

**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