

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

**SVFR & WLFEA BOARD MEMBERS PRESENT:**

Director Laurie Heppel (via Zoom), Director Keith Stanton, Director Tim Mendolia, and Director Jim Palisi  
**Not Present:** Director David Carrillo

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

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

**ELECT OFFICERS:**

**SVFR**

- **SVFR President:** Director Heppel was nominated by Director Palisi. The nomination was seconded by Director Mendolia. Chief Schick closed nominations. All SVFR Directors voted unanimous.
- **SVFR Vice President:** Director Palisi was nominated by Director Heppel. The nomination was seconded by Director Mendolia. Chief Schick closed nominations. All SVFR Directors voted unanimous.
- **SVFR Secretary/Treasurer:** Director Mendolia was nominated by Director Heppel. The nomination was seconded by Director Palisi. Chief Schick closed nominations. All SVFR Directors voted unanimous.

**WLAD**

- **WLAD President:** Director Russell was nominated for President by Director Webb. The nomination was seconded by Director Holbrook. All were in favor. Chief Schick closed nominations. All WLAD Directors voted unanimous.
- **WLAD Vice President:** Director Holbrook was nominated for Vice President by Director Russell. The nomination was seconded by Director Webb. Chief Schick closed nominations. All WLAD Directors voted unanimous.
- **WLAD Secretary/Treasurer:** Director Stent was nominated by Director Webb for Secretary/Treasurer. The nomination was seconded by Director Russell. Chief Schick closed nominations. All WLAD Directors voted unanimous.

**WLFEA**

- **WLFEA President:** Director Webb was nominated by Director Russell for President. The nomination was seconded by Director Palisi. Chief Schick closed nominations. All WLEA Directors voted unanimous.
- **WLFEA Vice President:** Director Heppel was nominated by Director Russell for Vice President. The nomination was seconded by Director Palisi. Chief Schick closed nominations. All WLEA Directors voted unanimous.
- **WLFEA Secretary/Treasurer:** Director Buss was nominated by Director Webb for Secretary/Treasurer. The nomination was seconded by Director Heppel. Chief Schick closed nominations. All WLEA Directors voted unanimous.

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

Meeting Minutes: Regular Meeting June 27, 2024 (the Regular Meeting for July 25, 2024, was canceled)

Director Stanton requested the Board Minutes for June 27, 2024, reflect that he was not present as he was attending the LCOG meeting as the WLFEA Representative.

Staff Reports

Correspondence

**GRANT OPPORTUNITIES - CHARLIE YORK:**

Paramedic Charlie York has been working to secure various grants and federal funding opportunities for the Authority. He informed everyone that WLAD has been awarded a twenty percent-matching grant for a side-by-side and quads. He is currently looking to establish funding for the Station 1 expansion and Station 2 ambulance quarters. With his background as a structural engineer, he recommended the district prioritize the west wall at Station 1 and submit an insurance claim. Chief Schick replied that an insurance inquiry has already occurred and that repairs for the west wall were in the budget, but it makes sense to incorporate into the remodel. Paramedic York found that environmental, cultural, and archaeological studies are needed before any grants could be started. He expects two to three months for the studies to be completed. Director Webb stressed that Station 3 needs to move out of the inundation zone and to a safer location which will help to secure funding. Paramedic York will continue to communicate his developments with Chief Schick to relay to the board.

**REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:**

Office Manager Trish Lutgen informed the Board that the LifeMed Subscription had over 1,500 members for FY24-25 with a revenue of \$105,145 and reached 87.4% of the budget. She reported employees now had the new credit cards and staff were in the process of closing the old cards. She also reported that the Auditor's letter for each entity was included in the board packet, and the financials for this fiscal year are broken out by their specific fund. She highlighted that WLAD had received their ventilators and WLFEA's EMS Services were high because they had paid their annual dispatch bill. The Insurance line item is high because of the workers' compensation policy increased. This is due to claims and the Board members from both districts were moved to the WLFEA policy. She said the district did receive a refund from workers comp for \$3,670.93 by moving the Board members. She reported that the WLCR Grant income detail was still being worked out and the WLCR budget will be updated after WLCR clarifies those numbers with all the new funding sources.

Director Webb asked for an End-of-Year Financial Review, and Office Manager Lutgen said they were in the last board packet and would include them again for discussion at the next board meeting.

**OLD BUSINESS:**

1. Policies from June 27, 2024

Chief Schick explained these policies were provided at the last meeting. The Directors had no questions.

- a) 304 – Urban Search and Rescue
- b) 305 – Tactical Withdrawal
- c) 306 – Response Time Standards
- d) 307 – Aircraft Operations

**NEW BUSINESS:**

1. Appoint Committee Members:

- i. Station Feasibility Committee: Two directors from SVFR and WLAD boards were appointed. Directors Webb and Stent was nominated by Director Russell and Directors Palisi and Mendolia

was nominated by Director Heppel to be on the Station Feasibility Committee. The three directors present accepted, and Director Stent will need to be confirmed at a later date.

- ii. Apparatus Committee: Chief Schick stated there is no need for an Apparatus Committee (ad hoc) at this time.
  - iii. Labor Negotiation Committee: Committee members will be needed later next year. Directors Buss and Heppel was nominated by Director Russell to serve on the Labor Negotiation Committee, and Director Russell volunteered to serve on the committee. Director Heppel accepted the nomination. Director Heppel nominated Director Palisi, and he accepted. Director Buss will need to be confirmed at a later date.
  - iv. Awards Committee: There was no discussion.
  - v. Lane Council of Governments Representatives (SVFR): Director Webb currently serves as the WLAD representative for Lane Council of Governments. Director Stanton volunteered to continue as the SVFR representative. All were in favor.
  - vi. Florence Urban Renewal Agency representative: Director Webb currently serves as the WLAD Florence Urban Renewal Agency representative. Director Palisi was recommended by Director Webb to serve as the SVFR representative. Director Palisi accepted the recommendation.
2. Approve Dates for FY24-25 Joint Board Meetings  
The director discussed the holidays that affect the meeting dates. Meetings are scheduled for 6:00 p.m. on the fourth Thursday of the month January through October, and the third Thursday of the month November and December.  
**Director Russell made a motion to approve the Joint Board Meeting dates for FY24-25. Director Stanton second. All were in favor, and the motion passed.**
  3. Annual Board of Director Conflict of Interest/Code of Ethics Form  
Office Manager Lutgen handed out the form for FY2024-25 and asked the directors to review, sign, and return them to her.
  4. Appoint SVFR Budget Committee Member: Mary Kauffman  
Mary Kauffman is currently on the Civil Service Commission and would like to join the SVFR Budget Committee.  
**Director Palisi made a motion to appoint Mary Kauffman as an SVFR Budget Committee member. Director Heppel second. All were in favor, and the motion passed.**
  5. WLCR Program Update  
Chief Schick provided the WLCR Program Update. He said the full report was in the board packet and noted that even though it was a stressful time for the WLCR team, they were working it out. Director Russell inquired about a clinical social worker through PeaceHealth. Chief Schick explained details were still being worked out. Director Stanton added that he had talked with LCOG's Executive Director, and they could not get involved because WLCR was not a County-based program.
  6. Policies for Review  
Chief Schick asked the directors to review the below policies by the next meeting. They discussed that a high-rise structure is defined over four stories and the planned hotel in Florence will have elevators. The directors inquired if the Chief had a list of residences and businesses with elevators.
    - a) 308 – Atmospheric Monitoring for Carbon Monoxide
    - b) 309 – Staging
    - c) 310 - High-rise Incident Management

## d) 311 – Elevator Entrapments

**DIRECTOR COMMENTS:**

- Director Russell reminded everyone of the upcoming SDAO Board training class with George Dunkel at Driftwood Shores, and to sign up if not done so already and requested that Trish send the information out to the entire Board. Other upcoming events include the company picnic at Woahink Lake on the 27<sup>th</sup> at 5:30 p.m., and the Rotary Auction Dinner at Station 1 on Monday. She reported the WLCR Dinner and Movie Fundraiser at Station 1 was nice but not well attended. She felt there was confusion with the location being advertised as the Fire House (meaning the station and not the restaurant). She said it was a good start for their first go-around and recommended advertising more.
- Director Stanton, as the LCOG representative, provided a report from LCOG's last meeting and handed out their brochure. He informed the board they have an 85-million-dollar budget and provide services to a range of districts and agencies. He would like to extend an invitation to the Executive Director to attend a WLFEA Board Meeting. Chief Schick said he would include that on the next agenda. Director Palisi inquired what type of project LCOG had helped Eugene/Springfield Fire with. Chief Schick guessed it was help with their merger. LCOG had helped WLFEA in the past with its Master plan, GIS, and IT services.

**FUTURE BUSINESS:**

The next Regular Joint Board Meeting is scheduled for September 26, 2024, at 6:00 p.m.

**The Regular meeting adjourned at 7:10 p.m.**

Respectfully submitted,  
Holly Lais, Recording Secretary