

**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, October 26, 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, Director Tim Mendolia, Director David Carrillo, and Director Laurie Heppel

WLAD & WLFEA BOARD MEMBERS PRESENT: Director Mike Webb, Director Cindy Russell

Not Present: Director Vanessa Buss, Director Adam Holbrook, and Director Linda Stent

STAFF PRESENT: Fire and EMS Chief Michael Schick, 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 a quorum for SVFR Directors, but not for WLAD or WLFEA Directors.

PUBLIC COMMENT: None

SWEARING IN NEW FULL-TIME FIREFIGHTER, PARAMEDIC, AND ACADEMY RECRUITS: Chief Schick swore in Michael Morden, Geri Brooks, Oaren Wraye, and Caroline Coleman.

CAR SEAT TECHNICIAN RECOGNITION: Chief Schick recognized Liz Iabichello, Ali Gharib, Hope Taylor, Geri Brooks, and School Resource Officer Hailey Coons for their work with the Car Seat Technician program.

ACHIEVEMENT RECOGNITION: Chief Schick recognized Office Manager Trish Lutgen for receiving her Oregon Fire Service Office Administrators Level IV Accreditation.

RETIREMENT RECOGNITION: Chief Schick recognized retiring Office Manager Dina McClure for her years of service to the Authority and the districts from 2018-2023. This was her last board meeting.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting September 28, 2023
- Staff Reports
- Correspondence

CALL VOLUMES: Deputy Chief Matt House was not present to go over the Call Volume statistics, but Chief Schick informed they were available in the board packet and to email any questions to Chief House.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA: Office Manager Lutgen reported that the financials for the first quarter of the fiscal year are on target. She is watching employee overtime accruals as they are a little high, due to the busy time of year. The Authority will start to see Property tax income as it is due in November. Staff is looking at changing the accounts to where property taxes are deposited. They would like to see the funds go into the LGIP account to earn a higher rate of interest.

The district audit was completed, and we are starting to see the drafts. It was a good audit with some minor things for the staff to work on such as oversight and internal controls. The Board will see some of these changes in the form of the new check signing process.

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

NEW BUSINESS:

- a. Job Descriptions: The Directors will review the Firefighter/Paramedic and Paramedic job descriptions at the December board meeting.
- b. Policies: The Directors will review policies 108 Americans with Disability Act and 110 Civil Service Commission at the December board meeting.
- c. WLFEA Action Item: Resolution 2023-04 Amending Board Functionality, Officers and Meetings Policy 107 by Adding Language Referencing ORS 198.190:
Rescheduled to next month due to no quorum.
- d. SVFR Action Item: Resolution 2023-05 Adopting a Supplemental Budget:
Director Palisi made a motion to adopt Resolution 2023-05 Adopting a Supplemental Budget, seconded by Director Heppel. Roll call vote, all in favor, and the motion carried.
- e. WLAD Action Item: Resolution 2023-05 Adopting a Supplemental Budget:
Rescheduled to next month due to no quorum.
- f. WLFEA Action Item: Fire Suppression Agreement with David Myers, 9949 Big Creek Road:
The board discussed response times, the assessed home value, limitations, and resources needed. Director Palisi recommended a sprinkler system be required. The board needed more information and directed Chief Schick to research for the December board meeting.
- g. Board Member Training:
Director Heppel requested additional training for the Board of Directors. She reviewed the benefits the training would provide. She asked that the training be a retreat in addition to regular board meetings. A request for staff to reach out to SDAO and see if they would be willing to educate the board at our station.

DIRECTOR COMMENTS:

- Director Stanton stated that topics he has asked to have placed on the agenda are not on the agenda. He requested that these items appear on the agenda for discussion. Currently, requests go through the Board President and then the Chief. Director Stanton would like a draft procedure policy and have it on next month's agenda.
- Director Palisi discussed having Recruit and Retention study sessions to find ways to keep employees.
- Director Russel wished Office Manager Dina McClure farewell and thanked her for her work.
- Chief Schick reminded everyone next month's meeting will be held a week early because of Thanksgiving.

The meeting adjourned at 7:19 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, November 16, 2023, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary