

**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, December 18, 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 Vanessa Buss, and Director Linda Stent (via Zoom)

**Not Present:** Director Adam Holbrook and Director Cindy Russell

**STAFF PRESENT:**

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

**Chief Schick called the meeting to order at 6:00 p.m. The flag salute was completed, and a roll call established a quorum for SVFR, WLAD, and WLFEA.**

**UNION GRIEVANCES:**

Deputy Chief Chance gave a brief introduction on what a grievance is, and introduced the IAFF Local 851 Union President Brett Deedon and Vice-President Dan Allred. The Union has submitted two grievances, which are at step three of the grievance process. The first is regarding how overtime is paid, and the second is how conflagration pay is calculated and paid. Union President Deedon presented the Union's interpretation regarding the calculation of overtime and conflagration pay, and stated that the overtime grievance mainly deals with articles 8.4 and 8.6 of the Collective Bargaining Agreement (CBA). The union would like conflagration pay to be paid so that the agency is not paying overtime when they return.

Chief Chance presented the board with a packet of information and walked the board through what overtime pay looked like currently and how the union wanted us to calculate overtime. He stated the agency calculates pay following 8.4 and stated that WLFEA is following the Fair Labor Standards Act (FLSA), under which any time over 212 hours in a work period is considered overtime. He also stated that, much like articles around training (16.4, 16.5, and 16.8), the agency considers participation in a conflagration as voluntary for firefighters. Pay for conflagration is paid as the mobilization plan dictates, which is to follow our current pay practice. As part of the grievance process, the Board has ten days to make a decision and respond to the Union regarding its intended course of action. Due to the holidays, the Board requested additional time to gather more information prior to voting, to which the Union agreed. The Board will hold a Special Meeting on January 8, 2026, at 4:30 p.m. for further discussion.

**PRESENTATION: UNIT CITATION AWARD:**

Chief Chance presented the Unit Citation Award to FF/ Engineer Sky Cedarleaf-Grey, FF/Paramedic Dustin Pearson, FF/Paramedic Charlie York, FF/Engineer Ruben Navarro, FF/Engineer Jim Yeo, and FF/Paramedic Don Quinn for an outstanding performance in an EMS rope rescue mission.

**CONSENT AGENDA: Approved**

**Meeting Minutes:** Regular Meeting October 23, 2025

**Staff Reports**

## Correspondence

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

Office Manager Trish Lutgen reported that WLFEA received two conflagration reimbursement payments: the California conflagration for \$164,364 and the Cram Fire totaling \$78,342. She was also happy to report that we received the third-quarter 2025 U.S. Bank credit card bonus check in the amount of \$921.11. The WLAD and SVFR Capital Accounts have been transferred from the OPB bank account to the LGIP account and are now earning a higher interest rate.

She further reported that the Reimbursement and Refunds line item is high in both the WLAD General Fund and the WLFEA General Fund. WLAD is high due to an insurance claim, and WLFEA is high due to the LifeScan insurance reimbursement. In addition, WLFEA received a SAIF dividend totaling \$10,536.

The Board Director line item is high due to the renewal of the OnBoard license. Workers' Compensation expenses are also high, and staff are exploring ways to reduce these costs. WLFEA hopes to lower Workers' Compensation rates by utilizing verifiable time records for the Chief, which is basically tracking the hours spent by the Chiefs while working in the office versus responding to calls.

Office Manager Lutgen explained that the Length of Service Award Program (LOSAP) line item is elevated due to the redistribution of unvested funds, which is required when volunteers leave prior to vesting. Business Consulting expenses are higher than anticipated due to the completion of 360-degree evaluations for upper management.

Chief Schick reminded the Board that conflagration payments include reimbursement for personnel time, apparatus deployed, and backfill staffing costs.

### **OLD BUSINESS:**

#### **1. Polices reviewed from the October 23, 2025, meeting:**

- a) 705 – Mobile Data Terminal Use
- b) 706 – Knox-Box Access

Director Palisi confirmed with Chief Schick that the keys in the Knox boxes are inventoried annually and are kept secure in locked boxes in the rigs.

- c) 707 – Communications Operations
- d) 708 – Public Alerts
- e) 709 – Photography and Electronic Imaging

### **NEW BUSINESS:**

#### **1. 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

#### **2. WLAD Resolution 2025-06: Local Option Levy**

WLAD Resolution 2025-06 was presented. This is a resolution calling for an election for a local option tax to be placed on the May 19, 2026, ballot. The resolution proposes a measure that would increase the levy by \$0.23, for a total rate of \$0.68 per \$1,000 of assessed value, for a period of five (5) years. It was requested that the district submit a Request for Ballot Title to the Lane County Clerk on or before February 27, 2026.

**WLAD: Director Buss made a motion to place a measure on the May 19, 2026, election ballot requesting voter approval of additional funding of \$0.23, resulting in a total local option levy rate of \$0.68 per \$1,000**

**of assessed value. The motion was seconded by Director Stent. A roll-call vote was conducted; all WLAD Directors voted in favor, and the motion passed.**

**DIRECTOR COMMENTS:**

- Director Stanton shared a presentation that reported on four items. He reported on the Lane Council of Governments (LCOG) general meeting and that the dues were not increasing. He reported that the Public Law Training would be offered at the SDAO conference, and it is required that each board member complete the training at least once during their term of office. He shared his room rate for the OFDDA conference and challenged the other directors to do the same for the SDAO conference lodging. The final item was that he would like the information that directors learn at conferences/trainings to be brought back and shared with the board/staff that did not attend. He then shared items on topics from the Oregon Fire District Directors Association (OFDDA) Conference.

**FUTURE BUSINESS:**

A Special Joint Board Meeting is scheduled for January 8, 2026, at 4:30 p.m., and the next regular Joint Board Meeting is scheduled for January 22, 2026, at 6:00 p.m.

**The regular meeting adjourned at 7:17 p.m.**

Respectfully submitted,

Holly Lais, Recording Secretary