

**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, November 21, 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 (via Zoom), Director Keith Stanton, and Director Jim Palisi (via Zoom)

**Not Present:** Director Tim Mendolia

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

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

**Not Present:** Director Vanessa Buss

**STAFF PRESENT:**

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

**Chief Schick called the meeting to order at 6:02 p.m. The flag salute was completed, and a roll call established quorums.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:** Adopted

Meeting Minutes: Regular Meeting October 21, 2024

Staff Reports

Correspondence

**PRESENTATION: LANE COUNCIL OF GOVERNMENTS: BRENDA MOORE**

- Brenda Moore is the Executive Director of the Lane Council of Governments (LCOG). She shared a brief history of LCOG and its revenue sources. She listed a few of their 34 member agencies, including those on the coast, and highlighted some of the services LCOG provides throughout Lane County. Some of LCOG's services include Computer Equipment and IT services, Computer Software, Maps, Geographical Information Systems (GIS), assistance with Grants, Strategic Planning, and Senior & Disability Services. They provide a transport service with Link Lane, and other Government and Central Services.
- LCOG provides 12 free hours of professional services to WLFEA.
- Director Stent shared her experience with LCOG when she had to get a business loan. Director Webb also shared how the bank had used LCOG to help them secure property purchases.
- Moore discussed some of the hurdles of consolidating with the Eugene/ Springfield Fire. She said they are functional but consolidated by name only, and LCOG is working with them on their next steps. Director Palisi inquired about regionalizing the west with Fire. Moore explained there had been a feasibility study on the topic and that it did not look likely. Director Palisi shared his experience in California where Fire and EMS responded by "boundary drop" locations, and hoped something similar could be set up in Oregon.
- Director Stanton thanked Moore for her visit and presentation.

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

Office Manager Trish Lutgen informed the Board that the expenditures were tracking at 33%. She described how County Taxes are starting to roll in, and the Authority is still waiting on the Battle Mountain Complex Conflag reimbursement to come through.

**ANNUAL UNIFORM ORDER:**

Office Manager Lutgen added a last-minute agenda bill item. She explained that the Authority had received three quotes for their annual uniform order and they recommended 4 Color Pro who offered the lowest quote. **Director Webb made a motion to accept the Annual Uniform Order quote from 4 Color Pro for \$14,090.00. Second by Director Carrillo. All were in favor, and the motion passed.**

**OLD BUSINESS:**1. Policies from October 24, 2024:

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

- a) 316 – Trench Rescues
- b) 317 – Carbon Monoxide Detector Activations
- c) 318 – A Safe Place for Newborns Law
- d) 319 – Hazardous Materials Response

**NEW BUSINESS:**1. WLFEA/ IAFF851 Negotiating Committee:

Director Webb appointed Directors Stent, Heppel, and Palisi to the Negotiation Committee. Chief Schick explained that their role is to help go through the contract and articles, and it will be up to the whole board to make any final decisions. Negotiations will start in February or March. The current contract will end June 30, 2025.

2. WLFEA Fee Structure:

Chief Schick said he wanted to start conversations regarding WLFEA's Fee Structure. Currently, there are several Operational, Administrative, Fire Prevention, and Life Safety services that the Authority does not charge for but he would like to change, such as hydrant testing. The group discussed having a LifeMed type plan for out on the dunes. It was worth looking into further into a LifeMed type plan for ATVs. Director Palisi inquired about cost recovery from the state for ATV permits. Director Webb recommended setting up a Fee Committee. Director Stanton asked to see what the average cost vs. the proposed cost of services is, and Chief Schick said he would share that data.

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) 320 – News Media and Community Relations
- b) 321 – Scene Preservation
- c) 322 – Child Abuse
- d) 323 – Disposition of Valuables

**DIRECTOR COMMENTS:**

- **Director Stanton had a presentation to show the group; however, the presentation would not load.**
- Director Palisi noted that the Authority did not receive the grant for the Station 1 expansion. Chief Schick explained that this was anticipated and was due to Administrative changes and a lack of funds available. He is hoping to have cost estimates set up by mid-December and then will be talking with the banks and LCOG.
- Director Stent would like to see more hydrant blue placards along Heceta Beach Road.

- Director Carrillo highly recommended the OFDDA conference. He said there was a lot of good information, and thanked Office Manager Lutgen for setting it up.
- Director Stanton would like the room arranged in order for the board to see presentations on the TV screens.
- Chief Schick reminded everyone to RSVP for the WLFEA Holiday Party Potluck on December 3<sup>rd</sup> at 5:30 p.m.

**FUTURE BUSINESS:**

The next Regular Joint Board Meeting is scheduled for December 19, 2024, at 6:00 p.m. (on the third Thursday of the month due to the Christmas Holiday).

**The Regular meeting adjourned at 7:13 p.m.**

Respectfully submitted,  
Holly Lais, Recording Secretary