

**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, May 23, 2024, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi, Director David Carrillo, Director Tim Mendolia, and Director Keith Stanton
Not Present: Director Laurie Heppel

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Vanessa Buss, Director Mike Webb, Director Adam Holbrook (via Zoom), and Director Linda Stent
Not Present: Director Cindy Russell

STAFF PRESENT:

Office Manager Trish Lutgen, Training Division Chief Rob Chance, and Recording Secretary Holly Lais (via Zoom)

Chief Chance called the meeting to order at 6:00 p.m. Roll Call established quorums.

Chief Chance informed an Action Item was added to the agenda – WLFEA Resolution 2024-25: FY2023-24 Supplemental Budget under New Business.

PUBLIC COMMENT: None

ADOPTING FY24-25 BUDGETS for SVFR, WLAD and WLFEA:

Opened Public Hearing: The Public Hearing for all three entities was opened at 6:02 p.m.

Hear Public Comments: No comments received in email, online or in person

Closed Public Hearing: The Public Hearing was closed at 6:03 p.m.

- a) SVFR Action Item: Resolution 2024-05 Adopting the Budget
Office Manager Trish Lutgen explained that SVFR Resolution 2024-05 adopts the SVFR FY2024-25 Budget, makes the appropriations, imposes the tax, and categorizes the tax.
Director Palisi made a motion to approve SVFR Resolution 2024-05 Adopting the SVFR FY2024-25 Budget in the total amount of \$4,929,895 and a Permanent Rate Tax of \$1.5417 per \$1,000. Director Stanton seconded. Roll call vote: All in favor, Motion passed.
- b) SVFR Action Item: Resolution 2024-06 Establishing Fund Balances
Office Manager Trish Lutgen explained that SVFR Resolution 2024-06 establishes the policies for fund balances. The Committed Fund Balances include the Equipment Reserve Fund, the Property & Apparatus Reserve Fund, and the Apparatus Reserve Fund.
Director Palisi made a motion to approve SVFR Resolution 2024-06 Establishing Fund Balances. Director Carrillo seconded. Roll call vote: All in favor, Motion passed.
- c) SVFR Action Item: Resolution 2024-07 Modified Cash Basis Accounting
Office Manager Trish Lutgen explained that SVFR Resolution 2024-07 switches the modified accrual basis method of accounting to a modified cash basis.
Director Palisi made a motion to approve SVFR Resolution 2024-07 Modified Cash Basis Accounting. Director Carrillo seconded. Roll call vote: All in favor, Motion passed.

- d) WLAD Action Item: Resolution 2024-04 Adopting the Budget
Office Manager Trish Lutgen explained that WLAD Resolution 2024-04 adopts the WLAD FY2024-25 Budget, makes the appropriations, imposes the tax, and categorizes the tax.
Director Webb made a motion to approve WLAD Resolution 2024-04 Adopting the WLAD FY2024-25 Budget in the total amount of \$5,610,153, a Permanent Rate Tax of \$.3198 per \$1,000, and a Local Option Levy of \$.4500 per \$1,000. Director Buss seconded. Roll call vote: All in favor, Motion passed.
- e) WLAD Action Item: Resolution 2024-05 Establishing Fund Balances
Office Manager Trish Lutgen explained that WLAD Resolution 2024-05 establishes the policies for fund balances. The Committed Fund Balances include the Equipment Reserve Fund and LifeMed Fund.
Director Webb made a motion to approve WLAD Resolution 2024-05 Establishing Fund Balances. Director Stent seconded. Roll call vote: All in favor, Motion passed.
- f) WLAD Action Item: Resolution 2024-06 Modified Cash Basis
Office Manager Trish Lutgen explained that WLAD Resolution 2024-06 will switch the modified accrual basis method of accounting to a modified cash basis.
Director Webb made a motion to approve WLAD Resolution 2024-06 Modified Cash Basis Accounting. Director Stent seconded. Roll call vote: All in favor, Motion passed.
- g) WLFEA Action Item: Resolution 2024-02 Budget Adoption
Office Manager Trish Lutgen explained that WLFEA Resolution 2024-02 adopts the WLFEA FY2024-25 Budget and makes the appropriations. WLFEA has no taxes.
Director Stent made a motion to approve WLFEA Resolution 2024-02 Adopting the WLFEA FY2024-25 Budget in the total amount of \$11,504,713. Director Webb seconded. Roll call vote: All in favor, Motion passed.
- h) WLFEA Action Item: Resolution 2024-03 Establishing Fund Balances
Office Manager Trish Lutgen explained that WLFEA Resolution 2024-03 establishes the policies for and fund balances. The Committed Fund Balances include the Western Lane Crisis Response Fund.
Director Webb made a motion to approve WLFEA Resolution 2024-03 Establishing Fund Balances. Director Buss seconded. Roll call vote: All in favor, Motion passed.
- i) WLFEA Action Item: Resolution 2024-04 Modified Cash Basis
Office Manager Trish Lutgen explained that WLFEA Resolution 2024-04 twitches the modified accrual basis method of accounting to a modified cash basis.
Director Buss made a motion to approve WLFEA Resolution 2024-04 Modified Cash Basis Accounting. Director Palisi seconded. Roll call vote: All in favor, Motion passed.

CONSENT AGENDA:

Meeting Minutes: Regular Meeting April 25, 2024

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen explained the budget is tracking at 95% and is dangerously close to going over in Materials and Services. The added WLFEA Resolution 2024-05 addresses this issue. She has scheduled a meeting for the Auditors in October, and any other financial information can be found in the Board Packet.

OLD BUSINESS:1. Building Update:

Chief Chance informed Directors new plans are available that include an ambulance bay.

2. Policies from March 29, 2024:

Chief Chance explained there were minor changes, including in Policy 217, which adds the Officer and Mentor of the Year Award Categories.

- a) 216 – Purchasing and Procurement
- b) 217 – Annual Recognition Awards
- c) 218 – Americans with Disabilities Act
- d) 219 – Limited English Proficiency Services

NEW BUSINESS:1. MOU – Salary Increase

Chief Chance informed the MOU is necessary to receive signatures recognizing the 4% COLA increase from the 2.5% increase that the Directors had agreed upon during the budget process.

WLFEA: Director Carrillo made a motion to approve the Memorandum of Understanding (MOU) for the Salary Increase with a 4% COLA. Director Palisi seconded. Roll call vote: All in favor, Motion passed.

2. Resolution: Registered Agent for SVFR, WLAD, and WLFEA

Office Manager Trish Lutgen explained that SVFR Resolution 2024-04, WLAD Resolution 2024-3, and WLFEA Resolution 2024-01 establish Chief Schick as the Registered Agent and establish the organization's address as the Registered Office with the Secretary of State Office and Department of Administrative Services.

SVFR: Director Stanton made a motion to approve Chief Schick as the Registered Agent for SVFR. Director Palisi seconded. Roll call vote: All in favor, Motion passed.

WLFEA: Director Webb made a motion to approve Chief Schick as the Registered Agent for WLFEA. Director Buss seconded. Roll call vote: All in favor, Motion passed.

WLAD: Director Webb made a motion to approve Chief Schick as the Registered Agent for WLAD. Director Stent seconded. Roll call vote: All in favor, Motion passed.

3. Resolution: SVFR Supplemental Budget Command Vehicle Outfitting

Office Manager Trish Lutgen explained that SVFR Resolution 2024-08 is a supplemental budget correction for FY23-24 which moves appropriations of \$5,324 from Contingency to the General Fund - Capital Outlay: Command Vehicle to cover the fitting of the new interceptor.

Director Palisi made a motion to approve the SVFR Resolution 2024-08 Supplemental Budget FY23-24 for Command Vehicle Outfitting. Director Stanton seconded. Roll call vote: All in favor, Motion passed.

4. Resolution: WLCR Grant

Office Manager Trish Lutgen explained that SVFR Resolution 2024-09 is a supplemental budget correction for FY23-24 that moves appropriations of \$6,100 from Contingency to the General Fund – 9530 Transfer Out to WLCR to cover radios bought through the WLCR Grant.

Director Palisi was concerned about WLCR's lost funding from Lane County. He was not pleased with the way the County handled the notification for the program and hopes to find outside support for WLCR. WLCR services are widespread and affect the hospital, law enforcement, and community. Current

funding will stop at the end of June. Chief Chance informed the County had reached out and is setting up meetings to address those concerns.

Director Palisi made a motion to approve the SVFR Resolution 2024-09 Supplemental Budget FY23-24 for the WLCR Grant. Director Mendolia seconded. Roll call vote: All in favor, Motion passed.

5. Resolution: WLFEA 2024-05: FY2023-24 Supplemental Budget

Office Manager Trish Lutgen explained that WLFEA Resolution 2024-05 is a supplemental budget for FY23-24 which moves the total appropriations of \$60,000 from the Ending Fund Balance to the General Fund: Materials and Services: Medical, Prevention, and Insurance. WLFEA has seen a significant price increase in these areas, and this funding will get WLFEA through to the new fiscal year.

Director Webb made a motion to approve the WLFEA 2024-25: FY2023-24 Supplemental Budget. Director Carrillo seconded. Roll call vote: All in favor, Motion passed.

6. Policies for Review

Chief Chance informed the directors of the below policies. The directors will review and discuss them at the next meeting.

- a) 300– Incident Management
- b) 301 – Emergency Response
- c) 302 – Fire Ground Accountability
- d) 303 – Rapid Intervention/Two-In Two-Out

DIRECTOR COMMENTS:

- Director Webb thanked Charlie York for his help and research into available opportunities and grants that could help fund an ambulance station. York estimated the project is around \$9 million, and Director Webb would like, as the first step, to pursue further funding ideas. He suggested enacting help from LCOG and comparing Bonds vs. Grants.
- Director Buss recognized Captain Rossi and his team for a recent transport. They were kind and attentive to the patient's needs.

The Regular meeting adjourned at 6:45 p.m.

FUTURE BUSINESS:

The next Regular Joint Board Meeting and Budget Hearing is scheduled for June 27, 2024, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary