



**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**

November 16, 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:**  
Jessica Marchinski, Nicholas Tustison
- V. **Consent Agenda**  
Meeting Minutes: Regular Meeting October 26, 2023  
Staff Reports  
Correspondence
- VI. **Call Volumes**
- VII. **Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. **Old Business**
  - a. Job Descriptions from October 26, 2023
    - i. Firefighter/Paramedic
    - ii. Paramedic
  - b. Policies from October 26, 2023
    - 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. WLAD Action Item: Resolution 2023-05 Adopting a Supplemental Budget

- e. WLFEA Action Item: Fire Suppression Agreement with David Myers, 9949 Big Creek Road
- f. Board Member Training

**IX. New Business**

- a. Job Descriptions for Review:
  - i. Social Media Specialist
  - ii. WLCR Team Member
- b. Policies for Review:
  - i. 103 Oath of Office
  - ii. 111 Collective Bargaining
  - iii. 112 District Compliance with Local Budget Law
- c. Policy 101.2.6 Director Code of Ethics

**X. Director Comments**

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

- XI. **Future Business**: Joint Board Meeting Thursday, December 21, 2023, at 6:00pm (note third Thursday due to Christmas)

**XII. Adjournment**

**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



## 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 November 19<sup>th</sup>

### 1. Annexation discussion

We have not received any additional information concernign the property on Big Creek Rd. or from the properties on Ten Mile Creek Rd.

### 2. Joint Labor Management Relations Committee

At the November JLMRC meeting the following topics are to be discussed:

#### a) Probationary employees

Paramedic school

Shift trades

#### b) Health and Fitness

### 3. Hydrant flushing

We are continuing to assist some of our gated communities with flushing their hydrants. Communities such as Greentrees, Florentine Estates, and Coast Village have private water systems and consequently they are responsible for maintaining their systems. They receive water from the City of Florence but the water mains and hydrants remain privately owned. We require annual flushing and maintenance checks

---

of the systems and it is not unusual for us to assist these communities. We plan to assist with flow testing of hydrants next year.

#### 4. Structure Fire

WLFEA responded to a structure fire on the morning of November 6<sup>th</sup>. The fire was contained within a detached shop area at the rear of the property. No hydrants are present in this area requiring that we use a water tender shuttle. The shop and contents were fully involved upon our arrival with the building considered to be a total loss. WLFEA was assisted by the Mapleton Fire Protection District and Swisshome/Deadwood Fire Department. The cause and origin are still under investigation by WLFEA and the Oregon State Fire Marshal's office.





# Western Lane Fire and EMS

*"Stronger as one"*

---

**November 16, 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. Only significant event to report was a structure fire on November 6<sup>th</sup>. The fire involved a large, detached garage. Crews worked approximately 6 hours on extinguishing the fire.
2. All staff have been very active in Fire Prevention with tours and prevention related work within the community.
3. Type-III engine is anticipated to be in-service in December. Oregon State Fire Office Type VI engine is in process of being built. Still awaiting further notification on second Type VI engine, as they continue to have logistical issue receiving chassis.
4. Annual station inspections were conducted by Captain Gray and I. Employees have been working diligently on projects that required attention. A big thank you to Captain Rossi and A-shift Station 2, with his direction, they have been knocking out many of the projects!

**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.

<b>WLFEA October 2023 Responses</b>	<b>2022</b>	<b>2023</b>	<b>Difference</b>
911 Response, transports	142	143	1
Interfacility Transfers	36	50	14
Specialty Care Transfer	14	14	0
911 Response, no patient transport	123	129	6
Mobile Integrated Healthcare Visits	24	24	0
Fire	8	8	0
Rescue / EMS	90	78	-12
Other (Service calls, good intent, false alarms)	25	33	8
<b>Overall call volume</b>	<b>462</b>	<b>479</b>	<b>17</b>
<b>WLFEA responses through FY 2023-24</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	
911 Response, transports	679	628	-51
Interfacility Transfers	137	178	41
Specialty Care Transfer	67	69	2
911 Response, no patient transport	534	491	-43
Mobile Integrated Healthcare	142	101	-41
Fire	40	57	17
Rescue / EMS	351	343	-8
Other (Service calls, good intent, false alarms)	139	158	19
<b>Fiscal year total call volume comparison</b>	<b>2089</b>	<b>2025</b>	<b>-64</b>

## Mobile Integrated Healthcare

The 2023 numbers were almost identical to 2022...same number of visits, same number of visits per working day (2). Given the slots I've blocked out for scheduling, the number of visits represents just 2 visits shy of being fully scheduled.

There seems to be fewer referral coming in: After being gone for 2 weeks my work queue was up to 7, however, there have been no new referrals, except from EMS, since my return on 10/25.

Of the 7 referrals, there was only 1 patient visit, and 1 more that I am waiting to see if he returns home from SNF before he is 30 days-post hospital discharge.

There was only 1 refusal, others were not qualified for a visit due to higher level of care or other reason.

Here is the breakdown of referral sources:

Years	2023	
Visit date	Oct	
	Number of Visits	% of total Visits
DC	11	46%
PCinHome	7	29%
PCP	3	13%
EMS	2	8%
ED	1	4%
<b>Grand Total</b>	<b>24</b>	<b>100%</b>

DC = Discharge Coord (hospital)

ED = Emergency Dept

EMS = EMS

PCinHome = Primary Care in Home

PAL = Palliative Care

Years	2022
Visit date	Oct

Referral	Visits	Percent
DC	10	41.7%
PAL	7	29.2%
ED	5	20.8%
PCP	2	8.3%
<b>Grand Total</b>	<b>24</b>	<b>100.0%</b>

# Operations – Logistics

## October

- Fire Prevention Week - Public Education and Community Outreach
  - Visited 1 Pre School
  - 4 Kindergarten classes from Siuslaw Elementary toured Station 1
  - 4 Second grade classes from Siuslaw Elementary toured Station 1
  - Siuslaw School District Bike – Walk to School Day
  - Annual Pumpkin Giveaway
  - Bay Street Trick or Treat and Community Trunk or Treat
- District door lock programming and maintenance

### Apparatus

- E-621: Head gasket replaced
- C-605: Chassis inspection
- MCR-1: Battery replaced
- E-622: ATC sensor repair and Cummins update
- T-641: Annual inspections, testing, servicing, repairs
- B-671: Electrical troubleshooting
- BR-653: Pump throttle control replaced
- M-611: Annual Inspection
- M-613: Oil Leak
- 

### Equipment

- Hydraulic Extrication tool pump leak repair
- Cascade Fill Station – SCBA Compressor service

### Facilities

- Station 1: Bay 2 door spring replaced. Backup station generator exhaust pipe replaced. Main kitchen stove repair.
- Station 2: Bay 2 door spring replaced.

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 November 2023

Target Solutions topics for the month are NFPA 1021 Fire and Life Safety Inspections, Fire Alarm Systems, CAPCE Endocrine System Emergencies Basic or Advanced, and CAPCE Death and Dying. There are also several online pediatric grand rounds webinars available through the Oregon Health Authority.

The drill schedule for November is SCBA Overview, emergency operations, and MAYDAY on 11/7, brush burn for CLPUD on 11/18, and company evolutions with live fire on 11/21. Shift training will focus on orogastric tubes, thermal imaging cameras, and four-gas monitors.

Four members attended a critical care trauma symposium at Legacy Emanuel Medical Center on 11/6 and 11/7. They brought back some great considerations for treatment of trauma patients, improvements on transfer of care, and training resources.

Six members attended “Managing a Fire Company” in Coos Bay on 10/21, learning about company officer development and knowing, understanding, and taking care of your crew.

The monthly training division meeting covered topics for the 2024 annual training calendar, monthly and simulator drills, protocol review, and upcoming training. We discussed ideas and possible timelines for medical and firefighting skills competency training.

Rob will be providing emergency medical dispatch training for our dispatchers on 11/15.

Jessica Marchinski and David Gomez are new employees that we have been receiving positive feedback and daily observations reports on. Nick Helvey and Jackson Ruiz are nearing completion of their paramedic task books and Dalton Englund will begin his EMT-I task book in the upcoming weeks.

The monthly CPR class was taught by Nick Helvey and Don Quinn on 11/11 and had eight students. Jim Yeo will be recertifying Mapleton and Swisshome/Deadwood Fire Departments on 12/5.

Rob will be recertifying Lt. Tom Kozlowski, Doug Unrein, Ben Taylor, and Mackenzie Jeffcott this month in BLS, ACLS, and PALS.

November 2023

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

Prepared by Melissa House, QMHA-I

- Camille is back from Maternity leave. She has stepped down as the program manager and is now working part time as the assistant manager.
- Melissa has accepted the full-time manager's position.
- WLCR has been focusing on getting new hires on-boarded and scheduled for ride-a-longs and training. Mary, Lara, & Holly have been incredibly helpful with this rush of new hires.
- We have filled all the positions required for the SAMHSA grant. Lewis has been promoted to a full time Outreach Coordinator. His official start date will be December 1<sup>st</sup> to allow us time to develop a plan of action. *The Outreach Coordinator will be working with Law Enforcement and the Hospital to identify the top 10 frequently seen individuals that need the extra assistance navigating resources and care.*

Lacy has been hired as our new full time Client Advocate with a start date of November 1<sup>st</sup>.

*Lacy will be doing follow-ups and making sure we meet the 72- hour turn around that is required by OHA.*

Virginia will be our other full time Client Advocate with a start date of January 3<sup>rd</sup>, 2023. Virginia is currently in the army and will be joining our team through an internship program that helps ensure veterans are able to easily transition into the workforce.

WLCR has also hired Cindy, Lori, and Tammy as part time responders.



# Siuslaw Valley Fire and Rescue

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

July - October, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
4100 Property Tax			
4111 Lane County	210.60	3,046,205.00	0.01 %
4114 Douglas County	80.30	4,718.00	1.70 %
4117 Prior Year Tax Revenue	14,263.08	30,000.00	47.54 %
<b>Total 4100 Property Tax</b>	<b>14,553.98</b>	<b>3,080,923.00</b>	<b>0.47 %</b>
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	15,000.00		
4859 Miscellaneous Income	260.00		
4860 Reimbursements and Refunds		15,000.00	
4890 Interest Income GF	10,701.42	12,000.00	89.18 %
4895 Interest Income - Capital	2,326.52	1,000.00	232.65 %
<b>Total 4850 Other Income</b>	<b>28,287.94</b>	<b>28,000.00</b>	<b>101.03 %</b>
<b>Total Income</b>	<b>\$105,412.75</b>	<b>\$3,220,612.00</b>	<b>3.27 %</b>
<b>GROSS PROFIT</b>	<b>\$105,412.75</b>	<b>\$3,220,612.00</b>	<b>3.27 %</b>
<b>Expenses</b>			
7000 Administration			
7100 Administrative Expense			
7108 Dues and Fees	153.09		
<b>Total 7100 Administrative Expense</b>	<b>153.09</b>		
7500 Insurance			
7510 Property & Liability Insurance		43,000.00	
<b>Total 7500 Insurance</b>		<b>43,000.00</b>	
<b>Total 7000 Administration</b>	<b>153.09</b>	<b>43,000.00</b>	<b>0.36 %</b>
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	
<b>Total 8000 Capital Outlay</b>	<b>442,675.04</b>	<b>670,000.00</b>	<b>66.07 %</b>
<b>Total Expenses</b>	<b>\$442,828.13</b>	<b>\$713,000.00</b>	<b>62.11 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -337,415.38</b>	<b>\$2,507,612.00</b>	<b>-13.46 %</b>
<b>Other Income</b>			
9000 Beginning Balance - General Fund		1,640,422.00	
9310 Beginning Balance Capital Replacement Fund		497,356.00	

# Siuslaw Valley Fire and Rescue

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

July - October, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
9320 Beginning Balance Capital Improvement Fund		459,696.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$2,597,474.00</b>	<b>0.00%</b>
Other Expenses			
9501 Contingency		100,000.00	
9525 Transfer OUT to WLFEA	1,047,245.00	3,741,713.00	27.99 %
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	
<b>Total Other Expenses</b>	<b>\$1,047,245.00</b>	<b>\$5,105,086.00</b>	<b>20.51 %</b>
NET OTHER INCOME	<b>\$ -1,047,245.00</b>	<b>\$ -2,507,612.00</b>	<b>41.76 %</b>
NET INCOME	<b>\$ -1,384,660.38</b>	<b>\$0.00</b>	<b>0.00%</b>



# Siuslaw Valley Fire and Rescue

## Balance Sheet

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001 Checking 1151	2,822.11	23,831.36
1002 Money Market 0832	33,404.45	232,965.83
1003 SVFR LGIP 6355	104,826.84	1,011,553.55
1013 Debit/Visa 2876	0.00	612.99
1050 PERS UAL 6512	151,007.55	150,241.69
1052 Capital Replace Savings 7216	498,927.05	396,296.63
1054 Capital Improve Savings 7224	461,421.56	45,757.75
<b>Total Bank Accounts</b>	<b>\$1,252,409.56</b>	<b>\$1,861,259.80</b>
Accounts Receivable		
1200 Accounts Receivable	0.00	39.56
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$39.56</b>
Other Current Assets		
1205 Undeposited Funds	0.00	90.96
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
<b>Total Other Current Assets</b>	<b>\$135,348.55</b>	<b>\$135,439.51</b>
<b>Total Current Assets</b>	<b>\$1,387,758.11</b>	<b>\$1,996,738.87</b>
Fixed Assets		
	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,387,758.11</b>	<b>\$1,996,738.87</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	0.00	234,381.61
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$234,381.61</b>
Credit Cards		
	<b>\$0.00</b>	<b>\$2,006.28</b>
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
<b>Total Other Current Liabilities</b>	<b>\$86,577.22</b>	<b>\$86,577.22</b>

# Siuslaw Valley Fire and Rescue

## Balance Sheet

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>Total Current Liabilities</b>	<b>\$86,577.22</b>	<b>\$322,965.11</b>
Long-Term Liabilities		
2301 Accrued Interest	0.00	0.00
2304 Debt Due within One Year	0.00	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$86,577.22</b>	<b>\$322,965.11</b>
Equity		
3100 Capital Reserve	960,348.61	166,975.38
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	1,725,492.66	2,652,570.73
Net Income	-1,384,660.38	-1,145,772.35
<b>Total Equity</b>	<b>\$1,301,180.89</b>	<b>\$1,673,773.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,387,758.11</b>	<b>\$1,996,738.87</b>

# Western Lane Ambulance District

## Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1010 Checking 0046	41,249.30	145,844.61
1020 Money Market 9835	112,238.15	558,742.07
1030 LifeMed Cash 9411	54,446.71	52,752.60
1040 WLAD LGIP 6353	108,858.02	1,517,330.33
1050 PERS UAL 6407	59,378.27	59,204.65
1090 Capital Equip Reserve 1060	192,906.65	501,482.16
1099 Petty Cash	400.00	400.00
<b>Total Bank Accounts</b>	<b>\$569,477.10</b>	<b>\$2,835,756.42</b>
Accounts Receivable		
1200 Accounts Receivable	-1,095.68	-975.68
<b>Total Accounts Receivable</b>	<b>\$ -1,095.68</b>	<b>\$ -975.68</b>
Other Current Assets		
1201 Patient Accounts Receivable	1,172,194.87	1,228,084.77
1202 Allowance for Bad Debt	-170,470.30	-185,001.67
1203 Allowance for Contractual Adjust	-457,156.00	-478,953.06
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
<b>Total Other Current Assets</b>	<b>\$707,683.52</b>	<b>\$728,094.96</b>
<b>Total Current Assets</b>	<b>\$1,276,064.94</b>	<b>\$3,562,875.70</b>
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
<b>Total Fixed Assets</b>	<b>\$1,268,916.89</b>	<b>\$1,268,916.89</b>
<b>TOTAL ASSETS</b>	<b>\$2,544,981.83</b>	<b>\$4,831,792.59</b>
<b>LIABILITIES AND EQUITY</b>		

# Western Lane Ambulance District

## Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	200.00	343,785.71
<b>Total Accounts Payable</b>	<b>\$200.00</b>	<b>\$343,785.71</b>
Credit Cards		
2007 OPB Mastercard	-30.00	4,973.15
<b>Total Credit Cards</b>	<b>\$ -30.00</b>	<b>\$4,973.15</b>
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
<b>Total 2100 Wages &amp; Payroll Liabilities</b>	<b>134,135.92</b>	<b>135,005.17</b>
2200 Deferred LifeMed Income	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$187,412.92</b>	<b>\$188,282.17</b>
<b>Total Current Liabilities</b>	<b>\$187,582.92</b>	<b>\$537,041.03</b>
<b>Total Liabilities</b>	<b>\$187,582.92</b>	<b>\$537,041.03</b>
Equity		
3010 Investment in Capital and Land	1,268,916.89	1,268,916.89
3020 LifeMed Fund Balance	54,446.71	52,752.60
3030 Capital Reserve	192,906.65	501,482.16
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	3,115,058.45	3,856,069.18
Net Income	-2,273,929.79	-1,384,469.27
<b>Total Equity</b>	<b>\$2,357,398.91</b>	<b>\$4,294,751.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,544,981.83</b>	<b>\$4,831,792.59</b>

# Western Lane Ambulance District

## Budget vs. Actuals: FY 23-24

July - October, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
4000 Operating Income			
4001 Private Insurance	186,534.66	500,000.00	37.31 %
4002 Private Pay	34,985.68	120,000.00	29.15 %
4020 Medicaid	69,682.94	200,000.00	34.84 %
4023 Medicare	419,577.25	1,180,000.00	35.56 %
4025 GEMT CCO Program	62,498.38	65,000.00	96.15 %
4035 Collection Agency	210.78		
4085 Other Revenue	24.43		
4090 less Refunds	-3,748.61		
4099 Allowance for Contractual Adjustment	32,587.50		
<b>Total 4000 Operating Income</b>	<b>802,353.01</b>	<b>2,065,000.00</b>	<b>38.85 %</b>
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	8,382.48	25,000.00	33.53 %
<b>Total 4210 Property Tax Revenue</b>	<b>8,505.86</b>	<b>1,809,591.00</b>	<b>0.47 %</b>
4220 Three Rivers Casino	30,792.00	30,792.00	100.00 %
4230 Other County Tax Revenue	503.43		
4250 Reimbursements	3,452.27		
4280 Miscellaneous Revenue		15,000.00	
4290 Interest Income WLAD	17,694.25	30,000.00	58.98 %
4295 Interest Income Capital	521.03	800.00	65.13 %
<b>Total 4200 NonOperating Income</b>	<b>61,468.84</b>	<b>1,886,183.00</b>	<b>3.26 %</b>
4600 LifeMed Income			
4601 LifeMed Subscriptions	18,545.00	120,000.00	15.45 %
4602 LifeMed CPR Classes	6,419.62	14,000.00	45.85 %
4609 LifeMed Interest	13.36		
4690 less LifeMed Refund	-20.00		
<b>Total 4600 LifeMed Income</b>	<b>24,957.98</b>	<b>134,000.00</b>	<b>18.63 %</b>
4700 Grant Income			
4702 MIH Foundation		50,000.00	
<b>Total 4700 Grant Income</b>		<b>50,000.00</b>	
<b>Total Income</b>	<b>\$888,779.83</b>	<b>\$4,135,183.00</b>	<b>21.49 %</b>
<b>GROSS PROFIT</b>	<b>\$888,779.83</b>	<b>\$4,135,183.00</b>	<b>21.49 %</b>
<b>Expenses</b>			
5000 PERSONNEL SERVICES			
5100 Operations Personal Services			
5123 PERS Operations	181.25		
<b>Total 5100 Operations Personal Services</b>	<b>181.25</b>		
<b>Total 5000 PERSONNEL SERVICES</b>	<b>181.25</b>		

# Western Lane Ambulance District

## Budget vs. Actuals: FY 23-24

July - October, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>6900 LifeMed Expense</b>			
6951 Public & Regional Training LM		5,000.00	
6952 QRT Support & Training LM		10,000.00	
6953 Promotion & Advertising LM	2,907.71	7,000.00	41.54 %
6957 Bank Fees LM	1,045.20	1,500.00	69.68 %
6958 Postage & Printing LM	1.98	4,000.00	0.05 %
6959 Supplies LM	1,969.70	1,500.00	131.31 %
6960 Other LifeMed Expenses		1,000.00	
<b>Total 6900 LifeMed Expense</b>	<b>5,924.59</b>	<b>30,000.00</b>	<b>19.75 %</b>
<b>7000 MATERIALS &amp; SERVICES ADMINISTRATION</b>			
7100 Administrative Expense			
7108 Dues and Fees	100.00		
<b>Total 7100 Administrative Expense</b>	<b>100.00</b>		
<b>Total 7000 MATERIALS &amp; SERVICES ADMINISTRATION</b>	<b>100.00</b>		
<b>8000 Capital Outlay</b>			
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	
<b>Total 8000 Capital Outlay</b>		<b>183,000.00</b>	
<b>8700 Grant Expense</b>			
8705 Three Rivers Casino Carseat Grant	939.78		
<b>Total 8700 Grant Expense</b>	<b>939.78</b>		
<b>Total Expenses</b>	<b>\$7,145.62</b>	<b>\$213,000.00</b>	<b>3.35 %</b>
<b>NET OPERATING INCOME</b>	<b>\$881,634.21</b>	<b>\$3,922,183.00</b>	<b>22.48 %</b>
<b>Other Income</b>			
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	110,000.00	100.00 %
9420 To Equip Resv from Gen Fund		310,000.00	
<b>Total Other Income</b>	<b>\$110,000.00</b>	<b>\$3,646,011.00</b>	<b>3.02 %</b>
<b>Other Expenses</b>			
9011 IF Transfer - Capital Reserve		310,000.00	
9012 From LifeMed to Gen Fund	110,000.00	110,000.00	100.00 %
9501 Contingency		100,000.00	
9530 Transfer OUT to WLCR		5,000.00	
9535 Transfer OUT to WLFEA	3,155,564.00	6,206,973.00	50.84 %
9555 Reserved for PERS UAL Account		59,221.00	
9700 Reserved for Capital Expenditures		503,000.00	

# Western Lane Ambulance District

## Budget vs. Actuals: FY 23-24

July - October, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
9800 Ending Balance - LifeMed		124,000.00	
9900 Ending Balance - General Fund		150,000.00	
<b>Total Other Expenses</b>	<b>\$3,265,564.00</b>	<b>\$7,568,194.00</b>	<b>43.15 %</b>
NET OTHER INCOME	<b>\$ -3,155,564.00</b>	<b>\$ -3,922,183.00</b>	<b>80.45 %</b>
NET INCOME	<b>\$ -2,273,929.79</b>	<b>\$0.00</b>	<b>0.00%</b>

# Western Lane Ambulance District

## Transaction List by Date

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10/01/2023	Check	EFT	CHICKINELL, E #1113	CC Online Refund #1113	1030 LifeMed Cash 9411	-65.00
10/02/2023	Bill Payment (Check)	4147	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
10/02/2023	Transfer			annual budgeted transfer	1030 LifeMed Cash 9411	-110,000.00
10/02/2023	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-121.08
10/10/2023	Bill Payment (Check)	21118	Providence Health Plan		1010 Checking 0046	-1,918.60
10/13/2023	Check	EFT	PERS	PERS invoices for previous calendar year corrections (2019 Pebley)	1010 Checking 0046	-37.62
10/13/2023	Check	EFT	PERS	PERS invoices for previous calendar year corrections (2019 Pebley)	1010 Checking 0046	-114.93
10/16/2023	Bill Payment (Check)	21119	Lindsey White		1010 Checking 0046	-141.98
10/27/2023	Check	EFT	PERS	PERS invoice for Calendar Year 2021 (ACH after invoice was paid out of WLFEA - credit?)	1010 Checking 0046	-28.70
10/31/2023	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority	Nov 2023 Operational Expenses	1020 Money Market 9835	-500,000.00
10/31/2023	Check	SVCCHRG		Service Charge	1010 Checking 0046	-25.00





WESTERN LANE AMB DIST  
Account Number: XXXX XXXX XXXX 0591

**Billing Questions:**  
800-367-7576

**Website:**  
www.cardaccount.net

**Send Billing Inquiries To:**  
Card Service Center, PO Box 569120, Dallas, TX 75356

**TIB, N.A. Credit Card Account Statement**  
October 7, 2023 to November 6, 2023

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$30.00-
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$30.00
+ 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
<b>Payment Due Date:</b>	<b>December 1, 2023</b>

Account Number	XXXX XXXX XXXX 0591
Credit Limit	\$45,000.00
Available Credit	\$45,000.00
Statement Closing Date	November 6, 2023
Days in Billing Cycle	31

**MESSAGES**

**PROTECT YOURSELF FROM SCAMMERS!**

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

**TRANSACTIONS**

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/16	10/16	F11270091000TW289	TIB-CREDIT BALANCE REFUND FARMERS BRANC TX	\$30.00
			TOTAL XXXXXXXXXXXXX0591	\$30.00

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



Account Number: XXXX XXXX XXXX 0591  
New Balance: \$0.00  
Minimum Payment Due: \$0.00  
**Payment Due Date: December 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	31	\$0.00
Cash Advances	19.49% (v)	\$0.00	31	\$0.00

(v) - variable

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

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at [www.cardaccount.net](http://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

## Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001 Checking 5400	571,968.37	515,539.88
1003 WLFEA LGIP 6553	1,901,393.40	
<b>Total Bank Accounts</b>	<b>\$2,473,361.77</b>	<b>\$515,539.88</b>
Accounts Receivable		
1200 Accounts Receivable	0.00	22,786.47
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$22,786.47</b>
Other Current Assets		
1299 Undeposited Funds	14,881.69	24,232.65
1304 Prepaid Expenses	0.00	0.00
1305 Prepaid Insurance	-1,443.72	-2,754.92
1335 PSA Flex Account	302.00	-102.68
1400 Deferred Outflows of Resources	291,494.99	291,494.99
<b>Total Other Current Assets</b>	<b>\$305,234.96</b>	<b>\$312,870.04</b>
<b>Total Current Assets</b>	<b>\$2,778,596.73</b>	<b>\$851,196.39</b>
Fixed Assets		
1700 Capital Assets		
1708 Vehicles	43,942.00	43,942.00
1799 Accumulated Depreciation	-7,765.00	-7,765.00
<b>Total 1700 Capital Assets</b>	<b>36,177.00</b>	<b>36,177.00</b>
<b>Total Fixed Assets</b>	<b>\$36,177.00</b>	<b>\$36,177.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,814,773.73</b>	<b>\$887,373.39</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	68,985.07	8,372.08
<b>Total Accounts Payable</b>	<b>\$68,985.07</b>	<b>\$8,372.08</b>
Credit Cards		
2007 TIB Mastercard	16,370.70	7,485.18

# Western Lane Fire and EMS Authority

## Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>Total Credit Cards</b>	<b>\$16,370.70</b>	<b>\$7,485.18</b>
Other Current Liabilities		
2100 Payroll Liabilities		
2110 PERS Payable	-59.50	
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	3,921.45	
2995 Clearing Account	459,340.15	389,962.59
<b>Total 2100 Payroll Liabilities</b>	<b>474,819.71</b>	<b>402,511.32</b>
2125 SVFR Association Dues	48.00	52.00
2130 IAFF Union Dues	3,150.75	2,988.72
2135 IAFF PAC Contributions	83.00	83.00
<b>Total Other Current Liabilities</b>	<b>\$478,101.46</b>	<b>\$405,635.04</b>
<b>Total Current Liabilities</b>	<b>\$563,457.23</b>	<b>\$421,492.30</b>
<b>Total Liabilities</b>	<b>\$563,457.23</b>	<b>\$421,492.30</b>
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	436,062.50	550,500.82
Net Income	1,803,104.00	-96,769.73
<b>Total Equity</b>	<b>\$2,251,316.50</b>	<b>\$465,881.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,814,773.73</b>	<b>\$887,373.39</b>

# Western Lane Fire and EMS Authority

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

July - October, 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
4100 Transfers			
4101 Transfer from SVFR for Administration	1,109,443.50	3,784,713.00	29.31 %
4102 Transfers from WLAD for Administration	3,217,762.50	6,206,973.00	51.84 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
<b>Total 4100 Transfers</b>	<b>4,641,738.33</b>	<b>9,991,686.00</b>	<b>46.46 %</b>
4400 Miscellaneous Income			
4410 Donations	453.00		
4415 Employee Recognition Donation	300.00		
4420 Interest	14,399.44		
<b>Total 4400 Miscellaneous Income</b>	<b>15,152.44</b>		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	82,262.71	187,472.00	43.88 %
4702 WLCR Program Other Income		7,500.00	
4704 HRSA Grant		100,000.00	
4705 BGCWLC Grant	2,451.39	83,333.00	2.94 %
4706 SAMHSA Grant		422,705.00	
4707 WLC Foundation Grant	9,313.00	9,313.00	100.00 %
<b>Total 4700 Western Lane Crisis Response</b>	<b>94,027.10</b>	<b>810,323.00</b>	<b>11.60 %</b>
4860 Reimbursements and Refunds	10,835.90		
<b>Total Income</b>	<b>\$4,761,753.77</b>	<b>\$10,802,009.00</b>	<b>44.08 %</b>
<b>GROSS PROFIT</b>	<b>\$4,761,753.77</b>	<b>\$10,802,009.00</b>	<b>44.08 %</b>
<b>Expenses</b>			
5000 Personnel Services			
5320 WLCR Wages & Benefits	62,117.68	165,061.00	37.63 %
5340 HRSA Grant Wages		14,976.00	
5350 BGWLC Grant Wages	13,175.53	65,112.00	20.24 %
5360 SAMHSA Grant Wages		285,946.00	
5400 WLFEA Payroll Taxes and Benefits	861,375.16	2,415,255.00	35.66 %
5500 WLFEA Wages & Salaries	1,289,347.81	3,749,748.00	34.38 %
<b>Total 5000 Personnel Services</b>	<b>2,226,016.18</b>	<b>6,696,098.00</b>	<b>33.24 %</b>
6000 Operations			
6100 Training	10,577.31	80,195.00	13.19 %
6200 Medical	43,376.15	117,800.00	36.82 %
6300 Reserve Expenses	227.51	2,000.00	11.38 %
6400 Emergency Services	128,163.50	168,000.00	76.29 %
6500 Prevention	14,607.54	16,225.00	90.03 %
6600 Recruitment	8,103.98	6,500.00	124.68 %
6700 Facilities	46,024.72	203,123.00	22.66 %
6800 Vehicles	100,807.38	215,000.00	46.89 %
6900 Operational Supplies	45,127.48	172,000.00	26.24 %

# Western Lane Fire and EMS Authority

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

July - October, 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
<b>Total 6000 Operations</b>	<b>397,015.57</b>	<b>980,843.00</b>	<b>40.48 %</b>
7000 Materials & Services			
7100 Administrative Expenses	78,824.71	127,000.00	62.07 %
7200 Technology	33,425.20	76,500.00	43.69 %
7300 Board of Directors	15,498.00	23,500.00	65.95 %
7400 Professional Services	43,033.30	131,750.00	32.66 %
7500 Insurance	133,950.05	150,000.00	89.30 %
8700 WLCR Program	24,659.09	279,228.00	8.83 %
<b>Total 7000 Materials &amp; Services</b>	<b>329,390.35</b>	<b>787,978.00</b>	<b>41.80 %</b>
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
<b>Total 8000 Capital Outlay</b>	<b>6,227.52</b>		
Bank Charges & Fees	0.15		
<b>Total Expenses</b>	<b>\$2,958,649.77</b>	<b>\$8,464,919.00</b>	<b>34.95 %</b>
NET OPERATING INCOME	<b>\$1,803,104.00</b>	<b>\$2,337,090.00</b>	<b>77.15 %</b>
Other Expenses			
9500 Ending Fund Balance		2,337,090.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$2,337,090.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -2,337,090.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$1,803,104.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Western Lane Fire and EMS Authority

## Transaction List by Date

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10/02/2023	Check	SVCCHRG		Service Charge	1003 WLFEA LGIP 6553	-0.15
10/03/2023	Bill Payment (Check)	10981	Henry Schein, Inc.		1001 Checking 5400	-3,592.56
10/03/2023	Bill Payment (Check)	10982	Passageways Inc (OnBoard)	PW33560	1001 Checking 5400	-5,400.00
10/03/2023	Bill Payment (Check)	10983	Davison Auto Parts	26588	1001 Checking 5400	-120.61
10/03/2023	Bill Payment (Check)	10984	Systems Design		1001 Checking 5400	-5,089.04
10/03/2023	Bill Payment (Check)	10985	Coastal Paper & Supply	3418	1001 Checking 5400	-535.65
10/03/2023	Bill Payment (Check)	10986	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-238.00
10/03/2023	Bill Payment (Check)	10987	CLIA Laboratory Program	CLIA ID 38D0699878	1001 Checking 5400	-180.00
10/03/2023	Bill Payment (Check)	10988	Westcoast Media Group, Inc.		1001 Checking 5400	-100.00
10/03/2023	Bill Payment (Check)	10989	Canopy		1001 Checking 5400	-275.40
10/03/2023	Bill Payment (Check)	10990	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-408.00
10/03/2023	Bill Payment (Check)	10991	Karl Storz Endoscopy-America, Inc.	Acct 134783 GV	1001 Checking 5400	-588.16
10/03/2023	Bill Payment (Check)	10992	Florence True Value	Cust No. 919	1001 Checking 5400	-41.46
10/03/2023	Bill Payment (Check)	10993	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-20.95
10/03/2023	Bill Payment (Check)	10994	Don Quinn		1001 Checking 5400	-973.00
10/03/2023	Bill Payment (Check)	10995	Brian's Automotive		1001 Checking 5400	-2,192.00
10/03/2023	Bill Payment (Check)	10996	Albertson   Safeway	Account # 68000	1001 Checking 5400	-235.45
10/03/2023	Bill Payment (Check)	10997	Phil's Saw Shop		1001 Checking 5400	-15.00
10/03/2023	Bill Payment (Check)	10998	Oregon Health Authority (OFS)	Medicaid ID 209536/GEMT CCO	1001 Checking 5400	-37,404.84
10/03/2023	Bill Payment (Check)	10999	Gannett Holdings - Mountain/West	Acct No: 58826	1001 Checking 5400	-468.80
10/03/2023	Bill Payment (Check)	11000	Copeland Lumber	0440317	1001 Checking 5400	-89.25
10/03/2023	Bill Payment (Check)	11001	Country Media, Inc.		1001 Checking 5400	-84.00
10/03/2023	Bill Payment (Check)	11002	Wendy Sullivan		1001 Checking 5400	-24.15
10/03/2023	Bill Payment (Check)	11003	Oregon Fire District Directors Association (OFDDA)	Siuslaw Valley Fire and Rescue	1001 Checking 5400	-350.00
10/03/2023	Bill Payment (Check)	11004	Nick Terrell		1001 Checking 5400	-290.00
10/03/2023	Bill Payment (Check)	11005	Matthew D. House		1001 Checking 5400	-130.00
10/03/2023	Bill Payment (Check)	11006	Corey & Stewart		1001 Checking 5400	-1,015.00
10/03/2023	Bill Payment (Check)	11007	bio-MED		1001 Checking 5400	-58.00
10/03/2023	Bill Payment (Check)	11008	VALIC		1001 Checking 5400	-1,025.00
10/03/2023	Bill Payment (Check)	11009	Matthew Danigelis, M.D.		1001 Checking 5400	-1,000.00
10/03/2023	Bill Payment (Check)	11010	Westcoast Media Group, Inc.		1001 Checking 5400	-85.00
10/03/2023	Bill Payment (Check)	11011	Airgas USA LLC		1001 Checking 5400	-1,966.40
10/03/2023	Bill Payment (Check)	11012	Day Wireless Systems	Cust ID 1088	1001 Checking 5400	-528.00
10/03/2023	Bill Payment (Check)	11013	KJ Smith Associates LLC		1001 Checking 5400	-11,882.50
10/03/2023	Bill Payment (Check)	11014	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-56.00
10/03/2023	Bill Payment (Check)	11015	Siuslaw Valley Electric		1001 Checking 5400	-184.14
10/03/2023	Bill Payment (Check)	11016	OFDDA-LOSAP TRUST		1001 Checking 5400	-150.00
10/04/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-3,170.75
10/04/2023	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-83.00
10/04/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-234.90
10/04/2023	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-186.50
10/04/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,347.69
10/05/2023	Check	EFT	VOYA	9-30-2023 Payroll contributions Voya	1001 Checking 5400	-6,000.00
10/05/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	9-30-23 payroll contributions OSGP	1001 Checking 5400	-2,479.58
10/05/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-1,957.25
10/06/2023	Check	eft	ADP Payroll Services	processing charges for PR ending 8/31/2023 (73 x \$9.05 ea), delivery fee \$20.00	1001 Checking 5400	-709.20
10/09/2023	Bill Payment (Check)	EFT	Charter Communications -St-1	8751 16 025 0143928	1001 Checking 5400	-32.61
10/09/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-265.62
10/09/2023	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-232.09
10/10/2023	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
10/10/2023	Check	EFT	Oregon Savings Growth Plan (OSGP)	9-30-23 payroll Lutgen contribution OSGP (account added)	1001 Checking 5400	-400.00
10/11/2023	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1001 Checking 5400	-359.98
10/11/2023	Bill Payment (Check)	EFT	TK Elevator Corporation		1001 Checking 5400	-470.31
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-88.71
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-61.30
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-61.30
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-91.98
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-791.90
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-42.89
10/12/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-67.69
10/14/2023	Bill Payment (Check)	EFT	CenturyLink (Lumen)		1001 Checking 5400	-648.50
10/16/2023	Check	EFT	AFLAC	Sept 2023 premium for employee enrollments (add'l enrollment Chance), autopay	1001 Checking 5400	-775.11
10/16/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-476.49
10/16/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-685.43
10/16/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-90.45
10/16/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-291.58
10/16/2023	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-45.92
10/16/2023	Bill Payment (Check)	EFT	WECO		1001 Checking 5400	-913.06
10/17/2023	Check	EFT	Card Services Center	8/24-9/22/2023 monthly credit card expenses	1001 Checking 5400	-2,989.68
10/17/2023	Bill Payment (Check)	11017	Hope Taylor		1001 Checking 5400	-189.98
10/17/2023	Bill Payment (Check)	11018	Copeland Lumber	0440317	1001 Checking 5400	-100.44
10/17/2023	Bill Payment (Check)	11019	4 Color Pro		1001 Checking 5400	-3,210.14
10/17/2023	Bill Payment (Check)	11020	Oregon Fire District Directors Association (OFDDA)	Siuslaw Valley Fire and Rescue	1001 Checking 5400	-1,050.00
10/17/2023	Bill Payment (Check)	11021	Dina McClure		1001 Checking 5400	-319.33
10/17/2023	Bill Payment (Check)	11022	On Spot Security	Acct # 22080087	1001 Checking 5400	-270.00
10/17/2023	Bill Payment (Check)	11023	SeaWestern Fire Fighting Equipment		1001 Checking 5400	-4,240.28
10/17/2023	Bill Payment (Check)	11024	TNT Sales & Repair Inc		1001 Checking 5400	-743.60
10/17/2023	Bill Payment (Check)	11025	Phil's Saw Shop		1001 Checking 5400	-147.00
10/17/2023	Bill Payment (Check)	11026	Trish Lutgen		1001 Checking 5400	-280.98
10/17/2023	Bill Payment (Check)	11027	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-169.00
10/17/2023	Bill Payment (Check)	11028	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-2,521.35
10/17/2023	Bill Payment (Check)	11029	Marvin W Plunkett		1001 Checking 5400	-2,166.00
10/17/2023	Bill Payment (Check)	11030	Rafilson & Associates, LLC		1001 Checking 5400	-1,875.00
10/17/2023	Bill Payment (Check)	11031	T.S. Yard Service		1001 Checking 5400	-608.31

# Western Lane Fire and EMS Authority

## Transaction List by Date

October 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10/17/2023	Bill Payment (Check)	11032	Hughes Fire Equipment, Inc	Cust No 17115	1001 Checking 5400	-3,309.36
10/17/2023	Bill Payment (Check)	11033	AmeriGas	Acct # 202387155	1001 Checking 5400	-1,132.09
10/17/2023	Bill Payment (Check)	11034	Local Government Law Group PC		1001 Checking 5400	-756.00
10/17/2023	Bill Payment (Check)	11035	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-930.00
10/17/2023	Bill Payment (Check)	11036	Lexipol, LLC		1001 Checking 5400	-4,761.23
10/17/2023	Bill Payment (Check)	11038	Florence True Value	Cust No. 919	1001 Checking 5400	-55.72
10/17/2023	Bill Payment (Check)	11039	Coastal Paper & Supply	3418	1001 Checking 5400	-370.19
10/17/2023	Bill Payment (Check)	11040	Cascade Health		1001 Checking 5400	-605.00
10/17/2023	Bill Payment (Check)	11041	Quill, LLC	5116790	1001 Checking 5400	-113.23
10/17/2023	Bill Payment (Check)	11042	Shervin's Tire & Automotive		1001 Checking 5400	-154.00
10/17/2023	Bill Payment (Check)	11043	Airgas USA LLC		1001 Checking 5400	-108.43
10/17/2023	Bill Payment (Check)	11044	Farr's Hardware Coos	Cust # 30049	1001 Checking 5400	-264.00
10/17/2023	Bill Payment (Check)	11045	American Ambulance Association		1001 Checking 5400	-525.00
10/17/2023	Bill Payment (Check)	11046	The Shippin' Shack		1001 Checking 5400	-12.75
10/17/2023	Bill Payment (Check)	11047	Rotary Club of Florence		1001 Checking 5400	-130.25
10/17/2023	Bill Payment (Check)	11048	Siuslaw Outreach Services, Inc.		1001 Checking 5400	-20.96
10/17/2023	Bill Payment (Check)	11049	bio-MED		1001 Checking 5400	-87.00
10/18/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-515.00
10/18/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-299.97
10/18/2023	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-39.00
10/19/2023	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-184.97
10/19/2023	Bill Payment (Check)	11037	Special Districts Insurance Services		1001 Checking 5400	-70,198.12
10/20/2023	Bill Payment (Check)	EFT	South Coast Water		1001 Checking 5400	-37.90
10/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
10/23/2023	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.92
10/24/2023	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-1,770.23
10/26/2023	Bill Payment (Check)	EFT	Heceta Water		1001 Checking 5400	-33.18
10/26/2023	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-344.11
10/26/2023	Bill Payment (Check)	11050	Henry Schein, Inc.		1001 Checking 5400	-1,912.01
10/26/2023	Bill Payment (Check)	11051	Kyle Orozco		1001 Checking 5400	-809.33
10/26/2023	Bill Payment (Check)	11052	PERS		1001 Checking 5400	-59.50
10/26/2023	Bill Payment (Check)	11054	Petty Cash		1001 Checking 5400	-192.59
10/27/2023	Bill Payment (Check)	EFT	Stepup IT Services LLC		1001 Checking 5400	-4,906.29
10/30/2023	Bill Payment (Check)	11053	Kyle Orozco		1001 Checking 5400	-14,801.27
10/30/2023	Bill Payment (Check)	EFT	Stericycle, Inc (Shred-It)	Cust No 6117445	1001 Checking 5400	-344.16





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  
September 23, 2023 to October 23, 2023**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$2,989.68
- Payments	\$2,989.68
- Other Credits	\$0.00
+ Purchases	\$12,491.10
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$12,491.10

Account Number XXXX XXXX XXXX 1300  
Credit Limit \$20,000.00  
Available Credit \$7,100.00  
Statement Closing Date October 23, 2023  
Days in Billing Cycle 31

**PAYMENT INFORMATION**

New Balance: \$12,491.10  
Minimum Payment Due: \$374.74  
**Payment Due Date: November 17, 2023**

**MESSAGES**

**PROTECT YOURSELF FROM SCAMMERS!**

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

**TRANSACTIONS**

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/17	10/17	F1127009200CHGDDA	AUTOMATIC PAYMENT - THANK YOU	\$2,989.68-

Transactions continued on next page

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



Account Number: XXXX XXXX XXXX 1300  
New Balance: \$12,491.10  
Minimum Payment Due: \$374.74  
**Payment Due Date: November 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				\$2,989.68-
10/03	10/04	82711168L000BR3DS	WWW.IAFC.ORG MCLEAN VA	\$285.00
10/05	10/05	55432868N62GQ1W67	INT'L CODE COUNCIL INC 888-422-7233 IL	\$21.00
10/10	10/11	55432868V5SV998M9	NFPA NATL FIRE PROTECT 800-344-3555 MA	\$1,727.50
10/18	10/19	823050993000FBZM8	ZOOM.US 888-799-9666 SAN JOSE CA	\$31.98
MICHAEL SCHICK				
TOTAL XXXXXXXXXXXX1318				\$2,065.48
10/02	10/03	55432868K61SV9SVJ	HOTEL*RESERVATIONS.COM 855-956-2201 WA	\$170.94
10/02	10/04	82308318LS66E8DHK	WWW.RESERVATIONS.COM 855-9562201 FL	\$19.99
10/04	10/05	55432868M62ELZNHQ	IN *SIUSLAW CONSULTING 541-5909093 OR	\$100.00
10/11	10/15	85180898Y01SFGF3E	HOTEL EASTLUND PORTLAND OR	\$20.00
10/15	10/16	5543286915WAM68SF	CIRCLE K # 09644 FLORENCE OR	\$80.91
10/15	10/16	2230379900115HHEX	76 - RONS OIL CO 9 FLORENCE OR	\$77.10
10/17	10/18	051343793HESJN0DR	CMS MEDICARE APPLIC FE BALTIMORE MD	\$688.00
MATT HOUSE				
TOTAL XXXXXXXXXXXX1326				\$1,156.94
09/26	09/27	05436848EEHTDY473	DOMINO'S 9387 FLORENCE OR	\$49.95
09/27	09/28	55310208E2E11B9V1	AMZN MKTP US*T177J3SM0 SEATTLE WA	\$2.97
09/28	09/29	55432868F60MV73JN	AMAZON.COM*T11VM8UL0 AMZN.COM/BILL WA	\$12.53
09/28	09/29	55310208F2DZYWFQY	AMZN MKTP US*T19WE8X01 SEATTLE WA	\$53.37
09/30	10/02	55310208H2DK5400W	AMAZON.COM*T97QA48E2 SEATTLE WA	\$62.28
10/01	10/02	55432868J61EFR7QT	AMZN MKTP US*T17CA92M1 AMZN.COM/BILL WA	\$197.75
10/01	10/02	55310208J2DLK2W11	AMZN MKTP US*T100T3281 SEATTLE WA	\$88.68
10/19	10/20	0512671945SA70BX7	SPEARCO ASHLAND OR	\$378.47
10/21	10/22	5543286965XYKLR9Y	WECO - EUGENE 541-688-8211 OR	\$1,587.12
LARA LINDEMANN				
TOTAL XXXXXXXXXXXX2092				\$2,433.12
09/30	10/02	05436848H8PLXFKLJ	FRED-MEYER #0464 FLORENCE OR	\$7.99
THOMAS KOZLOWSKI				
TOTAL XXXXXXXXXXXX3165				\$7.99
09/24	09/25	82305098B000G7XTT	SP EMS LOGIK SALT LAKE CIT UT	\$200.00
10/05	10/06	55417348N8GMHKKJD	LCWM FLORENCE FLORENCE OR	\$14.00
10/16	10/17	554368792MAJD7WM5	LEGACY EVENTS ONLINE C PORTLAND OR	\$50.00
10/17	10/18	5543286935WX9D7GT	CIRCLE K # 09643 VENTA OR	\$75.61
10/17	10/19	223037993016MKDZY	76 - BUY2 010 FLORENCE OR	\$81.48
DARREK MULLINS				
TOTAL XXXXXXXXXXXX8049				\$421.09
10/10	10/11	82711168V000HB25L	CENTER FOR... EUGENE OR	\$1,200.00
10/13	10/15	05436848Y8PMFQ2DS	FRED-MEYER #0464 FLORENCE OR	\$48.32
MELISSA HOUSE				
TOTAL XXXXXXXXXXXX8197				\$1,248.32
10/15	10/16	2230379900117FQAK	76 - BUY2 010 FLORENCE OR	\$53.80
10/15	10/16	2230379900117FQAV	76 - BUY2 010 FLORENCE OR	\$112.00
PJ CRESCIONI				
TOTAL XXXXXXXXXXXX4335				\$165.80
10/09	10/10	55436878VMAG8PHSQ	LEGACY EVENTS ONLINE C PORTLAND OR	\$50.00
10/09	10/10	55436878VMAG8PHS4	LEGACY EVENTS ONLINE C PORTLAND OR	\$50.00
10/19	10/22	853694395GZGMVWTP	SUNRIVER RESORT SUNRIVER OR	\$139.02
		CHECK-IN 10/18/23	FOLIO #0002338234	

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
ROBERT CHANCE II				
TOTAL XXXXXXXXXXXX1552				\$239.02
09/25	09/26	55432868Q5ZW4H8XH	EXPEDIA 72663975579615 EXPEDIA.COM WA	\$159.18
10/04	10/06	85369438NF2ZT035X	BEST WESTERN PLUS OCEA SEASIDE OR	\$337.50
		CHECK-IN 10/04/23	FOLIO #xxxxxxxx	
10/04	10/06	85369438NF2ZT036F	BEST WESTERN PLUS OCEA SEASIDE OR	\$337.50
		CHECK-IN 10/04/23	FOLIO #xxxxxxxx	
MARY DIMON				
TOTAL XXXXXXXXXXXX2022				\$834.18
10/06	10/08	75369438RFBQ18XYV	BEST WESTERN PLUS HOOD HOOD RIVER OR	\$489.48
		CHECK-IN 10/03/23	FOLIO #0000662061	
10/09	10/10	55417348S7LRMBQEL	BOLI TECHNICAL ASSIST PORTLAND OR	\$199.00
TRISH LUTGEN				
TOTAL XXXXXXXXXXXX4275				\$688.48
09/28	09/29	55417348G4E7G0W26	WEST COAST AUTO BODY I FLORENCE OR	\$237.15
09/28	09/29	55432868F60KGRZ8H	LOWES #00907* 866-483-7521 NC	\$1,226.90
10/05	10/06	05436848N8PM1B41R	FRED-MEYER #0464 FLORENCE OR	\$56.13
10/09	10/10	55432868S5SJ534MH	SQ *FLORENCE MARINE RI FLORENCE OR	\$294.08
10/12	10/15	75140518YS66HAELL	COPELAND LUMBER - FLOR FLORENCE OR	\$9.84
10/20	10/22	55417349587G35XJ6	ODOT DMV2U SALEM OR	\$5.00
ANDY GRAY				
TOTAL XXXXXXXXXXXX3003				\$1,829.10
10/03	10/03	52704878L1R6Z26WV	BI-MART 644 FLORENCE OR	\$16.77
10/07	10/08	52704878R1R6ZJQ6Q	BI-MART 644 FLORENCE OR	\$89.99
RONNIE PEARSON				
TOTAL XXXXXXXXXXXX0131				\$106.76
10/08	10/09	55432868S5SBQM7Y3	SQ * POR QUE NO TAQUE PORTLAND OR	\$31.50
10/18	10/19	12302029300WPHYZJ	AKA RONS PAINT FLORENCE OR	\$255.00
10/19	10/20	527048794P5JNVRZ0	1054 M&S TIGARD PORTLAND OR	\$65.65
DAVID ROSSI				
TOTAL XXXXXXXXXXXX5775				\$352.15
10/15	10/16	5543286905W684MTG	DTV*DIRECTV SERVICE 800-347-3288 CA	\$206.98
HOLLY LAIS				
TOTAL XXXXXXXXXXXX6806				\$206.98
09/26	09/27	55436878D8792MS6B	KRAB KETTLE FISHERIES FLORENCE OR	\$37.55
09/29	09/30	55436878G7XZXBDAK	THE RIVER GALLERY FLORENCE OR	\$50.00
10/04	10/06	75369438NF4Q641AL	RIVERSIDE RESTAURANT HOOD RIVER OR	\$67.00
10/06	10/08	75369438RFBQ18XWS	BEST WESTERN PLUS HOOD HOOD RIVER OR	\$574.89
		CHECK-IN 10/03/23	FOLIO #0000661938	
10/21	10/22	054368497009N746H	DOLLAR TREE FLORENCE OR	\$6.25
DINA MCCLURE				
TOTAL XXXXXXXXXXXX1244				\$735.69

\$0 - \$12,491.10 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/17/23. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

## 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 16th day of November 2023.

By: \_\_\_\_\_  
Jim Palisi, WLFEA Board President

Attest: \_\_\_\_\_  
Linda Stent, WLFEA Board 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
<b>TOTAL ADOPTED BUDGET</b>	<b>\$7,014,194</b>		<b>\$7,014,194</b>

Adopted on this 16th day of November 2023.

By: \_\_\_\_\_  
Cindy Russell, WLAD President

Attest: \_\_\_\_\_  
Vanessa Buss, WLAD Secretary/Treasurer



**Western Lane Fire and EMS Authority**



**Job Description**

**TITLE: Social Media Specialist (Part Time)**

**EFFECTIVE: 01/01/2023**

**REPORTS TO: Fire and EMS Chief**

**REVISED:**

**SALARY RANGE: Hourly rate TBD**

**CIVIL SERVICE CLASSIFICATION: Exempt**

**REPRESENTATION: NA**

**JOB SUMMARY**

Responsible for promoting Authority programs and services to internal and external audiences using social media and possibly including videography, and photography; media relations; written and electronic materials; and marketing/outreach to inform the public on incidents and available services. The Media Specialist will also assist in the documentation of outreach events/activities and may support the Authority during major media/communication incidents. The Social Media Specialist reports directly to the Fire and EMS Chief and may take direction from senior Administration staff. The Social Media Specialist normally does not supervise individuals within the administrative division. There may be times when they will coordinate tasks with personnel working on special projects. This is a part time position requiring 10 hours per week or less.

**ESSENTIAL JOB FUNCTIONS**

- Develop and maintain social media content.
- Responsible for the administration of WLFEA sites on social media outlets including, but not limited to, Facebook, LinkedIn, Twitter, Instagram, Google+, YouTube and others to improve WLFEA social presence. Ultimately drive WLFEA social media presence ensuring high levels of web traffic and citizen/customer engagement.
- Maintain and evolve our social media strategy including personas and presence for each channel, consolidating input from the broader organization. Monitor for comments and social actions and respond to citizen/customer engagements.
- Be data-informed about what's working on social media and what's not. Report on results of social media campaigns and recommend improvements to increase effectiveness.
- Create and execute an editorial calendar for each channel to keep our presence fresh. Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action.
- Other duties as assigned.

## REQUIRED SKILLS

- Excellent written and oral communication skills, including use of proper grammar and ability to edit others' written materials.
- Knowledge of social media marketing programs and ability to optimize those programs for maximum affect.

## PREFERRED SKILLS

- Web site design and maintenance experience.
- Public Information Officer (PIO) training.

## EQUIPMENT

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

## PHYSICAL REQUIREMENTS

Ability to work in a home or office environment for an extended period of time to include, but not limited to, working at a computer workstation and sitting at an office desk.  
Must be able to hear and speak clearly and have visual acuity (corrected vision or hearing is allowed).

## CONDITIONS OF EMPLOYMENT

- Pass a Criminal Background and Reference Check.
- Work flexible hours as required.

## RESIDENCY REQUIREMENTS

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.**

**Western Lane Fire and EMS Authority**



**Job Description**

---

**TITLE: Western Lane Crisis Response Part Time Team Member**

**EFFECTIVE: 01/01/2023**

**REPORTS TO: WLCR Program Manager**

**REVISED:**

**SALARY RANGE: Hourly Pay / Cell Stipend / Shift Stipend**

**CIVIL SERVICE CLASSIFICATION: Exempt**

**REPRESENTATION: NA**

**JOB SUMMARY**

Under the immediate supervision of the Western Lane Crisis Response (WLCR) Manager, the WLCR Part Time Team Member is responsible for responding to and providing resources to persons experiencing mental health episodes, suicidal thoughts, homeless issues, and other emergency situations which does not require law enforcement or pre-hospital EMS intervention. WLCR Part Time Team Member may also assist police with death notifications, provide crisis intervention and resources to families who have lost their home to fire, or provide grief support to family members who have just lost a loved one. WLCR Part Time Team Members also provide support and resource assistance to members of our Fire, EMS, law enforcement communities and their families.

WLCR Team Members are responsible for documentation of all interventions and must be able to communicate clearly with community members, WLCR Client Advocates and the WLCR Program Manager. Team Members are required to work a designated number of shifts monthly and attend the designated number of meetings and trainings. Team members are responsible for maintaining required certifications and completing necessary continuing education hours. WLCR Team Members may be asked to assist the WLCR Program Manager or WLCR Client Advocates with additional tasks such as community presentations, public engagements, maintaining resources and WLCR vehicle maintenance.

**ESSENTIAL JOB FUNCTIONS**

- Respond to incidents to provide assessment, crisis intervention, and support to clients within the Western Lane Ambulance Service Area. Examples include crisis situations such as suicidal subjects, acute mental health episodes, homeless individuals, requests for welfare checks, as well as other crisis situations (fire, crime, medical emergencies, and natural/manmade disasters)
- The WLCR vehicle is to be used when responding to calls
- In cases of suspected child, elder or domestic abuse, verbally report to law enforcement or the appropriate county agency and complete the Abuse Reporting form online before the end of shift
- Provide resource information to those in need
- Be familiar with local resources and what options are available for community members
- Document all WLCR calls on Elite/Image Trend by the end of their shift. If this is not possible, team members will need to communicate with management as soon as possible
- Clearly document interventions, assessments, all on scene assistance provided, and resources and/or supplies provided

- Attend WLCR team meetings twice a month
- Attend Quarterly WLCR trainings
- Complete Target Solutions on time
- Attend Siuslaw Valley Fire & Rescue Firefighter Association Meetings
- Provide clear written and verbal communication with community members and WLCR Team Members
- Participate in team case reviews and be willing to participate in WLFEA case reviews when requested
- Respond to texts, phone calls, and email communication from team members and WLCR Management
- Report issues with clear documentation through Chain of Command
- Assist with public education, presentations, and community events
- Assist with cleaning, inventory, and maintenance of WLCR vehicles, this includes refueling before gas drops below 3/4ths of a tank
- Restock resource material and supplies in the WLCR vehicles
- A willingness to work tactfully and respectfully with people in crisis regardless of their race, religion, sexual orientation, or lifestyle choices
- Professional dress (WLCR clothing will be provided) is to be worn whenever on duty and when working in the office
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:** To perform the job successfully, an individual should demonstrate the following:

- Ability to maintain confidentiality and remain compliant with HIPPA requirements
- Ability to work effectively as a member of an integrated team
- Ability to develop effective professional relationships with other community agencies
- Ability to work in a structured. Sometimes stressful environment and maintain a positive mental attitude
- Strong communication skills, both verbal and in writing
- Cultural sensitivity and experience working with people from diverse cultural backgrounds
- Ability to operate a personal computer and database software. Have the ability to navigate and utilize Internet and mobile devices
- Ability to work effectively and independently
- Must adhere to WLCR and WLFEA policies and procedures

#### REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- High School diploma or equivalent
- One year experience (paid or volunteer) working in medical or social services or with disadvantaged individuals
- Experience in counseling, crisis work, or previous work as an emergency responder is strongly preferred
- Must meet minimum training and performance requirements and complete WLCR Academy
- Must obtain Peer Support Specialist (PSS) or Qualified Mental Health Associate (QMHA) or Qualified Mental Health Professional (QMHP) certification in the state of Oregon within 4 months of hire date

#### EQUIPMENT



Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, multi-line telephone, vehicles, radios, mobile devices such as phones and tablets.

#### PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employee may be required to lift 25lbs, ambulate on uneven terrain, remain standing or walking for 1-2 hours at a time, and sit for long periods of time
- Must have the ability to respond to emergency calls at all hours of the night, sometimes in challenging weather and/or under other stressful conditions

#### CONDITIONS OF EMPLOYMENT

- Must be 21 years of age or older
- Pass a Criminal Background and Reference Check
- Candidate must have a current Oregon Driver's License and pass DMV check
- Pass Pre-Employment Drug Screening
- Must meet minimum training and performance requirements and complete WLCR Academy

#### RESIDENCY REQUIREMENTS

Part Time Team Members are required to live within the Western Lane Fire and EMS Authority boundaries and must be able to respond within 30-minutes when responding to calls.

**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 WLCR Part Time Team Members and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.**

## Oath of Office

### 103.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to authority members.

### 103.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that, when appropriate, authority members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Authority and the dedication of its members to their duties.

### 103.3 OATH OF OFFICE

Upon becoming a member of the Western Lane Fire and EMS Authority as a fire or EMS professional as defined in OAR 259-009-0005, and where required by Authority ordinance or protocol, all members of the Western Lane Fire and EMS Authority shall take and subscribe to the following oath or affirmation in addition to any other form of oath or affirmation required.

I (member name), do solemnly swear to do my duty as a (position) for (District)**to the best of my ability; to serve my commanding officers with respect and loyalty; to serve the citizens of our community with compassion, courage, and integrity;to represent (District) and community with honor and dignity both on and off duty;and to uphold the laws and constitutions of the United States of America, the State of Oregon, and the communities we protect, so help me God.**

**When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."**

### 103.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by Authority ordinance or protocol.

---

## Collective Bargaining

### 111.1 PURPOSE AND SCOPE

The Oregon State Legislature enacted the Public Employee's Collective Bargaining Act (PECBA) in 1975. The PECBA requires that public employers' bargain in good faith with their employees in matters concerning wages, hours, and terms and conditions of employment. The Authority's Union is organized as Local 851 under the International Association of Firefighters and represents the classifications of Firefighter / Engineer, Firefighter / Paramedic, Fire Lieutenant, Fire Captain, and Training Coordinator with Siuslaw Valley Fire & Rescue. Local 851 also separately represents the classifications of EMT-Intermediate and Paramedic with Western Lane Ambulance District. A labor agreement is negotiated with each bargaining Unit in accordance with PECBA legislation. While the goal of PECBA is that the employer and employee group negotiate an agreement, the rules also describe the process to resolve an impasse in the negotiating process. If a negotiated agreement is not reached, an independent arbitrator ultimately determines the terms of an agreement. The length of an agreement may vary but generally extends from one (1) to three (3) years.

### 111.2 POLICY

It is the policy of the Board of Directors to bargain in good faith with established labor units as specified by State law.

## District Compliance with Local Budget Law

### 112.1 PURPOSE AND SCOPE

Compliance with Oregon's Local Budget Law (ORS 294.305 - 294.565) is required prior to the expenditure of any monies or the levy of any tax upon property located within the District. ORS 294.326. The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the Budget Manual shall guide the District for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

### 112.2 POLICY

#### 112.2.1 APPOINTMENT OF BUDGET OFFICER

Pursuant to ORS 294.331, the District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board. Unless otherwise specified by the Board of Directors the Fire & EMS Chief shall serve as the Budget Officer.

#### 112.2.2 PREPARATION OF PROPOSED BUDGET

The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting" as set forth in ORS 294.401. The first publication of the budget committee meeting cannot be more than 30 days, nor less than 5 days prior to the meeting date. The second notice of the budget committee meeting must be published at least 7 days after the first notice.

#### 112.2.3 BUDGET COMMITTEE

Pursuant to ORS 294.336 (5), the District shall establish a Budget Committee consisting of the members of the Board of Directors and an equal number of qualified electors of the District. Any increase or reduction in the number of the members of the District's Board of Directors shall cause a like increase or reduction to be made in the number of the appointive citizen members of the Budget Committee. At its first meeting, the Budget Committee shall elect a chairperson and a secretary. The Committee shall meet from time to time to review and revise or approve the proposed Budget presented by the Budget Officer. All meetings of the Budget Committee are subject to Oregon's Public Meetings Law. Members of the Budget Committee shall receive no compensation for their services. The appointive members of the Budget Committee shall not be considered officers, agents, or employees of the District. Each member shall serve a three-year term. Terms of office on the Budget Committee shall be staggered, as the Board of Directors shall determine and the term shall end on June 30<sup>th</sup>.

## *District Compliance with Local Budget Law*

---

### 112.2.4 PUBLICATION OF BUDGET SUMMARY AND NOTICE OF BUDGET HEARING (ORS 294.416, 294.418, 294.421)

After the Budget Committee has approved the budget, the Board of Directors of the District shall hold a budget hearing. Five to twenty-five days before the scheduled hearing, the Board of Directors shall publish a "Financial Summary and Notice of Budget Hearing," (LB-1 form). This information must appear in a newspaper of general circulation published in the District. If the notice is posted instead of being published, a second notice is required. The second notice must be published not less than five or more than 30 days before the hearing.

### 112.2.5 BUDGET HEARING (ORS 294.430)

The Board of Directors of the District shall hold the scheduled budget hearing on the date specified in the public notices given. The purpose of the hearing is to take citizen testimony on the Budget approved by the Budget Committee. Additional hearings may be held if necessary. All hearings are open to the public, and subject to Oregon's Public Meetings Law.

### 112.2.6 BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY

The District's Board of Directors may make changes in the approved budget before it is adopted, subject to the limitations set forth in ORS 294.435. These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another budget hearing. Once all budget hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. The District's Board of Directors shall prepare a resolution or ordinance formally adopting the Budget; making appropriations; and determining, making and declaring the ad valorem tax levy for each fund. The budget must be adopted and appropriations made by June 30th.

### 112.2.7 CERTIFICATION OF LEVY

The following shall be submitted to the County Assessor's office by July 15 of each year:

- Two copies of the notice of property tax, which contain the categorization certification and the statement of the budget committee approved tax amounts.
- Two copies of the resolution statement that adopt the budget, makes appropriations, and declare and categorize taxes.
- Two copies of ballot measure for any tax that receives voter approval.
- No later than September 30 of each year send one complete copy of the budget to the Lane County Clerk (ORS 310.060 (7))

### 112.2.8 POST-ADOPTION CHANGES TO THE BUDGET

Post-adoption changes to the budget are restricted by statute. ORS 294.326 provides for authorizing appropriations as an exception to the budget process. ORS 294.450 governs the transfer of appropriations within a fund or from the general fund to another fund.

ORS 294.455 provides for the expenditure of funds to repair or replace property that has been damaged or destroyed. It also allows funds to be expended because of civil disturbance or natural disaster.

## *District Compliance with Local Budget Law*

---

ORS 294.460 is concerned with loans from one fund to another.

ORS 294.480 specifies the conditions under which a local government must adopt a supplemental budget.

ORS 294.483 provides exceptions for certain debt service expenditures.

## Board of Directors

### 101.1 PURPOSE AND SCOPE

To describe the responsibilities of members of the board of Directors for Siuslaw Valley Fire & Rescue, Western Lane Ambulance District, and Western Lane Fire and EMS Authority.

### 101.2 POLICY

#### 101.2.1 ORGANIZATION STRUCTURE

The Board of Directors oversees the Fire & EMS Chief, Civil Service Commission (SVFR), and their respective Budget Committees. The Board authorizes all positions in the organization and entrusts the Fire & EMS Chief to organize them as necessary to carry out the business of the Authority.

#### 101.2.2 DISTRICT MANAGEMENT

The Board is required by state law to appoint a Fire & EMS Chief. The Fire & EMS Chief operates under the direction of the Board of Directors. The Authority management structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions. The Fire & EMS Chief has the discretion to appoint a temporary acting in capacity officer in his/her absence. District policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire & EMS Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action. If the position of Fire & EMS Chief is vacant (retirement, resignation, death), the Board of Directors has sole authority and responsibility to determine how the duties of Fire & EMS Chief will be addressed on both the interim and permanent basis.

#### 101.2.3 DIRECTOR QUALIFICATIONS

Oregon Revised Statutes 478.050 states, "A director of a district shall be an elector or an owner within the district. A district may determine, by ordinance that takes effect at least one (1) year prior to the date of a regular district election, that firefighters or paramedics of the district, volunteer or otherwise, and other district employees shall not serve as directors." The Fire District Board of Directors adopted Ordinance No. 01-2014 on August 15, 2014 prohibiting volunteer members and employees of the District from serving as a District Director. A Director or interested person can seek election to any position. The term of office is four years. The Board of Directors must consist of five members. A district may, with voter approval, establish subdistricts (wards) for the purpose of nominating or electing two or more director positions. Siuslaw Valley Fire and Rescue elects all Directors at-large; sub-districts have not been established. Directors or interested persons should view the statutory requirements highlighted above as the minimum qualifications for service on the Board of Directors. Directors should also ensure they have sufficient time and commitment to

## *Board of Directors*

---

perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

### 101.2.4 OATH OF OFFICE

An Oath of Office is an affirmation a person takes before undertaking the duties of an office. An Oath is not required by law but can be required by Policy.

- The Board President shall be responsible for administering the Oath of Office to the other Directors.
- The Board Vice President shall be responsible for administering the Oath of Office to the Board President.
- The Board President of Western Lane Fire and EMS Authority, or his/her designee, shall be responsible for administering the Oath of Position to the Fire & EMS Chief.

Oath of Office for a Director position:

“You have been elected (or appointed) to represent the communities served by (Siuslaw Valley Fire & Rescue) or (Western Lane Ambulance District).”

“Your behaviors, decisions and actions directly reflect the image of (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District), other Board Members, its personnel, and the level of service the District provides to the citizens we serve.”

“Please raise your right hand and repeat after me:”

“I, (STATE YOUR NAME), do solemnly affirm that I will uphold the vision, mission, values and policies adopted by (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District); I will act for the good of the communities of which I serve; I will endeavor for the preservation of life and property; I will strive for excellence while I faithfully, honestly, and ethically perform the duties of Director with (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).”

“You are now duly affirmed as a Director for (Siuslaw Valley Fire and& Rescue) or (Western Lane Ambulance District).

### 101.2.5 DIRECTORS RESPONSIBILITIES

Oregon Revised Statutes, Chapter 478 addresses the duties, power, and authority of fire districts. ORS 478.210. Oregon Revised Statutes pertaining to health districts are 440, Health District and Oregon Revised Statute 198, Special Districts.

The key duty of a Board Director is to make decisions. The law requires that the Board of Directors make all decisions as a unit. Individual decisions are invalid. In order to function effectively as a member of a board, each Director should:

- Become familiar with the Oregon Revised Statutes, Oregon Administrative Rules and other regulations related to the routine and emergency activities of the District.
- Directors are elected to work for the good of the District. Personal interest shall be subordinate to working for the good of the overall board, District, and public interest.



## *Board of Directors*

---

- Support board decisions and actions.
- Suspend judgment until sufficient information is available to make informed and supportable decisions.
- Recognize the difference between policy issues that the Board of Directors should address and administrative and operational issues that the District Staff should address.
- Understand the need for teamwork with other Directors and District Staff.
- Accept responsibility for total board operation. While board officers are elected, all Directors should prepare to function in any elected board officer position.
- Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time necessary to develop an understanding of the issues to be considered.
- Be open to effectively deal with all forms of public input regardless of the form in which the public input is delivered.
- Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual Director becomes the focus of acrimony.
- Conduct all business with the highest moral and ethical standards and in accordance with the Oregon Government Ethics laws.
- If a Director possesses professional expertise that can be of benefit to the District the Fire & EMS Chief may ask for the assistance of the Director in the completion of special project work. Throughout the project work the Director will report to the Fire & EMS Chief and focus only on the task they have been assigned.

### 101.2.6 DIRECTOR CODE OF ETHICS

The term “Ethics”, used in its broadest form, refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience, personal values, and learned behavior. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This code of ethics is intended to serve as a guide for Board Directors. The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers. It is the Board of Director’s intent to review this policy annually in the month of July.

- (a) The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
- (b) The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
- (c) The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire & EMS Chief) to administer District business at the direction of the Board.

## *Board of Directors*

---

- (d) The Board recognizes that operational matters of the District should be directed to the Fire & EMS Chief and Staff.
- (e) The Board commits to conducting all meetings in accordance with the Oregon Public Meetings laws. It recognizes that District business is to be conducted in public with the exception of specific topics that meet the criteria for Executive sessions.
- (f) The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests.
- (g) The Board, both as a body and as a group of individuals will support decisions made by the Board. Individual Directors may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
- (h) The Board will work directly with the Fire & EMS Chief and Staff to obtain information and/or an enhanced understanding to improve effective decision making. The Board should direct any complaint and/or issue directly to the Fire & EMS Chief. It is the responsibility of the Fire & EMS Chief to resolve the issue as may be necessary.
- (i) Board Directors, to the greatest extent possible, will forward business items to either the Board President or the Fire & EMS Chief for inclusion in a Board of Directors meeting agenda. The goal is to provide public notification of the issue and to allow time for the Staff and other Board Directors to research/consider the topic.
- (j) The Board recognizes it operates as a unit and that individual Board Director authority exists only as a member of the whole.
- (k) The Board acknowledges that policy decisions require Board action. When an individual Board Director receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board President and/or Fire & EMS Chief for inclusion in a Board of Directors meeting agenda.
- (l) The Board recognizes effective operations require a team approach. The Board, Fire & EMS Chief, and Staff members are expected to work together in a collaborative process assisting each other in the conduct of District business.
- (m) The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
- (n) The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire & EMS Chief as appropriate.
- (o) The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
- (p) The Board acknowledges that conflict or differences of view could arise between members and will seek effective remedies that are in the best interest of the Board and the District.

## *Board of Directors*

---

- (q) The Board will seek legal counsel when indicated and will be guided by the legal advice provided.
- (r) The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in Oregon Revised Statutes and/or Oregon Administrative Rule.

### 101.2.7 DIRECTOR CONFLICT OF INTEREST

The state laws related to conflicts of interest were established in 1974. The laws are now known as "Government Ethics." They are included in Oregon Revised Statutes (ORS) Chapter 244. Directors, Board Appointees (Budget Committee & Civil Service), District employees, and District volunteers are Public Officials as defined by the law. The laws require public officials to disclose any situation that could be either a potential or actual conflict of interest. An actual conflict of interest may arise when a public official takes official action that would financially impact the official, a relative or an associated business. A potential conflict of interest may arise when a public official takes official action that could financially impact the public official, the official's relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict. The Board, in its desire to ensure all business decisions are made in full disclosure and compliance with the law, has implemented the practice of requiring Directors to annually submit an individual Statement of Acknowledgment concerning conflicts of interest. This process is designed to refresh Board member's knowledge of the State of Oregon Government Ethics laws and does not relieve the Board member from declaring an actual/potential conflict before participating in any official action throughout the year.

### 101.2.8 ELECTED BOARD OFFICES

All Directors are eligible for election and should view the election to office as a routine and expected responsibility of being a Director. Oregon Revised Statutes require each Board to elect a President, Vice President, and a Secretary-Treasurer. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve; however, rotation of officers is encouraged for fuller participation by Directors. Board officers are elected annually in July at the first Board meeting of each fiscal year. Each elected officer takes office immediately and serves until the first Board meeting of the following fiscal year, or until a successor is elected.

The duties of the President include:

- Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
- Consulting with the Fire & EMS Chief regarding the preparation of each Board meeting agenda.
- Participating, along with other Board Directors, with all the rights to discuss issues, make motions, nominate candidates, and to vote.

## *Board of Directors*

---

- Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law and in compliance with the Special Meeting Policy.
- Signing official District documents on behalf of the Board when authorized by the Board.
- Making appointments with the consensus of the Board as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:

- Serving as President in the absence of the President with all the powers and duties as described above. The Vice-President shall have such other powers and duties as a majority of the Board may determine.
- Assuming the position of President in the event of absence, resignation, incapacity, or inability to serve of the President.
- Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary-Treasurer include:

- Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained in chronological order. These duties may be delegated to District staff members under the supervision of the Secretary Treasurer.
- Ensuring accurate accounting and financial records are maintained by the District. Reviewing the District's financial audit with the District auditor, Fire Chief, and Chief Finance Officer prior to submittal to the Board.
- Conducting a properly called Board Meeting in the absence of the President and Vice-President.
- Serving on such committees and/or as representative as appointed by the Board President

### 101.2.9 BOARD APPOINTMENTS

The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position. Appointments are made in response to statutory requirements (Civil Service Commission, Budget Committee), to study specific issues, or to represent the District in associations or other interagency activities (Florence Urban Renewal Agency Committee). The particular authority and duties of appointees whether a Director, District staff member, or citizen are either specified by statutory requirements or will be set by the Board President with a consensus of the Board at the time of appointment. Board appointments may be ad hoc or ongoing.

Current ongoing appointments include the following:

## *Board of Directors*

---

- Civil Service Commission (SVFR only) – three (3) citizen members with four-year terms.
- Budget Committee – five (5) citizen members with three-year terms. While the committees required by state law may have specific selection criteria, the Board generally has broad discretionary authority in the process. The term of appointment for citizen positions on this committee is considered to expire on June 30th.

The following process is used when making citizen appointments to the Civil Service Commission and the Budget Committee:

- Advertise the vacancy to identify qualified applicants.
- Review applicants for qualifications.
- Interview qualified applicants as may be necessary.
- Make selection and appointment in a manner selected by the Board.
- Conduct orientation and/or training as may be necessary.

Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:

- (a) Prior budget committee experience, especially with the District.
- (b) Background and understanding of financial management or other professional experience that could benefit the District.
- (c) Availability of time and willingness to participate.
- (d) Decision making and group consensus skills.
- (e) Absence of known conflicts of interest.
- (f) A desire to help the District.

Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed. An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting. A citizen appointed to a committee may be removed by the Board President at any time but this action should be discussed during a public meeting to ensure the consensus of the Board approves the removal.

The Board should give consideration to, but not be limited to, the following qualifications:

- Prior budget committee experience, especially with the District.
- Background and understanding of financial management or other professional experience that could benefit the District.

## *Board of Directors*

---

- Availability of time and willingness to participate.
- Decision making and group consensus skills.
- Absence of known conflicts of interest.
- A desire to help the District. Committee members seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

An appointment of a Director or District staff member to represent the District or the Board of Directors to an ad hoc or ongoing committee should be based on qualifications and availability. Appointments to these positions are the responsibility of the Board President but should be discussed during a public meeting to ensure the consensus of the Board approves the appointment. Although, if an appointment is required before it can be discussed in a public meeting, the Board President may make the appointment and discuss it at the next Board Meeting.

### 101.2.10 FILLING BOARD VACANCIES

When vacancies in Board positions occur midterm, state law charges the Board of Directors with the responsibility of filling the position. In the event there is less than a majority (quorum) of remaining Board Directors or if a majority of the remaining Board Directors cannot agree, the Lane County Court (County Commissioners) will make the appointment(s). The person appointed to fill the vacant position will serve through June 30 following the next regular District election (odd-numbered year). The appointee may run for the position at the next regular District election. The law does not give specific direction on either the process or the criteria that the Board of Directors should use to fill a vacancy other than the appointee must meet the basic statutory requirements.

- (a) Selection Process: The Board may select the process it determines is in the best interest of the District to identify and screen applicants and make appointments. The following process is generally followed:
  1. Make the vacancy known through advertisement or other method;
  2. Screen applications as may be necessary;
  3. Interview the most qualified applicants;
  4. Select the most qualified applicant. Selection may be by Board consent or by ballot. The Board of Directors may base the vote on simple majority or on a score based on a total of the applicant ranking by each sitting Director.
  5. Officially appoint the successful candidate. The newly appointed Director will take the Oath of Office. The appointment will take effect immediately.
- (b) Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:
  1. Past local government experience.
  2. Understanding of Oregon open meeting and public records laws.
  3. Prior budget committee experience, especially with the District.

## *Board of Directors*

---

4. Prior Board of Director experience with other districts.
5. Background and understanding of financial management or other professional experience that could benefit the District.
6. Availability of time and willingness to participate.
7. Decision making and group consensus skills.
8. Absence of known conflicts of interest.
9. A desire to help the District. Candidates seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

### 101.2.11 DISTRICT ELECTIONS

The County Clerk is responsible for the conduct and administration of all District elections. The Oregon Revised Statutes establish election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these statutes. There are a variety of reasons the District may require an election:

- Local option tax levy
- Board of Director election
- Board of Director recall
- Annexation proposal
- Changes in service fee structure
- Consolidation, merger, or dissolution
- Sub-districts.

The Oregon Revised Statutes specify procedural requirements for each different type of election. An Elections manual is available from the County Clerk which outlines the procedural requirements in detail. The County Clerk will issue a Certificate of Election finalizing the results after the election. The Board of Directors designates the Fire & EMS Chief as the contact person for Western Lane Fire and EMS Authority.

### 101.2.12 ORDINANCES AND RESOLUTIONS

The general form for taking action on business items involves the passing of motions. In certain situations, the Board may find the need to adopt an ordinance or a resolution.

An ordinance is an authoritative rule or law adopted by the Board in conjunction with State Law. The District adopts ordinances that include the adoption of a fire code, collection of fees, formation of a contract review board, prohibition of volunteers and employees from being Directors, requirements for insurance of public firework displays, and medical and fire stand-bys at certain events. Oregon Law provides specific procedures that must be followed in the advertisement and adoption of ordinances. Ordinances are effective until repealed.

## *Board of Directors*

---

A resolution is a formal motion that expresses formal opinion. The District adopts resolutions in the same manner as all main motions. In general, the District utilizes resolutions when required by law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with whereas statements, that state the reasons for the resolution.

Resolutions remain in force until rescinded or for the length of time specified in the resolution.

### 101.2.13 MEETING AGENDAS

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible, and items may be added, omitted, or changed at the discretion of the presiding officer. It is important to note that while all meetings are open to the public, the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion or the addition of new topics. The Chief / Director, in consultation with the Board President, normally prepares the Board meeting agendas. Regular monthly agendas are prepared and sent to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings depends on the scope and order of the business.

The format for regular meetings includes the following major divisions:

1. Call to order
2. Pledge of allegiance
3. Roll call of Directors
4. Approval of minutes of previous meetings
5. Public comment, (not to exceed three minutes per speaker with a maximum of thirty minutes for all public comment)
6. Approval of Consent Agenda typically consisting of:
  1. Meeting minutes
  2. Staff Reports
  3. Correspondence
7. Financial review
8. Old business
9. New business
10. Individual Board member comments
11. Future business
12. Executive session as needed
13. Adjournment.



## *Board of Directors*

---

### 101.2.14 MEETING MINUTES

Oregon Public Meetings Law requires that minutes be taken for all Board meetings. Minutes for regular and special sessions must be written. Executive session minutes may be recorded. Minutes for public meetings must include a listing of:

- Members present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Executive session minutes are stored separately from other minutes. If minutes of an executive session are kept by recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.

### 101.2.15 MEETING NOTICES

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of meetings. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive, but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

### 101.2.16 EXECUTIVE SESSIONS

"Executive session" is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is closed to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session

## *Board of Directors*

---

must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session, and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

### 101.2.17 PARLIAMENTARY PROCEDURES

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way Directors interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The Robert's Rules of Order shall be utilized to ensure a smooth and effective meeting takes place.

The basic principles of parliamentary procedure that apply include:

- All Directors have equal rights, privileges, and obligations
- The majority vote decides all issues.
- The rights of the minority are protected.
- Each Director has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.

## *Board of Directors*

---

- The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of Directors or the laws.
- Directors will be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
- All meetings shall be characterized by fairness and good faith.

A copy of Robert's Rules of Order is available for reference through the District Administrative Office.

### 101.2.18 PUBLIC PARTICIPATION

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.

### 101.2.19 PUBLIC MEETINGS

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings, but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. In situations when a Board Member elects to communicate with other Board Members electronically, it is recommended that the message be sent using a blind copy method to avoid unintended group discussions that should be conducted during a public meeting. Notice for such meetings is required and the public must be given at least one location where the meeting may be heard.

## *Board of Directors*

---

The Law also requires that the District recognize and provide special accommodations as may be necessary to provide access for persons with disabilities.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations, but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

### 101.2.20 SPECIAL AND ADDITIONAL BOARD MEETINGS

Occasionally, the need arises for the Board to meet and discuss a particular topic. These situations are rare but do occur. In these situations, any time a majority of the Board (three Board Members) wants to request an additional Board Meeting it shall be scheduled by the Board President.

Polling of Board Members to determine the need for an additional meeting will occur by a Staff Member. If the polling is done by email, the Staff member shall send it to each Board Member as a Blind Carbon Copy. Board Members who respond should send their reply directly to the Staff Member and not forward their response, questions, or discussion, to any other Board Member.

### **101.3 APPROVALS**

Adopted: (date)

Reviewed: June 22, 2023