

**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, September 26, 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 David Carrillo, and Director Jim Palisi

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

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

Not Present: Director Linda Stent

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Training Chief Rob Chance, Paramedic Charlie York, and Recording Secretary Holly Lais

Chief Schick called the meeting to order at 6:00 p.m. The flag salute was completed and a roll call established quorums.

PUBLIC COMMENT: None

CONSENT AGENDA: adopted

Meeting Minutes: Regular Meeting August 22, 2024

Staff Reports

Correspondence

PRESENTATION: LIFE SAVING AWARD

Paramedic Charlie York presented the Life Saving Award to Ryan McCarty, who rescued a man from a near-drowning experience. York described the August 20th incident. He said that McCarty, who was working on the 4th floor at Driftwood Shores at the time, saw an individual in the ocean fighting a rip tide. A co-worker called 911 while McCarty grabbed his wetsuit, fins, and bodyboard. McCarty ran from the hotel, and swam out 100 yards to the person just as he was going underwater. He was able to get the person back to shore just as the medics and other agencies, including the Siuslaw Valley Fire, Coast Guard, Florence Police Department, and Lane County Sheriff, arrived on the scene. It was because of McCarty's quick and heroic actions that a life was saved that day.

PRESENTATION: SWEARING IN LIEUTENANTS

Pablo Crescioni and Zach Werner for their promotion to Lieutenant were sworn in by Chief Schick. Badges were given to their spouses for the pinning ceremony. Lieutenant Campbell presented them with their red helmets.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen informed the Board that the End of Year Reports were included in this board packet since July's meeting was canceled. She explained that the SVFR Accounts Payable had a -\$23 balance and was due to a property insurance adjustment for a new rig. She said that the WLAD LifeMed transfer to the LGIP account was complete, and WLCR had received a new grant and will still need to have a supplemental budget.

OLD BUSINESS:1. Policies from August 22, 2024

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

- a) 308 – Atmospheric Monitoring for Carbon Monoxide
- b) 309 – Staging
- c) 310 – High-rise Incident Management
- d) 311 – Elevator Entrapments

NEW BUSINESS:1. Replace HVAC system at Station 2

The HVAC system at Station 2 is inoperative and needs to be replaced. Quotes were requested for the replacement of the HVAC unit. Since the system is old, a repair would not be financially feasible. Two quotes were obtained, and the third quote was not received. The Staff recommended the lowest quote from Card Heating & Air, LLC for \$13,573.

Director Webb made a motion to approve the expenditure and move forward with the quote from Card Heating & Air, LLC for \$13,573. Director Buss second. Roll call. All were in favor, and the motion passed.

2. SDAO Best Practices Survey Update

Office Manager Trish Lutgen said the survey was complete and asked for any Directors who had not completed their online Public Meetings Training to do so by October 15th. Once complete, the district will get a 2% insurance discount. She confirmed that training completed from last year does not carry over to this year and that the topics change annually.

3. Policies for Review:

Chief Schick asked the directors to review the below policies by the next meeting. He would appreciate any recommendations or suggested changes.

- a) 312 – Elevator Restrictions During Emergencies
- b) 313 – Swift Water Rescue and Flood Search and Rescue Responses
- c) 314 – Confined Space Rescue Response
- d) 315 – Wildland Firefighting

4. Grant Updates: (added agenda item)

- a) Cyber Security Grant – Office Manager Trish Lutgen informed the Board that WLFEA was accepted to move into the application process and this grant would be used to migrate WLFEA's website and emails to a .gov domain. She is working on getting three quotes and gathering Letters of Support. The Presidents from each entity were also asked to sign a Letter of Support. Director Webb asked what the advantage is of having a .gov domain. Office Manager Lutgen replied that it would help the community know that WLFEA is a valid and legitimate website and would help increase the chances of receiving future grants. She said her first quote was for \$56,000, which includes the moving of the domain, training, and the monthly subscription fee of \$1,300.

WLAD: Director Webb made a motion to submit the Letters of Support which supports the Cyber Security Grant. Director Russell second. All were in favor, and the motion passed.

SVFR: Director Palisi made a motion to submit the Letters of Support which supports the Cyber Security Grant. Director Carrillo second. All were in favor, and the motion passed.

WLFEA: Director Webb made a motion to submit the Letters of Support which supports the Cyber Security Grant. Director Buss second. All were in favor, and the motion passed.

- b) ATV Grant – A budget resolution for WLAD is needed for one side-by-side and two all-terrain vehicles, and because it is a matching grant, an Authorization for Expenditure is also needed. The Capital purchase is for \$40,100 and has an \$8,200 match, plus additional add-ons like radios, for a total of \$55,000. Office Manager Lutgen said the total resources needed is \$32,080 and the grant income of \$22,920 would come out of the Operation Contingency account.

WLAD: Director Buss made a motion to approve resolution 2024-07 that moves matching funds for \$22,920. Director Webb second. Roll Call. All were in favor, and the motion passed.

Kudos were given to Paramedic Charlie York for his work on the ATV Grant. He is still looking for a separate Fire ATV Grant. Chief Schick said the district will need to surplus its older ATVs.

DIRECTOR COMMENTS:

- Office Manager Lutgen informed the board of two upcoming conferences: OFDDA in Sun River from November 7-9 and the SDAO Conference at the River House in Bend from February 6-9. Due to the hotel availability she asked the directors to let her know as soon as possible if they were planning to attend.
- Director Palisi said he and Directors Russell and Stent attended the conference at Driftwood Shores. He discussed the new laws coming to public meetings training, ethics, and required classes for directors and anyone running for office.
- Director Russell said she had completed the SDAO Academy, and the OFDDA offers classes and credits that will help anyone who is also looking to complete it.
- Director Palisi said Rogue River has a new Fire Protection District and they are looking for used, donated equipment like a tender.
- Director Russell added that she was happy to see the Promotions and the Life-Saving Awards Presentations, and would like to see more community recognition events.
- Director Palsi asked how the near-drowned patient was now doing and Chief Schick said that he was invited to attend virtually but was unable to make it.
- Director Buss asked about the Medical Director position. Chief Schick explained that the district was in negotiations with a new medical director from Springfield, Chris Poulsen, D.O. He will continue to do case reviews, will be teaching lessons for CEU credits, and will be going on ambulance ride-a-longs.

FUTURE BUSINESS:

The next Regular Joint Board Meeting is scheduled for October 24, 2024, at 6:00 p.m.

The Regular meeting adjourned at 6:41 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary