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, August 28, 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 Mike Webb, Director Vanessa Buss
Not Present Director Cindy Russell, 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 6:01 p.m. The flag salute was completed, and a roll call established a quorum for SVFR.

Appointment of Director Heppel (SVFR): Director Restrepo made motion to appoint Laurie Heppel to the SVFR Board of Directors. Seconded by Director Carrillo and the motion passed.

Swearing in of Lieutenant: Doug Unrein was sworn in By Chief Schick.

City of Florence: **Presentation**

- Members of The City of Florence were present at the Board Meeting to give a presentation of the Public Safety Fee. Members present were Mayor Rob Ward, Chief of Police John Pitcher, City Manager Erin Reynolds, and Assistant City Manager Megan Messmer. The city presented a PowerPoint which explained the current budget, the reason behind to Public Safety Fee and the fees themselves.
- The city also presented as a part of the PowerPoint on what is next for the Western Lane Emergency Operations Group (WLEOG). The PowerPoint explained the emergency operations plan, evaluating purpose and effectiveness and informed the group about the 2025 Preparedness EXPO and passed out information of signing up for Lane Alerts.

CONSENT AGENDA:
Meeting Minutes: Regular Meeting July 24, 2025.
Staff Reports
Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

- Office Manager Trish Lutgen reports that we are finishing last years financials and getting ready for the audit.
- The new phone system was installed on yesterday, August 27, and staff are learning the new system. The system utilizes VoIP (voice over internet) instead of traditional landlines.
- A new copier vender has been selected, and we are updating the copier/printers. By updating we will be saving the district a third of what we are currently spending.

- Director Webb asked why WLAD had two account receivable lines on the report. Trish stated that this item had been corrected, but we are still finding these weird little items with the new system.

OLD BUSINESS:

Modular Building Committee:

- Director Stanton informed the group that we need to pursue alternative options for adding sleeping quarters to station 1. There are grants available for increasing housing and personnel. Chief Schick informed the board that this would be a larger conversation around the capital plan during the Board Retreat.

Polices reviewed from the July 24, 2025 meeting:

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

NEW BUSINESS:

1. Employer Incentive Fund PERS: Trish informed the Board that PERS opened the Employer Incentive Fund match program to all entities and WLFEA was approved for $151,000 with a $37,750 match from PERS. Because there is a $1500 setup fee and $500 annual fee for each side account, we will be depositing these funds into an existing side account that has a Rate Offset End Date of 12/31/2041. We would like to close the WLAD and SVFR PERS UAL accounts and have WLFEA send PERS the $151,000.
Director Palisi made a motion to close the SVFR PERS UAL account and transfer $151,000.00 to WLFEA to Fund the WLFEA side account. Seconded by Director Restrepo and the motion passed.

2. OnBoard Software: Trish informed the board that we were in year two of the three-year OnBoard contract and now is they time to make any changes if the board would like. **The board did not want to make any changes**.

3. RFP for IT Services: **Deferred to the September Meeting due to WLFEA and WLAD not having a quorum**.

4. Preferences for Board Retreat: **A discussion on having a Board Retreat occurred. It was determined that staff would send out a poll with potential agenda items to see what the Directors want**. Director Buss would like to see the group come together in a thoughtful way.
5. Policies for Review
   i. 611 – Wildland Fire Shelter Deployment Training
   ii. 612 – Training Records
   iii. 613 – Emergency Action Plan and Fire Prevention Plan and Training
   iv. 614- Firefighter and Paramedic Health, Safety and Survival Training
   v. 615– Live-Fire Training

DIRECTOR COMMENTS:

- Director Buss would like to get an update from WLCR on the youth advocate position the grant for this position will be terminated as of 9/30/2025. She would like to know what the future holds for the youth in our community and the WLCR program.

<u>FUTURE BUSINESS</u>:
The next Regular Joint Board Meeting is scheduled for September 25, 2025, at 6:00 p.m.

The Regular meeting adjourned at 7:00 p.m.

Respectfully submitted,

Mary Dimon, Recording Secretary