

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, February 26, 2026, 6:00 p.m.
 The Zoom recording will be on the WLFEA Website.

SVFR & WLFEA BOARD MEMBERS PRESENT:

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

Not Present: Director David Carrillo and Director Keith Stanton (excused to attend the Lane Council of Governments meeting)

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

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 Chance called the meeting to order at 6:03 p.m. The flag salute was completed, and a roll call established a quorum for SVFR, WLAD, and WLFEA.

PUBLIC COMMENTS: None

CONSENT AGENDA:

Meeting Minutes: Regular Meeting January 22, 2026. Director Stanton submitted corrections prior to the meeting that was presented in the current board packet as amended Joint Board Meeting Minutes from January 22, 2026.

Staff Reports

Correspondence

Director Webb made a motion to approve the Consent Agenda with the corrected minutes. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Trish Lutgen reported that unless there were questions regarding the included financial reports she had nothing to report as her items would be addressed later in the agenda.

Chief Chance informed the Board that one of the items learned at the SDAO conference was that the Financial Reports could be moved to the Consent Agenda, noting that Office Manager Lutgen would continue to explain any findings as needed. Director Webb expressed a preference to continue receiving the Financial Report in its current format.

OLD BUSINESS:

1. Budget Committee Open Positions (SVFR 2 open positions, WLAD 2 open positions):

Chief Chance introduced the SVFR Budget Committee applicants, Margaret “Peg” Sorensen and R. Jeffrey Hall. Each applicant provided a brief introduction, outlining their professional background, experience, and relevant certifications.

- a) SVFR: Margaret “Peg” Sorensen (New – 3-year term)

- b) SVFR: R. Jeffrey Hall (New – 2-year term)

SVFR: Director Restrepo made a motion to accept Margaret “Peg” Sorensen and R. Jeffrey Hall to the SVFR Budget Committee. The motion was seconded by Director Heppel. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

- c) WLAD: Ron Thompson (Renew – 3-year term)
d) WLAD: Susy Lacer (Renew – 3-year term)

WLAD: Director Russell made a motion to accept Ron Thompson and Susy Lacer to the WLFEA Budget Committee. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

WLFEA: Director Webb made a motion to accept all four applicants to the WLFEA Budget Committee. The motion was seconded by Director Restrepo. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

2. WLAD Operational Levy:

Chief Chance explained that WLAD Resolution 2026-2 is a Resolution Calling for an Election for a Local Option Tax in November of 2026, and it rescinds Resolution 2025-06 A Resolution Calling for an Election for a Local Option Tax in May of 2026. He said after talking with Liz Loomis and other fire departments, going out for the WLAD Operational Levy in May would be difficult. Moving the operating levy to the November election provided more time for community education. The election call for November 3, 2026, sets forth 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).

WLAD: Director Webb made a motion to adopt WLAD Resolution 2026-2, moving the election from May to November 2026 to seek an increase to the local operating levy in the amount of \$0.23 for a total of \$0.68 per \$1,000 of assessed value. The motion was seconded by Director Russell. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

3. Policies reviewed from the January 22, 2026, meeting:

- a) 800 – Records Management
b) 801 – Release of Records
c) 802 – Subpoenas and Court Appearances
d) 803 – Patient Medical Record Security and Privacy

NEW BUSINESS:

1. SVFR: Surplus Scott SCBAs:

SVFR Resolution 2026-02 was presented to declare the Scott SCBAs as surplus. SVFR currently possess 38 SCBA packs, 50 SCBA masks, and 50 SCBA cylinders that were purchased through a 2010 grant and are no longer needed. Chief Chance explained that the equipment has been replaced through an AFG grant received in 2025.

SVFR: Director Heppel made a motion to adopt SVFR Resolution 2026-2, that declares the Scott SCBAs as surplus. The motion was seconded by Director Palisi. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

Discussion followed regarding the surplus of the SCBAs. Budget Committee Member Hall asked whether the SCBAs would be sent to auction. Chief Chance responded that several options were available, including donating them to other fire districts. He noted that an estimated value of approximately \$40,000 had been

suggested; however, Chief Gray clarified that due to the equipment's age and applicable restrictions, the actual market value is significantly lower and generating revenue from selling would be unlikely. The SCBAs will reach their 15-year service life within the next year and a half.

Director Russell asked whether donating the equipment would create any liability. Chief Chance stated that a waiver would be required and recommended donation as the preferred course of action. Director Heppel concurred, noting it would be a way of "paying it forward."

SVFR: Director Heppel made a motion to donate the Scott SCBAs before disposing through other means. The motion was seconded by Director Restrepo. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

2. WLAD Resolution 2026-01 – LifeMed Budget Resolution:

WLAD Resolution 2026-01 was presented. This is a Resolution to Amend the FY2025-26 LifeMed Fund Budget. Office Manager Lutgen explained that Kori Sarrett had addressed this issue at last month's board meeting, and this resolution was to correct it. In FY 2024-25 WLAD had an audited ending balance in the LifeMed Fund of \$498,334, and the actual LifeMed bank account had a bank balance of \$138,395.39. Research conducted by staff and the auditors going back to fiscal year 2004 shows that transfers occurred from the bank account to the General Fund that were not budgeted, leaving the audited balance in the Fund higher than the actual bank account. To correct the LifeMed Fund, an adjustment of \$359,938.61 will need to be made in the FY2025-26 Budget.

Director Webb confirmed that this was not a new expenditure, but rather a reallocation of funds between line items. He stated Director Russel had a question about the use of LifeMed funds being used for a campaign consultant. Since it was not tax money, they have been able to use it in the past. She wanted to know if this resolution affected their ability to access the funds if they wanted to for future use. Office Manager confirmed it would not be, and that this resolution simply aligns the LifeMed Fund with its actual bank account.

WLAD: Director Webb made a motion to adopt WLAD Resolution 2026-01, to amend the FY2025-26 LifeMed Fund Budget. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

Discussion followed. Director Russel asked whether the Board should wait until the next budget cycle to reallocate LifeMed funds to potentially cover the cost of a campaign consultant related to the operational levy. She clarified that no decision had been made to hire a consultant but wanted to ensure that funds would be available if needed. Director Webb requested clarification on which funds could be used. Chief Chance explained that LifeMed funds have previously been used for informational purposes but not for promotional activities. He noted the funds could support educational efforts, such as surveys, but could not be used for advocacy. Office Manager Lutgen added that quotes were currently being obtained for the educational component.

3. SDAO Conference Updates: Office Manager Lutgen informed the Board that during the SDAO conference directors requested several items to occur and felt it was best to update everyone at the board meeting.

a) Grievance for public meeting law violation:

A form was developed and included in the board packet. The Grievance for Public Meeting Law Violation form would be available on the WLFEA website on the Complaints webpage.

b) WLFEA Resolution 2026-01 Legislative Advocacy:

WLFEA Resolution 2026-01, Legislative Advocacy, was presented. This resolution establishes a policy for legislative advocacy for the Western Lane Fire and EMS Authority. Office Manager Lutgen clarified that the policy is not intended to advocate for the operational levy, but rather to allow advocacy when

legislative issues directly affect the District. She provided a recent example involving proposed legislation related to the Ground Emergency Medical Transport (GEMT) program funding that could have impacted the District. Because a policy had not yet been established, the District was unable to respond at that time. Director Webb clarified that, under the proposed policy, the Fire Chief would be able to write a letter or make a phone call regarding legislative matters without prior Board approval.

WLFEA: Director Russell made a motion to adopt WLFEA Resolution 2026-01 Legislative Advocacy. The motion was seconded by Director Heppel. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

c) WLFEA Policy Legislative Advocacy:

Office Manager Lutgen informed the Board that the draft policy for resolution 2026-01 Legislative Advocacy was included in the board packet.

WLFEA: Director Restrepo made a motion to approve the Legislative Advocacy policy. The motion was seconded by Director Heppel. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

4. Chief Employment Negotiation Committee Appointment

Chief Schick asked how the Board would like to proceed with Chief Chance's employment contract. In the past, they had worked with Attorney Mark Wolf to draft a contract before bringing it before the full Board for approval. He noted that the Board could either form a subcommittee or work directly with the Board President.

Director Russell appointed Director Palisi, Director Webb, Director Restrepo, and Chief Schick to serve on a Negotiation Subcommittee and to meet with the attorney regarding the contract.

5. Policies for Review:

- a) 900 – Illness and Injury Prevention Program
- b) 901 – Oregon Occupational Safety and Health Administration Inspections
- c) 902 – Oregon Occupational Safety and Health Administration Notification of Injury or Death
- d) 903 – Communicable Diseases
- e) 904 – High-Visibility Safety Vests

DIRECTOR COMMENTS:

Director Russell shared that she was grateful she attended the conference hosted by the Special Districts Association of Oregon (SDAO) and noted that she learned a great deal. She especially enjoyed the Awards Banquet, where the WLCR group was recognized for their work. She recommended watching the WLCR Facebook video and suggested posting it on the WLFEA website.

Director Webb also commented that the SDAO Conference was good. His main takeaway was that large projects should utilize a project management team, as it would help save money.

FUTURE BUSINESS:

The next regular Joint Board Meeting is scheduled for March 26, 2026, at 6:00 p.m.

The regular meeting adjourned at 6:34 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary