

**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, November 16, 2023, 6:00 p.m.

The Zoom recording will be on the WLFEA Website

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Keith Stanton, Director David Carrillo, and Director Jim Palisi (via Zoom)

Not Present: Director Laurie Heppel and Director Tim Mendolia

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb and Director Cindy Russell

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

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Matt House, 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 Jessica Marchinski and Nicholas Tustison.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting October 26, 2023
- Staff Reports
- Correspondence

CALL VOLUMES:

Deputy Chief Matt House reviewed the Call Volume statistics. He noted there had been an increase in call volume during October, but the year-to-date totals were down. There has been a decrease in the number of transports, and the MIH program is averaging 24-30 calls per month. The responders who were on the recent Structure Fires operated well and praises were given to all the crew members.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen reported that the financials were tracking around 34% into the fiscal year. The System Design Reports for this month were not in the board packet due to the early meeting but will be in the next board packet. Tax revenue is starting to come in and will be reflected in next month's financials. The taxes will be deposited into the LGIP accounts to earn a higher interest rate beginning November 28, 2023.

OLD BUSINESS:

- a. The directors reviewed the job description from the last meeting. There were no changes.
- b. The directors reviewed the policies from the last meeting. There were no changes.

- 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. WLAD Action Item: Resolution 2023-05 Adopting a Supplemental Budget:
Rescheduled to next month due to no quorum.
- e. WLFEA Action Item: Fire Suppression Agreement with David Myers, 9949 Big Creek Road:
Directors discussed the options available and viewed the partial site plan. They agreed that all future requests would have to be vetted by the boards. Further discussion and action rescheduled to next month due to no quorum.
- f. Board Member Training: Office Manager Lutgen informed the directors that she had talked to Shanta Carter from SDAO, and George Dunkel will be able to do an onsite training day in January. She will email the directors with a poll for available dates. The board would like to look at getting Jeff Griffin to teach a session in the middle of the year.

NEW BUSINESS:

- a. Job Descriptions: The Directors will review the Social Media Specialist and WLCR Team Member job descriptions at the December board meeting.
- b. Policies: The Directors will review policies 103 Oath of Office, 111 Collective Bargaining, and 112 District Compliance with Local Budget Law at the December board meeting.
- c. Policy 101.2.6 Director Code of Ethics: Director Stanton requested the board review and modify the policy. Chief Schick advised that the directors could approve modified policies at any time without the need to create a resolution. The timelines suggested would be rough to meet. If we needed to check with the attorney or research an issue, it could take more than the three days suggested in the email. The board decided to table the policy discussion until both boards have quorums.

DIRECTOR COMMENTS:

- Director Russell shared her experience at the Oregon Fire District Director Association (OFDDA) Conference. She enjoyed it and learned a lot.
- Director Stanton also attended the OFDDA conference. He brought back concerns regarding risk management when it comes to the Director's unintentionally holding public meetings.
- Director Palisi discussed email concerns. He advised Director Stanton not to freelance and to refrain from changing policy as he is new to the board and is still learning the ropes.
- Director Web shared he had listened to the coordination of the Shed Fire. The scene management over the radio was impressive.
- Chief Schick reminded everyone next month's meeting will be held a week early because of Christmas.

The meeting adjourned at 6:39 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, December 21, 2023, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary