

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, January 25, 2024, 6:00 p.m.
The Zoom recording will be on the WLFEA Website

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Keith Stanton (late arrival), Director Jim Palisi (Via Zoom), and Director Laurie Heppel

Not Present: Director David Carrillo and Director Tim Mendolia

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb, Director Vanessa Buss (Via Zoom), and Director Adam Holbrook, Director Linda Stent

Not Present: Director Cindy Russell

STAFF PRESENT:

Fire and EMS Chief Michael Schick, 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 WLAD Directors, but no quorums for SVFR Directors or WLFEA Directors.

PUBLIC COMMENT: None

Certificate of Appreciation Presentation:

Chief Schick recognized Sky Cedarleaf-Grey for his work updating key boxes, door codes, and hydrant locations in MapBooks.

Auditor Presentation:

Glen Kearns presented an unmodified opinion of the overall conditions and high points from WLFEA, WLAD, and SVFR's Audit report for FY23-24. Each had minor compliance and control issues. The staff are currently working to correct and strengthen them.

SVFR Director Stanton arrived at 6:10 p.m; SVFR and WLFEA established quorums.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting December 21, 2023
- Staff Reports
- Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen reported that the financials for the first six months of the fiscal year were on target and tracking at 50%. She said the tax revenues were in for SVFR and the interest income was four times the anticipated amount. WLAD's tax revenue is on target for the year and their total overall income is looking good. PERS has been conducting audits and their corrections are automatically coming out of the PERS Personnel Services Expenses Account for WLAD. She informed the Directors to expect a resolution next month to adjust the budget. Bank service charges and GEMT service fees will be addressed next month as well.

OLD BUSINESS:

- a. Job Descriptions from December 21, 2023: Discussed
 - i. WLCR Client Advocate
 - ii. WLFEA Admin Assistant
 - iii. Firefighter/EMT

- b. Policies from December 21, 2023: Discussed
 - i. 1027 Personal Appearance Standards
 - ii. 113 Internal Controls
 - iii. 114 Financial Management

- c. Policy 101.2.6 Director Code of Ethics: Director Russell submitted a statement that was read aloud by Chief Schick. Discussion around this policy occurred. Director Palisi stated that policy could be revised to include the procedure. Director Heppel disagreed and stated that agreed with Director Russell's sentiments.
WLFEA: Director Webb made a motion to adopt Policy 101.2.6 Director Code of Ethics. There was no Second. Motion died.

- d. Board Member Training – Review: Directors who missed the training with George Dunkle received training packets which Trish handed out.

NEW BUSINESS:

- a. Policies for Review: Discussed
 - i. 200 Organizational Structure
 - ii. 201 Emergency Action Plan
 - iii. 202 Department/Agency Directives

- b. Schedule Strategic Plan Review: Directors discussed meeting the same day before the next Board meeting and will keep the agenda light.

- c. Committees – purpose, function, and product: Presented by Chief Schick.

- d. Ride-along/HIPAA: Directors are encouraged to do a ride-along with advanced notice. They discussed Paramedic and EMT students can stay overnight at the station but members of the public can not, and TargetSolutions provides HIPAA training.

- e. Budget Calendar/Appoint Budget Officer:
WLAD: Director Webb made a motion to adopt this year's Budget Calendar for WLAD. Seconded by Director Stent. Roll call vote, all in favor, and the motion carried.

SVFR: Director Heppel made a motion to adopt this year's Budget Calendar for SVFR. Seconded by Director Palisi. Roll call vote, all in favor, and the motion carried.

WLAD: Director Webb made a motion to appoint Schief Schick as Budget Officer. Seconded by Director Stent. Roll call vote, all in favor, and the motion carried.

SVFR: Director Heppel made a motion to appoint Schief Schick as Budget Officer. Seconded by Director Stanton. Roll call vote, all in favor, and the motion carried.

- f. SVFR Resolution 2024-01: Resolution to Move Funds to the Western Lane Fire and EMS Authority: A trust donation was left to SVFR. Chief Schick wanted the funds to go to recognize the employees. This resolution is to transfer money to the WLFEA Employee Recognition budget line.

SVFR: Director Heppel made a motion to approve Resolution 2024-01: Resolution to Move Funds to the Western Lane Fire and EMS Authority. Seconded by Director Palisi. Roll call vote, all in favor, and the motion carried.

- g. Secretary of State Audit Deficiency Letters:

SVFR: Director Palisi made a motion to authorize the signatures for the Secretary of State Audit Deficiency Letters. Seconded by Director Heppel. Roll call vote, all in favor, and the motion carried.

WLAD: Director Stent made a motion to authorize the signatures for the Secretary of State Audit Deficiency Letters. Seconded by Director Webb. Roll call vote, all in favor, and the motion carried.

WLFEA: Director Webb made a motion to authorize the signatures for the Secretary of State Audit Deficiency Letters. Seconded by Director Palisi. Roll call vote, all in favor, and the motion carried.

DIRECTOR COMMENTS:

- Director Webb was curious if he could still register for the SDAO Conference. He was informed that unfortunately, it is probably too late as the hotel rooms WLFEA booked were released. Due to the timing, hotel rooms were probably no longer available.
- Chief Schick recognized Training Chief Rob Chance and Firefighter/Paramedic Zach Werner for attaining the Nurses certification.

The Regular meeting adjourned at 7:30 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, February 22, 2024, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary