

**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, March 27, 2025, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

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

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Deputy Chief Rob Chance, Division Chief Andy Gray, and Recording Secretary Mary Dimon

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

PUBLIC COMMENT: None

Public Hearing: Civil Service Rules

- Open Public Hearing: Chief Schick opened public Hearing at 6:05
- Hear Public Comments: None
- Close Public Hearing: chief Schick closed public hearing. At 6:06

Director Palisi asked if the attorneys needed to look at the document. Chief Schick stated that the attorneys have not looked at the document. The original document had come from Bend Fire, which we modified to WLFEA.

- a) WLFEA Action Item: **Adopting Civil Service Rules was postponed until the April 24, 2025, Joint Board Meeting.**

CONSENT AGENDA:

Meeting Minutes: Regular Meeting February 27, 2025. Director Stanton pulled the minutes from the February meeting and shared his certificate of public meeting law training ORS 192.650 and explained that going forward with future meetings that the term unanimous should not be used. Future meetings a roll call vote will be made and noted of all Aye and nay votes and who made them.

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen explained to the Board the misc. grant income WLCR received. Director Webb suggested that funds transferred in the future have a consistent timing.

OLD BUSINESS:

1. Policies from February 27, 2025:

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

- a) 332 – Chaplains

- b) 333 – Active Shooter and Other Violent Incidents
- c) 334 – Community Emergency Mass Notification System

NEW BUSINESS:

WLAD Capital: Ambulance: An agenda bill was presented to get WLAD board approval to purchase a new Type II Ambulance through the Sourcewell cooperative contracting purchasing agreement. The expenditures are \$190,890.75 for the Ambulance and \$59,109.25 for equipment.

Director Webb made a motion to approve the budgeted purchase of a Type II Ambulance. The motion was Second by Director Holbrook and Roll call vote made; WLAD Directors: Director Webb, Director Holbrook, Director Buss, Director Russell, and Director Stent voted Aye. the motion passed.

WLFEA: WLCR Open New Accounts: Trish explained to the Board that Western Lane Crisis Response (WLCR) would like to start billing a fee for service to individual's insurance when they go on calls. To do this, they need to open an account on Pay Span which is an electronic healthcare payment solution, a type of financial platform that allows the flow of funds to and from our bank accounts. The finance department wants a specific bank account at Oregon Pacific Bank specifically for this platform and these funds.

Director Buss made a motion to approve the opening of a new checking account at Oregon Pacific Bank with the following signers: Michael Schick, Robert Chance, Mike Webb, Cindy Russell, Vanessa Buss, Adam Holbrook, Laurie Heppel, and Jim Palisi. Second by Director Palisi Roll call vote made; WLFEA Director's: Director Webb, Director Holbrook, Director Buss, Director Russell, Director Stent, Director Heppel, Director Palisi, Director Carrillo, and Director Stanton, voted Aye. the motion passed.

Director Webb made a motion to approve the opening of a pay span account for WLCR billing. Second by Director Carrillo Roll call vote made; WLFEA Director's: Director Webb, Director Holbrook, Director Buss, Director Russell, Director Stent, Director Heppel, Director Palisi, Director Carrillo, and Director Stanton, voted Aye. the motion passed.

Agenda Bill Internet Service: Trish explained that the internet contract for station #1 came due, so we received quotes to get as many of our stations on internet as we could. She presented three quotes she suggests we go with spectrum as they could provide service to six of our stations and they were able to provide a fail-safe backup for our 24/7 stations.

Director Webb made a motion to approve the agenda bill for internet services with Spectrum for WLFEA's internet services. Second by Director Buss Roll call vote made; WLFEA Director's: Director Webb, Director Holbrook, Director Buss, Director Russell, Director Stent, Director Heppel, Director Palisi, Director Carrillo, and Director Stanton, voted Aye. the motion passed.

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.

1. 400 – Fire Inspections
2. 401 – Permits
3. 402 – Fire Investigations
4. 403 – Code Enforcement
5. 404 – Alternative Materials and Methods Requests

DIRECTOR COMMENTS:

- Director Stanton gave a presentation about out-of-town lodging, he compared costs of lodging and suggested that future conferences and trainings that are out of town that we investigate less expensive

lodging. Stanton also had a presentation on modular buildings for the expansion of the WLFEA admin building.

FUTURE BUSINESS:

The next Regular Joint Board Meeting is scheduled for April 24, 2025, at 6:00 p.m.

The Regular meeting adjourned at 6:57 p.m.

Respectfully submitted,
Mary Dimon, Recording Secretary