



**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

February 22, 2024, 6:00pm

2625 Highway 101 North, Florence

Zoom Meeting URL: <https://us02web.zoom.us/j/82683268796>

Or call 1-669-900-6833 and enter Meeting ID: 826 8326 8796

- 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. **Promotional Ceremony:** Ali Gharib, Lieutenant
- V. **Consent Agenda**
Meeting Minutes: Regular Meeting January 25, 2024
Staff Reports
Correspondence
- VI. **Monthly Financials for SVFR, WLAD, WLFEA**
- VII. **Old Business**
 - a. Policies from January 25, 2024:
 - i. 200 Organizational Structure
 - ii. 201 Emergency Action Plan
 - iii. 202 Department/Agency Directives
 - iv. 1027 Personal Appearance Standards
- VIII. **New Business**
 - a. Budget Committee Applications
 - b. WLAD – Resolution: PERS Budget Adjustments
 - c. SVFR – Resolution: Transfer of Funds - Trust
 - d. SDAO Conference Review
 - e. Strategic Plan Review

- f. Staff Complaint on Ride Along
- g. Committee Review
- h. Policies for Review:
 - i. 203 - Training Policy
 - ii. 204 – Liability Claims
 - iii. 205 – Electronic Mail
 - iv. 206 – Minimum Staffing Levels
 - v. 207 – Administrative Communications
 - vi. 208 – Post-incident Analysis

IX. Director Comments

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

- X. **Executive Session**: Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- XI. **Executive Session**: Per ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- XII. **Future Business**: Joint Board Meeting Thursday, March 28, 2024, at 6:00pm.
- XIII. **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, 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 quorums for WLAD Directors and WLFEA Directors, but no quorum for SVFR 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 established a quorum.

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



Western Lane Fire and EMS

"Stronger as one"

February 22, 2023

District Board Meeting

Prepared by: Deputy Chief Matt House

Key information:

1. Routine call volume observed through the month of January with nothing concerning or to bring to the Director's attention. The big attention getter was the winter storm that indirectly impacted our District. Staff living outside the area was unable to make it to work due to the road conditions and ice, we were able to manage with in-district staff and staff holding over to cover.
Call volumes slightly below last year averages year-to-date and to January totals.
2. Type-III engine is in service and running 1st our routine calls.
3. Oregon State Fire Marshall grant Type VI apparatus is schedule to be delivered between June and July 2024. We've received all the equipment for when the build is completed. We had our first pre-construction meeting with Rebel and have begun the build process. It is anticipated that the completion of this Type VI apparatus will be around March.
4. New Ford Interceptor support vehicle uplift process underway.
5. Took deliver of the portable radios purchased through capital. We are in the process of training to the new radios and will be operating off them in March. We are also getting another quote for next year capital purchasing which would complete our district radio upgrade project that we've been working on for the past five years.
6. Annual station inspections were conducted. Employees have been working diligently working on projects that required attention.
7. Station 1 had a roof leak repaired, on the membrane portion of the roof. We are in the process of getting three quotes for repairs to this.

1. Mobile Integrated Healthcare

Mobile Integrated Healthcare program has had a decreased from PeaceHealth in referrals. We are continuing to work with PHH on increasing numbers. Wendy is also enrolled into an eight-week MIH class that will be nationally certified after completion. This will help obtain grant funding to continue the program.

2. Logistics report

See Operation Logistic report, here are some highlights:

- i. Continuing annual heavy and lightweight apparatus inspections ongoing.
- ii. Miscellaneous repairs to fleet due to wear and tear of responses.
- iii. Annual apparatus inspections and service ongoing.



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 has been changed to reflect our total call volume for Western Lane Fire and EMS Authority.

WLFEA December 2023 Responses	2023	2024	Difference
911 Response, transports	152	167	15
Interfacility Transfers	36	34	-2
Specialty Care Transfer	28	10	-18
911 Response, no patient transport	120	121	1
Mobile Integrated Healthcare Visits	49	21	-28
Fire	2	2	0
Rescue / EMS	84	75	-9
Other (Service calls, good intent, false alarms)	20	27	7
Overall call volume	491	457	-34
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	1147	1129	-18
Interfacility Transfers	245	230	-15
Specialty Care Transfer	124	92	-32
911 Response, no patient transport	919	928	9
Mobile Integrated Healthcare	261	174	-87
Fire	50	73	23
Rescue / EMS	621	671	50
Other (Service calls, good intent, false alarms)	216	262	46
Fiscal year total call volume comparison	3583	3559	-24

Operations – Logistics

January

- Pre-construction meeting with Rebel Trucks for new Type VI
- Inservice training with engineers on new Type III
- Took delivery of gear for new OSFM TYPE VI
- Met with vendors to demo new PPE gear for line staff

Apparatus

- E-621: Annual inspection, pump test, light tower repair, new brakes
- E-622: EGR repair
- WT-631: Tank to pump repair
- U-685: Oil change
- Ford Focus: Oil Change
- MIH: Oil change
- M-611: O2 leak repair
- M-613: Oil change, new brakes
- M-617: New batteries
- R-662: Headlight repair
- E-622: Thermostat replaced

Equipment

- SCBA compressor quarterly maintenance

Facilities

- Station 1: Backup generator annual service, load test
- Station 2: Kitchen door closure replaced, east bathroom toilet repair, HVAC system inspection
- Station 3: South bay door motor parts on order

Report submitted by:
Andy Gray
Logistics Captain

Summary:

January 2024: 21 visits, 10.5 patient care days, 2 pts/day (fully scheduled - half day due to travel back at the end of the ice storm)

January 2023: 49 visits, 16 patient care days, 3+ pts/day (Given blood draws and scheduling support, this is about 3 visits short of fully scheduled)

Years 2024		
Visit date Jan		
	Number of Visits	% of total Visits
Hospital	11	52%
PCP	5	24%
ED	4	19%
EMS	1	5%
Grand Total	21	100%

DC = Discharge Coord (Hospital)

ED = Emergency Dept

EMS = EMS

PCinHome = Primary Care in Home

PAL = Palliative Care

Years 2023	
Visit date Jan	

Referral	Visits	Percent
DC	17	34.7%
PCP	12	24.5%
PAL	8	16.3%
ED	6	12.2%
EMS	6	12.2%
Grand Total	49	100.0%



Western Lane Fire and EMS Authority

2625 Highway 101
Florence, OR 97439-9702
(541) 997-3212

Training Report February 2024

Target Solutions topics for the month are Sexual Harassment Awareness, CAPCE Pediatric Seizures, NFPA 1500 Compressed Gas Safety, and Building Construction. Several links for online pediatric training through the EMS Children's Committee were also added to the schedule.

The drill schedule for February is training and familiarity with the new type 3 engine on 2/6 and simulator and officer development on 2/20.

Monthly officer development includes reading chapters 4 and 5 from *First In, Last Out* and answering assigned questions for discussion at the next officer meeting.

The monthly CPR class had 11 students. We are teaching another class for Iron Horse Logging on 3/2 for about fifty employees.

Ben Taylor, Don Quinn, Nick Helvey, and Hope Taylor attended ICS 300 in Corvallis on 2/29 – 2/31. The group will be joined by Blair Campbell and Ali Gharib on 3/14 – 3/15 for ICS 400.

Don Quinn and Nick Helvey transported our forcible entry door prop down to Reedsport Fire Department for their weekly drill on 2/5. Their chief and training captain asked to borrow the prop for a couple of weeks to provide additional training to the smaller surrounding departments.

Rob is working with the WLCR managers on developing driver training for their responders. We have a tentative date of 4/6 including classroom discussion and the Emergency Vehicle Operator Course (EVOC).

Rob attended Fire Officer 3 from 1/29 – 2/2 at Medford Fire. He will continue with Fire Officer 4 from 2/19 – 2/23 at Jackson County Fire District 3.

B shift has been working on shift to get new employees through driver's training. They have been extremely motivated, getting out and setting up cones in the elements and between calls. B shift is also working on their own shift training calendar for dual role and probationary training.

DPSST Winter Fire School is on 2/24 – 2/25. Don Quinn will be attending Decision Making for Initial Company Operations and Rob will be taking Health and Wellness Safety Officer.

New DPSST certifications for the month are Ronnie Pearson, Tommy Supple, and Sky Cedarleaf-Grey in NFPA Fire and Emergency Services Instructor I, Sky Cedarleaf-Grey in NFPA Rope Rescue Operations, and Jim Yeo in NFPA Firefighter II. Charlie York recertified his FP-C.



February 2024

Western Lane Crisis Response (WLCR) Manager's Board Report Prepared by Melissa House, QMHA-I

General STATS for the month of January

Total of **42** calls of those **9** were phone contacts

Average amount of time spent per call: **1.7** hours

WLCR prevented **10** individuals from being arrested or seen in the hospital

4 individuals were taken to Peace Harbor Hospital

The Justice Department requested WLCR **1** time and the Hospital Requested WLCR **3** time/Clinic **0**

10 Mental Health calls

1 Suicidal Ideations

10 Homelessness

2 Family Disputes

4 Youth

2 Veteran

5 Acute Trauma/Sudden Death

5 Drug/Alcohol

0 Structure Fire

2 Cancelled Enroute

8 Other calls

Program Update:

Call volumes continue to increase. We have been able to ensure double coverage on almost every shift.

Cindy, our client advocate, had the idea to write letters to schoolteachers about the WLCR program and part time positions. There has been a few interested applicants. This is a great, outside of the box idea to help us fill some of the on-call shifts at night, on weekends, and over holidays/summer vacations. We plan to hold interviews soon.

WLCR continues to work on training our new team members and maintaining our two federal grants. Our fulltime team members have developed a committee to work on creating new presentations about our program that include trainings on topics such as suicide prevention, trauma informed care and risk assessment. These presentations will be shared with clubs, schools, and organizations in the community.



WLFEA

Western Lane Crisis Response

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

Budget:

Lane County is in the process of working on a new contract for WLCR and the budget will depend on how things work out with Medicaid billing which is going to be required under Oregon Health Authority.

The continuing application for year 2 of the SAMHSA grant has been submitted.

Lane County Update

Lane County is requesting Policies and Procedures that are required by OHA (Oregon Health Authority). I'll be working with our clinical oversight, Ariann, and Chief Schick to create policies that support Mobile Crisis Response Services. We plan to utilize current WLFEA policies as much as possible.

I keep mentioning Oregon Health Authority (OHA) because Lane County's funding for our program comes directly from the State, OHA. Lane County funds the majority of the program so we have to comply with OHA regulations.

Western Lane Crisis Association:

The Association has applied for 2 grants that will directly help support the WLCR program. We have a meeting scheduled to work on a strategic plan coming up soon. We are hoping to start working on some additional fundraising activities that engage the community and help bring people together.

Entered in
something for your
foreman journal!
Kam
Mokony

Thank you for
representing the
batteries.
\$40.00
cash

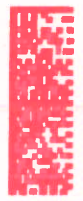


CITY OF
FLORENCE

Join the City of Florence on
February 26 at the Florence
Events Center as we celebrate
2023 and look ahead to 2024!

Visit the various City departments and staff

City of Florence
250 Highway 101
Florence, OR 97439/2024



POSTAGE

\$00.53
ZIP 97439
041111223880

Board of Directors
Siuslaw Valley Fire & Rescue
2625 Highway 101
Florence, OR 97439

Siuslaw Valley Fire and Rescue

Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	12,693.56	150,020.50
1002 Money Market 0832	95,353.60	1,794,742.61
1003 SVFR LGIP 6355	2,016,388.93	1,019,310.43
1013 Debit/Visa 2876	0.00	612.99
1050 PERS UAL 6512	151,377.83	150,321.46
1052 Capital Replace Savings 7216	500,185.67	496,663.23
1054 Capital Improve Savings 7224	462,585.57	459,081.32
Total Bank Accounts	\$3,238,585.16	\$4,070,752.54
Accounts Receivable		
1200 Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1205 Undeposited Funds	0.00	0.00
1208 Employee Advances	0.00	0.00
1230 Other Receivables	0.00	0.00
1236 Prepaid Expense	0.00	19,281.50
1240 Property Tax Receivable	98,361.69	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
Total Other Current Assets	\$105,603.69	\$135,348.55
Total Current Assets	\$3,344,188.85	\$4,206,101.09
Fixed Assets		
1700 Capital Assets		
1701 Land	0.00	0.00
1702 Buildings and Improvement	0.00	0.00
1703 Equipment	0.00	0.00
1708 Vehicles	0.00	0.00
1750 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	0.00	0.00
Total 1700 Capital Assets	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$3,344,188.85	\$4,206,101.09

Siuslaw Valley Fire and Rescue

Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	46,077.55	227,930.96
Total Accounts Payable	\$46,077.55	\$227,930.96
Credit Cards		
2007 OPB Mastercard	0.00	5,963.49
Total Credit Cards	\$0.00	\$5,963.49
Other Current Liabilities		
2010 Other Payables	0.00	0.00
2050 Deferred Revenue	87,281.31	86,577.22
2100 Payroll Liabilities	0.00	0.00
Total Other Current Liabilities	\$87,281.31	\$86,577.22
Total Current Liabilities	\$133,358.86	\$320,471.67
Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$133,358.86	\$320,471.67
Equity		
3100 Capital Reserve	962,771.24	766,975.38
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	1,692,621.08	2,052,570.73
Net Income	555,437.67	1,066,083.31
Total Equity	\$3,210,829.99	\$3,885,629.42
TOTAL LIABILITIES AND EQUITY	\$3,344,188.85	\$4,206,101.09

Siuslaw Valley Fire and Rescue

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

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	2,968,543.61	3,046,205.00	97.45 %
4114 Douglas County	4,074.56	4,718.00	86.36 %
4117 Prior Year Tax Revenue	25,250.34	30,000.00	84.17 %
Total 4100 Property Tax	2,997,868.51	3,080,923.00	97.30 %
4125 Other County Tax Revenue	3,925.33		
4303 Three Rivers Casino	61,688.76	61,689.00	100.00 %
4800 Conflag Reimbursements		50,000.00	
4810 Other Fire Reimbursements	720.20		
4850 Other Income	34,130.00		
4859 Miscellaneous Income	270.00		
4860 Reimbursements and Refunds		15,000.00	
4890 Interest Income GF	35,865.10	12,000.00	298.88 %
4895 Interest Income - Capital 7216	2,338.89	1,000.00	233.89 %
4896 Interest Income - Capital 7224	2,410.26		
Total 4850 Other Income	75,014.25	28,000.00	267.91 %
Total Income	\$3,139,217.05	\$3,220,612.00	97.47 %
GROSS PROFIT	\$3,139,217.05	\$3,220,612.00	97.47 %
Expenses			
7000 Administration			
7100 Administrative Expense			
7108 Dues and Fees	153.24		
Total 7100 Administrative Expense	153.24		
7500 Insurance			
7510 Property & Liability Insurance		43,000.00	
Total 7500 Insurance		43,000.00	
Total 7000 Administration	153.24	43,000.00	0.36 %
8000 Capital Outlay			
8003 Portables/Pagers	43,971.24	45,000.00	97.71 %
8012 Furniture		5,000.00	
8015 Command Vehicle	45,128.55	55,000.00	82.05 %
8023 Type 6 Engine		100,000.00	
8024 Type 3 Engine	444,781.35	450,000.00	98.84 %
8025 Personal Safety		10,000.00	
8103 Computer Upgrades		5,000.00	
Total 8000 Capital Outlay	533,881.14	670,000.00	79.68 %
Total Expenses	\$534,034.38	\$713,000.00	74.90 %
NET OPERATING INCOME	\$2,605,182.67	\$2,507,612.00	103.89 %
Other Income			
9000 Beginning Balance - General Fund		1,640,422.00	

Siuslaw Valley Fire and Rescue

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

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9310 Beginning Balance Capital Replacement Fund		497,356.00	
9320 Beginning Balance Capital Improvement Fund		459,696.00	
Total Other Income	\$0.00	\$2,597,474.00	0.00%
Other Expenses			
9501 Contingency		100,000.00	
9525 Transfer OUT to WLFEA	2,047,245.00	3,741,713.00	54.71 %
9530 Transfer OUT to WLCR	2,500.00	5,000.00	50.00 %
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	
Total Other Expenses	\$2,049,745.00	\$5,105,086.00	40.15 %
NET OTHER INCOME	\$ -2,049,745.00	\$ -2,507,612.00	81.74 %
NET INCOME	\$555,437.67	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01/03/2024	Transfer			Dec 2023PR, Jan 2024 Expenses	1003 SVFR LGIP 6355	-200,000.00
01/04/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	Dec PR, Jan Expenses	1002 Money Market 0832	-200,000.00
01/10/2024	Transfer			purchase of Command Vehicle, radio equipment installation	1003 SVFR LGIP 6355	-55,000.00
01/12/2024	Transfer			purchase of command vehicle, radio equipment	1002 Money Market 0832	-55,000.00
01/16/2024	Bill Payment (Check)	28913	Johnston Motor Company	purchase of command vehicle	1001 Checking 1151	-45,128.55
01/16/2024	Transfer				1003 SVFR LGIP 6355	-75,000.00
01/17/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1002 Money Market 0832	-75,000.00
01/24/2024	Transfer			Jan PERS, PR, Feb Expenses (50% SVFR)	1003 SVFR LGIP 6355	-350,000.00
01/25/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	Jan PERS, PR, Feb Expenses (50% SVFR)	1002 Money Market 0832	-350,000.00
01/31/2024	Transfer			Radio capital purchase	1003 SVFR LGIP 6355	-45,000.00
01/31/2024	Check	SVCCHRG		Service Charge	1003 SVFR LGIP 6355	-0.10

Western Lane Ambulance District

Balance Sheet Comparison

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	75,749.12	80,131.00
1020 Money Market 9835	78,696.68	1,961,701.63
1030 LifeMed Cash 9411	54,700.79	54,721.69
1040 WLAD LGIP 6353	1,411,979.47	1,528,965.65
1050 PERS UAL 6407	59,437.49	59,221.21
1090 Capital Equip Reserve 1060	193,393.28	191,928.26
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$1,874,356.83	\$3,877,069.44
Accounts Receivable		
1200 Accounts Receivable	-1,095.68	-975.68
Total Accounts Receivable	\$ -1,095.68	\$ -975.68
Other Current Assets		
1201 Patient Accounts Receivable	1,113,619.61	1,071,769.99
1202 Allowance for Bad Debt	-155,240.74	-144,359.82
1203 Allowance for Contractual Adjust	-434,311.64	-417,990.29
1204 Grant Receivable	0.46	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	12,774.49	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
Total Other Current Assets	\$612,880.18	\$673,384.80
Total Current Assets	\$2,486,141.33	\$4,549,478.56
Fixed Assets		
1701 Land	0.00	350,000.00
1702 Buildings & Improvements	0.00	581,521.30
1703 Equipment	0.00	1,538,530.00
1704 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	0.00	-1,201,134.41
Total Fixed Assets	\$0.00	\$1,268,916.89
TOTAL ASSETS	\$2,486,141.33	\$5,818,395.45

LIABILITIES AND EQUITY

Western Lane Ambulance District

Balance Sheet Comparison

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	5,916.62	391,740.04
Total Accounts Payable	\$5,916.62	\$391,740.04
Credit Cards		
2007 OPB Mastercard	0.00	4,355.39
Total Credit Cards	\$0.00	\$4,355.39
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	135,005.17
2200 Deferred LifeMed Income	0.00	0.00
Total Other Current Liabilities	\$53,277.00	\$188,282.17
Total Current Liabilities	\$59,193.62	\$584,377.60
Total Liabilities	\$59,193.62	\$584,377.60
Equity		
3010 Investment in Capital and Land	134,135.92	1,268,916.89
3020 LifeMed Fund Balance	55,205.61	54,721.69
3030 Capital Reserve	193,393.28	191,869.39
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	3,039,510.92	4,163,712.86
Net Income	-995,298.02	-445,202.98
Total Equity	\$2,426,947.71	\$5,234,017.85
TOTAL LIABILITIES AND EQUITY	\$2,486,141.33	\$5,818,395.45

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	307,026.48	500,000.00	61.41 %
4002 Private Pay	66,474.70	120,000.00	55.40 %
4020 Medicaid	124,506.19	200,000.00	62.25 %
4023 Medicare	747,397.72	1,180,000.00	63.34 %
4025 GEMT CCO Program	79,937.43	65,000.00	122.98 %
4026 GEMT FFC Program	2,308.00		
4035 Collection Agency	603.48		
4085 Other Revenue	40.30		
4090 less Refunds	-9,575.23		
4099 Allowance for Contractual Adjustment	12,086.16		
Total 4000 Operating Income	1,330,805.23	2,065,000.00	64.45 %
4200 NonOperating Income			
4210 Property Tax Revenue			
4211 Current Year - Permanent Levy	725,680.02	731,823.00	99.16 %
4212 Current Year - Local Option Levy	1,002,129.55	1,052,768.00	95.19 %
4214 Prior Year Taxes	14,892.93	25,000.00	59.57 %
Total 4210 Property Tax Revenue	1,742,702.50	1,809,591.00	96.30 %
4220 Three Rivers Casino	30,792.00	30,792.00	100.00 %
4230 Other County Tax Revenue	1,716.70		
4250 Reimbursements	3,422.27		
4280 Miscellaneous Revenue		15,000.00	
4290 Interest Income WLAD	35,616.05	30,000.00	118.72 %
4295 Interest Income Capital	1,007.66	800.00	125.96 %
Total 4200 NonOperating Income	1,815,257.18	1,886,183.00	96.24 %
4600 LifeMed Income			
4601 LifeMed Subscriptions	20,560.00	120,000.00	17.13 %
4602 LifeMed CPR Classes	7,224.62	14,000.00	51.60 %
4609 LifeMed Interest	17.51		
4690 less LifeMed Refund	-20.00		
Total 4600 LifeMed Income	27,782.13	134,000.00	20.73 %
4700 Grant Income			
4702 MIH Foundation		50,000.00	
Total 4700 Grant Income		50,000.00	
Total Income	\$3,173,844.54	\$4,135,183.00	76.75 %
GROSS PROFIT	\$3,173,844.54	\$4,135,183.00	76.75 %
Expenses			
5000 PERSONNEL SERVICES			
5100 Operations Personal Services			
5123 PERS Operations	1,468.82		
Total 5100 Operations Personal Services	1,468.82		

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July 2023 - January 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Total 5000 PERSONNEL SERVICES	1,468.82		
6900 LifeMed Expense			
6951 Public & Regional Training LM		5,000.00	
6952 QRT Support & Training LM	1,800.00	10,000.00	18.00 %
6953 Promotion & Advertising LM	3,507.71	7,000.00	50.11 %
6957 Bank Fees LM	1,437.20	1,500.00	95.81 %
6958 Postage & Printing LM	511.98	4,000.00	12.80 %
6959 Supplies LM	761.60	1,500.00	50.77 %
6960 Other LifeMed Expenses		1,000.00	
Total 6900 LifeMed Expense	8,018.49	30,000.00	26.73 %
7000 MATERIALS & SERVICES ADMINISTRATION			
7100 Administrative Expense			
7108 Dues and Fees	175.30		
7111 GEMT FFC Fees	476.17		
Total 7100 Administrative Expense	651.47		
Total 7000 MATERIALS & SERVICES ADMINISTRATION	651.47		
8000 Capital Outlay			
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	
Total 8000 Capital Outlay		183,000.00	
8700 Grant Expense			
8705 Three Rivers Casino Carseat Grant	939.78		
Total 8700 Grant Expense	939.78		
Total Expenses	\$11,078.56	\$213,000.00	5.20 %
NET OPERATING INCOME	\$3,162,765.98	\$3,922,183.00	80.64 %
Other Income			
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	
Total Other Income	\$110,000.00	\$3,646,011.00	3.02 %
Other Expenses			
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	2,500.00	5,000.00	50.00 %
9535 Transfer OUT to WLFEA	4,155,564.00	6,206,973.00	66.95 %

Western Lane Ambulance District

Budget vs. Actuals: FY 23-24

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9555 Reserved for PERS UAL Account		59,221.00	
9700 Reserved for Capital Expenditures		503,000.00	
9800 Ending Balance - LifeMed		124,000.00	
9900 Ending Balance - General Fund		150,000.00	
Total Other Expenses	\$4,268,064.00	\$7,568,194.00	56.39 %
NET OTHER INCOME	\$ -4,158,064.00	\$ -3,922,183.00	106.01 %
NET INCOME	\$ -995,298.02	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

January 2024

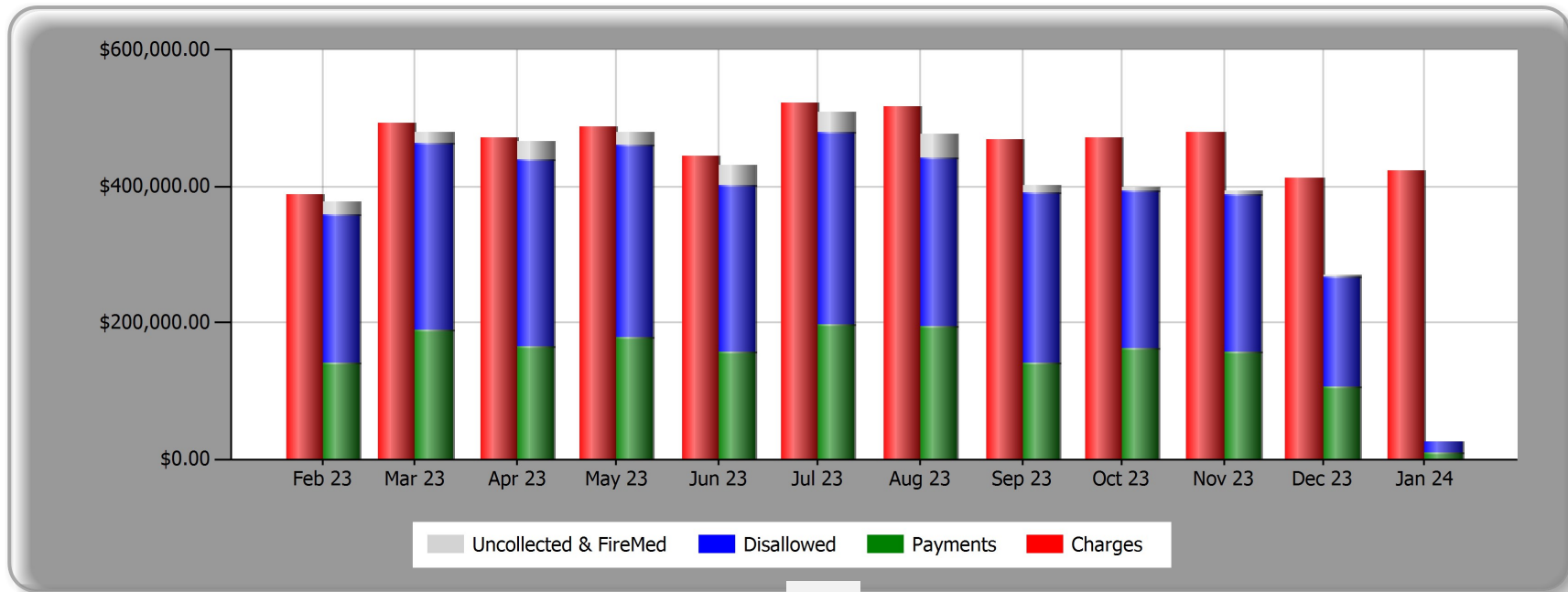
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01/02/2024	Bill Payment (Check)	4152	USPS		1030 LifeMed Cash 9411	-510.00
01/02/2024	Check	SVCCHRG		Service Charge	1040 WLAD LGIP 6353	-0.15
01/02/2024	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-164.00
01/02/2024	Check	EFT	Authorize.net	Billing statement Jan. 2024 for online credit card transactions	1030 LifeMed Cash 9411	-40.90
01/03/2024	Transfer			Dec 2023 PR, Jan 2024 Expenses	1040 WLAD LGIP 6353	-50,000.00
01/03/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	Dec 2023 PR, Jan Expenses	1020 Money Market 9835	-200,000.00
01/16/2024	Bill Payment (Check)	4153	Western Lane Fire & EMS Authority (WLFEA)		1030 LifeMed Cash 9411	-469.00
01/16/2024	Bill Payment (Check)	21120	Brian Crawford		1010 Checking 0046	-275.00
01/16/2024	Transfer			Jan 2024 Expenses	1040 WLAD LGIP 6353	-75,000.00
01/16/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)		1020 Money Market 9835	-75,000.00
01/24/2024	Transfer			Jan PERS, PR, Feb Expenses	1040 WLAD LGIP 6353	-250,000.00
01/25/2024	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	Jan PERS, PR, Feb Expenses (50% WLAD)	1020 Money Market 9835	-350,000.00
01/26/2024	Check	EFT	PERS	make up contributions for D Haberman inv # 1658567, accrued prior year reporting	1010 Checking 0046	-506.69
01/31/2024	Check	SVCCHRG		Service Charge	1010 Checking 0046	-25.00

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	2/1/2023
Date Of Service	1/31/2024
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Feb 23	184	388,519.76	-140,782.65	36 %	-6,594.52	2 %	-216,589.82	56 %	-13,699.00	4 %	10,853.77	3 %
Mar 23	225	492,193.92	-189,293.29	38 %	-5,947.38	1 %	-274,979.85	56 %	-8,395.50	2 %	13,577.90	3 %
Apr 23	209	472,320.24	-165,189.92	35 %	-7,125.00	2 %	-274,729.31	58 %	-18,907.63	4 %	6,368.38	1 %
May 23	218	486,122.40	-179,063.90	37 %	-4,322.90	1 %	-281,138.68	58 %	-14,594.54	3 %	7,002.38	1 %
Jun 23	212	445,007.64	-156,396.12	35 %	-8,270.56	2 %	-244,301.47	55 %	-21,419.54	5 %	14,619.95	3 %
Jul 23	233	523,612.80	-197,079.87	38 %	-9,578.27	2 %	-281,375.66	54 %	-20,988.13	4 %	14,590.87	3 %
Aug 23	224	515,944.92	-196,037.38	38 %	-7,327.34	1 %	-245,134.07	48 %	-28,526.68	6 %	38,919.45	8 %
Sep 23	212	469,796.72	-140,918.16	30 %	-9,037.50	2 %	-250,864.52	53 %	-620.00	0 %	68,356.54	15 %
Oct 23	206	471,176.00	-161,989.25	34 %	-7,665.93	2 %	-230,210.80	49 %	0.00	0 %	71,310.02	15 %
Nov 23	226	479,787.12	-157,874.75	33 %	-4,990.32	1 %	-229,629.23	48 %	0.00	0 %	87,292.82	18 %
Dec 23	185	412,807.68	-106,627.90	26 %	-550.00	0 %	-161,495.92	39 %	0.00	0 %	144,133.86	35 %
Jan 24	199	423,819.18	-10,635.22	3 %	0.00	0 %	-15,907.64	4 %	0.00	0 %	397,276.32	94 %
		2,533	5,581,108.38	-1,801,888.41		-71,409.72	-2,706,356.97		-127,151.02		874,302.26	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



**Western Lane Ambulance District
MONTH END SUMMARY**

Transaction Date	1/1/2024
Transaction Date	1/31/2024
Company Code	Western Lane Ambulance District

Balance Forward	1,098,996.91
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Charges by Level of Service	423,819.18
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
DEC23				0.00				0.00
JAN24	235,279.83	46,719.84	35,088.44	58,189.72	28,662.39	19,428.96	450.00	423,819.18
Total	235,279.83	46,719.84	35,088.44	58,189.72	28,662.39	19,428.96	450.00	423,819.18

Payments - ALL	-154,839.11
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
1/1/2024	BCBS OR Blue Card MedAdv	0154976574	-12,428.17
1/1/2024	XO Regence Federal Oregon	0261174924	-256.44
1/2/2024	VA Regional Payment Center	0336932	-1,771.72
1/2/2024	Care Oregon	1267520	-1,326.37
1/2/2024	UHC West/Secure Horizons	Q1985100	-1,110.12
1/3/2024	Medicare B Oregon	894156225	-3,852.89
1/4/2024	Trillium Community Health Plan	0900181240	-174.24
1/4/2024	XO AARP Medicare Supplemental	1TZ67628757	0.00
1/4/2024	UMR	CI44626088749263;	-3,158.32
1/4/2024	UHC West/Secure Horizons	Q2126153	-1,595.57
1/5/2024	XO MODA	24005B1000161795	-188.63
1/5/2024	MODA	24005B1000161811	-2,945.46
1/5/2024	UHC West/Secure Horizons	91323742	-1,149.40
1/5/2024	UHC West/Secure Horizons	Q2282892	-640.48
1/7/2024	Pacific Source Community Solutions	24007B1000075930	-841.24
1/8/2024	BCBS OR Blue Card MedAdv	0154992728	-3,649.67
1/8/2024	XO AARP Medicare Supplemental	91008704391	-138.65
1/9/2024	BCBS OR Blue Card MedAdv	0154998295	-3,076.92
1/9/2024	VA Regional Payment Center	1282630	-506.51

**Western Lane Ambulance District
MONTH END SUMMARY**

1/9/2024	Oregon Medicaid	600180139	-67.66
1/9/2024	UHC West/Secure Horizons	Q2403916	-1,438.15
1/10/2024	UHC West/Secure Horizons	Q2473682	-575.34
1/11/2024	Trillium Community Health Plan	0900182088	-293.39
1/11/2024	VA Regional Payment Center	1715909	-1,845.16
1/11/2024	United Healthcare	24595328	-1,910.72
1/11/2024	Medicare B Oregon	894176283	-2,371.89
1/11/2024	AARP Medicare Complete Plus	91340485	-382.61
1/11/2024	UHC West/Secure Horizons	Q2568983	-377.45
1/12/2024	MODA	24012B1000118200	-1,436.38
1/14/2024	Pacific Source MedAdvantage	24014B1000009011	-1,221.60
1/14/2024	Pacific Source Community Solutions	24014B1000055529	-4,613.78
1/14/2024	Pacific Source Health Plan	24014B1000117749	-3,182.20
1/15/2024	Blue Cross Blue Shield Oregon	0155003787	-2,942.23
1/15/2024	XO Regence Federal Oregon	0261179593	-616.32
1/16/2024	VA Regional Payment Center	2181639	-4,984.16
1/16/2024	Peace Health Hospice	45034	-450.00
1/16/2024	Medicare B Oregon	894184884	-1,736.82
1/17/2024	VA Regional Payment Center	2309174	-7,985.32
1/17/2024	Oregon Medicaid	600182216	-518.87
1/17/2024	Locke, Denise M	78427610	0.00
1/17/2024	Medicare B Oregon	894188443	-2,635.63
1/17/2024	UHC West/Secure Horizons	Q2744096	-514.52
1/18/2024	Trillium Community Health Plan	0900182972	-99.28
1/18/2024	XO Aetna	824015000145200	-774.00
1/18/2024	Aetna	824015000145202	-1,960.77
1/18/2024	UHC West/Secure Horizons	Q2896466	-2,219.56
1/19/2024	XO MODA	24019B1000100286	-127.82
1/21/2024	Pacific Source MedAdvantage	24021B1000005663	-4,381.76
1/21/2024	Pacific Source Community Solutions	24021B1000037307	-1,561.78
1/21/2024	Pacific Source Health Plan	24021B1000095527	-1,920.38
1/22/2024	XO Blue Cross Blue Shield Oregon	0155011117	-534.20
1/22/2024	XO Tricare for Life	2502141231	-110.56
1/22/2024	Medicare B Oregon	894198170	-1,716.43

**Western Lane Ambulance District
MONTH END SUMMARY**

1/22/2024	XO AARP Medicare Supplemental	91014391712	-727.73
1/23/2024	OPTUM Care	2187903146	-792.79
1/23/2024	Railroad Medicare	817261551	-1,366.68
1/23/2024	Medicare B Oregon	894201313	-2,818.47
1/24/2024	UHC West/Secure Horizons	91363790	-743.50
1/24/2024	UMR	C1446160867900440	-3,234.20
1/24/2024	UHC West/Secure Horizons	Q3079861	-908.26
1/25/2024	Trillium Community Health Plan	0900183848	-750.79
1/25/2024	Medicare B Oregon	894207501	-6,975.70
1/25/2024	AARP Medicare Complete Plus	91368305	-922.71
1/26/2024	XO MODA	24026B1000121673	-139.70
1/26/2024	XO Tricare for Life	2502260033	-129.93
1/28/2024	Pacific Source MedAdvantage	24028B1000028700	-4,254.37
1/28/2024	Pacific Source Community Solutions	24028B1000127748	-1,325.16
1/28/2024	Pacific Source Health Plan	24028B1000243533	-1,778.20
1/29/2024	BCBS OR Blue Card MedAdv	0155022076	-626.59
1/29/2024	XO Tricare for Life	2502288900	-348.64
1/29/2024	Medicare B Oregon	894214013	-7,762.50
1/29/2024	UHC West/Secure Horizons	91374441	-1,038.03
1/30/2024	BCBS OR Blue Card MedAdv	0155028089	-2,356.00
1/30/2024	Medicare B Oregon	894216858	-426.12
1/30/2024	AARP Medicare Complete Plus	Q3331977	-2,526.51
EFT TOTAL			-138,270.12

Payments - Credit Card

(VISA, MC, AMX, Disc)

<u>Trans Date</u>	<u>Amount</u>
1/3/2024	-85.89
1/4/2024	-350.00
1/7/2024	-349.04
1/8/2024	-1,600.00
1/10/2024	-100.00
1/11/2024	-175.00
1/12/2024	-25.00
1/16/2024	-25.00

**Western Lane Ambulance District
MONTH END SUMMARY**

1/17/2024	-50.00
1/19/2024	-350.00
1/20/2024	-450.00
1/23/2024	-275.00
CREDIT CARD TOTAL	-3,834.93

Payments - Bank Deposit *(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
1/3/2024	-5,511.45
1/9/2024	-2,126.54
1/16/2024	-7,356.81
1/23/2024	-1,978.04
1/30/2024	-1,752.84
BANK DEPOSIT TOTAL	-18,725.68

Payments - Refunds/Refund Reversals

<u>Date</u>	<u>Ref Prv</u>	<u>Total</u>
1/5/2024	275.00	275.00
1/8/2024	5,716.62	5,716.62
Total	5,991.62	5,991.62

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>TNT</u>	<u>Total</u>
1/1/2024	-6,319.69			-2,577.72	-3,787.20			-12,684.61
1/2/2024	-3,938.65			-269.56				-4,208.21
1/3/2024	-5,200.06	-6.24		-2,885.53		-1,358.40		-9,450.23
1/4/2024	-3,046.17	-805.74	-1,332.60	0.00	-93.62			-5,278.13
1/5/2024	-1,256.05		-2,815.00	-577.92				-4,648.97
1/7/2024	-1,190.28							-1,190.28
1/8/2024	-3,788.32	1,656.30		0.00	-1,600.00	4,060.32		328.30
1/9/2024	-3,093.29		-2,354.25	-67.66	0.00	-1,700.58		-7,215.78
1/10/2024	-50.00			-575.34	-50.00			-675.34
1/11/2024	-3,874.33	-1,910.72				-1,571.17		-7,356.22

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
1/12/2024	-1,436.38	-25.00	0.00					-1,461.38
1/14/2024	-5,109.66		-556.00	-311.42		-3,040.50		-9,017.58
1/15/2024	0.00			0.00	-719.35	-2,839.20		-3,558.55
1/16/2024	-11,153.57	-273.72	-313.80	-250.00	-1,088.15	-1,473.55		-14,552.79
1/17/2024	-10,073.91		-775.07	-855.36	0.00			-11,704.34
1/18/2024	-820.08			-43.16	-774.00	-3,416.37		-5,053.61
1/19/2024	-227.82			-250.00				-477.82
1/20/2024							-450.00	-450.00
1/21/2024	-2,489.46	-360.00	-1,075.44	-2,867.27	-360.54	-711.21		-7,863.92
1/22/2024	-1,042.02	-212.32		-1,053.61	-780.97			-3,088.92
1/23/2024	-2,941.90	-892.79	0.00	-898.64	-1,030.97	-1,466.68		-7,230.98
1/24/2024	-4,544.47			0.00	-341.49			-4,885.96
1/25/2024	-4,850.22			-868.98	-1,561.94	-1,368.06		-8,649.20
1/26/2024	-269.63							-269.63
1/28/2024	-4,857.54			-1,036.85		-1,463.34		-7,357.73
1/29/2024	-4,955.78	-1,095.09	-1,232.15	-1,363.13	-780.97	-348.64		-9,775.76
1/30/2024	-1,214.35	-987.27	-658.01	-534.57	0.00	-3,667.27	0.00	-7,061.47
Total	-87,743.63	-4,912.59	-11,112.32	-17,286.72	-12,969.20	-20,364.65	-450.00	-154,839.11

Transaction Adjustments by Level of Service	-254,357.37
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Bad Debt Payment Reversal	0.00					0.00	0.00
Fire Med Adjustment	-8,759.57				-1,682.56		-10,442.13
Uncollectible						-977.23	-977.23
W/O Fee Schedule	-110,200.42	-11,453.75	-9,866.92	-34,311.41	-16,342.97	-27,081.30	-209,256.77
W/O to collections	-16,903.52	-4,747.38	-1,822.08	-5,073.50	-3,798.00	34.69	-32,309.79
Waiver per FD	-574.13	-212.32			-585.00		-1,371.45
Total	-136,437.64	-16,413.45	-11,689.00	-41,067.47	-20,725.97	-28,023.84	-254,357.37

Ending Balance	1,113,619.61
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Western Lane Fire and EMS Authority

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking 5400	690,362.94
1003 WLFEA LGIP 6553	1,925,096.36
Total Bank Accounts	\$2,615,459.30
Accounts Receivable	
1200 Accounts Receivable	458,638.55
Total Accounts Receivable	\$458,638.55
Other Current Assets	
1299 Undeposited Funds	0.00
1304 Prepaid Expenses	-2,606.10
1305 Prepaid Insurance	120,514.90
1335 PSA Flex Account	302.00
1400 Deferred Outflows of Resources	1,496,516.99
Total Other Current Assets	\$1,614,727.79
Total Current Assets	\$4,688,825.64
Fixed Assets	
1700 Capital Assets	
1708 Vehicles	76,395.65
1799 Accumulated Depreciation	-7,765.00
Total 1700 Capital Assets	68,630.65
Total Fixed Assets	\$68,630.65
TOTAL ASSETS	\$4,757,456.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	73,401.42
Total Accounts Payable	\$73,401.42
Credit Cards	
2007 TIB Mastercard	11,359.64

Western Lane Fire and EMS Authority

Balance Sheet

As of January 31, 2024

	TOTAL
Total Credit Cards	\$11,359.64
Other Current Liabilities	
2100 Payroll Liabilities	
2110 PERS Payable	-59.50
2115 OSGP Payable	2,954.58
2116 VALIC Payable	1,275.00
2117 AFLAC Payable	1,713.03
2118 VOYA Payable	6,200.00
2120 PLO Payable	1,947.74
2995 Clearing Account	446,088.30
Total 2100 Payroll Liabilities	460,119.15
2125 SVFR Association Dues	40.00
2130 IAFF Union Dues	3,424.41
2135 IAFF PAC Contributions	87.50
2700 Deferred Inflows	194,273.00
Total Other Current Liabilities	\$657,944.06
Total Current Liabilities	\$742,705.12
Total Liabilities	\$742,705.12
Equity	
3200 Investment in Capital	12,150.00
3201 Retained Earnings	2,036,643.66
Net Income	1,965,957.51
Total Equity	\$4,014,751.17
TOTAL LIABILITIES AND EQUITY	\$4,757,456.29

Western Lane Fire and EMS Authority

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

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	2,109,443.50	3,784,713.00	55.74 %
4102 Transfers from WLAD for Administration	4,217,762.50	6,206,973.00	67.95 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	6,641,738.33	9,991,686.00	66.47 %
4400 Miscellaneous Income			
4410 Donations	1,307.00		
4415 Employee Recognition Donation	1,500.00		
4420 Interest	38,125.93		
Total 4400 Miscellaneous Income	40,932.93		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	139,873.88	187,472.00	74.61 %
4702 WLCR Program Other Income	7,500.00	7,500.00	100.00 %
4704 HRSA Grant	30,806.86	100,000.00	30.81 %
4705 BGCWLC Grant	23,959.94	83,333.00	28.75 %
4706 SAMHSA Grant	11,739.49	422,705.00	2.78 %
4707 WLC Foundation Grant	9,313.00	9,313.00	100.00 %
Total 4700 Western Lane Crisis Response	223,193.17	810,323.00	27.54 %
4860 Reimbursements and Refunds	19,140.80		
Total Income	\$6,925,005.23	\$10,802,009.00	64.11 %
GROSS PROFIT	\$6,925,005.23	\$10,802,009.00	64.11 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	111,256.50	165,061.00	67.40 %
5340 HRSA Grant Wages		14,976.00	
5350 BGWLC Grant Wages	30,005.98	65,112.00	46.08 %
5360 SAMHSA Grant Wages	39,157.44	285,946.00	13.69 %
5400 WLFEA Payroll Taxes and Benefits	1,435,517.32	2,415,255.00	59.44 %
5500 WLFEA Wages & Salaries	2,217,439.38	3,749,748.00	59.14 %
Total 5000 Personnel Services	3,833,376.62	6,696,098.00	57.25 %
6000 Operations			
6100 Training	15,125.27	80,195.00	18.86 %
6200 Medical	87,526.05	117,800.00	74.30 %
6300 Reserve Expenses	386.41	2,000.00	19.32 %
6400 Emergency Services	145,963.34	168,000.00	86.88 %
6500 Prevention	22,797.44	16,225.00	140.51 %
6600 Recruitment	8,766.98	6,500.00	134.88 %
6700 Facilities	78,182.54	203,123.00	38.49 %
6800 Vehicles	151,251.73	215,000.00	70.35 %
6900 Operational Supplies	56,122.33	172,000.00	32.63 %

Western Lane Fire and EMS Authority

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

July 2023 - January 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 6000 Operations	566,122.09	980,843.00	57.72 %
7000 Materials & Services			
7100 Administrative Expenses	103,305.34	127,000.00	81.34 %
7200 Technology	54,926.69	76,500.00	71.80 %
7300 Board of Directors	19,581.35	23,500.00	83.32 %
7400 Professional Services	84,375.06	131,750.00	64.04 %
7500 Insurance	238,542.12	150,000.00	159.03 %
8700 WLCR Program	52,590.53	279,228.00	18.83 %
Total 7000 Materials & Services	553,321.09	787,978.00	70.22 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Bank Charges & Fees	0.40		
Total Expenses	\$4,959,047.72	\$8,464,919.00	58.58 %
NET OPERATING INCOME	\$1,965,957.51	\$2,337,090.00	84.12 %
Other Expenses			
9500 Ending Fund Balance		2,337,090.00	
Total Other Expenses	\$0.00	\$2,337,090.00	0.00%
NET OTHER INCOME	\$0.00	\$ -2,337,090.00	0.00 %
NET INCOME	\$1,965,957.51	\$0.00	0.00%

Western Lane Fire and EMS Authority
Transaction List by Date
January 2024

Date	Transaction Type	Num	Name	Memo/Description	Account	Amount
01/01/2024	Bill Payment (Check)	EFT	Stericycle, Inc (Shred-It)	Cust No 6117445	1001 Checking 5400	-363.21
01/01/2024	Bill Payment (Check)	EFT	TK Elevator Corporation		1001 Checking 5400	-512.63
01/04/2024	Bill Payment (Check)	11182	Accuity	WEST8369	1001 Checking 5400	-17,500.00
01/04/2024	Bill Payment (Check)	11183	Airgas USA LLC		1001 Checking 5400	-1,200.90
01/04/2024	Bill Payment (Check)	11184	Angie's Alterations		1001 Checking 5400	-16.00
01/04/2024	Bill Payment (Check)	11185	Canopy		1001 Checking 5400	-275.40
01/04/2024	Bill Payment (Check)	11186	Card Heating & Air, LLC		1001 Checking 5400	-383.00
01/04/2024	Bill Payment (Check)	11187	Coastal Paper & Supply	3418	1001 Checking 5400	-174.35
01/04/2024	Bill Payment (Check)	11188	Cruise Master Prisms, Inc		1001 Checking 5400	-2,250.00
01/04/2024	Bill Payment (Check)	11189	Davison Auto Parts	26588	1001 Checking 5400	-191.22
01/04/2024	Bill Payment (Check)	11190	Henry Schein, Inc.		1001 Checking 5400	-2,383.92
01/04/2024	Bill Payment (Check)	11191	Holly Lais		1001 Checking 5400	-1,174.60
01/04/2024	Bill Payment (Check)	11192	Jerry Ward		1001 Checking 5400	-22.56
01/04/2024	Bill Payment (Check)	11193	L.N. Curtis and Sons	Cust # C30653	1001 Checking 5400	-99.78
01/04/2024	Bill Payment (Check)	11194	Marvin W Plunkett		1001 Checking 5400	-60.00
01/04/2024	Bill Payment (Check)	11195	Matthew Danigelis, M.D.		1001 Checking 5400	-1,000.00
01/04/2024	Bill Payment (Check)	11196	OFDDA-LOSAP TRUST		1001 Checking 5400	-250.00
01/04/2024	Bill Payment (Check)	11197	PacificSource Administrators	Employer ID P00194	1001 Checking 5400	-408.00
01/04/2024	Bill Payment (Check)	11198	Peace Health		1001 Checking 5400	-36.36
01/04/2024	Bill Payment (Check)	11199	Pest Tech		1001 Checking 5400	-735.00
01/04/2024	Bill Payment (Check)	11200	Shervin's Tire & Automotive		1001 Checking 5400	-89.00
01/04/2024	Bill Payment (Check)	11201	Siuslaw Outreach Services, Inc.		1001 Checking 5400	-7.15
01/04/2024	Bill Payment (Check)	11202	Siuslaw Valley Firefighter Association (SVFFA)		1001 Checking 5400	-52.00
01/04/2024	Bill Payment (Check)	11203	Systems Design		1001 Checking 5400	-5,140.96
01/04/2024	Bill Payment (Check)	11204	The Shippin' Shack		1001 Checking 5400	-175.00
01/04/2024	Bill Payment (Check)	11205	VALIC		1001 Checking 5400	-975.00
01/04/2024	Bill Payment (Check)	11206	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-92.35
01/04/2024	Bill Payment (Check)	11207	Westcoast Media Group, Inc.		1001 Checking 5400	-100.00
01/04/2024	Bill Payment (Check)	11208	Zoll Medical Corporation	310599	1001 Checking 5400	-2,227.56
01/04/2024	Check	EFT	Oregon Savings Growth Plan (OSGP)	12-31-23 payroll contributions OSGP	1001 Checking 5400	-2,654.58
01/04/2024	Check	EFT	VOYA	12-31-2023 Payroll contributions Voya processing charges for PR ending 11/30/2023 (80 x \$9.05 ea), delivery fee \$20.00	1001 Checking 5400	-6,000.00
01/05/2024	Check	EFT	ADP Payroll Services		1001 Checking 5400	-772.55
01/05/2024	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-3,424.41
01/05/2024	Bill Payment (Check)	EFT	IAFF Local 851		1001 Checking 5400	-87.50
01/05/2024	Bill Payment (Check)	EFT	Charter Communications -St-1	8751 16 025 0143928	1001 Checking 5400	-38.92
01/05/2024	Check	EFT	ADP Payroll Services	Payroll tax liabilities for 4Q2023 add'l	1001 Checking 5400	-159.95
01/07/2024	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-234.90
01/07/2024	Bill Payment (Check)	EFT	County Transfer & Recycling		1001 Checking 5400	-186.50
01/10/2024	Bill Payment (Check)	EFT	CECO	10003635	1001 Checking 5400	-3,856.46
01/10/2024	Bill Payment (Check)	EFT	Clear Rate Communications	4950169	1001 Checking 5400	-365.22
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-59.87
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-70.72
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-119.35
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-116.12
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-96.00
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-1,231.15
01/11/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-121.64
01/12/2024	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465	1001 Checking 5400	-191.00
01/15/2024	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-289.38
01/15/2024	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-45.92
01/15/2024	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-51.40
01/15/2024	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-224.75
01/15/2024	Bill Payment (Check)	EFT	City of Florence		1001 Checking 5400	-21.56
01/16/2024	Check	EFT	AFLAC	Dec 2023 premium for employee enrollments	1001 Checking 5400	-775.11
01/16/2024	Bill Payment (Check)	11238	Lewis Birdseye		1001 Checking 5400	-1,261.86

01/16/2024	Bill Payment (Check)	EFT	U.S. Bank Equipment Finance	Cust Credit Acct 1782465 11/23-12/22/2023 monthly credit card expenses - \$9109.61 - \$43.39 credit ACH	1001 Checking 5400	-191.00
01/17/2024	Check	EFT	Card Services Center		1001 Checking 5400	-9,066.22
01/17/2024	Bill Payment (Check)	EFT	CenturyLink (Lumen)		1001 Checking 5400	-671.13
01/17/2024	Bill Payment (Check)	11209	Airgas USA LLC		1001 Checking 5400	-259.29
01/17/2024	Bill Payment (Check)	11210	Benton County Public Works		1001 Checking 5400	-1,522.59
01/17/2024	Bill Payment (Check)	11211	Brian's Automotive		1001 Checking 5400	-1,557.00
01/17/2024	Bill Payment (Check)	11212	Coast Broadcasting		1001 Checking 5400	-65.00
01/17/2024	Bill Payment (Check)	11213	Coastal Fitness Inc	Client No. 8013	1001 Checking 5400	-992.00
01/17/2024	Bill Payment (Check)	11214	Coastal Paper & Supply	3418	1001 Checking 5400	-716.62
01/17/2024	Bill Payment (Check)	11215	Country Media, Inc.		1001 Checking 5400	-80.00
01/17/2024	Bill Payment (Check)	11216	Darek Mullins		1001 Checking 5400	-150.00
01/17/2024	Bill Payment (Check)	11217	EMS Technology Solutions LLC		1001 Checking 5400	-7,152.00
01/17/2024	Bill Payment (Check)	11218	Government Ethics Commission	0GE0001108	1001 Checking 5400	-945.68
01/17/2024	Bill Payment (Check)	11219	Henry Schein, Inc.		1001 Checking 5400	-2,556.34
01/17/2024	Bill Payment (Check)	11220	Hughes Fire Equipment, Inc	Cust No 17115	1001 Checking 5400	-841.24
01/17/2024	Bill Payment (Check)	11221	IMS Alliance		1001 Checking 5400	-76.95
01/17/2024	Bill Payment (Check)	11222	Lighthouse Electrical Contractors, Inc.		1001 Checking 5400	-677.22
01/17/2024	Bill Payment (Check)	11223	Lighthouse Uniform		1001 Checking 5400	-1,396.30
01/17/2024	Bill Payment (Check)	11224	Local Government Law Group PC		1001 Checking 5400	-284.00
01/17/2024	Bill Payment (Check)	11225	Oregon Fire District Directors Association (OFDDA)	Siuslaw Valley Fire and Rescue	1001 Checking 5400	-1,500.00
01/17/2024	Bill Payment (Check)	11226	Project Able		1001 Checking 5400	-600.00
01/17/2024	Bill Payment (Check)	11227	Quill, LLC	5116790	1001 Checking 5400	-38.53
01/17/2024	Bill Payment (Check)	11228	Rob Chance		1001 Checking 5400	-859.20
01/17/2024	Bill Payment (Check)	11229	Rotary Club of Florence		1001 Checking 5400	-130.25
01/17/2024	Bill Payment (Check)	11230	Shervin's Tire & Automotive		1001 Checking 5400	-159.00
01/17/2024	Bill Payment (Check)	11231	Special Districts Insurance Services		1001 Checking 5400	-97,235.00
01/17/2024	Bill Payment (Check)	11232	Standard Insurance Company	Policy # 00 762435 001	1001 Checking 5400	-3,800.30
01/17/2024	Bill Payment (Check)	11233	TNT Sales & Repair Inc		1001 Checking 5400	-4,529.11
01/17/2024	Bill Payment (Check)	11234	Trish Lutgen		1001 Checking 5400	-15.33
01/17/2024	Bill Payment (Check)	11235	Vend West Services Inc	WESLA & SVFIR	1001 Checking 5400	-60.95
01/17/2024	Bill Payment (Check)	11237	Charles D York		1001 Checking 5400	-1,683.01
01/17/2024	Check	EFT	HRA VEBA Trust Contributions	HRA Veba contribution for Cindy Gentry (pro-rated)	1001 Checking 5400	-1,500.00
01/18/2024	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-299.97
01/18/2024	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-515.00
01/18/2024	Bill Payment (Check)	11236	Special Districts Insurance Services		1001 Checking 5400	-71,891.24
01/19/2024	Bill Payment (Check)	EFT	Spectrum - Charter Communications		1001 Checking 5400	-184.97
01/19/2024	Bill Payment (Check)	EFT	RICOH	Cust # 15095401	1001 Checking 5400	-24.43
01/20/2024	Bill Payment (Check)	EFT	South Coast Water		1001 Checking 5400	-37.38
01/22/2024	Check	EFT	ADP Payroll Services	OR- SUIER Q4 - recalculated SUI for updated tax rate - debit	1001 Checking 5400	-630.50
01/23/2024	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.97
01/23/2024	Bill Payment (Check)	EFT	WAVE (Astound)		1001 Checking 5400	-194.97
01/24/2024	Bill Payment (Check)	EFT	FIRSTNET (ATT)	287315307133	1001 Checking 5400	-1,457.06
01/25/2024	Bill Payment (Check)	EFT	Heceta Water		1001 Checking 5400	-33.15
01/29/2024	Bill Payment (Check)	EFT	Stepup IT Services LLC	monthly IT svc, SAMSHA laptop	1001 Checking 5400	-6,132.15
01/29/2024	Bill Payment (Check)	EFT	CECO	Fuel 1/1-1/15/2024	1001 Checking 5400	-2,778.84
01/30/2024	Bill Payment (Check)	EFT	Stericycle, Inc (Shred-It)	Cust No 6117445	1001 Checking 5400	-361.56
01/30/2024	Bill Payment (Check)	EFT	Central Lincoln PUD			0.00
01/30/2024	Bill Payment (Check)	EFT	Central Lincoln PUD		1001 Checking 5400	-522.27
01/31/2024	Check	SVCCHRG		Service Charge	1003 WLFEA LGIP 6553	-0.15

Tuesday, Feb 13, 2024 07:58:23 AM GMT-8

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Western Lane Fire and EMS Authority. This policy also provides guidance regarding the authority's reporting process through the chain of command and makes reference to training provided by the Authority (OAR 437-002-0182(4)).

200.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to organize its resources and train personnel in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication (OAR 437-002-0182(4)).

200.3 DIVISIONS

The Fire & EMS Chief is responsible for managing the Western Lane Fire and EMS Authority. The following Divisions make up the Western Lane Fire and EMS Authority:

- Administration Division
- Fire Suppression Division
- Fire Prevention Division
- Emergency Medical Services Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by an Office Manager and provides administrative support to the Fire & EMS Chief; prepares and coordinates the authority budget; acts as liaison with the Administration Division regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the Authority, the Authority staff and Authority officials.

It is the responsibility of the Fire & EMS Chief to prepare and maintain a current organizational chart.

200.3.2 FIRE SUPPRESSION DIVISION

The Fire Suppression Division is directed by the Operations Chief. The Fire Suppression Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

200.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in investigation, education, prevention and mitigation of fire incidents or accidents.

Organizational Structure

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Western Lane Fire and EMS Authority.

200.3.4 EMERGENCY MEDICAL SERVICES DIVISION

The Emergency Medical Services Division is directed by the Operations Chief. The Emergency Medical Services Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses and staffs various emergency response apparatus and support units.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Authority. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Western Lane Fire and EMS Authority shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each authority member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the authority's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Western Lane Fire and EMS Authority shall generally conduct authority business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning authority matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any authority supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

Organizational Structure

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire & EMS Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the Authority.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Authority or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire & EMS Chief or a representative of the Administration Division.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to the health, safety and security of the public or members without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Administration Division. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

200.8 TRAINING

The type, amount and frequency of training provided to authority members shall be provided in accordance with Oregon law (see the Training Policy) (OAR 437-002-0182(11)).

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member safety in the event of an emergency and ensure compliance with Oregon regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) to provide for member safety in the event of an emergency.

201.2 POLICY

The Western Lane Fire and EMS Authority is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Division Chief will develop and maintain an EAP and FPP to provide for the safety of authority members in the event of an emergency. The EAP and FPP will address the specific requirements contained in OAR 437-002-0042 and OAR 437-002-0043 and will address all building, facilities and regular places of work that are controlled by the Authority. The plan also will address actions that members of the Authority must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and at a minimum shall include (OAR 437-002-0042):
 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 2. Procedures to be followed by members who operate critical plant operations before they evacuate.
 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 4. Rescue and medical duties.
 5. The preferred means of reporting fires and other emergencies.
 6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 7. An alarm system to notify members in the event of a fire or other emergency situation.
 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and at a minimum include (OAR 437-002-0043):
 1. A list of major fire hazards, including proper handling and storage procedures for hazardous materials, potential ignition sources and control procedures and the type of fire equipment necessary to control the hazard.

Emergency Action Plan and Fire Prevention Plan

2. Names or job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
3. Names or job titles of persons responsible for control of fuel source hazards.
4. Procedures to control the accumulation of flammable and combustible waste.
5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.

201.4 TRAINING

The Authority will provide state-mandated training supporting the EAP and FPP as described in this policy.

Department/Agency Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to authority policy. An Authority Departmental Directive will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by applicable law or code. Generally the establishment of authority Departmental Directives is management's prerogative but employee participation may be sought in the development of those Departmental Directives. It is the policy of the Authority to comply with any meet-and-confer requirements between labor groups and authorized authority representatives.

202.3 RESPONSIBILITIES

The Fire & EMS Chief shall issue all authority Departmental Directives.

All authority officers and/or supervisors shall be responsible for communicating authority Departmental Directives to all members under their command and/or direct supervision.

Authority Departmental Directives will be rescinded upon incorporation into this manual.

All Departmental Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Authority.

WLAD 2024-2025 Budget Committee

Board Members

Cindy Russell
PO Box 1862
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(541)999-6685
June 30, 2027

Linda Stent
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June 30, 2027

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June 30, 2024

OPEN
June 30, 2023

Pat Stewart
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Susy Lacer
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June 30, 2025

**SVFR
FY 2024 / 2025
Budget Committee and Board of Directors**

Board of Directors

Lori Heppel, President

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Budget Committee

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Erin Huston

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erinrence@opbc.com
(term expires 6/30/23)

Name

OPEN
(term expires 6/30/23)

Name

OPEN
(term expires 6/30/25)



Siuslaw Valley Fire & Rescue Budget Committee Application

Name: Erin Looney Date: January 16, 2024
Address: 1223 34th Pl. Home Phone: (541) 991-0481
City, State, Zip: Florence, OR 97439 Cell Phone: (541) 991-0481
Email: erin.looney@opbc.com

Please answer yes (Y) or no (N):

1. Are you a registered voter residing within the Siuslaw Valley Fire & Rescue District? Y
2. Are you able to attend daytime meetings as necessary? Y-But hopefully not
3. Are you able to attend evening meetings as necessary? Y
4. Are you aware that committee members may have to devote up to 20 hours that include reviewing the budget and meeting on to three times between April and June each year? Y
5. Do you, or any family members, have any business dealings with the Siuslaw Valley Fire & Rescue District? N
6. Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain: N

Please provide brief answers to the following:

7. How many years have you lived in the Siuslaw Valley Fire & Rescue District? 29
8. What is your occupation? Information Technologies/Banking
9. What experience have you had related to budgeting? Yes, I ran a department at Oregon Pacific Bank and also worked in the Finance Department.
10. Please list any city, county, or state committees you are on:
NA
11. What other qualifications do you possess that would benefit the committee? With my previous experience at my employer, I have a high-level understanding of business operations.
12. Please explain why you want to be appointed to the committee: I have served on this committee for my prior term. I understand the need for the to maintain budget members for this position and I am happy to serve my community.

Signature _____ Date _____



Western Lane Ambulance District Budget Committee Application

Name: Bob Stewart Date: 2-21-22
Address: 1608 38th Loop Home Phone: 0
City, State, Zip: Florence, Or. 97439 Cell Phone: 541-991-7605
Email: maplestreetfarm@hotmail.com

Please answer yes (Y) or no (N):

1. Are you a registered voter residing within the Western Lane Ambulance District? Y
2. Are you able to attend daytime meetings as necessary? Y
3. Are you able to attend evening meetings as necessary? Y
4. Are you aware that committee members may have to devote up to 20 hours that include reviewing the budget and meeting on to three times between April and June each year? Y
5. Do you, or any family members, have any business dealings with the Western Lane Ambulance District? no
6. Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain: no

Please provide brief answers to the following:

7. How many years have you lived in the Western Lane Ambulance District? 100
8. What is your occupation? Retired
9. What experience have you had related to budgeting?
Adm of Human Resources - Peace Harbor Hospital
10. Please list any city, county, or state committees you are on:
none
11. What other qualifications do you possess that would benefit the committee?
Previous experience on Library Budget Comm - business owner & work experience in Human Resources
12. Please explain why you want to be appointed to the committee:
Western Lane Ambulance is vital to this community and needs appropriate funding to operate & attract & retain qualified staff.

Signature Bob Stewart Date 2-21-22



Western Lane Ambulance District
Budget Committee Application

Name: Karin Guy Date: 1/31/24
Address: 88123 Windleaf Way Home Phone: _____
City, State, Zip: Florence OR 97439 Cell Phone: 541 890 0906
Email: Kaz0709@gmail.com

Please answer yes (Y) or no (N):

1. Are you a registered voter residing within the Western Lane Ambulance District? Y
2. Are you able to attend daytime meetings as necessary? Y
3. Are you able to attend evening meetings as necessary? Y unless bad weather/roads.
4. Are you aware that committee members may have to devote up to 20 hours that include reviewing the budget and meeting on to three times between April and June each year? Y
5. Do you, or any family members, have any business dealings with the Western Lane Ambulance District? N
6. Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain: NO, I worked there from Nov 2016 - Jan 2018.

Please provide brief answers to the following:

7. How many years have you lived in the Western Lane Ambulance District? 10
8. What is your occupation? Retired
9. What experience have you had related to budgeting?
I was a Director of Volunteer Services at Asante with 10 cost centers. Prior Treasurer for Hecla South Hart
10. Please list any city, county, or state committees you are on:
None
11. What other qualifications do you possess that would benefit the committee?
Objective, listen to all sides, reasonable
12. Please explain why you want to be appointed to the committee:
I have been seeking volunteer work since I retired in July 2023, and with my prior experience, I thought this would be a good fit.

Signature Karin G Date 1/31/24

Western Lane Ambulance District

RESOLUTION NO. 2024-01

RESOLUTION TO AMEND THE FY2023-24 BUDGET

WHEREAS, the Western Lane Ambulance District (WLAD) had employees until the fiscal year 2022-23; and,

WHEREAS, the Public Employees Retirement System (PERS) has been auditing and adjusting employees accounts,

THEREFORE, BE IT RESOLVED, that at the regular board meeting of the Western Lane Ambulance District Board of Directors, the following budget adjustment of \$1,469 will be made as follows:

General Fund	Current Budget	Budget Change	Adjusted amount
Operating Contingency	\$100,000	\$1,469	\$98,531
PERS Pension	\$0	\$1,469	\$1,469

Adopted on this 22nd day of February 2024.

By: _____
Cindy Russell, WLAD President

Attest: _____
Vanessa Buss, WLAD Secretary/Treasurer

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2024-02

RESOLUTION TO MOVE FUNDS TO THE WESTERN LANE FIRE AND EMS AUTHORITY

WHEREAS, the Siuslaw Valley Fire and Rescue received \$19,130 from the Catherine Anne Administrative Trust; and,

WHEREAS, the employees have moved over to the Western Lane Fire and EMS Authority,

THEREFORE, BE IT RESOLVED, that at the regular board meeting of the Siuslaw Valley Fire and Rescue Board of Directors, \$19,130 will be transferred from SVFR’s General Fund 4850 Other Income to the WLFEA General Fund as follows:

General Fund	Current Budget	Budget Change	Adjusted amount
Donation	\$15,000	\$19,130	\$34,130
Employee Recognition	\$27,000	\$19,130	\$46,130

Adopted on this 22nd day of February 2024.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Tim Mendolia, SVFR Secretary/Treasurer

Training Policy

203.1 PURPOSE AND SCOPE

The Authority will administer a training program that provides for the professional growth and continued development of its members. By doing so, the Authority will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets state law and the needs of the community (OAR 437-002-0182(11) and OAR 333-265.

203.2 POLICY

The policy of the Western Lane Fire and EMS Authority is to provide firefighter and Medical training as required by Oregon law (OAR 437-002-0182(11)). The Authority seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the Authority will use courses certified by the Oregon Department of Public Safety Standards and Training (DPSST), Oregon Health Authority, the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Provide for reduced risk and enhanced personnel safety.
- (c) Increase the technical expertise and overall effectiveness of authority members.
- (d) Provide for continued professional development of authority members.
- (e) Provide for the maintenance of member DPSST certifications (OAR 259-009-0065).
- (f) Provide for the maintenance of member OHA certifications.
- (g) Meet the training requirements of OAR 437-002-0182(11) and OAR 333-265.

203.4 TRAINING PROGRAM ACCREDITATION

The fire training program conducted and administered by the Western Lane Fire and EMS Authority shall be accredited by DPSST (OAR 259-009-0087).

203.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Coordinator. It is the responsibility of the Training Coordinator to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved.

Training Policy

203.6 TRAINING NEEDS ASSESSMENT

The Training Coordinator will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire & EMS Chief, the needs assessment will form the basis of the training plan for the following year.

203.7 TRAINING RECORDS

All training records will be maintained in accordance with established records retention schedules and the DPSST required minimum of five years (OAR 259-009-0087).

Liability Claims

204.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the Authority.

204.2 POLICY

It is the policy of this authority to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

The Fire & EMS Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the Authority.

Any member of this authority who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Authority, should forward the information to the risk manager as soon as practicable.

204.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire & EMS Chief and the authority's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing within a reasonable amount of time.

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Authority.

205.2 POLICY

Western Lane Fire and EMS Authority members shall use email in a professional manner in accordance with this policy and current law (Oregon Public Records Act).

205.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any authority technology system.

The Authority reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Authority, including the authority email system, computer network or any information placed into storage on any authority system or device. This includes records of all key strokes or web-browsing history made at any authority computer or over any authority network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through authority computers, electronic devices or networks.

205.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Authority.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Authority are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

Electronic Mail

205.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Oregon Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law (ORS 192.001 et seq.).

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management and Release of Records policies.

Minimum Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs and unique local or regional circumstances, consistent with any collective bargaining agreement.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire & EMS Chief and any collective bargaining agreement.

206.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (firefighter/engineer, Company Officer, etc.), either through promotional examination or a training program approved by the Authority.

Out of class assignment - Any situation in which a member of the Authority functions in a supervisory rank above his/her normal position description and job duties.

206.2 POLICY

The Authority balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Authority.

206.3 ACTING OUT OF GRADE/RANK

In order to accommodate operational flexibility and other unforeseen circumstances, a member at a lower rank may act out of grade/rank, if qualified, for a limited period of time, consistent with any applicable collective bargaining agreement.

Decisions regarding supervision should result in each firefighter and firefighter/engineer being supervised by a single Company Officer or acting Company Officer. Each Company Officer should be supervised by a Chief Officer or an acting Chief Officer.

206.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum staffing, including one Officer, one firefighter/engineer, and one firefighter.
- (b) Ladder trucks or aerial units should be comprised of a minimum of one Officer, one firefighter/engineer and one firefighter.
- (c) Rescue squads should be staffed with a minimum of two firefighters.

Minimum Staffing Levels

- (d) Medic units should be staffed with two paramedics, a paramedic and EMT, or in compliance with authority physician supervisor guidelines.

If staffing falls below minimum guideline levels, the Chief Officer shall have the authority to call-back a sufficient number of personnel to fill vacancies. This includes holding-over personnel from a previous shift.

The Shift Officer is responsible for promptly notifying the Operations Chief or the Fire and EMS Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify WestComm that the unit is understaffed and request that an additional unit respond, if necessary.

Administrative Communications

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Authority.

207.2 POLICY

It shall be the policy of the Western Lane Fire and EMS Authority to control the use of the name of the Authority and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

207.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire & EMS Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

207.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Authority are not misused, all external correspondence shall be on authority letterhead.

All authority letterhead shall bear the signature element of the Fire & EMS Chief in addition to the actual signature of an authorized signer. Members of the Authority may use letterhead only for official business and with approval of their supervisor.

See attachment: [WLFEA Letterhead.pdf](#)

207.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Authority. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between authority members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Authority, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized authority memorandum format include:

- A standard heading, including the name of the Authority.
- The date of the memorandum.

Administrative Communications

- The intended recipient of the memorandum.
- The name, rank and division of the authority member creating the memorandum.
- A brief statement of the subject of the memorandum.

[See attachment: WLFEA Memo Template.pdf](#)

207.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard authority cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information. Documents with confidential information should be clearly marked "CONFIDENTIAL".

[See attachment: WLFEA FAX COVER SHEET.pdf](#)

207.7 SURVEYS

All surveys made in the name of the Authority shall be authorized by the Fire & EMS Chief or the authorized designee.

Attachments

WLFEA Letterhead.pdf



Western Lane Fire and EMS Authority

2625 Highway 101
Florence, OR 97439-9702
(541) 997-3212

www.wlfea.org

WLFEA Memo Template.pdf



Memorandum

To: WLFEA Board of Directors

From:

CC:

Date:

RE:

WLFEA FAX COVER SHEET.pdf

Post-Incident Analysis (PIA)

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the Authority. This policy describes the various types of a PIA that can be used in the evaluation of authority performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training. Any member of Western Lane Fire and EMS Authority may request a PIA and is highly encouraged to do so. The examples given below for the various types of PIAs are examples only and will not cover all potential incidents in which a PIA would be necessary or helpful. Any member unsure of whether they should request a PIA should discuss this with the incident commander of the call in question, their company officer or any other officer. Additional resources available to any member include the Mental Health Crisis Response team, Peer Support members, or the Employees Assistance Program (EAP).

208.2 POLICY

The PIA is a valuable tool to improve the overall operations of the EMS and fire service. It is the policy of this authority to use PIA as a tool for Incident Commanders (IC), Fire Prevention Officers, Chief Officers, Shift Commanders and command staff to identify areas of strength and weakness within the Authority on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in authority-wide training to communicate continuous improvement of emergency scene operations.

208.2.1 RESPONSIBILITIES

ICs, Fire Marshals, Chief Officers, Shift Officers and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

Post-Incident Analysis (PIA)

208.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Authority to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include the following:
 1. Evaluation of the overall operational effectiveness
 2. Evaluation of safety procedures
 3. Evaluation of the success or failure of tactical objectives
 4. Evaluation of the application and effectiveness of policies and/or procedures
 5. Specific knowledge that might be beneficial
- (b) The information gained from a PIA should be used by Officers and staff teams to:
 1. Reinforce the incident management system.
 2. Evaluate current training programs and/or identify training needs.
 3. Evaluate current policies and procedures.
 4. Identify and prioritize planning needs for the future.
 5. Identify equipment problems/concerns.
 6. Evaluate fire prevention inspection and public education effectiveness.

208.4 TYPES OF POST-INCIDENT ANALYSIS

208.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

Post-Incident Analysis (PIA)

208.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis. Types of incidents which may warrant an informal PIA include:

- Trauma System activation with scene time greater than 10 minutes
- Any MVA or similar incident requiring extrication
- Any call involving rapid sequence intubation (RSI)
- Any call when CPR is performed
- Incidents involving transfer of a patient from an ambulance to an Air Ambulance
- Incidents with two or more patients requiring Trauma System activation
- Any incident requiring rarely used medical procedures such as needle decompression

208.4.3 COMPANY-LEVEL PIA

Company-level PIA is highly encouraged and should be a standard communication tool for all Officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

208.4.4 FORMAL PIA

(a) A formal PIA should be conducted following all:

1. Multiple alarm structure fires
2. Multiple alarm brush fires
3. Multiple alarm Emergency Medical Service (EMS) incidents
4. Multiple alarm special operations incidents
5. Major disaster drills
6. Any unusual incident identified by the IC or other staff officers

(b) A formal PIA should be considered for:

1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
3. Any fire resulting in a fatality.
4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.

Post-Incident Analysis (PIA)

5. Any "close call" incident where firefighters could have been injured.
 6. Any hazardous materials incident with multi-company involvement.
 7. Specialty rescue operations with multi-company involvement.
 8. Any incident involving the death or serious injury of a pediatric patient.
 9. Any incident, at the IC's discretion or at the request of an Officer.
- (c) The Operations Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
1. Setting a presentation date and location within three days (whenever possible) of the incident.
 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire & EMS Chief for approval and distribution.
 4. Notification of Shift Officers.
 5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
 6. Arranging move-up and/or cover companies from other departments.

The Shift Officer is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire & EMS Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.