

**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, May 22, 2025, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Laurie Heppel, Director Jim Palisi and Director David Carrillo

Not Present Director Tim Mendolia and Director Keith Stanton

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, 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.

I. SVFR & WLFEA FY2025-26 Budgets

1. Open Public Hearing opened at 6:02 p.m.
 2. Hear Public Comments None
 3. Close Public Hearing closed at 6:04 p.m.
- a) SVFR Action Item: Resolution 2025-04 Adopting the Budget
Director Carrillo made a motion to approve Resolution 2025-04 Adopting the Budget. Second by Director Palisi Roll call vote made; SVFR Director's: Director Palisi, Director Carrillo, and Director Heppel, voted Aye. the motion passed.
 - b) SVFR Action Item: Resolution 2025-05 Establishing Fund Balances
Director Carrillo made a motion to approve Resolution 2025-05 Establishing Fund Balances. Second by Director Palisi Roll call vote made; SVFR Director's: Director Palisi, Director Carrillo, and Director Heppel, voted Aye. the motion passed.
 - c) WLFEA Action Item: Resolution 2025-04 Budget Adoption
Director Webb made a motion to approve Resolution 2025-04 Budget Adoption. Second by Director Russell Roll call vote made; WLFEA Director's: Director Webb, Director Russell, Director Buss, Director Stent, Director Holbrook, Director Palisi, Director Carrillo, and Director Heppel voted Aye. the motion passed.

- d) WLFEA Action Item: Resolution 2025-05 Establishing Fund Balances
Director Buss made a motion to approve Resolution 2025-04 Budget Adoption. Second by Director Palisi Roll call vote made; WLFEA Director's: Director Webb, Director Russell, Director Buss, Director Stent, Director Holbrook, Director Palisi, Director Carrillo, and Director Heppel voted Aye. the motion passed.

PUBLIC COMMENT: None

CONSENT AGENDA:

Meeting Minutes: Regular Meeting March 27 and April 24, 2025.

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen reports that the auditors are scheduled and will be on site October 20th through the 22nd. The preliminary audit work has started and items have been sent to the auditors. We are in the process of moving over to the new financial software. We received the new credit card rebate for the 1st quarter. Director Webb asked if we are noticing a reimbursement rate that is different from what we have seen before? Are we seeing a decline? Director Buss if there was an opportunity to collect more revenue from the non-reimbursement or what that is attached to. Chief feels our reimbursements have gone up every year and explains that we are low anyways with a high Medicare population. Director Webb suggests a breakdown on how the money is received. How much is non reimbursable and how much is written off. Director Buss would like System designs reports explained to help educate her.

OLD BUSINESS:

1. SVFR Resolution 2025-02: Supplemental Budget Dues and Fees (Elevator & Radio)
Director Palisi made a motion to approve Resolution 2025-02: Supplemental Budget Dues and Fees (Elevator & Radio)
Second by Director Carrillo Roll call vote made Director Palisi, Director Carrillo, and Director Heppel, voted Aye. the motion passed.

2. SVFR Resolution 2025-03: Surplus Type VI Brush Truck

Director Palisi made a motion to approve Resolution 2025-03: Surplus Type VI Brush Truck
Second by Director Carrillo Roll call vote made Director Palisi, Director Carrillo, and Director Heppel, voted Aye. the motion passed.

3. WLFEA IT Managed Services RFP

Staff requested board representation for the IT Managed services RFP selection process.
Director Palisi and Director Webb delegated Director Stanton as the board representative.

4. Bank Accounts: Update Signers Lutgen explained that we needed to update our signers on the OPB bank accounts

A. SVFR Director Carrillo made a motion to approve removing all current signers and adding Director Palisi, Director Carrillo, Director Stanton, Director Heppel, Chief Michael Schick and

Deputy Chief Rob Chance as new signers to the OPB bank accounts, Second by Director Palisi Roll call vote made; Director Palisi, Director Carrillo, and Director Heppel, voted Aye. the motion passed.

B. WLAD Director Russell made a motion to approve removing all current signers and adding Director Russell, Director Buss, Director Webb, Director Holbrook, Director Stent, Chief Michael Schick and Deputy Chief Rob Chance as new signers to the OPB bank accounts, Second by Director Buss Roll call vote made; Director Russell, Director Buss, and Director Webb, Director Holbrook and Director Stent voted Aye. the motion passed.

C. WLFEA Director Holbrook made a motion to approve removing all current signers and adding Director Russell, Director Buss, Director Webb, Director Stent, Director Holbrook, Director Palisi, Director Carrillo, Director Stanton, Director Heppel, Chief Michael Schick and Deputy Chief Rob Chance as new signers to the OPB bank accounts, Second by Director Russell Roll call vote made WLFEA Director's: Director Webb, Director Russell, Director Buss, Director Stent, Director Holbrook, Director Palisi, Director Carrillo, and Director Heppel voted Aye. the motion passed.

5. Policies from March 27 and April 24, 2025: all policies were approved and Policy 335 Adopted
 - a) 400 – Fire Inspections
 - b) 401 – Permits
 - c) 402 – Fire Investigations
 - d) 403 – Code Enforcement
 - e) 404 – Alternative Materials and Methods Requests
 - f) 405 – Community Fire Station Visitation Program
 - g) 406 – Hazardous Materials Disclosures
 - h) 407 – Maximum Occupancy - Overcrowding
 - i) 408 – Juvenile Firesetter Referrals
 - j) 409 – Fire Watch Services
 - k) 410 – Fireworks Displays
 - l) 335 – Cost Recovery:
Director Webb made a motion to Adopt New Policy 335 Cost Recovery, Second by Director Palisi Roll call vote made; WLFEA Director's: Director Webb, Director Russell, Director Buss, Director Stent, Director Holbrook, Director Palisi, Director Carrillo, and Director Heppel voted Aye. the motion passed.

NEW BUSINESS:

1. West Lane Emergency Operations Group (WLEOG): Chief explained to the group that we have been a member of WLEOG for many years and explained the who are the main members of the WLEOG group. The main goal of WLEOG right now is to maintain the tsunami siren. Chief also told the directors that SVFR and WLAD provide 40% of the WLEOG budget, and we also provide personnel services. Chief is asking for feedback on what is the best use of our time. Chief feels what we really need is a West Lane Emergency Manager. Chief would also like to see WLEOG getting the groups together and preparing and doing exercises related to emergencies.
2. Policies for Review:
 - a) 500 – Patient Care Reports

- b) 501- Medical Supplies
- c) 502 – Patient Refusal of Pre-Hospital Care
- d) 503 – Controlled Substance **Accountability Director Stent brought to the attention that there is a typo in this policy, this was noted and will be corrected.**
- e) 506 – Advance Health Care Directives
- f) 507 – Latex Sensitivity

DIRECTOR COMMENTS:

FUTURE BUSINESS:

The next Regular Joint Board Meeting is scheduled for June 26, 2025, at 6:00 p.m.

Executive Session: Per ORS 192.660(2)(d) to conduct deliberations with persons you have designated to carry on labor negotiations. The board entered executive session at 6:45. Executive session ended at 7:13 and did not return to regular meeting.

The Regular meeting adjourned at 6:35 p.m.

Respectfully submitted,
Mary Dimon, Recording Secretary