

**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, June 26, 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

**Director Keith Stanton was not present at the meeting he was honoring his duty to the district by attending the monthly LCOG Meeting.**

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

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

**Not Present** Director Vanessa Buss

**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 6:03 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 6:05 p.m.
  2. Hear Public Comments None
  3. Close Public Hearing closed at 6:05 p.m.
- a) WLAD Action Item: Resolution 2025-02 Dissolution and Establish of Funds
  - b) WLAD Action Item: Resolution 2025-03 Adopting the Budget
  - c) WLAD Action Item: Resolution 2025-04 Adopting the Budget

**Director Webb made a motion to approve Resolution 2025-02 Dissolution and Establish Funds, Resolution 2025-03 Adopting the Budget, and Resolution 2025-04 Establishing Fund Balances Second by Director Holbrook Roll call vote made; WLAD Director's: Director Webb, Director Russell, Director Stent, Director Holbrook, voted Aye. The motion passed.**

**PRESENTATION: SYSTEMS DESIGN WEST:** Alissa Christenbury with Systems Design West gave a power point presentation and explained the billing process. She addressed the percentages we get from Medicare, Medicaid, and private insurance.

**CONSENT AGENDA:**

**Meeting Minutes:** Regular Meeting May 22, 2025.

**Staff Reports**

**Correspondence**

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

Office Manager Trish Lutgen reports that even though we have been short staffed, we have processed approximately 1,064 LifeMed applications to date. We are live with the new financial system. The office has been entering transactions since 5/1/2025. GL Accounts have been aligned with all three entities, and they are currently working to align with payroll. The budgets have been entered, and we are working through getting the WLFEA financial processed to closed out year end.

### **OLD BUSINESS:**

1. WLFEA Action Item: Adopting Civil Service Rules  
**Director Webb made a motion Adopting Civil Service Rules. A second by Director Carrillo. A Roll call vote occurred; WLFEA Director's: Director Webb, Director Russell, Director Stent, Director Holbrook, Director Carrillo, Director Heppel and Director Palisi voted Aye. The motion passed.**
2. Policies for Approval: From May 22, 2025
  - 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. Chief asked director Stent to email the corrections she would like to see on the policies.**
  - e) 506 – Advance Health Care Directives
  - f) 507 – Latex Sensitivity

### **NEW BUSINESS:**

1. WLFEA Action Item: IAFF CBA Approval  
**Director Russell made a motion for IAFF CBA Approval. Second by Director Palisi Roll call vote made; WLFEA Director's: Director Webb, Director Russell, Director Stent, Director Holbrook, Director Carrillo, Director Heppel and Director Palisi voted Aye. The motion passed.**
2. Policies for Review:
  - a) 600 – Emergency Vehicle Operator Training
  - b) 601 – CPR and Automated External Defibrillator (AED)
  - c) 602 – Communicable Disease Training Program
  - d) 603 – Hazard Communication Program Training
  - e) 604 – Occupational Noise Exposure and Hearing Conservation Program Training

**DIRECTOR COMMENTS:** None

### **FUTURE BUSINESS:**

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

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

Respectfully submitted,

Mary Dimon, Recording Secretary