

**WESTERN LANE FIRE AND EMS AUTHORITY
SIUSLAW VALLEY FIRE AND RESCUE
WESTERN LANE AMBULANCE DISTRICT
BOARD OF DIRECTORS**

“One Team, One Mission”

JOINT BOARD MEETING AGENDA

April 24, 2025, 6:00pm

2625 Highway 101 North, Florence

Zoom Meeting URL: <https://us02web.zoom.us/j/82683268796>

Or call 1-669-900-6833 and enter Meeting ID: 826 8326 8796

- I. 6:00pm Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call / Establishment of Quorum**
- IV. Public Comment:** *This is the opportunity for the public to speak to the Board of Directors. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.*
- V. Presentation: Western Lane Crisis Response (WLCR)**
- VI. Consent Agenda**
Meeting Minutes: Regular Meeting March 27, 2025
Staff Reports
Correspondence
- VII. Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. Old Business**
 1. WLFEA action item: Adopting Civil Service Rules
 2. Policies from March 27, 2025:
 - a) 400 – Fire Inspections
 - b) 401 – Permits
 - c) 402 – Fire Investigations
 - d) 403 – Code Enforcement
 - e) 404 – Alternative Materials and Methods Requests

IX. New Business

1. SVFR Resolution 2025-02: Supplemental Budget Dues and Fees (Elevator & Radio)
2. SVFR Resolution 2025-03: Surplus Type VI Brush Truck
3. WLFEA IT Managed Services RFP
4. Bank Accounts: Update Signers
 - a) SVFR
 - b) WLAD
 - c) WLFEA
5. Policies for Review:
 - a) 405 – Community Fire Station Visitation Program
 - b) 406 – Hazardous Materials Disclosures
 - c) 407 – Maximum Occupancy - Overcrowding
 - d) 408 – Juvenile Firesetter Referrals
 - e) 409 – Fire Watch Services
 - f) 410 – Fireworks Displays
 - g) 335 – Cost Recovery

X. Director Comments

This is an opportunity for Directors to comment on topics not on the agenda.

- XI. **Future Business:** Joint Board Meeting and Budget Hearing Thursday, May 22, 2025, at 6:00pm.

- XII. **Executive Session:** Per ORS 192.660(2)(d) to conduct deliberations with persons you have designated to carry on labor negotiations.

XIII. Adjournment

**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



Memorandum

To: WLFEA Board of Directors

From: Fire and EMS Chief Michael Schick

CC: Trish Lutgen, Dep. Chief Chance

RE: Chief's Board Report April 24, 2025

1. Rhody Days

We are once again preparing for the influx of visitors over Rhody Days the weekend of May 17th and 18th. The Department facilitates a children's parade on the Saturday during Rhody Days and then we are an active participant in the main parade on the Sunday.

2. Social Security update

All personnel have been offered multiple sessions to learn about the decision they have to make concerning our involvement in the Social Security Program. Voting will commence on April 30th and will be open for two weeks. A majority Yes vote will mean that all WLFEA employees will continue to contribute to Social Security.

3. Awards Banquet

Our annual awards banquet is scheduled for Saturday April 26th. Lane Fire Authority will be sending over an ambulance to cover all calls during the banquet so that our personnel on duty may attend. Once again we will be at Three Rivers Casino.

4. Labor negotiations / Grievance

Negotiations with the bargaining unit continue. At the last session on April 11th we submitted a proposal for a new wage scale which includes the new classifications of FF/EMT and FF/Paramedic. Our next meeting, the third session, is scheduled for April 29th.

The Union has also recently submitted two grievances, in the first they disagree with the way we calculate overtime and in the second, they disagree with how we pay personnel who are deployed on conflagrations.



Western Lane Fire and EMS Authority

Memorandum

To: WLFEA Board of Directors, Chief Schick
From: Deputy Chief Rob Chance
CC: Trish Lutgen
RE: Staff Reports April 2025

Call Breakdown: March

Incident Type Category: 1 Fire	6
Incident Type Category: 3 Rescue and EMS Incident	463
Incident Type Category: 4 Hazardous Conditions (no fire)	4
Incident Type Category: 5 Service Call	2
Incident Type Category: 6 Good Intent Call	26
Incident Type Category: 7 False Alarm	4
Incident Type Category: 9 Special Incident	2
Total	507

The Western Lane/Western Douglas County Fire Defense Board met on 4/17 at Reedsport Fire to discuss the upcoming fire season, training opportunities, and the two-year rollout of a new mobilization communications plan. There are currently no forecasts reported by the Oregon Department of Forestry or the Coos Forest Protection Association as to Oregon's wildfire season, however the recent fires in the eastern states have everyone expecting an early season.

We have three new part-time EMTs that have begun training at Station 2 after an orientation and onboard with MacKenzie and Mary. There are also two potential volunteer firefighter candidates that will start ride-a-longs in May.

The monthly CPR class had 25 students on 4/12 and we also taught a class of 40 for the school district on 4/14.

New DPSST certifications are Ben NFPA Driver and NFPA Firefighter I and Nic DPSST Firefighter I. There are no new OHA licenses, however we were successful in recertifying everyone with NREMT on time.

Our quarterly ambulance response times reported 97% for Category 1, Zone 1 emergency calls. Zone 2 calls were reported at 94%, while Zones 3 and 4 were 100%.

ASA: ASA #1 Western Lane Ambulance District

Quarter Ending: ☒ March 2025 ☐ June 20__ ☐ September 20__ ☐ December 20__

ASA 1	Total Calls (1)	Total Calls that meet Lane Code Emergency definition* (2)	Number of Calls Meeting Exception Requirements (3)	Remaining calls (4) [2-3=4]	Number of Calls Within System Response Time (5)	Percentage of Calls within Required System Response Time (6) [5/4=%]
Zone 1: Less than 10 Minutes	838	109	0	109	106	97%
Zone 2: Less than 20 Minutes	153	32	0	32	30	94%
Zone 3: 45 Minutes or Less	47	14	0	14	14	100%
Zone 4: >45 minutes, up to 4.5 hours	2	1	0	1	1	100%

*Lane Code Chapter 18.015 Definitions: Emergency Calls: 911 call placed in good faith where the caller believes a time sensitive medical emergency has occurred. The medical emergency is triaged through a State recognized Emergency Medical Dispatch (EMD) protocol to assign a response to the incident according to the criteria the ASA has in place regarding emergency driving protocol. Response time: The length of time between the notification of each provider and the arrival of each provider's emergency medical service unit(s) at the incident scene.



Mobile Integrated Healthcare

Hello Everyone! Here are the numbers for March. I've added a table that breaks down the visit type in part because I had so many non-typical visits in the last month. Explanations are below that new table.



Last month I have 42 visits, or about 3.5 visits/patient care day. Allowing for 2 blood draw/quick/phone visits in the time allotted for 1 MIH appointment, this is almost fully scheduled. Of the 18 standard "MIH" visits, 10 were initial visits and 8 were follow-up visits.

By comparison, in March 2024, when I was doing all my own scheduling and there were fewer patient care days, I had 16 visits, and in 2023 with full scheduling support and more patient care days, I had 36 visits.

In 2025 by referral type, and then by visit type:

Years	2025	
Visit date	Mar	

	Number of Visits	% of total Visits
PCP	11	26%
PCinHome	9	21%
Hospital	9	21%
ED	8	19%
EMS	4	10%
HH	1	2%
Grand Total	42	100%

Years	2025	
Visit date	Mar	

	Number of Visits
MIH	18
Phleb/Lab	9
Quick	6
Cancelled	3
Phone Call	5
No Show	1
Grand Total	42

Explanations of visit types:

MIH visits are the standard visit, post hospital/ED/EMS or at the request of a PCP for assessment or assistance

Lab collection is at the request of Primary Care, mostly In-Home Primary Care but occasionally another PCP

Quick: These do involve going to the patient's home, for example to drop off resources that I have collected for them or a custom medication list for the patient to use, picking up and delivering patient medications from a local pharmacy, or device assistance like applying a continuous glucometer device. These can vary a lot in nature: in March, one of these visits was by WLFEA crew to remove staples after I provided patient information, instructions about what information to gather record for this type of visit, picked up the staple removal device from the patient's PCP office, and finally charted the crew's report in the patient's record.

Cancelled: usually because the patient is hospitalized, but occasionally because of a conflicting appointment (with a higher level of care)

Phone Call: Many of these are when MIH calls to follow-up and/or discharge a patient who did not seem to need or want another home visit, or if I need to make multiple calls to follow-up on a visit. Some are when a past patient or caregiver/family member of a past patient contacts MIH for assistance.

No Show: The patient is not at home or not available when I have gone to their home for a scheduled appointment.

In the past I've included all of the above as "visits" in the total number, but thought this separation by type might be interesting.

Last years visits by referral source:

Hospital = Discharge Coordinator or Hospitalist
ED = Emergency Dept
EMS = EMS
PCinHome = Primary Care in Home
PCP = Primary Care Provider

Years 2024
Visit date Mar

Referral <input type="button" value="v"/>	Visits	Percent
ED	10	62.5%
Hospital	5	31.3%
PCP	1	6.3%
Grand Total	16	100.0%

V/R,

Wendy Sullivan
Certified Community Paramedic
Mobile Integrated Healthcare (MIH) Paramedic
Western Lane Fire & EMS
Office: 541-997-3212
Cell: 541-232-8864



WLFEA

Western Lane Crisis Response

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

April 2025

Western Lane Crisis Response (WLCR) Manager's Board Report

Prepared by Melissa House, QMHA-I

General STATS for the month of March

Total of **49** calls of those **18** were phone contacts

Average amount of time spent per call: **1.5** hours

WLCR prevented **22** individuals from being arrested or seen in the hospital

2 individuals were taken to Peace Harbor Hospital

The Justice Department requested WLCR **2** times and the Hospital Requested WLCR **3** times/Clinic **0**

9 Mental Health calls

0 Suicidal Ideations

8 Homelessness

3 Family Disputes

5 Welfare Checks

9 Acute Trauma/Sudden Death

0 Drug/Alcohol

0 Structure Fire

3 Cancelled Enroute

7 Needing Resources

5 Other calls

1 Youth

2 Veteran

16 Medicaid

Program Update:

In-person Board presentation.

Meet Cindy Gentry, WLCR's Assistant Manager, whose dedication and expertise play a vital role in our organization's success. Cindy has been instrumental in managing our budget and supporting our new initiative with Medicaid billing, helping to ensuring financial sustainability and operational efficiency. Beyond her financial expertise, she provides invaluable support in scheduling, recruitment, training, client advocacy, and response efforts.

Staffing

We recently experienced a brief staffing shortage, but in March, Western Lane Crisis Response successfully hired four new team members. Throughout this period, our small but dedicated team worked tirelessly to maintain double coverage. We are now focused on training and updating all policies and procedures to ensure consistency and efficiency. Additionally, Melissa is developing a new

04/01/2025

employee handbook specifically for the WLCR program and updating program relevant policies and procedures with current best practices.

Compliance with State Regulations

WLCR remains fully compliant with new Oregon Administrative Rules (OARs), ensuring the highest standard of service delivery:

- 24/7/365 In-Person Response: WLCR maintains a two-person in-person response team at all times, consisting of a Qualified Mental Health Associate (QMHA) and a Peer Support Specialist.
- Clinical Support: A Licensed Clinical Social Worker (LCSW) and Qualified Mental Health Professional (QMHP) are available on-call 24/7/365 to provide clinical oversight and support to the team.
- Response times are well under 30 min in city limits and under 60 minutes in rural and frontier locations.
- WLCR continues to make improvements to the new Electronic Health Record (EHR) system and our ability to bill Medicaid.

Service without Law Enforcement

As of March 11th, WLCR has expanded its response capabilities to include calls beyond city limits without law enforcement (LE) presence. Our team has undergone extensive training in scene safety and situational awareness to ensure a secure and effective response. WLCR is now equipped to respond independently throughout our district, serving Florence, Westlake, Mapleton, Swiss Home, Deadwood, and north on Highway 101 to milepost 174.

To prioritize safety, WLCR will work closely with dispatch to assess scene conditions as thoroughly as possible. In situations where safety concerns arise, responders will make initial contact by phone before arriving on scene and will retain the discretion to request LE support or decline response if necessary.

Transportation

WLCR has established a solid foundation to support voluntary, and secure transportation services. Our current vehicle, which is equipped for safe and secure transports, is presently utilized for daily crisis response.

Recently, we learned that the Lane County Stabilization Center will rely on Mobile Crisis Teams and Law Enforcement to provide transportation to the new 24/7 stabilization center once operational. To proactively address this anticipated demand, WLCR aims to gradually expand our transportation service area and hours.

To achieve this, WLCR requests to allocate Peace Health Community Benefit funds toward the purchase of a new response vehicle. This addition would enable the existing vehicle, specifically designed for secure transports, to be used as intended. A new vehicle would ensure continued support for daily crisis interventions while allowing WLCR to meet future transportation needs. This request aligns with our shared mission with Peace Harbor Hospital to ensure community members have access to resources and services in the metro areas of our county, addressing the limited availability of services in our rural location.

Over the next year, WLCR plans to acquire the new vehicle and develop the necessary policies, procedures, and training to expand voluntary secure transportation services effectively and sustainably.

Client Advocate Report:

Stats

116 Follow-Up Calls

26 cases closed with resources provided to each client.

7 Suicidal clients were connected to other supportive agencies.

Outreach Report: N/A

Youth Client Advocate Report:

6 open cases

Youths are seen weekly at the Elementary School, Siuslaw High School, and Mapleton High School. The youth client advocate makes follow-up phone calls weekly for family updates and lends support to parents. She also updates school administration and counselors through email regarding youths and families under mutual care.

The youth client advocate has also been doing weekly activities at the Elementary Site of Boys and Girls Club of Western Lane County, which has a roster of 67 youths and at the Teen Center which has a roster of 20 youths. These activities focus on social and emotional development and presents the opportunity to serve an additional 87 youths.

SAMHSA has invited us to participate in a National Survey for Lines for Life. As part of this initiative, we will offer incentives to clients after encounters or during follow-ups to encourage survey participation by phone or online. Clients who opt to complete the survey via video conference will receive a slightly higher incentive. This opportunity is available to all our clients, not just those referred by 988.

Utilization of PeaceHealth Community Benefit Grant Funds

The PeaceHealth Community Benefit grant was originally intended to provide financial support for programmatic costs in the event that Lane County delayed or failed to pay invoices. Over the past few months, these funds have been used to supplement Lane County invoices due to significant payment delays. Once the County fulfilled its obligations, the PeaceHealth grant funds were returned to the general Western Lane Crisis Response (WLCR) account.

As Lane County has now been making payments consistently, PeaceHealth has agreed that WLCR may utilize the full grant amount for critical program needs. These include securing a new transport vehicle, hiring transport drivers, and covering other program-related expenses not supported by County funding. To ensure the success and sustainability of this initiative, it is essential that these funds be rolled over into the next fiscal year. With the combination of PeaceHealth grant funds and the potential for additional HRSA grant funding, we are confident in our ability to establish a reliable and sustainable transport service.

Financial Sustainability

To maintain financial stability WLCR is relying on the continued allocation of \$10,000 from WLFEA to support the WLCR program, with the existing structure of \$5,000 sourced from WLAD and \$5,000 from SFV. Additionally, the City of Florence's \$5,000 contribution has been a critical component of our

funding structure. These contributions are currently deducted from our total budget requests to Lane County, making them essential to our program's continued financial viability.

Melissa has been actively involved in developing comprehensive long-term sustainability plans. She is exploring diverse funding opportunities and identifying new revenue sources to ensure the program's financial resilience. A key component of these plans is the ongoing effort to secure additional funding and effectively manage any surplus funds each year to support future program needs.

Request WLCR by calling the non-emergency dispatch number at 541.997.3515 and asking for MCR or WLCR.

Balance Sheet Comparison

Siuslaw Valley Fire and Rescue

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MARCH 31, 2025	AS OF MARCH 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1001 Checking 1151	2,371.97	58,515.99
1002 Money Market 0832	27,862.34	51,032.70
1003 SVFR LGIP 6355	1,960,146.19	1,760,640.75
1013 Debit/Visa 2876		
1050 PERS UAL 6512	153,286.88	151,755.24
1052 Capital Replace Savings 7216	507,515.16	501,179.68
1054 Capital Improve Savings 7224	468,001.04	463,320.93
Total for Bank Accounts	\$3,119,183.58	\$2,986,445.29
Accounts Receivable		
Other Current Assets		
1205 Undeposited Funds		
1208 Employee Advances		
1230 Other Receivables		
1236 Prepaid Expense	22,720.50	
1240 Property Tax Receivable	110,393.27	98,361.69
1245 Cash with County	7,242.00	7,242.00
1305 Prepaid Health Insurance		
1320 Grant Receivables		
1351 Conflag Receivable		
Total for Other Current Assets	\$140,355.77	\$105,603.69
Total for Current Assets	\$3,259,539.35	\$3,092,048.98
Fixed Assets		
1700 Capital Assets	0	0
1701 Land		
1702 Buildings and Improvement		
1703 Equipment		
1708 Vehicles		
1750 Construction in Progress		
1799 Accumulated Depreciation		
Total for 1700 Capital Assets	0	0
Total for Fixed Assets	0	0
Other Assets		
Total for Assets	\$3,259,539.35	\$3,092,048.98

Balance Sheet Comparison

Siuslaw Valley Fire and Rescue

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MARCH 31, 2025	AS OF MARCH 31, 2024 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	23.00	
Total for Accounts Payable	\$23.00	0
Credit Cards		
2007 OPB Mastercard		
Total for Credit Cards	0	0
Other Current Liabilities		
2010 Other Payables		
2050 Deferred Revenue	95,990.43	87,281.31
2100 Payroll Liabilities	0	0
2108 Wages & Payroll Liabilities		
2110 PERS Liability		
2116 Deferred Comp Valic		
2130 Union Dues		
2135 PAC Contributions		
2182 Association Dues Withheld		
2195 Medical Insurance		
2199 Misc PR Deductions		
2995 Clearing Account		
Total for 2100 Payroll Liabilities	0	0
Total for Other Current Liabilities	\$95,990.43	\$87,281.31
Total for Current Liabilities	\$96,013.43	\$87,281.31
Long-term Liabilities		
2301 Accrued Interest		
2304 Debt Due within One Year		
Total for Long-term Liabilities	0	0
Total for Liabilities	\$96,013.43	\$87,281.31
Equity		
3500 Fund Balance Unrestricted	621,185.10	1,907,505.85
Net Income	1,567,759.99	133,626.29
3100 Capital Reserve	974,580.83	963,635.53
3200 Investment in Capital and Land		
Total for Equity	\$3,163,525.92	\$3,004,767.67
Total for Liabilities and Equity	\$3,259,539.35	\$3,092,048.98

Siuslaw Valley Fire and Rescue

Fund 2- Equipment Fund Budget_FY2024-25 - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4850 Other Income				
4895 Interest Income - Capital 7216	5,924.03	5,000.00	924.03	118.48 %
Total 4850 Other Income	5,924.03	5,000.00	924.03	118.48 %
Total Income	\$5,924.03	\$5,000.00	\$924.03	118.48 %
GROSS PROFIT	\$5,924.03	\$5,000.00	\$924.03	118.48 %
Expenses				
8000 Capital Outlay				
8009 Turnouts & SCBAs		450,000.00	-450,000.00	
Total 8000 Capital Outlay		450,000.00	-450,000.00	
Total Expenses	\$0.00	\$450,000.00	\$ -450,000.00	0.00%
NET OPERATING INCOME	\$5,924.03	\$ -445,000.00	\$450,924.03	-1.33 %
Other Income				
9300 Beginning Balance - Capital Fund		501,921.00	-501,921.00	
9420 Transfer IN to Capital 7216 from Gen Fund		50,000.00	-50,000.00	
Total Other Income	\$0.00	\$551,921.00	\$ -551,921.00	0.00%
Other Expenses				
9500 Fund Balance, Ending		106,921.00	-106,921.00	
Total Other Expenses	\$0.00	\$106,921.00	\$ -106,921.00	0.00%
NET OTHER INCOME	\$0.00	\$445,000.00	\$ -445,000.00	0.00%
NET INCOME	\$5,924.03	\$0.00	\$5,924.03	0.00%

Siuslaw Valley Fire and Rescue

Fund 3- Prop and Facility Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4850 Other Income				
4896 Interest Income - Capital 7224	2,371.95	5,000.00	-2,628.05	47.44 %
Total 4850 Other Income	2,371.95	5,000.00	-2,628.05	47.44 %
Total Income	\$2,371.95	\$5,000.00	\$ -2,628.05	47.44 %
GROSS PROFIT	\$2,371.95	\$5,000.00	\$ -2,628.05	47.44 %
Expenses				
Total Expenses			\$0.00	0.00%
NET OPERATING INCOME	\$2,371.95	\$5,000.00	\$ -2,628.05	47.44 %
Other Income				
9320 Beginning Balance Capital Improvement Fund		462,586.00	-462,586.00	
9421 Transfer IN to Capital 7224 from Gen Fund		132,000.00	-132,000.00	
Total Other Income	\$0.00	\$594,586.00	\$ -594,586.00	0.00%
Other Expenses				
9770 Ending Balance Capital Improvement Fund		599,586.00	-599,586.00	
Total Other Expenses	\$0.00	\$599,586.00	\$ -599,586.00	0.00%
NET OTHER INCOME	\$0.00	\$ -5,000.00	\$5,000.00	0.00%
NET INCOME	\$2,371.95	\$0.00	\$2,371.95	0.00%

Siuslaw Valley Fire and Rescue

Fund 4 - Apparatus Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenses				
Total Expenses			\$0.00	0.00%
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
Other Income				
9422 Transfer IN to Capital from Gen Fund		50,000.00	-50,000.00	
Total Other Income	\$0.00	\$50,000.00	\$ -50,000.00	0.00%
Other Expenses				
9775 Ending Balance Apparatus Fund		50,000.00	-50,000.00	
Total Other Expenses	\$0.00	\$50,000.00	\$ -50,000.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

General Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4100 Property Tax				
4111 Lane County	3,148,734.84	3,185,114.00	-36,379.16	98.86 %
4114 Douglas County	4,321.96	4,388.00	-66.04	98.49 %
4117 Prior Year Tax Revenue	32,367.63	30,000.00	2,367.63	107.89 %
Total 4100 Property Tax	3,185,424.43	3,219,502.00	-34,077.57	98.94 %
4125 Other County Tax Revenue	3,278.26		3,278.26	
4303 Three Rivers Casino	61,688.76	61,689.00	-0.24	100.00 %
4700 Grant Income				
4709 Misc Grant Income	308.31		308.31	
Total 4700 Grant Income	308.31		308.31	
4850 Other Income				
4859 Miscellaneous Income	1,505.00	1,000.00	505.00	150.50 %
4860 Reimbursements and Refunds	18.79	1,000.00	-981.21	1.88 %
4890 Interest Income GF	61,233.60	40,000.00	21,233.60	153.08 %
Total 4850 Other Income	62,757.39	42,000.00	20,757.39	149.42 %
Total Income	\$3,313,457.15	\$3,323,191.00	\$ -9,733.85	99.71 %
GROSS PROFIT	\$3,313,457.15	\$3,323,191.00	\$ -9,733.85	99.71 %
Expenses				
7000 Administration				
7100 Administrative Expense				
7108 Dues and Fees	180.24	200.00	-19.76	90.12 %
Total 7100 Administrative Expense	180.24	200.00	-19.76	90.12 %
7400 Professional Services				
7410 Audit	10,850.00	10,750.00	100.00	100.93 %
Total 7400 Professional Services	10,850.00	10,750.00	100.00	100.93 %
7500 Insurance				
7510 Property & Liability Insurance	51,895.00	52,000.00	-105.00	99.80 %
Total 7500 Insurance	51,895.00	52,000.00	-105.00	99.80 %
Total 7000 Administration	62,925.24	62,950.00	-24.76	99.96 %
8000 Capital Outlay				
8012 Furniture	459.98	5,000.00	-4,540.02	9.20 %
8103 Computer Upgrades	7,715.00	10,000.00	-2,285.00	77.15 %
Total 8000 Capital Outlay	8,174.98	15,000.00	-6,825.02	54.50 %
Total Expenses	\$71,100.22	\$77,950.00	\$ -6,849.78	91.21 %
NET OPERATING INCOME	\$3,242,356.93	\$3,245,241.00	\$ -2,884.07	99.91 %
Other Income				
9000 Beginning Balance - General Fund		400,197.00	-400,197.00	
Total Other Income	\$0.00	\$400,197.00	\$ -400,197.00	0.00%
Other Expenses				
9501 Contingency		97,500.00	-97,500.00	

Siuslaw Valley Fire and Rescue

General Fund Budget_FY2024-25

July 2024 - March 2025

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
9505 Transfer OUT from Gen Fund to Capital 7216		50,000.00	-50,000.00	
9506 Transfer OUT from Gen Fund to Capital 7224		132,000.00	-132,000.00	
9507 Transfer OUT to Apparatus Fund		50,000.00	-50,000.00	
9525 Transfer OUT to WLFEA	1,684,000.00	3,010,388.00	-1,326,388.00	55.94 %
9530 Transfer OUT to WLCR		5,000.00	-5,000.00	
9555 Reserved for PERS UAL		150,550.00	-150,550.00	
9900 Ending Balance - General Fund		150,000.00	-150,000.00	
Total Other Expenses	\$1,684,000.00	\$3,645,438.00	\$ -1,961,438.00	46.19 %
NET OTHER INCOME	\$ -1,684,000.00	\$ -3,245,241.00	\$1,561,241.00	51.89 %
NET INCOME	\$1,558,356.93	\$0.00	\$1,558,356.93	0.00%

Transaction List by Date
Siuslaw Valley Fire and Rescue
March 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
03/07/2025	Bill	Feb 2025	Card Service Center	2000 Accounts Payable	459.98
03/12/2025	Bill Payment (Check)	28935	Card Service Center	1001 Checking 1151	-459.98
03/14/2025	Deposit		Lane County Assessment & Taxation	1003 SVFR LGIP 6355	71,003.70
03/17/2025	Deposit		Douglas County	1003 SVFR LGIP 6355	114.08
03/17/2025	Deposit		Swisshome-Deadwood RFPD	1002 Money Market 0832	1,500.00
03/25/2025	Bill	March PR, April Expen	Western Lane Fire & EMS Authority (WLFEA)	2000 Accounts Payable	442,000.00
03/27/2025	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	1003 SVFR LGIP 6355	-442,000.00
03/31/2025	Deposit			1002 Money Market 0832	8.05
03/31/2025	Deposit			1003 SVFR LGIP 6355	9,030.94
03/31/2025	Deposit			1050 PERS UAL 6512	377.04
03/31/2025	Deposit			1052 Capital Replace Savings 7216	538.23
03/31/2025	Deposit			1054 Capital Improve Savings 7224	397.14
TOTAL					\$82,969.18

Western Lane Ambulance District

Balance Sheet Comparison

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Checking 0046	42,500.64	56,851.87
1020 Money Market 9835	153,605.14	103,755.97
1030 LifeMed Cash 9411	35,056.29	56,356.07
1040 WLAD LGIP 6353	2,002,365.73	1,418,910.09
1050 PERS UAL 6407	59,736.41	59,496.76
1090 Capital Equip Reserve 1060	195,657.33	193,700.71
1099 Petty Cash	400.00	400.00
Total Bank Accounts	\$2,489,321.54	\$1,889,471.47
Accounts Receivable		
1200 Accounts Receivable	-1,082.00	46,188.00
Total Accounts Receivable	\$ -1,082.00	\$46,188.00
Other Current Assets		
1201 Patient Accounts Receivable	1,271,812.49	1,281,314.56
1202 Allowance for Bad Debt	-196,370.88	-198,841.43
1203 Allowance for Contractual Adjust	-496,006.88	-499,712.67
1204 Grant Receivable	50,000.46	0.46
1205 Accounts Receivable (Audit)	6,311.00	6,311.00
1240 Property Tax Receivable	66,336.00	66,336.00
1245 Cash with County	3,391.00	3,391.00
1250 Seismic Grant Receivable	0.00	0.00
1260 MIH Grant Receivable	0.00	0.00
1299 Undeposited Funds	0.00	0.00
1302 Prepaid LifeMed Expense	0.00	0.00
1304 Prepaid Prop & Liab Insurance	12,774.49	12,774.49
1305 Prepaid Health Insurance	0.00	0.00
1306 Prepaid Other Expense	0.00	0.00
1313 Employee Draws	0.00	0.00
1335 Flexible Medical Spending	0.00	0.00
Total Other Current Assets	\$718,247.68	\$671,573.41
Total Current Assets	\$3,206,487.22	\$2,607,232.88
Fixed Assets		
1701 Land	0.00	0.00
1702 Buildings & Improvements	0.00	0.00
1703 Equipment	0.00	0.00
1704 Construction in Progress	0.00	0.00
1799 Accumulated Depreciation	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$3,206,487.22	\$2,607,232.88
LIABILITIES AND EQUITY		

Western Lane Ambulance District

Balance Sheet Comparison

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	0.00	0.00
Total Accounts Payable	\$0.00	\$0.00
Credit Cards		
2007 TIB Mastercard	0.00	1,028.00
Total Credit Cards	\$0.00	\$1,028.00
Other Current Liabilities		
2001 Accrued Account Payable	0.00	0.00
2006 Deferred Casino Revenue	0.00	0.00
2050 MIH Deferred Revenue	53,277.00	53,277.00
2100 Wages & Payroll Liabilities	0.00	0.00
2105 Oregon WBF Payable	0.00	0.00
2110 PERS Payable	0.00	0.00
2116 Deferred Comp Payable	0.00	0.00
2117 AFLAC Payable	0.00	0.00
2130 Union Dues Payable	0.00	0.00
2135 PAC Contributions	0.00	0.00
2140 Garnishments	0.00	0.00
2190 Compensated absenses	0.00	0.00
2199 Payroll Liabilities - Audit	0.00	0.00
2995 Clearing Account	0.00	0.00
Total 2100 Wages & Payroll Liabilities	0.00	0.00
2200 Deferred LifeMed Income	0.00	0.00
Total Other Current Liabilities	\$53,277.00	\$53,277.00
Total Current Liabilities	\$53,277.00	\$54,305.00
Total Liabilities	\$53,277.00	\$54,305.00
Equity		
3010 Investment in Capital and Land	134,135.92	134,135.92
3020 LifeMed Fund Balance	-69,343.82	56,508.74
3030 Capital Reserve	195,491.30	193,546.93
3100 Designated for Capital	0.00	0.00
3500 Fund Balance Unrestricted	1,295,654.88	3,364,462.73
Net Income	1,597,271.94	-1,195,726.44
Total Equity	\$3,153,210.22	\$2,552,927.88
TOTAL LIABILITIES AND EQUITY	\$3,206,487.22	\$2,607,232.88

Western Lane Ambulance District

Fund 1- General Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Operating Income		0.00	0.00	
4001 Private Fees - Net		0.00	0.00	
4002 Private Pay	106,942.68	200,000.00	-93,057.32	53.47 %
4003 Private Insurance	424,528.95	500,000.00	-75,471.05	84.91 %
Total 4001 Private Fees - Net	531,471.63	700,000.00	-168,528.37	75.92 %
4020 Medicaid	132,471.25	200,000.00	-67,528.75	66.24 %
4023 Medicare	1,138,713.26	1,100,000.00	38,713.26	103.52 %
4025 GEMT CCO Program	121,209.74	80,000.00	41,209.74	151.51 %
4035 Collection Agency	3,089.27		3,089.27	
4085 Other Revenue	7,726.09		7,726.09	
4090 less Refunds	-20,224.96		-20,224.96	
4099 Allowance for Contractual Adjustment	7,155.09		7,155.09	
Total 4000 Operating Income	1,921,611.37	2,080,000.00	-158,388.63	92.39 %
4200 NonOperating Income		0.00	0.00	
4210 Property Tax Revenue		0.00	0.00	
4211 Current Year - Permanent Levy	772,581.39	758,855.00	13,726.39	101.81 %
4212 Current Year - Local Option Levy	1,066,898.15	1,095,006.00	-28,107.85	97.43 %
4214 Prior Year Taxes	18,856.72	20,000.00	-1,143.28	94.28 %
Total 4210 Property Tax Revenue	1,858,336.26	1,873,861.00	-15,524.74	99.17 %
4220 Three Rivers Casino	30,792.00	30,792.00	0.00	100.00 %
4250 Reimbursements	23.00		23.00	
4280 Miscellaneous Revenue	50.00	10,000.00	-9,950.00	0.50 %
4290 Interest Income WLAD	59,099.74	40,000.00	19,099.74	147.75 %
Total 4200 NonOperating Income	1,948,301.00	1,954,653.00	-6,352.00	99.68 %
4700 Grant Income	164,166.66	0.00	164,166.66	
4702 MIH Foundation	50,000.00	50,000.00	0.00	100.00 %
4705 OHV Grant		32,080.00	-32,080.00	
Total 4700 Grant Income	214,166.66	82,080.00	132,086.66	260.92 %
Total Income	\$4,084,079.03	\$4,116,733.00	\$ -32,653.97	99.21 %
GROSS PROFIT	\$4,084,079.03	\$4,116,733.00	\$ -32,653.97	99.21 %
Expenses				
7000 MATERIALS & SERVICES ADMINISTRATION		0.00	0.00	
7100 Administrative Expense		0.00	0.00	
7108 Dues and Fees	1,592.41	2,500.00	-907.59	63.70 %
Total 7100 Administrative Expense	1,592.41	2,500.00	-907.59	63.70 %
7400 Professional Services				
7410 Audit	14,000.00	14,000.00	0.00	100.00 %
Total 7400 Professional Services	14,000.00	14,000.00	0.00	100.00 %
7500 Insurance				
7510 Property & Liability Insurance	26,998.00	31,500.00	-4,502.00	85.71 %

Western Lane Ambulance District

Fund 1- General Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 7500 Insurance	26,998.00	31,500.00	-4,502.00	85.71 %
Total 7000 MATERIALS & SERVICES ADMINISTRATION	42,590.41	48,000.00	-5,409.59	88.73 %
8000 Capital Outlay		0.00	0.00	
8010 Building Improvements	19,865.10	50,000.00	-30,134.90	39.73 %
8017 Computer Upgrade / iPads	812.12	5,000.00	-4,187.88	16.24 %
8027 Ventilators	17,203.28	20,000.00	-2,796.72	86.02 %
Total 8000 Capital Outlay	37,880.50	75,000.00	-37,119.50	50.51 %
8700 Grant Expense				
8705 Three Rivers Casino Carseat Grant	1,629.15	1,630.00	-0.85	99.95 %
8706 OHV All-Terrain Vehicle	46,212.60	55,000.00	-8,787.40	84.02 %
Total 8700 Grant Expense	47,841.75	56,630.00	-8,788.25	84.48 %
Total Expenses	\$128,312.66	\$179,630.00	\$ -51,317.34	71.43 %
NET OPERATING INCOME	\$3,955,766.37	\$3,937,103.00	\$18,663.37	100.47 %
Other Income				
9100 Beginning Balance - General Fund		501,300.00	-501,300.00	
9410 To Gen Fund from LifeMed	140,000.00	140,000.00	0.00	100.00 %
Total Other Income	\$140,000.00	\$641,300.00	\$ -501,300.00	21.83 %
Other Expenses				
9011 IF Transfer - Capital Reserve		100,000.00	-100,000.00	
9501 Contingency		73,450.00	-73,450.00	
9530 Transfer OUT to WLCR		5,000.00	-5,000.00	
9535 Transfer OUT to WLFEA	2,416,166.66	4,190,732.00	-1,774,565.34	57.66 %
9555 Reserved for PERS UAL Account		59,221.00	-59,221.00	
9900 Ending Balance - General Fund		150,000.00	-150,000.00	
Total Other Expenses	\$2,416,166.66	\$4,578,403.00	\$ -2,162,236.34	52.77 %
NET OTHER INCOME	\$ -2,276,166.66	\$ -3,937,103.00	\$1,660,936.34	57.81 %
NET INCOME	\$1,679,599.71	\$0.00	\$1,679,599.71	0.00%

Western Lane Ambulance District

Fund 2 Equipment Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4200 NonOperating Income				
4295 Interest Income Capital	1,473.29	1,500.00	-26.71	98.22 %
Total 4200 NonOperating Income	1,473.29	1,500.00	-26.71	98.22 %
Total Income	\$1,473.29	\$1,500.00	\$ -26.71	98.22 %
GROSS PROFIT	\$1,473.29	\$1,500.00	\$ -26.71	98.22 %
Expenses				
Total Expenses			\$0.00	0.00%
NET OPERATING INCOME	\$1,473.29	\$1,500.00	\$ -26.71	98.22 %
Other Income				
9300 Beginning Balance - Capital Fund		503,000.00	-503,000.00	
9420 To Equip Resv from Gen Fund		100,000.00	-100,000.00	
Total Other Income	\$0.00	\$603,000.00	\$ -603,000.00	0.00%
NET OTHER INCOME	\$0.00	\$603,000.00	\$ -603,000.00	0.00 %
NET INCOME	\$1,473.29	\$604,500.00	\$ -603,026.71	0.24 %

Western Lane Ambulance District

Fund 3 LifeMed Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4600 LifeMed Income				
4601 LifeMed Subscriptions	27,285.00	115,000.00	-87,715.00	23.73 %
4602 LifeMed CPR Classes	19,506.62	25,000.00	-5,493.38	78.03 %
4609 LifeMed Interest	12.04		12.04	
4690 less LifeMed Refund	-130.00	-300.00	170.00	43.33 %
Total 4600 LifeMed Income	46,673.66	139,700.00	-93,026.34	33.41 %
Total Income	\$46,673.66	\$139,700.00	\$ -93,026.34	33.41 %
GROSS PROFIT	\$46,673.66	\$139,700.00	\$ -93,026.34	33.41 %
Expenses				
6900 LifeMed Expense				
6951 Public & Regional Training LM	3,812.95	5,000.00	-1,187.05	76.26 %
6952 QRT Support & Training LM		10,000.00	-10,000.00	
6953 Promotion & Advertising LM	5,199.00	7,000.00	-1,801.00	74.27 %
6957 Bank Fees LM	1,877.38	3,000.00	-1,122.62	62.58 %
6958 Postage & Printing LM	106.00	4,000.00	-3,894.00	2.65 %
6959 Supplies LM	510.00	1,500.00	-990.00	34.00 %
6960 Other LifeMed Expenses	39.00	1,000.00	-961.00	3.90 %
Total 6900 LifeMed Expense	11,544.33	31,500.00	-19,955.67	36.65 %
Total Expenses	\$11,544.33	\$31,500.00	\$ -19,955.67	36.65 %
NET OPERATING INCOME	\$35,129.33	\$108,200.00	\$ -73,070.67	32.47 %
Other Income				
9200 Beginning Balance - LifeMed		140,000.00	-140,000.00	
Total Other Income	\$0.00	\$140,000.00	\$ -140,000.00	0.00%
Other Expenses				
9012 From LifeMed to Gen Fund	140,000.00	140,000.00	0.00	100.00 %
9800 Ending Balance - LifeMed		81,150.03	-81,150.03	
Total Other Expenses	\$140,000.00	\$221,150.03	\$ -81,150.03	63.31 %
NET OTHER INCOME	\$ -140,000.00	\$ -81,150.03	\$ -58,849.97	172.52 %
NET INCOME	\$ -104,870.67	\$27,049.97	\$ -131,920.64	-387.69 %

Transaction List by Date

Western Lane Ambulance District

April 1-17, 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
04/01/2025	Bill	1295	Siuslaw Consulting, LLC	2000 Accounts Payable	200.00
04/01/2025	Deposit			1020 Money Market 9835	136.72
04/01/2025	Deposit			1020 Money Market 9835	1,257.31
04/01/2025	Deposit			1020 Money Market 9835	1,257.31
04/01/2025	Deposit			1020 Money Market 9835	311.42
04/01/2025	Deposit			1020 Money Market 9835	114.09
04/02/2025	Deposit			1020 Money Market 9835	1,639.70
04/02/2025	Deposit			1020 Money Market 9835	48.52
04/02/2025	Deposit			1020 Money Market 9835	1,639.70
04/02/2025	Deposit			1020 Money Market 9835	344.62
04/02/2025	Deposit			1020 Money Market 9835	2,082.03
04/03/2025	Bill	WLCR Funding 2024-25	Western Lane Fire & EMS Authority (WLFEA)	2000 Accounts Payable	5,000.00
04/03/2025	Bill	1272276	The Sportsman	2000 Accounts Payable	3,164.47
04/03/2025	Bill	1272254	The Sportsman	2000 Accounts Payable	469.80
04/03/2025	Deposit			1020 Money Market 9835	6,377.52
04/03/2025	Deposit			1020 Money Market 9835	250.71
04/03/2025	Deposit			1020 Money Market 9835	744.12
04/03/2025	Deposit			1020 Money Market 9835	3,408.30
04/03/2025	Deposit			1020 Money Market 9835	458.05
04/03/2025	Deposit			1010 Checking 0046	2,761.00
04/04/2025	Bill	Transport Refund	Patricia Miller	2000 Accounts Payable	150.00
04/04/2025	Bill	Transport Refund	Jessica Brewster	2000 Accounts Payable	100.00
04/04/2025	Bill	Transport Refund	Jacqueline L. Adams	2000 Accounts Payable	825.00
04/04/2025	Bill	Claim 24S989135601	Pacific Source Health Plans	2000 Accounts Payable	144.91
04/04/2025	Bill	Payer ID 3077562	Pacific Source Health Plans	2000 Accounts Payable	242.82
04/04/2025	Bill	Payee ID 3077562	Pacific Source Health Plans	2000 Accounts Payable	444.34
04/04/2025	Bill	Payee ID 3077562	Pacific Source Health Plans	2000 Accounts Payable	428.39
04/04/2025	Deposit			1020 Money Market 9835	164.98
04/04/2025	Deposit			1020 Money Market 9835	245.43
04/04/2025	Deposit			1020 Money Market 9835	855.82
04/04/2025	Deposit			1020 Money Market 9835	11,959.10
04/04/2025	Deposit			1020 Money Market 9835	105.20
04/04/2025	Deposit			1020 Money Market 9835	5,747.42
04/06/2025	Deposit			1030 LifeMed Cash 9411	65.00
04/07/2025	Deposit			1020 Money Market 9835	325.25
04/07/2025	Deposit			1020 Money Market 9835	135.61
04/07/2025	Deposit			1020 Money Market 9835	369.96
04/07/2025	Deposit			1020 Money Market 9835	153.35
04/08/2025	Bill	8706	Florence Welding & Machine Shop	2000 Accounts Payable	920.00
04/08/2025	Deposit			1020 Money Market 9835	169.83
04/08/2025	Deposit			1020 Money Market 9835	1,806.31
04/08/2025	Deposit			1020 Money Market 9835	826.65
04/08/2025	Deposit			1020 Money Market 9835	143.13
04/09/2025	Bill	CPR - 6 ads	Country Media	2000 Accounts Payable	899.00
04/09/2025	Bill Payment (Check)	4182	Siuslaw Consulting, LLC	1030 LifeMed Cash 9411	-200.00
04/09/2025	Bill Payment (Check)	4183	Country Media	1030 LifeMed Cash 9411	-899.00
04/09/2025	Bill Payment (Check)	21186	The Sportsman	1010 Checking 0046	-3,634.27
04/09/2025	Bill Payment (Check)	21187	Florence Welding & Machine Shop	1010 Checking 0046	-920.00
04/09/2025	Bill Payment (Check)	40010	FLOYD DESCHLER	1020 Money Market 9835	-21.60
04/09/2025	Bill Payment (Check)	40011	Jacqueline L. Adams	1020 Money Market 9835	-825.00
04/09/2025	Bill Payment (Check)	40012	Jessica Brewster	1020 Money Market 9835	-100.00

Transaction List by Date
Western Lane Ambulance District
April 1-17, 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
04/09/2025	Bill Payment (Check)	40013	Pacific Source Health Plans	1020 Money Market 9835	-1,260.46
04/09/2025	Bill Payment (Check)	40014	Patricia Miller	1020 Money Market 9835	-150.00
04/09/2025	Deposit			1020 Money Market 9835	1,933.21
04/09/2025	Deposit			1020 Money Market 9835	347.33
04/09/2025	Deposit			1020 Money Market 9835	1,445.25
04/09/2025	Deposit			1020 Money Market 9835	664.47
04/09/2025	Deposit			1020 Money Market 9835	3,683.76
04/10/2025	Bill Payment (Check)	EFT	Western Lane Fire & EMS Authority (WLFEA)	1010 Checking 0046	-5,000.00
04/10/2025	Deposit		Cigna	1020 Money Market 9835	13.53
04/10/2025	Deposit		STATE OF OREGON	1010 Checking 0046	14.89
04/10/2025	Deposit			1030 LifeMed Cash 9411	65.00
04/10/2025	Deposit			1020 Money Market 9835	274.40
04/10/2025	Deposit			1020 Money Market 9835	5,122.49
04/10/2025	Deposit			1020 Money Market 9835	287.02
04/10/2025	Deposit			1020 Money Market 9835	2,324.90
04/11/2025	Deposit		Lane County Assessment and Taxation	1040 WLAD LGIP 6353	6,588.71
04/11/2025	Deposit			1020 Money Market 9835	147.53
04/11/2025	Deposit			1030 LifeMed Cash 9411	65.00
04/14/2025	Invoice	CPR Certs April 2025	Siuslaw School District 97J	1200 Accounts Receivable	2,340.00
04/14/2025	Invoice	CPR Certs April 2025	Florence Police Dept	1200 Accounts Receivable	180.00
04/14/2025	Invoice	CPR Certs April 2025	Driftwood Shores	1200 Accounts Receivable	420.00
04/14/2025	Deposit			1030 LifeMed Cash 9411	240.00
04/17/2025	Deposit			1030 LifeMed Cash 9411	240.00
TOTAL					\$72,280.05



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4484 7345 5003 5241
STATEMENT DATE 03-25-2025
AMOUNT DUE \$20,949.36
NEW BALANCE \$20,949.36
PAYMENT DUE ON RECEIPT



000131306 01 SP 106481278098969 S
WLFEA OC
ATTN TRISH LUTGEN
2625 HIGHWAY 101
FLORENCE OR 97439-9702

AMOUNT ENCLOSED

\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4484734550035241 002094936 002094936

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

WLFEA OC 4484 7345 5003 5241	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$19,223.64	\$21,074.36	\$0.00	\$0.00	\$0.00	\$125.00	\$19,223.64	\$20,949.36

CORPORATE ACCOUNT ACTIVITY

WLFEA OC
4484-7345-5003-5241

TOTAL CORPORATE ACTIVITY
\$19,223.64 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-07	03-07		AUTO PAYMENT DEDUCTION	19,223.64 CR

NEW ACTIVITY

BLAIR CAMPBELL
4484-7301-5424-8750

CREDITS
\$0.00

PURCHASES
\$125.34

CASH ADV
\$0.00

TOTAL ACTIVITY
\$125.34

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-26	02-24	24231685056254635166189	SAFEWAY FUEL0363 FLORENCE OR	74.34
03-24	03-21	24692165080104972254608	NATIONAL REGISTRY EMT 614-888-4484 OH	25.00
03-24	03-21	24692165080104972257536	NATIONAL REGISTRY EMT 614-888-4484 OH	26.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4484-7345-5003-5241

STATEMENT DATE

03/25/25

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE 19,223.64
PURCHASES &
OTHER CHARGES 21,074.36

CASH ADVANCES .00

CASH ADVANCE FEES .00

LATE PAYMENT
CHARGES .00

CREDITS 125.00

PAYMENTS 19,223.64

ACCOUNT BALANCE 20,949.36

SEND BILLING INQUIRIES TO:

U.S. BANK
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

20,949.36



Company Name: WLFEA OC

Corporate Account Number: 4484 7345 5003 5241

Statement Date: 03-25-2025

NEW ACTIVITY

ROBERT CHANCE II
4484-7301-3257-7940

CREDITS
\$0.00

PURCHASES
\$2,390.74

CASH ADV
\$0.00

TOTAL ACTIVITY
\$2,390.74

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-27	02-26	24692165057107673983754	SQ *KNUCKLE SAMMICH FLORENCE OR	400.00
03-03	03-01	24793385060002725515067	OREGON FIRE CHIEFS ASS WILSONVILLE OR	25.00
03-04	03-04	24793385063002329884064	OREGON FIRE CHIEFS ASS WILSONVILLE OR	325.00
03-05	03-04	24692165063103506167683	SQ *TRAVELERS COVE FLORENCE OR	77.03
03-10	03-05	24198805066509049005999	PAYPAL *FIREFIGHTER 4029357733 CA	349.00
03-17	03-10	24198805073510245603224	CMC RESCUE 8005137455 CA	743.00
03-17	03-14	24692165073101811996976	NATIONAL REGISTRY EMT 614-888-4484 OH	32.00
03-19	03-18	24692165077102302597212	AMAZON.COM*2Q8OQ09T3 AMZN.COM/BILL WA	59.96
03-20	03-19	24692165078103229483766	NATIONAL REGISTRY EMT 614-888-4484 OH	25.00
03-24	03-21	24000975082414711783925	BEST WESTERN HOTELS PR SALEM OR	354.75
		0000097192	ARRIVAL: 03-18-25	

MARY DIMON
4484-7301-1323-4768

CREDITS
\$125.00

PURCHASES
\$3,413.39

CASH ADV
\$0.00

TOTAL ACTIVITY
\$3,288.39

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-28	02-27	24231685058747001610050	CENTRALLINCOLNPEOPLESUTI SMARTHUB.CENC OR	835.00
03-06	03-04	24717055064260640183720	INDEPENDENCE LANDING I LL INDEPENDENCE OR	121.55
		0000089591	ARRIVAL: 03-03-25	
03-06	03-04	24717055064260640183738	INDEPENDENCE LANDING I LL INDEPENDENCE OR	121.55
		0000089592	ARRIVAL: 03-03-25	
03-06	03-04	24717055064260640183746	INDEPENDENCE LANDING I LL INDEPENDENCE OR	121.55
		0000089593	ARRIVAL: 03-03-25	
03-14	03-13	24639235072900014273978	CLEAR RATE COMMUNICATIONS 248-5564500 MI	614.60
03-18	03-14	74755425076270731695697	RIVERHOUSE ON THE DESCHUT BEND OR	125.00 CR
03-25	03-24	24055235084283881677618	ATT* BILL PAYMENT 800-331-0500 TX	1,599.14

ALI GHARIB
4484-7301-4970-8421

CREDITS
\$0.00

PURCHASES
\$238.50

CASH ADV
\$0.00

TOTAL ACTIVITY
\$238.50

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-24	03-21	24009595080300726762138	PHIL'S SAW SHOP FLORENCE OR	238.50

ANDY GRAY
4484-7301-5379-6296

CREDITS
\$0.00

PURCHASES
\$2,651.17

CASH ADV
\$0.00

TOTAL ACTIVITY
\$2,651.17

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-27	02-26	24692165057107670635795	AMAZON.COM*RK0RR50J3 AMZN.COM/BILL WA	759.80
02-28	02-27	24138295059088296265206	FLORENCE TRUE VALUE FLORENCE OR	15.63
02-28	02-27	24445005058300540720015	FRED-MEYER #0464 FLORENCE OR	36.54
03-03	03-02	24692165062101780349366	AMAZON MKTPL*797CX8WZ3 AMZN.COM/BILL WA	4.99
03-06	03-05	24240525065263708824174	NAPA-FLORENCE FLORENCE OR	34.17
03-10	03-06	24240705066900012001778	AMERICAN MARKET 4 541-9975360 OR	5.98
03-11	03-10	24116415069716841982168	BADGEANDWALLET.COM 914-236-1260 NY	43.00
03-14	03-13	24377355073000003661886	ROBY'S FLORENCE FURNITURE FLORENCE OR	651.55



Company Name: WLFEA OC

Corporate Account Number: 4484 7345 5003 5241

Statement Date: 03-25-2025

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-14	03-14	24943005073166922072855	BI-MART 644 FLORENCE OR	131.92
03-17	03-14	24138295074093680233183	FLORENCE TRUE VALUE FLORENCE OR	31.96
03-17	03-14	24323005073118829000257	OVERHEAD DOOR OF EUG SFL 541-954-3131 OR	928.00
03-19	03-18	24240525078277454439735	NAPA-FLORENCE FLORENCE OR	7.63

MELISSA HOUSE 4484-7301-6282-2547	CREDITS \$0.00	PURCHASES \$2,218.57	CASH ADV \$0.00	TOTAL ACTIVITY \$2,218.57
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-27	02-26	24492165058000000655073	WWW.NEONOREGON.ORG WWW.NEONOREGO OR	100.00
02-28	02-27	24692165058108588074522	AMAZON MKTPL*GQ3EP02V3 AMZN.COM/BILL WA	20.99
03-06	03-05	24011345064500112751001	AMAZON RETA* B22TH70R3 WWW.AMAZON.CO WA	379.90
03-06	03-05	24692165064104020488117	AMAZON MKTPL*SD8B78GN3 AMZN.COM/BILL WA	42.99
03-07	03-06	24692165065105152337856	AMAZON MKTPL*6Y03Y4XA3 AMZN.COM/BILL WA	301.48
03-10	03-06	24003415066900013577332	THE SHIPPIN' SHACK FLORENCE OR	395.00
03-11	03-10	24692165069108660108385	AMAZON MKTPL*AC6263F13 AMZN.COM/BILL WA	33.21
03-13	03-12	24011345071500101149358	WLCASSOCIATION ZEFFY.COM DE	600.00
03-19	03-18	24692165077102395573229	LANE COUNCIL OF GOVERN 541-682-4452 OR	200.00
03-21	03-20	24064665079500014830325	MHACBO MHACBO.ORG OR	145.00

HOLLY LAIS 4484-7301-2177-8053	CREDITS \$0.00	PURCHASES \$4,922.85	CASH ADV \$0.00	TOTAL ACTIVITY \$4,922.85
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-27	02-26	24692165057107294421044	HECETA WATER PUD 541-997-2446 OR	34.97
03-07	03-06	24692165065105081230461	WCI*COUNTY TRANS RECYC 541-997-8233 OR	191.05
03-07	03-06	24692165065105081230479	WCI*COUNTY TRANS RECYC 541-997-8233 OR	240.55
03-11	03-10	24692165069108447788665	SPECTRUM 855-707-7328 MO	38.79
03-14	03-13	24231685072747001755584	CENTRALLINCOLNPEOPLESUTI SMARTHUB.CENC OR	2,411.98
03-17	03-14	24692165073102140000233	SPI*DIRECTV SERVICE 800-531-5000 CA	216.98
03-18	03-17	24692165076101626313125	SPECTRUM 855-707-7328 MO	300.00
03-18	03-17	24692165076101626329360	SPECTRUM 855-707-7328 MO	515.00
03-19	03-18	24692165077102531300438	CENTURYLINK LUMEN 800-244-1111 LA	773.53
03-21	03-20	24692165079104206402018	SPECTRUM 855-707-7328 MO	200.00

LARA LINDEMANN 4484-7301-6970-8533	CREDITS \$0.00	PURCHASES \$827.72	CASH ADV \$0.00	TOTAL ACTIVITY \$827.72
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-03	03-02	24204295061001046750026	STARLINK INTERNET 310-6829683 CA	120.00
03-03	03-02	24692165062101780420621	AMAZON MKTPL*2S4SP6TZ3 AMZN.COM/BILL WA	31.75
03-12	03-11	24692165070109600306268	AMAZON MKTPL*BD3T20QA3 AMZN.COM/BILL WA	30.33
03-18	03-17	24692165077102047920240	OR *FLORENCE UTILITY 541-997-3436 OR	49.93
03-18	03-17	24692165077102048292540	OR *FLORENCE UTILITY 541-997-3436 OR	22.64
03-18	03-17	24692165077102048292649	OR *FLORENCE UTILITY 541-997-3436 OR	244.51
03-18	03-17	24692165077102048294967	OR *FLORENCE UTILITY 541-997-3436 OR	59.56
03-18	03-17	24692165077102048295600	OR *FLORENCE UTILITY 541-997-3436 OR	269.00



Company Name: WLFEA OC
Corporate Account Number: 4484 7345 5003 5241
Statement Date: 03-25-2025

NEW ACTIVITY

TRISH LUTGEN 4484-7301-4435-1599	CREDITS \$0.00	PURCHASES \$826.94	CASH ADV \$0.00	TOTAL ACTIVITY \$826.94
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-07	03-05	24445005065300521322378	FRED-MEYER #0464 FLORENCE OR	87.55
03-14	03-13	24430345073272475829897	IXTAPA MEXICAN RESTAURAN VENETA OR	33.00
03-21	03-20	24275395079900012856265	TELEFLEX LLC 866-2466990 NC	665.00
03-24	03-20	24793385080001738558078	TURNAROUND CAFE TURNER OR	41.39

DARREK MULLINS 4484-7301-4744-8574	CREDITS \$0.00	PURCHASES \$883.49	CASH ADV \$0.00	TOTAL ACTIVITY \$883.49
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-27	02-27	24692165058107877912582	AMAZON MKTPL*7N7MN0YF3 AMZN.COM/BILL WA	179.99
03-06	03-05	24275395064900011745631	TELEFLEX LLC 866-2466990 NC	665.00
03-11	03-10	24036295069742838121274	FIELDPRINT, INC. 888-472-8918 NJ	12.50
03-12	03-11	24692165070109228122063	NATIONAL REGISTRY EMT 614-888-4484 OH	26.00

DUSTIN J PEARSON 4484-7300-0125-9208	CREDITS \$0.00	PURCHASES \$1,159.45	CASH ADV \$0.00	TOTAL ACTIVITY \$1,159.45
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-19	03-18	24692165077102721029714	STRYKER*MEDICAL 800-253-3210 MI	386.00
03-19	03-19	24692165078102963286682	STRYKER SALES CORP SAP 269-389-5311 MI	696.45
03-21	03-19	24639235079900013653348	SSCOR, INC 818-5044054 CA	77.00

RONNIE PEARSON 4484-7301-2099-9171	CREDITS \$0.00	PURCHASES \$426.95	CASH ADV \$0.00	TOTAL ACTIVITY \$426.95
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-28	02-27	24027625058067655396235	ASMG 770-978-4400 TX	385.00
03-24	03-24	24943005083173198060521	BI-MART 644 FLORENCE OR	41.95

MICHAEL R SCHICK 4484-7301-2087-8086	CREDITS \$0.00	PURCHASES \$32.00	CASH ADV \$0.00	TOTAL ACTIVITY \$32.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-06	03-05	24692165064103969364149	NATIONAL REGISTRY EMT 614-888-4484 OH	32.00

ZACHARY E WERNER 4484-7300-0126-1253	CREDITS \$0.00	PURCHASES \$957.25	CASH ADV \$0.00	TOTAL ACTIVITY \$957.25
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Company Name: WLFEA OC
Corporate Account Number: 4484 7345 5003 5241
Statement Date: 03-25-2025

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-27	02-26	24906415057222933881671	LENOVO UNITED STATES 855-2536686 NC	820.26	
02-27	02-26	24906415057222944344289	LENOVO UNITED STATES 855-2536686 NC	47.99	
03-11	03-10	24692165069108352451838	NATIONAL REGISTRY EMT 614-888-4484 OH	32.00	
03-11	03-10	24692165069108352451945	NATIONAL REGISTRY EMT 614-888-4484 OH	25.00	
03-24	03-22	24692165081105908895983	NATIONAL REGISTRY EMT 614-888-4484 OH	32.00	

Department: 00000 Total:	\$20,949.36
Division: 00000 Total:	\$20,949.36

Balance Sheet Comparison

Western Lane Fire and EMS Authority

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MARCH 31, 2025	AS OF MARCH 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1001 Checking 5400	170,988.09	840,244.04
1003 WLFEA LGIP 6553	1,670,390.61	1,237,659.71
Total for Bank Accounts	\$1,841,378.70	\$2,077,903.75
Accounts Receivable		
1200 Accounts Receivable	\$40,082.68	\$511,978.55
1210 Grant Receivable	130,102.09	
Total for 1200 Accounts Receivable	\$170,184.77	\$511,978.55
Total for Accounts Receivable	\$170,184.77	\$511,978.55
Other Current Assets		
1299 Undeposited Funds		
1304 Prepaid Expenses	-28,214.17	-2,606.10
1305 Prepaid Insurance	124,290.22	120,595.21
1335 PSA Flex Account	1,359.00	702.00
1400 Deferred Outflows of Resources	3,239,396.99	1,496,516.99
1450 OPEB - RHIA	64,587.00	
Total for Other Current Assets	\$3,401,419.04	\$1,615,208.10
Total for Current Assets	\$5,412,982.51	\$4,205,090.40
Fixed Assets		
1700 Capital Assets	0	0
1708 Vehicles	109,533.97	76,395.65
1799 Accumulated Depreciation	-26,682.00	-7,765.00
Total for 1700 Capital Assets	\$82,851.97	\$68,630.65
Total for Fixed Assets	\$82,851.97	\$68,630.65
Other Assets		
Total for Assets	\$5,495,834.48	\$4,273,721.05

Balance Sheet Comparison

Western Lane Fire and EMS Authority

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF MARCH 31, 2025	AS OF MARCH 31, 2024 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	36,045.76	83,214.87
Total for Accounts Payable	\$36,045.76	\$83,214.87
Credit Cards		
2007 WLFEA credit cards	944.68	16,933.92
Total for Credit Cards	\$944.68	\$16,933.92
Other Current Liabilities		
2100 Payroll Liabilities	0	0
2110 PERS Payable	-2,046.28	-59.50
2115 OSGP Payable		3,179.58
2116 VALIC Payable		1,275.00
2117 AFLAC Payable	156.43	1,713.03
2118 VOYA Payable		6,150.00
2120 PLO Payable	57.94	1,895.28
2995 Clearing Account	276.74	435,421.75
Total for 2100 Payroll Liabilities	-\$1,555.17	\$449,575.14
2125 SVFR Association Dues		40.00
2130 IAFF Union Dues		3,297.58
2135 IAFF PAC Contributions		67.50
2700 Deferred Inflows	568,774.00	194,273.00
Total for Other Current Liabilities	\$567,218.83	\$647,253.22
Total for Current Liabilities	\$604,209.27	\$747,402.01
Long-term Liabilities		
Total for Liabilities	\$604,209.27	\$747,402.01
Equity		
3201 Retained Earnings	5,954,364.68	2,036,643.66
Net Income	-1,074,889.47	1,477,525.38
3200 Investment in Capital	12,150.00	12,150.00
Total for Equity	\$4,891,625.21	\$3,526,319.04
Total for Liabilities and Equity	\$5,495,834.48	\$4,273,721.05

Western Lane Fire and EMS Authority

Fund 1 General Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Transfers			
4101 Transfer from SVFR for Administration	1,684,000.00	3,010,388.00	55.94 %
4102 Transfers from WLAD for Administration	2,253,705.00	4,190,732.00	53.78 %
4103 Transfer from MCR	14,350.02	64,028.00	22.41 %
Total 4100 Transfers	3,952,055.02	7,265,148.00	54.40 %
4400 Miscellaneous Income	2,414.75	9,000.00	26.83 %
4410 Donations	6,425.00	2,000.00	321.25 %
4415 Employee Recognition Donation	5,605.00		
4420 Interest	35,200.58	60,000.00	58.67 %
4425 Conflagration Receipts	89,245.93	50,000.00	178.49 %
Total 4400 Miscellaneous Income	138,891.26	121,000.00	114.79 %
4860 Reimbursements and Refunds	19,292.02	20,000.00	96.46 %
Total Income	\$4,110,238.30	\$7,406,148.00	55.50 %
GROSS PROFIT	\$4,110,238.30	\$7,406,148.00	55.50 %
Expenses			
5000 Personnel Services			
5400 WLFEA Payroll Taxes and Benefits	1,649,284.75	2,739,060.00	60.21 %
5500 WLFEA Wages & Salaries	2,555,769.70	3,933,146.00	64.98 %
Total 5000 Personnel Services	4,205,054.45	6,672,206.00	63.02 %
6000 Operations			
6100 Training	35,512.31	76,695.00	46.30 %
6200 Medical	115,139.09	148,500.00	77.53 %
6300 Reserve Expenses	236.31	2,000.00	11.82 %
6400 Emergency Services	163,649.32	177,000.00	92.46 %
6500 Prevention	16,322.62	18,550.00	87.99 %
6600 Recruitment	4,861.79	8,000.00	60.77 %
6700 Facilities	98,773.01	188,123.00	52.50 %
6800 Vehicles	167,273.03	250,000.00	66.91 %
6900 Operational Supplies	88,335.93	129,200.00	68.37 %
Total 6000 Operations	690,103.41	998,068.00	69.14 %
7000 Materials & Services			
7100 Administrative Expenses	109,075.95	179,550.00	60.75 %
7200 Technology	75,133.92	127,500.00	58.93 %
7300 Board of Directors	12,361.96	16,000.00	77.26 %
7400 Professional Services	91,782.47	135,300.00	67.84 %
7500 Insurance	225,624.02	182,700.00	123.49 %
Bank Charges & Fees	0.05		
Total 7000 Materials & Services	513,978.37	641,050.00	80.18 %
Total Expenses	\$5,409,136.23	\$8,311,324.00	65.08 %
NET OPERATING INCOME	\$ -1,298,897.93	\$ -905,176.00	143.50 %
Other Income			

Western Lane Fire and EMS Authority

Fund 1 General Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
9000 Beginning Fund Balance		3,207,238.00	
Total Other Income	\$0.00	\$3,207,238.00	0.00%
Other Expenses			
9500 Ending Fund Balance		2,302,062.00	
Total Other Expenses	\$0.00	\$2,302,062.00	0.00%
NET OTHER INCOME	\$0.00	\$905,176.00	0.00%
NET INCOME	\$ -1,298,897.93	\$0.00	0.00%

Western Lane Fire and EMS Authority

Fund 2 WLCR Fund Budget_FY2024-25

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4100 Transfers				
4105 Transfer from SVFR		5,000.00	-5,000.00	
4106 Transfer from WLAD		5,000.00	-5,000.00	
Total 4100 Transfers		10,000.00	-10,000.00	
4700 Western Lane Crisis Response				
4701 WLCR Program Lane County	306,801.36	388,270.00	-81,468.64	79.02 %
4702 WLCR Program Other Income	169,166.66	250,000.00	-80,833.34	67.67 %
4704 HRSA Grant	37,402.26		37,402.26	
4705 BGCWLC Grant	49,407.66	24,536.00	24,871.66	201.37 %
4706 SAMHSA Grant	119,769.39	387,651.00	-267,881.61	30.90 %
Total 4700 Western Lane Crisis Response	682,547.33	1,050,457.00	-367,909.67	64.98 %
Total Income	\$682,547.33	\$1,060,457.00	\$ -377,909.67	64.36 %
GROSS PROFIT	\$682,547.33	\$1,060,457.00	\$ -377,909.67	64.36 %
Expenses				
5000 Personnel Services				
5320 WLCR Wages & Benefits	216,139.39	450,756.00	-234,616.61	47.95 %
5350 BGWLC Grant Wages	33,127.25	37,213.00	-4,085.75	89.02 %
5360 SAMHSA Grant Wages	96,253.18	307,496.00	-211,242.82	31.30 %
Total 5000 Personnel Services	345,519.82	795,465.00	-449,945.18	43.44 %
7000 Materials & Services				
8700 WLCR Program				
8710 LC-WLCR Program	37,513.22	171,017.34	-133,504.12	21.94 %
8740 HRSA Grant	6,941.40		6,941.40	
8750 BGWLC Grant	2,468.72	2,600.00	-131.28	94.95 %
8760 SAMHSA Grant	60,626.09	85,698.66	-25,072.57	70.74 %
8770 WLC Foundation Grant	4,451.96	5,676.00	-1,224.04	78.43 %
Total 8700 WLCR Program	112,001.39	264,992.00	-152,990.61	42.27 %
Total 7000 Materials & Services	112,001.39	264,992.00	-152,990.61	42.27 %
Total Expenses	\$457,521.21	\$1,060,457.00	\$ -602,935.79	43.14 %
NET OPERATING INCOME	\$225,026.12	\$0.00	\$225,026.12	0.00%
NET INCOME	\$225,026.12	\$0.00	\$225,026.12	0.00%

Transaction List by Date

Western Lane Fire and EMS Authority

March 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
03/04/2025	Check	EFT	Oregon Savings Growth Plan (OSGP)	1001 Checking 5400	-3,879.58
03/04/2025	Check	EFT	IAFF Local 851	1001 Checking 5400	-3,155.76
03/04/2025	Check	EFT	IAFF Local 851	1001 Checking 5400	-99.50
03/04/2025	Check	EFT	VOYA	1001 Checking 5400	-5,816.00
03/04/2025	Check	EFT	VALIC	1001 Checking 5400	-525.00
03/05/2025	Bill Payment (Check)	EFT	U.S. Bank Credit Card	1001 Checking 5400	-19,223.64
03/05/2025	Bill Payment (Check)	12124	Airgas USA LLC	1001 Checking 5400	-858.70
03/05/2025	Bill Payment (Check)	12125	Ali Gharib	1001 Checking 5400	-59.14
03/05/2025	Bill Payment (Check)	12126	Angie's Alterations	1001 Checking 5400	-28.00
03/05/2025	Bill Payment (Check)	12127	Bales Appliance	1001 Checking 5400	-1,080.00
03/05/2025	Bill Payment (Check)	12128	CARSON (CECO)	1001 Checking 5400	-2,106.58
03/05/2025	Bill Payment (Check)	12129	Christoffer Poulsen	1001 Checking 5400	-2,000.00
03/05/2025	Bill Payment (Check)	12130	Chuck's Plumbing Inc	1001 Checking 5400	-380.00
03/05/2025	Bill Payment (Check)	12131	Coastal Paper & Supply	1001 Checking 5400	-229.51
03/05/2025	Bill Payment (Check)	12132	Country Media, Inc.	1001 Checking 5400	-24.91
03/05/2025	Bill Payment (Check)	12133	Digital Dunes Photography	1001 Checking 5400	-60.00
03/05/2025	Bill Payment (Check)	12134	Florence True Value	1001 Checking 5400	-5.49
03/05/2025	Bill Payment (Check)	12135	Henry Schein, Inc.	1001 Checking 5400	-1,611.86
03/05/2025	Bill Payment (Check)	12136	Jennifer Graham	1001 Checking 5400	-300.00
03/05/2025	Bill Payment (Check)	12137	Johnston Motor Company	1001 Checking 5400	-120.00
03/05/2025	Bill Payment (Check)	12138	Karen Wilhite	1001 Checking 5400	-2,100.00
03/05/2025	Bill Payment (Check)	12139	MacKenzie Jeffcott	1001 Checking 5400	-59.64
03/05/2025	Bill Payment (Check)	12140	Melissa House	1001 Checking 5400	-264.60
03/05/2025	Bill Payment (Check)	12141	Montana G Trotta	1001 Checking 5400	-1,000.00
03/05/2025	Bill Payment (Check)	12142	Muffler Works, Inc.	1001 Checking 5400	-765.50
03/05/2025	Bill Payment (Check)	12143	OFDDA-LOSAP TRUST	1001 Checking 5400	-125.00
03/05/2025	Bill Payment (Check)	12144	Pacific Power Group, LLC	1001 Checking 5400	-1,310.46
03/05/2025	Bill Payment (Check)	12145	PacificSource Administrators	1001 Checking 5400	-455.00
03/05/2025	Bill Payment (Check)	12146	Qualifacts Systems LLC	1001 Checking 5400	-1,202.00
03/05/2025	Bill Payment (Check)	12147	Shervin's Automotive, Inc.	1001 Checking 5400	-3,208.00
03/05/2025	Bill Payment (Check)	12148	Stericycle, Inc (Shred-It)	1001 Checking 5400	-370.54
03/05/2025	Bill Payment (Check)	12149	The Shippin' Shack	1001 Checking 5400	-7.54
03/05/2025	Bill Payment (Check)	12150	Trevor Smith	1001 Checking 5400	-1,100.00
03/05/2025	Bill Payment (Check)	12151	U.S. Bank Equipment Finance	1001 Checking 5400	-210.10
03/05/2025	Bill Payment (Check)	12152	Umpqua Valley Fire Services, Inc	1001 Checking 5400	-715.00
03/05/2025	Bill Payment (Check)	12153	Vend West Services Inc	1001 Checking 5400	-69.50
03/05/2025	Bill Payment (Check)	12154	Wendy Sullivan	1001 Checking 5400	-22.80
03/05/2025	Bill Payment (Check)	12123	AFLAC	1001 Checking 5400	-976.83
03/05/2025	Bill Payment (Check)	12155	Cindy Gentry	1001 Checking 5400	-909.86
03/10/2025	Check	EFT	HRA VEBA Trust Contributions	1001 Checking 5400	-625.00
03/10/2025	Bill Payment (Check)	EFT	ADP Payroll Services	1001 Checking 5400	-2,187.72
03/12/2025	Bill Payment (Check)	EFT	ADP Payroll Services	1001 Checking 5400	-673.00
03/12/2025	Bill Payment (Check)	12156	Airgas USA LLC	1001 Checking 5400	-794.27

Transaction List by Date

Western Lane Fire and EMS Authority

March 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
03/12/2025	Bill Payment (Check)	12157	Benton County Public Works	1001 Checking 5400	-3,805.05
03/12/2025	Bill Payment (Check)	12158	Bryan Card - Card Heating & Air	1001 Checking 5400	-1,601.00
03/12/2025	Bill Payment (Check)	12159	Chuck's Plumbing Inc	1001 Checking 5400	-379.00
03/12/2025	Bill Payment (Check)	12160	Coastal Fitness Inc	1001 Checking 5400	-1,080.00
03/12/2025	Bill Payment (Check)	12161	Coastal Paper & Supply	1001 Checking 5400	-283.02
03/12/2025	Bill Payment (Check)	12162	Florence Welding & Machine Shop	1001 Checking 5400	-252.50
03/12/2025	Bill Payment (Check)	12163	Henry Schein, Inc.	1001 Checking 5400	-3,966.81
03/12/2025	Bill Payment (Check)	12164	Hope Iversen	1001 Checking 5400	-471.63
03/12/2025	Bill Payment (Check)	12165	Local Government Law Group PC	1001 Checking 5400	-285.00
03/12/2025	Bill Payment (Check)	12166	Pest Tech	1001 Checking 5400	-270.00
03/12/2025	Bill Payment (Check)	12167	Phil's Saw Shop	1001 Checking 5400	-28.50
03/12/2025	Bill Payment (Check)	12168	Qualifacts Systems LLC	1001 Checking 5400	-1,500.00
03/12/2025	Bill Payment (Check)	12169	RICOH	1001 Checking 5400	-8.08
03/12/2025	Bill Payment (Check)	12170	Siuslaw Valley Firefighter Association (SVFFA)	1001 Checking 5400	-32.00
03/12/2025	Bill Payment (Check)	12171	Sky Cedarleaf-Grey	1001 Checking 5400	-121.59
03/12/2025	Bill Payment (Check)	12172	South Coast Water	1001 Checking 5400	-50.29
03/12/2025	Bill Payment (Check)	12173	Special Districts Insurance Services	1001 Checking 5400	-69,924.35
03/12/2025	Bill Payment (Check)	12174	Standard Insurance Company	1001 Checking 5400	-3,825.68
03/12/2025	Bill Payment (Check)	12175	Stericycle, Inc (Shred-It)	1001 Checking 5400	-1,548.65
03/12/2025	Bill Payment (Check)	12176	Systems Design	1001 Checking 5400	-7,037.55
03/12/2025	Bill Payment (Check)	12177	Teleflex LLC	1001 Checking 5400	-665.00
03/12/2025	Bill Payment (Check)	12178	TNT Sales & Repair Inc	1001 Checking 5400	-461.57
03/12/2025	Bill Payment (Check)	12179	Vend West Services Inc	1001 Checking 5400	-161.22
03/12/2025	Bill Payment (Check)	12180	Westcoast Media Group, Inc.	1001 Checking 5400	-300.00
03/17/2025	Deposit			1001 Checking 5400	72,956.39
03/17/2025	Deposit		HRA VEBA Trust Contributions	1001 Checking 5400	625.00
03/19/2025	Bill Payment (Check)	12181	Aladtech LLC	1001 Checking 5400	-590.00
03/19/2025	Bill Payment (Check)	12182	CARSON (CECO)	1001 Checking 5400	-2,939.99
03/19/2025	Bill Payment (Check)	12183	Florence Motorsports	1001 Checking 5400	-592.80
03/19/2025	Bill Payment (Check)	12184	Henry Schein, Inc.	1001 Checking 5400	-3,792.11
03/19/2025	Bill Payment (Check)	12185	L.N. Curtis and Sons	1001 Checking 5400	-152.43
03/19/2025	Bill Payment (Check)	12186	Pacific Research & Evaluation, LLC	1001 Checking 5400	-12,134.20
03/19/2025	Bill Payment (Check)	12187	Pest Tech	1001 Checking 5400	-465.00
03/19/2025	Bill Payment (Check)	12188	Shervin's Automotive, Inc.	1001 Checking 5400	-379.60
03/19/2025	Bill Payment (Check)	12189	Stepup IT Services LLC	1001 Checking 5400	-4,761.36
03/19/2025	Bill Payment (Check)	12190	Stryker Sales LLC	1001 Checking 5400	-386.00
03/19/2025	Bill Payment (Check)	12191	Systems Design	1001 Checking 5400	-5,872.92
03/19/2025	Bill Payment (Check)	12192	Vend West Services Inc	1001 Checking 5400	-69.50
03/19/2025	Bill Payment (Check)	12193	Westcoast Media Group, Inc.	1001 Checking 5400	-255.00
03/25/2025	Deposit			1001 Checking 5400	12,277.16
03/27/2025	Bill Payment (Check)	12194	AFLAC	1001 Checking 5400	-781.49
03/27/2025	Bill Payment (Check)	12195	AmeriGas	1001 Checking 5400	-3,320.80
03/27/2025	Bill Payment (Check)	12196	Caroline Coleman	1001 Checking 5400	-2,071.00

Transaction List by Date

Western Lane Fire and EMS Authority

March 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT FULL NAME	AMOUNT
03/27/2025	Bill Payment (Check)	12197	Chuck's Plumbing Inc	1001 Checking 5400	-152.00
03/27/2025	Bill Payment (Check)	12198	Coastal Paper & Supply	1001 Checking 5400	-612.56
03/27/2025	Bill Payment (Check)	12199	Day Wireless Systems	1001 Checking 5400	-595.00
03/27/2025	Bill Payment (Check)	12200	Department of Pulic Safety Standards & Training (DPSST)	1001 Checking 5400	-45.00
03/27/2025	Bill Payment (Check)	12201	Florence True Value	1001 Checking 5400	-250.00
03/27/2025	Bill Payment (Check)	12202	Glenn Pruett	1001 Checking 5400	-7.64
03/27/2025	Bill Payment (Check)	12203	Henry Schein, Inc.	1001 Checking 5400	-1,171.13
03/27/2025	Bill Payment (Check)	12204	Overhead Door of the Oregon Coast	1001 Checking 5400	-260.00
03/27/2025	Bill Payment (Check)	12205	Pablo Crescioni	1001 Checking 5400	-45.52
03/27/2025	Bill Payment (Check)	12206	PacificSource Administrators	1001 Checking 5400	-455.00
03/27/2025	Bill Payment (Check)	12207	Shervin's Automotive, Inc.	1001 Checking 5400	-683.50
03/27/2025	Bill Payment (Check)	12208	Stryker Sales LLC	1001 Checking 5400	-696.45
03/27/2025	Bill Payment (Check)	12209	Teleflex LLC	1001 Checking 5400	-665.00
03/27/2025	Bill Payment (Check)	12210	Trish Lutgen	1001 Checking 5400	-138.30
03/27/2025	Bill Payment (Check)	12211	U.S. Bank Equipment Finance	1001 Checking 5400	-191.00
03/27/2025	Bill Payment (Check)	12212	Vend West Services Inc	1001 Checking 5400	-69.50
03/27/2025	Bill Payment (Check)	12213	Zoll Medical Corporation	1001 Checking 5400	-868.85
03/27/2025	Check	EFT	PERS	1001 Checking 5400	-92,457.45
03/31/2025	Deposit			1001 Checking 5400	14.45
TOTAL					-\$210,829.62



Western Lane Fire and EMS Authority

REGULATIONS FOR CIVIL SERVICE

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WLFEA Civil Service is a classified service of all regular, full-time, paid positions within WLFEA, excluding that of the Fire and EMS Chief and clerical support positions.

A. ADMINISTRATION

- 1) The regulations provided herein shall be applied in compliance with federal, state and local equal opportunity, accessibility and non-discrimination regulations.
- 2) Terms of the WLFEA/IAFF 851 Collective Bargaining Agreement and WLFEA Personnel Policies, whichever are applicable, shall take precedence over related terms of the Civil Service Regulations.
- 3) These regulations may be amended by a majority vote of the Commission. A copy of the proposed amendment and meeting agenda shall be made available to each member of the Commission, the Fire and EMS Chief or designee and WLFEA/IAFF 851 at least 14 calendar days prior to such meeting.
- 4) In all decision making, the Commission will give due consideration to the opinions of WLFEA staff, the Fire and EMS Chief or designee, and WLFEA/IAFF 851.
- 5) For the purposes of this document, “appointing authority” shall refer to the Fire and EMS Chief or designee.
- 6) The Fire and EMS Chief or designee shall be the Chief Examiner. The Chief Examiner may designate qualified WLFEA employees to assist in the administration of any examination or test to be held for the classified service. Assistance shall be under the direction and control of the Chief Examiner.
- 7) The Civil Service Commission may investigate or refer to the Fire and EMS Chief or designee for investigation, any written complaint alleging violation of the WLFEA Civil Service Regulations. The complaint shall include: address and signature of complainant, the specific regulation allegedly violated, date of alleged violation, and proposed remedy. Should the Civil Service Commission choose to investigate, the findings of that investigation shall be reported to the Fire and EMS Chief or designee. If action has not been taken within 30 days thereafter, the Commission shall report the facts to the WLFEA Board President for appropriate action.
- 8) Reduction in force and re-employment shall be in accordance with the WLFEA/IAFF 851 Collective Bargaining Agreement or WLFEA Personnel Policies, whichever is applicable. When a reduction is made in the number of employees, notice shall be filed with the Commission in a timely manner, listing the names of employees laid-off.
- 9) Whenever a new, full-time, paid position is created, the Civil Service Commission shall be immediately notified in writing. Such notification shall include a job description.

B. TESTING AND ASSESSMENT

- 1) Whenever necessary to meet or to anticipate the employment needs of the Fire Department the Chief Examiner shall hold tests to determine the fitness of applicants and to establish eligibility lists. Such tests may be written, oral, skills demonstration, Chief Officer interviews, and/or other methods of applicant assessment.
- 2) Examinations shall be held under the direction of the Chief Examiner and subject to oversight by the Commission.
- 3) The Chief Examiner shall see that all those whose applications have been accepted and who present themselves to take the tests for any position shall be given equal opportunity to demonstrate their qualifications. To this end, the Chief Examiner shall, among other things, provide working conditions as nearly uniform as possible.
- 4) In written tests each applicant shall be supplied with a brief written statement of the manner of conducting the tests or, in lieu thereof, the person conducting the tests shall make a brief oral explanation.
- 5) The identification of test papers and their contents shall be concealed. The Chief Examiner shall see that proper precautions are taken to prevent any unauthorized person from securing in advance questions or other material to be used in any test, unless such questions or other material to be used in any test are available to all applicants.
- 6) Test applicants will be given an official identifier other than their name. Any test paper bearing the name of the applicant or any identifying mark other than the official identifier shall be rejected unless otherwise ordered by the Commission. The identification of applicants with their tests shall not be disclosed to persons or agencies grading such tests until the ratings of all tests have been completed.
- 7) Unauthorized memos, pamphlets, books or other sources of information used to assist the applicant in answering the questions or doing the assigned work are not allowed and shall be confiscated by the test administrator. Cell phones and other electronic devices shall not be allowed in the testing areas. The test administrator shall, in all such cases, make a written statement of the circumstances, to be submitted to the Chief Examiner along with the test papers or other work of the applicant. The Chief Examiner may disqualify the applicant as appropriate and must notify the Commission of such action.
- 8) The Chief Examiner shall see that the papers and other submitted work of applicants are scored as soon as practical. Scoring shall be on the basis of 100% for the maximum possible score. An applicant whose score is less than 60% in any one portion of the examination will be considered to have failed the entire exam.

C. ENTRY-LEVEL TESTING / ASSESSMENT / SELECTION

- 1) To apply for any position under Civil Service, an applicant shall submit to the Chief Examiner or designee a form prepared for that purpose. The names of applicants shall not be made public except as legally required or with consent of the applicant.
- 2) An applicant for any Civil Service position must be a citizen or eligible to work in the United States.
- 3) Every applicant for appointment under these regulations shall be no less than 18 years of age.
- 4) Within two weeks after appointment, an applicant must have a current, valid driver's license appropriate to the position.
- 5) Notice of all competitive tests for entrance into Civil Service shall be posted in public at least two weeks prior to the final date for the receipt of applications. The notice shall set forth the position title, the date of the tests, the final date for the receipt of applications, the place or places where applications may be obtained and filed, and such other information as the Chief Examiner deems pertinent.
- 6) Information about the position, process and qualifications shall be furnished in advance to every person who files an application and to all other persons requesting information concerning such tests. This information shall include the dates of the tests, residence and other qualification requirements, the type of tests to be given, and their relative weights.
- 7) A veteran who has successfully completed all phases of the entry-level testing process under Civil Service shall be allowed preference on the eligibility list in accordance with applicable Oregon Revised Statutes.
- 8) Current and former parttime or reserve members employed by WLFEA wishing to test will be given preference points if they meet the following requirements:
 - a) Employed with WLFEA at the time of testing.
 - b) In Good Standing with WLFEA at the time of testing.
 - c) Employees in Good Standing prior to separation from WLFEA, for reasons besides work performance or misconduct, may have testing requirements waived if they separated employment with WLFEA within 6 months of the initial testing date.
- 9) The Commission may refuse to grant an examination to an applicant or to certify for appointment anyone whose name is on the eligibility list for any of the following reasons: (a) dismissal from the Armed Forces with other than an honorable discharge, unless extenuating circumstances prevail; (b) inability to perform the essential functions of the position for which application is made; (c) civilian or military felony convictions; (d) intentional false statement, deception or fraud in any phase of the application, selection,

certification or appointment processes.

- 10) When the final score of two or more applicants taking entrance tests is the same, the order on the eligibility list shall be determined by the Chief Examiner.
- 11) When a vacancy exists, the Fire and EMS Chief or designee shall consider the three highest candidates on the eligibility list for the vacant position.
- 12) When more than two vacancies exist, the number of candidates to be considered shall be the number of positions for which there are vacancies plus two additional names, provided there are that number on the list. Otherwise, the entire list will be considered. If a candidate waives the appointment, as provided in Item E, the next highest candidate shall be considered.
- 13) When a vacancy or vacancies exist, the Fire and EMS Chief or designee shall notify the candidates on the certified eligibility list that they will be considered for appointment contingent upon satisfactory completion of medical tests, which may include: medical physical examination; psychological examination; drug testing; and other medical tests.
- 14) The Fire and EMS Chief or designee shall report any appointment to the Commission in a timely manner.

D. PROMOTIONAL TESTING / ASSESSMENT / SELECTION

- 1) No employee shall be promoted from one position to another without first having passed a promotional examination.
- 2) All promotions from one position to another shall be made from the current eligibility list for that position.
- 3) When a vacancy exists, the Fire and EMS Chief or designee shall consider the three highest candidates on the eligibility list for the vacant position.
- 4) When more than two vacancies exist, the number of candidates to be considered shall be the number of positions for which there are vacancies plus two additional names, provided there are that number on the list. Otherwise, the entire list will be considered. If a candidate waives the appointment, as provided in Item E, the next highest candidate shall be considered.
- 5) The Fire and EMS Chief has sole discretion to extend the promotional process to external candidates regardless of the number of qualified internal candidates.
- 6) Promotional examinations shall be as provided in Policy 1002 Promotions and Transfers.
- 7) When the final score of two or more applicants in promotional tests is the same, the name of the applicant first appointed to the position from which the

promotion is sought shall be placed highest on the list.

- 8) A veteran who has successfully completed all phases of the promotional testing process under Civil Service shall be allowed preference on the eligibility list in accordance with applicable Oregon Revised Statutes.
- 9) In all competitive entrance examinations, preference status shall be given to all active WLFEA members in good standing. The member meeting Authority requirements shall qualify for a percentage increase based on their years of service and added to their total testing score.
 - i. 3% for one to three years of service.
 - ii. 5% for four to six years of service.
 - iii. 7% for seven to ten years of service.
 - iv. 10% for eleven to fifteen years of service.
 - v. 12% for over fifteen years of service.

E. PREPARATION AND CERTIFICATION OF ELIGIBILITY LISTS

- 1) From the applications and the reports made by examiners and following the completion of the scoring of the work of applicants who have taken the tests for any position, the Commission shall prepare, or cause to be prepared, an eligibility list containing the names of applicants. Names shall be arranged in the order of final scores, with the highest first, which shall constitute the positions on the eligibility list.
- 2) The Commission shall examine the eligibility list(s) and, if all applicable criteria have been met, shall certify that the candidates so listed are eligible for consideration for appointment pursuant to Civil Service Regulations.
- 3) The Chief Examiner shall notify each applicant of the score received, whether such score is above or below the minimum required score and, if the score is above the minimum, the applicant's placement on the eligibility list.
- 4) Applicants on eligibility lists will be referred to as candidates. Candidates are subject to further evaluation and background checks prior to appointment.
- 5) In the event of an open position the number of candidates certified from the eligibility list for further evaluation shall be three (Rule of Three). When more than one vacancy exists, the number of names shall equal the number of vacancies plus two in addition. The Fire and EMS Chief may select any of the certified candidates.
- 6) Eligibility lists shall continue in force for a period determined at the time the list is authorized, typically two years. The Commission, by action taken before the expiration date, may change the expiration date.
- 7) In case of illegality or fraud in connection with the tests for any position, the

whole or any part of any eligibility list may be canceled upon the recommendation of the Chief Examiner and the approval of the Commission.

- 8) A candidate may waive appointment. The candidate who has waived appointment shall retain his or her place on the eligibility list.
- 9) Upon appointment as provided in these regulations, a candidate will be removed from the eligibility list. Additionally:
 - a) If the Fire and EMS Chief or designee refuses to appoint a candidate, the Fire and EMS Chief or designee shall give reasons to the Commission in writing. The Commission, upon review of the reasons, may remove the candidate from the list.
 - b) If the Fire and EMS Chief or designee notifies a candidate of a conditional job offer, and no response is received by the date specified in the notice, the candidate shall be removed from the eligibility list, and the Commission will be notified.
 - c) A candidate may request to have his or her name removed from an eligibility list.

F. STEP DOWN/STEP BACK

- 1) An employee may apply to step down from a currently held position, provided there is an open step-down position or a position will be vacated by departmental promotion.
- 2) The applicant for a step-down has previously served satisfactorily in the position requested for a period of not less than 12 months in this department or a department of comparable size or larger. Step-down may be made on a voluntary basis, subject to the following requirements:
 - a) The applicant must be able to perform the essential functions of the position requested.
 - b) Approval for step down to the position requested will be at the discretion of the Fire and EMS Chief or designee. The Civil Service Commission shall be notified in a timely manner.
 - c) The applicant for step-down may be required to complete applicable examinations and tests certifying ability to perform the requirements of the new position. Once a step-down has been accomplished, the employee waives all privileges and responsibilities of the previous position, and advancement to a higher position must be in accordance with the provisions of these regulations.
 - d) The employee's rate of pay and benefits will be at a level compatible with the new position and time in the service.
- 3) Step back. If an employee has taken a specialty position and wishes to return to the previously held position, they may do so provided there is an opening in the position previously held and with the approval of the Fire

and EMS Chief. The employee may be required to demonstrate their ability to perform the functions of the position to which they wish to return.

G. DISCIPLINE

This regulation is designed to provide accepted guidelines for the administration of employee discipline. The object of disciplinary action is the constructive development, correction and rehabilitation of an employee. However, if constructive disciplinary action fails, discharge may be necessary.

- 1) The Fire and EMS Chief or designee is responsible to administer disciplinary action when appropriate.
- 2) The Fire and EMS Chief or designee is responsible for communicating the goals, objectives, policies, procedures, and regulations of the organization to each employee so that employees understand what is required of them.
- 3) Disciplinary issues shall be approached on a case-by-case basis. Each situation shall be considered on its own merits. Disciplinary action shall be based upon a sound evaluation of all facts, including any extenuating circumstances. However, uniformity in the administration of discipline shall be maintained to the extent that similar cases are treated in a similar manner.
- 4) In lieu of termination, the Fire and EMS Chief may elect to demote an employee who has been promoted. The demotion may include an agreement to sustain the employee's rate of pay prior to the demotion. The pay rate will not be subject to collective bargaining agreement or COLA raises until such time as the employee's rate of pay falls within the salary schedule for the classification in which they are working.
- 5) When a non-probationary employee is discharged, a notice of discharge and a letter stating the reasons for discharge shall be filed with the Commission in a timely manner.
- 6) When a non-probationary employee is suspended, a notice of the suspension shall be filed with the Commission in a timely manner, showing the reason for the suspension and the period for which the employee is suspended.
- 7) Prior to the completion of the initial probationary period, employees may be discharged at will.

H. GROUNDS FOR DISCIPLINARY ACTION

It is not the intent of this regulation to specifically enumerate causes for disciplinary action. Several of the areas listed shade into each other leaving management to exercise discretion and judgment in selecting the appropriate grounds for possible action. The list of grounds is to be used as a reference for the possibilities that could arise. See also WLFEA/IAFF 851 Collective Bargaining Agreement and WLFEA Personnel Policies.

Grounds for disciplinary action will generally fall within the following categories:

- 1) **MISCONDUCT:** Characterized by an act or omission constituting a violation of the regulations established for the department or general standards of reasonable conduct that adversely affect the functioning of the Authority or its staff, including, but not limited to, intoxication while on duty, offensive conduct or use of abusive language toward other employees or the public, unauthorized use of Authority equipment, or carelessness or negligence in the care and use of Authority property. See also WLFEA Personnel Workplace Harassment Policy and Alcohol and Drug Policy.
- 2) **Failure to Meet Performance Standards:** Including, but not limited to, failure to complete duties in a timely manner, exercising poor judgment in decisions, inaccuracy, failure to meet safety requirements, or failure to meet the requirements set forth in work plans, job description or grade responsibilities.
- 3) **Incapacity:** Inability to perform the essential functions of the position as set forth in the job description or grade responsibilities.
- 4) **Insubordination:** Willful violation of a rule, policy, or procedure or by the refusal to perform work assigned or comply with legally constituted written or verbal instructions of a superior officer.
- 5) **Attendance:** Failure to report for work as scheduled or assigned, including, but not limited to, absence from work without notice or habitual tardiness. Unauthorized absence of an employee from duty may be grounds for disciplinary action up to and including dismissal. The imposition of disciplinary action or determination that the unauthorized leave is a constructive resignation shall be based on the facts of the situation. A reasonable effort shall be made to contact the employee to determine the circumstances surrounding the absence before taking action. See also federal and state laws on family medical leave.
- 6) **Malfeasance:** Commission of an act which is unethical or unlawful, including, but not limited to, theft of Authority property, willful damage of Authority property, or the possession or use of illegal drugs.
- 7) **Other Unfitness to Render Effective Service:** Any other grounds, not falling within the above categories, which prevent an employee from rendering effective service, including, but not limited to, absence because of conviction not related to an employee's job, personal habits on or off the job which affect job performance, or behavior such as open hostility or belligerence to fellow employees or superiors.

I. ADMINISTRATION OF DISCIPLINE

Disciplinary action must be based upon a sound evaluation of all the facts. Only after the facts are known is it possible to determine the nature of the offense and whether or not mitigating circumstances exist.

- 1) In determining what action to take, careful consideration should be given to the following factors:
 - a) Relevance to the work environment and the extent to which it affects performance and the work place.
 - b) Seriousness of the violation.
 - c) Situational factors such as who was involved, where and when it occurred and the accounts of others present.
 - d) The employee's past disciplinary record, seniority, work record, ability to perform duties cooperatively and effectively, and willingness to deal constructively with the situation.
 - e) The employee's verbal or written statement of the incident.
 - f) Action taken with regard to similar cases in the past.
 - g) Whether the corrective action is likely to reduce the probability of recurrence.
- 2) The following information shall be set forth for the purpose of supporting the actions taken, except in minor cases involving verbal or unofficial reprimand:
 - a) Pertinent facts such as employee's name, time and date the event occurred, names of witnesses and their account of what happened, and a summary description of the incident.
 - a) Remarks or response of the employee.
 - b) Supervisor's summary and specific action taken.
 - c) Corrective action required by the employee.
 - d) Signatures, and dates thereof, of the supervisor, employee and of acknowledged witnesses, if any.

J. DISCIPLINARY ACTION

All disciplinary actions shall be taken in good faith for cause. The course of action will depend upon the seriousness of the infraction or repeated infractions. Isolated minor infractions can generally be handled successfully by frank discussions with the employee. If a reprimand is to be given by an officer, the employee may elect to be accompanied by a representative.

However, if corrective action cannot be obtained through this method, further actions may be necessary using the following pattern, listed in order of increasing severity:

- 1) **Verbal Warning or Unofficial Reprimand:** This is the discussion between a supervisor and the employee concerning the behavior or situation in question and appropriate corrective action. Should the supervisor note a minor offense which requires only an oral reprimand, it is not necessary to supply the employee with written documentation. This method of discipline can immediately eliminate misunderstandings and can set desired standards of performance and behavior. Oral warnings should ordinarily be given by the immediate supervisor. It is important that they be given in private. An unofficial reprimand need not be kept in the employee's personnel record, although the supervisor may keep a personal memorandum for future reference. If the verbal warning is documented and placed in the employee's personnel record, a copy shall be provided to the employee.
- 2) **Written Warning or Official Reprimand:** Written warnings are properly used for more serious infractions or for those situations in which previous oral warnings have been given without results. The written warning shall identify areas in which improvements are deemed necessary, and a plan of action should be developed in which expectations, process for achieving goals, and consequences are clearly defined. A copy of the written warning shall be provided to the employee, placed in the employee's personnel record, and shall include those factors listed under Administration of Discipline.
- 3) **Suspension Without Pay:** Disciplinary suspension involves the temporary removal and withholding of pay for a specified period of time for the purpose of securing an improvement in performance or behavior. The suspension without pay shall not exceed 30 days for any single disciplinary charge. The Fire and EMS Chief or designee shall notify the employee, the Civil Service Commission, the Authority Board President, and Human Resources, in writing, in a timely manner after the effective date of suspension. The notice shall include the grounds for the disciplinary action and the specific charges and facts supporting the action as specified under Administration of Discipline.

- 4) **Demotion or Salary Reduction:** When determined to be appropriate, employees may have their salary reduced while retaining their present position, or may be demoted from their present position to one entailing less responsibility with a commensurate reduction in salary. The demotion or salary reduction shall be preceded by notice in writing to the Civil Service Commission, the Authority Board President, and Human Resources, to include the facts as detailed under Administration of Discipline. Disciplinary demotions may not be used as a form of discipline if such action will cause a regular employee in the lower grade to be laid off or if the subject employee is ineligible for employment in the lower grade.
- 5) **Dismissal:** The most extreme disciplinary measure involves the separation of an employee from a position in the Authority's service. It may be justified on the basis of a single flagrant act or a series of lesser offenses. It should be noted that dismissal of a non-probationary employee implies that other action was not effective or is not an alternative. Written notification to the Civil Service Commission, the Authority Board President, and Human Resources, shall precede a dismissal. The notification shall include those facts listed in Administration of Discipline. An employee may be suspended with or without pay during the notification period. Written notice that dismissal will follow a suspension constitutes notice of dismissal.

With the approval of the Authority Board President, the Fire and EMS Chief or designee may amend, modify or withdraw a suspension, demotion, reduction in salary or dismissal after written notice has been filed. Such withdrawal, amendment or modification may include restoration of a portion or all of the lost wages and fringe benefits.

K. GRIEVANCE PROCEDURES

Appeal/Grievance Procedure: A non-probationary employee who is suspended, demoted, reduced in salary, or dismissed may request an investigation of the disciplinary action before the Civil Service Commission not later than 10 days after the effective date of such action. Such request shall be in writing.

The Fire and EMS Chief or designee shall submit a written summary to the Civil Service Commission within 10 days of the effective date of any suspension, demotion, salary reduction or dismissal.

Rehearing: The Civil Service Commission will not consider a petition for rehearing unless filed within 30 days after any decision of the Commission restoring a non-probationary employee to duty or affirming the removal of a non-probationary employee.

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within the Western Lane Fire and EMS Authority's jurisdiction.

400.2 POLICY

The Western Lane Fire and EMS Authority is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Oregon and published in the Oregon Fire Code, and any other regulations or ordinances that have been formally adopted by the Oregon Department of the State Fire Marshal (DSFM) or the Authority for the prevention of fire or the protection of life and property against fire (OAR 837-040-0010).

400.3 RESPONSIBILITIES

The Fire & EMS Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Western Lane Fire and EMS Authority's jurisdictional boundaries. The inspection program will comply with the Oregon Fire Code and any local amendments or ordinances specific to the Authority. The authority fire inspection program will be administered by the Fire Prevention Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal or the authorized designee should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

400.4.1 JAILS AND DETENTION FACILITIES

The Fire & EMS Chief shall indicate in writing to any state or local corrections facility that jail and detention facility inspections will be conducted by the Western Lane Fire and EMS Authority.

Jail or detention facility inspections shall be made at least once every two years for compliance with the regulations adopted by the Oregon Fire Code and the minimum standards pertaining to fire and life-safety as adopted by the applicable law enforcement agency.

Reports of all jail or detention facility inspections shall be submitted to the facility manager of the jail or detention facility, the local governing body, and the applicable law enforcement agency within 30 days of the inspection.

400.4.2 APARTMENTS, HOTELS, AND MOTELS

All structures subject to inspections pursuant to the Oregon Fire Code, except dwellings, shall be inspected annually for compliance with building standards and other regulations of the DSFM.

Fire Inspections

400.4.3 SCHOOLS

The Western Lane Fire and EMS Authority shall inspect every building used as a public or private school in the authority's jurisdiction with written authorization from the facility or the DSFM (ORS 476.030). School inspections should be completed annually and in compliance with the Oregon Fire Code.

400.4.4 HIGH-RISE BUILDINGS

The Western Lane Fire and EMS Authority should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the Oregon Fire Code. The results of the inspection shall be submitted to the building owner/manager no later than 30 days after the date of the inspection. The definition of a high-rise structure is located in the High-Rise Incident Management Policy and the Oregon Fire Code.

400.4.5 LICENSED CARE FACILITIES AND ADULT FOSTER HOMES

Licensed care facilities and adult foster homes shall be inspected in compliance with the Oregon Fire Code regulations regarding adult foster homes (ORS 476.030(6)).

400.4.6 STATE INSTITUTIONS AND STATE-OWNED OR STATE-OCCUPIED BUILDINGS

The Western Lane Fire and EMS Authority will inspect state facilities in its jurisdiction with written authorization from the facility or the DSFM (ORS 476.030). The inspections shall be for the purpose of enforcing the Oregon Fire Code.

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the Oregon Fire Code as well as the accuracy of any required Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS). Facilities that are required to submit a HMMP and HMIS should be inspected no less frequently than once every three years.

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (ORS 476.150(1)).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES

The Authority may charge any fire inspection fees adopted by the Authority. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

Fire Inspections

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the Authority may be assessed.

400.8 RECORDS

The Authority shall document all inspections, including notices and orders issued, showing the findings and disposition of each inspection. Records shall be maintained for the life of the structure and pursuant to the authority established records retention schedule (Fire Code § 104.6; Fire Code § 104.6.2).

400.9 CITATIONS AND ORDERS

Any citation or order issued shall be completed fully and include an exact reference to the legal authority (e.g., statute, regulation) related to the violation and a plain statement of the facts upon which the citation or order is based (ORS 476.175).

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Oregon Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Western Lane Fire and EMS Authority that permit requirements are appropriately observed and enforced pursuant to the Oregon Fire Code.

401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The Authority shall provide adequate guidance to assist the public in obtaining approval for a particular permit.

If necessary an inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the Oregon Fire Code rules promulgated by the State Fire Marshal or other applicable regulations (Fire Code § 105.3).

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including, but not limited to, the following (Fire Code § 105.2):

- A site plan showing the location of storage, use, handling or processes associated with the permit.
- The floor plan approved by the Western Lane Fire and EMS Authority depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current hazardous materials emergency plan, if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the Authority governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for

Permits

an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit (Fire Code § 105.3.2).

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code § 105.3.1).

All permits shall bear the signature of the Fire & EMS Chief or the authorized designee and contain a general description of the operation or occupancy and its location (Fire Code § 105.3.7).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire & EMS Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code § 105.3.5).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that (Fire Code § 105.5):

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- The conditions and limitations set forth in the permit have been violated.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in the Oregon Fire Code § 105.6.

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Western Lane Fire and EMS Authority and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

402.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire & EMS Chief has overall responsibility for fire investigations. The Fire Marshal or authorized designee is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

402.4 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by a Chief Officer
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion

Fire Investigations

- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

402.4.1 NOTICE TO STATE FIRE MARSHAL

When any fire investigation has a finding of an undetermined or suspicious origin or involves a death or serious injury, the Fire & EMS Chief shall immediately notify the State Fire Marshal or Deputy State Fire Marshal (ORS 476.210).

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal or authorized designee and request the assistance of an investigator with arrest authority, if appropriate.

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Oregon Department of Public Safety Standards and Training for fire investigators (OAR 259-009-0062).
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.6 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

Fire Investigations

402.6.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.6.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

402.7 INCIDENT REPORTS

To ensure authority fire incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal or authorized designee for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal or authorized designee is responsible for reviewing and approving the investigative reports.

The Authority currently uses CodePal® for investigation reports.

402.7.1 STATE-SPECIFIC REPORTS

The Fire & EMS Chief shall provide the State Fire Marshal with a full report of every fire occurring within the jurisdiction of the Authority on a form provided or approved by the State Fire Marshal (ORS 476.210).

The Fire & EMS Chief shall assemble all known facts and circumstances where there has been a finding of an undetermined or suspicious origin or the incident involved a death or serious injury on an approved report form to the State Fire Marshal or Deputy State Fire Marshal assigned to the territory where the fire originated. When evidence clearly indicates the cause of the fire to be of incendiary origin, the Fire & EMS Chief shall also immediately notify local law enforcement (ORS 476.210).

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Western Lane Fire and EMS Authority will enforce Authority fire and life-safety codes during inspections.

403.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The Western Lane Fire and EMS Authority shall issue correction notices when violations of the Oregon Fire Code are found during fire and life-safety inspections (Fire Code § 110.3; ORS 479.170).

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated, and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and based on the type of violation.

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations, and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

Service of the notice shall be made as directed in Oregon Fire Code § 110.3.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

Code Enforcement

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation shall be served upon the violator as directed in Oregon Fire Code § 110.3 and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 VIOLATION PENALTIES

If compliance is not achieved by the time of the final re-inspection, a violation penalty may be issued (Fire Code § 110.4.1). A violation penalty informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The violation penalty may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Violation penalties may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all violation penalties should be sent to the authority's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Oregon Fire Code.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods request - A request from a permit applicant to deviate in some manner from the requirements of the Oregon Fire Code, consisting of the applicant and project information, a summary of the issue and the solution being proposed, identification of the specific Oregon Fire Code reference and the intent of the code, a description of why the standard requirements are not possible, feasible or desirable, and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Oregon Fire Code (Fire Code § 104.9).

404.3 PROCEDURE

The following procedures have been established to assist the authority members in determining whether a proposed AMM is at least equivalent to that prescribed by the Oregon Fire Code in quality, strength, effectiveness, fire resistance, durability and safety (ORS 476.035).

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information including:
 - 1. The project name, address, contact person and telephone number.
 - 2. The owner's name, address and telephone number.
 - 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) Identify the Oregon Fire Code section or reference the specific requirement for which the AMM is requested.
- (c) Detail the alternative fire protection measures as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Western Lane Fire and EMS Authority.

Alternative Materials and Methods Requests

404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Western Lane Fire and EMS Authority. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Western Lane Fire and EMS Authority. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2025-02

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2024-25
BY ADOPTING A SUPPLEMENTAL BUDGET**

WHEREAS, the multi-year Elevator Operating Permit Renewal for Fiscal Year 2024-25 was not planned and therefore requires a Supplemental Budget in accordance with Local Budget Law; and,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

THEREFORE, BE IT RESOLVED, by the Board of Directors of Siuslaw Valley Fire & Rescue the supplemental budget indicated below is adopted.

INCREASING APPROPRIATIONS

<u>General Fund: Materials and Services</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
7108 Dues and Fees	\$ 200	\$ 500	\$ 700
<u>Not Allocated to Organizational Unit or Program</u>			
Contingency	\$ 97,500	(\$ 500)	\$ 97,000
TOTAL ADOPTED (General Fund) BUDGET	\$3,723,388		\$3,723,388
TOTAL ADOPTED (All Funds) BUDGET	\$4,929,895		\$4,929,895

Adopted on this 24th day of April 2025.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Tim Mendolia, SVFR Secretary/Treasurer

Siuslaw Valley Fire and Rescue

- B-981: 1999 F450 Type 6 Brush Truck
 - 16,099 miles
 - Year Purchased: 1999
 - Replaced in 2024 with new Type 6 Engine
 - Surplus decision based upon age, and apparatus replacement schedule.



Siuslaw Valley Fire & Rescue

Resolution No. 2025-03

RESOLUTION DECLARING APPARATUS AS SUPPLUS

WHEREAS, Siuslaw Valley Fire & Rescue currently has a 1999 F450 Type 6 Brush Truck that is no longer needed; and

WHEREAS, staff would like to dispose of this equipment due to age and apparatus replacement schedule;

NOW, THEREFORE BE IT RESOLVED that the Siuslaw Fire & Rescue Board of Directors reaffirms that this apparatus is no longer needed by the Fire District to carry out its mission and duties and declares this equipment as surplus;

ADOPTED by the Siuslaw Valley Fire and Rescue Board of Directors this 24rd day of April 2025.

By: _____
Lori Heppel, Board President

Attest: _____
Tim Mendolia, Board Secretary

Community Fire Station Visitation Program

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Authority uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Fire Suppression Division as one of the components of its public education efforts.

405.2 POLICY

The Western Lane Fire and EMS Authority will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Fire Suppression Division.

405.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups, and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include but are not limited to the following:
 - 1. Preschool classes or groups (public or private)
 - 2. Kindergarten classes or groups (public or private)
 - 3. Primary and secondary school groups (public, church-based, or private)
 - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization
 - 5. Service clubs and organizations that are generally voluntary nonprofit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities, and activities are not appropriate for inclusion in the fire station visit program:
 - 1. Birthday party groups
 - 2. Social networking groups
 - 3. Business networking groups
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. Any group, entity, or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Community Fire Station Visitation Program

Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Prevention Division. Applications must be submitted at least 45 days prior to the date requested for the fire station visit. Fire Prevention Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Fire Suppression Division Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Fire Suppression Division crew may be limited in the number of visits per calendar month. The Fire Suppression Division Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Fire Prevention Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues, or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Prevention Division representative to assist with managing the tour on the day of the visit.
- (b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.4 RECORD-KEEPING

The Fire Prevention Division should maintain a record of all applications for the station visit program. The records should include:

Western Lane Fire and EMS Authority

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Community Fire Station Visitation Program

- (a) The name and contact information for the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Chief Officer, station, and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the authority's established records retention schedules.

Hazardous Materials Disclosures

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state, and federal requirements and for the inspection of the businesses that handle hazardous materials pursuant to the Oregon Community Right to Know (CR2K) and Protection Act.

406.2 POLICY

The Western Lane Fire and EMS Authority will work in coordination with the Local Emergency Planning Committee (LEPC) and the Oregon Department of the State Fire Marshal regarding the receipt of dangerous or hazardous material submittals and necessary inspections (ORS 453.317).

406.3 SUBMITTALS

Businesses treating, storing, or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Department of the State Fire Marshal (ORS 453.317).

Businesses required to prepare or have available a safety data sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

406.4 INSPECTIONS

The Authority may conduct field inspections of facilities that are subject to the requirements of this policy to confirm the validity of a hazardous substance survey submitted to the Oregon Department of the State Fire Marshal by a facility (ORS 453.376). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC and the Oregon Department of the State Fire Marshal.

Where appropriate, the Authority will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

406.5 PUBLIC RECORDS

Generally, submissions received by the Authority are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

Maximum Occupancy - Overcrowding

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies that may be subject to overcrowding pursuant to the Oregon Fire Code.

407.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to protect the safety of the public through enforcement of the Oregon Fire Code regarding occupancy overcrowding.

407.3 ENFORCEMENT

Any member of the Authority, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

407.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

Complaints of overcrowded conditions shall be forwarded to the Fire Prevention Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

407.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by WestComm after hours shall be routed to the appropriate on-duty Chief Officer. Depending upon the urgency of the complaint, the Chief Officer may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

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Maximum Occupancy - Overcrowding

407.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

407.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Western Lane Fire and EMS Authority procedures.

Juvenile Firesetter Referrals

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide authority personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment, and psychological services, in cooperation with local nonprofit organizations and the Department of the State Fire Marshal's (DSFM) Youth Fire Prevention and Intervention Program (YFPIP).

408.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to participate in a coordinated effort with law enforcement, school professionals, social services, and other state and local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

408.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by authority personnel following a request from parents, guardians, or caregivers, or as a result of a fire incident. There are multiple types of referrals.

408.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Western Lane Fire and EMS Authority for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the Authority being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the authority's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

408.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Prevention. If no Fire Prevention personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Fire Prevention Division. When appropriate, a Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

408.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Fire Prevention Division. The IC should be contacted by the Fire Prevention Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and their family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

Juvenile Firesetter Referrals

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was suspicious in nature.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Prevention Division.

The IC should call a fire investigator and local law enforcement any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter or when the suspect is still at the scene.

A juvenile who has been referred to the Authority by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Prevention member should send a program completion letter on authority letterhead to the juvenile's probation officer.

408.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including an assessment using the Federal Emergency Management Agency (FEMA) juvenile firesetter program, the Oregon Juvenile with Fire Screening Tool, or another similar assessment at a location designated by the Western Lane Fire and EMS Authority. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend. Following the assessment, a Youth Fire Prevention and Intervention Form should be completed and forwarded to the Oregon DSFM.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating their offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Authority will process a request to dismiss the citation.

Educational intervention - In this step, families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

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Juvenile Firesetter Referrals

Counseling - The Authority may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in authority training programs as part of awareness and disposition outcomes.

Fire Watch Services

409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is at least 18 years old, is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the Authority in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A system of trained, on-site fire guards who notify the Western Lane Fire and EMS Authority and the occupants of a building if a fire occurs. Fire watch may be conducted by authority personnel.

High life-risk occupancy - Assembly occupancies, hospitals, care facilities, schools and high-rise buildings.

409.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that any time the Authority is notified that required automatic fire protection or detection systems are inoperable, the Authority will, where required, ensure appropriate measures are taken to protect building occupants pursuant to the guidelines contained in Appendix T of the Oregon Fire Code.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair, and demolition.

409.3 RESPONSIBILITIES

The Fire Marshal or the authorized designee shall make a determination whether the location has a high life-risk occupancy and, if so, immediately implement a fire watch. If the location does not have not a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch pursuant to the guidelines contained in Appendix T of the Oregon Fire Code.

- (a) The owner or the authorized designee shall immediately notify the Western Lane Fire and EMS Authority any time an automatic fire protection or detection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system

Fire Watch Services

is back in service, the Western Lane Fire and EMS Authority and occupants should again be notified by the owner or the authorized designee.

- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life-safety hazard as determined by the Fire Marshal or the authorized designee. A fire watch shall be established immediately, however, when fire protection, detection, and alarm systems are not in operation in high life-risk occupancies, such as assembly occupancies, hospitals, care facilities, schools, and high-rise buildings.
- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may depend on the hazard and building design. The fire watch service will patrol the area at least every 15 minutes and continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the Authority and their only duty shall be to perform constant patrols of the premises to watch for fires.
- (f) The Fire Marshal or the authorized designee may require documentation of a fire watch completed by authorized persons utilizing forms contained in Appendix T of the Oregon Fire Code.

Fireworks Displays

410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays that are in compliance with the Fire Code and Oregon law to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Western Lane Fire and EMS Authority standards for the storage and disposal of illegal fireworks. The Office of the State Fire Marshal (OSFM) has primary responsibility for, and authority over, fireworks displays.

410.1.1 DEFINITIONS

Definitions related to this policy include (OAR 837-012-0720):

Discharge site - The area immediately surrounding the area where fireworks are ignited for an outdoor display.

Display site - The immediate area where a fireworks display is conducted, which includes the discharge site, the fall-out area, and the required separation distance from the discharge site to spectator viewing areas. The display site does not include spectator viewing areas or vehicle parking areas.

Fall-out area - The area over which aerial shells are fired and burst and where unsafe debris and malfunctioning aerial shells fall. The fall-out area is the location where a typical aerial shell dud will fall to the ground considering wind and the angle of mortar placement. At a minimum, the fall-out area shall be the required separation distance based on the table of distances as required in OAR 837-012-0840.

General fireworks display - An outdoor display using 1.3g fireworks. Fireworks in this category are primarily aerial shells, but may also include 1.4g fireworks and/or special effects fireworks. All general displays must be conducted by a general display operator certified by the Department of the State Fire Marshal (DSFM) with a minimum of one assistant.

Limited fireworks display - An outdoor display limited to 1.4g fireworks labeled UN0336. Fireworks in this category are subject to limitation by the Authority and the DSFM. Types of fireworks that may be utilized include firecrackers, sky rockets, missile rockets, and mortars. All limited displays must be conducted by a limited display operator certified by the DSFM, with a minimum of one assistant.

Special effects display - A display held either indoors or outdoors limited to special effects fireworks authorized by the special effects permit.

410.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock, and friction may ignite them, and in all cases safety should be the primary concern.

Fireworks Displays

It is the policy of the Western Lane Fire and EMS Authority to observe the Fire Code and fireworks laws and follow any additional regulations prepared by local, state, or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review, and inspections. The Authority shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

410.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made in writing to the DSFM and received or postmarked at least 15 days prior to the proposed display. Prior to submission to the DSFM applications shall be submitted to the Western Lane Fire and EMS Authority and local law enforcement in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (OAR 837-012-0740).

410.3.1 GENERAL FIREWORKS DISPLAYS

When applying for a public general fireworks display permit, an applicant shall use the general fireworks display permit application form provided by the DSFM and submit all required information and evidence to the Western Lane Fire and EMS Authority for review, approval, and signature.

- (a) A detailed map of the display site shall be attached to the display application form showing (OAR 837-012-0740):
 - 1. The fall-out area.
 - 2. The discharge site.
 - 3. The display site.
 - 4. The distance in feet from the outside measurement of the discharge site to spectators, overhead obstructions, buildings, highways, and parking areas.
- (b) Additional items that should be included in the application packet include:
 - 1. Proof that satisfactory workers' compensation insurance is carried for all employees.
 - 2. Documentary proof of public liability insurance (ORS 480.150).
 - 3. A copy of the operators' certifications.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Western Lane Fire and EMS Authority, its officers, and the Authority harmless for any damages or liability.

410.3.2 LIMITED FIREWORKS DISPLAY

When applying for a public limited fireworks display permit, an applicant shall use the limited fireworks display permit application form provided by the DSFM and submit all required information and evidence to the Western Lane Fire and EMS Authority.

Fireworks Displays

410.3.3 SPECIAL EFFECTS DISPLAYS

When applying for a public special effects display permit, an applicant shall use the special effects display permit application form provided by the DSFM and submit all required information and evidence to the Western Lane Fire and EMS Authority.

410.4 INSPECTIONS

All authority personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the Oregon fireworks laws.

- (a) The inspection will include but is not limited to the following requirements:
 - 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site (OAR 837-012-0960).
 - 2. A water container for duds or misfired shells shall be available on the site.
 - 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
 - 4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes, and no bent or frayed muzzles.
 - 5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
 - 6. If mortar racks are used, they shall be stable, secure, and spaced appropriately.
 - 7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
 - 8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
 - 9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
 - 10. No smoking is permitted in firing or display areas.
 - 11. During the electrical firing, no one is allowed to enter the firing area of the display.
 - 12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
 - 13. A continuity test shall be conducted prior to the test fire.
- (b) Additional items to review during the inspection include but are not limited to:
 - 1. Verification of proper operator certification with qualified assistants.
 - 2. Verification of identification and age of all qualified assistants.

Fireworks Displays

3. Inspection and inventory of fireworks shells to be discharged.
4. Inspection of ready boxes.
5. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Western Lane Fire and EMS Authority inspector.
6. Inspection of any other components of the display as deemed appropriate by the inspector.

410.5 STORAGE OF DISPLAY FIREWORKS

Storage of fireworks in residential locations, mini-storage units, or other structures is prohibited unless such storage is in accordance with the Fire Code; Oregon Structural Specialty Code 2014 Edition; and National Fire Protection Association (NFPA) 1124, Manufacture, Transportation, and Storage of Fireworks and Pyrotechnic Articles as published in August 2012. Such storage must also be in accordance with this policy and any requirements of the Authority (OAR 837-012-0900).

Applicants must also provide a complete and detailed description of how and where they will store fireworks in their possession before, during, and after the display on the required application form.

410.6 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

Any fireworks seized pursuant to state law shall be stored in compliance with the Fire Code and in a manner approved by the Western Lane Fire and EMS Authority Fire Marshal until returned or destroyed (OAR 837-012-0940).

The Western Lane Fire and EMS Authority Fire Marshal or the authorized designee should notify the DSFM not more than three days after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type, and location of the fireworks. Seized fireworks may be held in trust for a reasonable period of time to allow for any disputes in the matter that may need to be adjudicated by the DSFM.

(a) Routine seizures (quantities that are temporarily manageable):

1. Inventory, randomly sample, and photograph the seized fireworks.
2. Complete any forms required by the appropriate authority and forward as the form instructs.
3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in, or similarly sized moving boxes. The boxes must have functional lids.
5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting, and the date.
6. The following items should not be included:

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Fireworks Displays

- (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
 - (b) Trash (including expended fireworks, lighters, and matches)
 - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
 - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Western Lane Fire and EMS Authority to manage):
 - 1. Contact the appropriate DSFM representative or law enforcement investigator, who may assist with arranging for temporary storage.
 - 2. Inventory, randomly sample, and photograph the seized fireworks.
 - 3. Complete the necessary report and forward it to the appropriate authority.
 - 4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The Western Lane Fire and EMS Authority may remain as the lead agency responsible for prosecuting any case involving fireworks seized by the Authority or may receive assistance from local law enforcement.

410.7 ISSUANCE OF CIVIL PENALTY CITATIONS

The Western Lane Fire and EMS Authority Fire Marshal or the authorized designee has the authority to issue civil penalty citations for firework violations, which may impose a penalty or provide a warning. The Authority shall forward the citation to the DSFM within 10 days of issuance. Where possible, each citation should be accompanied by a copy of the Western Lane Fire and EMS Authority written report, inspection sheets, authority property report or evidence receipt, or any other forms that are completed during the process of issuing a citation. The DSFM will issue a notice of civil penalty based upon the information contained in the citation and any accompanying documentation (OAR 837-012-1060; OAR 837-012-1050).

Cost Recovery

335.1 PURPOSE AND SCOPE

Cost Recovery is the process of receiving financial reimbursement for the cost of providing essential or emergency public safety services. This is done through the implementation of user fees for those services. Most insurance policies already allow for reimbursement for these types of services.

The reason for implementing this type of billing is to recover necessary funds to support the growing needs of Fire Districts and EMS services. The need for these invaluable services continues to grow and many districts/departments are looking for ways to fund them without relying solely on property and other taxes. By implementing a Cost Recovery Program, the funds can be used to help offset the rising costs associated with these services, which allows your district and EMS service providers to deliver the best possible care to your residents.

- Motor Vehicle Accident/Collision
- False Alarm Response
- Sand Dune rescues
- Rescue Response
- Illegal Burns
- Hazmat Cleanup and Response
- Operational Permit/Inspection Billing
- LifeMed Billing Administration (Oregon)

335.2 COST RECOVERY FEE SCHEDULE

This is a schedule of costs that may be charged for out of district and transportation route response, per District ordinance. Cost Schedule calculations include direct costs (for example, the cost of apparatus, personnel, and any miscellaneous supplies and services used) as well as indirect costs (administrative costs and overhead to support such response). The District bases all its cost charges on the actual costs incurred due to a response. The District can provide its cost recovery calculation methodology for specific responses upon request.

Rates. The Office of State Fire Marshal (OSFM) has established a standardized schedule of costs associated for apparatus and response (OAR 837-130 & Conflagration Act). The District hereby adopts the OSFM schedule. This OSFM schedule is adopted as it exists now or as it may be amended from time to time.

The District will use this OSFM cost schedule to determine the rates charged for cost recovery charges. The District's charges may vary from the OSFM schedule from time to time based upon the services and equipment used, but all charges will be itemized and will be based on actual costs. The District has adopted policies, resolutions, and ordinances establishing the process and

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Cost Recovery

scope for charging for these responses. Please see these policies, resolutions, and ordinances for further guidance on how when and to whom such charges will be assessed.

Minimum Charges. All responses billed under these rules are subject to a 30-minute minimum response charge. There will also be a \$65.00 minimum charge per each processed invoice to reimburse the District for the cost of processing the billing.

Additional Personnel Costs. The District may also seek reimbursement for additional personnel costs incurred (above the personnel costs listed in the OSFM schedule) for District responses which qualify for cost reimbursement. If charged, costs for full time employees will be charged at their current hourly or overtime rate, if applicable.

Miscellaneous Supplies and Services. Disposable supplies used may be billed either on the cost of the specific use or the cost of replacement, at the Chief's (or a designee's) discretion. Costs of outside vendors or services used in the response will be billed at the actual rate charged to the District. Other expenses directly related to a response or emergency service delivery may also be billed. District invoices will list all items with specificity.

Transportation Route responses will be billed using dispatch time records to determine the commitment of apparatus and personnel. Supplies and services charges, if applicable, will be verified by scene documentation by the Officer in Charge.

Responses outside the District to unprotected or inadequately protected areas will be billed using dispatch time records to determine the actual commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be verified by scene documentation of the Officer in Charge.

The final decision of whether to invoice a person or entity rests with the Fire Chief or his or her designee. An officer responding to incidents which may qualify for such invoicing under this Cost Schedule shall identify on the invoice or supporting documentation any extenuating circumstances he or she believes may justify a reduction or waiver of such costs. Such circumstances may include, but are not limited to, the following:

- Indigent or impoverished conditions
- SVFR is canceled prior to arrival, or scene time of less than 15 minutes.

335.3 COST RECOVERY LEVEL FEE SCHEDULE

LEVEL DESCRIPTION

RATE

Level 1: One or more of the following parameters:

\$475

- (a) Duty Chief, Engine with four personnel.
- (b) Strategically blocking the scene with traffic devices or apparatus to allow for safe working environment to evaluate if injuries exist and to provide EMS care if needed.
- (c) Disconnection of battery power to provide for safe working environment for District personnel to determine if injuries exist and to protect the public from further harm.

Western Lane Fire and EMS Authority

Policy Manual

Cost Recovery

Level 2: Level 1 criteria plus one or both of the following: \$600

- (a) Duty Chief, Engine with four personnel, Rescue with four personnel.
- (b) Actively stopping leaking fluids or applying absorbent materials to protect the public from further harm.
- (c) Minor forcible entry (hand tools) used to gain access to evaluate if injuries exist and/or provide care if needed.

Level 3: Level 1 and 2 plus one or both of the following: \$775

- (a) Duty Chief, Two Engines with four personnel, Rescue with four personnel.
- (b) Pulling a fire attack hose line(s) to suppress fire to provide for a safe working environment for personnel to evaluate injuries and provide EMS care if needed.
- (c) Use of hydraulic equipment to gain access to occupants to evaluate if injuries and/or provide care if needed.

Level 4: Levels 1,2, and 3 plus the following: \$1,000

- (a) Duty Chief, Three Engines with four personnel, Rescue with four personnel, mutual aid request.
- (b) Extraordinary events where greater than one fire department resource is required and is on the scene providing service greater than 59 minutes. Examples of this type of event would be a tour bus incident involving a Mass Casualty (MCI) response, multiple vehicle crash (> 5 cars), semi-tractor trailer crash/roll over, or complex extrication involving technical rescue skills or equipment to accomplish.

*Hourly rate for apparatus, staff, and equipment is in accordance with Oregon State Fire Marshall rate schedule.

335.4 COST RECOVERY ORDINANCE

[Sluslaw Cost recovery Ordinance: See attachment: 01-2017 Ordinance-signed.pdf](#)

Attachments

01-2017 Ordinance-signed.pdf

**Siuslaw Valley Fire and Rescue
ORDINANCE NO. 01-2017**

**AN ORDINANCE AUTHORIZING THE DISTRICT TO CHARGE CERTAIN PERSONS
THE ACTUAL COSTS FOR OUT OF DISTRICT RESPONSES AND RESPONSES ON
CERTAIN TRANSPORTATION ROUTES WITHIN THE DISTRICT**

WHEREAS, ORS 478.310(1) authorizes fire districts to recover actual response costs for fire or public safety incidents occurring outside the limits of the District in unprotected or inadequately protected areas; and

WHEREAS, ORS 478.310(2) authorizes fire districts to recover actual response costs arising from an incident involving airplane crashes or other emergency or public safety occurrences on transportation routes within the District; and

WHEREAS, the Siuslaw Valley Rural Fire Protection District ("the District") will occasionally respond to emergency incidents occurring outside District boundaries or on transportation routes within the boundaries of the District and such incidents often involve persons who are not District taxpayers and who are not residents of the District; and

WHEREAS, such incidents require costly equipment and personnel for medical, fire and life safety response and those persons involved in such incidents have not shared in the equipment or personnel costs which insure an appropriate response; and

WHEREAS the District Directors find that responding to such incidents is critical to the safety and well-being of District residents and property and often preemptively protects District residents and property;

WHEREAS, the District Directors have reviewed the costs scheduled by the State Fire Marshal's office and have determined those costs to be fair and reasonable and that they do not exceed the actual costs incurred on behalf of the District; and

WHEREAS, the cost of maintaining equipment and personnel to be available for immediate response has been reviewed, and the District's Board of Directors has determined that the costs authorized herein, some of which are in addition to the costs as scheduled by the State Fire Marshal's Office, do reflect the District's actual costs for such responses;

WHEREAS, the fees and charges imposed by this Ordinance are not taxes subject to property tax limitations of Article XI, Section 11(b) of the Oregon Constitution;

THEREFORE, BE IT ORDAINED:

SECTION ONE. COST SCHEDULE. The Siuslaw Valley Fire District Board of Directors hereby approves and adopts the attached Cost Schedule, which may be further amended by a Resolution of the District Board.

SECTION TWO. PURPOSE AND SCOPE.

A. The District adopts the attached Cost Schedule for the purpose of authorizing the District to seek reimbursement for its actual costs in responding to fire, emergency, or public safety incidents which occur either:

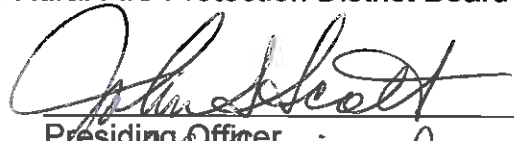
1. outside District boundaries in unprotected or inadequately protected areas; or
2. inside District boundaries on a Transportation Route. As used herein, "Transportation Route" means a roadway, waterway, or railroad right-of-way located inside the District upon which no District taxes or assessments for fire protection are levied by the District.

B. The District may assess the charges as provided in the Cost Schedule to persons or entities only if such persons or entities are not District taxpayers or District residents who have received or benefitted from District responses on a Transportation Route or outside District boundaries as those areas are further defined in Section Two (A) above.

SECTION THREE. RESPONSE. District responses under this ordinance shall follow the District's standard operating procedures or shall be as directed by the Fire Chief or his or her designee.

SECTION FOUR. APPEALS. Appeals to any costs charged to a person or entity under this ordinance must be presented to the Fire Chief in writing within 30 days from the date the invoice was mailed. Appeals must provide the invoice and sufficiently state the reasons for the appeal. The Chief shall review the appeal and issue his or her final determination in writing within 15 days. If the appellant disagrees with the Chief's final determination, he or she may appeal to the Board in writing within 7 days. The Board shall consider the written appeal at a meeting of the Board and shall issue a final, non-appealable decision in writing to the appellant within 7 days.

Adopted by vote of the Siuslaw Valley Rural Fire Protection District Board of Directors this 15th day of February, 2017.



Presiding Officer
Title: President

Ayes: 3
Nays: 0

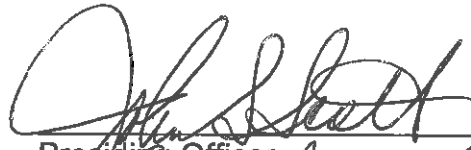
ATTEST:



Recording Secretary

Certification of Copy

I hereby certify that the foregoing ordinance is a true and correct copy of the original ordinance on file with Siuslaw Valley Rural Fire Protection District.



Presiding Officer
Title: Board President

SIUSLAW VALLEY FIRE AND RESCUE COST SCHEDULE - APPENDIX A

This is a schedule of costs that may be charged for out of district and transportation route responses, per District ordinance. Cost Schedule calculations include direct costs (for

example, the cost of apparatus, personnel, and any miscellaneous supplies and services used) as well as indirect costs (administrative costs and overhead to support such response). The District bases all its cost charges on the actual costs incurred due to a response. The District can provide its cost recovery calculation methodology for specific responses upon request.

Rates. The Office of State Fire Marshal (OSFM) has established a standardized schedule of costs associated for apparatus and response (OAR 837-130 & Conflagration Act). The District hereby adopts the OSFM schedule, which is attached to this Appendix A. This OSFM schedule is adopted as it exists now or as it may be amended from time to time. The District will use this OSFM cost schedule to determine the rates charged for cost recovery charges. The District's charges may vary from the OSFM schedule from time to time based upon the services and equipment used, but all charges will be itemized and will be based on actual costs. The District has adopted policies, resolutions, and ordinances establishing the process and scope for charging for these responses. Please see these policies, resolutions and ordinances for further guidance on how when and to whom such charges will be assessed.

Minimum Charges. *All responses billed under these rules are subject to a 30-minute minimum response charge. There will also be a 40.00 minimum charge per each processed invoice to reimburse the District for the cost of processing the billing.*

Additional Personnel Costs. The District may also seek reimbursement for additional personnel costs incurred (above the personnel costs listed in the OSFM schedule) for District responses which qualify for cost reimbursement. If charged, costs for Full Time Employees will be charged at their current hourly or overtime rate, if applicable.

Miscellaneous Supplies and Services. Disposable supplies used may be billed either on the cost of the specific use or the cost of replacement, at the Chief's (or a designee's) discretion. Costs of outside vendors or services used in the response will be billed at the actual rate charged to the District. Other expenses directly related to a response or emergency service delivery may also be billed. District invoices will list all items with specificity.

Transportation Route Responses

Transportation Route responses will be billed using dispatch time records to determine the commitment of apparatus and personnel. Supplies and services charges, if applicable, will be verified by scene documentation by the Officer in Charge.

Out of District Response to Unprotected Areas

Responses outside the District to unprotected or inadequately protected areas will be billed using dispatch time records to determine the actual commitment of apparatus and personnel. Miscellaneous supplies and services, if applicable, will be verified by scene documentation of the Officer in Charge.

Waiver of Fees

The final decision of whether or not to invoice a person or entity rests with the Fire Chief or his or her designee. An officer responding to incidents which may qualify for such invoicing

under this Cost Schedule shall identify on the invoice or supporting documentation any extenuating circumstances he or she believes may justify a reduction or waiver of such costs. Such circumstances may include, but are not limited to, the following:

- Indigent or impoverished conditions
- SVFR is cancelled prior to arrival, or scene time of less than 15 minutes.