

**WESTERN LANE FIRE AND EMS AUTHORITY
SIUSLAW VALLEY FIRE AND RESCUE
WESTERN LANE AMBULANCE DISTRICT
BOARD OF DIRECTORS**



“One Team, One Mission”

JOINT BOARD MEETING AGENDA

December 18, 2025, 6:00pm

2625 Highway 101 North, Florence

Zoom Meeting URL: <https://us02web.zoom.us/j/82683268796>

Or call 1-669-900-6833 and enter Meeting ID: 826 8326 8796

- I. **6:00pm Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call / Establishment of Quorum**
- IV. **Presentation: Unit Citation Award**
- V. **Public Comment:** *This is the opportunity for the public to speak to the Board of Directors. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.*
- VI. **Consent Agenda**
Meeting Minutes: Regular Meeting October 23, 2025
Staff Reports
Correspondence
- VII. **Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. **Old Business**
 1. Policies from October 23, 2025:
 - 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
- IX. **New Business**

1. Union Grievances
2. Policies for Review:
 - a) 710 – Non-Official Use of Authority Property
 - b) 711 - Privately Owned Muster Trucks
 - c) 712 – Authority Use of Social Media
 - d) 713 – Body-Worn Cameras
3. WLAD Resolution 2025-06: Local Option Levy

X. Director Comments

This is an opportunity for Directors to comment on topics not on the agenda.

XI. Future Business: Joint Board Meeting Thursday, January 22, 2025, at 6:00pm.

XII. Adjournment

**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 6th and 13th, 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

DRAFT



Western Lane Fire and EMS Authority

Memorandum

To: WLFEA Board of Directors, Chief Schick
From: Deputy Chief Rob Chance
CC: Trish Lutgen
RE: Operations/Training Report December 2025

Call Breakdown: November

Incident Type Category: 1 Fire	4
Incident Type Category: 3 Rescue and EMS Incident	403
Incident Type Category: 4 Hazardous Conditions (no fire)	3
Incident Type Category: 5 Service Call	3
Incident Type Category: 6 Good Intent Call	19
Incident Type Category: 7 False Alarm	4
Incident Type Category: 9 Special Incident	0
Total	436

Medical Control Board

The Lane County Medical Control Board met on December 2 with Rob and Dustin in attendance. WLFEA will be adding five additional medication protocols, as well as our new Point-of-Care Ultrasound protocol. The board is also working to resolve conflicting or overlapping directives within the protocol set, with a goal of releasing the updated versions in June 2026.

Training – HazMat Series

WLFEA is hosting a comprehensive Hazardous Materials training series this month, including Awareness, Operations, and Incident Commander levels. Engineer/EMT Jim Yeo will serve as the lead instructor, and neighboring agencies have been invited to participate.

Communications – Ops 3 Channel

Day Wireless successfully transitioned an unused radio console at the dispatch center into a new line-of-sight operating channel, designated *Ops 3*, for in-town operations and surge incidents. Initial testing has shown strong performance and reliability.

Critical Care Training

Dustin, Tommy, Ashley, and Don attended an advanced, flight-based critical care course in Virginia in November. This hybrid program, which began with live online lectures in August, provides hands-on skill development for high-acuity patient care. We anticipate several new certified Critical Care Paramedics within the coming months. Dustin and the rest of the already-certified CCP's have been working tirelessly to help other Paramedics complete their in house CCP task books so that they may begin taking specialty care transports.

Certifications

Congratulations to the following members on their recent DPSST achievements:

- **Chase McCord** – NFPA Fire Officer I
- **Jim Yeo** – NFPA Apparatus: Pumper

Operations – Logistics

October - November

- Final inspection and delivery of new Type III Ambulance. Currently waiting on OHA license to place in service
- Rotary Auction dinner for Shorewood at Station 1
- Fire Prevention Month - Community Events
 - Participated with Dominos Fire Prevention Event
 - Six visits to local Preschools
 - Four Kindergarten class tours of Station 1
 - Visited four 1st Grade classes
 - Visited four 2nd Grade classes
 - Participated in Siuslaw Elementary Walk – Roll to school day
 - Standby for Annual High School Homecoming Bonfire
 - Assisted with Annual Pumpkin Giveaway
 - Participated in Old Town Trick or Treat and Community Trunk or Treat
 - Fire safety presentation at Shorewood
 - Participated in Kindergarten Parade

Apparatus

- T-641: Annual inspection, testing, service, light repair, air leak repair, aerial master stream repair
- WLCR-1: Sensor replaced, new headlights, IPAD mount installed
- WLCR-2; IPAD mount installed
- C-604: Stabili-trak repair
- M-613: Coolant leak repair
- R-667: Warranty repair
- M-611: Sway bar replaced, Fuel rail replaced
- M-612: Air bag sensor replaced
- BR-651: Annual inspection, service, testing
- E-628: Annual inspection, service, testing
- Focus: Service
- C-601: Service, new tires
- C-604: Oil change
- E-621: Coolant sensor replaced
- WT-638: Water tank gauge replaced
- M-614: Service

Equipment

- AFG grant SCBA purchase completed with delivery scheduled for end of December.
- Two new hose rollers purchased and placed in service for brush trucks

Facilities

- Station 3: LED light upgrades
- All station HVAC service

Report submitted by:

Andy Gray – Division Chief



WLFEA

Western Lane Crisis Response

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

December 2025

Western Lane Crisis Response (WLCR) Manager's Board Report

Prepared by Melissa House, QMHA-I

General STATS for the month of November

Total of **89** calls of those **37** were phone contacts

Average amount of time spent per call: **1.34** hours

WLCR prevented **54** individuals from being arrested or seen in the hospital

2 individuals were taken to Peace Harbor Hospital

The Justice Department requested WLCR **3** time, and the Hospital requested WLCR **13** times/Clinic **0**

24 Mental Health calls

2 Suicidal Ideations

11 Homelessness

9 Family Disputes

1 Welfare Checks

5 Acute Trauma/Sudden Death

2 Drug/Alcohol

0 Structure Fire

5 Cancelled Enroute

17 Needing Resources

13 Other calls

3 Youth

8 Veteran

35 Medicaid

Program Update:

Hope everyone had a nice Thanksgiving.

WLCR is staffed with 9 team members, 3 are full-time.

Taxi services in our area have significantly decreased and no longer operate at night or on weekends. As a result, Peace Harbor Hospital has asked WLCR to assist with transporting patients' home upon discharge. While WLCR has been able to support limited transportation needs when all other options are exhausted, we have seen a notable increase in requests over the past month. Unfortunately, we do not have the budget to sustain this level of service or to staff our planned secure transport program at this time.

We will continue to assist as much as possible; however, our capacity to provide transports may need to be reduced in the near future. Trillium and LTD are currently exploring ways to support transportation needs in Western Lane moving forward.

MIH services remain on hold while WLFEA and PHH work toward hiring for the position. In the interim, WLCR has been asked to provide additional case management and non-medical supportive services to assist MIH patients.

WLCR continues to provide support and case management to youth and families referred through local schools and the hospital.

Happy Holidays and see you all next year!

Lane County: WLCR has not yet received a signed amendment from Lane County Behavioral Health for the funding period of October 1 through December 31. However, invoices continue to be processed.

SAMHSA: Formal Budget Carry Over request has been submitted. If granted, this could help us meet more transportation needs.

Western Lane Crisis Association:

WLCA's website is now live though still a work in progress. Pictures need to be updated.

<https://westernlanecrisisassociation.org>

Client Advocate Update:

Adult:

52 Clients needing follow-up
118 Total F/U calls made - 8 were in person
8 Clients with Suicidal Ideations
34 Closed successfully
9 Cases required an elevated level of support and intensive case management. WLCR successfully reduced unnecessary EMS and 911 utilization for these clients.

Brief Success Stories:

- A client was experiencing severe hallucinations. By taking the time to build rapport and conduct a thorough assessment, our team was able to gain her trust and encourage her to go to the emergency room. It was later determined that her symptoms were the result of taking her medications incorrectly. Fortunately, she received timely care, and the Client Advocate ensured her caregiving hours were continued and her ongoing needs were met.
- Client Advocate assisted a client's friend in navigating the care system and exploring housing options. As a result, the client—who had repeatedly been displaced due to homelessness and

struggled to care for himself—was placed in a safe care home where he can receive appropriate support.

- A client who had been frequently calling EMS multiple times per day due to repeated falls was supported by a Client Advocate who coordinated with partner agencies to encourage the client to seek medical evaluation. The client agreed to go to the ER and is now receiving care at Regency. *Follow-up is ongoing.*

Youth Client Advocate update: We currently have three clients in progress, with CA and YCA working together to share the workload. The focus of these efforts is on supporting the parents — they're the ones who truly need the resources, guidance, and hands-on help.

Presentation Updates: Kristy and Melissa were invited to a luncheon hosted by WINGS, where we were able to present an overview of the WLCR program and highlight the services we provide to the community.

Request WLCR by calling the non-emergency dispatch number at 541.997.3515 and asking for MCR or WLCR.



Western Lane Crisis Response

COMMUNITY IMPACT

2025	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
Total number of Calls per Month	65	77	49	59	65	69	68	89	76	83	89
Mental Health/Suicidal Ideations	20	20	9	18	30	24	17	26	23	32	26
Grief/Trauma	4	9	9	7	5	9	5	2	5	7	5
Homelessness	13	13	8	7	12	5	11	16	6	6	11
Family Disputes/Welfare Checks	9	10	8	10	3	15	14	14	8	3	10
Drugs/Alcohol	4	5	0	5	6	0	9	9	8	7	2
"Other" Life Crisis	16	15	12	15	13	14	8	17	22	24	30
Requested to respond to Justice Department	2	2	2	1	7	4	2	5	3	1	3
Requested to Respond to PH Hospital/Clinics	7	4	3	7	8	5	4	7	7	5	8
Prevented from going to PH Hospital or from being detained by Law Enforcement	29	19	22	27	26	35	42	54	45	45	54
Resolved without a higher level of care	48	65	36	46	47	55	54	66	54	62	70
# of Diversions (Relieving LE from scene or preventing LE response)	50	60	40	47	54	51	59	80	67	73	82

AT-A-GLANCE 2026 CONFERENCE SCHEDULE

THURSDAY, FEBRUARY 5th

8 - 9am	Breakfast
9am - 12pm	Public Meetings Law Training <i>Mark Knudson, SDAO</i>
9am - 4pm	De-Escalation Training <i>Verbal Judo</i>
10am - 4pm	Cybersecurity Tabletop Exercise <i>PSU and LBL</i>
12 - 1pm	Lunch
1 - 4pm	Workers' Comp Demystified <i>Jennifer King, WHA Insurance</i>
1 - 4pm	Volunteers: Pay and Manage <i>Laurie Grenya, HR Answers; Spencer Rockwell, SDAO; George Dunkel, SDAO</i>
4 - 5:30pm	Welcoming Reception

FRIDAY, FEBRUARY 6th

6 - 7:30am	Pickleball Open at SEPRD Rec Center
7am	5k Fun Run/Walk
7:30 - 8:30am	Breakfast
8:30 - 10am	Opening Session and Keynote Speaker <i>Corey Saban</i>
10:30am-12pm	Board Member Best Practices <i>Mark Knudson and Bob Keefer, SDAO</i>
	Employment Litigation 101 <i>Angela Smith and Teri Dragoo, SDAO</i>
	Preparing for an OSHA Inspection and Oregon OSHA's Voluntary Compliance Programs <i>Mark Hurliman and Scott Gunderson, OSHA</i>
	From Pressure to Presence: Real-World Role-Playing for District Leaders <i>Corey Saban, Keynote Speaker</i>
12 - 1:30pm	Transit Networking Group Meeting
12 - 1:30pm	Lunch
1:30pm - 3pm	Communicating to Win Ballot Measures <i>Liz Loomis, Liz Loomis Public Affairs</i>
	The Nitty Gritty of Performance Management and Discipline of Staff <i>Spencer Rockwell, SDAO</i>
	Emergency Management Strategies for Special Districts <i>Beth McGinnis, Clean Water Services; Tom Jenkins, OEM; Meg Howk, SDAO</i>
	ADA Digital Compliance for Oregon Districts: What's Required Now and Where AI Can (Safely) Help <i>Mac Clemmens, Streamline</i>
3:15 - 5pm	Caucus Meetings
5 - 6pm	Exhibitor Reception

AT-A-GLANCE 2026 CONFERENCE SCHEDULE

SATURDAY, FEBRUARY 7th

6-7:30am	Pickleball at SEPRD Rec Center
7am	5k Fun Run/Walk
7:30-8:30am	Breakfast
8:30-10am	When Stuff Hits the Fan: Dealing with Worst-Case Scenarios <i>Mark Knudson and Troy DeYoung, SDAO; Tommy Brooks, Cable Huston</i>
	Future-Ready Districts: Cross-Training, Skill Growth & Succession Planning <i>Deborah Jeffries, HR Answers</i>
	Prepared, Protected, and Resilient: The Cyber Incident Lifecycle for Special Districts <i>Tim Jones, LBL Cybersecurity</i>
	Collaborating with Your Community for Major Capital Improvements <i>Dave Baty, East Umatilla Fire; Cassie Hibbert and Scott Rogers, Wenaha Group</i>
10:30am-12pm	Meeting Facilitation for Board Chairs <i>George Dunkel, SDAO</i>
	Conflict Courage: Leading to Resolution <i>C. DeVere Sheesley, In-Accord NW</i>
	I Have an Injured Worker, Now What? Best Practices for Returning Them to Work <i>Olivia Ojeda-Hayes, SAIF; Mike Jacobs, SDAO</i>
	AI for Special Districts: Practical, Safe, and Ready Today <i>Troy Tabor, Wichita State University</i>
12-1pm	Lunch
1pm-2:15pm	Budgeting 101 for Oregon Special Districts: Understanding Requirements, Roles, & Budget Process <i>Betty Nielsen, SDAO</i>
	Onboarding Done Right and Wrong: Lessons for Lasting Success <i>Monica Schultz, Angela Smith, and Ashley Calvo, SDAO</i>
	Sexual Abuse Prevention: What You Need to Know <i>McKenzie Nix, SDAO</i>
	Additional Funding Streams for Districts <i>Meg Spencer, Siuslaw Public Library; Kevin Greenwood, Port of Hood River; Susy Lacer</i>
2:30-3:45pm	Legislative General Session <i>Hasina Wittenberg and Mark Landauer, SDAO</i>
4-5pm	Annual Business Meeting
6-10pm	Awards Banquet & Entertainment - Murder Mystery

SUNDAY, FEBRUARY 8th

8-9am	Breakfast and Raffle Drawing
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Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Balance Sheet
For Period Ending 11/30/2025

Book Value
Nov 2025
Actual

Assets

Current Assets

Cash

Building Capital Savings 7224	471,096.83
Checking 1151	4,764.90
Equip/Aparat Cap Savings 7216	511,701.55
LGIP 6355	1,978,872.19
Money Market 0832	41,171.06

Other Current Assets

Cash with County	7,242.00
Prepaid Expenses	22,720.50
Property Tax Receivable	110,393.27

Total Current Assets **\$3,147,962.30**

Total Assets **\$3,147,962.30**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	165.00
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Other Current Liabilities

Deferred Revenue	95,990.43
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Total Current Liabilities **\$96,155.43**

Total Liabilities **\$96,155.43**

Fund Balance

Accumulated Surplus (Deficit)

Investment in Capital	982,798.38
Retained Earnings	2,069,008.49

Total Fund Balance **\$3,051,806.87**

Total Liabilities and Equity **\$3,147,962.30**

SVFR
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Fee for Service			
OR Dept of Forestry	0.00	500.00	0.00%
Three Rivers Casino	0.00	61,689.00	0.00%
Total Fee for Service	\$0.00	\$62,189.00	
Other Income			
Donations	0.00	500.00	0.00%
Interest	11,704.95	65,000.00	18.01%
Office Fees	0.00	500.00	0.00%
Reimbursements and Refunds	892.00	1,000.00	89.20%
Sale of Assets	0.00	1,000.00	0.00%
Total Other Income	\$12,596.95	\$68,000.00	
Tax Income			
Douglas County Tax Revenue	3,717.56	4,520.00	82.25%
Lane County Tax Revenue	2,350,548.29	3,280,667.00	71.65%
Prior Tax Years	19,024.75	35,000.00	54.36%
Total Tax Income	\$2,373,290.60	\$3,320,187.00	
Revenue	\$2,385,887.55	\$3,450,376.00	
Gross Profit	\$2,385,887.55	\$3,450,376.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	10.00	1,000.00	1.00%
Membership Dues	165.00		0.00%
Total Administrative Expenses	\$175.00	\$1,000.00	
Capital Outlay			
Furniture	0.00	5,000.00	0.00%
Technology/Computers	0.00	10,000.00	0.00%
Total Capital Outlay	\$0.00	\$15,000.00	
Insurance			
Property & Liability	0.00	62,274.00	0.00%
Total Insurance	\$0.00	\$62,274.00	
Non Allocated			
Operating Contingency	0.00	50,000.00	0.00%
PERS UAL	151,000.00	151,000.00	100.00%
Transfer Out	1,150,000.00	3,581,543.00	32.11%
Transfer to Apparatus Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	50,000.00	0.00%
Transfer to Property Fund	0.00	82,000.00	0.00%
Total Non Allocated	\$1,301,000.00	\$3,964,543.00	
Professional Services			
Audit	6,500.00	11,000.00	59.09%
Total Professional Services	\$6,500.00	\$11,000.00	
Expenses	\$1,307,675.00	\$4,053,817.00	
Revenue Less Expenditures	\$1,078,212.55	(\$603,441.00)	
Net Change in Fund Balance	\$1,078,212.55	(\$603,441.00)	

SVFR
General Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Fund Balances			
Beginning Fund Balance	758,795.94		0.00%
Net Change in Fund Balance	1,078,212.55	(603,441.00)	0.00%
Ending Fund Balance	1,837,008.49		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: GENERAL FUND MASTER (Don't Enter #)

SVFR
Apparatus Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,101.25		0.00%
Sale of Assets	0.00	20,000.00	0.00%
Total Other Income	\$1,101.25	\$20,000.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$1,101.25	\$70,000.00	
Gross Profit	\$1,101.25	\$70,000.00	
Revenue Less Expenditures	\$1,101.25	\$70,000.00	
Net Change in Fund Balance	\$1,101.25	\$70,000.00	
Fund Balances			
Beginning Fund Balance	50,000.00		0.00%
Net Change in Fund Balance	1,101.25	70,000.00	0.00%
Ending Fund Balance	51,101.25		0.00%

Report Options

Fund: Apparatus Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Apparatus Budget

SVFR
Equipment Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,501.85	6,200.00	24.22%
Total Other Income	\$1,501.85	\$6,200.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$1,501.85	\$56,200.00	
Gross Profit	\$1,501.85	\$56,200.00	
Revenue Less Expenditures	\$1,501.85	\$56,200.00	
Net Change in Fund Balance	\$1,501.85	\$56,200.00	
Fund Balances			
Beginning Fund Balance	559,098.45		0.00%
Net Change in Fund Balance	1,501.85	56,200.00	0.00%
Ending Fund Balance	560,600.30		0.00%

Report Options

Fund: Equipment Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Equipment Budget

SVFR
Property & Facilities Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,928.03	5,000.00	38.56%
Total Other Income	\$1,928.03	\$5,000.00	
Transfers In			
Transfers	0.00	82,000.00	0.00%
Total Transfers In	\$0.00	\$82,000.00	
Revenue	\$1,928.03	\$87,000.00	
Gross Profit	\$1,928.03	\$87,000.00	
Revenue Less Expenditures	\$1,928.03	\$87,000.00	
Net Change in Fund Balance	\$1,928.03	\$87,000.00	
Fund Balances			
Beginning Fund Balance	601,168.80		0.00%
Net Change in Fund Balance	1,928.03	87,000.00	0.00%
Ending Fund Balance	603,096.83		0.00%

Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund

Bank Register

11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 1151							
General Fund							
		Beginning Balance			0.00	0.00	2,264.90
11/4/2025	28939	Accuity			0.00	5,500.00	(3,235.10)
11/18/2025	ACH	Siuslaw Valley Fire and			8,000.00	0.00	4,764.90
General Fund Totals					\$8,000.00	\$5,500.00	\$4,764.90
1001 Checking 1151 Totals					\$8,000.00	\$5,500.00	\$4,764.90
1005 Money Market 0832							
General Fund							
		Beginning Balance			0.00	0.00	49,158.71
11/18/2025	ACH	Siuslaw Valley Fire and			0.00	8,000.00	41,158.71
11/28/2025					12.35	0.00	41,171.06
General Fund Totals					\$12.35	\$8,000.00	\$41,171.06
1005 Money Market 0832 Totals					\$12.35	\$8,000.00	\$41,171.06
1010 LGIP 6355							
General Fund							
		Beginning Balance			0.00	0.00	31,798.67
11/12/2025	Oct tax distrib	Lane County Treasurer			334,029.22	0.00	365,827.89
11/14/2025	000026	Douglas County Treasury			276.20	0.00	366,104.09
11/14/2025	Nov	Douglas County Treasury			475.87	0.00	366,579.96
11/21/2025	Nov tax	Douglas County Treasury			1,927.36	0.00	368,507.32
11/21/2025	Nov taxes	Lane County Treasurer			448,037.49	0.00	816,544.81
11/25/2025	ACH	Western Lane Fire & EMS			0.00	400,000.00	416,544.81
11/28/2025	Nov tax	Douglas County Treasury			980.45	0.00	417,525.26
11/28/2025	Nov (2) taxes	Lane County Treasurer			1,559,672.31	0.00	1,977,197.57
11/30/2025					1,674.62	0.00	1,978,872.19
General Fund Totals					\$2,347,073.52	\$400,000.00	\$1,978,872.19
1010 LGIP 6355 Totals					\$2,347,073.52	\$400,000.00	\$1,978,872.19
1052 Equip/Aparat Cap Savings 7216							
Apparatus Fund							
		Beginning Balance			0.00	0.00	1,101.25
Apparatus Fund Totals					\$0.00	\$0.00	\$1,101.25

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
Equipment Fund							
		Beginning Balance			0.00	0.00	510,145.08
11/28/2025					455.22	0.00	510,600.30
		Equipment Fund Totals			\$455.22	\$0.00	\$510,600.30
		1052 Equip/Aparat Cap Savings 7216 Totals			\$455.22	\$0.00	\$511,701.55
1054 Building Capital Savings 7224							
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	470,751.83
11/28/2025					345.00	0.00	471,096.83
		Property & Facilities Fund Totals			\$345.00	\$0.00	\$471,096.83
		1054 Building Capital Savings 7224 Totals			\$345.00	\$0.00	\$471,096.83
1111 InterFund Transfer							
Apparatus Fund							
		Beginning Balance			0.00	0.00	50,000.00
		Apparatus Fund Totals			\$0.00	\$0.00	\$50,000.00
Equipment Fund							
		Beginning Balance			0.00	0.00	50,000.00
		Equipment Fund Totals			\$0.00	\$0.00	\$50,000.00
General Fund							
		Beginning Balance			0.00	0.00	(232,000.00)
		General Fund Totals			\$0.00	\$0.00	(\$232,000.00)
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	132,000.00
		Property & Facilities Fund Totals			\$0.00	\$0.00	\$132,000.00
		1111 InterFund Transfer Totals			\$0.00	\$0.00	\$0.00
		Report Totals			\$2,355,886.09	\$413,500.00	\$3,007,606.53
		Records included in total = 25					

Report Options

Trans Date: 11/1/2025 to 11/30/2025

Display Notation: No

WLAD

Balance Sheet

For Period Ending 11/30/2025

Book Value
Nov 2025
Actual

Assets

Current Assets

Cash

Capital Equipment Reserve 1060	196,951.60
Checking 0046	69,416.80
LGIP 6353	1,845,704.55
LifeMed Account 9411	173,428.50
Money Market 9835	297,765.14

Accounts Receivable

Accounts Receivable	(1,500.00)
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Other Receivables

Patient Accts Receivable	108,159.27
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Other Current Assets

Allowance for Bad Debt	(28,121.40)
Allowance for Contractual Adj	(42,182.12)

Total Current Assets \$2,619,622.34

Total Assets \$2,619,622.34

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	165.00
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Total Current Liabilities \$165.00

Total Liabilities \$165.00

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	196,951.60
Fund Balance Unrestricted	2,249,077.24
Investment in Capital	173,428.50

Total Fund Balance \$2,619,457.34

Total Liabilities and Equity \$2,619,622.34

WLAD
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Ambulance Income			
Allowance for Contract Adjust	37,855.75	10,000.00	378.56%
Collection Agency	2,431.04	3,000.00	81.03%
GEMT CCO Program	6,411.86	80,000.00	8.01%
Medicaid	120,949.75	200,000.00	60.47%
Medicare	609,193.39	1,500,000.00	40.61%
Private Insurance	245,723.61	500,000.00	49.14%
Private Pay	43,160.83	200,000.00	21.58%
Total Ambulance Income	\$1,065,726.23	\$2,493,000.00	
Fee for Service			
Three Rivers Casino	0.00	30,792.00	0.00%
Total Fee for Service	\$0.00	\$30,792.00	
Grant Income			
Grant Income	0.00	2,000.00	0.00%
Grant Income - MIH	0.00	50,000.00	0.00%
Total Grant Income	\$0.00	\$52,000.00	
Other Income			
Interest	22,542.48	55,000.00	40.99%
Reimbursements and Refunds	4,719.37	500.00	943.87%
Total Other Income	\$27,261.85	\$55,500.00	
Tax Income			
Lane County Operation Levy	807,553.60	1,127,856.00	71.60%
Lane County Tax Revenue	564,780.76	811,104.00	69.63%
Prior Tax Years	11,101.29	20,000.00	55.51%
Total Tax Income	\$1,383,435.65	\$1,958,960.00	
Transfers In			
Transfers	0.00	115,000.00	0.00%
Total Transfers In	\$0.00	\$115,000.00	
Revenue	\$2,476,423.73	\$4,705,252.00	
Gross Profit	\$2,476,423.73	\$4,705,252.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	135.20	2,500.00	5.41%
Membership Dues	165.00		0.00%
Refunds	2,039.44	10,000.00	20.39%
Total Administrative Expenses	\$2,339.64	\$12,500.00	
Capital Outlay			
Building Improvements	0.00	50,000.00	0.00%
Equipment	13,022.00		0.00%
Technology/Computers	0.00	5,000.00	0.00%
Total Capital Outlay	\$13,022.00	\$55,000.00	
Insurance			
Property & Liability	323.00	37,800.00	0.85%
Total Insurance	\$323.00	\$37,800.00	
Non Allocated			
Operating Contingency	0.00	49,000.00	0.00%
Transfer Out	1,200,000.00	4,925,764.00	24.36%

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Transfer to Apparatus Fund	0.00	23,894.00	0.00%
Transfer to Building Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	10,000.00	0.00%
Total Non Allocated	\$1,200,000.00	\$5,058,658.00	
Operational Supplies			
Operational Supplies	0.00	2,000.00	0.00%
Total Operational Supplies	\$0.00	\$2,000.00	
Payroll Taxes & Benefits			
PERS	116.84	1,000.00	11.68%
Total Payroll Taxes & Benefits	\$116.84	\$1,000.00	
Professional Services			
Audit	5,000.00	14,000.00	35.71%
GEMT Admin & Consulting Fees	0.00	50,000.00	0.00%
Total Professional Services	\$5,000.00	\$64,000.00	
Technology			
Software & Licenses	113.77		0.00%
Total Technology	\$113.77		
Expenses	\$1,220,915.25	\$5,230,958.00	
Revenue Less Expenditures	\$1,255,508.48	(\$525,706.00)	
Net Change in Fund Balance	\$1,255,508.48	(\$525,706.00)	

Fund Balances

Beginning Fund Balance	1,092,828.90		0.00%
Net Change in Fund Balance	1,255,508.48	(525,706.00)	0.00%
Ending Fund Balance	2,347,937.38		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: GENERAL FUND MASTER

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
CPR Classes	9,500.00	25,000.00	38.00%
Interest	21.09	25.00	84.36%
LifeMed Subscription	34,254.00	105,000.00	32.62%
Total Other Income	\$43,775.09	\$130,025.00	
Revenue	\$43,775.09	\$130,025.00	
Gross Profit	\$43,775.09	\$130,025.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	1,863.23	3,000.00	62.11%
Advertising	2,700.00	7,000.00	38.57%
Membership Dues	0.00	500.00	0.00%
Office Supplies	85.00	5,000.00	1.70%
Refunds	130.00	300.00	43.33%
Shipping/Postage	366.00	4,000.00	9.15%
Training & Conferences	0.00	5,000.00	0.00%
Total Administrative Expenses	\$5,144.23	\$24,800.00	
Operations - Training			
Training Equip & Supplies	5,097.75	5,000.00	101.96%
Total Operations - Training	\$5,097.75	\$5,000.00	
Expenses	\$10,241.98	\$29,800.00	
Revenue Less Expenditures	\$33,533.11	\$100,225.00	
Net Change in Fund Balance	\$33,533.11	\$100,225.00	
Fund Balances			
Beginning Fund Balance	140,495.39		0.00%
Net Change in Fund Balance	33,533.11	100,225.00	0.00%
Ending Fund Balance	174,028.50		0.00%

Report Options

Fund: LifeMed Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: LifeMed Budget

WLAD
Equipment Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	806.06	500.00	161.21%
Total Other Income	\$806.06	\$500.00	
Transfers In			
Transfers	0.00	10,000.00	0.00%
Total Transfers In	\$0.00	\$10,000.00	
Revenue	\$806.06	\$10,500.00	
Gross Profit	\$806.06	\$10,500.00	
Revenue Less Expenditures	\$806.06	\$10,500.00	
Net Change in Fund Balance	\$806.06	\$10,500.00	
Fund Balances			
Beginning Fund Balance	296,145.54		0.00%
Net Change in Fund Balance	806.06	10,500.00	0.00%
Ending Fund Balance	296,951.60		0.00%

Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 0046							
Apparatus Fund							
		Beginning Balance			0.00	0.00	(8,569.39)
11/3/2025	21194	Professional Sales and			0.00	190,890.75	(199,460.14)
Apparatus Fund Totals					\$0.00	\$190,890.75	(\$199,460.14)
General Fund							
		Beginning Balance			0.00	0.00	115,648.24
11/3/2025	40027	Oregon Pacific Bank			125,000.00	0.00	240,648.24
11/4/2025	21195	Accuity			0.00	4,000.00	236,648.24
11/6/2025	Rebate	Premier, Inc.	11/10/2025	000038	76.67	0.00	236,724.91
11/7/2025	000749	Systems Design			5,464.84	0.00	242,189.75
11/12/2025	000787	Systems Design			3,225.40	0.00	245,415.15
11/13/2025	000788	Systems Design			7,277.16	0.00	252,692.31
11/13/2025	21196	Special Districts Insurance			0.00	323.00	252,369.31
11/14/2025	000789	Systems Design			1,808.44	0.00	254,177.75
11/17/2025	000775	Systems Design			7,696.20	0.00	261,873.95
11/18/2025	000776	Systems Design			1,849.48	0.00	263,723.43
11/19/2025	000790	Systems Design			3,193.00	0.00	266,916.43
11/28/2025					38.83	0.00	266,955.26
11/28/2025					0.00	25.00	266,930.26
11/28/2025	000806	Systems Design			1,946.68	0.00	268,876.94
General Fund Totals					\$157,576.70	\$4,348.00	\$268,876.94
1001 Checking 0046 Totals					\$157,576.70	\$195,238.75	\$69,416.80
1005 Money Market 9835							
General Fund							
		Beginning Balance			0.00	0.00	258,853.35
11/3/2025	000752	Systems Design			5,485.78	0.00	264,339.13
11/3/2025	000750	Systems Design			1,112.02	0.00	265,451.15
11/3/2025	000716	Systems Design			48.52	0.00	265,499.67
11/3/2025	000714	Systems Design			140.60	0.00	265,640.27
11/3/2025	000713	Systems Design			3,302.02	0.00	268,942.29
11/3/2025	40027	Oregon Pacific Bank			0.00	125,000.00	143,942.29
11/4/2025	000751	Systems Design			4,094.67	0.00	148,036.96
11/4/2025	000731	Systems Design			1,449.54	0.00	149,486.50
11/4/2025	000717	Systems Design			305.70	0.00	149,792.20
11/4/2025	000715	Systems Design			531.94	0.00	150,324.14

Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
11/4/2025	000711	Systems Design			226.94	0.00	150,551.08
11/4/2025	000710	Systems Design			3,299.58	0.00	153,850.66
11/5/2025	000750	Systems Design			291.15	0.00	154,141.81
11/5/2025	000712	Systems Design			1,276.55	0.00	155,418.36
11/6/2025	000807	PCS GEN Trust			62.88	0.00	155,481.24
11/6/2025	000750	Systems Design			783.49	0.00	156,264.73
11/6/2025	000750	Systems Design			436.72	0.00	156,701.45
11/6/2025	000735	Systems Design			1,914.69	0.00	158,616.14
11/6/2025	000732	Systems Design			55.29	0.00	158,671.43
11/6/2025	000729	Systems Design			414.45	0.00	159,085.88
11/7/2025	000742	Systems Design			534.01	0.00	159,619.89
11/7/2025	000736	Systems Design			2,124.73	0.00	161,744.62
11/7/2025	000728	Systems Design			152.24	0.00	161,896.86
11/7/2025	000727	Systems Design			143.37	0.00	162,040.23
11/10/2025	000807	Systems Design			2,168.69	0.00	164,208.92
11/10/2025	000747	Systems Design			456.05	0.00	164,664.97
11/10/2025	000738	Systems Design			329.96	0.00	164,994.93
11/10/2025	000737	Systems Design			6,544.80	0.00	171,539.73
11/10/2025	000733	Systems Design			136.44	0.00	171,676.17
11/10/2025	000730	Systems Design			1,771.71	0.00	173,447.88
11/12/2025	000748	Systems Design			550.00	0.00	173,997.88
11/12/2025	000744	Systems Design			1,178.99	0.00	175,176.87
11/12/2025	000739	Systems Design			194.10	0.00	175,370.97
11/12/2025	000734	Systems Design			1,097.15	0.00	176,468.12
11/13/2025	000799	Systems Design			755.29	0.00	177,223.41
11/13/2025	000772	Systems Design			311.42	0.00	177,534.83
11/13/2025	000772	Systems Design			621.98	0.00	178,156.81
11/13/2025	000772	Systems Design			742.78	0.00	178,899.59
11/13/2025	000772	Systems Design			1,478.77	0.00	180,378.36
11/13/2025	000746	Systems Design			1,011.36	0.00	181,389.72
11/13/2025	000745	Systems Design			1,670.78	0.00	183,060.50
11/13/2025	000743	Systems Design			279.81	0.00	183,340.31
11/13/2025	000741	Systems Design			1,800.44	0.00	185,140.75
11/13/2025	000740	Systems Design			5,855.42	0.00	190,996.17
11/14/2025	000772	Systems Design			1,464.48	0.00	192,460.65
11/14/2025	000753	Systems Design			218.36	0.00	192,679.01
11/16/2025	000800	Systems Design			556.80	0.00	193,235.81
11/17/2025	000772	Systems Design			135.61	0.00	193,371.42

Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
11/17/2025	000772	Systems Design			1,680.36	0.00	195,051.78
11/17/2025	000772	Systems Design			3,225.40	0.00	198,277.18
11/17/2025	000772	Systems Design			286.51	0.00	198,563.69
11/17/2025	000772	Systems Design			550.00	0.00	199,113.69
11/18/2025	000772	Systems Design			242.62	0.00	199,356.31
11/18/2025	000772	Systems Design			3,586.25	0.00	202,942.56
11/18/2025	000772	Systems Design			4,341.06	0.00	207,283.62
11/18/2025	000772	Systems Design			766.68	0.00	208,050.30
11/19/2025	000801	Systems Design			988.18	0.00	209,038.48
11/19/2025	000772	Systems Design			321.24	0.00	209,359.72
11/19/2025	000770	Systems Design			97.05	0.00	209,456.77
11/20/2025	000771	Systems Design			618.50	0.00	210,075.27
11/20/2025	000782	Systems Design			4,642.09	0.00	214,717.36
11/20/2025	000780	Systems Design			7,083.80	0.00	221,801.16
11/20/2025	000779	Systems Design			6,021.70	0.00	227,822.86
11/20/2025	000778	Systems Design			1,210.09	0.00	229,032.95
11/20/2025	000769	Systems Design			15,348.13	0.00	244,381.08
11/21/2025	000795	Systems Design			4,086.24	0.00	248,467.32
11/21/2025	000781	Systems Design			4,111.27	0.00	252,578.59
11/21/2025	000773	Systems Design			485.25	0.00	253,063.84
11/23/2025	000798	Systems Design			276.36	0.00	253,340.20
11/24/2025	000806	Systems Design			5,114.64	0.00	258,454.84
11/24/2025	000793	Systems Design			10,038.92	0.00	268,493.76
11/24/2025	000777	Systems Design			1,239.12	0.00	269,732.88
11/24/2025	000774	Systems Design			266.89	0.00	269,999.77
11/25/2025	000792	Systems Design			4,996.50	0.00	274,996.27
11/25/2025	000783	Systems Design			48.52	0.00	275,044.79
11/26/2025	000796	Systems Design			305.33	0.00	275,350.12
11/26/2025	000794	Systems Design			2,053.09	0.00	277,403.21
11/26/2025	000791	Systems Design			4,204.95	0.00	281,608.16
11/27/2025	000786	Systems Design			11,261.45	0.00	292,869.61
11/27/2025	000785	Systems Design			119.04	0.00	292,988.65
11/27/2025	000784	Systems Design			918.00	0.00	293,906.65
11/28/2025					126.32	0.00	294,032.97
11/28/2025	000806	Systems Design			204.16	0.00	294,237.13
11/28/2025	000806	Systems Design			1,227.02	0.00	295,464.15
11/28/2025	000806	Systems Design			421.75	0.00	295,885.90
11/28/2025	000797	Systems Design			1,879.24	0.00	297,765.14

Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
General Fund Totals					\$163,911.79	\$125,000.00	\$297,765.14
1005 Money Market 9835 Totals					\$163,911.79	\$125,000.00	\$297,765.14

1010 LGIP 6353

General Fund

		Beginning Balance			0.00	0.00	878,288.03
11/12/2025	Oct tax distrib	Lane County Treasurer			194,710.91	0.00	1,072,998.94
11/21/2025	Nov taxes	Lane County Treasurer			260,813.08	0.00	1,333,812.02
11/25/2025	ACH	Western Lane Fire & EMS			0.00	400,000.00	933,812.02
11/28/2025	Nov tax (2)	Lane County Treasurer			907,907.11	0.00	1,841,719.13
11/30/2025					3,985.47	0.00	1,845,704.60
11/30/2025					0.00	0.05	1,845,704.55
General Fund Totals					\$1,367,416.57	\$400,000.05	\$1,845,704.55
1010 LGIP 6353 Totals					\$1,367,416.57	\$400,000.05	\$1,845,704.55

1030 LifeMed Account 9411

LifeMed Fund

		Beginning Balance			0.00	0.00	175,827.22
11/4/2025	04201	Lane Fire Authority			0.00	3,145.20	172,682.02
11/4/2025	04202	Siuslaw Consulting, LLC			0.00	200.00	172,482.02
11/6/2025	LM chks	LifeMed Membership	11/10/2025	LM/CPR	390.00	0.00	172,872.02
11/6/2025	CPR 9/13	Regency	11/10/2025	LM/CPR	180.00	0.00	173,052.02
11/10/2025	CC #647	CPR class			60.00	0.00	173,112.02
11/10/2025	CPR 11-8-24	CPR class	11/10/2025	LM/CPR	180.00	0.00	173,292.02
11/14/2025	CC #648 LM	LifeMed Membership			65.00	0.00	173,357.02
11/18/2025	LM Chk	LifeMed Membership	11/18/2025	LM/CPR	65.00	0.00	173,422.02
11/18/2025	CPR 8/11	Regency	11/18/2025	LM/CPR	180.00	0.00	173,602.02
11/28/2025					4.05	0.00	173,606.07
11/28/2025					0.00	177.57	173,428.50
LifeMed Fund Totals					\$1,124.05	\$3,522.77	\$173,428.50
1030 LifeMed Account 9411 Totals					\$1,124.05	\$3,522.77	\$173,428.50

1090 Capital Equipment Reserve 1060

Equipment Fund

		Beginning Balance			0.00	0.00	196,807.36
11/28/2025					144.24	0.00	196,951.60
Equipment Fund Totals					\$144.24	\$0.00	\$196,951.60
1090 Capital Equipment Reserve 1060 Totals					\$144.24	\$0.00	\$196,951.60

Bank Register

11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1111 InterFund Transfer							
Equipment Fund							
		Beginning Balance			0.00	0.00	100,000.00
		Equipment Fund Totals			\$0.00	\$0.00	\$100,000.00
General Fund							
		Beginning Balance			0.00	0.00	(100,000.00)
		General Fund Totals			\$0.00	\$0.00	(\$100,000.00)
		1111 InterFund Transfer Totals			\$0.00	\$0.00	\$0.00
		Report Totals			\$1,690,173.35	\$723,761.57	\$2,583,266.59
		Records included in total = 127					

Report Options
Trans Date: 11/1/2025 to 11/30/2025
Display Notation: No

12/11/2025

Western Lane Ambulance District

ANNUAL COLLECTION STATISTICS

Company	Western Lane Ambulance District
Date Of Service	12/1/2024
Date Of Service	11/30/2025
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Dec 24	259	468,952.98	-175,409.17	37 %	-6,482.02	1 %	-259,802.05	55 %	-19,482.23	4 %	7,777.51	2 %
Jan 25	301	588,506.41	-228,765.37	39 %	-13,367.31	2 %	-325,305.83	55 %	-18,575.68	3 %	2,492.22	0 %
Feb 25	250	502,752.20	-188,245.28	37 %	-14,103.95	3 %	-271,956.15	54 %	-13,628.34	3 %	14,818.48	3 %
Mar 25	304	601,353.68	-217,886.70	36 %	-9,162.96	2 %	-337,710.82	56 %	-15,911.52	3 %	20,681.68	3 %
Apr 25	211	424,496.76	-149,743.19	35 %	-10,739.51	3 %	-246,314.59	58 %	-10,711.01	3 %	6,988.46	2 %
May 25	284	538,613.28	-175,054.59	33 %	-9,998.06	2 %	-331,173.37	61 %	-6,995.31	1 %	15,391.95	3 %
Jun 25	243	497,699.44	-183,486.96	37 %	-7,759.08	2 %	-271,532.18	55 %	-1,631.29	0 %	33,289.93	7 %
Jul 25	261	559,029.44	-213,559.76	38 %	-4,076.61	1 %	-287,053.22	51 %	-1,224.69	0 %	53,115.16	10 %
Aug 25	317	653,022.00	-221,755.44	34 %	-5,062.18	1 %	-338,527.28	52 %	-3,377.12	1 %	84,299.98	13 %
Sep 25	261	518,902.07	-150,214.17	29 %	-4,855.00	1 %	-250,637.93	48 %	0.00	0 %	113,194.97	22 %
Oct 25	301	586,186.88	-138,408.36	24 %	-2,832.56	0 %	-241,505.59	41 %	0.00	0 %	203,440.37	35 %
Nov 25	257	499,311.20	-2,130.11	0 %	0.00	0 %	-5,049.65	1 %	0.00	0 %	492,131.44	99 %

3,249

6,438,826.34

-2,044,659.10

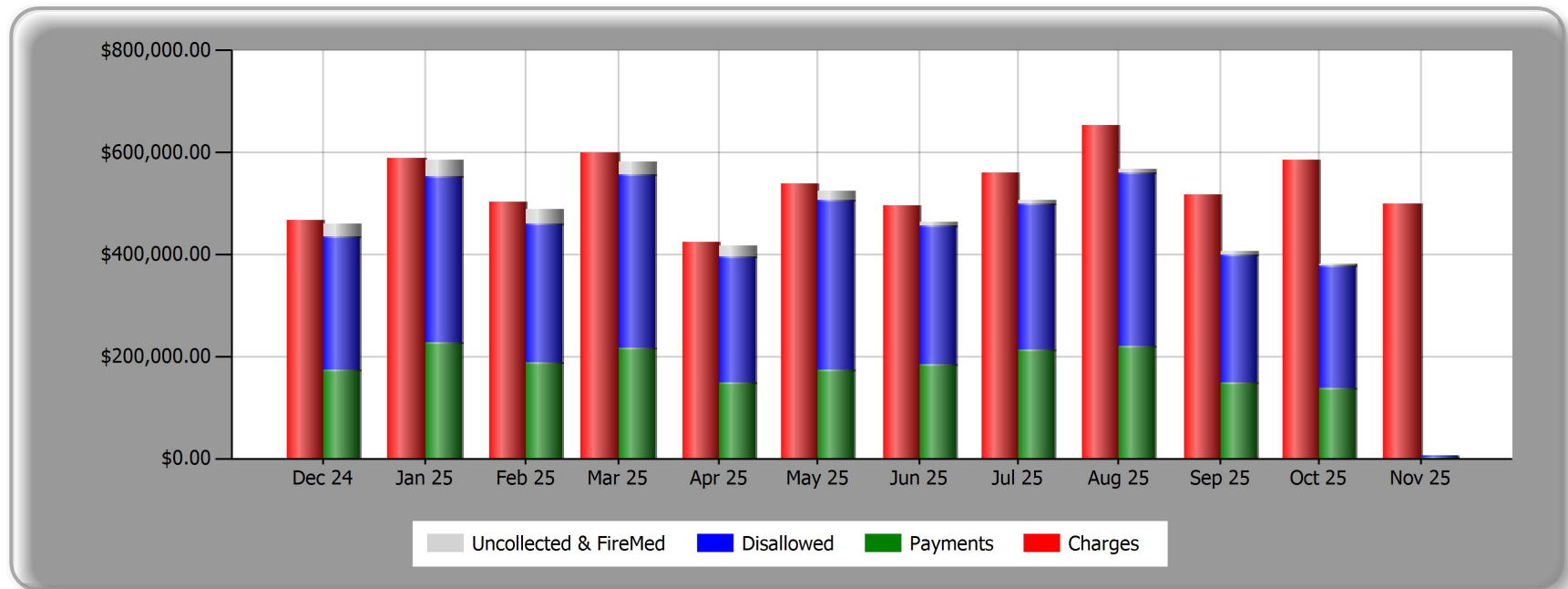
-88,439.24

-3,166,568.66

-91,537.19

1,047,622.15

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



**Western Lane Ambulance District
MONTH END SUMMARY**

Company Code	Western Lane Ambulance District
Transaction Date	11/1/2025
Transaction Date	11/30/2025

Balance Forward	1,354,668.15
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Charges by Level of Service	499,311.20
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
AUG25	0.00							0.00
JUL25		0.00						0.00
NOV25	213,572.84	51,954.36	24,071.60	122,447.68	42,410.40	44,404.32	450.00	499,311.20
SEP25	0.00							0.00
Total	213,572.84	51,954.36	24,071.60	122,447.68	42,410.40	44,404.32	450.00	499,311.20

Payments - ALL	-204,042.17
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
11/1/2025	Atrio Health MedAdv	90016956	-2,645.50
11/1/2025	Atrio Health MedAdv	90017395	-7,765.59
11/3/2025	XO Blue Cross Blue Shield Oregon	0156002783	-3,302.02
11/3/2025	XO Regence Federal Oregon	0340102533	-140.60
11/3/2025	Devoted Health Medicare	46206	-1,112.02
11/3/2025	UHC West/Secure Horizons	U2698580	-5,485.78
11/4/2025	XO AARP Medicare Supplemental	11341535359	-226.94
11/4/2025	Tricare for Life	2518482525	-531.94
11/4/2025	Care Oregon MedAdvantage	671019	-1,449.54
11/4/2025	UHC West/Secure Horizons	U2769924	-4,094.67
11/5/2025	UHC West/Secure Horizons	U2843573	-1,276.55
11/6/2025	Trillium Community Health Plan	0900275472	-55.29
11/6/2025	XO AARP Medicare Supplemental	11343118311	-414.45
11/6/2025	OPTUM Care MedAdvantage	3262014481	-755.29
11/6/2025	Care Oregon MedAdvantage	769580034	-1,449.54
11/6/2025	UHC West/Secure Horizons	U2943446	-1,914.69
11/7/2025	XO AARP Medicare Supplemental	11343823889	-143.37

**Western Lane Ambulance District
MONTH END SUMMARY**

11/7/2025	VA Regional Payment Center	1196898	-5,464.84
11/7/2025	Atrio Health MedAdv	90018826	-2,168.69
11/7/2025	UHC West/Secure Horizons	U3009471	-2,124.73
11/9/2025	Pacific Source MedAdvantage	25313B1000023682	-1,011.36
11/9/2025	Pacific Source Community Solutions	25313B1000107532	-1,670.78
11/10/2025	BCBS OR Blue Card MedAdv	0156015116	-1,771.71
11/10/2025	XO Regence Federal Oregon	0420030422	-136.44
11/10/2025	XO AARP Medicare Supplemental	11344406695	-152.24
11/10/2025	Samaritan Advantage Health Plan	40006898	-456.05
11/10/2025	UHC West/Secure Horizons	U3071035	-6,544.80
11/12/2025	VA Regional Payment Center	1589787	-3,225.40
11/12/2025	Tricare for Life	2518642213	-550.00
11/12/2025	Oregon Medicaid	600384457	-1,178.99
11/12/2025	UHC West/Secure Horizons	U3140943	-1,097.15
11/13/2025	Trillium MedAdvantage	0900058610	-1,478.77
11/13/2025	Trillium Community Health Plan	0900276571	-742.78
11/13/2025	Health Net Med Advantage	0900424903	-621.98
11/13/2025	XO AARP Medicare Supplemental	11346094108	-279.81
11/13/2025	AllCare Health Plan-Medicaid	123000220099514	-311.42
11/13/2025	BCBS OR Blue Card MedAdv	15094737818	0.00
11/13/2025	VA Regional Payment Center	1741864	-7,277.16
11/13/2025	OPTUM Care MedAdvantage	3273330815	-988.18
11/14/2025	VA Regional Payment Center	2049092	-1,808.44
11/14/2025	MODA	25318B1000030847	-1,464.48
11/16/2025	Pacific Source MedAdvantage	25320B1000021645	-1,210.09
11/16/2025	Pacific Source Community Solutions	25320B1000104391	-6,021.70
11/16/2025	OPTUM Care MedAdvantage	3275710832	-556.80
11/17/2025	XO Blue Cross Blue Shield Oregon	0156027296	-135.61
11/17/2025	Regence Federal Oregon	0340107329	-1,680.36
11/17/2025	Regence Federal Oregon	0420031177	-3,225.40
11/17/2025	VA Regional Payment Center	2245671	-7,696.20
11/17/2025	Tricare for Life	2518786494	-550.00
11/17/2025	Samaritan Advantage Health Plan	40131387	-286.51
11/18/2025	VA Regional Payment Center	2316213	-1,849.48

**Western Lane Ambulance District
MONTH END SUMMARY**

11/18/2025	Oregon Medicaid	600386523	-3,586.25
11/18/2025	Medicare B Oregon	895972282	-4,341.06
11/18/2025	UHC West/Secure Horizons	U3482690	-766.68
11/19/2025	VA Regional Payment Center	2706603	-3,193.00
11/19/2025	Aetna Medadvantage HMO	882531701070816	-321.24
11/20/2025	Trillium Community Health Plan	0900277660	-4,642.09
11/20/2025	Medicare B Oregon	895980634	-7,083.80
11/21/2025	MODA	25325B1000042711	-4,086.24
11/21/2025	Medicare B Oregon	895985132	-4,111.27
11/21/2025	Atrio Health MedAdv	90019708	-5,114.64
11/23/2025	Pacific Source MedAdvantage	25327B1000023812	-1,227.02
11/23/2025	Pacific Source Community Solutions	25327B1000114403	-421.75
11/23/2025	OPTUM Care MedAdvantage	3287556623	-276.36
11/24/2025	Blue Cross Blue Shield Oregon	0156038644	-1,239.12
11/24/2025	Medicare B Oregon	895989498	-10,038.92
11/25/2025	Medicare B Oregon	895993712	-4,996.50
11/26/2025	XO Tricare for Life	2519101916	-305.33
11/26/2025	Railroad Medicare	821418207	-2,053.09
11/26/2025	Medicare B Oregon	895997804	-4,204.95
11/28/2025	XO MODA	25332B1000038904	-428.70
11/28/2025	VA Regional Payment Center	3961535	-1,946.68
11/28/2025	UHC West/Secure Horizons	U4028290	-1,879.24
11/30/2025	Pacific Source Community Solutions	25334B1000089433	-144.91
EFT TOTAL			-164,910.97

Payments - Credit Card

(VISA, MC, AMX, Disc)

<u>Trans Date</u>	<u>Amount</u>
11/1/2025	-300.00
11/4/2025	-450.00
11/5/2025	-550.24
11/6/2025	-340.00
11/7/2025	-200.00
11/10/2025	-1,855.17
11/11/2025	-100.00

**Western Lane Ambulance District
MONTH END SUMMARY**

11/12/2025	-125.00
11/14/2025	-250.00
11/15/2025	-100.00
11/18/2025	-637.30
11/19/2025	-500.00
11/20/2025	-275.00
11/21/2025	-50.00
11/28/2025	-100.00
11/30/2025	-50.00

CREDIT CARD TOTAL	-5,882.71
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Payments - Bank Deposit*(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
11/4/2025	-783.49
11/11/2025	-5,855.42
11/18/2025	-15,348.13
11/25/2025	-11,261.45

BANK DEPOSIT TOTAL	-33,248.49
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Payments by Level of Service

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
11/1/2025	-5,238.95			-1,926.05	-2,027.26	-1,518.83		-10,711.09
11/2/2025				0.00				0.00
11/3/2025	-6,361.54	-1,112.02		-2,343.42	-223.44			-10,040.42
11/4/2025	-4,881.78	-276.94		-528.32	-400.00	-1,449.54		-7,536.58
11/5/2025	-707.95		-275.00	-272.29	-571.55			-1,826.79
11/6/2025	-1,705.86	0.00		-1,018.57	-755.29	-1,449.54	0.00	-4,929.26
11/7/2025	-4,186.20	0.00	-200.00	-1,135.71	-944.92	-3,634.80	0.00	-10,101.63
11/9/2025	-3,043.74			361.60				-2,682.14
11/10/2025	-4,718.80			-2,621.52	-445.08	-3,131.01		-10,916.41
11/11/2025	-4,201.69	-667.15		-1,086.58	0.00			-5,955.42
11/12/2025	-4,223.06	-25.00		-582.36	-1,346.12			-6,176.54
11/13/2025	-2,480.25			-5,233.08	-3,986.77			-11,700.10
11/14/2025	-125.00	-125.00	-1,464.48	-1,808.44	0.00			-3,522.92

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
11/15/2025	-100.00			0.00				-100.00
11/16/2025	-1,923.61	-355.50		-2,662.24	0.00	-2,847.24		-7,788.59
11/17/2025	-5,990.33			-3,796.84	-3,786.91			-13,574.08
11/18/2025	-13,482.25	-2,477.10	-3,171.44	-3,747.42	-25.00	-3,625.69		-26,528.90
11/19/2025			-3,193.00	-821.24	0.00			-4,014.24
11/20/2025	-4,921.08	-3,184.68	-275.00	-2,040.88		-738.01	-841.24	-12,000.89
11/21/2025	-2,441.53	-818.24		-4,411.89	0.00	-5,640.49	-50.00	-13,362.15
11/23/2025	-1,648.77			-276.36				-1,925.13
11/24/2025	-3,596.07	-5,366.56		-1,530.92	-784.49			-11,278.04
11/25/2025	-5,697.95	-1,067.41		-5,687.87	-3,679.72	-125.00		-16,257.95
11/26/2025	-3,760.77	-1,858.86		-943.74				-6,563.37
11/28/2025	-3,934.59	-208.74		-211.29				-4,354.62
11/30/2025	0.00	-50.00		0.00	-144.91			-194.91
Total	-89,371.77	-17,593.20	-8,578.92	-44,325.43	-19,121.46	-24,160.15	-891.24	-204,042.17

Transaction Adjustments by Level of Service**-335,996.84**

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
Fire Med Adjustment	-2,087.20		-193.52	-2,635.48		-125.00		-5,041.20
Uncollectible				-58.42				-58.42
W/O Fee Schedule	-135,825.22	-51,974.16		-98,061.71	-19,569.36	-16,984.23	-58.76	-322,473.44
W/O Patient Deceased	-250.00							-250.00
W/O to collections	-3,748.42	-322.32		-640.00	-547.20			-5,257.94
Waiver per FD					-2,915.84			-2,915.84
Total	-141,910.84	-52,296.48	-193.52	-101,395.61	-23,032.40	-17,109.23	-58.76	-335,996.84

Ending Balance**1,313,940.34**

WLFEA
General Fund, WLCR Fund
Balance Sheet
For Period Ending 11/30/2025

Book Value
Nov 2025
Actual

Assets

Current Assets

Cash

Checking 5400	981,281.25
LGIP 6553	1,384,349.23
Petty Cash	400.00
WLFEA - WLCR 2199	1,003.35

Accounts Receivable

Accounts Receivable	105,868.21
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Other Current Assets

Capital Assets:Accumulated Dep	(26,682.00)
Capital Assets:Vehicles	109,533.97
Deferred Outflows of Resources	3,239,396.99
OPEB - RHIA	64,587.00
Prepaid Expenses	(28,214.17)
Prepaid Health Insurance	127,787.10
Undeposited Funds	(400.00)

Total Current Assets **\$5,958,910.93**

Total Assets **\$5,958,910.93**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	7,954.72
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Credit Cards

Petty Cash Payable	63.59
US Bank CC 5241	19,370.04

Short Term Debt

AFLAC Payable	937.92
Clearing Account	1,132.51
Flex Spending Payable	(120.00)
Medical Care Payable	2,943.27
OSGP Payable	(92.80)
PERS Payable	(314.16)
PLO Payable	51.32

Other Current Liabilities

Credit Card	(255.16)
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Total Current Liabilities **\$31,671.25**

Total Liabilities **\$31,671.25**

Fund Balance

Accumulated Surplus (Deficit)

Investment in Capital	12,150.00
Retained Earnings	5,915,089.68

Total Fund Balance **\$5,927,239.68**

Total Liabilities and Equity **\$5,958,910.93**

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Grant Income			
Grant Income	6,000.00		0.00%
Total Grant Income	\$6,000.00		
Other Income			
Conflag Receipts	336,914.76	213,656.00	157.69%
Donations	300.00	500.00	60.00%
Employee Recognition Donation	3,250.00		0.00%
Grant Admin	27,333.06	81,102.00	33.70%
Interest	21,542.15	60,000.00	35.90%
Office Fees	2,087.87		0.00%
Reimbursements and Refunds	38,352.38	20,000.00	191.76%
Rental Income	1,443.19	3,660.00	39.43%
Smoke Alarm Donations	3,034.00	10,000.00	30.34%
Total Other Income	\$434,257.41	\$388,918.00	
Transfers In			
Transfer from SVFR	1,301,000.00	3,581,543.00	36.33%
Transfers from WLAD	1,200,000.00	4,925,764.00	24.36%
Total Transfers In	\$2,501,000.00	\$8,507,307.00	
Revenue	\$2,941,257.41	\$8,896,225.00	
Gross Profit	\$2,941,257.41	\$8,896,225.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	3,255.44	10,000.00	32.55%
Advertising	2,292.04	5,000.00	45.84%
Break Room/Hospitality	2,182.53	3,000.00	72.75%
Education Reimbursement	0.00	5,000.00	0.00%
Employee Recognition	1,026.00	31,000.00	3.31%
Grant Expense	6,000.00		0.00%
Membership Dues	16,761.88	35,000.00	47.89%
Office Equipment Agreements	3,590.56	11,000.00	32.64%
Shipping/Postage	26.45	2,000.00	1.32%
Supplies	1,176.48	5,000.00	23.53%
Training & Conferences	1,028.16	10,000.00	10.28%
Travel Expenses	178.71	10,000.00	1.79%
Total Administrative Expenses	\$37,518.25	\$127,000.00	
Board of Directors			
Board Conferences	2,057.67	10,000.00	20.58%
Board Elections/Lane County EI	7,389.37	10,000.00	73.89%
Board Expenses - Other	290.00	10,000.00	2.90%
Board Meetings	4,562.95	6,000.00	76.05%
Total Board of Directors	\$14,299.99	\$36,000.00	
Building Property & Maintenance			
Maintenance	9,705.02	97,000.00	10.01%
Utilities	19,957.08	91,123.00	21.90%
Total Building Property & Maintenance	\$29,662.10	\$188,123.00	
Insurance			
Property & Liability	0.00	32,686.00	0.00%

WLFEA
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Workers Compensation	268,025.74	233,612.00	114.73%
Total Insurance	\$268,025.74	\$266,298.00	
Non Allocated			
Operating Contingency	0.00	50,000.00	0.00%
Reserved for Future Expenditur	0.00	811,104.00	0.00%
Total Non Allocated	\$0.00	\$861,104.00	
Operational Supplies			
Equipment Maintenance	26,106.25	35,000.00	74.59%
iPads & Mounting Supplies	4,371.28	3,000.00	145.71%
Personal Protection Equipment	1,860.86	35,000.00	5.32%
Small Tools	2,337.58	10,000.00	23.38%
Supply Room Supplies	5,432.25	15,000.00	36.22%
Uniforms	9,056.34	30,000.00	30.19%
Total Operational Supplies	\$49,164.56	\$128,000.00	
Operations - Emergency Sevices			
Asset Management Services	0.00	8,000.00	0.00%
First Arriving	3,784.22	5,000.00	75.68%
ImageTrend	625.00	22,200.00	2.82%
Public Safety Answering Point	206,106.00	206,106.00	100.00%
Total Operations - Emergency Sevices	\$210,515.22	\$241,306.00	
Operations - Medical			
Hospital Transfer & Ops Meals	672.53	1,000.00	67.25%
Medical Gas/O2	7,522.07	25,000.00	30.09%
Medical Supplies	30,054.36	110,000.00	27.32%
MIH Expenses	35.78	1,000.00	3.58%
Pharmacy Expense	5,726.31	37,500.00	15.27%
Physician Advisor	10,000.00	24,000.00	41.67%
Total Operations - Medical	\$54,011.05	\$198,500.00	
Operations - Prevention/ Fire Investigation			
Fire Marshal Dues & Subscript	290.00	2,500.00	11.60%
Fire Prevention Software/iPADS	3,962.47	3,750.00	105.67%
Fire Prevention Supplies	337.71	5,000.00	6.75%
Fire Prevention Training	373.99	3,000.00	12.47%
Public Education Supplies	8,656.94	11,000.00	78.70%
Smoke Detector Expense	1,572.92	10,000.00	15.73%
Total Operations - Prevention/ Fire Investigation	\$15,194.03	\$35,250.00	
Operations - Recruitment			
Advertising & NTN Testing	0.00	1,000.00	0.00%
Pre-Employment Testing	735.46	7,000.00	10.51%
Total Operations - Recruitment	\$735.46	\$8,000.00	
Operations - Training			
Academy & EMT Scholarships	0.00	5,000.00	0.00%
Certification Renewals	312.50	7,650.00	4.08%
Conference & Travel	5,852.16	12,000.00	48.77%
Critical Care Paramedic Train	3,133.47	15,000.00	20.89%
MIH Training	0.00	1,500.00	0.00%
Misc Training, Hospitality	296.85	700.00	42.41%
On Site Training	251.20	9,000.00	2.79%
Paramedic School - Career	0.00	6,000.00	0.00%
Reserve Training	0.00	2,500.00	0.00%

WLFEA
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Target Solutions	0.00	12,845.00	0.00%
Training Equip & Supplies	1,533.14	5,000.00	30.66%
Total Operations - Training	\$11,379.32	\$77,195.00	
Operations - Vehicles			
Fuel	29,946.28	70,000.00	42.78%
Repairs & Maintenance -Vehicle	93,326.23	180,000.00	51.85%
Total Operations - Vehicles	\$123,272.51	\$250,000.00	
Payroll Taxes & Benefits			
457 Plans	1,636.45		0.00%
Cell Phone Stipend	7,800.00	25,800.00	30.23%
Health & Wellness	36,024.20	43,469.00	82.87%
Health Insurance	333,587.21	921,938.00	36.18%
HRA VEBA	107,500.03	96,000.00	111.98%
Life & Accident	0.00	24,633.00	0.00%
LOSAP	7,799.53	3,000.00	259.98%
Paid Leave OR	11,804.62	27,185.00	43.42%
Payroll Taxes	138,289.71	316,785.00	43.65%
PERS	598,187.23	1,252,371.00	47.76%
Provident AD & D- A & H	0.00	17,526.00	0.00%
Total Payroll Taxes & Benefits	\$1,242,628.98	\$2,728,707.00	
Personnel Services			
Administrative Staff	83,592.31	214,414.00	38.99%
Captains	94,931.52	314,213.00	30.21%
Conflagration	0.00	50,000.00	0.00%
Deputy Chief	80,915.12	140,421.00	57.62%
Duty Chief Stipends	7,700.00	18,200.00	42.31%
Fire & EMS Chief	78,072.78	145,451.00	53.68%
Fire Prevention	16,452.76	58,891.00	27.94%
Firefighter/Engineers	144,657.01	336,425.00	43.00%
Firefighter/Paramedics	351,735.23	936,367.00	37.56%
Lieutenants	153,338.26	271,133.00	56.55%
Logistics Chief	48,342.91	105,455.00	45.84%
Mobile Integrated Health	30,500.46	68,930.00	44.25%
Office Manager	40,245.66	96,103.00	41.88%
Overtime - Wages	322,121.33	550,000.00	58.57%
Part Time EMT/Paramedics	72,413.54	250,000.00	28.97%
Part Time Firefighters	116,025.92	250,000.00	46.41%
Reserve Volunteers	10,099.00	30,000.00	33.66%
Single Role Paramedic	62,133.91	174,200.00	35.67%
Training Division Chief	0.00	130,784.00	0.00%
Total Personnel Services	\$1,713,277.72	\$4,140,987.00	
Professional Services			
Audit	5,000.00	11,500.00	43.48%
Billing Service	33,910.85	84,666.00	40.05%
Business Consulting	5,076.25	5,000.00	101.53%
GEMT Admin & Consulting Fees	0.00	64,000.00	0.00%
Legal	1,140.00	20,000.00	5.70%
Other Professional Services	(50.40)		0.00%
Payroll Service	3,664.00	12,000.00	30.53%
Peer Support/ Temporary Service	1,150.00	10,000.00	11.50%
Total Professional Services	\$49,890.70	\$207,166.00	

WLFEA
General Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Nov 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Technology			
Computers	0.00	10,000.00	0.00%
Internet	9,222.86	16,000.00	57.64%
IT Services	28,917.45	65,000.00	44.49%
Software & Licenses	21,335.99	50,000.00	42.67%
Telephones & Cell Phones	15,201.08	29,892.00	50.85%
Website	800.00	5,000.00	16.00%
Total Technology	\$75,477.38	\$175,892.00	
Expenses	\$3,895,053.01	\$9,669,528.00	
Revenue Less Expenditures	(\$953,795.60)	(\$773,303.00)	
Net Change in Fund Balance	(\$953,795.60)	(\$773,303.00)	

Fund Balances

Beginning Fund Balance	6,900,107.08		0.00%
Net Change in Fund Balance	(953,795.60)	(773,303.00)	0.00%
Ending Fund Balance	5,946,311.48		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Display Subtotals: Yes

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: GENERAL FUND MASTER

Statement of Revenue and Expenditures

Account Number		Current Period	Annual Budget	Jul 2025
		Jul 2025 Nov 2025 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget
Revenue & Expenditures				
Revenue				
Lane County Health & Human Services				
4300	Grant Income	186,163.31	388,270.00	47.95%
Lane County Health & Human Services Totals		\$186,163.31	\$388,270.00	
Other WLCR				
4300	Grant Income	750.00		0.00%
4120	Medicaid	2.99		0.00%
4405	Reimbursements and Refunds	15.00		0.00%
Other WLCR Totals		\$767.99		
SAMHSA Grant				
4300	Grant Income	129,828.77		0.00%
SAMHSA Grant Totals		\$129,828.77		
Revenue		\$316,760.07	\$388,270.00	
Gross Profit		\$316,760.07	\$388,270.00	
Expenses				
Lane County Health & Human Services				
7420	Business Consulting	10,862.00	90,000.00	12.07%
5671	Cell Phone Stipend	950.00	4,350.00	21.84%
6101	Conference & Travel	29.90		0.00%
6005	Fuel	590.66	3,000.00	19.69%
5610	Health Insurance	8,069.20	23,974.00	33.66%
5620	HRA VEBA	4,000.00		0.00%
6111	Misc Training, Hospitality	(159.57)	12,000.00	(1.33%)
7900	Other Expenses	0.00	600.00	0.00%
5600	Payroll Taxes	8,798.92	33,633.00	26.16%
5605	PERS	9,102.94	60,684.00	15.00%
6602	Pre-Employment Testing	128.00		0.00%
6010	Repairs & Maintenance -Vehicle	69.00		0.00%
7204	Software & Licenses	13,374.89		0.00%
7200	Technology/Computers	2,159.90	48,217.00	4.48%
7202	Telephones & Cell Phones	320.21	5,700.00	5.62%
7110	Travel Expenses	0.00	9,500.00	0.00%
6905	Uniforms	0.00	2,000.00	0.00%
5310	WLCR Full Time Staff	0.00	42,031.00	0.00%
5300	WLCR Manager Wages	29,068.01	84,972.00	34.21%
5325	WLCR Workers - Hourly	30,596.25	64,237.00	47.63%
5330	WLCR Workers - Shifts	66,301.63	136,875.00	48.44%
Lane County Health & Human Services Totals		\$184,261.94	\$621,773.00	
Other WLCR				
5610	Health Insurance	(2,070.54)		0.00%
Other WLCR Totals		(\$2,070.54)		
PeaceHealth Foundation				
7115	Supplies	(80.96)		0.00%
PeaceHealth Foundation Totals		(\$80.96)		
SAMHSA Grant				
7420	Business Consulting	24,268.40		0.00%
5671	Cell Phone Stipend	425.00		0.00%
6101	Conference & Travel	8,654.61		0.00%
6005	Fuel	128.98		0.00%
5610	Health Insurance	17,594.52		0.00%

Statement of Revenue and Expenditures

		Current Period	Annual Budget	Jul 2025
		Jul 2025	Jul 2025	Jun 2026
		Nov 2025	Jun 2026	Percent of
Account Number		Actual		Budget
5620	HRA VEBA	9,900.06		0.00%
7102	Membership Dues	273.65		0.00%
5600	Payroll Taxes	7,172.87		0.00%
5605	PERS	21,412.91		0.00%
6505	Public Education Supplies	21,882.16		0.00%
7204	Software & Licenses	376.65		0.00%
7115	Supplies	737.35		0.00%
7202	Telephones & Cell Phones	265.28		0.00%
7110	Travel Expenses	705.76		0.00%
5310	WLCR Full Time Staff	60,262.20		0.00%
SAMHSA Grant Totals		\$174,060.40		
Expenses		\$356,170.84	\$621,773.00	
Revenue Less Expenditures		(\$39,410.77)	(\$233,503.00)	
Net Change in Fund Balance		(\$39,410.77)	(\$233,503.00)	

Fund Balances

Beginning Fund Balance	20,338.97		0.00%
Net Change in Fund Balance	(39,410.77)	(233,503.00)	0.00%
Ending Fund Balance	(19,071.80)		0.00%

WLFEA
General Fund, WLCR Fund
Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 5400							
General Fund							
		Beginning Balance			0.00	0.00	1,047,721.65
11/3/2025	000066	Special Districts Insurance	11/3/2025	SDIS Refund	21,600.00	0.00	1,069,321.65
11/3/2025	12722	Wendy Sullivan			0.00	777.86	1,068,543.79
11/4/2025	12744	Special Districts Insurance			0.00	70,003.42	998,540.37
11/4/2025	12745	Standard Insurance			0.00	4,452.41	994,087.96
11/4/2025	12737	PacificSource			0.00	545.00	993,542.96
11/4/2025	12724	Acid Remap LLC			0.00	750.00	992,792.96
11/4/2025	ACH 11-4-25	Taxes JE			3,108.42	0.00	995,901.38
11/4/2025	CL JE 11-4-25	CL JE			0.00	382,752.51	613,148.87
11/4/2025	ACH 11-4-25	PAYROLL JE			37,636.15	0.00	650,785.02
11/4/2025	Oct. 2025	VALIC			0.00	525.00	650,260.02
11/4/2025	Oct. 2025	VOYA			0.00	6,416.00	643,844.02
11/4/2025	Oct. 2025	Oregon Savings Growth			0.00	6,904.58	636,939.44
11/4/2025	Oct. 2025	IAFF Local 851			0.00	3,351.12	633,588.32
11/4/2025	Oct. 2025	IAFF Local 851			0.00	99.50	633,488.82
11/4/2025	12748	Vend West Services Inc			0.00	148.50	633,340.32
11/4/2025	12747	U.S. Bank Equipment			0.00	191.00	633,149.32
11/4/2025	12746	Thomas Supple			0.00	374.00	632,775.32
11/4/2025	12743	South Coast Water			0.00	48.66	632,726.66
11/4/2025	12742	Siuslaw Valley Firefighter			0.00	36.00	632,690.66
11/4/2025	12741	Siuslaw Pioneer Museum			0.00	50.00	632,640.66
11/4/2025	12740	Shervin's Automotive, Inc.			0.00	802.00	631,838.66
11/4/2025	12739	Quill, LLC			0.00	108.80	631,729.86
11/4/2025	12736	Pacific Office Automation			0.00	717.48	631,012.38
11/4/2025	12735	Les Schwab Warehouse			0.00	195.65	630,816.73
11/4/2025	12733	Hughes Fire Equipment, Inc			0.00	5,081.20	625,735.53
11/4/2025	12732	Henry Schein, Inc.			0.00	437.19	625,298.34
11/4/2025	12731	Dustin Pearson			0.00	374.00	624,924.34
11/4/2025	12730	Donald Quinn			0.00	374.00	624,550.34
11/4/2025	12729	Davison Auto Parts			0.00	114.17	624,436.17
11/4/2025	12728	Christoffer Poulsen			0.00	2,000.00	622,436.17
11/4/2025	12727	CARSON (CECO)			0.00	3,525.46	618,910.71
11/4/2025	12726	Airgas USA LLC			0.00	1,791.52	617,119.19
11/4/2025	12725	AFLAC			0.00	586.98	616,532.21

WLFEA
General Fund, WLCR Fund
Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
11/4/2025	12723	Accuity			0.00	4,000.00	612,532.21
11/5/2025	ACH	U.S. Bank Credit Card			0.00	12,526.02	600,006.19
11/6/2025	Refund	ADP Payroll Services			500.00	0.00	600,506.19
11/7/2025	ACH	ADP Payroll Services			0.00	776.40	599,729.79
11/10/2025	Nov2025 RV	Trish Lutgen	11/10/2025		150.00	0.00	599,879.79
11/10/2025	WLCR July	Lane County Health &	11/10/2025	WLCR July	3,124.50	0.00	603,004.29
11/10/2025	St-6 utilities	Michael Lalor	11/10/2025		105.44	0.00	603,109.73
11/10/2025	000070	Multiple Income	11/10/2025		235.00	0.00	603,344.73
11/13/2025	ACH	PERS			0.00	303.45	603,041.28
11/13/2025	12775	Zoll Medical Corporation			0.00	821.00	602,220.28
11/13/2025	12774	Vend West Services Inc			0.00	69.50	602,150.78
11/13/2025	12773	TNT Sales & Repair Inc			0.00	1,138.78	601,012.00
11/13/2025	12772	Stepup IT Services LLC			0.00	2,004.44	599,007.56
11/13/2025	12771	South Coast Water			0.00	48.66	598,958.90
11/13/2025	12770	Stephanie L. Cunningham			0.00	110.00	598,848.90
11/13/2025	12769	Shervin's Automotive, Inc.			0.00	564.00	598,284.90
11/13/2025	12768	SAIF			0.00	8,271.16	590,013.74
11/13/2025	12766	Phil's Saw Shop			0.00	28.00	589,985.74
11/13/2025	12765	On Spot Security			0.00	120.00	589,865.74
11/13/2025	12764	OFDDA-LOSAP TRUST			0.00	125.00	589,740.74
11/13/2025	12762	Local Government Law			0.00	360.00	589,380.74
11/13/2025	12761	Lighthouse Electrical			0.00	553.24	588,827.50
11/13/2025	12760	Les Schwab Warehouse			0.00	1,370.80	587,456.70
11/13/2025	12759	Lane Council of			0.00	2,983.75	584,472.95
11/13/2025	12758	Karl Storz Endoscopy-			0.00	886.52	583,586.43
11/13/2025	12757	Henry Schein, Inc.			0.00	1,060.30	582,526.13
11/13/2025	12756	CTX-Xerox			0.00	1,155.96	581,370.17
11/13/2025	12755	Country Media, Inc.			0.00	24.91	581,345.26
11/13/2025	12754	Coastal Paper & Supply			0.00	270.56	581,074.70
11/13/2025	12753	Coastal Fitness Inc			0.00	1,044.00	580,030.70
11/13/2025	12752	Coast Broadcasting			0.00	350.00	579,680.70
11/13/2025	12751	Benton County Public			0.00	28,530.79	551,149.91
11/13/2025	12750	Amanda Hinkle			0.00	300.00	550,849.91
11/13/2025	12749	4 Color Pro			0.00	5,833.00	545,016.91
11/18/2025	000072	Multiple Income	11/18/2025	000030	1,402.80	0.00	546,419.71
11/19/2025	CA Conflag Jan	State of Oregon - Dept of	11/19/2025	CA Conflag	164,354.15	0.00	710,773.86
11/21/2025	Rewards Chk	U.S. Bank Credit Card			921.61	0.00	711,695.47

WLFEA
General Fund, WLCR Fund
Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
11/21/2025	Cram Conflag	State of OR - Fire Marshal	11/21/2025	CRAM Conflag	78,342.33	0.00	790,037.80
11/24/2025	000075	Lane County Health &	11/24/2025	WLCR Sept	3,124.50	0.00	793,162.30
11/24/2025	12790	Zoll Medical Corporation			0.00	754.60	792,407.70
11/24/2025	12789	Westcoast Media Group,			0.00	225.00	792,182.70
11/24/2025	12788	Wendy Sullivan			0.00	63.19	792,119.51
11/24/2025	12787	Vend West Services Inc			0.00	334.02	791,785.49
11/24/2025	12786	Systems Design			0.00	7,326.32	784,459.17
11/24/2025	12785	Shervin's Automotive, Inc.			0.00	1,724.00	782,735.17
11/24/2025	12784	RICOH			0.00	112.52	782,622.65
11/24/2025	12783	Pacific Office Automation			0.00	717.48	781,905.17
11/24/2025	12782	Hughes Fire Equipment, Inc			0.00	3,744.13	778,161.04
11/24/2025	12781	Henry Schein, Inc.			0.00	1,983.74	776,177.30
11/24/2025	12780	Florence True Value			0.00	26.36	776,150.94
11/24/2025	12779	Day Wireless Systems			0.00	700.00	775,450.94
11/24/2025	12778	Coastal Paper & Supply			0.00	34.45	775,416.49
11/24/2025	12777	CARSON (CECO)			0.00	2,557.05	772,859.44
11/24/2025	12776	Airgas USA LLC			0.00	546.68	772,312.76
11/26/2025	ACH	Oregon Pacific Bank			200,000.00	0.00	972,312.76
11/28/2025					27.96	0.00	972,340.72
General Fund Totals					\$514,632.86	\$590,013.79	\$972,340.72
WLCR Fund							
		Beginning Balance			0.00	0.00	(21,528.88)
11/4/2025	12744	Special Districts Insurance			0.00	3,317.78	(24,846.66)
11/4/2025	ACH 11-4-25	Taxes JE			0.00	3,108.42	(27,955.08)
11/4/2025	ACH 11-4-25	PAYROLL JE			0.00	37,636.15	(65,591.23)
11/4/2025	12738	Qualifacts Systems LLC			0.00	1,247.10	(66,838.33)
11/4/2025	12734	Karen Wilhite			0.00	1,050.00	(67,888.33)
11/4/2025	12727	CARSON (CECO)			0.00	137.47	(68,025.80)
11/5/2025	ACH	U.S. Bank Credit Card			0.00	159.89	(68,185.69)
11/10/2025	WLCR July	Lane County Health &	11/10/2025	WLCR July	38,712.64	0.00	(29,473.05)
11/13/2025	ACH	PERS			0.00	331.23	(29,804.28)
11/13/2025	12772	Stepup IT Services LLC			0.00	95.30	(29,899.58)
11/13/2025	12767	Qualifacts Systems LLC			0.00	2,000.00	(31,899.58)
11/13/2025	12763	Montana G Trotta			0.00	1,050.00	(32,949.58)
11/18/2025	ACH	Western Lane Crisis			0.00	1,000.00	(33,949.58)
11/24/2025	000074	Lane County Health &	11/24/2025	WLCR Sept	42,950.99	0.00	9,001.41

WLFEA
General Fund, WLCR Fund
Bank Register
11/1/2025 to 11/30/2025

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
11/24/2025	12777	CARSON (CECO)			0.00	60.88	8,940.53
WLCR Fund Totals					\$81,663.63	\$51,194.22	\$8,940.53
1001 Checking 5400 Totals					\$596,296.49	\$641,208.01	\$981,281.25

1010 LGIP 6553
General Fund

		Beginning Balance			0.00	0.00	781,061.21
11/25/2025	Nov PR, Dec	Siuslaw Valley Fire and			400,000.00	0.00	1,181,061.21
11/25/2025	Nov PR, Dec	Western Lane Ambulance			400,000.00	0.00	1,581,061.21
11/26/2025	ACH	Oregon Pacific Bank			0.00	200,000.00	1,381,061.21
11/28/2025					3,288.07	0.00	1,384,349.28
11/28/2025					0.00	0.05	1,384,349.23
General Fund Totals					\$803,288.07	\$200,000.05	\$1,384,349.23
1010 LGIP 6553 Totals					\$803,288.07	\$200,000.05	\$1,384,349.23

1060 WLFEA - WLCR 2199
WLCR Fund

		Beginning Balance			0.00	0.00	3.09
11/10/2025	000071	Pacific Source Community			0.26	0.00	3.35
11/18/2025	ACH	Western Lane Crisis			1,000.00	0.00	1,003.35
WLCR Fund Totals					\$1,000.26	\$0.00	\$1,003.35
1060 WLFEA - WLCR 2199 Totals					\$1,000.26	\$0.00	\$1,003.35

1900 Petty Cash
General Fund

		Beginning Balance			0.00	0.00	400.00
General Fund Totals					\$0.00	\$0.00	\$400.00
1900 Petty Cash Totals					\$0.00	\$0.00	\$400.00
Report Totals					\$1,400,584.82	\$841,208.06	\$2,367,033.83
Records included in total = 116							

Report Options

Trans Date: 11/1/2025 to 11/30/2025

Display Notation: No

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

The MDT shall be used for official authority business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Authority are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire or EMS companies should be communicated by voice and MDT unless otherwise authorized by the Chief Officer.

705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Company Officer or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire or EMS company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that

Mobile Data Terminal Use

the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Chief Officer of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify WestComm. It shall be responsibility of WestComm to record all information that will then be transmitted verbally over the fire radio.

705.3.2 EXPLOSIVE DEVICE RESPONSES

When assisting on a report of a possible explosive device, members will turn off the MDT. Operating an MDT may cause some devices to detonate.

Knox-Box Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of authority members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Western Lane Fire and EMS Authority jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders under the authority of the Oregon Fire Code.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Computer-Aided Dispatch (CAD) premise information file - A file entered in a CAD system to automatically notify responding units of certain information including the presence of a Knox-Box, about a facility to which they have been dispatched.

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazardous materials (HAZMAT) data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Western Lane Fire and EMS Authority.

Knox master key - A key carried on all fire apparatus which enables authority members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

706.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire & EMS Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

Knox-Box Access

706.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by WestComm. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring WestComm to send tones shall have that activity noted in the incident record.

The Fire & EMS Chief is ultimately accountable for Knox master keys issued to the Authority. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire & EMS Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at authority expense.

706.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the Authority, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed six feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering.

Knox-key switches should be installed by a certified electrician familiar with these devices.

706.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be identified with a sturdy key tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room

Knox-Box Access

- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Authority

706.6 LOCK-UP OF KEYS IN KNOX-BOXES

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Western Lane Fire and EMS Authority to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

706.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the Authority. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

Once it has been determined that the Knox-Box operates properly, the Knox-Box coordinator and WestComm supervisor shall be notified so that the CAD premise information file can be updated to include the presence of a Knox-Box.

706.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

706.9 ANNUAL KNOX-BOX TESTING

The Fire & EMS Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or an engine company. This should consist of checking the operation of the box and the keys.

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Knox-Box Access

Communications Operations

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the Authority in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Western Lane Fire and EMS Authority radio operations shall be conducted in accordance with the FCC procedures and guidelines.

707.2 POLICY

The Western Lane Fire and EMS Authority will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire and EMS apparatus and WestComm. Fire and EMS apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in WestComm to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

Communications Operations

707.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

707.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with WestComm. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and WestComm once the mobile unit has been properly identified.

707.4.2 RADIO TESTING

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Public Alerts

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital safety information and/or emergency evacuation instructions. See Policy 334 Community Emergency Mass Notification (CENS) / AlertSense for specific information.

708.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Chief Officer or higher rank.

708.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, WestComm will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside WestComm for the public to call for additional information and explicit instructions not to call WestComm for additional information.

A Public Alert should include, but not be limited to, the following:

- (a) The Western Lane Fire and EMS Authority has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

708.4 SYSTEM ADMINISTRATION

The Fire & EMS Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system

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Public Alerts

vendor and all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Coordinators and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Photography and Electronic Imaging

709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize authority members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring authority compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by authority members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

709.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to authorize members to utilize photography and electronic imaging to document incidents and authority activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by authority members must also comply with the requirements of HIPAA.

The Western Lane Fire and EMS Authority shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by authority members while on-duty or acting in an official capacity are the sole property of the Authority and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the Authority without the express prior approval of the Fire & EMS Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by authority members for non-incident events, including:

- (a) Documentation of authority training events, exercises, lectures, classes, or activities, and all fire academy-related activities.

Photography and Electronic Imaging

- (b) Documentation of internal authority events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving authority members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations, and club or service organization events.
- (d) Documentation of all authority vehicles, apparatus, tools and equipment, facilities, and other authority-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all authority members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the authority's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.
- (g) Documentation of any condition, activity, or event related to the authority's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities, or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, documentation of any authority activity for future use in training.
- (j) For any other purpose authorized by the Fire & EMS Chief, Chief Officer, or any Division Chief.

709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by authority members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

Photography and Electronic Imaging

- (h) Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.
- (k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Authority members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by authority members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by authority members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Grievance Background

The Union has two grievances which they would like to present to the WLFEA Board of Directors at the December 18th board meeting. Deputy Chief Chance will be presenting the administration view. Both grievances concern the calculation of overtime; one grievance on the calculation of overtime during a normal work period and a second grievance on the calculation of overtime while a firefighter is deployed on a conflagration.

Grievances

A grievance is a formal disagreement between the Union and Administration on the interpretation of the Collective Bargaining Agreement. After an informal attempt to resolve the issue the Union submits a formal grievance request to the Fire Chief to address the issue (Step 1). The Fire Chief has 10 days to either deny or accept the Union's request and the proposed remedy. If the Chief denies the Union's request, they may submit the request to the Board of Directors (Step 2). The Board has up to 10 days to decide in favor of the Administration or the Union. If the Board denies the Union's grievance the Union may escalate to Step 3 which is binding arbitration. Both sides agree on an impartial arbitrator, submit documentation supporting their position, and then there would be an arbitration hearing with testimony offered by both sides. The arbitrator would then determine whether or not the CBA has been violated. The result is binding on both sides. The cost of the arbitrator is split between the groups with each agency responsible for their own attorney expenses.

Work Period – 28-day versus 7-day

WLFEA uses a 28-day work period instead of the typical 7-day work period. This is specifically allowed only for personnel who are considered to be firefighters. Terminology addressing this is found in the FLSA paragraph 207(k) and these employees are commonly called 7k employees. During a 7-day 40-hour work week an employee receives overtime for all hours over 40 in that 7-day period. In a 28-day work period a firefighter receives overtime for working any hours over 212. In a 28-day work period a firefighter is normally scheduled for either ten or nine 24-hour shifts. With ten shifts this means they are scheduled for 240 hours (10 x 24) and with nine shifts they are

scheduled for 216 hours (9 x 24). For a firefighter scheduled for 10 shifts they would be paid 212 hours at their regular rate and 28 hours at the overtime rate. If they have only 9 scheduled shifts the firefighter would receive 212 hours at their regular rate and 4 hours at the overtime rate. As specified in the CBA any additional hours are paid at the overtime rate. These could be hours for training outside their normally scheduled shift, filling in for a firefighter absent due to sick leave or vacation, or a scheduled staff meeting.

After discussions with our attorney and staff the Fire Chief denied both grievances and subsequently the Union has chosen to exercise their right to have the board review the grievances and have them decide if they have merit or not. If the Board rules in favor of the Union for either grievance they have requested recalculation of overtime for the last two years. If the board denies the grievance the Union has the right to proceed to binding arbitration. If the arbitrator rules in favor of the Union, WLFEA would likely also be liable for back pay.

Grievance 1 – Calculation of pay while on a deployment.

The Union's position is that all hours while on deployment should be considered outside the firefighter's normal schedule and should be paid at an overtime rate. While on deployment a firefighter is paid from the time they leave until the time they return (portal to portal). Consequently a 14-day deployment consists of 336 (14 x 24) paid hours. WLFEA's position is that the firefighter is paid at their regular rate for all hours up to 212 and overtime rate for hours over 212.

WLFEA has signed an agreement with the Oregon State Fire Marshal (2025 Oregon Fire Service Mobilization Plan) which specifies the requirements of agencies to participate with personnel and resources on deployments to conflagrations at the request of the OSFM. It is clearly stated that an agency shall use their normal pay procedure and that a special rate may not be used for deployed firefighters. This was reinforced following a request by the Union during the last CBA negotiations for a bonus to be applied to the hourly rates of deployed firefighters. We agreed as long as it was determined to be legal by the OSFM. We asked the OSFM office if this would be allowed and their response was that it would be not.

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Appendix L

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Eligible costs:

- Personnel: salaries and benefits based on current employee's compensation and any applicable labor/union contracts that are in effect prior to a request being issued. Pay practices must be consistent with normal pay practices; a special out-of-state, emergency, or mutual aid pay rate is not authorized.

Grievance 2 – Calculation of overtime for extra hours worked in a work period.

In this grievance the Union is requesting that any extra time worked outside the normal schedule be paid at the overtime rate and that these hours count towards the 212 limit. This results in additional regular rate hours be shifted to the overtime rate. It is WLFEA's position that additional shifts are paid at the overtime rate but that these hours do not count towards the 212-hour limit.

Non-Official Use of Authority Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of authority property. Authority property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, radios, small tools or any power driven tools.

710.2 POLICY

The personal use of authority property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official authority business without the express prior approval of a Chief Officer.

Requests from water companies or other Authority agencies for hose adapters or other equipment should be forwarded to the appropriate Chief Officer for consideration.

Privately Owned Muster Trucks

711.1 PURPOSE AND SCOPE

This policy establishes guidelines for private owners of antique fire apparatus who want to display the Siuslaw Valley Fire and Rescue (SVFR) name and/or logo.

711.2 POLICY

Western Lane Fire and EMS Authority claims full legal ownership of its name and logo and the name and logos of any of the original fire departments who formed SVFR. Western Lane Fire and EMS Authority supports and recognizes the historical value of restoring antique fire apparatus for the purposes of public appreciation and recreation. Occasionally, a private owner will restore a piece of antique apparatus formally owned by SVFR or one of the fire departments who formed SVFR that wants to display the SVFR name or logo in an effort to display the apparatus' historical origins. Private owners of antique fire apparatus may only display a name or logo owned by SVFR under the following conditions:

- The owner provides the Western Lane Fire and EMS Authority Fire & EMS Chief with a letter requesting permission to display a name or logo owned by SVFR. The letter must also state and agree to using the apparatus for display and recreational purposes only and not misrepresent themselves as members of SVFR.
- The Western Lane Fire and EMS Authority Fire & EMS Chief provides the owner with a letter stating the owner has been given permission to display a name or logo owned by SVFR.
- The owner provides and displays lettering and/or signage on the apparatus that is clearly visible from 10 feet, which states, "this vehicle is privately owned". The lettering and/or signage shall be at the owner's expense.
- The owner signs an agreement that expunges SVFR.

Authority Use of Social Media

712.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Authority is consistent with the authority mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by authority members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

712.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the authority website or social networking services.

712.2 POLICY

The Western Lane Fire and EMS Authority will use social media as a method of effectively informing the public about authority services, issues, investigations, and other relevant events.

Authority members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

712.3 AUTHORIZED USERS

Only members authorized by the Fire & EMS Chief or the authorized designee may utilize social media on behalf of the Authority. Authorized members shall use only authority-approved equipment during the normal course of duties to post and monitor authority-related social media unless they are specifically authorized to do otherwise by their supervisors.

The Fire & EMS Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over authority social media by members who are not authorized to post should be made through the member's chain of command.

712.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the authority mission, and conforms to all authority policies regarding the release of information may be posted.

Examples of appropriate content include:

Authority Use of Social Media

- (a) Announcements.
- (b) Tips and information related to fire prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the authority mission.
- (e) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

712.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

712.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Western Lane Fire and EMS Authority or its members.
- (e) Any information that could compromise the safety and security of authority operations, members of the Authority, victims, patients, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this authority's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

712.5.1 PUBLIC POSTING PROHIBITED

Authority social media sites shall be designed and maintained to prevent posting of content by the public.

The Authority may provide a method for members of the public to contact authority members directly.

Authority Use of Social Media

712.6 MONITORING CONTENT

The Fire & EMS Chief will appoint a supervisor to review, at least annually, the use of authority social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

712.7 RETENTION OF RECORDS

The Administration Division Chief should work with the Custodian of Records to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

712.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on authority sites.

Body-Worn Cameras

713.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this authority and for the access, use, and retention of authority BWC media.

713.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

Body-worn camera (BWC) - A digital recording device designed to be worn on an individual's uniform or clothing to capture video, audio, or still photographs of an event from the wearer's point of view.

BWC media - The video, audio, and images captured by authority BWCs and the associated metadata.

BWC media systems - Any software, including web-based programs and mobile applications, used by the Authority to upload/download, store, view, transfer, and otherwise maintain BWC media.

Deactivate - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

Event - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

713.2 POLICY

It is the policy of the Authority to use BWCs and BWC media for quality assessment and improvement in a way that enhances member safety and benefits those served by the Authority while also protecting the privacy of members of the public.

713.3 RESPONSIBILITIES

713.3.1 BWC COORDINATOR RESPONSIBILITIES

The Fire & EMS Chief or the authorized designee should delegate certain responsibilities to a BWC coordinator.

The responsibilities of the coordinator include:

- (a) Serving as a liaison between the Authority and the BWC manufacturer/distributor and any third-party media storage vendor.

Body-Worn Cameras

- (b) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Authority and recording the date each BWC is placed into or taken out of service.
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
 - 1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.
- (d) Managing BWC media systems so that:
 - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned authority duties (45 CFR 164.514(d)).
 - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and authority policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with the authority privacy officer to (see the Patient Medical Record Security and Privacy Policy):
 - 1. Develop and maintain Health Insurance Portability and Accountability Act (HIPAA) compliant procedures for BWC media that contains protected health information.
 - 2. Address BWC use in authority privacy notices.
- (i) Coordinating with the Custodian of Records to (see the Records Management and Release of Records policies):
 - 1. Determine and apply proper retention periods to BWC media.
 - 2. Develop procedures for the appropriate release of BWC media.

713.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should perform a function test by activating the BWC and recording a brief video stating their name, identification number, assignment, and the date and time.

Body-Worn Cameras

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement.

713.4 BWC USE

The following guidelines apply to the use of BWCs:

- (a) Only authority-issued BWCs should be used without the express consent of the Fire & EMS Chief or the authorized designee.
- (b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.
- (c) The use of authority-issued BWCs shall be strictly limited to authority-related activities.
- (d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Fire & EMS Chief.

713.4.1 PROHIBITIONS

BWCs should not be used to record:

- (a) Routine administrative activities of the Authority that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Authority has a duty to keep secure (i.e., protected health information).
- (b) Areas within the fire station where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms, sleeping quarters) unless responding to a call for service.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

713.5 ACTIVATION OF BWC

BWCs should be worn for all emergency and non-emergency calls and should be activated upon arriving on-scene. For non-dispatched events, members should use their discretion to determine when BWCs should be activated. Examples of non-dispatched events for which members should

Body-Worn Cameras

activate their BWC include encounters with individuals in which the member feels threatened or when coming upon a scene requiring emergency assistance.

Unless otherwise authorized by this policy or approved by a supervisor, for members not transporting a patient, BWCs should remain activated until the member leaves the scene at the conclusion of an incident. When transporting a patient, a member's BWC should remain activated until immediately before entering the hospital building to transfer patient care or as soon as reasonably possible thereafter. BWCs should not remain on or be activated while in a hospital unless the member feels that recording is warranted due to a possible security threat, combative or disagreeable patient, or other issue where the potential need for video/audio documentation outweighs privacy considerations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

713.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

As soon as practicable, members shall verbally notify individuals that they are being recorded using a BWC. The notice should be captured on the recording or narrated by the member (ORS 165.540).

713.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed, crime victims), the Incident Commander should determine whether it reasonably appears that the privacy concern outweighs any legitimate authority interest in recording and, if so, direct all members present to mute or deactivate their BWC.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the authority's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

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713.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors approved by the Fire & EMS Chief or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) When requested by the member.

713.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

713.6 UPLOADING BWC MEDIA

Members should upload and tag BWC media as soon as practicable following the conclusion of an event, but no later than the end of their shift unless otherwise authorized by a supervisor.

713.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon uploading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

- (a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.
- (b) When a member has sustained a serious injury or a line-of-duty death has occurred.
- (c) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

713.7 BWC MEDIA

All BWC media is the sole property of the Authority. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer in

Body-Worn Cameras

accordance with the HIPAA Security Rule (45 CFR 160 et seq.). Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Authority and shall not be used by the vendor for any purpose without explicit approval of the Fire & EMS Chief or the authorized designee.

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Fire & EMS Chief or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Fire & EMS Chief or the authorized designee.

713.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate authority-related purposes in accordance with the following guidelines:

- (a) BWC media tagged as restricted should only be accessible by those designated by the Fire & EMS Chief or the authorized designee.
- (b) BWC media is not intended to be part of patient care records and should not be viewed by members for purposes of providing patient care or completing reports.
- (c) BWC media may be utilized for a company-level or formal post-incident analysis when approved by the Fire & EMS Chief or the authorized designee.
- (d) A member testifying regarding a authority-related event may review the pertinent BWC media before testifying.
- (e) Supervisors are permitted to access and view BWC media of their subordinates.
 - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
 - 2. Supervisors should conduct periodic reviews of their subordinate's BWC media to evaluate the member's performance, verify compliance with authority procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
 - 3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The Training Coordinator is permitted to access and view BWC media for training purposes.
 - 1. The Training Coordinator should conduct a quarterly review of a random sampling of BWC media to evaluate authority performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial.

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2. The Training Coordinator may use BWC media for training purposes with the approval of the Fire & EMS Chief or the authorized designee and in accordance with HIPAA. The Training Coordinator should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- (g) The Custodian of Records may access BWC media when necessary to conduct authority-related duties.
- (h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.

BWC media containing protected health information (PHI) is subject to the HIPAA Privacy Rule and Oregon law and shall only be used or disclosed for permitted purposes unless express written consent has been obtained from the patient (see the Patient Medical Record Security and Privacy Policy) (45 CFR § 164.506(c); ORS 192.558). Members should take reasonable steps (e.g., redaction) to limit the amount of PHI in BWC media to the minimum amount necessary to accomplish the authorized purpose (45 CFR 164.502(b)).

713.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

- (a) A private residence.
- (b) A facility that offers health care, mental health or substance abuse treatment, or social services.
- (c) A school building.
- (d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Release of Records and Patient Medical Record Security and Privacy policies. The Custodian of Records should review BWC media before public release.

713.8 RETENTION OF BWC MEDIA

BWC media should be retained in accordance with state records retention laws.

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Fire & EMS Chief or the authorized designee.

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713.9 FIRE INVESTIGATORS

Fire investigators are permitted to use BWCs for evidentiary or other investigatory purposes. The following guidelines apply to members serving as fire investigators:

- (a) BWCs should be activated during the performance of fire investigation or law enforcement-related functions.
 - 1. A fire investigator may temporarily mute or deactivate their BWC to protect the privacy of a victim or witness, when an individual wishes to provide information anonymously, when discussing case tactics or strategy, or during private conversations with other members or emergency responders. The reason should be narrated while recording before muting or deactivating. Upon the conclusion of the discussion, the fire investigator should immediately reactivate or unmute the BWC and narrate that the BWC has returned to actively recording.
- (b) Each incident report should reflect either "BWC available" or "BWC unavailable" and should include:
 - 1. The identity of each individual appearing in the BWC media to the extent practicable.
 - 2. An explanation of why BWC media is unavailable for all or part of the event (e.g., malfunction, battery issue, privacy concern).
 - 3. If livestreaming was activated during the event, the reason for livestreaming and the members who participated.
- (c) The fire investigator may review their BWC media for investigation-related purposes and should document in their report if they reviewed BWC media before completing the report.
- (d) BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods.

713.10 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.
- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including uploading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use in accordance with HIPAA and other privacy laws.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.



WESTERN LANE AMBULANCE DISTRICT

RESOLUTION 2025-06

A RESOLUTION CALLING FOR AN ELECTION FOR A LOCAL OPTION TAX IN MAY OF 2026

Whereas, the Western Lane Ambulance District has provided ambulance transport services to Western Lane County since 1989 and is governed by a five (5) member, elected board of directors; and,

Whereas, the District's cost of providing Emergency Medical Services and ambulance transport has and continues to grow; and,

Whereas, the District's revenue has not kept pace with the cost of providing Emergency Medical Service to the residents of the District; and,

Whereas, the District Board of Directors is committed to maintain the current levels of service provided by the District; and,

Whereas, the District Board of Directors finds it necessary to seek additional revenue via a local option levy to replace the current levy, which expires June 30, 2027; and,

Whereas, the District must secure voter approval by District residents; and,

Whereas, the District Board of Directors supports placing a measure on the ballot to request that voters approve additional funding,

Therefore, Be It Resolved: That an election call for May 19, 2026 on the question of whether to increase a local operating levy in the amount of \$0.23 for a total of \$0.68 per \$1,000 of assessed value, for the purpose of maintaining the current levels of service to the District residents, for a period of five-years (5) shall be conducted.

It Is Further Ordered: The District submits a Request for Ballot Title to the Lane County Clerk/Elections on or before February 27, 2026.

Adopted on the 18th day of December 2025.

By: _____
Mike Webb, President

Attest: _____
Vanessa Buss, Secretary



Choosing the Right Fire Chief for Your District

A comprehensive guide to recruiting, evaluating, and hiring exceptional
fire service leadership

Mission of This Presentation



Our Purpose

To assist elected officials in understanding the comprehensive Fire Chief recruitment and selection process. We'll share proven strategies and best practices that have led to successful hires across Oregon.

You'll learn how to identify exceptional candidates, structure an effective selection process, and ensure a smooth leadership transition that serves your community's needs.

Seven Steps to Successful Fire Chief Selection

01 Pre-Plan

Assess your current situation and establish readiness

02 Design Your Process

Create a strategic recruitment framework

03 Execute Your Process

Implement your recruitment strategy effectively

04 Make Selection

Choose the candidate who best fits your needs

05 Establish Expectations

Set clear performance standards and goals

06 Transition and Mentorship

Support your new chief's integration

07 Evaluate Process

Review outcomes and refine for future needs

Pre-Planning: Understanding Your Situation

Before beginning recruitment, assess the circumstances driving your search and your organizational readiness.



Succession Plan

Does your district have an established succession plan in place? A proactive plan provides structure and reduces uncertainty during leadership transitions.



Sudden Loss of Leadership

Unexpected departures require quick action while maintaining thorough evaluation. Balance speed with careful candidate assessment.



Planned Transition

Scheduled retirements allow time for comprehensive searches, knowledge transfer, and thoughtful candidate evaluation.



Organizational Process

Review existing district policies and procedures that govern chief officer recruitment and appointment.

Design Your Selection Process

What Makes the Right Chief?

Defining your ideal candidate requires careful consideration of multiple factors that align with your district's unique needs.



- *Job Description*
Develop or update a comprehensive, accurate job description
- *Essential Competencies*
Identify critical traits, skills, and abilities required for success
- *Qualifications*
Define education, certifications, and experience requirements
- *Residency Requirements*
Determine where the chief must reside
- *Compensation Package*
Establish competitive salary and benefits to attract top talent

Evaluate Your Recruitment Options



Cooperative Regional Approach

Consider partnering with neighboring districts for shared leadership resources or joint recruitment efforts. This can reduce costs and expand your candidate pool.



Internal Candidates

Evaluate qualified personnel already serving within your organization. Internal promotions preserve institutional knowledge and demonstrate growth opportunities.



External Candidates

Cast a wider net to bring fresh perspectives and diverse experience. External searches access broader talent pools and innovative leadership approaches.

- ❏ **Critical Question:** *What are the specific needs and expectations of your district and the community you serve? Your answer should guide every recruitment decision.*



Essential Job Description Components

A well-crafted job description attracts qualified candidates and establishes clear expectations from the start.

Current Job Overview

Provide a clear, up-to-date description of the Fire Chief position, including reporting structure and organizational context within your district.

Physical Abilities

Specify any physical requirements necessary for the position, including emergency response capabilities and operational duties.

Minimum Qualifications

Clearly state the non-negotiable education, certifications, and experience requirements that candidates must possess.

Accurate Duty Description

Detail the specific responsibilities, daily operations management, strategic planning duties, and administrative functions the chief will perform.

Desirable Traits

Outline the personal characteristics, leadership qualities, and soft skills that define success in your organization's culture.

Special Qualifications

List preferred certifications, advanced training, specialized experience, or unique skills that would distinguish exceptional candidates.

Typical Tasks and Responsibilities

"The intent of this listing of typical tasks is to describe the principal functions of the job. This description shall not, however, be construed as a complete listing of the duties, which may be amended or assigned by the District."

Comprehensive Role Definition

While your job description should outline the primary responsibilities of the Fire Chief position, maintain flexibility to adapt duties as organizational needs evolve.

Include both strategic leadership functions—such as budget oversight, policy development, and community relations—and operational management responsibilities like personnel supervision, emergency response coordination, and resource allocation.



Required Knowledge, Skills, and Abilities (KSAs)

1 Residency Compliance

Appointee must follow residence requirements for chief officers as outlined in board policy, ensuring accessibility and community connection.

2 Sworn Position Status

This is a sworn fire service position requiring an oath of office upon appointment, establishing legal authority and responsibility.

3 Financial Management Expertise

Advanced knowledge of budget preparation, implementation, and control practices with special attention to state and local budgeting laws is essential.

4 Community Leadership

Demonstrated community involvement and leadership skills are required to represent the district and build stakeholder relationships.

5 Background Clearance

Candidates must successfully pass a comprehensive background check meeting district security standards.

6 Adaptability and Learning

Ability to rapidly acquire new skills, embrace innovative concepts, and adapt to evolving fire service challenges and technologies.

Minimum Education and Experience Standards



Progressive Leadership Experience

Minimum five (5) years of progressively responsible experience in fire service leadership roles, demonstrating increasing scope of authority and accountability.

Valid Driver's License

Ability to acquire and maintain a valid state-issued driver's license that meets the District's insurance carrier requirements for chief officer coverage.

Security Clearance

Successful completion of the district's security clearance standards, including thorough review of criminal history and driving record documentation.






Associate Degree or Equivalent

Associates-level degree or equivalent education in fire administration, business administration, political science, public administration, or related field.

- ❑ Education and experience requirements represent minimum standards. Other equivalent combinations of education, training, and experience may be considered based on demonstrated competency and achievement.

Special Qualifications and Preferred Credentials

Beyond the minimum, these qualifications distinguish exceptional candidates ready for the challenges of a modern fire service.

-  *Advanced Certifications*
Attainment of Chief Fire Officer (CFO) or Executive Fire Officer (EFO) designations, showcasing national recognition for leadership and management excellence.
-  *Specialized Technical Training*
Expertise in specific critical areas such as hazardous materials incident command, urban search & rescue, or complex wildland-urban interface operations.
-  *Executive Leadership Programs*
Graduation from prestigious leadership academies or public administration programs, emphasizing strategic planning, policy development, and organizational growth.
-  *Emergency Management Experience*
Demonstrated experience in large-scale incident command, multi-agency coordination, and disaster preparedness or recovery efforts at a senior level.
-  *Public Affairs & Advocacy*
Proven skills in public speaking, media relations, labor negotiations, and successful advocacy for fire district needs at local and state levels.

These advanced credentials ensure a candidate is not only competent but also a visionary leader for your community.

Execute Your Process: Implementation Phase

A well-structured implementation phase ensures a smooth, equitable, and efficient recruitment process for your next Fire Chief.



Define Recruitment Timeline

Establish key milestones and deadlines from advertisement launch to final selection, creating a clear roadmap for all stakeholders.



Strategic Advertising

Utilize diverse platforms like fire service associations, government job boards, and targeted social media to reach a broad candidate pool.



Efficient Application Management

Implement systems for receiving, organizing, and tracking applications, ensuring confidentiality and compliance with district policies.



Initial Candidate Screening

Thoroughly review applications and resumes to identify candidates meeting minimum qualifications and experience requirements.

Interview Process and Assessment Methods

A comprehensive and impartial assessment strategy is crucial to select the most qualified Fire Chief.



Structured Interviews

Conduct consistent, behavioral-based interviews with predetermined questions to ensure fairness and gather comparable data from all candidates.



Panel Composition

Assemble a diverse panel of stakeholders, including district officials, community leaders, and fire service professionals, to offer varied perspectives.



Assessment Centers

Utilize simulation exercises, in-basket tests, and role-playing scenarios to evaluate problem-solving skills, decision-making under pressure, and leadership capabilities.



Practical Exercises

Implement realistic incident command simulations or strategic planning challenges to assess operational proficiency and strategic foresight in real-world contexts.



Evaluation Criteria

Develop clear, objective evaluation rubrics aligned with the job description and desired competencies to ensure transparent and measurable assessment outcomes.



Background Checks and Reference Verification

A rigorous verification process ensures the integrity and reliability of our Fire Chief candidates, crucial for public trust and safety.



Comprehensive Background Investigations

Detailed review of criminal history, employment records, and residency to ensure a complete and accurate profile.



Professional Reference Checks

In-depth conversations with previous supervisors and colleagues to verify experience, leadership style, and character.



Financial Responsibility Assessment

Evaluation of credit history to assess fiscal integrity and responsible financial management, critical for budgetary oversight.



Social Media Screening

Review of public online presence to ensure alignment with district values and professional conduct standards.



Credential & Licensure Verification

Confirmation of all educational degrees, professional certifications, and required licenses directly with issuing institutions.

Make Selection – Final Decision Process

A rigorous final phase ensures the selection of a Fire Chief who perfectly aligns with the district's vision and operational needs.



Candidate Ranking & Scoring

Comprehensive evaluation of all assessment data, objectively scoring candidates against predefined competencies and qualifications to create a ranked list.



Selection Criteria Weighting

Formal assignment of weight to key selection criteria (e.g., leadership, operational experience, community relations) to guide the final decision-making process.



Final Interviews

In-depth interviews conducted by the full Board of Directors or a designated final selection committee, focusing on strategic vision and cultural fit.



Board Deliberation & Consensus

Structured discussions among board members to review top candidates, addressing strengths, weaknesses, and potential impacts on the district and community.



Decision-Making Protocols

Adherence to established governance and legal frameworks for final selection, ensuring transparency, fairness, and compliance in the appointment process.

This structured approach guarantees a transparent, defensible, and ultimately successful appointment for the district's next Fire Chief.

Establish Expectations – Setting Clear Performance Standards

Clearly defined expectations are vital for the new Fire Chief's success, providing a roadmap for achievement and accountability within the district.

Key Performance Metrics (KPMs)

Establish quantifiable metrics for emergency response times, incident outcomes, budget adherence, and personnel development to track operational effectiveness.

Strategic Goal Setting

Collaboratively define short-term and long-term objectives aligned with the district's vision, focusing on areas like community engagement, training advancements, and equipment modernization.

Accountability Frameworks

Implement clear structures for reporting, decision-making authority, and performance reviews to ensure transparency and uphold responsibilities at all levels.

Comprehensive Evaluation Process

Develop a structured annual review process that assesses progress against KPMs and strategic goals, incorporating feedback from stakeholders and professional development plans.

Defined Success Indicators

Outline tangible outcomes that signify exceptional leadership and district advancement, such as improved public safety ratings, successful grant acquisitions, or enhanced inter-agency cooperation.



This framework ensures the Fire Chief understands their role, objectives, and how their performance will be measured for optimal results.

Transition and Mentorship – Supporting Your New Chief

Ensuring the new Fire Chief's smooth integration and effectiveness from day one requires a comprehensive transition and support plan.



Structured Onboarding

A comprehensive program covering administrative setup, key personnel, and initial strategic priorities.



Dedicated Mentorship

Pairing with an experienced leader for guidance, insights, and a confidential sounding board.



Strategic Knowledge Transfer

Detailed handovers from the outgoing Chief and key department heads on critical projects and relationships.



Community Integration

Planned introductions to local government, community leaders, and departmental staff to foster early rapport.



Ongoing Support Systems

Access to professional development, peer networks, and coaching for continuous growth and resilience.

This proactive approach facilitates a seamless transition, enabling the Chief to quickly adapt and excel in their pivotal role.

Evaluate Process – Continuous Improvement

A structured evaluation of our recruitment process is essential for refining strategies and ensuring future success in selecting exceptional Fire Chief candidates.



Process Audit & Review

Systematic examination of each recruitment stage, from initial outreach to final onboarding, identifying efficiencies and bottlenecks.



Stakeholder Feedback Collection

Gathering insights through surveys and interviews with candidates, selection committee members, and board representatives to capture diverse perspectives.



Lessons Learned Workshop

Facilitated sessions to collaboratively analyze successes, challenges, and unexpected outcomes, fostering a culture of continuous learning.



Documentation & Archiving

Compiling all evaluation findings, feedback summaries, and revised best practices into a comprehensive resource for future recruitment cycles.



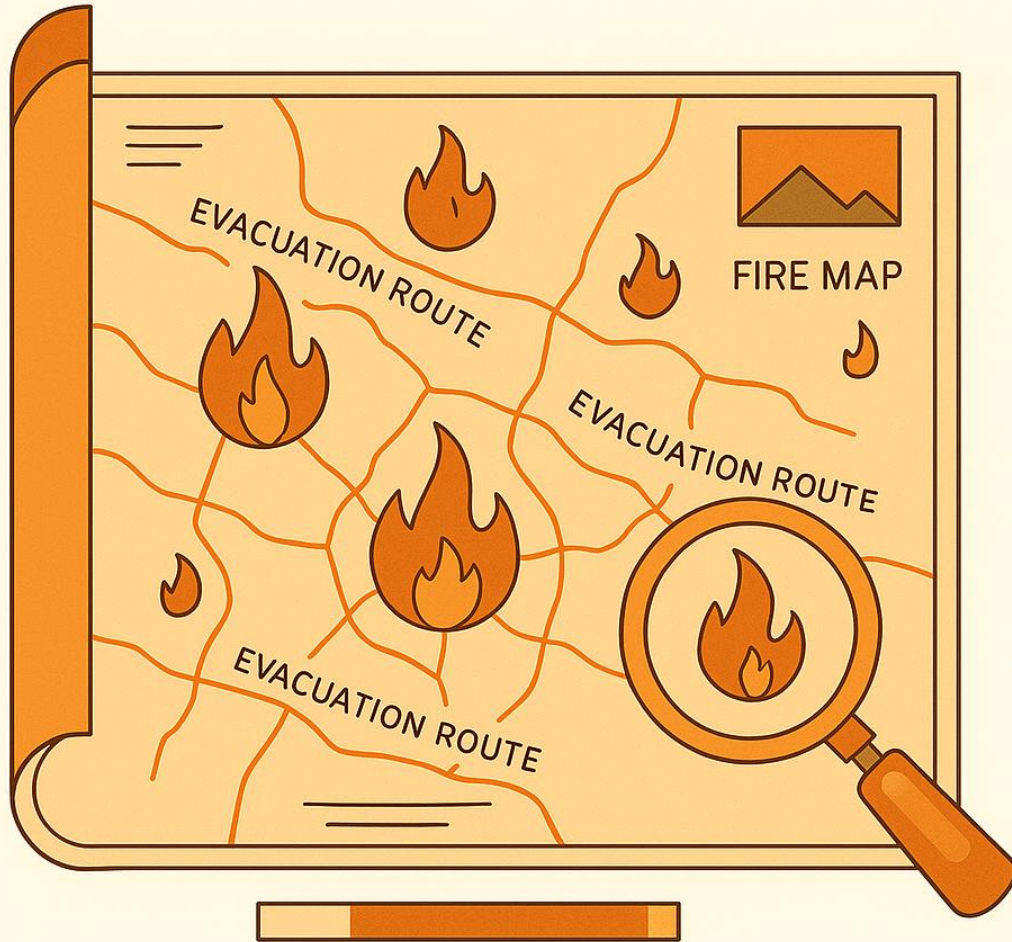
Recommendations for Optimization

Developing actionable recommendations to enhance candidate attraction, assessment rigor, and overall process efficiency for future searches.

This rigorous post-process evaluation ensures that our recruitment methodology continuously evolves to attract and secure the best leadership talent.

Key Considerations for Success

A successful Fire Chief recruitment extends beyond finding a qualified candidate; it involves strategic planning and meticulous execution to ensure long-term leadership stability.



Strategic Alignment



Ensure the search firmly aligns with the district's long-term strategic goals, community values, and specific operational needs, looking beyond immediate vacancies.

Avoid Common Pitfalls



Guard against internal biases, vague job descriptions, rushed timelines, and insufficient community engagement, which can derail the search and alienate strong candidates.

Implement Best Practices



Utilize structured interview processes, diverse interview panels, comprehensive background checks, and clear communication throughout the selection journey.

Timing & Pacing



Allocate sufficient time for each phase – from initial planning to onboarding – to attract top talent, conduct thorough evaluations, and facilitate a smooth transition.

Define Success Metrics




Establish clear criteria for what defines a successful hire, including not just qualifications, but also cultural fit, community leadership potential, and commitment to the district's mission.

Addressing these critical elements will pave the way for a resilient and impactful leadership appointment.


Resources & Support for a Successful Search

Leveraging the right resources and external expertise is crucial for navigating the complexities of Fire Chief recruitment and ensuring a successful outcome.




Professional Organizations

Connect with national and state fire chief associations for best practices, access to candidate pools, and valuable networking opportunities.




Legal Considerations

Ensure full compliance with employment laws, equal opportunity guidelines, and local regulations throughout the entire hiring process.




Additional Support

Consider external consultants for community engagement strategies, transition planning, and post-hire integration support to ensure long-term success.



Recruitment Firms

Specialized executive search firms offer expertise in discreet outreach, candidate vetting, and attracting high-caliber fire service leaders.



Training Resources

Utilize programs for interview training, bias awareness, and leadership assessment to refine selection skills within the committee.



These resources provide a robust foundation for a strategic and effective Fire Chief recruitment process.

Questions & Discussion



We appreciate your dedication to securing outstanding leadership for your fire district.

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