

**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, March 28, 2024, 6:00 p.m.
The Zoom recording will be on the WLFEA Website**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi, Director Keith Stanton, Director Laurie Heppel (via Zoom), and Director David Carrillo (via Zoom)

Not Present: Director Tim Mendolia

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Cindy Russell, Director Vanessa Buss, and Director Mike Webb (via Zoom)

Not Present: Director Adam Holbrook and Director Linda Stent

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Matt House, Office Manager Trish Lutgen, Training Division Chief Rob Chance, 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 recognized for his promotion to Lieutenant with a pinning ceremony.

CONSENT AGENDA:

- Meeting Minutes
- Staff Reports
- Correspondence

Director Stanton asked to review the Regular Meeting Minutes from February 22, 2024. Staff will confirm if one or two executive sessions were announced in the minutes.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen reported the budgets are on target and tracking around 66.72%. SVFR and WLAD are still working on purchasing capital items. The budget workshops and committee meetings are coming up in April.

OLD BUSINESS:

- a. Policies from February 22, 2024: 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

- b. Policy: 1027 Personal Appearance Standards: Discussed
- I. First Responders
 - II. Administration Staff

NEW BUSINESS:

- a. Policies for Review: Discussed
- 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: The Best Practices program provides the district with up to 10% discount on insurance contributions. Each category's completed such as public meeting policy, SDAO Board of Directors training, and public meeting checklist, provide the district's with a 2% credit on the insurance. Office Manager Lutgen will review the district's public meeting policies to ensure they meet SDAO's sample policy. The training that the Board of Directors must complete is open and available on Vector Solutions.
- c. Supplemental Budget: SVFR Resolution 2024-03:
SVFR Director Stanton made a motion to adopt SVFR Resolution 2024-03 Supplemental Budget Correction. Seconded by Director Palisi. Roll call vote, all in favor, and the motion carried.
- d. Supplemental Budget: WLAD Resolution 2024-02:
WLAD Director Webb made a motion to adopt WLAD Resolution 2024-02 Supplemental Budget Correction. Seconded by Director Buss. Roll call vote, all in favor, and the motion carried.

DIRECTOR COMMENTS:

- Director Palisi reviewed complaints regarding Director Stanton's ambulance ride-a-long from last month. The board agreed no more ride-a-longs would be permitted, and the matter is considered closed.
- Director Russell recognized all the candidates who applied for the Captain's assessment. Chief Schick was pleased with the quality of the applicants and still needs to interview three candidates. He will announce the final candidates in the next few weeks. Captain David Rossi is anticipated to retire later this fiscal year.
- Chief Schick announced that WLFEA will participate in Family Feud held at the Casino on April 5. Funds from ticket sales will go to the Florence Food Share.

The Regular meeting adjourned at 6:23 p.m.

FUTURE BUSINESS:

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

Respectfully submitted,
 Holly Lais, Recording Secretary