

**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, September 25, 2025, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi, Director David Carrillo, Director Stephanie Restrepo, and Director Laurie Heppel (via Zoom)
Not Present: Director Keith Stanton (excused to attend the Lane Council of Governments meeting)

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb, Director Adam Holbrook, and Director Linda Stent (via Zoom)
Not Present: Director Vanessa Buss and Director Cindy Russell

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Deputy Chief Rob Chance, and Recording Secretary Holly Lais

Chief Schick called the meeting to order at 6:02 p.m. The flag salute was completed, and a roll call established a quorum for SVFR, WLAD, and WLFEA.

PRESENTATION: Chief Schick presented a Certificate of Appreciation to Jessica Marchinski for her work on the First Arriving Application. This application provides a variety of communication functions for the WLFEA staff, which include weather updates, maps, news, who is on shift, and a space to share photos.

PRESENTATION: The Western Lane Crisis Response (WLCR) Manager, Melissa House, provided an update. She announced that the Florence City Council had recognized the team and had proclaimed September 14th - 20th as National Crisis Responder Week. WLCR currently has good staffing levels, and last month, they broke their response record with 89 calls. She explained that the dedicated Youth Advocate full-time position will no longer be grant-funded. WLCR will, however, continue to serve the youth in the community through its Client Advocate and part-time team members. Funding remains a concern for WLCR as it enters 2026. They eventually want to break away from Lane County. There is a Halloween-themed Spaghetti Dinner fundraiser planned for October 25, 2025, at the Elks Lodge. On October 5th, a free veteran documentary, *Here is Better*, will be playing at the Three Rivers Casino, and all events are open to the public. Finally, Melissa shared a success story of an incident her staff had responded to where a young child was safely reunited with his family. Director Webb inquired about WLCR's budget, and she said they had submitted a request to roll over any remaining grant funds into the next year. Chief Schick said WLCR had been setting the pace and setting the standard in the state for this program.

PRESENTATION: Chief Schick introduced Tiffany Brown, the Lane County Emergency Manager, who was invited to address the recent questions regarding emergency planning. Tiffany Brown has been in her current position for 18 months and has 15 years of experience working in Emergency Management. She explained the difference between Emergency Management and Emergency Response, and the four phases of Emergency Management: Preparedness, Mitigation, Response, and Recovery. Director Palisi had several questions regarding challenges specific to the coast and was concerned about having a coastal needs assessment in place. He would like to have a pre-plan for the entire county. Brown said that in events like ice storms, resources would still need to be requested. Director Webb addressed concerns with Western Lane Emergency Operations Group (WLEOG) and upriver incidents that could isolate and cut them off, like mudslides. His biggest concern was having a clear path

forward and how WLFEA could be prepared. Brown also talked about their new campaign for National Preparedness Month. Lane County Emergency Management created “OK/HELP” signs for residents to place in their windows following a disaster. The idea is to help communicate the resident’s status with first responders and the community, and thus potentially save lives. 15,000 signs have been printed and placed throughout Lane County. Director Restrepo asked if other languages, other than Spanish, were available, and Director Palisi suggested Braille as another option. Brown discussed the Mass Care System, how the Lane County Emergency Management and the Red Cross work together, and their roles during a disaster. She stressed building relationships and getting established agreements with partners, like with the city, and having communications that go both ways. She said H.A.M. radio was having a resurgence and was still relevant. Director Stent mentioned ODART (Oregon Disaster Airlift Response Team) and how they are vital to getting supplies to the coast during a disaster.

CONSENT AGENDA: Approved

Meeting Minutes: Regular Meeting August 28, 2025.

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager, Trish Lutgen, reported that WLFEA was two months into the new fiscal year. The Administration office is now fully staffed and is getting ready for its annual audit. SVFR already submitted their information to the auditors, and WLAD and WLFEA will be ready to go by Monday. There were 1,623 LifeMed applications for the FY 2025-26. There are still Board members who need to sign for signature cards. As individuals retire, PERS is making adjustments with either Western Lane Ambulance or Siuslaw Valley. Due to these changes and amounts coming out of accounts not budgeted, there needs to be a WLAD budget adjustment of \$1,000 from Operating Contingency to the PERS Pension, as described in WLAD Resolution # 2025-5 to Amend the FY 2025-26 Budget.

WLAD Director Webb made a motion to approve WLAD Resolution # 2025-5 to Amend the FY 2025-26 Budget. Second by Director Holbrook. A roll-call vote occurred, all were in favor, and the motion passed.

Chief Chance announced that we were awarded the Assistance to Firefighters Grant (AFG) for airpicks of \$500,000. He gave kudos to the SCBA committee and said they would also be able to upgrade head communications. He explained that the airpicks would be compatible with the current compressor, and delivery is expected in 90 days.

OLD BUSINESS:

1. WLAD: Close PERS UAL Account:

Office Manager, Trish Lutgen, updated the board on receiving the Employer Incentive Fund last month. PERS will not be offering this program for a while, and we would only qualify if there were extra funds. We would like to close the WLAD account and look at opening a future account under WLFEA.

WLAD Director Holbrook made a motion to close the WLAD PERS UAL account and transfer the funds to the Checking account. Seconded by Director Webb. A roll-call vote occurred, all were in favor, and the motion passed.

2. RFP: IT Services:

Office Manager, Trish Lutgen, explained that the IT selection committee selected VC3 as the new managed IT Services vendor. VC3 had a promotion in the prior month that they were extending to us, but we need to get the contract voted on and signed at tonight’s meeting.

WLFEA Director Webb made a motion to accept the RFP and approve signing the contract with VC3 for managed IT Services as proposed. Second by Director Palisi. A roll-call vote occurred, all were in favor, and the motion passed.

3. Board Retreat Update:

Chief Schick reviewed the results from the Survey Monkey poll regarding the upcoming board retreat. The poll included locations, dates, times, and topic ideas. There was some discussion, and more details are to come.

4. Policies reviewed from the August 28, 2025, meeting:

- a) 611 – Wildland Fire Shelter Deployment Training
- b) 612 – Training Records
- c) 613 – Emergency Action Plan and Fire Prevention Plan Training
- d) 614 – Firefighter and Paramedic Health, Safety and Survival Training
- e) 615 – Live-Fire Training

NEW BUSINESS:

1. Policies for Review:

- a) 700 – Use of Authority-Owned and Personal Property
- b) 701 – Personal Communication Devices
- c) 702 – Vehicle Inspections, Testing, Repair and Maintenance
- d) 703 – Use of Authority Vehicles
- e) 704 – Information Technology Use

DIRECTOR COMMENTS:

The Directors thanked Tiffany Brown again for her Lane County Emergency Management presentation.

FUTURE BUSINESS:

The next regular Joint Board Meeting is scheduled for October 23, 2025, at 6:00 p.m.

The regular meeting adjourned at 7:25 p.m.

Respectfully submitted,

Holly Lais, Recording Secretary