

**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, December 21, 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, Director Jim Palisi, Director Tim Mendolia, and Director Laurie Heppel (Via ZOOM)

Not Present:

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb and Director Cindy Russell and Director Linda Stent

Not Present: Director Vanessa Buss, Director Adam Holbrook,

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Matt House, Office Manager Trish Lutgen (Via ZOOM), and Recording Secretary Mary Dimon

Chief Schick called the meeting to order at 6:00 p.m. Roll Call established a quorum for SVFR Directors, WLAD Directors and WLFEA Directors.

PUBLIC COMMENT: None

Unit Citation: Rob Chance presented the October 28, 2023 ATV accident unit citation award along with the family of the patient that was treated by Western Lane Fire and EMS Authority, LifeFlight, and Florence 911 Dispatcher.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting November 16, 2023
- Staff Reports
- Correspondence

CALL VOLUMES:

Deputy Chief Matt House gave report on the Call Volumes.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

No questions on the financial report, attached in the Board Packet

OLD BUSINESS:

- A. Job Descriptions from November 16, 2023, Discussed
 - i. Social Media Specialist
 - ii. WLCR Team Member

- B. Policies from November 16, 2023, Discussed

- iii. 103 Oath of Office: **Lengthy discussion directed by Director Stanton on establishing a specified procedure/timeline for any director to place an item on the agenda. Some suggestions were made including copying Chief on the request and give a week to respond. A consensus was made to table the discussion until the January meeting to allow the Board Presidents and Chief time for a discussion.**
- iv. 111 Collective Bargaining, Discussed
- v. 112 District Compliance with Local Budget Law, Discussed

C. Policy 101.2.6 Director Code of Ethics, Discussed

D. WLFEA Action Item: Resolution 2023-04 Amending Board Functionality, Officers and Meetings Policy 107 by Adding Language Referencing ORS 198.190
Director Webb made a motion to adopt Resolution 2023-04 Amending Board Functionality, Officers and Meetings Policy 107 by Adding Language Referencing ORS 198.190 seconded by Director Stent. Roll call vote, all in favor, and the motion carried.

E. WLAD Action Item: Resolution 2023-05 Adopting a Supplemental Budget
Director Webb made a motion to adopt Resolution 2023-05 Adopting a Supplemental Budget seconded by Director Stent. Roll call vote, all in favor, and the motion carried.

F. WLFEA Action Item: Fire Suppression Agreement with David Myers, 9949 Big Creek Road Discussed

G. Board Member Training Discussed

NEW BUSINESS:

- a. Job Descriptions for Review: Reviewed
 - i. WLCR Client Advocate
 - ii. WLFEA Admin Assistant
 - iii. Firefighter/EMT
- b. Policies for Review: Reviewed
 - i. 1027 Personal Appearance Standards
 - ii. 113 Internal Controls
 - iii. 114 Financial Management
- c. Public Contracting Rule Discussed

WLAD Director Webb made a motion to adopt Resolution 2023-06 Public Contracting Rules seconded by Director Stent. Roll call vote, all in favor, and the motion carried.

SVFR Director Palisi made a motion to adopt Resolution 2023-06 Public Contracting Rules seconded by Director Carrillo. Roll call vote, all in favor, and the motion carried.

WLFEA Director Webb made a motion to adopt Resolution 2023-05 Public Contracting Rules seconded by Director Russell. Roll call vote, all in favor, and the motion carried.

DIRECTOR COMMENTS:

- Director Webb thanked the district for bringing the unit citation recognition to the meeting.

The Regular meeting adjourned at 7:07 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, January 25, 2024, at 6:00 p.m.

- I. **Executive Session:** Per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- II. **Executive Session:** Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Respectfully submitted,
Mary Dimon, Recording Secretary