

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

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

SVFR & WLFEA BOARD MEMBERS PRESENT:

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

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

Not Present: Director Adam Holbrook

STAFF PRESENT:

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

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

PUBLIC COMMENT: None

CONSENT AGENDA:

- Staff Reports
- Correspondence

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

CALL VOLUMES:

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

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

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

OLD BUSINESS:

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

NEW BUSINESS:

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

DIRECTOR COMMENTS:

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

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

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

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

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, September 28, 2023, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary