

**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

March 28, 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

Note: This meeting is being recorded.

II. Pledge of Allegiance

III. Roll Call / Establishment of Quorum

IV. 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.*

V. Presentation: Ali Gharib promotion

VI. Consent Agenda

Meeting Minutes: Regular Meeting February 22, 2024

Staff Reports

Correspondence

VII. Monthly Financials for SVFR, WLAD, WLFEA

VIII. Old Business

a. Policies from February 22, 2024:

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

b. Policy: 1027 Personal Appearance Standards

IX. New Business

- a. Policies for Review:
 - i. 209 – Annual Planning Master Calendar
 - ii. 210 – Solicitation of Funds
 - iii. 211 – Electronic Reader Board
 - iv. 212 – Use of SDAOs Pre-Loss Legal Program
 - v. 213 – WLAD Billing Policy
 - vi. 214 – Petty Cash Management
 - vii. 215 – Physical Asset Management
- b. Best Practices
- c. Supplemental Budget: SVFR Resolution 2024-03
- d. Supplemental Budget: WLAD Resolution 2024-02

X. Director Comments

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

XI. Future Business:

- a. April 4, 2024, at 5:30 p.m. WLFEA Budget Committee Meeting
- b. April 11, 2024 at 5:30 p.m. SVFR Budget Committee Meeting
- c. April 18, 2024 at 5:30 p.m. WLAD Budget Committee Meeting
- d. April 25, 2024 at 6:00 p.m. Joint Board Meeting

XII. Adjournment

To SVFR, WLAD and WLFEA Boards of Directors,

Swisshome-Deadwood RFPD is a mutual aid partner with Siuslaw Valley Fire & Rescue and regularly assists Western Lane Ambulance District by responding to medical calls in and near our district. As Fire Chief of Swisshome-Deadwood RFPD I have a very different perspective than was shared at the February review of your Strategic Plan, specifically regarding section D.2. With the hope of restoring our decades-old working relationship, or at least improving that relationship from its current state, I'd like to share some of my observations about your review of section D.2 of your Strategic Plan.

WLFEA Strategic Plan Goal D.2:

Maintain relations with mutual aid partners. Prioritize annual formal relationship check-ins (at a minimum). Re-establish partnerships where necessary.

Annual formal relationship check-ins have not been happening. From my perspective the partnership has deteriorated from the level of partnership that existed only a few years ago.

Conduct mutual aid training exercises annually

Annual mutual aid training has not happened for many years. Inviting mutual aid partners to attend regularly scheduled drills is not mutual aid training. Past mutual aid training has been oriented towards becoming familiar with each agency's equipment, capabilities and operating conditions. Mutual aid training used to happen in Florence, Mapleton and the Swisshome-Deadwood area to share the burden of travel time and expense as well as to become familiar with the operating conditions of each agency's area.

Enhance the working relationship between Fire services and EMS providers (internal and external) through coordinated joint training and shared reserves.

Bi-annual CPR certification is the only joint EMS training that happens regularly with our district.

Swisshome-Deadwood RFPD and Mapleton Fire have Quick Response Teams that assist WLAD in response to EMS calls in and near our districts. Our QRT consists of 2 EMRs and 2 EMTs. EMR training has not been available through WLAD since WLFEA

has moved to EMT as a minimum for its firefighters. EMT training is too costly for our small RFPD budget but we have had volunteers trained to the EMT level in the past, paid for by what used to be known as the QRT fund. It is my understanding that this fund is now only available to us up to the amount of LifeMed memberships collected from our district.

The up-river QRTs were created in an attempt to provide a better EMS response to the more distant parts of the WLAD ASA. Both up-river RFPDs were reluctant to take on liability and expense for services not required under ORS 478. When the QRT partnership began, WLAD provided training, supplies, surplus vehicles and continuing education. Currently WLAD only provides supplies.

Neither Chief Schick or I could find any written agreements regarding the QRT partnership and the roles and responsibilities of any agency. I have asked Chief Schick to work with me and Chief Patterson of Mapleton Fire to formalize the QRT partnerships by describing roles and responsibilities of each agency in a written agreement. Chief Schick declined and was not interested in clarifying roles and responsibilities with a written agreement.

We have a small operating budget of approximately \$84,000 to satisfy the requirements of ORS 478 in our 49 square mile area. The cost of maintaining our QRT has grown to be a percentage of our operating budget. It is not sustainable for us to spend an increasing percentage of our budget on maintaining our QRT. Without more support from WLAD we may consider discontinuing our QRT.

Improve mutual aid efforts with surrounding emergency service providers by identifying need and functions, and provide periodic training and exercises

I have already stated that periodic mutual aid training with us has not been happening.

On November 6, 2023 Swisshome-Deadwood RFPD and Mapleton Fire responded at 4:30am for a mutual aid call to cover SVFRs district while all available SVFR staff were fighting a large structure fire. No one else answered the call but we did. At the following WLFEA Board meeting one of the directors made a comment about minimum standards for mutual aid coverage. SVFR is the largest and best resourced fire district in the region. If you would like your mutual aid partners to have a higher minimum standard than they currently do, I would think it would be to your benefit to identify a minimum standard for mutual aid partners and assist your smaller neighbors in achieving that goal.

Eugene-Springfield Fire is the largest fire agency in Lane County. They make it a high priority to be a resource for their region. They don't do this out of charity but because they know that by strengthening their region they are putting their department and taxpayers in a better, stronger position.

While our number one responsibility is always to our own taxpayers I would suggest that there is a responsibility that comes with being the largest fire agency in the region. By working to strengthen the region you will be providing value to your own taxpayers as evidenced by this November 6, 2023 need for mutual aid.

At your February Board meeting Chief Schick spoke of his desire to strengthen the relationship between WLFEA and the up river districts. He said "I think they've been coming to our training more. They've been more involved in training now which is awesome and then we'll be looking at our mutual aid agreement all the way down. We'd like to go with a straight mutual aid response with them. It's getting better, our working with them".

Several of our volunteers attended one WLFEA drill towards the end of last year. One drill is more than none but to be clear, this one drill is the only training our agencies have done together in years. Chief Chance has been sharing the WLFEA training schedule with me but attending drills in Florence requires a very long round trip for our volunteers, many of whom have to get up early for work the following day. It's just not feasible for us to attend many WLFEA drills. We train every week. We are no more involved in training now than we have ever been, we just don't spend the extra time to go to Florence to train with WLFEA. We would go to Florence to train more often if the burden of time and travel were shared occasionally like it was six or seven years ago. Our working relationship with WLFEA is better now than it was towards the beginning of Chief Schicks tenure but it is nothing compared to the close working relationship we've had with SVFR and WLAD in prior years and decades.

Greg Hertzbach
Fire Chief
Swisshome-DeadwoodRFPD
541-901-1469
chief@sdrfpd.org
"neighbors helping neighbors"

**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, February 22, 2024, 6:00 p.m.
The Zoom recording will be on the WLFEA Website

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi, Director Laurie Heppel, and Director David Carrillo

Not Present: Director Tim Mendolia, and Director Keith Stanton (attended LCOG meeting)

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb, Director Cindy Russell, Director Linda Stent, Director Vanessa Buss (via Zoom), and Director Adam Holbrook (arrived after roll call, 6:05 p.m.)

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Training Chief Rob Chance (via Zoom), and Recording Secretary Holly Lais (via Zoom)

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

PUBLIC COMMENT: None

PROMOTIONAL CEREMONY:

Ali Gharib was not available this evening for his promotion to was Lieutenant. It will occur at the March meeting.

CONSENT AGENDA:

- Meeting Minutes: Regular Meeting January 25, 2024
- Staff Reports – Chief Schick’s report was not in the board packet, but he will send his report out separately.
- Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen reported that for the budget numbers to be on target they need to be roughly tracking at 58%. She said most capital items for SVFR have been purchased but we are still waiting for the Type VI. There were a few high line items on WLAD like Transfers Out to WLFEA at 66%. She explained that LifeMed renewals will start in June which is why the income is low and the expenditures are high. Staff have been gearing up for renewals to start. WLFEA Budget vs. Actuals was on target with a few high line items like pharmacy expenses, GEMT, community outreach, and emergency software services. Fire Prevention purchased new burn permit software. Workers Comp has doubled due to PTSD cases, retirements, and senior member back and shoulder injuries. Chief Schick added that this is a physical job, and even with safety equipment and a robust safety committee, injuries do occur.

Director Stent inquired if we could donate expired pharmaceuticals to the wildlife refuge. Chief Chance explained how we dispose of controlled substances and liquid waste. Chief Schick will look into it and she will continue to research.

OLD BUSINESS:

- a. Policies from January 25, 2024: Discussed
 - i. 200 Organizational Structure
 - ii. 201 Emergency Action Plan
 - iii. 202 Department/Agency Directives
 - iv. 1027 Personal Appearance Standards – this will be an extended topic as multiple policies will need to be developed for different staff.

NEW BUSINESS:

- a. Budget Committee Applications:

WLAD Budget Committee Member Patt Stewart would like to continue on the Budget Committee for another term, and Karen Guy has applied for the open positions.

WLAD Director Webb made a motion to accept this year's Budget Committee members. Seconded by Director Russell. Roll call vote, all in favor, and the motion carried.

SVFR Budget Committee Member Erin Huston has changed her last name to Looney and would like to continue on the budget committee for another term. The two open positions have received no applicants.

SVFR Director Carrillo made a motion to accept this year's Budget Committee members. Seconded by Director Heppel. Roll call vote, all in favor, and the motion carried.

- b. WLAD – Resolution: PERS Budget Adjustments:

The Western Lane Ambulance District (WLAD) had employees until the fiscal year 2022-23, and the Public Employees Retirement System (PERS) audited and adjusted employee accounts. Resolution 2024-01 will adjust the budget, moving \$1,469 from Operating Contingency to PERS Pension.

WLAD Director Holbrook made a motion to approve Resolution No. 2024-01 Resolution To Amend The FY2023-24 Budget. Seconded by Director Webb. Roll call vote, all in favor, and the motion carried.

- c. SVFR – Resolution: Transfer of Funds – Trust:

Siuslaw Valley Fire and Rescue received additional dollars from the donation from the Catherine Anne Administrative Trust. Resolution 2024-02 will transfer \$19,130 from SVFR's General Fund 4850 Other Income to the WLFEA General Fund Employee Recognition.

SVFR Director Heppel made a motion to approve Resolution No. 2024-02 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.

- d. SDAO Conference Review:

Director Stent shared her experience at this year's SDAO conference. One of her big takeaways was from a Vendor who explained the State Narcan Program to her. She inquired if we and the schools utilized that program. Director Heppel shared her experience, and Director Russell shared what she learned regarding AI and websites.

- e. Strategic Plan Review Budget Calendar/Appoint Budget Officer:

Chief Schick provided a PowerPoint Presentation explaining why certain goals were behind schedule in the Strategic Plan for years 2023-24. The group discussed some ideas to meet those goals like getting more volunteers by participating in high school job fairs and revisiting the Explorers Program. The Consolidation and Merger face challenges since one is a health and the other a fire district, instead of two similar districts. Chief Schick is optimistic and still would like to see the consolidation happen. He noted that goals can be prioritized, and resources dedicated to meet those goals.

f. Staff Complaint on Ride Along:

Multiple staff complaints regarding Director Stanton's ride-along on February 2, 2024, went up the chain of command to Chief Schick and both SVFR and WLAD Board Presidents. Director Stanton had serious accusations brought up against him that were presented for the record by Director Palisi. Such accusations included HIPAA and OSHA violations. He also read Director Stanton's response to Chief Schick's email addressing the complaints. Director Palisi asked for feedback, concerns, and discussion from the directors. Chief Schick suggested no more ride-alongs, and Director Heppel inquired if Director Stanton had taken any HIPAA classes and what options SDAO could provide.

Director Palisi made a motion to involve a third-party investigator. Seconded by Director Russel. Roll call vote, all in favor, and the motion carried.

g. Committee Review:

Directors received a lot of good data and input from the Safety and Feasibility Committee. The committee can now be temporarily removed, and decisions made at the Board Level.

h. Policies for Review: Discussed

- 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

DIRECTOR COMMENTS:

None

Directors went into Executive Session: Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Directors went into 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.

Directors will not readjourn after the executive session. The Regular meeting adjourned at 7:52 p.m.

FUTURE BUSINESS:

The next scheduled Joint Board Meeting is Thursday, March 28, 2024, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary



Memorandum

To: WLFEA Board of Directors

From: Fire and EMS Chief Michael Schick

CC: Trish Lutgen, Dep Chief House, Div. Chief Chance

RE: Chief's Board Report March 28th

1. Life Safety and Fire Hazard inspections

Our inspection program is finally up and running. I have discussed having our program publicized by the City of Florence so our business owners will have as much advance notice as possible of what we are trying to accomplish and that we are working with them to create safe buildings. Early on it seems that the most common violations we are seeing are improper use of extension cords, improperly marked exits, and a lack of annual inspections for fire extinguishers.

2. Joint Labor Management Relations Committee

At the request of the Union the meeting was cancelled for February. During the March meeting the format of these meetings was discussed. Originally designed to address issues arising from a merger the WLAD and SVFR contracts it has broadened to allow other labor/management issues to be addressed.

3. Disciplinary actions

We have had to take a few disciplinary actions lately. Since these are personnel matters it's not something that we will be discussing in public forums. Along with our investigations the Lane County Sheriff's office and the Drug Enforcement Administration have been involved. These investigations have pointed out that we

could be more diligent in our controlled substance tracking procedures and we will be implementing changes to ensure that we are protecting our staff and patients.

4. Property development

I discussed potentially expanding our footprint to the north of Station 2 on the Peace Harbor campus with CAO Jason Hawkins. The Hospital is considering a possible expansion into that area and at this time do not foresee allowing us to purchase or expand to the area adjacent to Station 2.

5. Captain Assessment Center

We are holding a Captain Assessment Center on Wednesday, March 27 in order to develop a promotional list for the position. We are anticipating the retirement of Captain David Rossi on or around July 1 of this year.

6. Employee Handbook

Prior to the complete retirement of Dina McClure from WLFEA we asked her to develop an Employee Handbook to serve as a brief overview of the rules and regulations which apply to new and current employees. This handbook does not replace a careful reading of our policies but it does give an excellent overview of them. The boards will be asked to review and approve the handbook within the next few months.

7. Family feud

WLFEA will be participating in a Florence Food Share fund raiser on April 5th at the Three Rivers Casino. The event will be modeled after the popular television series, Family Feud. I believe our opponent will be the Florence Police Department.



Western Lane Fire and EMS

"Stronger as one"

March 28, 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 Directors 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, but 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 out on routine calls. Crews adjusting to the change of a more versatile apparatus for our response.
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. Schedule to go to Bend for the uplift process.
5. Took delivery 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. Second batch of radios to the capital project ordered. This is a radio upgrade project that we've been working on for the past five years.
6. Station 1 had a roof leak repaired which is a temporary fix on the membrane portion of the roof. We are in the process of getting three quotes for repairs to this.
7. Been very busy working on numerous capital improvement projects such as above and order Ventilators to replace aging ventilator equipment, Dual complaint PPE, Lucas compression device, Station 2 outside building addition, and flooring for Station 1 upstairs.

1. Mobile Integrated Healthcare

Mobile Integrated Healthcare program has had a decrease 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.



Western Lane Fire and EMS

“Stronger as one”

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.
- iv. Inservice training on Type III.
- v. Annual uniforms distributed.
- vi. Annual inspections of bay doors.

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 February 2023 Responses	2023	2024	Difference
911 Response, transports	131	184	53
Interfacility Transfers	34	40	6
Specialty Care Transfer	16	11	-5
911 Response, no patient transport	142	142	0
Mobile Integrated Healthcare Visits	26	20	-6
Fire	2	2	0
Rescue / EMS	74	98	24
Other (Service calls, good intent, false alarms)	31	22	-9
Overall call volume	456	519	63
WLFEA responses through FY 2023-24	FY 22-23	FY 23-24	
911 Response, transports	1278	1313	35
Interfacility Transfers	279	270	-9
Specialty Care Transfer	140	103	-37
911 Response, no patient transport	1061	1070	9
Mobile Integrated Healthcare	287	194	-93
Fire	52	75	23
Rescue / EMS	695	769	74
Other (Service calls, good intent, false alarms)	247	284	37
Fiscal year total call volume comparison	4039	4078	39

In 10 days on which I saw patients there were 20 patient visits, or 2 patients a day, which represents fully scheduled, given that I am still doing my own scheduling.

I was able to complete 2 Fall Assessments this month.

Because there were no hospital referrals during the bulk of February I was able to leave for the final part of my CP-C course with no outstanding hospital/ED patients who were not enrolled in Home Health.

For comparison, there were about a dozen new hospital and ED referrals during the week I spent in Ashland preparing for and taking my CP-C exam. I'm not sure if this was a natural fluctuation in the number of patients, or a result of different hospitalists.

Numbers are shown below.

Years	2024	
Visit date	Feb	
	Number of Visits	% of total Visits
ED	7	35%
Hospital	6	30%
PCP	5	25%
EMS	2	10%
Grand Total	20	100%

- DC = Discharge Coord (Hospital)
- ED = Emergency Dept
- EMS = EMS
- PCinHome = Primary Care in Home
- PAL = Palliative Care

Years	2023	
Visit date	Feb	
Referral	Visits	Percent
DC	6	23.1%
PCP	6	23.1%
PAL	6	23.1%
EMS	6	23.1%
ED	2	7.7%
Grand Total	26	100.0%

Operations – Logistics

February

- Inservice training with engineers on new Type III
- Final gear installed on Type III
- Annual bay door inspections and preventative maintenance on all district stations
- Annual uniforms ordered

Apparatus

- E-621: Drain valve repair, radiator leak repair, pump test
- BR-651: Aux pump repair, headset hooks reinstalled
- WT-638: New batteries
- WT-635: Annual inspection, testing, service
- BR-653: Oil change
- E-628: Annual inspection, testing, service
- C-601: Ford recall repair
- M-611: O2 leak repair, exhaust system repair
- MCR-1: Water leak troubleshooting

Equipment

- Posi Check and Porta Count annual calibrations

Facilities

- Station 1: Annual smoke/heat detector testing in elevator shaft and station, main kitchen stove repair,
- Station 3: South bay door repaired

Report submitted by:
Andy Gray
Logistics Captain



Western Lane Fire and EMS Authority

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

Training Report March 2024

Target Solutions topics for the month are CAPCE Cardiovascular Anatomy and Physiology Review, CAPC Heat Illness and Emergencies, First Responder Hybrid Vehicle Incidents, and NFPA 1001 Self-Contained Breathing Apparatus. There were several online pediatric courses provided by the EMS Children's Committee.

The drill schedule for March is live fire evolutions on 3/4, elevator operations on 3/5, and search and rescue on 3/19. The rope team worked on patient packaging, managing a patient at height, positioning above or below, and crane operations on 3/18.

We had a physician case review with Dr. Danigelis on 3/4. We reviewed 16 cases including multiple cardiac arrests, heart attacks, and strokes.

WLFEA held its first in house HazMat Incident Commander course taught by Jim Yeo. The course was a dry run to work out the bugs while Rob, Ali, and Don sat in. Jim did a great job incorporating all his past experiences as a HazMat Technician. We look forward to holding more in house courses.

Monthly officer development includes reading chapter 7 from *First In, Last Out* and answering assigned questions for discussion at the next officer meeting.

Nick Helvey and Jim Yeo taught CPR at Iron Horse Logging on 3/2 for 43 of their workers.

Rob is working with those who are up for recertification with the National Registry of EMTs this month. Each license/certification level requires different numbers of continuing education hours.

Rob renewed his BLS, ACLS, and PALS Instructor certifications this month and will be working on recertifying provider level for the crews.

Crews from both stations participated in the trial run for Peace Harbor's "Trauma Escape Room" on 3/21. They were the first to trial the exercise while Rob worked with the trauma educators and ED RN manager on better formatting. The crews did excellent!

Rob and Don Quinn attended Winter Fire School at DPSST from 2/24 – 2/25. Rob took a Health and Safety Program Manager while Don attended Decision Making for Initial Company Operations. Both are National Fire Academy courses.

Chief, Rob, Ali, and Mackenzie attended the Northwest Leadership Seminar in Portland on 3/6 – 3/8. There were some great speakers that covered safety, health and wellness, and having a resilient organization.

The Southwest Oregon Fire Instructor Association meeting discussed coordinating a pumper/operator class at the beginning of May, and a truck operations course to follow. Rob will be working with DPSST, North Bend, and Coos Bay on this. The Region 5 Training Association will be working on a regional Mobile Water Supply course with Lane Fire Authority and possibly South Lane Fire and Rescue. R5TA is also hosting a rural water supply course called “Got Big Water” in May.

New DPSST certifications for the month are Sky as a Rope Rescue Technician. Justin Mack is also a newly licensed EMT with OHA and will be starting his FTEP at station 2 on the ambulances. Wendy Sullivan has been working relentlessly and just acquired her Community Paramedic certification, CP-C, from the International Board of Specialty Certifications.



March 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 **39** calls of those **10** were phone contacts

Average amount of time spent per call: **1.3** hours

WLCR prevented **7** 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**

7 Mental Health calls

2 Suicidal Ideations

5 Homelessness

1 Family Disputes

5 Youth

4 Veteran

2 Acute Trauma/Sudden Death

3 Drug/Alcohol

0 Structure Fire

4 Cancelled Enroute

9 Other calls

Program Update:

Rob and the crew will be providing our team with driving, safety, and transportation training. After our team is signed off, we can begin transporting clients to locations locally. We do not have the staff or budget to begin the voluntary secure transports to Eugene yet.

CPI Training (Crisis, Prevention, and Intervention) was hosted at WLFEA for our team. Training was provided by Lane County. This was a required training by Oregon Health Authority.

Our presentation group has been getting out in the community. So far we have set up a booth at the middle school over their lunch hour that went really well. We did a raffle for a 'No Drama Llama' stuffed animal, water bottle and free pizzas from Abby's. All donated to our program. The team presented our program to the school teachers, the library, VA and will attend the school's Career Fair on the 15th of May. The team has several more presentations and activities already planned for April and May.

Camille and I look forward to doing a program presentation at the WLFEA board meeting in April.



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 for Jan 1st through June 30th 2024 for now, they have told us we have the same funding as the previous year.

Lane County Update

MCIS (Mobile Crisis Intervention Services) is in a transition year with new regulations coming out through OHA (Oregon Health Authority). Part is in regard to 988 Suicide and Crisis Line and part Medicaid billing. Lane County is still trying to unravel what this means for us.

T
H
A
N
K
Y
O
U



21409781



6 05030 89538 3

6959381

4.69 ATY06959381R


AMERICAN GREETINGS CLEVELAND, OHIO 44145

©AGC, LLC MADE IN U.S.A.

Printed on sustainably sourced paper



american greetings



Thank you to the
team of paramedics and
first responders who on
Jan 15th responded to a
heart attack call at my
home on Sutton Lake Rd.

Your timely response and
professionalism no doubt
resulted in saving my life!

Thank you All!!!

Sincerely,

Dave Parker

Chief -

Thank you for your generosity & support of our 2024 Fraudville Fundraising Event.
The work we do is not possible without community supporters like you!

Thank you for your continued
support. Your dinner always
is a big hit in that it brings in
nice \$ (16) ☺ 21 - ie Center

Siuslaw Valley Fire and Rescue

Balance Sheet

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	9,260.99	116,862.73
1002 Money Market 0832	50,367.60	1,611,077.96
1003 SVFR LGIP 6355	2,038,038.10	1,022,242.69
1013 Debit/Visa 2876	0.00	496.95
1050 PERS UAL 6512	151,377.83	150,321.46
1052 Capital Replace Savings 7216	500,682.43	496,796.58
1054 Capital Improve Savings 7224	462,953.10	459,204.58
Total Bank Accounts	\$3,212,680.05	\$3,857,002.95
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	\$3,318,283.74	\$3,992,351.50
Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$3,318,283.74	\$3,992,351.50
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	745.00	330,037.47
Total Accounts Payable	\$745.00	\$330,037.47
Credit Cards	\$0.00	\$6,473.01
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	\$88,026.31	\$423,087.70
Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$88,026.31	\$423,087.70
Equity		

Siuslaw Valley Fire and Rescue

Balance Sheet

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
3100 Capital Reserve	963,635.53	955,744.55
3200 Investment in Capital and Land	0.00	0.00
3500 Fund Balance Unrestricted	1,691,756.79	1,863,801.56
Net Income	574,865.11	749,717.69
Total Equity	\$3,230,257.43	\$3,569,263.80
TOTAL LIABILITIES AND EQUITY	\$3,318,283.74	\$3,992,351.50

Siuslaw Valley Fire and Rescue

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

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County	2,980,460.17	3,046,205.00	97.84 %
4114 Douglas County	4,101.93	4,718.00	86.94 %
4117 Prior Year Tax Revenue	26,538.38	30,000.00	88.46 %
Total 4100 Property Tax	3,011,100.48	3,080,923.00	97.73 %
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	44,296.55	12,000.00	369.14 %
4895 Interest Income - Capital 7216	3,203.18	1,000.00	320.32 %
4896 Interest Income - Capital 7224	2,410.26		
Total 4850 Other Income	84,309.99	28,000.00	301.11 %
Total Income	\$3,161,744.76	\$3,220,612.00	98.17 %
GROSS PROFIT	\$3,161,744.76	\$3,220,612.00	98.17 %
Expenses			
7000 Administration			
7100 Administrative Expense			
7108 Dues and Fees	153.49		
Total 7100 Administrative Expense	153.49		
7500 Insurance			
7510 Property & Liability Insurance	745.00	43,000.00	1.73 %
Total 7500 Insurance	745.00	43,000.00	1.73 %
Total 7000 Administration	898.49	43,000.00	2.09 %
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	447,136.37	450,000.00	99.36 %
8025 Personal Safety		10,000.00	
8103 Computer Upgrades		5,000.00	
Total 8000 Capital Outlay	536,236.16	670,000.00	80.04 %
Total Expenses	\$537,134.65	\$713,000.00	75.33 %
NET OPERATING INCOME	\$2,624,610.11	\$2,507,612.00	104.67 %
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 - February 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	\$574,865.11	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

Transaction List by Date

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2024	Transfer			Radio Capital purchase	1002 Money Market 0832	-45,000.00
02/02/2024	Bill Payment (Check)	28915	Phil's Saw Shop	TYPE III outfitting	1001 Checking 1151	-960.00
02/02/2024	Bill Payment (Check)	28916	Cascade Fire Equipment Company	TYPE III outfitting	1001 Checking 1151	-1,146.31
02/02/2024	Bill Payment (Check)	28917	MY-COMM, INC	Radio Capital purchase	1001 Checking 1151	-43,971.24
02/02/2024	Bill Payment (Check)	28914	L.N. Curtis & Sons	Voided - 4551		0.00
02/12/2024	Bill Payment (Check)	28918	Hughes Fire Equipment	17115	1001 Checking 1151	-2,355.02
02/29/2024	Check	SVCCHRG		Service Charge	1003 SVFR LGIP 6355	-0.25

Western Lane Ambulance District

Balance Sheet Comparison

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	90,048.72	46,379.53
1020 Money Market 9835	202,856.79	1,798,269.08
1030 LifeMed Cash 9411	54,838.76	49,350.88
1040 WLAD LGIP 6353	1,425,548.32	1,533,364.04
1050 PERS UAL 6407	59,437.49	59,221.21
1090 Capital Equip Reserve 1060	193,546.93	191,979.79
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$2,026,677.01	\$3,678,964.53
Accounts Receivable		
1200 Accounts Receivable	-1,095.68	3,826.21
Total Accounts Receivable	\$ -1,095.68	\$3,826.21
Other Current Assets		
1201 Patient Accounts Receivable	1,248,516.36	1,016,969.53
1202 Allowance for Bad Debt	-190,313.90	-130,111.70
1203 Allowance for Contractual Adjust	-486,921.37	-396,618.11
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	180.00	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	0.00
Total Other Current Assets	\$660,274.04	\$653,354.67
Total Current Assets	\$2,685,855.37	\$4,336,145.41
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	\$2,685,855.37	\$5,605,062.30

LIABILITIES AND EQUITY

Western Lane Ambulance District

Balance Sheet Comparison

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	28,372.00	284,548.36
Total Accounts Payable	\$28,372.00	\$284,548.36
Credit Cards		
2007 OPB Mastercard	0.00	2,166.03
Total Credit Cards	\$0.00	\$2,166.03
Other Current Liabilities		
2001 Accrued Account Payable	0.00	0.00
2006 Deferred Casino Revenue	0.00	0.00
2050 MIH Deferred Revenue	53,277.00	53,277.00
2100 Wages & Payroll Liabilities	0.00	0.00
2105 Oregon WBF Payable	0.00	0.00
2110 PERS Payable	0.00	52.94
2116 Deferred Comp Payable	0.00	0.00
2117 AFLAC Payable	0.00	816.31
2130 Union Dues Payable	0.00	0.00
2135 PAC Contributions	0.00	0.00
2140 Garnishments	0.00	0.00
2190 Compensated absences	0.00	134,135.92
2199 Payroll Liabilities - Audit	0.00	0.00
2995 Clearing Account	0.00	0.00
Total 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	\$81,649.00	\$474,996.56
Total Liabilities	\$81,649.00	\$474,996.56
Equity		
3010 Investment in Capital and Land	134,135.92	1,268,916.89
3020 LifeMed Fund Balance	54,838.76	49,513.51
3030 Capital Reserve	193,546.93	191,928.26
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	3,039,724.12	4,168,862.17
Net Income	-818,039.36	-549,155.09
Total Equity	\$2,604,206.37	\$5,130,065.74
TOTAL LIABILITIES AND EQUITY	\$2,685,855.37	\$5,605,062.30

Western Lane Ambulance District

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

July 2023 - February 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Operating Income			
4001 Private Insurance	339,577.17	500,000.00	67.92 %
4002 Private Pay	76,927.35	120,000.00	64.11 %
4020 Medicaid	139,414.04	200,000.00	69.71 %
4023 Medicare	832,984.84	1,180,000.00	70.59 %
4025 GEMT CCO Program	79,937.43	65,000.00	122.98 %
4026 GEMT FFC Program	2,308.00		
4035 Collection Agency	1,333.16		
4085 Other Revenue	45.94		
4090 less Refunds	-9,740.23		
4099 Allowance for Contractual Adjustment	59,300.02		
Total 4000 Operating Income	1,522,087.72	2,065,000.00	73.71 %
4200 NonOperating Income			
4210 Property Tax Revenue			
4211 Current Year - Permanent Levy	728,593.08	731,823.00	99.56 %
4212 Current Year - Local Option Levy	1,006,152.34	1,052,768.00	95.57 %
4214 Prior Year Taxes	15,642.61	25,000.00	62.57 %
Total 4210 Property Tax Revenue	1,750,388.03	1,809,591.00	96.73 %
4220 Three Rivers Casino	30,792.00	30,792.00	100.00 %
4230 Other County Tax Revenue	2,312.70		
4250 Reimbursements	3,450.20		
4280 Miscellaneous Revenue		15,000.00	
4290 Interest Income WLAD	41,008.29	30,000.00	136.69 %
4295 Interest Income Capital	1,161.31	800.00	145.16 %
Total 4200 NonOperating Income	1,829,112.53	1,886,183.00	96.97 %
4600 LifeMed Income			
4601 LifeMed Subscriptions	20,820.00	120,000.00	17.35 %
4602 LifeMed CPR Classes	7,909.62	14,000.00	56.50 %
4609 LifeMed Interest	18.81		
4690 less LifeMed Refund	-20.00		
Total 4600 LifeMed Income	28,728.43	134,000.00	21.44 %
4700 Grant Income			
4702 MIH Foundation		50,000.00	
Total 4700 Grant Income		50,000.00	
Total Income	\$3,379,928.68	\$4,135,183.00	81.74 %
GROSS PROFIT	\$3,379,928.68	\$4,135,183.00	81.74 %
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 - FY24 P&L

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 5000 PERSONNEL SERVICES	1,468.82		
6900 LifeMed Expense	8,446.82	30,000.00	28.16 %
7000 MATERIALS & SERVICES ADMINISTRATION			
7100 Administrative Expense	676.62		
7500 Insurance	28,372.00		
Total 7000 MATERIALS & SERVICES ADMINISTRATION	29,048.62		
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	\$39,904.04	\$213,000.00	18.73 %
NET OPERATING INCOME	\$3,340,024.64	\$3,922,183.00	85.16 %
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 %
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	\$ -818,039.36	\$0.00	0.00%

Western Lane Ambulance District

Transaction List by Date

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2024	Check	EFT	Oregon State Treasury	M Whaley overpayment for DOS 10-9-21 transport refund - not claimed, deceased 1/2024 - sent to State	1010 Checking 0046	-165.00
02/02/2024	Bill Payment (Check)	21121	Garrett Litterell		1010 Checking 0046	-828.15
02/02/2024	Bill Payment (Check)	21122	Kenneth G Martin Trust		1010 Checking 0046	-
02/02/2024	Bill Payment (Check)	21123	Luke Johnson		1010 Checking 0046	-828.15
02/02/2024	Bill Payment (Check)	4154	Siuslaw Consulting, LLC		1030 LifeMed Cash 9411	-200.00
02/02/2024	Check	SVCCHRG		Service Charge	1030 LifeMed Cash 9411	-263.98
02/02/2024	Check	EFT	Authorize.net	Billing statement Jan. 2024 for online credit card transactions	1030 LifeMed Cash 9411	-40.60
02/26/2024	Bill Payment (Check)	EFT	StepUp IT Services		1030 LifeMed Cash 9411	-123.75
02/29/2024	Check	SVCCHRG		Service Charge	1010 Checking 0046	-25.00
02/29/2024	Check	SVCCHRG		Service Charge	1040 WLAD LGIP 6353	-0.15

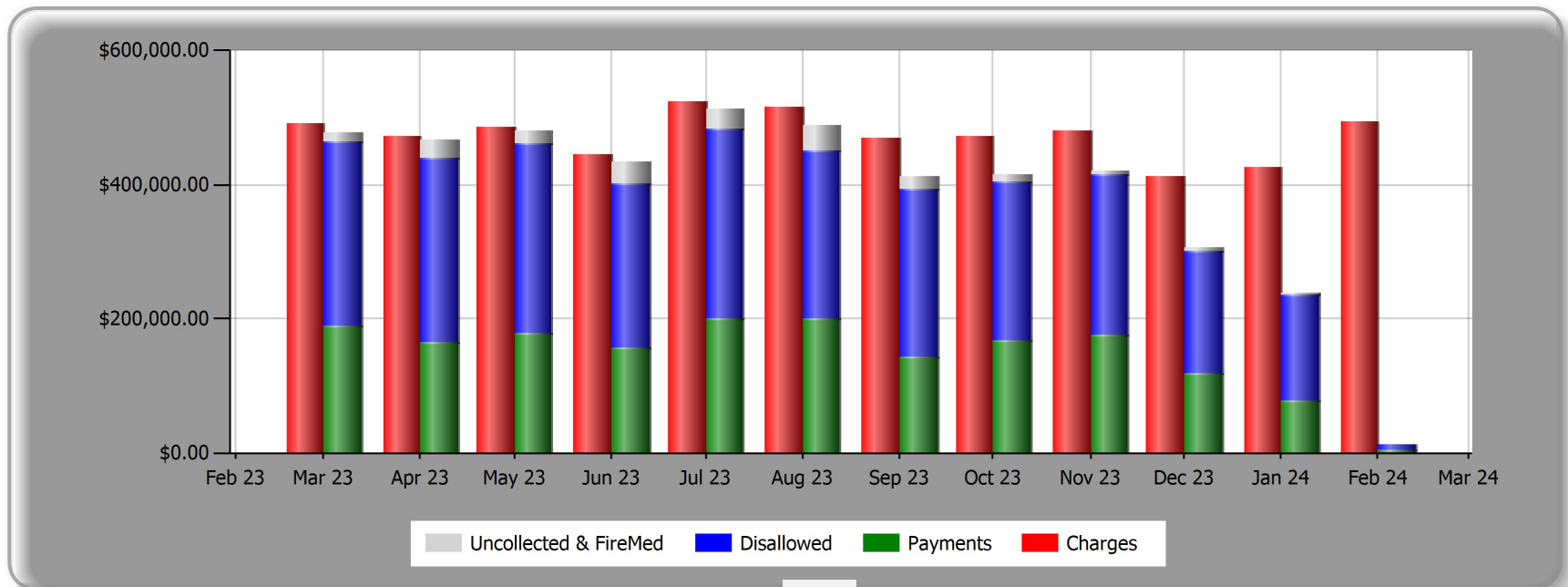
**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Date Of Service	3/1/2023
Date Of Service	2/29/2024
Invoices	0
Company	Western Lane Ambulance District

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
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	-165,214.92	35 %	-7,125.00	2 %	-274,856.60	58 %	-18,907.63	4 %	6,216.09	1 %
May 23	218	486,122.40	-179,063.90	37 %	-4,322.90	1 %	-281,138.68	58 %	-15,855.72	3 %	5,741.20	1 %
Jun 23	212	445,007.64	-157,039.12	35 %	-8,270.56	2 %	-246,045.84	55 %	-22,151.51	5 %	11,500.61	3 %
Jul 23	233	523,612.80	-200,755.17	38 %	-9,578.27	2 %	-282,518.99	54 %	-20,491.73	4 %	10,268.64	2 %
Aug 23	224	515,944.92	-201,925.41	39 %	-7,577.34	1 %	-248,537.81	48 %	-31,624.68	6 %	26,279.68	5 %
Sep 23	212	469,796.72	-142,781.10	30 %	-9,837.50	2 %	-250,997.36	53 %	-9,104.96	2 %	57,075.80	12 %
Oct 23	206	471,176.00	-168,620.27	36 %	-8,415.93	2 %	-235,800.09	50 %	-3,218.92	1 %	55,120.79	12 %
Nov 23	226	479,787.12	-177,399.86	37 %	-5,642.78	1 %	-237,811.56	50 %	0.00	0 %	58,932.92	12 %
Dec 23	185	413,762.60	-120,456.25	29 %	-5,251.91	1 %	-179,676.16	43 %	-234.20	0 %	108,144.08	26 %
Jan 24	198	425,788.38	-77,466.61	18 %	-1,370.00	0 %	-160,557.75	38 %	0.00	0 %	186,394.02	44 %
Feb 24	235	495,172.72	-3,642.42	1 %	0.00	0 %	-9,188.33	2 %	0.00	0 %	482,341.97	97 %

2,583 5,690,685.46 -1,783,658.32 -73,339.57 -2,682,109.02 -129,984.85 1,021,593.70

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	2/1/2024
Transaction Date	2/29/2024
Company Code	Western Lane Ambulance District

Balance Forward	1,113,619.61
------------------------	---------------------

Charges by Level of Service	498,096.84
------------------------------------	-------------------

Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
DEC23	954.92			0.00		0.00		954.92
FEB24	257,507.36	49,344.76	36,571.64	82,419.24	26,478.44	42,851.28		495,172.72
JAN24	0.00	2,419.20					-450.00	1,969.20
JUN23	0.00							0.00
NOV21	0.00							0.00
Total	258,462.28	51,763.96	36,571.64	82,419.24	26,478.44	42,851.28	-450.00	498,096.84

Payments - ALL	-135,087.27
-----------------------	--------------------

Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
2/1/2024	Trillium Community Health Plan	0900184704	-154.12
2/1/2024	Medicare B Oregon	894223263	-839.45
2/1/2024	AARP Medicare Supplemental	91018832002	-387.69
2/1/2024	UHC West/Secure Horizons	91381784	-1,416.33
2/1/2024	UHC West/Secure Horizons	Q3496047	-1,851.14
2/4/2024	Pacific Source MedAdvantage	24035B1000025628	-1,515.90
2/4/2024	Pacific Source Community Solutions	24035B1000141090	-43.16
2/5/2024	Blue Cross Blue Shield Oregon	0155031611	-14,469.23
2/5/2024	XO Regence Federal Oregon	0261186257	-510.23
2/6/2024	VA Community Care	0953628	-4,491.68
2/6/2024	Oregon Medicaid	600188539	-527.05
2/6/2024	Medicare B Oregon	894233235	-2,332.08
2/7/2024	Medicare B Oregon	894236677	-1,368.23
2/7/2024	AARP Medicare Complete Plus	91387666	-1,042.96
2/8/2024	Trillium Community Health Plan	0900185579	-1,746.93
2/8/2024	XO AARP Medicare Supplemental	91022217183	-398.46

**Western Lane Ambulance District
MONTH END SUMMARY**

2/9/2024	Peace Health Hospital - WL Contract	46076	-1,752.28
2/9/2024	XO AARP Medicare Supplemental	91022717312	-126.77
2/9/2024	United Healthcare	Q3789323	-509.34
2/11/2024	Pacific Source MedAdvantage	24042B1000022459	-279.44
2/11/2024	XO Pacific Source Community Solutions	24042B1000105596	-948.14
2/12/2024	BCBS OR Blue Card MedAdv	0155041528	-1,232.91
2/12/2024	XO Regence Federal Oregon	0261188935	-136.53
2/12/2024	United Healthcare	25346259	0.00
2/12/2024	Medicare B Oregon	894247098	-5,012.23
2/12/2024	AARP Medicare Complete Plus	Q3850453	-282.49
2/13/2024	OPTUM Care	2218534104	-672.75
2/13/2024	Oregon Medicaid	600190724	-420.62
2/14/2024	VA Regional Payment Center	2288576	-1,789.00
2/14/2024	Medicare B Oregon	894254150	-430.26
2/15/2024	VA Regional Payment Center	2623577	-2,771.80
2/15/2024	Medicare B Oregon	894258170	-1,360.15
2/15/2024	XO AARP Medicare Supplemental	91025370750	-810.68
2/16/2024	XO Tricare for Life	2502701143	-259.03
2/16/2024	Peace Health Hospice	46317	-900.00
2/18/2024	Pacific Source Community Solutions	24049B1000101159	-4,815.98
2/19/2024	XO Blue Cross Blue Shield Oregon	0155050859	-554.91
2/20/2024	Medicare B Oregon	894266896	-2,598.09
2/20/2024	UHC West/Secure Horizons	Q4225236	-380.73
2/21/2024	XO Oregon Medicaid	600192913	-425.54
2/22/2024	Trillium Community Health Plan	0900187472	-1,042.40
2/22/2024	XO AARP Medicare Supplemental	91028124753	-131.34
2/23/2024	XO MODA	24054B1000114492	-109.82
2/23/2024	XO Tricare for Life	2502849379	-275.41
2/23/2024	VA Regional Payment Center	3501912	-3,519.68
2/25/2024	Pacific Source MedAdvantage	24056B1000015476	-855.82
2/25/2024	XO Pacific Source Community Solutions	24056B1000078709	-81.76
2/26/2024	Blue Cross Blue Shield Oregon	0155060784	-3,103.22
2/26/2024	XO Regence Federal Oregon	0261194067	-231.20
2/26/2024	Medicare B Oregon	894282369	-3,944.12

**Western Lane Ambulance District
MONTH END SUMMARY**

2/27/2024	OPTUM Care	2242311252	-2,249.48
2/27/2024	XO Tricare for Life	2502903581	-135.74
2/27/2024	Oregon Medicaid	600194980	-3,115.02
2/28/2024	UHC West/Secure Horizons	Q4736259	-1,259.47
2/29/2024	Trillium Community Health Plan	0900188344	-261.97
2/29/2024	Railroad Medicare	817473308	-532.10
2/29/2024	Medicare B Oregon	894293301	-16,062.73
2/29/2024	UHC West/Secure Horizons	91425985	-950.34
2/29/2024	AARP Medicare Complete Plus	Q4836695	-398.15
EFT TOTAL			-99,824.08

Payments - Credit Card *(VISA, MC, AMX, Disc)*

<u>Trans Date</u>	<u>Amount</u>
2/2/2024	-25.00
2/3/2024	-175.69
2/4/2024	-350.00
2/7/2024	-349.04
2/8/2024	-275.00
2/9/2024	-25.00
2/12/2024	-830.10
2/13/2024	-294.44
2/15/2024	-545.00
2/16/2024	-150.00
2/21/2024	-150.00
2/22/2024	-384.10
2/23/2024	-550.00
2/26/2024	-1,566.96
2/29/2024	-25.00
CREDIT CARD TOTAL	-5,695.33

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

<u>Trans Date</u>	<u>Amount</u>
2/7/2024	-7,781.35
2/13/2024	-1,163.85

**Western Lane Ambulance District
MONTH END SUMMARY**

2/20/2024 -12,547.14
2/28/2024 -8,075.52

BANK DEPOSIT TOTAL	-29,567.86
---------------------------	-------------------

Payments by Level of Service

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
2/1/2024	-2,394.04	-1,038.65		-824.37	-391.67			-4,648.73
2/2/2024	0.00				-25.00			-25.00
2/3/2024	-89.80			-85.89				-175.69
2/4/2024	-881.84		-984.06	-43.16				-1,909.06
2/5/2024	-6,319.98	-3,193.00	-626.99		-4,839.49			-14,979.46
2/6/2024	-6,078.70	-215.63	-745.06	-311.42				-7,350.81
2/7/2024	-4,632.04	-1,771.98		-638.10	-2,401.94	-1,097.52		-10,541.58
2/8/2024	-841.24		-594.27	-586.42	-398.46			-2,420.39
2/9/2024	-2,413.39							-2,413.39
2/11/2024	-916.16			-311.42				-1,227.58
2/12/2024	-2,498.86	0.00		-2,377.25	-1,259.75	-1,358.40		-7,494.26
2/13/2024	-2,059.49	-25.00	-197.73	0.00		-269.44		-2,551.66
2/14/2024	-1,789.00			-430.26				-2,219.26
2/15/2024	-3,712.41		-906.30	-669.69	-199.23			-5,487.63
2/16/2024	-284.03	-100.00		-25.00	-900.00			-1,309.03
2/18/2024	-3,191.22			-1,624.76				-4,815.98
2/19/2024	-355.68				-199.23	0.00		-554.91
2/20/2024	-9,975.02	-712.85	-1,087.99	-3,116.11	-25.00	-358.99	-250.00	-15,525.96
2/21/2024	-50.00		-100.00			-425.54		-575.54
2/22/2024	-1,132.31	-382.37		-43.16				-1,557.84
2/23/2024	-2,566.89			-1,888.02				-4,454.91
2/25/2024		-937.58						-937.58
2/26/2024	-2,653.39	-2,108.51	-1,372.28	-1,112.22	-1,599.10			-8,845.50
2/27/2024	-1,586.71	-798.51	-376.77			-2,738.25		-5,500.24
2/28/2024	-2,111.35	-1,300.62			-970.49	-4,502.53	-450.00	-9,334.99
2/29/2024	-10,174.33	-1,698.53	-775.84	-3,575.40	-1,981.19	-25.00		-18,230.29
Total	-68,707.88	-14,283.23	-7,767.29	-17,662.65	-15,190.55	-10,775.67	-700.00	-135,087.27

**Western Lane Ambulance District
MONTH END SUMMARY**

Transaction Adjustments by Level of Service							-228,112.82
	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Bad Debt Payment Reversal				30.00			30.00
Financial Assist/Charity						-250.00	-250.00
Fire Med Adjustment	-6,325.67		-300.00	-550.00	-1,348.70	-500.00	-9,024.37
W/O Fee Schedule	-104,619.05	-23,952.72	-16,423.03	-40,458.56	-15,184.23	-4,934.21	-205,571.80
W/O to collections	-9,003.91	-3,431.77		-107.65			-12,543.33
Waiver per FD					-753.32		-753.32
Total	-119,948.63	-27,384.49	-16,723.03	-41,086.21	-17,286.25	-5,684.21	-228,112.82
Ending Balance							1,248,516.36

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 5400	754,838.82	522,977.64
1003 WLFEA LGIP 6553	1,232,232.55	
Total Bank Accounts	\$1,987,071.37	\$522,977.64
Accounts Receivable		
1200 Accounts Receivable	499,888.17	69,307.82
Total Accounts Receivable	\$499,888.17	\$69,307.82
Other Current Assets		
1299 Undeposited Funds	0.00	30.00
1304 Prepaid Expenses	-2,606.10	0.00
1305 Prepaid Insurance	120,638.74	-2,148.58
1335 PSA Flex Account	302.00	502.00
1400 Deferred Outflows of Resources	1,496,516.99	291,494.99
Total Other Current Assets	\$1,614,851.63	\$289,878.41
Total Current Assets	\$4,101,811.17	\$882,163.87
Fixed Assets		
1700 Capital Assets		
1708 Vehicles	76,395.65	43,942.00
1799 Accumulated Depreciation	-7,765.00	-7,765.00
Total 1700 Capital Assets	68,630.65	36,177.00
Total Fixed Assets	\$68,630.65	\$36,177.00
TOTAL ASSETS	\$4,170,441.82	\$918,340.87
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	63,857.17	14,550.93
Total Accounts Payable	\$63,857.17	\$14,550.93
Credit Cards		
2007 TIB Mastercard	13,496.15	7,088.77

Western Lane Fire and EMS Authority

Balance Sheet Comparison

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PP)
Total Credit Cards	\$13,496.15	\$7,088.77
Other Current Liabilities		
2100 Payroll Liabilities		
2110 PERS Payable	-59.50	
2115 OSGP Payable	3,179.58	1,779.58
2116 VALIC Payable	1,275.00	1,025.00
2117 AFLAC Payable	937.92	1,875.84
2118 VOYA Payable	6,150.00	7,150.00
2120 PLO Payable	1,759.94	
2995 Clearing Account	398,877.91	375,758.51
Total 2100 Payroll Liabilities	412,120.85	387,588.93
2125 SVFR Association Dues	32.00	52.00
2130 IAFF Union Dues	3,297.58	2,988.72
2135 IAFF PAC Contributions	67.50	83.00
2700 Deferred Inflows	194,273.00	
Total Other Current Liabilities	\$609,790.93	\$390,712.65
Total Current Liabilities	\$687,144.25	\$412,352.35
Total Liabilities	\$687,144.25	\$412,352.35
Equity		
3200 Investment in Capital	12,150.00	12,150.00
3201 Retained Earnings	2,036,643.66	550,500.82
Net Income	1,434,503.91	-56,662.30
Total Equity	\$3,483,297.57	\$505,988.52
TOTAL LIABILITIES AND EQUITY	\$4,170,441.82	\$918,340.87

Western Lane Fire and EMS Authority

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

July 2023 - February 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	4,246,134.50	6,206,973.00	68.41 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	6,670,110.33	9,991,686.00	66.76 %
4400 Miscellaneous Income			
4410 Donations	1,387.00		
4415 Employee Recognition Donation	1,600.00		
4420 Interest	45,279.85		
Total 4400 Miscellaneous Income	48,266.85		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	166,527.88	187,472.00	88.83 %
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	29,892.78	83,333.00	35.87 %
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	255,780.01	810,323.00	31.57 %
4860 Reimbursements and Refunds	19,178.20		
Total Income	\$6,993,335.39	\$10,802,009.00	64.74 %
GROSS PROFIT	\$6,993,335.39	\$10,802,009.00	64.74 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	131,106.90	165,061.00	79.43 %
5340 HRSA Grant Wages		14,976.00	
5350 BGWLC Grant Wages	35,353.02	65,112.00	54.30 %
5360 SAMHSA Grant Wages	50,395.98	285,946.00	17.62 %
5400 WLFEA Payroll Taxes and Benefits	1,615,914.44	2,415,255.00	66.90 %
5500 WLFEA Wages & Salaries	2,495,945.98	3,749,748.00	66.56 %
Total 5000 Personnel Services	4,328,716.32	6,696,098.00	64.65 %
6000 Operations			
6100 Training	19,613.58	80,195.00	24.46 %
6200 Medical	102,547.80	117,800.00	87.05 %
6300 Reserve Expenses	411.69	2,000.00	20.58 %
6400 Emergency Services	145,963.34	168,000.00	86.88 %
6500 Prevention	22,809.43	16,225.00	140.58 %
6600 Recruitment	8,766.98	6,500.00	134.88 %
6700 Facilities	91,839.10	203,123.00	45.21 %
6800 Vehicles	168,469.12	215,000.00	78.36 %
6900 Operational Supplies	81,145.75	172,000.00	47.18 %

Western Lane Fire and EMS Authority

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

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 6000 Operations	641,566.79	980,843.00	65.41 %
7000 Materials & Services			
7100 Administrative Expenses	105,897.94	127,000.00	83.38 %
7200 Technology	60,530.41	76,500.00	79.12 %
7300 Board of Directors	19,802.72	23,500.00	84.27 %
7400 Professional Services	91,511.35	131,750.00	69.46 %
7500 Insurance	240,285.12	150,000.00	160.19 %
8700 WLCR Program	67,278.61	279,228.00	24.09 %
Total 7000 Materials & Services	585,306.15	787,978.00	74.28 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Bank Charges & Fees	0.40		
Total Expenses	\$5,561,817.18	\$8,464,919.00	65.70 %
NET OPERATING INCOME	\$1,431,518.21	\$2,337,090.00	61.25 %
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	\$1,431,518.21	\$0.00	0.00%

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 23-24

July 2023 - February 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	4,246,134.50	6,206,973.00	68.41 %
4103 Transfer from SVFR for Fire Program	121,191.70		
4104 Transfers from WLAD for EMS Program	193,340.63		
Total 4100 Transfers	6,670,110.33	9,991,686.00	66.76 %
4400 Miscellaneous Income			
4410 Donations	1,387.00		
4415 Employee Recognition Donation	1,600.00		
4420 Interest	45,279.85		
Total 4400 Miscellaneous Income	48,266.85		
4700 Western Lane Crisis Response			
4701 WLCR Program Lane County	166,527.88	187,472.00	88.83 %
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	29,892.78	83,333.00	35.87 %
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	255,780.01	810,323.00	31.57 %
4860 Reimbursements and Refunds	19,178.20		
Total Income	\$6,993,335.39	\$10,802,009.00	64.74 %
GROSS PROFIT	\$6,993,335.39	\$10,802,009.00	64.74 %
Expenses			
5000 Personnel Services			
5320 WLCR Wages & Benefits	131,027.78	165,061.00	79.38 %
5340 HRSA Grant Wages		14,976.00	
5350 BGWLC Grant Wages	35,337.20	65,112.00	54.27 %
5360 SAMHSA Grant Wages	50,364.34	285,946.00	17.61 %
5400 WLFEA Payroll Taxes and Benefits	1,614,458.67	2,415,255.00	66.84 %
5500 WLFEA Wages & Salaries	2,495,945.98	3,749,748.00	66.56 %
Total 5000 Personnel Services	4,327,133.97	6,696,098.00	64.62 %
6000 Operations			
6100 Training	19,613.58	80,195.00	24.46 %
6200 Medical	102,547.80	117,800.00	87.05 %
6300 Reserve Expenses	411.69	2,000.00	20.58 %
6400 Emergency Services	153,451.34	168,000.00	91.34 %
6500 Prevention	22,809.43	16,225.00	140.58 %
6600 Recruitment	8,766.98	6,500.00	134.88 %
6700 Facilities	90,081.74	203,123.00	44.35 %
6800 Vehicles	168,469.12	215,000.00	78.36 %
6900 Operational Supplies	81,145.75	172,000.00	47.18 %

Western Lane Fire and EMS Authority

Budget vs. Actuals: FY 23-24

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 6000 Operations	647,297.43	980,843.00	65.99 %
7000 Materials & Services			
7100 Administrative Expenses	106,089.95	127,000.00	83.54 %
7200 Technology	53,042.41	76,500.00	69.34 %
7300 Board of Directors	19,802.72	23,500.00	84.27 %
7400 Professional Services	91,673.35	131,750.00	69.58 %
7500 Insurance	240,285.12	150,000.00	160.19 %
8700 WLCR Program	67,278.61	279,228.00	24.09 %
Total 7000 Materials & Services	578,172.16	787,978.00	73.37 %
8000 Capital Outlay			
8003 WLCR Vehicle 2	6,227.52		
Total 8000 Capital Outlay	6,227.52		
Bank Charges & Fees	0.40		
Total Expenses	\$5,558,831.48	\$8,464,919.00	65.67 %
NET OPERATING INCOME	\$1,434,503.91	\$2,337,090.00	61.38 %
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	\$1,434,503.91	\$0.00	0.00%

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



2625 HWY 101
FLORENCE, OR 97439

PH. (541)997-9614
FX. (541)997-9116



WESTERN LANE FIRE AND EMS AUTHORITY

Fax

March 3, 2021

Attn:			
From:			
To:		CC:	
Company:		Phone:	
Fax:		Pages Incl Cover Sheet:	
Re:			

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.

Personal Appearance Standards for First Responders

1027.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, ~~first responders~~ ~~embers~~ shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this authority and for their assignment.

The procedures contained herein are intended to promote uniformity of ~~the members~~ first responders by addressing specific grooming items. However, nothing herein shall limit the authority's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Authority.

1027.2 GROOMING STANDARDS

The following appearance standards shall apply to all first responders ~~members~~ except those whose current assignment would deem them not appropriate or where the Fire & EMS Chief or the authorized designee has granted an exception in writing.

1027.2.1 PERSONAL HYGIENE

All first responders ~~members~~ must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Office Manager.

1027.2.2 HAIR

The hairstyle of all first responders ~~members~~ shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a neat manner that prevents hair from interfering with job duties. ~~tightly wrapped braid or ponytail~~.

1027.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1027.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1027.2.5 BEARDS AND GOATEES

Beards are ~~, goatees, or any hair on the chin or near the bottom lip is~~ prohibited. Soul patches are permitted. A soul patch must not connect to the mustache, be wider than three quarters of an

Personal Appearance Standards for First Responders

inch (¾") or extend more than three quarters of an inch (¾") below the bottom lip. Soul patches must not interfere with the seal of a mask and must be kept neatly trimmed.

1027.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire & EMS Chief or the authorized designee. Facial hair will be kept trimmed and neat, and any facial hair which inhibits the employee from wearing appropriate PPE according to current OSHA guidelines for their assignment is not permitted.

1027.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1027.2.8 FINGERNAILS

Fingernails shall be kept less than 1/4 in long and nails should not inhibit the ability to wear proper PPE. Artificial nails are not permitted for patient care tasks due to increased infection risk recognized by the CDC and WHO. ~~Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.~~

1027.2.9 JEWELRY AND ACCESSORIES

~~No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.~~

- ~~Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.~~
- ~~It is recommended that members refrain from wearing rings while assigned to suppression.~~

Visible jewelry shall not contain any curse words, sexual words or imagery, depictions of violence, or symbols known to be associated with hate groups. Any jewelry which inhibits the use of appropriate PPE for expected tasks is not permitted. It is recommended that members refrain from wearing jewelry while assigned to fire suppression.

1027.3 TATTOOS

~~At no time will tattoos on the arms below the elbow be visible while on-duty. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the , must also be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.~~

Tattoos, brands, or mutilations that contain curse words, sexual words or imagery, depictions of violence, advocate discrimination, depict drug/alcohol usage, or symbols known to be associated with hate groups must also be covered while on duty or representing the district. The Fire and

Personal Appearance Standards for First Responders

EMS Chief has final discretion, provided in writing, to determine whether a tattoo must remain covered on duty.

1027.4 BODY PIERCING OR ALTERATION

Except for ~~a single~~-stud pierced earrings worn in the lobe of each ear or a single stud earring in the nose, no body piercing shall be visible while any member is on-duty or representing the Authority in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.
- (d) Branding or scarification.

Any piercings which hinder or inhibit the ability of the employee to wear appropriate PPE for expected duties are not permitted. If a piercing presents a clear and expected danger to the individual in daily activities, it will not be permitted. Piercings containing curse words, sexual words or imagery, depictions of violence, advocate discrimination, depict drug/alcohol usage, or symbols known to be associated with hate groups will not be permitted.

1027.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of authority first responders ~~members~~ should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire & EMS Chief should be advised of any request for accommodation and has ultimate discretion on granting exemptions and accommodations. ~~any time a request for religious accommodation is denied.~~

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1027.6 EXEMPTIONS

First responders ~~Members~~ who seek cultural (e.g., protected hairstyle) or other exemptions to this policy that are protected by law should generally be accommodated (ORS 659A.001; ORS 659A.030). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Fire & EMS Chief should be advised of any request for accommodation and has ultimate discretion on granting exemptions and accommodations ~~advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.~~

Personal Appearance Standards for Administration Staff

1062.1 PURPOSE AND SCOPE

Administration staff shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this authority and for their assignment.

The procedures contained herein are intended to promote uniformity of administration staff by addressing specific grooming items. However, nothing herein shall limit the authority's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Authority.

1062.2 GROOMING STANDARDS

The following appearance standards shall apply to all administrative staff except those whose current assignment would deem them not appropriate or where the authorized designee has granted an exception in writing.

1062.3 PERSONAL HYGIENE

All administrative staff must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkept hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Fire and EMS Chief.

1062.4 HAIR

The hairstyle of all administrative staff shall be neat in appearance. Hairstyles should be secured in a neat manner that prevents hair from interfering with job duties.

1062.5 FACIAL HAIR

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

A short and neatly trimmed beard may be worn.

Soul patches are permitted. A soul patch must not connect to the mustache, be wider than three quarters of an inch ($\frac{3}{4}$ ") or extend more than three quarters of an inch ($\frac{3}{4}$ ") below the bottom lip.

1062.6 COSMETICS

Administrative staff are permitted to wear cosmetics of conservative color and amount.

Personal Appearance Standards for Administration Staff

1062.7 FINGERNAILS

1062.8 JEWELRY AND ACCESSORIES

Visible jewelry shall not contain any curse words, sexual words or imagery, depictions of violence, or symbols known to be associated with hate groups.

1062.9 TATTOOS

Tattoos, brands, or mutilations that contain curse words, sexual words or imagery, depictions of violence, advocate discrimination, depict drug/alcohol usage, or symbols known to be associated with hate groups must also be covered while at work or representing the district. The Fire and EMS Chief has final discretion to determine whether a tattoo must remain covered on duty.

1062.10 BODY PIERCING OR ALTERATIONS

Administrative staff is allowed to wear earrings in good taste to ensure a professional image appropriate for this authority and for their assignment. Except for a single stud earring in the nose, no body piercing shall be visible while any member is on-duty or representing the Authority in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.
- (d) Branding or scarification.

Any piercings which hinder or inhibit the ability of the employee for expected duties are not permitted. If a piercing presents a clear and expected danger to the individual in daily activities, it will not be permitted. Piercings containing curse words, sexual words or imagery, depictions of violence, advocate discrimination, depict drug/alcohol usage, or symbols known to be associated with hate groups will not be permitted.

1062.11 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of authority staff should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire & EMS Chief should be advised of any request for accommodation and has ultimate discretion on granting exemptions and accommodations..

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Western Lane Fire and EMS Authority

Policy Manual

Personal Appearance Standards for Administration Staff

1062.12 EXEMPTIONS

Employees who seek cultural (e.g., protected hairstyle) or other exemptions to this policy that are protected by law should generally be accommodated (ORS 659A.001; ORS 659A.030). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Fire & EMS Chief should be advised of any request for accommodation and has ultimate discretion on granting exemptions and accommodations

Annual Planning Master Calendar

209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of authority resources, training, and other activities.

209.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; or have a significant impact on the community if the target were destroyed.

209.2 POLICY

The Western Lane Fire and EMS Authority will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

209.3 RESPONSIBILITIES

The Training Coordinators are responsible to create and maintain a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections, and other significant activities. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Oregon Occupational Safety and Health Administration (OR-OSHA) training.
- (b) All required Emergency Medical Services (EMS) training to include Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic recertification as well as continuing education training as necessary to maintain valid certification and comply with the Oregon Health Authority and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS), and approved Oregon Department of Public Safety Standards and Training (DPSST) courses, in addition to hazardous material training, wildland interface training, and target hazard training as required by federal, state, and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work, and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.

Western Lane Fire and EMS Authority

Policy Manual

Annual Planning Master Calendar

- (g) Self-Contained Breathing Apparatus (SCBA) inspections and testing.
- (h) Hose and ladder inspections, including aerial inspections.
- (i) Vehicle and pump capacity inspection and testing.
- (j) All other training and inspections required by any federal, Oregon, or local agency requirement.
- (k) Other significant activities of the Authority.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the Authority are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the Authority or the use of the authority name, insignias, equipment or facilities.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

It shall be the policy of this authority that all fundraising activities involving on-duty members or use of authority equipment, for the financial benefit of the Authority, must be authorized by the Fire & EMS Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the Authority. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of authority-sponsored or hosted events, or to events when members attend as representatives of the Authority.

210.3 GUIDELINES

Fundraising activities or events involving the Authority should incorporate the following elements:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with authority and governing-body policies.
- (c) A benefit to the Authority that is consistent with the authority mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this authority or a hired solicitor.
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

Solicitation of Funds

- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the Authority will be honored.
- (i) Respect of donors' privacy and a commitment that the Authority will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire & EMS Chief or the authorized designee.

210.4 AUTHORITY-SPONSORED EVENTS

The following also apply to authority-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

210.5 FUNDRAISING ON BEHALF OF OTHERS

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the Authority is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire & EMS Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the Authority and the organizers of the activity that includes:

Solicitation of Funds

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other authority funds.

The Authority reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Electronic Reader Board

211.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that use of the electronic readerboard is consistent with the mission, values and legal status of Western Lane Fire and EMS Authority. This policy applies to all messages involving the Authority or on behalf of other approved agencies.

211.2 POLICY

It shall be the policy of this authority that all messages displayed on the electronic readerboard must be authorized by the Fire & EMS Chief or the authorized designee.

211.3 ELECTRONIC READERBOARD

Messages approved for display on the electronic readerboard shall

- (a) Be consistent with the mission, values, and legal status of the Authority
- (b) Not be used to financially benefit any other agency or business
- (c) Not be used for personal messages unless approved by the Fire & EMS Chief or designee
- (d) Only be displayed for 24 hours or less
- (e) Not be political in nature

Use of SDAO's Pre-Loss Legal Program

212.1 PURPOSE AND SCOPE

To ensure Western Lane Fire and EMS Authority members follow the recommendations of the Special Districts Association of Oregon's (SDAO) liability coverage document.

212.2 POLICY

Western Lane Fire and EMS Authority members shall contact a member of SDAO's Pre-Loss Legal Team to receive legal advice before making any major decision that could lead to a lawsuit. Situations that require consultation with the SDAO Pre-Loss Legal Team include, but are not limited to, employee termination and significant disciplinary action resulting in demotion or extended suspensions without pay.

WLAD Billing Policy

213.1 PURPOSE AND SCOPE

To establish policy regarding the process for billing and collection of Western Lane Ambulance District (WLAD). It is the goal of WLAD to effectively bill for and collect for services rendered to the customers of Western Lane Ambulance District, while maintaining the goodwill of the general public.

213.2 POLICY

213.2.1 BILLING PRACTICES

All HIPAA protected health information practices are set forth in Western Lane Fire and EMS Authority Policies and SOPs.

In keeping with our policy to maintain public goodwill, and to refrain from inflicting additional stress on survivors a bill will not be generated for a patient who meets the Death in Field Protocol unless, advanced life support resuscitative measures are initiated in the absence of a Do Not Resuscitate Order and the efforts are performed in the matter of providing the patient every chance of survival. In this case the insurance carrier will be billed but no efforts will be made to seek further payments from the patient's family or guarantor. If sufficient billing information cannot be obtained by the EMT's in the field, information can be collected by accessing EPIC or a letter (clearly not an invoice) sent to the family or guarantor requesting insurance information.

Patients who are packaged for air ambulance will be billed for the emergency base rate and mileage to a landing zone for patient transfer.

A LifeMed Membership Program will be offered to the general public for a set fee. The period of membership will be for one year from July 1st to June 30th. Members may enroll at any time during the year; however, the cost will not be pro-rated.

In the case of LifeMed members, the insurance agencies of a WLAD LifeMed member will be billed for the service rendered. The unpaid portion of the bill will be absorbed by the membership for all medically necessary transports. Non-emergency discharge transports will not be covered under the LifeMed Agreement.

All members of WLAD including Directors, Full-Time and Part-time Employees, currently employed by the District will be provided a complementary LifeMed Membership for that fiscal year.

Transports for patients being discharged from Peace Harbor Hospital (PHH) into Hospice Care will be billed to the appropriate insurance carrier for reimbursement if medical necessity has been met at the Non-Emergency BLS rate. No attempts will be made to collect non-reimbursed charges to the family or person requiring transport.

If a transport is requested from Hospice for home to facility or facility to facility transport, Hospice will be responsible for the Aid Call Fee of \$450.00 with no mileage charged. # If a request for

WLAD Billing Policy

a non-emergency transport comes through a centralized scheduling service (Ride Source Call Center (RSCC) for a local transport from PHH the transport will be billed to RSCC at the Aid Call fee of \$450. This request would be made only by the discharge planner of PHH for an eligible Oregon Health Plan (OHP) or Non-Emergency Medical Transportation (NEMT) recipient that has been approved by RSCC. If a transport is requested by PHH for a person who is uninsured the patient and/or family will be responsible to pre-pay the Aid Call Fee of \$450 prior to the transport or PHH can determine responsibility to pay the fee.

213.2.2 AMBULANCE RATES

Charges for services rendered by WLAD will be billed at the current rates as set forth by WLAD board of directors. Current fees for ambulance transports will be kept on file and displayed in the Administrative Office of WLAD.

213.2.3 AMBULANCE BILLING INFORMATION

The EMT-P in charge of an ambulance transport shall be responsible for obtaining all the patient information necessary in order to facilitate the billing process. A pre-hospital care report (PHCR) shall be the tool used to record patient information and will be filled out accurately and completely. A file will be maintained for all current accounts, paid accounts, and those sent to a collection agency. Records will be kept according to the WLAD records retention policy. The information from the PHCR will be entered into the computer system before the end of the shift on the day in which the emergency care was given. The computer entry shall be done with much attention paid to accuracy. The description of services section shall contain enough information to provide insurance agencies a clear picture of what was wrong with the patient and what WLAD did for the patient while they were in our care.

WLAD On duty Supervisors will review each PHCR prior to the end of shift for accuracy and completeness, then upload the alarm ticket to the Image Trend Folder.

Late entries on PHCRs are permitted by law providing that the corrections are performed by the same author, that the changes be noted and dated, and that the changes not be represented at contemporaneous entries. Addendums and/or corrections will be made in the following manner:

- The EMT-P responsible for making the addendum/correction will call up the PHCR in Image Trend.
- Below the original SOAP note, type in "Addendum" if information needs to be added, or "Correction" if information needs to be changed; and then type in needed information. Do not delete any original information in the SOAP.
- After information has been input, please finish with name, date, and time.
- Print a new PHCR, sign and send to the Billing Office.

Upon receipt of the PHCRs and Batch Log from the District, the contracted billing agency shall: set up a patient account in their proprietary software application and create a patient record; perform all billing operations including follow up statements and any necessary rebilling of EMS patient transport services provided by the District to the patient's medical insurances, Medicare, Medicaid

WLAD Billing Policy

and any and all known secondary insurance providers; produce and forward CMS 1500 forms and/or electronic medical claims per payer's rules and regulations within the legal boundaries of all federal and state laws; produce and mail an initial invoice and subsequent statements to all private patient accounts on behalf of the District; file any applicable appeals to insurance payers and/or Medicare and Medicaid on behalf of the patient if necessary to pursue the claim.

213.2.4 COLLECTION OF ACCOUNTS

After the PHCRs have been transmitted, it will be the responsibility of System Design to maintain all PCHRs and required documentation.

An original bill will be mailed to the appropriate insurance company whenever the information is available or mailed directly to the patient's address. If the bill is mailed directly to the patient, insurance or private payment will be requested.

Payments will be received by System Design and credited to the designated WLAD account at Oregon Pacific Bank.

If WLAD receives payment directly from the patient and or insurance agency, WLAD will deposit the payment received, make a copy of the check and forward information to System Design. System Design will be informed on any and all payments (co-pays etc.) that are received by WLAD.

Once a partial payment has been received from an insurance agency and the payment is posted to the account, a new billing will be generated and sent to the second insurance, when available. If there is no secondary insurance on file, a statement will be sent to the patient reflecting the payment and current balance/copay due. The patient, guarantor, or estate will be responsible for the entire billed amount or any portion thereof which the insurance does not cover.

If no response or payment has been received following the first bill, a second bill shall be sent to the patient after thirty days followed by a third bill at sixty days.

If a payment has still not been received at ninety days, a final billing will be sent. This final bill will provide the patient the option of paying the total balance due or making consistent monthly payments.

A monthly payment program will be made available as needed. Bills will be sent out near the first of each month to those patients who request the payment program. A payment history will be maintained for each person in the payment program.

Patients who are unable to pay their bill and wish to have their bill reviewed may choose to request review through the Financial Assistance Program (Policy 15.3) which will be made available to qualifying persons.

When all efforts have been made and the bill is one hundred fifty days past due, with a balance of \$100 or more, it shall be turned over to the collection agency for further attention.

The time frame, as stated above, may vary depending upon the situation. For example, returned mail, disconnected phone, court case, insurance problems, etc.

Western Lane Fire and EMS Authority

Policy Manual

WLAD Billing Policy

213.2.5 ANNUAL EVALUATION

Every fiscal year or as needed, the format for Western Lane Ambulance District's billing and collecting process will be evaluated with thought given to fees charged, methods used and the level of public relations within our community.

Petty Cash Management

214.1 PURPOSE AND SCOPE

This policy provides for the establishment and administration of a authority petty cash fund.

214.2 POLICY

The Authority will establish, administer, and maintain the petty cash fund according to this policy.

214.2.1 DEFINITIONS

Custodian - The individual designated by the [Administrator] as having custody of and responsibility for maintaining the petty cash fund.

Petty cash fund - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

214.3 RESPONSIBILITIES

214.3.1 [ADMINISTRATOR] RESPONSIBILITIES

The [Administrator] or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the Authority.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$50.
- (d) A **sample** petty cash voucher for use by members will ~~to request cash from the custodian. The petty cash vouchers should be sequentially numbered and~~ include space for the following information:
 1. The date of the disbursement
 2. The amount disbursed or reimbursed
 3. The budget expense account
 4. The vendor name
 5. The signature of the member receiving the cash
- (e) ~~An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:~~
 1. ~~The name of the member receiving cash~~
 2. ~~The amount disbursed to the member~~
 3. ~~The reason for the disbursement~~
 4. ~~The amount of any cash returned~~

Petty Cash Management

5. ~~The amount of any cash received to replenish the account~~
6. A copy of any purchase receipt
- (f) A requirement that the custodian provides the petty cash fund a ~~full accounting and reconciliation of all fund transactions~~ to the [Administrator], who will review and approve all transactions ~~which should then be reviewed and approved according to the Petty Cash Procedure~~ before authorizing replenishment of the petty cash fund.
- (g) ~~A requirement that the petty cash fund is audited by the 's authorized designee at least quarterly and that the results of the audit are provided to the :~~
- (h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
 1. ~~Use a lockbox with a key or combination lock.~~
 2. The lockbox should ~~then~~ be stored in a safe, securable drawer, cabinet, or locker.
 3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

214.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

The custodian's responsibilities should include but are not limited to:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the [agency_Treasurer] ~~when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.~~
- (c) ~~Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.~~
- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

214.4 PETTY CASH VOUCHERS

The [Administrator] should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

~~Petty cash vouchers should be sequentially numbered.~~

Physical Asset Management

215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the authority's physical assets.

215.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the authority's physical assets.

215.2 POLICY

It is the policy of the authority to accurately inventory, track, maintain, and dispose of its physical assets owned by the Authority in a manner that controls costs, avoids waste, and promotes the authority's mission.

215.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of authority physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all authority-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

Physical Asset Management

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the authority's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the authority's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

215.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

215.5 SURPLUS OR OBSOLETE ASSETS

When the authority no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

Physical Asset Management

215.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Authority should pursue disposal of the item in accordance with this policy.

215.5.2 TRANSFERS

When a physical asset is transferred from one authority to another, the value of the physical asset should transfer with the asset. Interauthority transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

215.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of authority physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Authority-Owned and Personal Property Policy, as applicable.

215.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the authority's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

215.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the authority's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The [Executive_Board] or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

215.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

215.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

Physical Asset Management

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

215.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all authority physical assets should receive training regarding their responsibilities under the physical asset management plan.

2024 BEST PRACTICES PROGRAM



S | D | I | S
SPECIAL DISTRICTS
INSURANCE SERVICES



Deadline: November 1, 2024



2024 BEST PRACTICES PROGRAM

Your district can receive up to a 10% discount on your 2025 general liability, auto liability and property insurance contributions. There are five opportunities to earn 2% towards your total discount.

These opportunities include the following:

1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals and Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- Oregon Fire Chiefs Association
- Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito and Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

2. PUBLIC MEETING POLICY | CREDIT: 2%

In order to receive the 2% credit, your district must have adopted or have a current policy in regards to public meetings. This policy must meet the new legislative requirements that went into effect January 1, 2024. A sample policy will be available in the SDAO Resource Library at www.sdaoresourcelibrary.com in the spring.

3. PUBLIC MEETING CHECKLIST | CREDIT: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey. The survey will open online at www.sdis.org in the spring. An announcement will be sent to all members when it is ready to be accessed.

4. SDAO/SDIS TRAINING | CREDIT: 2%

At least one (1) representative of the district must complete an SDAO/SDIS training of the following listed options:

- Any SDAO Board, Human Resources, or Risk Management Regional Training
- SDAO Annual Conference
- Metro Breakfast
- Board Practices Assessment Training

For an up-to-date list of the current scheduled SDAO/SDIS trainings please visit:
<https://www.sdao.com/calendar>

5. PUBLIC MEETING TRAINING (ONLINE) | CREDIT: 2%

ALL members of the Board of Directors of the district must complete the public meeting training offered on Vector Solutions (formerly SafePersonnel). The training will be available towards the end of spring 2024. Notifications will be sent out once the training is live on the Vector Solutions/SafePersonnel training sites. This training will be located in the course library under the SDIS custom course tab.

If your district has already set up their training website with Vector Solutions and you are looking to complete trainings, please contact your district's management team for information on creating your login. If you have forgotten your district's training website address or your login information, please contact Vector Solutions at **800-434-0154**.

If you have not set up your district's personalized training website and would be the district contact for the site, please email memberservices@sdao.com and send us your name, district name, contact phone number and email address.

RECEIVING CREDIT

To receive credit, a district representative must complete the Best Practices survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is November 1, 2024.

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or **800.285.5461 ext. 122**



2024

BEST PRACTICES PROGRAM

S | D | I | S

Main Office: PO Box 12613 | Salem, OR 97309-0613

Toll-free: 800-285-5461 | Phone: 503-371-8667

Fax: 503-371-4781 | Email: sdao@sdao.com

Web: www.sdao.com

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2024-03

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2023-24
BY ADOPTING A SUPPLEMENTAL BUDGET CORRECTION**

WHEREAS, all expenses for FY23-24, other than Capital Outlay, are being paid by Western Lane Fire and EMS Authority with the transfer of funds from Siuslaw Valley Fire & Rescue and Western Lane Ambulance District; and,

WHEREAS, Special Districts Association of Oregon Underwriting is stating that Siuslaw Valley Fire & Rescue must have budgeted funds to pay Property & Casualty Insurance premiums which allows Underwriting to input the information (funds) into their system to generate a rate; and,

WHEREAS, this expenditure along with the expenditure for bank fees was not budgeted for Fiscal Year 2023-24 and therefore requires a Supplemental Budget in accordance with Local Budget Law; and,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

WHEREAS, Resolution 2023-05 did not contain all of the necessary information,

THEREFORE, BE IT RESOLVED, RESOLVED by the Board of Directors of Siuslaw Valley Fire & Rescue that resolution 2023-05 is rescinded and the supplemental budget indicated below is adopted.

INCREASING APPROPRIATIONS

<u>Program: Fire Operations: General Fund</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
Materials & Services: Administration: Property & Liability	\$ 0	\$ 48,000	\$ 48,000
Materials & Services: Administration: Dues and Fees	\$0	\$200	\$ 200
<u>Not Allocated to Organizational Unit or Program</u>			
Transfers WLFEA	\$3,784,713	(\$ 48,000)	\$3,736,713
Transfers Crisis Response	\$ 5,000		\$ 5,000
Contingency	\$ 100,000	(\$ 200)	\$ 99,800
Total Appropriations, All Funds	\$4,559,713		\$4,559,713
Total Unappropriated and Reserve Amounts, All Funds	\$ 300,321		\$ 300,321
TOTAL ADOPTED BUDGET	\$4,860,034		\$4,860,034

Adopted on this 28th day of March 2024.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Tim Mendolia, SVFR Secretary/Treasurer

WESTERN LANE AMBULANCE DISTRICT

RESOLUTION NO. 2024-02

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2023-24
BY ADOPTING A SUPPLEMENTAL BUDGET CORRECTION**

WHEREAS, all expenses for FY23-24, other than Capital Outlay, are being paid by Western Lane Fire and EMS Authority with the transfer of funds from Siuslaw Valley Fire & Rescue and Western Lane Ambulance District; and,

WHEREAS, Western Lane Ambulance District has appropriations budgeted for LifeMed expenses, but nothing budgeted to pay Property & Casualty Insurance premiums or bank fees; and,

WHEREAS, Special Districts Association of Oregon Underwriting has stated that Property & Casualty Insurance premiums must be paid by the district; and,

WHEREAS, these expenditures were not budgeted for Fiscal Year 2023-24 and therefore requires a Supplemental Budget in accordance with Local Budget Law; and,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

THEREFORE, BE IT RESOLVED, RESOLVED by the Board of Directors of Western Lane Ambulance District that a supplemental budget is adopted.

INCREASING APPROPRIATIONS

<u>Program</u> : EMS Operations: General Fund	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
Materials & Services: Administration: Property & Liability	\$ 183,000	\$ 30,000	\$ 213,000
Materials & Services: Administration: Dues and Fees	\$0	\$250	\$ 250
Materials & Services: Administration: GEMT FFC Fees	\$0	\$500	\$ 500
<u>Not Allocated to Organizational Unit or Program</u>			
Transfers WLFEA	\$6,206,973	(\$ 30,000)	\$6,176,973
Transfers Crisis Response	\$ 5,000		\$ 5,000
Transfers Capital Reserves	\$ 310,000		\$ 310,000
Contingency	\$ 100,000	(\$ 750)	\$ 99,250
Total Appropriations, All Funds	\$6,804,973		\$6,804,973
Total Unappropriated and Reserve Amounts, All Funds	\$ 209,221		\$ 209,221
TOTAL ADOPTED BUDGET	\$7,014,194		\$7,014,194

Adopted on this 21st day of December 2023.

By: _____
Cindy Russell, WLAD President

Attest: _____
Vanessa Buss, WLAD Secretary/Treasurer