

**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-a-longs, 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 will not readjourn after the executive session. The Regular meeting adjourned at 7:52 p.m.

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.

The Executive Session ORS 192.660(2)(b) was not read on the Zoom recording. The recording was not restarted due to the back-to-back Executive Sessions. Written minutes were taken at this point.

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.

FUTURE BUSINESS:

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

Respectfully submitted,
Holly Lais, Recording Secretary