

**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, October 24, 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, Director Keith Stanton, and Director Jim Palisi
Not Present: Director Tim Mendolia

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Cindy Russell, Director Mike Webb, Director Vanessa Buss, Director Linda Stent, and Director Adam Holbrook

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Training Chief Rob Chance, Western Lane Crisis Response (WLCR) Manager Melissa House, 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 September 26, 2024
Staff Reports
Correspondence

PRESENTATION: MELISSA HOUSE

- WLCR Manager Melissa House provided an update on the Western Lane Crisis Response Program. Call volumes were currently down but are expected to increase as the colder weather sets in. The staff have met their state regulation and county requirements and are completely compliant. They have received new software for Medicaid Billing and hope to have that going live by mid-November. As of September 30th, the SAMHSA Grant has completed its first year and has three years to go. That grant allows for a Full-time Client Advocate and Outreach Programs.
- Director Stent inquired how the WLCR Association was doing and House replied that it was good and still being used to help fund and maintain the long-term sustainability of the program.
- WLCR continues to provide community presentations and recently participated in the Every 15 Minutes event with Siuslaw High School and other agencies. The event was a simulation of the aftermath of when a teen dies from a DUI crash, which occurs somewhere in the US every 15 minutes. WLFEA performed a vehicle extrication, obituaries were read, caskets were displayed, and there were Letters from the Grave. Director Carrillo and Palisi felt the event went well and was successful. Director Stent shared a story of a similar Every 15 Minutes event in Texas that had gone sideways. The school did not notify the parents of the event, and they went from scared to angry. House said that even though this was an educational event, it was very emotional, even for the parents, and was happy they were there to support the students.

LCOG PRESENTATION: BRENDA WILSON

Brenda Wilson was not present; the district will try to reschedule.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen informed the Board that SVFR had no major expenditures to report. PeaceHealth deposited the WLCR Grant for \$82,083.33 into the wrong bank account. We've moved the funds to the correct account and notified PeaceHealth in writing which accounts to use. For WLFEA, the district is still waiting on Conflagration funds from the Battle Mountain Complex Fire. Expense should be tracking at 25% of the budget. Personnel expenses are tracking low and that is due to moving from accrual to cash basis. The admin staff are now cutting checks weekly, and this would help reduce thick expense packets. The district received a 9.79% dividend check from SAIF for \$11,583.

The district is currently holding ten hotel rooms for directors to attend the SDAO Conference in February. She asked if any directors are not planning to attending the conference to let her know as soon as possible so she can release those rooms. Directors Palisi and Stent stated that they would not be attending. Trish reported that the annual Audit was finished. There has been significant progress from the year prior, but some corrections remain, and those are mostly due to the move from accrual to cash basis not occurring until July 1, 2024.

OLD BUSINESS:1. Policies from September 26, 2024

Chief Schick explained these policies were provided at the last meeting.

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

Director Palisi led a discussion on Policy 315 – Wildland Firefighting. He suggested adding in 315.3 Incidents Involving State or Federal Responsibility Area, that when a structure fire threatens federal land, the FRA be automatically notified, not just in Wildand incidents. Chief Schick said the AIC or Westcomm already notifies the Oregon Department of Forestry automatically in such incidents. If State or Federal lands were threatened, the Oregon Fire Marshal would make additional response requests.

NEW BUSINESS:1. 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
- 315 – Wildland Firefighting

2. Resolution 2024-07: WLCR Supplemental Budget:

Office Manager Lutgen presented the board with Resolution 2024-07: WLCR Supplemental Budget. The WLCR program received a significant grant from PeaceHealth and changes to the FY24-25 requires a Supplemental Budget according to Local Budget Law. The Current WLCR Income is \$900,327 and the Increased Appropriations are \$160,130, for a Total Revised Requirements of \$1,060,457.

WLFEA: Director Stent made a motion to approve WLFEA Resolution 2024-07 Adjusting the Budget for FY 2024-25 by Adopting a Supplement Budget for the WLCR Fund. Director Russell second. Roll Call. All were in favor, and the motion passed.

DIRECTOR COMMENTS:

- Director Stanton informed the board that he has a Certified Computer Professional (CCP) title and wanted to know why the first quote received for the Cyber Security Grant was so high. Director Russel explained that at the September meeting, the discussion was regarding getting approval to process and submit the grant. Getting three quotes was part of that process. If the grant is approved, the directors can discuss the best use for spending it. Director Stanton requested that he be approached with future computer-related board topics so that he could prepare and give his input during the board meetings.
- Director Palisi had reviewed the State-wide Staff Report emailed by Chief Schick. He said the report identified threats to public safety and the need for recruitment and retention. He would like to see more people on shift or have more community sprinkler systems installed to help mediate future fires. He recommended setting up a workshop with neighboring districts and with State Legislatures to discuss funding of resources. He would also like to see a spreadsheet to see how much personnel and costs are being used towards Mutual Aid. Finally, he said he liked the new trial Chase Vehicle Protocol.
- Director Webb recommended removing the red type from Resolution No. 2024-07 because it makes the changed amounts look like deficiencies.

FUTURE BUSINESS:

The next Regular Joint Board Meeting is scheduled for November 21, 2024, at 6:00 p.m. (on the third Thursday of the month due to the Thanksgiving Holiday).

Director Russell moved for the Regular meeting to adjourn at 6:45 p.m. Second by Director Stent. All were in favor, and the motion passed.

Respectfully submitted,
Holly Lais, Recording Secretary