

**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, July 24, 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, Director Keith Stanton, Director David Carrillo and Director Stephanie Restrepo

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

Not Present Director Adam Holbrook

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.

Swearing In of SVFR New Board Member

Stephanie Restrepo was sworn in by Director Carrillo.

Elect Officers

1. SVFR Action Item: Elect President, Vice President, Secretary/Treasurer
Elect President: Director Carrillo nominated Director Heppel. Seconded by Director Palisi and the motion passed.
Vice President: Director Heppel nominated Director Palisi. Seconded by Director Carrillo and the motion passed.
Secretary/Treasurer: Director Palisi nominated Director Restrepo Seconded by Director Carrillo and the motion passed.
2. WLAD Action Item: Elect President, Vice President, Secretary/Treasurer
Elect President: Director Buss nominated Director Webb. Seconded by Director Stent and the motion passed.
Vice President: Director Webb nominated Director Holbrook. Seconded by Director Buss and the motion passed.
Secretary/Treasurer: Director Webb nominated Director Buss. Seconded by Director Stent and the motion passed.
3. WLFEA Action Item: Elect President, Vice President, Secretary/Treasurer
Elect President: Director Webb nominated Director Russell. Seconded by Director Palisi and the motion passed.
Vice President: Director Webb nominated Director Stent. Seconded by Director Buss and the motion passed.
Secretary/Treasurer: Director Russell nominated Director Carrillo. Seconded by Director Palisi and the motion passed.

Ultrasound Device Presentation:

- Deputy Chief Chance explained the district purchased new ultrasound devices to have on the medic units.
- Dustin Pearson presented the device and explained that the model we went with is the most user friendly. Everyone that responds to call, EMT and above, can use it. There is a task book and procedure in place. The ultrasound can be uploaded to the cloud and sent to the hospitals prior to arrival of the patient. All medic units will have this device. Pearson will do a full demonstration at a future joint board meeting.

CONSENT AGENDA: Director Stanton asked that the minutes be pulled for the consent agenda and a correction made to his attendance reflecting that he was fulfilling his duty to the district by attending the LCOG meeting and that is why he wasn't present at the June Meeting.

Meeting Minutes: Regular Meeting June 26, 2025.

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- Office Manager Trish Lutgen reports that we are still working through getting financial reports setup on the new financial system. The year end transfers have been made but are not reflected in this month's reports.
- We have processed approximately 1500 LifeMed applications to compared to 2024 where we processed 1695.
- Lutgen asked the board to approve opening LGIP accounts for SVFR and WLAD and transfer existing capital accounts to the LGIP as the interest rate was at 4.60%.

SVFR Director Carrillo made a motion to move the SVFR Capital bank account at Oregon Pacific Bank to a new LGIP account. Second by Director Restrepo. A roll call vote was made; Director Palisi, Director Carrillo, and Director Heppel, Director Stanton and Director Restrepo voted Aye. The motion passed.

WLAD Director Webb made a motion to move the WLAD Capital bank account at Oregon Pacific Bank to an LGIP account. Second by Director Buss. A roll call vote was made; Director Webb, Director Russell, and Director Buss, Director Stent voted Aye. The motion passed.

OLD BUSINESS:

Polices from June 26, 2025, Meeting

- 600 – Emergency Vehicle Operator Training
- 601 – CPR and Automated External Defibrillator (AED)
- 602 – Communicable Disease Training Program
- 603 – Hazard Communication Program Training
- 604 - Hazardous Materials (HAZMAT) Training
- 605 – Occupational Noise Exposure and Hearing Conservation Program Training

NEW BUSINESS:

1. **Swishhome Deadwood Rural Fire: Quick Response Team (QRT) IGA**
Chief Schick asked the WLAD Directors to agree to help Swishhome Deadwood Fire with a Quick Response Team (QRT) and enter into an IGA.

WLAD Director Webb made a motion to enter into an IGA with Swisshome Deadwood to help with a Quick Response Team (QRT). Second by Buss Roll call vote made; Director Webb, Director Russell, and Director Buss, Director Stent voted Aye. The motion passed.

2. Expanding Dormitory Space presentation by Director Stanton:

Director Stanton presented a PowerPoint with some examples of modular buildings that would work as office or dormitory space for WLFEA, Stanton explained that this would save the district a large amount of money and could be used on the property already owned by the district. Stanton also explained that there are grants out here that could be applied for. Webb suggested forming a committee to research on this. Chief Schick asked Director Russell to establish a committee and to see if we could get volunteers to do so. Director Palisi volunteered to be on the committee. Director Russell suggested tabling this to the August joint board meeting with hope of getting more interested.

3. Policies for Review:

- II. 606 – Heat Illness Prevention Training
- III. 607 – Health Insurance Portability and Accountability Act (HIPAA) Training
- IV. 608 – National Incident Management System (NIMS) Training
- V. 609- Repetitive Motion Injuries and Ergonomics Training
- VI. 610 – Respiratory Protection Training

Bank Accounts: Lutgen explained that we needed to update our signers on the OPB bank accounts removing Keith Stanton, adding Director Stephanie Restrepo, and keeping the remaining signers the same.

SVFR Director Carrillo made a motion to approve removing Director Stanton and adding Director Palisi, Director Carrillo, Director Heppel, Director Restrepo, Chief Michael Schick and Deputy Chief Rob Chance as new signers to the OPB bank accounts, Second by Director Restrepo. A roll call vote was made; Director Palisi, Director Carrillo, and Director Heppel, Director Stanton and Director Restrepo voted Aye. The motion passed.

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

DIRECTOR COMMENTS: Director Stanton gave a Lane Council of Governments (LCOG) overview. He informed the board that they should all attend the Public Meeting Law training and cautioned them on hitting "reply all" on emails.

Director Stanton presented on Dormitory space. His ideas included a modular unit for housing. Chief Schick mentioned that we didn't want folks crossing the street to respond to emergency calls. Director Stanton stated that the current parking lot could hold the modular and we could make the lot across the street into parking. Director Russell would like to take volunteers to form a committee. It was decided to bring up at the next meeting.

FUTURE BUSINESS:

The next Regular Joint Board Meeting is scheduled for August 28, 2025, at 6:00 p.m.

The Regular meeting adjourned at 7:01 p.m.

Respectfully submitted,

Mary Dimon, Recording Secretary