepaid Other Expense	0.00	0.00
1313 Employee Draws	0.00	0.00
1335 Flexible Medical Spending	0.00	849.97
Total Other Current Assets	\$707,683.52	\$777,432.13
Total Current Assets	\$1,561,548.29	\$3,699,578.89
Fixed Assets		
1701 Land	350,000.00	350,000.00
1702 Buildings & Improvements	581,521.30	581,521.30
1703 Equipment	1,538,530.00	1,538,530.00
1704 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	-1,201,134.41	-1,201,134.41
Total Fixed Assets	\$1,268,916.89	\$1,268,916.89
TOTAL ASSETS	\$2,830,465.18	\$4,968,495.78
LIABILITIES AND EQUITY		

Western Lane Ambulance District

Balance Sheet Comparison

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	200.00	301,750.53
Total Accounts Payable	\$200.00	\$301,750.53
Credit Cards		
2007 OPB Mastercard	-30.00	7,859.06
Total Credit Cards	\$ -30.00	\$7,859.06
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	\$497,891.76
Total Liabilities	\$187,582.92	\$497,891.76
Equity		
3010 Investment in Capital and Land	1,268,916.89	1,268,916.89
3020 LifeMed Fund Balance	163,062.01	42,694.71
3030 Capital Reserve	192,745.59	501,343.43
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	3,006,604.21	3,866,265.80
Net Income	-1,988,446.44	-1,208,616.81
Total Equity	\$2,642,882.26	\$4,470,604.02
TOTAL LIABILITIES AND EQUITY	\$2,830,465.18	\$4,968,495.78

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - September, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	156,289.40	500,000.00	31.26 %
4002 Private Pay	27,797.66	120,000.00	23.16 %
4020 Medicaid	55,136.30	200,000.00	27.57 %
4023 Medicare	316,595.67	1,180,000.00	26.83 %
4025 GEMT CCO Program	8,308.70	65,000.00	12.78 %
4035 Collection Agency	210.78		
4085 Other Revenue	18.42		
4090 less Refunds	-1,688.03		
4099 Allowance for Contractual Adjustment	32,587.50		
Total 4000 Operating Income	595,256.40	2,065,000.00	28.83 %
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	6,238.61	25,000.00	24.95 %
Total 4210 Property Tax Revenue	6,361.99	1,809,591.00	0.35 %
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	16,593.95	30,000.00	55.31 %
4295 Interest Income Capital	359.97	800.00	45.00 %
Total 4200 NonOperating Income	54,687.25	1,886,183.00	2.90 %
4600 LifeMed Income			
4601 LifeMed Subscriptions	17,895.00	120,000.00	14.91 %
4602 LifeMed CPR Classes	5,864.62	14,000.00	41.89 %
4609 LifeMed Interest	11.78		
4690 less LifeMed Refund	-20.00		
Total 4600 LifeMed Income	23,751.40	134,000.00	17.72 %
4700 Grant Income			
4702 MIH Foundation		50,000.00	
Total 4700 Grant Income		50,000.00	
Total Income	\$673,695.05	\$4,135,183.00	16.29 %
GROSS PROFIT	\$673,695.05	\$4,135,183.00	16.29 %
Expenses			
6900 LifeMed Expense			
6951 Public & Regional Training LM		5,000.00	
6952 QRT Support & Training LM		10,000.00	
6953 Promotion & Advertising LM	2,707.71	7,000.00	38.68 %
6957 Bank Fees LM	924.12	1,500.00	61.61 %

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - September, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6958 Postage & Printing LM	1.98	4,000.00	0.05 %
6959 Supplies LM	1,928.90	1,500.00	128.59 %
6960 Other LifeMed Expenses		1,000.00	
Total 6900 LifeMed Expense	5,562.71	30,000.00	18.54 %
7000 MATERIALS & SERVICES ADMINISTRATION			
7100 Administrative Expense			
7108 Dues and Fees	75.00		
Total 7100 Administrative Expense	75.00		
Total 7000 MATERIALS & SERVICES ADMINISTRATION	75.00		
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	\$6,577.49	\$213,000.00	3.09 %
NET OPERATING INCOME	\$667,117.56	\$3,922,183.00	17.01 %
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	2,655,564.00	6,206,973.00	42.78 %
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	\$2,655,564.00	\$7,568,194.00	35.09 %
NET OTHER INCOME	\$ -2,655,564.00	\$ -3,922,183.00	67.71 %

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July - September, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$ -1,988,446.44	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/01/2023	Bill Payment (Check)	4146	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
09/05/2023	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-121.20
09/14/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority	to fund WLFEA LGIP per resolution 2023-4	1010 Checking 0046	-51,031.00
09/14/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority	to fund WLFEA LGIP per resolution 2023-4	1040 WLAD LGIP 6353	-1,458,636.00
09/14/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority	to fund WLFEA LGIP per resolution 2023-4	1020 Money Market 9835	-645,897.00
09/29/2023	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
September 7, 2023 to October 6, 2023

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$30.00-
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ 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 October 6, 2023
 Days in Billing Cycle 30

PAYMENT INFORMATION

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

MESSAGES

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

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: November 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



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.

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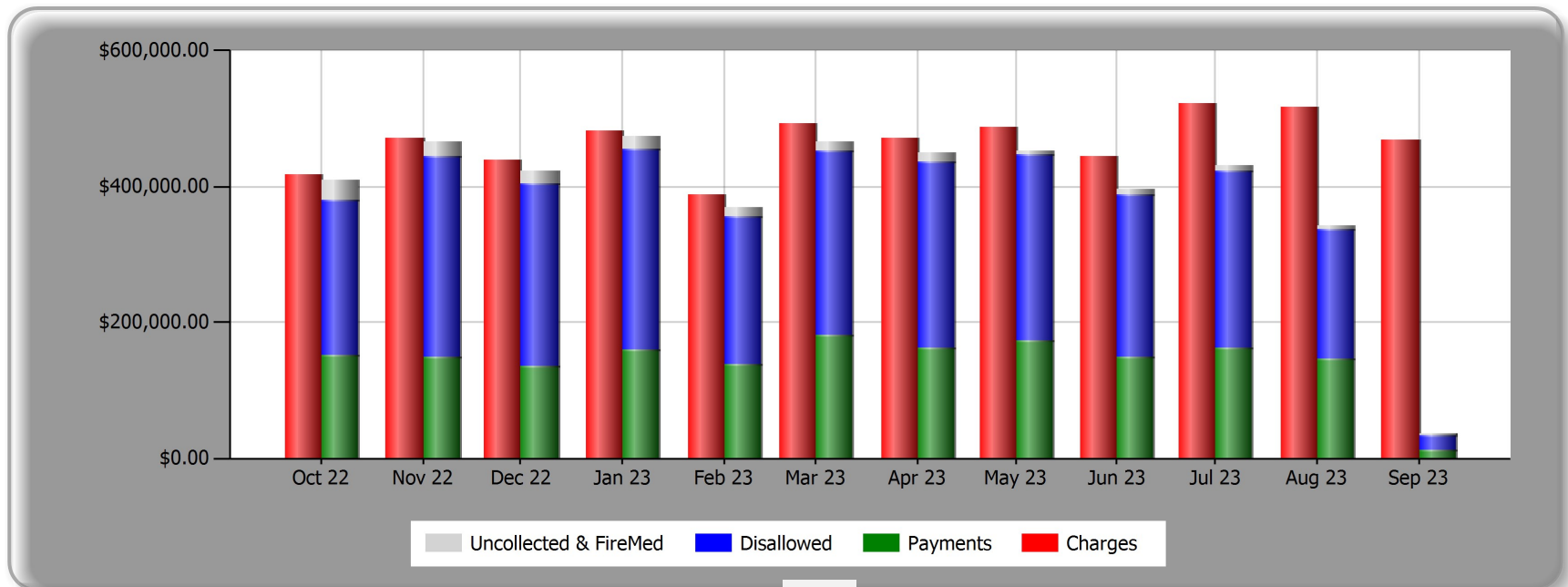
Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	10/1/2022
Date Of Service	9/30/2023
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Oct 22	193	416,477.76	-150,697.53	36 %	-8,826.37	2 %	-228,575.14	55 %	-21,675.22	5 %	6,703.50	2 %
Nov 22	212	471,341.52	-148,947.95	32 %	-11,843.17	3 %	-294,461.47	62 %	-9,924.73	2 %	6,164.20	1 %
Dec 22	206	437,905.12	-136,906.53	31 %	-8,907.73	2 %	-266,038.14	61 %	-12,111.81	3 %	13,940.91	3 %
Jan 23	215	482,971.76	-158,511.93	33 %	-9,594.50	2 %	-297,357.53	62 %	-7,261.40	2 %	10,246.40	2 %
Feb 23	184	388,519.76	-139,656.84	36 %	-6,594.52	2 %	-214,935.86	55 %	-9,233.18	2 %	18,099.36	5 %
Mar 23	225	492,193.92	-182,350.95	37 %	-5,947.38	1 %	-270,924.80	55 %	-7,145.50	1 %	25,825.29	5 %
Apr 23	209	472,320.24	-163,527.12	35 %	-7,125.00	2 %	-272,408.46	58 %	-5,502.19	1 %	23,757.47	5 %
May 23	218	486,122.40	-172,721.13	36 %	-4,322.90	1 %	-274,506.36	56 %	-300.00	0 %	34,272.01	7 %
Jun 23	212	445,007.64	-150,038.24	34 %	-8,270.56	2 %	-238,916.83	54 %	0.00	0 %	47,782.01	11 %
Jul 23	233	523,612.80	-163,635.98	31 %	-6,375.00	1 %	-259,932.56	50 %	0.00	0 %	93,669.26	18 %
Aug 23	224	515,944.92	-147,293.17	29 %	-4,875.00	1 %	-189,485.06	37 %	0.00	0 %	174,291.69	34 %
Sep 23	212	469,796.72	-11,369.21	2 %	-50.00	0 %	-24,777.24	5 %	0.00	0 %	433,600.27	92 %
		2,543	5,602,214.56	-1,725,656.58		-82,732.13	-2,832,319.45		-73,154.03		888,352.37	

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	9/1/2023
Transaction Date	9/30/2023
Company Code	Western Lane Ambulance District

Balance Forward	1,147,318.54
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Charges by Level of Service	469,796.72
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
SEP23	221,194.84	71,127.68	18,305.84	54,331.12	24,270.92	79,666.32	900.00	469,796.72
Total	221,194.84	71,127.68	18,305.84	54,331.12	24,270.92	79,666.32	900.00	469,796.72

Payments - ALL	-185,393.48
-----------------------	--------------------

Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
9/1/2023	XO MODA	23244B1000122361	-353.08
9/1/2023	XO MODA	23244B1000122364	-199.23
9/1/2023	Tricare for Life	2406468099	-250.00
9/1/2023	Peace Health Hospice	40317	-450.00
9/3/2023	Pacific Source MedAdvantage	23246B1000015384	-1,378.45
9/3/2023	Pacific Source Community Solutions	23246B1000088228	-2,554.31
9/4/2023	BCBS OR Blue Card MedAdv	0154790781	-7,566.32
9/4/2023	XO Regence Federal Oregon	0261133111	-214.96
9/5/2023	XO ChampVA Office of Comm Care	00528745	-127.03
9/5/2023	XO Tricare for Life	2406499323	-262.51
9/5/2023	Medicare B Oregon	893827432	-4,095.56
9/6/2023	XO Tricare for Life	2406529331	-346.53
9/6/2023	Kaiser Health Plans of WA	25866018	-3,806.64
9/6/2023	Oregon Medicaid	600142746	-80.62
9/6/2023	Medicare Secondary Oregon	893831602	-2,276.05
9/6/2023	XO AARP Medicare Supplemental	9955156218	-127.56
9/7/2023	Trillium Community Health Plan	0900166014	-1,329.52
9/7/2023	VA Regional Payment Center	0969870	-4,382.68
9/7/2023	UHC West/Secure Horizons	1955982137	-386.51
9/7/2023	UHC West/Secure Horizons	1956333573	-1,569.78

**Western Lane Ambulance District
MONTH END SUMMARY**

9/7/2023	United Healthcare	1TZ58450148	-2,613.51
9/7/2023	XO Tricare for Life	2406560964	-128.61
9/7/2023	XO AARP Medicare Supplemental	9955713182	-69.43
9/7/2023	UHC West/Secure Horizons	9956040468	-471.87
9/8/2023	XO ChampVA Office of Comm Care	01211325	-138.38
9/8/2023	XO Aetna Senior Supplemental	1102197003	-133.37
9/8/2023	MODA	23251B1000108558	-3,218.92
9/8/2023	Medicare B Oregon	893839038	-1,085.51
9/8/2023	UHC West/Secure Horizons	9957096279	-400.72
9/10/2023	Pacific Source Community Solutions	23253B1000078265	-732.04
9/11/2023	BCBS OR Blue Card MedAdv	0154802500	-12,170.61
9/11/2023	UHC West/Secure Horizons	1957609702	-1,529.00
9/11/2023	OPTUM Care	1990553251	-467.99
9/11/2023	Medicare B Oregon	893842381	-3,808.12
9/12/2023	Tricare for Life	2406611850	-447.52
9/13/2023	VA Regional Payment Center	1836535	-3,759.44
9/13/2023	UHC West/Secure Horizons	1958650207	-898.43
9/13/2023	Medicare B Oregon	893850259	-3,115.87
9/13/2023	UHC West/Secure Horizons	9958741440	-400.72
9/14/2023	ChampVA Office of Comm Care	02056134	-250.00
9/14/2023	Trillium Community Health Plan	0900166867	-532.86
9/14/2023	VA Regional Payment Center	2064812	-5,998.56
9/14/2023	Tricare for Life	2406698944	-250.00
9/14/2023	Champus Tricare West Region	5652117254TR3	-670.78
9/14/2023	Aetna	823254000240999	-1,601.26
9/14/2023	XO AARP Medicare Supplemental	9959034146	-544.12
9/14/2023	UHC West/Secure Horizons	9959343474	-836.37
9/15/2023	VA Regional Payment Center	2221169	-3,218.92
9/15/2023	Medicare B Oregon	893857978	-7,287.40
9/17/2023	Pacific Source MedAdvantage	23260B1000016509	-2,671.18
9/17/2023	Pacific Source Community Solutions	23260B1000093044	-1,365.43
9/17/2023	Pacific Source Health Plan	23260B1000208956	-2,391.84
9/18/2023	BCBS OR Blue Card MedAdv	0154812846	-6,705.04
9/18/2023	AARP Medicare Complete Plus	1960234533	-144.37

**Western Lane Ambulance District
MONTH END SUMMARY**

9/19/2023	XO Tricare for Life	2406792608	-212.32
9/20/2023	Blue Cross Blue Shield Oregon	0196269353	-3,433.55
9/20/2023	Aetna	823258000129052	-193.24
9/20/2023	Aetna Medadvantage HMO	882325701055938	-1,251.45
9/20/2023	Medicare B Oregon	893867273	-3,642.42
9/20/2023	UHC West/Secure Horizons	9961436912	-1,755.05
9/21/2023	UHC West/Secure Horizons	1962177157	-896.04
9/21/2023	Aetna	823261000391776	-1,157.93
9/21/2023	Medicare B Oregon	893871250	-1,416.59
9/21/2023	XO AARP Medicare Supplemental	9961922834	-512.76
9/21/2023	AARP Medicare Complete Plus	9962265192	-372.26
9/22/2023	UHC West/Secure Horizons	1962877221	-1,035.41
9/22/2023	OPTUM Care	2009830480	-403.31
9/22/2023	MODA	23265B1000115255	-5,156.24
9/24/2023	Pacific Source MedAdvantage	23267B1000018447	-1,260.61
9/24/2023	Pacific Source Community Solutions	23267B1000091251	0.00
9/25/2023	BCBS OR Blue Card MedAdv	0154823134	-6,530.68
9/25/2023	XO Regence Federal Oregon	0261140026	-130.99
9/25/2023	VA Regional Payment Center	3472683	-2,374.56
9/25/2023	Medicare B Oregon	893879285	-3,315.84
9/26/2023	ChampVA Office of Comm Care	03680096	-250.00
9/26/2023	UHC West/Secure Horizons	1963868853	-758.78
9/26/2023	Tricare for Life	2406923565	-291.73
9/26/2023	Medicare B Oregon	893883095	-2,897.15
9/27/2023	Medicare B Oregon	893887106	-6,384.15
9/27/2023	UHC West/Secure Horizons	9964567703	-1,734.80
9/28/2023	Trillium Community Health Plan	0900168635	-69.11
9/28/2023	UHC West/Secure Horizons	1965274356	-494.85
9/28/2023	XO AARP Medicare Supplemental	9964942613	-134.42
9/28/2023	UHC West/Secure Horizons	9965324087	-399.43
9/29/2023	XO Tricare for Life	2407009036	-201.34
9/29/2023	Peace Health Hospice	41265	-900.00
9/29/2023	XO AARP Medicare Supplemental	9965474849	-217.16

EFT TOTAL			-151,599.70
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Western Lane Ambulance District
MONTH END SUMMARY

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

<u>Trans Date</u>	<u>Amount</u>
9/1/2023	-15.00
9/2/2023	-100.00
9/5/2023	-25.00
9/6/2023	-275.00
9/7/2023	-275.00
9/8/2023	-75.00
9/13/2023	-25.00
9/16/2023	-25.00
9/19/2023	-3,406.71
9/23/2023	-258.05
9/25/2023	-75.00
9/26/2023	-25.00
9/28/2023	-250.00
9/30/2023	-50.00
CREDIT CARD TOTAL	-4,879.76

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

<u>Trans Date</u>	<u>Amount</u>
9/5/2023	-8,040.10
9/12/2023	-8,522.91
9/19/2023	-5,782.69
9/26/2023	-6,428.88
BANK DEPOSIT TOTAL	-28,774.58

Payments - Paid at FD

<u>Date</u>	<u>Pd at FD, Ins</u>	<u>Total</u>
9/29/2023	-139.44	-139.44
Total	-139.44	-139.44

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>Total</u>
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**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
9/1/2023	-855.23	-212.85		0.00	-199.23		-1,267.31
9/2/2023	-100.00						-100.00
9/3/2023	-1,495.03	-995.24	-993.54	0.00	-448.95		-3,932.76
9/4/2023	-4,741.82	-214.96	-2,246.43	-578.07			-7,781.28
9/5/2023	-5,740.91	-3,183.97	-1,416.66	-413.71	-343.49	-1,451.46	-12,550.20
9/6/2023	-5,045.18	-25.00	-1,231.46	-264.23		-346.53	-6,912.40
9/7/2023	-3,818.63		-4,370.11	-342.66	-69.43	-2,626.08	-11,226.91
9/8/2023	-1,244.22	-3,218.92		-563.76	-25.00		-5,051.90
9/10/2023	-420.62			-311.42	0.00		-732.04
9/11/2023	-11,419.37	-2,092.82		-1,337.60	-1,767.53	-1,358.40	-17,975.72
9/12/2023	-1,077.16	-1,158.58	-2,605.07	-2,421.28	0.00	-1,708.34	-8,970.43
9/13/2023	-6,092.94	-832.30		-1,274.22			-8,199.46
9/14/2023	-5,419.36	-212.32	-966.13	0.00	-201.34	-3,884.80	-10,683.95
9/15/2023	-2,550.13			-434.40	-3,218.92	-4,302.87	-10,506.32
9/16/2023	-25.00						-25.00
9/17/2023	-5,196.54	-707.72		-311.42		-212.77	-6,428.45
9/18/2023	-3,313.22				-286.21	-3,249.98	-6,849.41
9/19/2023	-6,831.98	-337.32	-1,937.42	-250.00	-25.00	-20.00	-9,401.72
9/20/2023	-5,932.43	-3,433.55	-193.24	-374.59	-341.90		-10,275.71
9/21/2023	-2,469.11	-407.22		-590.50		-888.75	-4,355.58
9/22/2023	-3,401.96				-3,193.00		-6,594.96
9/23/2023	-258.05						-258.05
9/24/2023	-1,115.70				-144.91		-1,260.61
9/25/2023	-6,498.29	-1,036.06	-962.79	-456.13	-1,765.46	-1,708.34	-12,427.07
9/26/2023	-4,299.13	-1,046.73	-2,873.52	-628.28	-340.54	-1,463.34	-10,651.54
9/27/2023	-6,741.95			-596.03	-780.97		-8,118.95
9/28/2023	-1,278.70				-69.11		-1,347.81
9/29/2023	-139.44			-217.16	-1,101.34		-1,457.94
9/30/2023	-50.00						-50.00
Total	-97,572.10	-19,115.56	-19,796.37	-11,365.46	-14,322.33	-23,221.66	-185,393.48

Transaction Adjustments by Level of Service	-259,526.91
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**Western Lane Ambulance District
MONTH END SUMMARY**

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Financial Assist/Charity	-1,486.16						-1,486.16
Fire Med Adjustment	-2,234.23	-600.00		-550.00			-3,384.23
W/O Fee Schedule	-141,848.84	-30,606.02	-8,763.40	-27,407.75	-15,607.38	-22,401.82	-246,635.21
W/O to collections	-1,610.08		-1,318.20	-3,521.20	-874.20	-697.63	-8,021.31
Total	-147,179.31	-31,206.02	-10,081.60	-31,478.95	-16,481.58	-23,099.45	-259,526.91

Ending Balance	1,172,194.87
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Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 5400	31,501.78	581,953.76
1003 WLFEA LGIP 6553	2,567,986.56	
Total Bank Accounts	\$2,599,488.34	\$581,953.76
Accounts Receivable		
1200 Accounts Receivable	23,665.06	24,202.65
Total Accounts Receivable	\$23,665.06	\$24,202.65
Other Current Assets		
1299 Undeposited Funds	0.00	0.00
1304 Prepaid Expenses	0.00	0.00
1305 Prepaid Insurance	-1,663.51	-2,837.28
1335 PSA Flex Account	302.00	-328.01
1400 Deferred Outflows of Resources	291,494.99	291,494.99
Total Other Current Assets	\$290,133.48	\$288,329.70
Total Current Assets	\$2,913,286.88	\$894,486.11
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	\$2,949,463.88	\$930,663.11
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	82,507.91	3,304.08
Total Accounts Payable	\$82,507.91	\$3,304.08
Credit Cards		
2007 OPB Mastercard	5,216.80	4,854.30

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
Total Credit Cards	\$5,216.80	\$4,854.30
Other Current Liabilities		
2100 Payroll Liabilities		
2115 OSGP Payable	2,879.58	2,029.58
2116 VALIC Payable	1,025.00	1,025.00
2117 AFLAC Payable	1,713.03	1,874.15
2118 VOYA Payable	6,000.00	7,620.00
2120 PLO Payable	1,894.82	
2995 Clearing Account	442,373.31	401,944.70
Total 2100 Payroll Liabilities	455,885.74	414,493.43
2125 SVFR Association Dues	56.00	52.00
2130 IAFF Union Dues	3,150.75	2,988.72
2135 IAFF PAC Contributions	83.00	83.00
Total Other Current Liabilities	\$459,175.49	\$417,617.15
Total Current Liabilities	\$546,900.20	\$425,775.53
Total Liabilities	\$546,900.20	\$425,775.53
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	436,062.50	550,500.82
Net Income	1,954,351.18	-57,763.24
Total Equity	\$2,402,563.68	\$504,887.58
TOTAL LIABILITIES AND EQUITY	\$2,949,463.88	\$930,663.11

Western Lane Fire and EMS Authority

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

July - September, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	1,109,443.50	3,784,713.00	29.31 %
4102 Transfers from WLAD for Administration	2,717,762.50	6,206,973.00	43.79 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	4,141,738.33	9,991,686.00	41.45 %
4400 Miscellaneous Income			
4410 Donations	338.00		
4420 Interest	5,985.73		
Total 4400 Miscellaneous Income	6,323.73		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	67,381.02	187,472.00	35.94 %
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	76,694.02	810,579.00	9.46 %
4860 Reimbursements and Refunds	257.30		
Total Income	\$4,225,013.38	\$10,802,265.00	39.11 %
GROSS PROFIT	\$4,225,013.38	\$10,802,265.00	39.11 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	48,250.08	165,061.50	29.23 %
5340 HRSA Grant Wages		14,976.00	
5350 BGWLC Grant Wages	6,052.55	65,112.00	9.30 %
5360 SAMHSA Grant Wages		285,946.00	
5400 Payroll Taxes and Staff Benefits	659,228.37	2,415,255.00	27.29 %
5500 Wages & Salaries	950,987.92	3,749,748.00	25.36 %
Total 5000 Personnel Services	1,664,518.92	6,696,098.50	24.86 %
6000 Operations			
6100 Training	6,457.50	80,195.00	8.05 %
6200 Medical	32,309.24	117,800.00	27.43 %
6300 Reserve Expenses	227.51	2,000.00	11.38 %
6400 Emergency Services	128,163.50	168,000.00	76.29 %
6500 Prevention	8,860.43	16,225.00	54.61 %
6600 Recruitment	5,536.98	6,500.00	85.18 %
6700 Facilities	34,415.55	203,123.00	16.94 %
6800 Vehicles	75,295.51	215,000.00	35.02 %
6900 Operational Supplies	41,975.07	172,000.00	24.40 %
Total 6000 Operations	333,241.29	980,843.00	33.97 %

Western Lane Fire and EMS Authority

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

July - September, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7000 Materials & Services			
7100 Administrative Expenses	65,675.50	127,000.00	51.71 %
7200 Technology	22,590.05	76,500.00	29.53 %
7300 Board of Directors	13,725.50	23,500.00	58.41 %
7400 Professional Services	19,974.64	131,750.00	15.16 %
7500 Insurance	132,563.34	150,000.00	88.38 %
8700 WLCR Program	12,145.44	279,483.50	4.35 %
Total 7000 Materials & Services	266,674.47	788,233.50	33.83 %
8000 Capital Outlay			
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Total Expenses	\$2,270,662.20	\$8,465,175.00	26.82 %
NET OPERATING INCOME	\$1,954,351.18	\$2,337,090.00	83.62 %
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	\$1,954,351.18	\$0.00	0.00%

Western Lane Fire and EMS Authority

Transaction List by Date

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/01/2023	Bill Payment (Check)	10902	Matthew Danigelis, M.D.		1001 Checking 5400	-1,000.00
09/01/2023	Bill Payment (Check)	10903	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-200.00
09/01/2023	Bill Payment (Check)	10904	Copeland Lumber	0440317	1001 Checking 5400	-20.00
09/01/2023	Bill Payment (Check)	10905	Davison Auto Parts	26588	1001 Checking 5400	-192.97
09/01/2023	Bill Payment (Check)	10906	Keith Stanton		1001 Checking 5400	-75.33
09/01/2023	Bill Payment (Check)	10907	Airgas USA LLC		1001 Checking 5400	-558.43
09/01/2023	Bill Payment (Check)	10908	Chuck's Plumbing Inc		1001 Checking 5400	-717.00
09/01/2023	Bill Payment (Check)	10909	Hughes Fire Equipment, Inc	Cust No 17115	1001 Checking 5400	-1,713.73
09/01/2023	Bill Payment (Check)	10910	Linda Stent		1001 Checking 5400	-75.33
09/01/2023	Bill Payment (Check)	10911	Country Media, Inc.		1001 Checking 5400	-699.00
09/01/2023	Bill Payment (Check)	10912	WFCA Daily Dispatch		1001 Checking 5400	-405.00
09/01/2023	Bill Payment (Check)	10913	Coastal Paper & Supply	3418	1001 Checking 5400	-60.34
09/01/2023	Bill Payment (Check)	10914	National Hose Testing Specialities		1001 Checking 5400	-9,015.00
09/01/2023	Bill Payment (Check)	10915	Zoll Medical Corporation	310599	1001 Checking 5400	-90.48
09/01/2023	Bill Payment (Check)	10916	Oregon Apparatus Repair		1001 Checking 5400	-9,701.97
09/01/2023	Bill Payment (Check)	10917	4 Color Pro		1001 Checking 5400	-1,553.00
09/01/2023	Bill Payment (Check)	10918	Brian's Automotive		1001 Checking 5400	-9,337.00
09/01/2023	Bill Payment (Check)	10919	Florence Motorsports		1001 Checking 5400	-316.79
09/01/2023	Bill Payment (Check)	10920	Florence True Value	Cust No. 919	1001 Checking 5400	-84.39
09/01/2023	Bill Payment (Check)	10921	The Shippin' Shack		1001 Checking 5400	-315.00
09/01/2023	Bill Payment (Check)	10922	Lane Fire Authority		1001 Checking 5400	-1,212.73
09/01/2023	Bill Payment (Check)	10923	Phil's Saw Shop		1001 Checking 5400	-614.00
09/01/2023	Bill Payment (Check)	10924	Systems Design		1001 Checking 5400	-5,265.26
09/01/2023	Bill Payment (Check)	10925	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-145.55
09/01/2023	Bill Payment (Check)	10926	Stryker Sales LLC	Payer # 236691	1001 Checking 5400	-495.53
09/01/2023	Bill Payment (Check)	10927	Canopy		1001 Checking 5400	-275.40
09/01/2023	Bill Payment (Check)	10928	Westcoast Media Group, Inc.		1001 Checking 5400	-100.00
09/01/2023	Bill Payment (Check)	10929	Day Wireless Systems	Cust ID 1088	1001 Checking 5400	-700.54
09/01/2023	Bill Payment (Check)	10930	Henry Schein, Inc.		1001 Checking 5400	-2,041.10
09/01/2023	Bill Payment (Check)	10931	Tyler Technologies, Inc.	55828	1001 Checking 5400	-3,735.00
09/01/2023	Bill Payment (Check)	10932	Kaiser Brake & Alignment, Inc		1001 Checking 5400	-719.02
09/01/2023	Bill Payment (Check)	10933	Les Schwab Warehouse Center	CB99801377	1001 Checking 5400	-2,246.32
09/01/2023	Bill Payment (Check)	10934	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-56.00
09/01/2023	Bill Payment (Check)	10935	VALIC		1001 Checking 5400	-1,025.00
09/05/2023	Bill Payment (Check)	10936	OFDDA-LOSAP TRUST		1001 Checking 5400	-275.00
09/05/2023	Bill Payment (Check)	10937	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-80.00
09/05/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-83.00
09/05/2023	Bill Payment (Check)	EFT	IAFF Local 851			0.00
09/05/2023	Check	EFT	VOYA	8-31-2023 Payroll contributions Voya	1001 Checking 5400	-6,450.00
09/05/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	8-31-2023 payroll contributions OSGP	1001 Checking 5400	-2,479.58
09/05/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-186.50
09/05/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-234.90
09/05/2023	Bill Payment (Check)	10938	Albertson Safeway		1001 Checking 5400	-130.05
09/05/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-2,917.09
09/06/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-2,352.41
09/07/2023	Bill Payment (Check)	EFT	Charter Communications -St-1	8751 16 025 0143928	1001 Checking 5400	-38.92
09/08/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,526.95
09/08/2023	Check	EFT	ADP Payroll Services	processing charges for PR ending 7/31/2023 (69 x \$9.05 ea)	1001 Checking 5400	-653.00
09/11/2023	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1001 Checking 5400	-363.41
09/11/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-487.01
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-53.94
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-42.22
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-106.34
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-122.00
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-59.07
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-773.25
09/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-79.87
09/12/2023	Bill Payment (Check)	EFT	CenturyLink (Lumen)		1001 Checking 5400	-917.80
09/13/2023	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
09/14/2023	Bill Payment (Check)	EFT	Stericycle, Inc (Shred-It)	Cust No 6117445	1001 Checking 5400	-769.39
09/15/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-652.84
09/15/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-76.41
09/15/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-46.47
09/15/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-959.64
09/15/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-283.90
09/15/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-515.00

Western Lane Fire and EMS Authority

Transaction List by Date

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/15/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-299.97
09/18/2023	Check	EFT	Card Services Center	7/24-8/23/2023 monthly credit card expenses	1001 Checking 5400	-8,314.62
09/19/2023	Check	EFT	AFLAC	August 2023 premium for employee enrollments, autopay	1001 Checking 5400	-729.09
09/19/2023	Bill Payment (Check)	10939	Card Heating & Air, LLC		1001 Checking 5400	-1,368.00
09/19/2023	Bill Payment (Check)	10940	Stryker Sales LLC	Payer # 236691	1001 Checking 5400	-6,523.45
09/19/2023	Bill Payment (Check)	10941	Country Media, Inc.		1001 Checking 5400	-203.50
09/19/2023	Bill Payment (Check)	10942	Kyle Orozco		1001 Checking 5400	-180.00
09/19/2023	Bill Payment (Check)	10943	Sign Stop		1001 Checking 5400	-303.75
09/19/2023	Bill Payment (Check)	10944	TNT Sales & Repair Inc		1001 Checking 5400	-800.50
09/19/2023	Bill Payment (Check)	10945	Laurel Bay Gardens, Inc.		1001 Checking 5400	-146.94
09/19/2023	Bill Payment (Check)	10946	Copeland Lumber	0440317	1001 Checking 5400	-205.52
09/19/2023	Bill Payment (Check)	10947	Les Schwab Warehouse Center	CB99801377	1001 Checking 5400	-1,112.83
09/19/2023	Bill Payment (Check)	10948	Rafilson & Associates, LLC		1001 Checking 5400	-650.00
09/19/2023	Bill Payment (Check)	10949	Pacific Power Group, LLC		1001 Checking 5400	-65.19
09/19/2023	Bill Payment (Check)	10950	Westcoast Media Group, Inc.		1001 Checking 5400	-85.00
09/19/2023	Bill Payment (Check)	10951	Tony's Garage		1001 Checking 5400	-331.00
09/19/2023	Bill Payment (Check)	10952	Henry Schein, Inc.		1001 Checking 5400	-1,957.59
09/19/2023	Bill Payment (Check)	10953	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-207.60
09/19/2023	Bill Payment (Check)	10954	Coastal Paper & Supply	3418	1001 Checking 5400	-345.88
09/19/2023	Bill Payment (Check)	10955	Oregon Apparatus Repair		1001 Checking 5400	-1,855.71
09/19/2023	Bill Payment (Check)	10956	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-76.65
09/19/2023	Bill Payment (Check)	10957	Davison Auto Parts	26588	1001 Checking 5400	-202.95
09/19/2023	Bill Payment (Check)	10958	ACCESS	EUF2812	1001 Checking 5400	-121.05
09/19/2023	Bill Payment (Check)	10959	AmeriGas	Acct # 202387155	1001 Checking 5400	-85.52
09/19/2023	Bill Payment (Check)	10960	Chuck's Plumbing Inc		1001 Checking 5400	-250.00
09/19/2023	Bill Payment (Check)	10961	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-930.00
09/19/2023	Bill Payment (Check)	10962	Enerspect		1001 Checking 5400	-729.72
09/19/2023	Bill Payment (Check)	10963	Local Government Law Group PC		1001 Checking 5400	-567.00
09/19/2023	Bill Payment (Check)	10964	Peace Health		1001 Checking 5400	-1,459.86
09/19/2023	Bill Payment (Check)	10965	Shervin's Tire & Automotive		1001 Checking 5400	-497.00
09/19/2023	Bill Payment (Check)	10966	Siuslaw Outreach Services, Inc.		1001 Checking 5400	-179.59
09/19/2023	Bill Payment (Check)	10967	Special Districts Insurance Services		1001 Checking 5400	-60,241.39
09/19/2023	Bill Payment (Check)	10968	Pest Tech		1001 Checking 5400	-735.00
09/19/2023	Bill Payment (Check)	10969	Sybatech, Inc / DBA Copepal		1001 Checking 5400	-4,700.00
09/19/2023	Bill Payment (Check)	10970	Systems Design		1001 Checking 5400	-65.00
09/19/2023	Bill Payment (Check)	10971	Kiwanis Club of Florence		1001 Checking 5400	-90.00
09/19/2023	Bill Payment (Check)	10972	EMS Technology Solutions LLC		1001 Checking 5400	-336.00
09/19/2023	Bill Payment (Check)	10973	Phil's Saw Shop		1001 Checking 5400	-102.00
09/19/2023	Bill Payment (Check)	10974	Cascade Health		1001 Checking 5400	-1,848.00
09/19/2023	Bill Payment (Check)	10975	Zoll Medical Corporation	310599	1001 Checking 5400	-310.00
09/19/2023	Bill Payment (Check)	10976	Custom Profile Engraving		1001 Checking 5400	-32.50
09/19/2023	Bill Payment (Check)	10977	Airgas USA LLC		1001 Checking 5400	-1,225.19
09/19/2023	Bill Payment (Check)	10978	Special Districts Insurance Services		1001 Checking 5400	-833.00
09/19/2023	Bill Payment (Check)	10979	HRA VEBA Trust Contributions	84639	1001 Checking 5400	-7,375.00
09/19/2023	Bill Payment (Check)	10980	Petty Cash		1001 Checking 5400	-40.29
09/19/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-2,471.26
09/20/2023	Bill Payment (Check)	EFT	South Coast Water		1001 Checking 5400	-37.47
09/20/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,062.47
09/21/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-184.97
09/22/2023	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-67.88
09/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
09/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
09/25/2023	Bill Payment (Check)	EFT	Heceta Water		1001 Checking 5400	-36.10
09/25/2023	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-2,668.40
09/25/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-299.97
09/25/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-515.00
09/26/2023	Bill Payment (Check)	EFT	Stepup IT Services LLC		1001 Checking 5400	-9,357.37
09/28/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-347.46



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
August 24, 2023 to September 22, 2023**

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$8,314.62
- Payments	\$8,314.62
- Other Credits	\$43.34
+ Purchases	\$3,033.02
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,989.68

PAYMENT INFORMATION

New Balance: \$2,989.68
Minimum Payment Due: \$89.70
Payment Due Date: October 17, 2023

Account Number XXXX XXXX XXXX 1300
Credit Limit \$20,000.00
Available Credit \$15,784.00
Statement Closing Date September 22, 2023
Days in Billing Cycle 30

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
09/17	09/17	F1127008400CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$8,314.62-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 1300
New Balance: \$2,989.68
Minimum Payment Due: \$89.70
Payment Due Date: October 17, 2023

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

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

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



TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXX1300	\$8,314.62-
09/18	09/19	823050985000EHYE6	ZOOM.US 888-799-9666 SAN JOSE CA MICHAEL SCHICK	\$31.98
			TOTAL XXXXXXXXXXXX1318	\$31.98
08/28	08/29	55548077HBM8H16YS	FLORENCE TRUE VALUE FLORENCE OR CREDIT	\$6.99-
09/19	09/20	5543286865Y6K7TQ6	AMZN MKTP US AMZN.COM/BILL WA CREDIT	\$9.37-
08/23	08/24	55432867B5ZWMAHV5	AMZN MKTP US*TQ7HA0Q91 AMZN.COM/BILL WA	\$5.99
08/23	08/24	55432867B5ZXK0SF0	AMZN MKTP US*TQ6HZ8240 AMZN.COM/BILL WA	\$42.04
08/23	08/24	75418237B58NEJN29	DNH*GODADDY.COM TEMPE AZ	\$59.97
08/24	08/25	55432867Q605MFW38	AMAZON.COM*TQ14F1IQ0 AMZN.COM/BILL WA	\$9.39
08/27	08/28	55432867F60ZZDBTG	AMZN MKTP US*T33VW0080 AMZN.COM/BILL WA	\$61.73
08/31	09/01	55432867K622YAS9Z	AMZN MKTP US*T31TN7Y0 AMZN.COM/BILL WA	\$30.89
09/02	09/03	55432867M62H7M55N	ELECTRICBARGAINSTORES. 310-822-6500 CA	\$259.50
09/10	09/11	55432867X5VML34PD	AMZN MKTP US*TR5E16VH2 AMZN.COM/BILL WA	\$8.40
09/10	09/11	55432867X5VMNQMHW	AMZN MKTP US*TR9MP5MW2 AMZN.COM/BILL WA	\$17.34
09/10	09/11	55432867X5VMP7JYY	AMAZON.COM*TR1SK7P50 AMZN.COM/BILL WA	\$15.51
09/13	09/14	5543286805WGAKVJJ	AMZN MKTP US*TR99Q0GH1 AMZN.COM/BILL WA	\$129.50
09/14	09/14	5543286815WLG73LD	AMZN MKTP US*TX2525C60 AMZN.COM/BILL WA	\$16.97
09/15	09/17	5543286825X21ABDB	AMZN MKTP US*TX86J2AA2 AMZN.COM/BILL WA	\$73.99
09/19	09/20	051404886MHE41BHG	GROCERY OUTLET OF FL FLORENCE OR	\$12.56
09/20	09/20	5543286875YA7RS8G	AMZN MKTP US*TX3BO3A21 AMZN.COM/BILL WA LARA LINDEMANN	\$8.95
			TOTAL XXXXXXXXXXXX2092	\$736.37
08/25	08/27	82305097D000JXD XF	SP EMS LOGIK SALT LAKE CIT UT	\$546.00
09/12	09/13	55432867Z5W76Y6QN	AMZN MKTP US*TR0GX92J0 AMZN.COM/BILL WA DARREK MULLINS	\$39.98
			TOTAL XXXXXXXXXXXX8049	\$585.98
08/29	08/30	55432867H61KTWXPW	SQ *RIVER ROASTERS FLORENCE OR MELISSA HOUSE	\$23.40
			TOTAL XXXXXXXXXXXX8197	\$23.40
09/07	09/08	55429507SLRLF EAPL	SUPERATV, LLC 8125747777 IN PJ CRESCIONI	\$64.95
			TOTAL XXXXXXXXXXXX4335	\$64.95
09/15	09/17	554295082MMVZBRNZ CHECK-IN 09/15/23	SUPER.COM HOTELS 8444612577 CA FOLIO #0004194531 WENDY SULLIVAN	\$116.28
			TOTAL XXXXXXXXXXXX6024	\$116.28
08/23	08/24	75456677BS66D8YHW	PRO LUMBER INCORPORATE FLORENCE OR	\$27.91
08/28	08/29	15270217GE4X9TJX6	SUBWAY 21078 VENETA OR	\$33.37
08/30	08/31	05436847J8PM2YY6R	FRED-MEYER #0464 FLORENCE OR	\$37.73
09/14	09/15	0543684818PM0Y3Y7	FRED-MEYER #0464 FLORENCE OR	\$64.82
09/14	09/15	12302028100RW5KAP	AKA RONS PAINT FLORENCE OR	\$110.00
09/14	09/15	12302028101QV10T7	AKA RONS PAINT FLORENCE OR	\$110.00
09/18	09/20	723060686S66MEVLJ	THE SHIPPIN SHACK FLORENCE OR	\$42.50
09/20	09/21	827111687000H643X	SP ROCK ROOSTER FOOT CITY OF INDUS CA	\$104.99
09/21	09/22	555480789BM8F4601	FLORENCE TRUE VALUE FLORENCE OR ANDY GRAY	\$2.64
			TOTAL XXXXXXXXXXXX3003	\$533.96
09/15	09/15	5270487821R3YPRTW	BI-MART 644 FLORENCE OR CREDIT	\$26.98-

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
09/01	09/01	52704877L1R5Z8DLG	BI-MART 644 FLORENCE OR	\$26.98
08/31	09/03	55263527LRBGJG5WY	SAFEWAY #0363 FLORENCE OR	\$18.00
09/14	09/15	555480782BM8LV908	FLORENCE TRUE VALUE FLORENCE OR	\$51.00
DAVID ROSSI				
TOTAL XXXXXXXXXXXX5775				\$69.00
09/13	09/15	552635281RBGJQFBS	SAFEWAY #0363 FLORENCE OR	\$61.98
09/15	09/17	5543286825X05BFR6	DTV*DIRECTV SERVICE 800-347-3288 CA	\$206.98
HOLLY LAIS				
TOTAL XXXXXXXXXXXX6806				\$268.96
08/30	08/31	82305097K0000DF57	OF SOA SALEM OR	\$275.00
08/30	08/31	82305097K000066RX	OF SOA SALEM OR	\$275.00
09/13	09/14	02305378100HLYDY6	USPS PO 4029600439 FLORENCE OR	\$8.80
DINA MCCLURE				
TOTAL XXXXXXXXXXXX1244				\$558.80

\$0 - \$2,989.68 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 10/17/23. 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	19.49% (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 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.

Firefighter / Paramedic

1211.1 JOB DESCRIPTION

See attachment: [Firefighter - Paramedic.pdf](#)

1211.2 IMPLEMENTATION DATES

Effective:

Revised:

Reviewed:

Attachments

Firefighter - Paramedic.pdf

Western Lane Fire and EMS Authority



Job Description

TITLE: Firefighter / Paramedic

EFFECTIVE: 01/01/2023

REPORTS TO: Station Officer

REVISED:

SALARY RANGE: Per Collective Bargaining Agreement

CIVIL SERVICE CLASSIFICATION: Firefighter / Paramedic

REPRESENTATION: Career Firefighter/Paramedics are represented by IAFF Local 851

JOB SUMMARY

Responds to fire alarms, medical emergencies, and other calls to protect life and property; participates in fire prevention, training, and station and equipment maintenance activities; receives general supervision from higher level supervisory and management staff and exercises functional and technical supervision over assigned staff. This job description applies to full-time, part-time, and reserve Firefighter / Paramedics.

ESSENTIAL JOB FUNCTIONS

- Respond to fire alarms with assigned company; lay and connect hose; operate pumping apparatus; hold nozzles and direct water streams; raise and climb ladders.
- Ventilate burning structures; enter buildings to evacuate occupants.
- Respond to a variety of general emergency rescue calls including auto accidents, wildland and structural fires, medical calls, and search and rescue incidents.
- Operate a variety of portable firefighting equipment including extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, self-contained breathing apparatus, aerial ladder equipment, emergency medical and other rescue equipment.
- Serve as a paramedic responding to emergency medical incidents, analyzing and taking command of patient care, with full responsibility for the patient(s) until relieved by proper medical personnel.
- The ability to perform and properly document all tasks expected of an EMS Provider.
- Administer medical aid at medical emergencies; applies techniques for the control of bleeding; and utilizes immobilization techniques to stabilize patient.
- Respond to hazardous materials incidents; secure hazardous material scenes and identifies spilled chemicals and other materials posing danger to the public; participate in hazardous materials mitigation activities.
- Participate in fire drills and attends training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- Detect and preserve evidence at a fire scene and participates in determining fire origins and causes.
- Participate in station and vehicle maintenance work.
- Perform related duties and responsibilities as required.

- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

PERIPHERAL DUTIES

- Assists in department administrative activities as assigned.
- Assists in training new employees as assigned.
- May assist with basic fire inspections.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- A valid Oregon Driver's License is required within six months of hire
- Possess and maintain current CPR certification
- Possess and maintain current ACLS card
- Possess and maintain current PALS certification
- Possess and maintain current PHTLS certification
- Valid Oregon or National Registry Paramedic certification. Candidate must have reciprocity with the State of Oregon established prior to hire date
- NFPA Firefighter 1 certification or higher
- NFPA Hazardous Materials Operations certification or higher
- ICS 100, 200, 700, and 800

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

Certification as a Critical Care Paramedic or Flight Paramedic

The following IFSAC or Oregon DPSST certifications:

- Firefighter 2
- Fire Officer 1
- Fire Instructor 1
- Driver Operator
- Driver Operator Pumper

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 and providing medical care in emergency situations is performed in hazardous conditions making a physical ability to do the job a safety requirement. Therefore, Firefighter / Paramedics 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
 - Pass a psychological screening exam
 - 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.

Paramedic

1214.1 JOB DESCRIPTION

See attachment: [Paramedic.pdf](#)

1214.2 IMPLEMENTATION DATES

Effective: July 1, 2023

Revised:

Reviewed:

Attachments

Paramedic.pdf

Western Lane Fire and EMS Authority



Job Description

TITLE: Paramedic **EFFECTIVE: 01/01/2023**

REPORTS TO: Station Officer **REVISED:**

SALARY RANGE: Per Collective Bargaining Agreement

CIVIL SERVICE CLASSIFICATION: Paramedic

REPRESENTATION: Career Paramedics are represented by IAFF Local 851

JOB SUMMARY

Responds to medical emergencies and other calls to protect life and property; participates in fire prevention and civilian EMS training activities, and station and equipment maintenance activities; receives general supervision from higher level supervisory and management staff and exercises functional and technical supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS

- Respond to a variety of general emergency rescue calls including auto accidents, wildland and structural fires, medical calls, and search and rescue incidents.
- Operate a variety of emergency medical and other rescue equipment.
- Serve as a paramedic responding to emergency medical incidents, analyzing and taking command of patient care, with full responsibility for the patient(s) until relieved by proper medical personnel.
- The ability to perform and properly document all tasks expected of an ALS EMS Provider.
- Administer medical aid at medical emergencies; applies techniques for the control of bleeding; and utilizes immobilization techniques to stabilize patient.
- Participate in station and vehicle maintenance work.
- Perform related duties and responsibilities as required.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

PERIPHERAL DUTIES

- Assists in department administrative activities as assigned. Assists in supervising other firefighters or paramedics as required.
- Assists in training new employees as assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- A valid Oregon Driver's License is required within six months of hire
- Possess and maintain current CPR certification

- Possess and maintain current ACLS card
- Possess and maintain current PALS certification
- Possess and maintain current PHTLS certification
- Valid Oregon or National Registry Paramedic certification. Candidate must have reciprocity with the State of Oregon established prior to hire date
- ICS 100, 200, 700, and 800

PREFERRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

Certification as a Critical Care Paramedic or Flight Paramedic

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. Providing medical care in emergency situations is performed in hazardous conditions making a physical ability to do the job a safety requirement. Therefore, Paramedics 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
 - Pass a psychological screening exam
 - 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.

Americans with Disabilities Act

108.1 PURPOSE AND SCOPE

The Americans with Disabilities Act (ADA) was enacted in 1990. The purpose of the ADA is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities, to dispel stereotypes and assumptions about disabilities, and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled persons. As a result of the ADA, local governments must make programs, services, facilities, and activities equally available to disabled individuals as defined by the ADA. Facilities must be made accessible to the disabled. Employers must provide equal employment opportunities for qualified individuals with disabilities provided they can perform the essential functions of the job. Employers are required to make "reasonable accommodations" for the known physical and mental limitations of qualified disabled applicants and employees and for public access to services and facilities.

108.2 POLICY

It is the policy of the Board of Directors to adhere to all applicable laws, regulations, and guidelines of the ADA related to employment, facilities, access, and the delivery of services and programs.

Civil Service Commission

110.1 PURPOSE AND SCOPE

Oregon Revised Statutes 242.702 - 242.824 deal with the Civil Service System for firefighters and mandate that a system for the classification of positions and the selection of personnel on a competitive basis for entrance and promotion be in place. The Board of Directors adopted The Siuslaw Valley Fire and Rescue Civil Service Rules February 18, 2015, officially creating a Civil Service System in accordance with the statute. The Board of Directors appoints three Civil Service Commissioners to 4-year terms. The Civil Service Commission is responsible for the oversight of the appointment, tenure, and promotion of classified employees.

110.2 POLICY

It is the policy of the Board of Directors to maintain a Civil Service System that meets the requirements of ORS 242.702 - 242.824.



WESTERN LANE FIRE AND EMS AUTHORITY

RESOLUTION 2023-04

**Resolution 2023-04 Amending Lexipol Policy 107: Board Functionality, Officers and Meetings
by Adding Language Referencing ORS 198.190**

WHEREAS, ORS 198.190 Compensation and Expenses of Governing Body Members states a member of the governing body of a district may receive and amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body; and,

WHEREAS, the Western Lane Fire and EMS Authority Board of Directors reviewed and considered this statute at the September 28, 2023 Board Meeting, but the majority of Board Members were not in favor of adopting the \$50 a day compensation into Board policies,

THEREFORE, BE IT RESOLVED, Section 107.20 will be added to Lexipol Policy 107 with the following language:

The Board of Directors will not receive any monetary compensation according to ORS 198.190 for services performed as a member of the governing body.

Adopted on this 26th day of October 2023.

By: _____
Jim Palisi, WLFEA Board President

Attest: _____
Linda Stent, WLFEA Board Secretary/Treasurer

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2023-05

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2023-24
BY ADOPTING A SUPPLEMENTAL BUDGET**

WHEREAS, all expenses for FY23-24, other than Capital Outlay, are being paid by Western Lane Fire and EMS Authority with the transfer of funds from Siuslaw Valley Fire & Rescue and Western Lane Ambulance District; and,

WHEREAS, Special Districts Association of Oregon Underwriting is stating that Siuslaw Valley Fire & Rescue must have budgeted funds to pay Property & Casualty Insurance premiums which allows Underwriting to input the information (funds) into their system to generate a rate; and,

WHEREAS, this expenditure was not budgeted for Fiscal Year 2023-24 and therefore requires a Supplemental Budget in accordance with Local Budget Law; and,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

THEREFORE, BE IT RESOLVED, RESOLVED by the Board of Directors of Siuslaw Valley Fire & Rescue that a supplemental budget is adopted.

INCREASING APPROPRIATIONS

<u>Program</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
Fire Operations	\$ 670,000	\$ 43,000	\$ 713,000
<u>Not Allocated to Organizational Unit or Program</u>			
Transfers WLFEA	\$3,784,713	(\$ 43,000)	\$3,741,713
Transfers Crisis Response	\$ 5,000		\$ 5,000
Contingency	\$ 100,000		\$ 100,000
Total Appropriations, All Funds	\$4,559,713		\$4,559,713
Total Unappropriated and Reserve Amounts, All Funds	\$ 300,321		\$ 300,321
TOTAL ADOPTED BUDGET	\$4,860,034		\$4,860,034

Adopted on this 26th day of October 2023.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Tim Mendolia, SVFR Secretary/Treasurer

WESTERN LANE AMBULANCE DISTRICT

RESOLUTION NO. 2023-05

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2023-24
BY ADOPTING A SUPPLEMENTAL BUDGET**

WHEREAS, all expenses for FY23-24, other than Capital Outlay, are being paid by Western Lane Fire and EMS Authority with the transfer of funds from Siuslaw Valley Fire & Rescue and Western Lane Ambulance District; and,

WHEREAS, Western Lane Ambulance District has appropriations budgeted for LifeMed expenses, but nothing budgeted to pay Property & Casualty Insurance premiums; and,

WHEREAS, Special Districts Association of Oregon Underwriting has stated that Property & Casualty Insurance premiums must be paid by the district; and,

WHEREAS, this expenditure was not budgeted for Fiscal Year 2023-24 and therefore requires a Supplemental Budget in accordance with Local Budget Law; and,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

THEREFORE, BE IT RESOLVED, RESOLVED by the Board of Directors of Western Lane Ambulance District that a supplemental budget is adopted.

INCREASING APPROPRIATIONS

<u>Program</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
EMS Operations	\$ 183,000	\$ 30,000	\$ 213,000
<u>Not Allocated to Organizational Unit or Program</u>			
Transfers WLFEA	\$6,206,973	(\$ 30,000)	\$6,176,973
Transfers Crisis Response	\$ 5,000		\$ 5,000
Transfers Capital Reserves	\$ 310,000		\$ 310,000
Contingency	\$ 100,000		\$ 100,000
Total Appropriations, All Funds	\$6,804,973		\$6,804,973
Total Unappropriated and Reserve Amounts, All Funds	\$ 209,221		\$ 209,221
TOTAL ADOPTED BUDGET	\$7,014,194		\$7,014,194

Adopted on this 26th day of October 2023.

By: _____
Cindy Russell, WLAD President

Attest: _____
Vanessa Buss, WLAD Secretary/Treasurer