

**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, October 23, 2025, 6:00 p.m.  
The Zoom recording will be on the WLFEA Website.**

**SVFR & WLFEA BOARD MEMBERS PRESENT:**

Director Jim Palisi, Director Keith Stanton, Director Stephanie Restrepo, and Director Laurie Heppel (via Zoom)

**Not Present:** Director David Carrillo

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

Director Mike Webb, Director Cindy Russell, Director Vanessa Buss, and Director Linda Stent (via Zoom)

**Not Present:** Director Adam Holbrook

**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 6:01 p.m. The flag salute was completed, and a roll call established a quorum for SVFR, WLAD, and WLFEA.**

**CONSENT AGENDA: Approved**

**Meeting Minutes:** Regular Meeting September 25, 2025

**Staff Reports**

**Correspondence**

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

Office Manager, Trish Lutgen, reported that the Auditors had concluded their visit. They reported no findings for all three entities. Because we moved from accrual to modified cash basis of account, there will be journal entries to clean up the Balance Sheet.

On the financial reports for WLFEA, Lutgen reported that the HRA Veba was over budget due to the increases stemming from the Union contract negotiations. She explained that the LOSAP line item was over due to the LOSAP requirements, when volunteers leave and they are not vested, their funds are returned and are redistributed to volunteers who are still in the program.

Hotel rooms for the OFDDA (Oregon Fire District Directors Association) conference have been booked, paid for and are in each Director's name. Directors Buss, Carrillo, and Stent need to pick up the conference packets, fill them out, and return them so we can get them registered.

Lutgen announced that they are trying to move the ambulance billing into WLFEA's name. One of the steps is to get a new Medicaid number under WLFEA. To do that, WLFEA will need to open a bank account designated for ambulance billings. Chief Chance explained the benefits of moving the billing to WLFEA. He said there would be substantial cost savings, and they would have to use only one ImageTrend platform.

**WLFEA: Director Webb made a motion to open a WLFEA money market account at OPB for ambulance billing with all of the current signers; Chief Michael Schick, Deputy Chief Rob Chance, Directors Stephanie Restrepo, Laurie Heppel, Jim Palisi, David Carrillo, Cindy Russell, Linda Stent, Adam Holbrook, Vanessa Buss, and Mike Webb. Seconded by Director Russell. A roll-call vote occurred; all were in favor, and the motion passed.**

**OLD BUSINESS:****1. Board Retreat Update:**

The board discussed possible dates for the Board Retreat. They decided on having two Thursdays, November 6<sup>th</sup> and 13<sup>th</sup>, from 5:00 p.m. to 8:00 p.m. at Station 1. Zoom options will be available, and the meetings will be recorded for directors who are unable to attend.

**2. Policies reviewed from the September 25, 2025, meeting:**

- 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

**NEW BUSINESS:****1. LifeMed: Life Flight Partnership:**

Office Manager, Trish Lutgen, requested that the office would like to partner with Life Flight. Life Flight is the primary flight responder in our area, and they are willing to take over the enrollment and advertising of LifeMed. A LifeMed membership would be effective for the entire year, starting from the month of enrollment, and the public could continue to drop off their applications at the stations. The directors discussed competitors, like AirMed and Reach. They agreed that funds would be kept in WLAD.

**WLAD: Director Russell made a motion to partner with Life Flight and have them take over the enrollment and advertising of LifeMed. Seconded by Director Webb. A roll-call vote occurred; all were in favor, and the motion passed.**

**2. Policies for Review:**

- a) 705 – Mobile Data Terminal Use
- b) 706 – Knox-Box Access
- c) 707 – Communications Operations
- d) 708 – Public Alerts
- e) 709 – Photography and Electronic Imaging

**DIRECTOR COMMENTS:**

- Director Russell said she really enjoyed Deputy Chief Matt House's retirement celebration, and it was well-received by the community.
- Director Palisi inquired if WLFEA had reached out to the Hauser Fire Station after a fire had caused a total loss of their fire station. Chief Chance stated that we had reached out to Hauser who had an outpouring of resources from all over the state to assist them. They would reach out after the dust settles if they need anything.
- Director Stanton announced his concern over the delay with the shift housing. He would like to have an ad hoc committee review construction alternatives. Discussion occurred around forming the committee. Director Palisi requested a list of items that staff would like for the building. The board will discuss this topic more during their Board Retreat next month.
- Chief Schick proposed that, due to the directors' meeting for the Board Retreat and the OFDDA conference dates, the regular November Joint Board Meeting be cancelled.

**WLFEA: Director Russell made a motion to cancel the November Joint Board Meeting. Seconded by Director Palisi. A roll-call vote occurred; all were in favor, and the motion passed.**

**FUTURE BUSINESS:**

The next regular Joint Board Meeting is scheduled for December 18, 2025, at 6:00 p.m.

**The regular meeting adjourned at 6:41 p.m.**

Respectfully submitted,

Holly Lais, Recording Secretary