

**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**

April 23, 2026, 6:00 p.m.

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. **Public Comment:** *This is the opportunity for the public to speak to the Board of Directors. The maximum time for public comments will be 30 minutes, and three minutes will be allotted for each speaker.*
- V. **Consent Agenda**  
Meeting Minutes: Regular Meeting March 26, 2026, Special Meeting March 30, 2026  
Staff Reports  
Correspondence
- VI. **Monthly Financials for SVFR, WLAD, WLFEA**
- VII. **Old Business**
  1. Chief Contract
  2. Policies from March 26, 2026:
    - a) Job Description: WLCR Part-Time Transport Drivers
    - b) Job Description: WLCR Part-Time Responder
    - c) 905 – Body Armor
    - d) 906 – Apparatus/Vehicle Backing
    - e) 907 – Heat Illness Prevention Program
    - f) 908 – Respiratory Protection Program
    - g) 909 – Personal Alert Safety System (PASS) Devices

**VIII. New Business**

1. Operational Levy
2. Policies for Review:
  - a) 910 – Health and Safety Officer Responsibilities
  - b) 911 – Vehicle Safety Belts
  - c) 912 – Fire Station Safety
  - d) 913 – Ground Ladder Testing
  - e) 914 – Personal Protective Equipment
  - f) Peer Support Procedure

**IX. Director Comments**

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

X. **Future Business**: Joint Board Meeting Thursday, May 21, 2026, at 6:00 p.m.

**XI. Adjournment**

**Western Lane Ambulance District  
Siuslaw Valley Fire and Rescue  
Western Lane Fire and EMS Authority**  
2625 Highway 101 North, Florence, OR 97439  
**Special Joint Board Meeting Minutes, March 30, 2026, 6:00 p.m.**  
The Zoom recording will be on the WLFEA Website.

**SVFR & WLFEA BOARD MEMBERS PRESENT:**

Director Keith Stanton, Director David Carrillo (via Zoom), Director Jim Palisi (via Zoom), and Director Stephanie Restrepo (via Zoom)

**Not Present:** Director Laurie Heppel

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

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

**Not Present:** Director Linda Stent and Director Adam Holbrook

**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**

**EXECUTIVE SESSION:** Per ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The board entered into executive session at 6:05 p.m. Executive session ended at 6:43 p.m., and the directors returned to the regular meeting.

Chief Schick informed the public that no decisions were made during the Executive Session.

**NEW BUSINESS:**

1. The board determined that they were not ready, and did not appoint Chief Schick to negotiate any real property transactions.

**FUTURE BUSINESS:**

A Budget Committee Meeting is scheduled for Thursday, April 9, 2026, at 5:30 p.m., and the next regular Joint Board Meeting is scheduled for April 23, 2026, at 6:00 p.m.

**The regular meeting adjourned at 6:44 p.m.**

Respectfully submitted,  
Holly Lais, Recording Secretary

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

**SVFR & WLFEA BOARD MEMBERS PRESENT:**

Director David Carrillo, Director Keith Stanton, Director Jim Palisi, and Director Laurie Heppel (via Zoom)

**Not Present:** Director Stephanie Restrepo

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

Director Cindy Russell, Director Mike Webb, Director Adam Holbrook, Director Vanessa Buss, 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**

**PRESENTATION: CARL WILKERSON, LANE COUNTY SHERIFF**

Chief Chance welcomed Sheriff Carl Wilkerson of the Lane County Sheriff's Office, who introduced himself and stated he was attending to build relationships with Florence-area organizations and address questions regarding evacuation routes, county evacuation zones, and emergency planning. Sheriff Wilkerson shared his experience responding primarily to the Eastern portion of the county, including evacuating the City of Oakridge during the previous year's Emigrant Fire. He explained that the Sheriff's Office utilizes multiple systems during emergencies, including robust communication and tablet-based systems. He also had managed animal evacuations and other incidents such as tsunamis and floods. He noted that the department is centrally located, is in the process of bringing on a new Search and Rescue Manager with expertise in evacuation planning and has recently replaced the County Emergency Manager. Sheriff Wilkerson inquired about appropriate contacts for future coordination and opened the floor for questions.

Director Webb asked how communication is managed in outlying areas during events such as wildland fires when power outages occur. Sheriff Wilkerson responded that social media is often the fastest method, though not accessible to all, and referenced a new statewide system, Genesis, which allows for location-based cell phone notifications. He added that the county follows the Ready, Set, Go evacuation model and incorporates search and rescue resources.

Director Palisi asked whether the county is directly connected to the Watch Duty application. Sheriff Wilkerson replied that it is not, explaining that Watch Duty gathers and shares information from various sources and is not an official communication channel of the Sheriff's Office or Emergency Management. He noted that the application does not provide real-time updates, except when evacuation levels reach "Go."

Director Webb further inquired about how information is distributed between agencies and who serves as the emergency operations center during large incidents. Sheriff Wilkerson explained that information typically originates from the Public Safety Answering Point (911) in Florence and is then relayed to the Sheriff's Office. He stated that the Sheriff's Office, or the highest-ranking authority on scene, serves as the emergency command center, with the

potential to establish a Unified Command depending on the incident. He emphasized the importance of maintaining strong interagency relationships and continuing tabletop discussions.

**PRESENTATION: WLCR UPDATE**

Melissa House, Western Lane Crisis Response (WLCR) Manager, provided a program update. She reported that the program is continuing to grow and that planning efforts are underway for future expansion. Call volumes have increased significantly, and she commended her team for their strong response efforts. She noted that staffing levels are stable, with the recent hiring of two additional part-time responders, bringing the total team to ten members. She also shared that a Transport Driver position is being added as part of a pilot program.

She reminded the Board that WLCR can respond independently without law enforcement within the Florence district area, which reduces the call burden on law enforcement agencies. She noted that due to recent cuts to youth funding in the Riverview area, WLCR has taken on an increased role in supporting young people. Currently, they are working with 5 to 10 youths each month.

House reported that WLCR received an award recognition from the Special Districts Association of Oregon (SDAO) and was featured in the newspaper twice. She shared that WLCR is now managing the Mobile Integrated Health (MIH) program and is working to increase community awareness of available social services. She also noted that WLCR has applied for a \$3 million Department of Justice (DOJ) grant to support transport services over the next three years, with the first year anticipated to overlap with the SAMHSA grant.

Director Russel asked how WLCR is working to stabilize funding for youth services. House responded that youth funding will be part of discussions in the coming year, with the intention of seeking approval at the state level.

**CONSENT AGENDA:**

**Meeting Minutes:** Regular Meeting February 22, 2026

**Staff Reports**

**Correspondence**

**Director Webb made a motion to approve the Consent Agenda. Director Russell seconded the motion. 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 staff are actively working on the preparation of the upcoming budget. She stated that the WHA Insurance Agency had submitted their forecast for the next fiscal year and is in the board packet. WLFEA is planning to budget insurance at a 10% increase; however, we are still waiting on finalized figures. She is still waiting to receive the AFG grant funds, and approximately \$113,000 from the Ground Emergency Medical Transportation (GEMT) program is anticipated to be received next month. Additionally, staff have been testing payroll software that would integrate with the existing financial software.

Director Palisi inquired about the disallowed Medicare reimbursements. Chief Chance explained that with Medicare and Medicaid, a portion of the Basic Life Support (BLS) transport costs are reimbursable. Discussion followed regarding reimbursement limitations. Director Buss suggested the Authority explore additional opportunities for reimbursement. Office Manager Lutgen said that with the GEMT program, the Authority is trying to recover a portion of those costs. Director Russell explained that reimbursement rates are established by the government based on previously agreed-upon codes and their associated rates. Office Manager Lutgen said 49% of Florence's population is over 65 years old, and Chief Chance said the Authority received back an additional 22% because Florence is considered super-rural. He added that System Design West, our billing company, does a great job and is a great advocate. They notify us when information is missing in the charts.

Director Stanton noted that WLAD has multiple funding sources and that approximately 40% of revenue is recovered through Medicare and other reimbursements. He inquired about the source of the remaining 60%. Chief Chance responded that the balance is funded through tax revenue. He added that a cost analysis had previously been conducted to determine the cost per call and indicated that it may be necessary to revisit that analysis to reassess and potentially adjust rates.

#### **OLD BUSINESS:**

##### **1. Policies reviewed from the February 26, 2026, meeting:**

- 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

#### **NEW BUSINESS:**

##### **1. SVFR: Annexation:**

Chief Schick presented a map to the Board identifying properties north of Florence that SVFR is considering for annexation. He explained that homes not currently within the fire district or located more than seven miles from a fire station would require a contract to become annexed into the district. He said there were no charges if a home is within 6.6 road miles of a station, and he estimated the tax revenue from the annexed properties would be around \$10 thousand dollars a year. Chief Schick asked whether the Board wished for him to proceed by sending letters to pursue annexation of the five to six identified properties.

Director Stanton inquired if Station 4 had to be manned to qualify for the annexation. Chief Schick clarified that a station was not required to have crews living there, crews only need to respond from that location.

Director Palisi recommended requiring fire sprinklers in any new habitable structures seeking annexation. Chief Schick responded that he had explored that option but does not have the authority to mandate such a requirement.

**SVFR: Director Carrillo made a motion to authorize Chief Schick to pursue annexation of the identified properties. Director Palisi seconded the motion. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.**

##### **2. Fire Extinguisher Training Equipment:**

WLFEA Resolution 2026-02 was presented, requesting an additional \$17,000 for the purchase of fire extinguisher training equipment. The resolution proposes transferring funds from Operating Contingency to the Materials and Services – Fire Prevention fund.

Chief Schick described the benefits the training equipment would provide for the district and community members, such as training the staff from the Casino. He said WLFEA was interested and could apply for grants to help cover the cost, as WLFEA would initially have to pay for the equipment up front.

**WLFEA: Director Palisi made a motion to approve the purchase of fire extinguisher training equipment as outlined in WLFEA Resolution 2026-02. Director Buss seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.**

Director Heppel inquired whether there would be fees associated with lending the equipment to other agencies or allowing use of the trainer. Chief Schick responded that staff would need to accompany the equipment to operate it. He added that he would develop a policy addressing equipment lending, including use requirements and procedures in the event of damage.

**WLFEA: Director Webb made a motion to adopt WLFEA Resolution 2026-02, approving a supplemental budget adjustment for fiscal year 2025–26 within the General Fund. Director Holbrook seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.**

**3. Policies for Review:**

- a) Job Description: WLCR Part-Time Transport Drivers
- b) Job Description: WLCR Part-Time Responder
- c) 905 – Body Armor
- d) 906 – Apparatus/Vehicle Backing
- e) 907 – Heat Illness Prevention Program
- f) 908 – Respiratory Protection Program
- g) 909 – Personal Alert Safety System (PASS) Devices

**DIRECTOR COMMENTS:**

- Director Stanton inquired about transport options for WLCR and whether RideSource ADA Paratransit is utilized. Chief Chance responded that RideSource is based in Eugene and that there is no current contract in place. He noted that RideSource does not have the capacity to transport individuals back to Florence but will often serve as an intermediary between Medicare and WLCR.
- Director Buss expressed appreciation to WLCR for transporting a recent patient to Salem.
- Director Russell shared that she recently had lunch with a group of EMTs, medical retirees, and other healthcare professionals, including an individual who began his career with the district as an EMT and is now an anesthesiologist. She expressed pride in the district’s role in inspiring individuals to advance their careers in the medical field.
- Director Stanton reported that he had four items to share with the Board. He provided an overview of the Lane Council of Governments (LCOG) meeting, including a discussion of their senior disability plan. He also summarized key takeaways from the SDAO Conference, highlighting the importance of proactively addressing media threats and narratives, focusing on education rather than advocacy regarding levy ballots, and maintaining compliance with Public Meeting Law, including avoiding “reply all” communications. He further encouraged fellow directors to seek lower-cost lodging options for conferences. Director Buss inquired about the metrics Director Stanton was using for conference lodging costs and noted that WLFEA follows government per diem rates.

**EXECUTIVE SESSION:** Per ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member, or individual agent. The board entered into executive session at 7:30 p.m. Executive session ended at 7:57 p.m., and the directors returned to the regular meeting.

Chief Schick informed the public that no decisions were made during the Executive Session.

**FUTURE BUSINESS:**

A Special Joint Board Meeting is scheduled for March 30, 2026, at 5:30 p.m., and the next regular Joint Board Meeting is scheduled for April 23, 2026, at 6:00 p.m.

**The regular meeting adjourned at 7:58 p.m.**

Respectfully submitted,  
Holly Lais, Recording Secretary



## Western Lane Fire and EMS Authority

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### Memorandum

**To:** WLFEA Board of Directors, Chief Schick  
**From:** Deputy Chief Rob Chance  
**CC:** Trish Lutgen  
**RE:** Operations/Training Report April 2026

#### Call Breakdown: March

Incident Type Category: 1 Fire	5
Incident Type Category: 3 Rescue and EMS Incident	405
Incident Type Category: 4 Hazardous Conditions (no fire)	3
Incident Type Category: 5 Service Call	4
Incident Type Category: 6 Good Intent Call	18
Incident Type Category: 7 False Alarm	2
Incident Type Category: 9 Special Incident	0
<b>Total</b>	<b>437</b>

#### Ambulance Service Area Subcommittee and Public Health Advisory Committee

The Lane County ASA subcommittee met on 4/15 to review proposed changes to the Lane County Code chapter 18 and approve the response and dispatch times for services. Proposed changes included permitting patient transport by use of a first response vehicle in another department's ASA during times of extended response. Dispatch and response times were not approved as there was a discrepancy in what Eugene Springfield Fire reported and what Upper McKenzie Fire claimed the actual times to be. The two parties will work together for transparency and accuracy and the approvals were tabled for next meeting.

#### Training

WLFEA is conducting a promotional process to hire a lieutenant within the training division and also establish a lieutenant promotional list. This is an internal process and the application period closed on 4/15 with four applicants. The position will be on a forty hour work week and will also include some EMS responsibilities.

We will be recertifying many of our paramedics in advanced cardiovascular life support and pediatric advanced life support this month. Dustin, part of the training division, will be instructing the courses and Rob will observe the classes to approve him as a certified course instructor.

### **Fire Defense Boards**

The Lane County Fire Defense Board met at South Lane County Fire and Rescue on 4/16 and started by introducing the new Lane County Emergency manager. She shared updated maps regarding the wildland urban interface and her priorities stepping into her new position. There were also in-depth conversations regarding the 2026 mobilization communications plan. The Western Lane/Western Douglas FDB met later that evening and passed a motion to appoint Chief Andy Gray as an alternate FDB Chief. The other departments were informed that WLFEA is ready to surplus our old Scott SCBA and if interested, contact Rob or Andy.

### **Certifications**

Congratulations to the following members on their recent DPSST achievements:

- **Darrek Mullins** – NFPA Apparatus - Pumper
- **Zach Werner** – Firefighter Type 1, Hazmat Incident Commander
- **Aryeh Hertzbach** – NFPA Firefighter I

Congratulations to the following members on their recent EMS achievements:

- **Anna Clements** – Advanced EMT



# Western Lane Fire and EMS Authority

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

## Operations – Logistics March

- Siuslaw Highschool Career Fair
- Training burn at CLPUD sub station
- Green Trees community drill
- Annual bay door inspections and servicing at all Stations

### **Apparatus**

- E-621: New seat belts,
- Reserve ATV trailer: wiring repair
- WLCR-1: Service, front diff. service
- C-600: Service
- WT-631: Pump rebuild, valves replaced

### **Equipment**

- MSA SCBA Bluetooth programming
- Annual Fire Extinguisher inspection, servicing

### **Facilities**

- Station 1: Annual Fire System Inspection testing and inspection. Annual Backflow testing. Propane tanks inspected.
- Station 2: Roof leak repair, Bay 1 door springs replaced
- Station 8: Hot water heater replaced

**Report submitted by:**  
**Andy Gray – Division Chief**



April 2026

**Western Lane Crisis Response (WLCR) Manager's Board Report**  
Prepared by Melissa House, QMHA-I

**General STATS for the month of March**

WLCR had a total of **78** calls last month.

**24** Mental Health

**0** Suicidal Ideations

**5** Homeless

**0** Family Disputes

**4** Welfare Checks

**4** Acute Trauma or Sudden Deaths

**6** Drug and Alcohol

**11** Canceled enroute

**0** Structure Fires

**21** Needing Resources

**3** "other" types of calls.

**13** Transports

**37** Phone Contacts

**41** In Person Calls

**46** Prevented from going to hospital/arrested

**0** Taken to ER by WLCR/EMS

**1** Youth

**29** Medicaid

**13** Requests from PH Hospital

**1** Request from Justice Department

**Program Update:**

Since our last update, we have hired two part-time responders, Darrin and Rikki, as well as one part-time transportation driver. We are still looking to hire at least one additional driver. Once fully staffed, both drivers will complete training prior to beginning transport services.

The pilot transport program will provide secure, voluntary transportation to the Springfield and Eugene areas. Initial operations will be Monday, Wednesday, and Friday from 8:00 a.m. to 8:00

p.m., with the goal of expanding to 24/7 coverage over time. We will keep everyone informed as we finalize timelines and prepare to launch the service.

WLCR is actively pursuing the BJA grant as part of our long-term sustainability strategy. With SAMHSA funding set to conclude in October 2027, this opportunity would provide a seamless transition in funding, allowing us to maintain and further expand our transportation, outreach, and case management services for an additional three years. It also provides critical time to advance Medicaid billing pathways to support long-term program sustainability.

We have received several letters of support and MOUs from community partners as part of this application. We sincerely appreciate their collaboration and continued support of WLCR's work in the community.

**Lane County:**

N/A

**SAMHSA:**

Semi-Annual Report and SPARs reporting is due this month along with the year 4 continuation application.

**Western Lane Crisis Association:**

SAVE THE DATE: WLCA is partnering with Charlie Health to host a Suicide Prevention Walk/Health Expo on September 26<sup>th</sup>. More details to come.

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

<https://westernlanecrisisassociation.org>

**Client Advocate Update:**

**Adult:**

**44** Clients Served

**165** total F/U calls made- **5** were in person

**4** clients with Suicidal Ideations

**29** cases were closed out successfully

**4** Youth

**7** MIH Referrals

**4** cases required an elevated level of support and intensive case management. *WLCR successfully reduced unnecessary EMS and 911 utilization for these clients.*

**Youth Client Advocate update:**

The Youth Client Advocate is currently providing ongoing support to four youth and their families. Services include care coordination, resource navigation, advocacy, and individualized support to help stabilize home environments and strengthen family systems. This role continues to be instrumental in ensuring youth and caregivers receive consistent guidance and connections to appropriate community resources.

**Mobile Integrated Health update:**

The MIH program continues to provide proactive, community-based support focused on improving health outcomes, reducing unnecessary emergency department utilization, and connecting individuals to appropriate care and resources. Services include in-person visits, phone-based care coordination, and clinical supports such as blood draws and medication management.

During this reporting period, MIH completed a total of **43** encounters, including **27** in-person visits and **17** phone-based care interactions (excluding scheduling or unsuccessful contact attempts). The team opened **23** new cases and closed **18** cases, demonstrating ongoing engagement and case progression. Additionally, **7** blood draws were completed to support medical care and continuity of services.

**Presentation Updates:**

WLCR provided a presentation to staff at the warming shelter and strengthened community partnership efforts. During the visit, the team also received a donation of blankets to support individuals served.

**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 March 2026



TOTAL CALLS: **78** DIVERSIONS: **72** TRANSPORTS: **12**

Mental Health / SI	24
Grief / Trauma	4
Homelessness	5
Family Disputes	0
Drugs / Alcohol	6
Other Life Crisis	24
Justice Requests	1
Hospital Requests	13

**Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund**  
**Balance Sheet**  
**For Period Ending 3/31/2026**

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**Book Value**  
**Mar 2026**  
**Actual**

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**Assets**

**Current Assets**

**Cash**

Checking 1151	2,978.02
LGIP 6355	1,444,261.30
LGIP 6862 Capital	578,822.25
Money Market 0832	90,172.82
<b>Total Current Assets</b>	<b><u>\$2,116,234.39</u></b>
<b>Total Assets</b>	<b><u>\$2,116,234.39</u></b>

**Fund Balance**

**Accumulated Surplus (Deficit)**

Capital Reserve	1,358.00
Fund Balance Unrestricted	(131,139.34)
Investment in Capital	578,822.25
Retained Earnings	1,667,193.48
<b>Total Fund Balance</b>	<b><u>\$2,116,234.39</u></b>
<b>Total Liabilities and Equity</b>	<b><u>\$2,116,234.39</u></b>

**SVFR  
General Fund**

**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Fee for Service</b>			
Fire Service Agreements	601.67		0.00%
OR Dept of Forestry	0.00	500.00	0.00%
Three Rivers Casino	61,689.00	61,689.00	100.00%
<b>Total Fee for Service</b>	<b>\$62,290.67</b>	<b>\$62,189.00</b>	
<b>Other Income</b>			
Donations	0.00	500.00	0.00%
Interest	29,744.32	65,000.00	45.76%
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%
<b>Total Other Income</b>	<b>\$30,636.32</b>	<b>\$68,000.00</b>	
<b>Tax Income</b>			
Douglas County Tax Revenue	4,529.87	4,520.00	100.22%
Lane County Tax Revenue	3,291,403.57	3,280,667.00	100.33%
Prior Tax Years	29,274.72	35,000.00	83.64%
<b>Total Tax Income</b>	<b>\$3,325,208.16</b>	<b>\$3,320,187.00</b>	
<b>Revenue</b>	<b>\$3,418,135.15</b>	<b>\$3,450,376.00</b>	
<b>Gross Profit</b>	<b>\$3,418,135.15</b>	<b>\$3,450,376.00</b>	
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Administrative & Bank Fees	1,320.29	2,000.00	66.01%
Membership Dues	165.00		0.00%
<b>Total Administrative Expenses</b>	<b>\$1,485.29</b>	<b>\$2,000.00</b>	
<b>Capital Outlay</b>			
Furniture	0.00	5,000.00	0.00%
Technology/Computers	5,047.00	10,000.00	50.47%
<b>Total Capital Outlay</b>	<b>\$5,047.00</b>	<b>\$15,000.00</b>	
<b>Insurance</b>			
Property & Liability	52,026.00	62,274.00	83.54%
<b>Total Insurance</b>	<b>\$52,026.00</b>	<b>\$62,274.00</b>	
<b>Non Allocated</b>			
Operating Contingency	0.00	44,000.00	0.00%
PERS UAL	151,000.00	151,000.00	100.00%
Transfer Out	2,528,000.00	3,581,543.00	70.58%
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%
<b>Total Non Allocated</b>	<b>\$2,679,000.00</b>	<b>\$3,958,543.00</b>	
<b>Professional Services</b>			
Audit	15,350.00	16,000.00	95.94%
<b>Total Professional Services</b>	<b>\$15,350.00</b>	<b>\$16,000.00</b>	
<b>Expenses</b>	<b>\$2,752,908.29</b>	<b>\$4,053,817.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$665,226.86</b>	<b>(\$603,441.00)</b>	
<b>Net Change in Fund Balance</b>	<b>\$665,226.86</b>	<b>(\$603,441.00)</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	714,430.60		0.00%

**SVFR**  
**General Fund**  
**Statement of Revenue and Expenditures**

	<b>Current Period</b>	<b>Annual Budget</b>	<b>Jul 2025</b>
	<b>Jul 2025</b>	<b>Jul 2025</b>	<b>Jun 2026</b>
	<b>Mar 2026</b>	<b>Jun 2026</b>	<b>Percent of</b>
	<b>Actual</b>		<b>Budget</b>
Net Change in Fund Balance	665,226.86	(603,441.00)	0.00%
Ending Fund Balance	1,379,657.46		0.00%

*Report Options*

Fund: General Fund

Period: 7/1/2025 to 3/31/2026

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 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
Interest	1,333.40		0.00%
Sale of Assets	0.00	20,000.00	0.00%
<b>Total Other Income</b>	<b>\$1,333.40</b>	<b>\$20,000.00</b>	
<b>Transfers In</b>			
Transfers	0.00	50,000.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	
<b>Revenue</b>	<b>\$1,333.40</b>	<b>\$70,000.00</b>	
<b>Gross Profit</b>	<b>\$1,333.40</b>	<b>\$70,000.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$1,333.40</b>	<b>\$70,000.00</b>	
<b>Net Change in Fund Balance</b>	<b>\$1,333.40</b>	<b>\$70,000.00</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	50,000.00		0.00%
Net Change in Fund Balance	1,333.40	70,000.00	0.00%
Ending Fund Balance	51,333.40		0.00%

*Report Options*

Fund: Apparatus Fund

Period: 7/1/2025 to 3/31/2026

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 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
Interest	11,670.64	6,200.00	188.24%
<b>Total Other Income</b>	<b>\$11,670.64</b>	<b>\$6,200.00</b>	
<b>Transfers In</b>			
Transfers	0.00	50,000.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	
<b>Revenue</b>	<b>\$11,670.64</b>	<b>\$56,200.00</b>	
<b>Gross Profit</b>	<b>\$11,670.64</b>	<b>\$56,200.00</b>	
<b>Expenses</b>			
<b>Capital Outlay</b>			
Turnouts and SCBAs	499,999.94	550,000.00	90.91%
<b>Total Capital Outlay</b>	<b>\$499,999.94</b>	<b>\$550,000.00</b>	
<b>Expenses</b>	<b>\$499,999.94</b>	<b>\$550,000.00</b>	
<b>Revenue Less Expenditures</b>	<b>(\$488,329.30)</b>	<b>(\$493,800.00)</b>	
<b>Net Change in Fund Balance</b>	<b>(\$488,329.30)</b>	<b>(\$493,800.00)</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	559,098.45		0.00%
Net Change in Fund Balance	(488,329.30)	(493,800.00)	0.00%
Ending Fund Balance	70,769.15		0.00%

*Report Options*

Fund: Equipment Fund  
 Period: 7/1/2025 to 3/31/2026  
 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 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
Interest	13,305.58	5,000.00	266.11%
<b>Total Other Income</b>	<b>\$13,305.58</b>	<b>\$5,000.00</b>	
<b>Transfers In</b>			
Transfers	0.00	82,000.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$82,000.00</b>	
<b>Revenue</b>	<b>\$13,305.58</b>	<b>\$87,000.00</b>	
<b>Gross Profit</b>	<b>\$13,305.58</b>	<b>\$87,000.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$13,305.58</b>	<b>\$87,000.00</b>	
<b>Net Change in Fund Balance</b>	<b>\$13,305.58</b>	<b>\$87,000.00</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	601,168.80		0.00%
Net Change in Fund Balance	13,305.58	87,000.00	0.00%
Ending Fund Balance	614,474.38		0.00%

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

**Bank Register**

**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1001 Checking 1151</b>							
<b>Equipment Fund</b>							
		Beginning Balance			0.00	0.00	48.43
<b>Equipment Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48.43</b>
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	2,939.81
3/16/2026	28947	VC3, INC			0.00	5,047.00	(2,107.19)
3/16/2026	Transfer	Money Market 0832			5,000.00	0.00	2,892.81
<b>General Fund Totals</b>					<b>\$5,000.00</b>	<b>\$5,047.00</b>	<b>\$2,892.81</b>
<b>Property &amp; Facilities Fund</b>							
		Beginning Balance			0.00	0.00	36.78
<b>Property &amp; Facilities Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36.78</b>
<b>1001 Checking 1151 Totals</b>					<b>\$5,000.00</b>	<b>\$5,047.00</b>	<b>\$2,978.02</b>
<b>1005 Money Market 0832</b>							
<b>Apparatus Fund</b>							
		Beginning Balance			0.00	0.00	(511,701.55)
<b>Apparatus Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$511,701.55)</b>
<b>Equipment Fund</b>							
		Beginning Balance			0.00	0.00	511,701.55
<b>Equipment Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$511,701.55</b>
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	95,144.39
3/16/2026	Transfer	Money Market 0832			0.00	5,000.00	90,144.39
3/31/2026					28.43	0.00	90,172.82
<b>General Fund Totals</b>					<b>\$28.43</b>	<b>\$5,000.00</b>	<b>\$90,172.82</b>
<b>1005 Money Market 0832 Totals</b>					<b>\$28.43</b>	<b>\$5,000.00</b>	<b>\$90,172.82</b>
<b>1010 LGIP 6355</b>							
<b>Apparatus Fund</b>							
		Beginning Balance			0.00	0.00	461,825.28
3/31/2026					362.56	0.00	462,187.84
<b>Apparatus Fund Totals</b>					<b>\$362.56</b>	<b>\$0.00</b>	<b>\$462,187.84</b>

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

**Bank Register**

**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>Equipment Fund</b>							
		Beginning Balance			0.00	0.00	(458,432.95)
3/31/2026					2,840.12	0.00	(455,592.83)
<b>Equipment Fund Totals</b>					<b>\$2,840.12</b>	<b>\$0.00</b>	<b>(\$455,592.83)</b>
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	1,700,754.18
3/12/2026	Feb tax	Douglas County Treasury			121.65	0.00	1,700,875.83
3/12/2026	Feb Tax	Lane County Treasurer			81,942.05	0.00	1,782,817.88
3/27/2026	ACH	Western Lane Fire & EMS			0.00	351,000.00	1,431,817.88
<b>General Fund Totals</b>					<b>\$82,063.70</b>	<b>\$351,000.00</b>	<b>\$1,431,817.88</b>
<b>Property &amp; Facilities Fund</b>							
		Beginning Balance			0.00	0.00	3,008.29
3/31/2026					2,840.12	0.00	5,848.41
<b>Property &amp; Facilities Fund Totals</b>					<b>\$2,840.12</b>	<b>\$0.00</b>	<b>\$5,848.41</b>
<b>1010 LGIP 6355 Totals</b>					<b>\$88,106.50</b>	<b>\$351,000.00</b>	<b>\$1,444,261.30</b>
<b>1011 LGIP 6862 Capital</b>							
<b>Apparatus Fund</b>							
		Beginning Balance			0.00	0.00	50,730.50
3/31/2026					116.61	0.00	50,847.11
<b>Apparatus Fund Totals</b>					<b>\$116.61</b>	<b>\$0.00</b>	<b>\$50,847.11</b>
<b>Equipment Fund</b>							
		Beginning Balance			0.00	0.00	(35,554.58)
3/31/2026					166.58	0.00	(35,388.00)
<b>Equipment Fund Totals</b>					<b>\$166.58</b>	<b>\$0.00</b>	<b>(\$35,388.00)</b>
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	86,773.95
<b>General Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$86,773.95</b>

**SVFR**  
**Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund**  
**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>Property &amp; Facilities Fund</b>		Beginning Balance			0.00	0.00	475,206.59
3/31/2026					1,382.60	0.00	476,589.19
<b>Property &amp; Facilities Fund Totals</b>					<b>\$1,382.60</b>	<b>\$0.00</b>	<b>\$476,589.19</b>
<b>1011 LGIP 6862 Capital Totals</b>					<b>\$1,665.79</b>	<b>\$0.00</b>	<b>\$578,822.25</b>
<b>Report Totals</b>					<b>\$94,800.72</b>	<b>\$361,047.00</b>	<b>\$2,116,234.39</b>
<b>Records included in total = 27</b>							

*Report Options*  
Trans Date: 3/1/2026 to 3/31/2026  
Display Notation: No

**WLAD**

**Balance Sheet**

**For Period Ending 3/31/2026**

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**Book Value  
Mar 2026  
Actual**

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**Assets**

**Current Assets**

**Cash**

Checking 0046	25,137.66
LGIP 6353	1,407,057.40
LGIP 6861 Capital	398,514.50
LifeMed Account 9411	178,958.45
Money Market 9835	123,435.49

**Accounts Receivable**

Accounts Receivable	49,160.00
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**Other Receivables**

Patient Accts Receivable	(59,588.08)
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**Other Current Assets**

Allowance for Bad Debt	15,492.91
Allowance for Contractual Adj	23,239.35

**Total Current Assets** \$2,161,407.68

**Total Assets** \$2,161,407.68

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

MIH Deferred Revenue	50,000.00
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**Total Current Liabilities** \$50,000.00

**Total Liabilities** \$50,000.00

**Fund Balance**

**Accumulated Surplus (Deficit)**

Capital Reserve	398,514.50
Fund Balance Unrestricted	1,533,934.73
Investment in Capital	178,958.45

**Total Fund Balance** \$2,111,407.68

**Total Liabilities and Equity** \$2,161,407.68

**WLAD**  
**General Fund**

**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Ambulance Income</b>			
Allowance for Contract Adjust	(20,855.82)	10,000.00	(208.56%)
Collection Agency	2,563.82	3,000.00	85.46%
GEMT CCO Program	111,633.86	80,000.00	139.54%
Medicaid	188,514.93	200,000.00	94.26%
Medicare	1,169,409.27	1,500,000.00	77.96%
Private Insurance	409,145.25	500,000.00	81.83%
Private Pay	79,216.58	200,000.00	39.61%
<b>Total Ambulance Income</b>	<b>\$1,939,627.89</b>	<b>\$2,493,000.00</b>	
<b>Fee for Service</b>			
Three Rivers Casino	30,792.00	30,792.00	100.00%
<b>Total Fee for Service</b>	<b>\$30,792.00</b>	<b>\$30,792.00</b>	
<b>Grant Income</b>			
Grant Income	0.00	2,000.00	0.00%
Grant Income - MIH	0.00	50,000.00	0.00%
<b>Total Grant Income</b>	<b>\$0.00</b>	<b>\$52,000.00</b>	
<b>Other Income</b>			
Interest	50,987.74	55,000.00	92.70%
Reimbursements and Refunds	6,343.85	500.00	1,268.77%
<b>Total Other Income</b>	<b>\$57,331.59</b>	<b>\$55,500.00</b>	
<b>Tax Income</b>			
Lane County Operation Levy	1,131,430.75	1,127,856.00	100.32%
Lane County Tax Revenue	788,587.21	811,104.00	97.22%
Prior Tax Years	17,115.80	20,000.00	85.58%
<b>Total Tax Income</b>	<b>\$1,937,133.76</b>	<b>\$1,958,960.00</b>	
<b>Transfers In</b>			
Transfers	0.00	115,000.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$115,000.00</b>	
<b>Revenue</b>	<b>\$3,964,885.24</b>	<b>\$4,705,252.00</b>	
<b>Gross Profit</b>	<b>\$3,964,885.24</b>	<b>\$4,705,252.00</b>	
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Administrative & Bank Fees	381.12	2,500.00	15.24%
Membership Dues	165.00		0.00%
Refunds	4,282.04	10,000.00	42.82%
<b>Total Administrative Expenses</b>	<b>\$4,828.16</b>	<b>\$12,500.00</b>	
<b>Capital Outlay</b>			
Building Improvements	0.00	50,000.00	0.00%
Equipment	13,022.00	20,000.00	65.11%
Technology/Computers	4,995.00	5,000.00	99.90%
<b>Total Capital Outlay</b>	<b>\$18,017.00</b>	<b>\$75,000.00</b>	
<b>Insurance</b>			
Property & Liability	29,605.00	37,800.00	78.32%
<b>Total Insurance</b>	<b>\$29,605.00</b>	<b>\$37,800.00</b>	
<b>Non Allocated</b>			
Operating Contingency	0.00	49,000.00	0.00%
Transfer Out	3,121,000.00	4,615,764.00	67.62%

**WLAD**  
**General Fund**

**Statement of Revenue and Expenditures**

	<b>Current Period</b>	<b>Annual Budget</b>	<b>Jul 2025</b>
	<b>Jul 2025</b>	<b>Jul 2025</b>	<b>Jun 2026</b>
	<b>Mar 2026</b>	<b>Jun 2026</b>	<b>Percent of</b>
	<b>Actual</b>		<b>Budget</b>
Transfer to Apparatus Fund	0.00	333,894.00	0.00%
Transfer to Building Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	10,000.00	0.00%
<b>Total Non Allocated</b>	<b>\$3,121,000.00</b>	<b>\$5,058,658.00</b>	
<b>Operational Supplies</b>			
Operational Supplies	1,041.85	2,000.00	52.09%
<b>Total Operational Supplies</b>	<b>\$1,041.85</b>	<b>\$2,000.00</b>	
<b>Payroll Taxes &amp; Benefits</b>			
PERS	116.84	1,000.00	11.68%
<b>Total Payroll Taxes &amp; Benefits</b>	<b>\$116.84</b>	<b>\$1,000.00</b>	
<b>Professional Services</b>			
Audit	10,850.00	14,000.00	77.50%
GEMT Admin & Consulting Fees	29,180.56	50,000.00	58.36%
<b>Total Professional Services</b>	<b>\$40,030.56</b>	<b>\$64,000.00</b>	
<b>Expenses</b>	<b>\$3,214,639.41</b>	<b>\$5,250,958.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$750,245.83</b>	<b>(\$545,706.00)</b>	
<b>Net Change in Fund Balance</b>	<b>\$750,245.83</b>	<b>(\$545,706.00)</b>	

**Fund Balances**

Beginning Fund Balance	1,092,828.90		0.00%
Net Change in Fund Balance	750,245.83	(545,706.00)	0.00%
Ending Fund Balance	1,842,674.73		0.00%

*Report Options*

Fund: General Fund

Period: 7/1/2025 to 3/31/2026

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

**WLAD**  
**Apparatus Fund**  
**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
Interest	2,559.12	500.00	511.82%
<b>Total Other Income</b>	<b>\$2,559.12</b>	<b>\$500.00</b>	
<b>Transfers In</b>			
Transfers	239,847.00	23,894.00	1,003.80%
<b>Total Transfers In</b>	<b>\$239,847.00</b>	<b>\$23,894.00</b>	
<b>Revenue</b>	<b>\$242,406.12</b>	<b>\$24,394.00</b>	
<b>Gross Profit</b>	<b>\$242,406.12</b>	<b>\$24,394.00</b>	
<b>Expenses</b>			
<b>Capital Outlay</b>			
Apparatus/Vehicles	211,280.56	250,000.00	84.51%
<b>Total Capital Outlay</b>	<b>\$211,280.56</b>	<b>\$250,000.00</b>	
<b>Expenses</b>	<b>\$211,280.56</b>	<b>\$250,000.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$31,125.56</b>	<b>(\$225,606.00)</b>	
<b>Net Change in Fund Balance</b>	<b>\$31,125.56</b>	<b>(\$225,606.00)</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	0.00		0.00%
Net Change in Fund Balance	31,125.56	(225,606.00)	0.00%
Ending Fund Balance	31,125.56		0.00%

**WLAD**  
**Building Fund**  
**Statement of Revenue and Expenditures**

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	<b>Current Period</b>	<b>Annual Budget</b>	<b>Jul 2025</b>
	<b>Jul 2025</b>	<b>Jul 2025</b>	<b>Jun 2026</b>
	<b>Mar 2026</b>	<b>Jun 2026</b>	<b>Percent of</b>
	<b>Actual</b>		<b>Budget</b>

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**Fund Balances**

Beginning Fund Balance	0.00		0.00%
Net Change in Fund Balance	0.00		0.00%
Ending Fund Balance	0.00		0.00%

**WLAD**  
**Equipment Fund**  
**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
Interest	1,090.40	500.00	218.08%
<b>Total Other Income</b>	<b>\$1,090.40</b>	<b>\$500.00</b>	
<b>Transfers In</b>			
Transfers	0.00	10,000.00	0.00%
<b>Total Transfers In</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	
<b>Revenue</b>	<b>\$1,090.40</b>	<b>\$10,500.00</b>	
<b>Gross Profit</b>	<b>\$1,090.40</b>	<b>\$10,500.00</b>	
<b>Expenses</b>			
<b>Non Allocated</b>			
Transfer Out	239,847.00		0.00%
<b>Total Non Allocated</b>	<b>\$239,847.00</b>		
<b>Expenses</b>	<b>\$239,847.00</b>		
<b>Revenue Less Expenditures</b>	<b>(\$238,756.60)</b>	<b>\$10,500.00</b>	
<b>Net Change in Fund Balance</b>	<b>(\$238,756.60)</b>	<b>\$10,500.00</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	296,145.54		0.00%
Net Change in Fund Balance	(238,756.60)	10,500.00	0.00%
Ending Fund Balance	57,388.94		0.00%

**WLAD**  
**LifeMed Fund**

**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Other Income</b>			
CPR Classes	15,260.00	25,000.00	61.04%
Interest	38.85	25.00	155.40%
LifeMed Subscription	36,399.00	105,000.00	34.67%
<b>Total Other Income</b>	<b>\$51,697.85</b>	<b>\$130,025.00</b>	
<b>Revenue</b>	<b>\$51,697.85</b>	<b>\$130,025.00</b>	
<b>Gross Profit</b>	<b>\$51,697.85</b>	<b>\$130,025.00</b>	
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Administrative & Bank Fees	2,473.89	3,000.00	82.46%
Advertising	3,100.00	7,000.00	44.29%
Membership Dues	0.00	500.00	0.00%
Office Supplies	85.00	5,000.00	1.70%
Refunds	65.00	300.00	21.67%
Shipping/Postage	366.00	4,000.00	9.15%
Training & Conferences	0.00	5,000.00	0.00%
<b>Total Administrative Expenses</b>	<b>\$6,089.89</b>	<b>\$24,800.00</b>	
<b>Operations - Training</b>			
Training Equip & Supplies	5,884.90	5,000.00	117.70%
<b>Total Operations - Training</b>	<b>\$5,884.90</b>	<b>\$5,000.00</b>	
<b>Expenses</b>	<b>\$11,974.79</b>	<b>\$29,800.00</b>	
<b>Revenue Less Expenditures</b>	<b>\$39,723.06</b>	<b>\$100,225.00</b>	
<b>Net Change in Fund Balance</b>	<b>\$39,723.06</b>	<b>\$100,225.00</b>	
<b>Fund Balances</b>			
Beginning Fund Balance	140,495.39		0.00%
Net Change in Fund Balance	39,723.06	100,225.00	0.00%
Ending Fund Balance	180,218.45		0.00%

*Report Options*

Fund: LifeMed Fund

Period: 7/1/2025 to 3/31/2026

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

**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1001 Checking 0046</b>							
<b>Apparatus Fund</b>							
		Beginning Balance			0.00	0.00	(211,266.72)
		<b>Apparatus Fund Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$211,266.72)</b>
<b>Equipment Fund</b>							
		Beginning Balance			0.00	0.00	1.54
		<b>Equipment Fund Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1.54</b>
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	325,984.51
3/6/2026	001160	Systems Design			487.45	0.00	326,471.96
3/13/2026	001172	Systems Design			1,797.64	0.00	328,269.60
3/16/2026	001199	Systems Design			6,377.53	0.00	334,647.13
3/17/2026	001218	Systems Design			723.21	0.00	335,370.34
3/17/2026	21208	VC3			0.00	5,002.00	330,368.34
3/18/2026	001200	Systems Design			5,362.68	0.00	335,731.02
3/24/2026	001191	State of Oregon - Judicial	3/24/2026	000042	7.47	0.00	335,738.49
3/25/2026	001233	Systems Design			118.56	0.00	335,857.05
3/25/2026	001232	Systems Design			484.61	0.00	336,341.66
3/27/2026	ACH	LGIP			0.00	100,000.00	236,341.66
3/31/2026					86.18	0.00	236,427.84
3/31/2026					0.00	25.00	236,402.84
		<b>General Fund Totals</b>			<b>\$15,445.33</b>	<b>\$105,027.00</b>	<b>\$236,402.84</b>
		<b>1001 Checking 0046 Totals</b>			<b>\$15,445.33</b>	<b>\$105,027.00</b>	<b>\$25,137.66</b>
<b>1005 Money Market 9835</b>							
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	292,295.29
3/2/2026	001118	Systems Design			3,731.84	0.00	296,027.13
3/2/2026	001187	Systems Design			48.52	0.00	296,075.65
3/2/2026	001128	Systems Design			8,441.88	0.00	304,517.53
3/2/2026	001129	Systems Design			732.04	0.00	305,249.57
3/2/2026	001127	Systems Design			382.06	0.00	305,631.63
3/2/2026	001120	Systems Design			272.29	0.00	305,903.92
3/2/2026	001108	Systems Design			120.60	0.00	306,024.52
3/3/2026	001187	Systems Design			799.26	0.00	306,823.78
3/3/2026	001135	Systems Design			33.75	0.00	306,857.53
3/3/2026	001134	Systems Design			128.52	0.00	306,986.05

**Bank Register**  
**3/1/2026 to 3/31/2026**

<b>Transaction Date</b>	<b>Transaction Number</b>	<b>Name / Description</b>	<b>Deposit Date</b>	<b>Deposit Number</b>	<b>Receipts &amp; Credits</b>	<b>Checks &amp; Payments</b>	<b>Balance</b>
3/3/2026	001133	Systems Design			3,400.36	0.00	310,386.41
3/3/2026	001132	Systems Design			457.14	0.00	310,843.55
3/3/2026	001131	Systems Design			512.06	0.00	311,355.61
3/4/2026	001187	Systems Design			1,347.38	0.00	312,702.99
3/4/2026	001143	Systems Design			2,515.58	0.00	315,218.57
3/4/2026	001141	Systems Design			731.14	0.00	315,949.71
3/5/2026	001140	Systems Design			289.82	0.00	316,239.53
3/5/2026	001139	Systems Design			6,315.92	0.00	322,555.45
3/5/2026	001187	Systems Design			6,698.18	0.00	329,253.63
3/5/2026	001145	Systems Design			232.41	0.00	329,486.04
3/5/2026	001142	Systems Design			1,024.47	0.00	330,510.51
3/5/2026	001136	Systems Design			3,005.36	0.00	333,515.87
3/5/2026	001130	Systems Design			92.42	0.00	333,608.29
3/6/2026	001187	Systems Design			145.57	0.00	333,753.86
3/6/2026	001153	Systems Design			3,831.20	0.00	337,585.06
3/9/2026	001137	Systems Design			5,025.58	0.00	342,610.64
3/9/2026	001187	Systems Design			169.84	0.00	342,780.48
3/9/2026	001148	Systems Design			622.84	0.00	343,403.32
3/9/2026	001144	Systems Design			711.53	0.00	344,114.85
3/9/2026	001138	Systems Design			138.70	0.00	344,253.55
3/10/2026	001149	Systems Design			4,231.43	0.00	348,484.98
3/10/2026	001147	Systems Design			1,096.81	0.00	349,581.79
3/10/2026	001146	Systems Design			133.25	0.00	349,715.04
3/11/2026	001187	Systems Design			367.20	0.00	350,082.24
3/11/2026	001162	Systems Design			3,047.87	0.00	353,130.11
3/11/2026	001161	Systems Design			181.06	0.00	353,311.17
3/11/2026	001152	Systems Design			813.11	0.00	354,124.28
3/12/2026	001187	Systems Design			3,403.55	0.00	357,527.83
3/12/2026	001187	Systems Design			2,319.94	0.00	359,847.77
3/12/2026	001167	Systems Design			883.75	0.00	360,731.52
3/12/2026	001166	Systems Design			297.39	0.00	361,028.91
3/12/2026	001165	Systems Design			75.22	0.00	361,104.13
3/12/2026	001163	Systems Design			4,550.17	0.00	365,654.30
3/12/2026	001151	Systems Design			5,605.96	0.00	371,260.26
3/12/2026	001150	Systems Design			213.91	0.00	371,474.17
3/13/2026	001187	Systems Design			1,650.58	0.00	373,124.75
3/13/2026	001187	Systems Design			443.25	0.00	373,568.00
3/13/2026	001156	Systems Design			912.26	0.00	374,480.26

**Bank Register**  
**3/1/2026 to 3/31/2026**

<b>Transaction Date</b>	<b>Transaction Number</b>	<b>Name / Description</b>	<b>Deposit Date</b>	<b>Deposit Number</b>	<b>Receipts &amp; Credits</b>	<b>Checks &amp; Payments</b>	<b>Balance</b>
3/15/2026	001157	Systems Design			804.76	0.00	375,285.02
3/16/2026	001187	Systems Design			95.91	0.00	375,380.93
3/16/2026	001164	Systems Design			456.05	0.00	375,836.98
3/16/2026	001159	Systems Design			88.60	0.00	375,925.58
3/16/2026	40033	Kay Allen			0.00	20.58	375,905.00
3/16/2026	40032	IAC			0.00	113.92	375,791.08
3/16/2026	40031	Gloria Rogers			0.00	125.00	375,666.08
3/16/2026	40030	Donna Lynn Kuschnick			0.00	100.00	375,566.08
3/16/2026	40029	Cotiviti			0.00	1,680.36	373,885.72
3/17/2026	001170	Systems Design			376.77	0.00	374,262.49
3/17/2026	001169	Systems Design			361.29	0.00	374,623.78
3/18/2026	001217	Systems Design			956.26	0.00	375,580.04
3/18/2026	001187	Systems Design			97.05	0.00	375,677.09
3/18/2026	001158	Systems Design			977.49	0.00	376,654.58
3/18/2026	001155	Systems Design			1,426.54	0.00	378,081.12
3/18/2026	GEMT CCO	AllCare			1,684.00	0.00	379,765.12
3/19/2026	001198	Systems Design			5,792.09	0.00	385,557.21
3/19/2026	001196	Systems Design			197.47	0.00	385,754.68
3/19/2026	001187	Systems Design			11,376.32	0.00	397,131.00
3/19/2026	001171	Systems Design			10,443.22	0.00	407,574.22
3/19/2026	001168	Systems Design			116.62	0.00	407,690.84
3/20/2026	001197	Systems Design			11,816.23	0.00	419,507.07
3/20/2026	001188	Systems Design			734.88	0.00	420,241.95
3/20/2026	GEMT CCO	Centene			842.00	0.00	421,083.95
3/20/2026	GEMT CCO	Advanced Health			4,210.00	0.00	425,293.95
3/20/2026	GEMT CCO	Columbia Pacific			888.00	0.00	426,181.95
3/20/2026	GEMT CCO	Centene			36,850.00	0.00	463,031.95
3/23/2026	001195	Systems Design			727.09	0.00	463,759.04
3/24/2026	001229	Systems Design			388.19	0.00	464,147.23
3/24/2026	001203	Systems Design			142.20	0.00	464,289.43
3/24/2026	001194	Systems Design			291.36	0.00	464,580.79
3/24/2026	001193	Systems Design			4,950.10	0.00	469,530.89
3/24/2026	001192	Systems Design			555.67	0.00	470,086.56
3/25/2026	001219	Systems Design			48.52	0.00	470,135.08
3/25/2026	001215	Systems Design			378.93	0.00	470,514.01
3/25/2026	001214	Systems Design			261.85	0.00	470,775.86
3/25/2026	001212	Systems Design			569.23	0.00	471,345.09
3/25/2026	001210	Systems Design			12,282.05	0.00	483,627.14

**Apparatus Fund, Building Fund, Equipment Fund, General Fund, LifeMed Fund**

**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
3/26/2026	001231	Systems Design			281.44	0.00	483,908.58
3/26/2026	001221	Systems Design			724.55	0.00	484,633.13
3/26/2026	001211	Systems Design			1,707.14	0.00	486,340.27
3/26/2026	001209	Systems Design			5,116.33	0.00	491,456.60
3/26/2026	001208	Systems Design			57.80	0.00	491,514.40
3/26/2026	001207	Systems Design			583.24	0.00	492,097.64
3/26/2026	001202	Systems Design			11,777.75	0.00	503,875.39
3/27/2026	001230	Systems Design			106.74	0.00	503,982.13
3/27/2026	001222	Systems Design			647.66	0.00	504,629.79
3/27/2026	GEMT CCO	PACIFIC SOURCE GEMT			842.00	0.00	505,471.79
3/27/2026	GEMT CCO	PACIFIC SOURCE GEMT			59,906.00	0.00	565,377.79
3/27/2026	001206	Systems Design			64.31	0.00	565,442.10
3/27/2026	ACH	LGIP			0.00	450,000.00	115,442.10
3/30/2026	001229	Systems Design			485.25	0.00	115,927.35
3/30/2026	001228	Systems Design			1,500.50	0.00	117,427.85
3/30/2026	001224	Systems Design			592.40	0.00	118,020.25
3/30/2026	001220	Systems Design			3,528.63	0.00	121,548.88
3/30/2026	001213	Systems Design			653.92	0.00	122,202.80
3/31/2026	001234	Systems Design			200.47	0.00	122,403.27
3/31/2026					276.53	0.00	122,679.80
3/31/2026	001226	Systems Design			477.46	0.00	123,157.26
3/31/2026	001225	Systems Design			144.91	0.00	123,302.17
3/31/2026	001223	Systems Design			133.32	0.00	123,435.49
<b>General Fund Totals</b>					<b>\$283,180.06</b>	<b>\$452,039.86</b>	<b>\$123,435.49</b>
<b>1005 Money Market 9835 Totals</b>					<b>\$283,180.06</b>	<b>\$452,039.86</b>	<b>\$123,435.49</b>

**1010 LGIP 6353**

**Apparatus Fund**

		Beginning Balance			0.00	0.00	(142,451.60)
3/24/2026	001245	LGIP			0.00	198,734.82	(341,186.42)
<b>Apparatus Fund Totals</b>					<b>\$0.00</b>	<b>\$198,734.82</b>	<b>(\$341,186.42)</b>

**Equipment Fund**

		Beginning Balance			0.00	0.00	142,451.60
<b>Equipment Fund Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$142,451.60</b>

**General Fund**

		Beginning Balance			0.00	0.00	1,518,030.96
3/12/2026	Feb tax	Lane County Treasurer			47,711.69	0.00	1,565,742.65
3/26/2026	ACH	Western Lane Fire & EMS			0.00	515,000.00	1,050,742.65

**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
3/27/2026	ACH	LGIP			100,000.00	0.00	1,150,742.65
3/27/2026	ACH	LGIP			450,000.00	0.00	1,600,742.65
3/31/2026					5,049.57	0.00	1,605,792.22
<b>General Fund Totals</b>					<b>\$602,761.26</b>	<b>\$515,000.00</b>	<b>\$1,605,792.22</b>
<b>1010 LGIP 6353 Totals</b>					<b>\$602,761.26</b>	<b>\$713,734.82</b>	<b>\$1,407,057.40</b>

**1011 LGIP 6861 Capital**

**Apparatus Fund**

		Beginning Balance			0.00	0.00	384,078.90
3/24/2026	001245	LGIP			198,734.82	0.00	582,813.72
3/31/2026					764.98	0.00	583,578.70
<b>Apparatus Fund Totals</b>					<b>\$199,499.80</b>	<b>\$0.00</b>	<b>\$583,578.70</b>

**Equipment Fund**

		Beginning Balance			0.00	0.00	(185,149.20)
3/31/2026					85.00	0.00	(185,064.20)
<b>Equipment Fund Totals</b>					<b>\$85.00</b>	<b>\$0.00</b>	<b>(\$185,064.20)</b>
<b>1011 LGIP 6861 Capital Totals</b>					<b>\$199,584.80</b>	<b>\$0.00</b>	<b>\$398,514.50</b>

**1030 LifeMed Account 9411**

**LifeMed Fund**

		Beginning Balance			0.00	0.00	175,557.68
3/1/2026	CC #662	LifeMed Membership			65.00	0.00	175,622.68
3/2/2026	CPR #664	CPR class			2,400.00	0.00	178,022.68
3/2/2026	CPR #665	CPR class			300.00	0.00	178,322.68
3/2/2026	cc #663	LifeMed Membership			65.00	0.00	178,387.68
3/16/2026	CPR 3-14	CPR class	3/16/2026	LM/CPR	180.00	0.00	178,567.68
3/16/2026	CPR 2-14	Spruce Point	3/16/2026	LM/CPR	120.00	0.00	178,687.68
3/16/2026	LM chk	LifeMed Membership	3/16/2026	LM/CPR	65.00	0.00	178,752.68
3/20/2026	CPR CC#666	CPR class			300.00	0.00	179,052.68
3/27/2026	CPR 3/14	Oregon Home Care			60.00	0.00	179,112.68
3/31/2026					4.69	0.00	179,117.37

**Bank Register**  
**3/1/2026 to 3/31/2026**

<b>Transaction Date</b>	<b>Transaction Number</b>	<b>Name / Description</b>	<b>Deposit Date</b>	<b>Deposit Number</b>	<b>Receipts &amp; Credits</b>	<b>Checks &amp; Payments</b>	<b>Balance</b>
3/31/2026					0.00	158.92	178,958.45
				<b>LifeMed Fund Totals</b>	<b>\$3,559.69</b>	<b>\$158.92</b>	<b>\$178,958.45</b>
				<b>1030 LifeMed Account 9411 Totals</b>	<b>\$3,559.69</b>	<b>\$158.92</b>	<b>\$178,958.45</b>
				<b>Report Totals</b>	<b>\$1,104,531.14</b>	<b>\$1,270,960.60</b>	<b>\$2,133,103.50</b>
				<b>Records included in total = 151</b>			

*Report Options*

Trans Date: 3/1/2026 to 3/31/2026

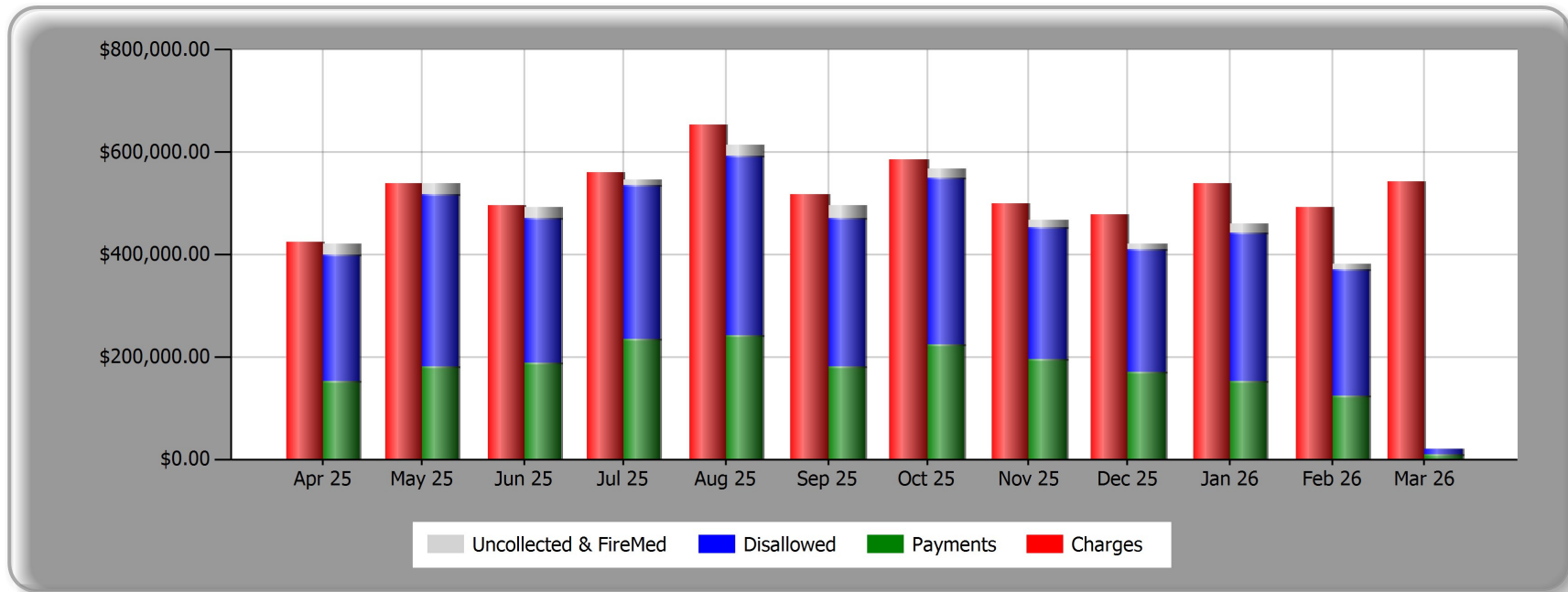
Display Notation: No

**Western Lane Ambulance District  
ANNUAL COLLECTION STATISTICS**

Company	Western Lane Ambulance District
Date Of Service	4/1/2025
Date Of Service	3/31/2026
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Apr 25	211	424,496.76	-152,046.82	36 %	-10,739.51	3 %	-247,919.88	58 %	-11,785.57	3 %	2,004.98	0 %
May 25	284	538,613.28	-182,602.62	34 %	-9,998.06	2 %	-336,301.16	62 %	-9,303.99	2 %	407.45	0 %
Jun 25	243	497,699.44	-188,964.79	38 %	-8,150.15	2 %	-281,805.06	57 %	-14,785.85	3 %	3,993.59	1 %
Jul 25	261	559,029.44	-233,869.65	42 %	-4,076.61	1 %	-300,398.38	54 %	-6,660.22	1 %	14,024.58	3 %
Aug 25	317	653,022.00	-241,026.89	37 %	-5,602.18	1 %	-350,126.10	54 %	-18,265.65	3 %	38,001.18	6 %
Sep 25	261	518,902.07	-179,851.64	35 %	-7,805.00	2 %	-291,233.23	56 %	-17,447.74	3 %	22,564.46	4 %
Oct 25	301	586,186.88	-222,828.55	38 %	-5,558.54	1 %	-327,164.93	56 %	-10,913.05	2 %	19,721.81	3 %
Nov 25	257	499,311.20	-196,676.44	39 %	-7,658.00	2 %	-257,333.73	52 %	-5,231.46	1 %	32,411.57	6 %
Dec 25	248	479,188.24	-169,127.41	35 %	-6,175.42	1 %	-242,271.56	51 %	-1,897.08	0 %	59,716.77	12 %
Jan 26	282	539,831.04	-151,751.37	28 %	-10,244.76	2 %	-288,945.36	54 %	-7,419.08	1 %	81,470.47	15 %
Feb 26	247	490,989.04	-123,217.49	25 %	-7,077.61	1 %	-249,095.73	51 %	-580.00	0 %	111,018.21	23 %
Mar 26	268	543,035.04	-7,371.93	1 %	0.00	0 %	-14,016.71	3 %	0.00	0 %	521,646.40	96 %
		<b>3,180</b>	<b>6,330,304.43</b>	<b>-2,049,335.60</b>		<b>-83,085.84</b>	<b>-3,186,611.83</b>		<b>-104,289.69</b>		<b>906,981.47</b>	

**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	3/1/2026
Transaction Date	3/31/2026

<b>Balance Forward</b>	<b>1,136,402.77</b>
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<b>Charges by Level of Service</b>	<b>543,035.04</b>
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
FEB26				0.00				0.00
JAN26							0.00	0.00
JUN25				0.00				0.00
MAR26	172,644.00	31,119.68	16,298.16	172,015.28	85,421.84	65,086.08	450.00	543,035.04
NOV25	0.00			0.00				0.00
<b>Total</b>	<b>172,644.00</b>	<b>31,119.68</b>	<b>16,298.16</b>	<b>172,015.28</b>	<b>85,421.84</b>	<b>65,086.08</b>	<b>450.00</b>	<b>543,035.04</b>

<b>Payments - ALL</b>	<b>-190,292.02</b>
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**Payments - EFT**

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
3/1/2026	Pacific Source MedAdvantage	26060B1000022623	-6,315.92
3/1/2026	XO Pacific Source Community Solutions	26060B1000098341	-289.82
3/2/2026	BCBS OR Blue Card MedAdv	0156191417	-3,731.84
3/2/2026	XO Regence Federal	0340143085	-120.60
3/2/2026	Intercommunity Health Network	42044131	-732.04
3/2/2026	XO UMR	CO21320123235766	-382.06
3/2/2026	UHC West/Secure Horizons	U8625864	-272.29
3/3/2026	XO AARP Medicare Supplemental	11402605790	-128.52
3/3/2026	XO Tricare for Life	2521374179	-512.06
3/3/2026	Oregon Medicaid	600418736	-33.75
3/3/2026	Medicare B Oregon	896234693	-457.14
3/3/2026	UHC West/Secure Horizons	U8694796	-3,400.36
3/4/2026	XO Tricare for Life	2521408669	-731.14
3/4/2026	UHC West/Secure Horizons	U8764115	-2,515.58
3/5/2026	Trillium Community Health Plan	0900294506	-1,024.47
3/5/2026	XO AARP Medicare Supplemental	11404182401	-232.41

**Western Lane Ambulance District  
MONTH END SUMMARY**

3/5/2026	XO Aetna	826061000082175	-92.42
3/5/2026	UHC West/Secure Horizons	U8834085	-3,005.36
3/6/2026	VA Regional Payment Center	1439362	-487.45
3/6/2026	Atrio Health MedAdv	90024376	-3,831.20
3/8/2026	Pacific Source MedAdvantage	26067B1000021835	-883.75
3/8/2026	Pacific Source Community Solutions	26067B1000098569	-75.22
3/9/2026	BCBS OR Blue Card MedAdv	0156201726	-5,025.58
3/9/2026	XO AARP Medicare Supplemental	11405541408	-138.70
3/9/2026	Intercommunity Health Network	42179352	-622.84
3/9/2026	UHC West/Secure Horizons	V0063401	-711.53
3/10/2026	XO AARP Medicare Supplemental	11406414892	-133.25
3/10/2026	Medicare B Oregon	896254391	-4,231.43
3/10/2026	UHC West/Secure Horizons	V0134156	-1,096.81
3/11/2026	XO Deseret Mutual		0.00
3/11/2026	Trillium MedAdvantage	0900062173	-3,047.87
3/11/2026	Health Net Med Advantage	0900443425	-181.06
3/11/2026	UHC West/Secure Horizons	V0203360	-813.11
3/12/2026	Trillium Community Health Plan	0900295768	-4,550.17
3/12/2026	Aetna	826068000197699	-213.91
3/12/2026	Aetna	826068000197701	-5,605.96
3/12/2026	UHC West/Secure Horizons	V0270015	-297.39
3/13/2026	VA Regional Payment Center	2649494	-1,797.64
3/13/2026	Peace Health Hospice	82535	-450.00
3/13/2026	Atrio Health MedAdv	90024755	-912.26
3/15/2026	Pacific Source Health Plan	26074B1000210308	-197.47
3/15/2026	OPTUM Care MedAdvantage	3459147006	-804.76
3/16/2026	BCBS OR Blue Card MedAdv	0156212600	-88.60
3/16/2026	VA Regional Payment Center	2920643	-6,377.53
3/16/2026	Medicare B Oregon	896270512	-456.05
3/17/2026	ChampVA Office of Comm Care	03161018	-723.21
3/17/2026	Oregon Medicaid	600423410	-376.77
3/17/2026	Medicare B Oregon	896274401	-361.29
3/18/2026	Health Net Med Advantage	0900380501	-977.49
3/18/2026	Health Net Med Advantage	0900444512	-1,426.54

**Western Lane Ambulance District  
MONTH END SUMMARY**

3/18/2026	VA Regional Payment Center	3446530	-5,362.68
3/18/2026	Medicare B Oregon	896278355	-956.26
3/19/2026	Trillium Community Health Plan	0900297022	-5,792.09
3/19/2026	XO AARP Medicare Supplemental	11411466327	-116.62
3/19/2026	Medicare B Oregon	896282147	-10,443.22
3/20/2026	Humana Gold Plus	006210211	0.00
3/20/2026	Medicare B Oregon	896285999	-11,816.23
3/20/2026	Atrio Health MedAdv	90024970	-142.20
3/22/2026	Pacific Source MedAdvantage	26081B1000020812	-1,707.14
3/23/2026	BCBS OR Blue Card MedAdv	0156223385	-727.09
3/24/2026	Cigna	26082B1000023694	0.00
3/24/2026	Oregon Medicaid	600425637	-291.36
3/24/2026	Medicare B Oregon	896294287	-4,950.10
3/24/2026	UHC West/Secure Horizons	V0745531	-555.67
3/25/2026	XO ChampVA Office of Comm Care	04627282	-484.61
3/25/2026	XO ChampVA Office of Comm Care	04627283	-118.56
3/25/2026	XO Tricare for Life	2521965324	-261.85
3/25/2026	XO Tricare for Life	2521987653	-378.93
3/25/2026	Railroad Medicare	822098516	-569.23
3/25/2026	Medicare B Oregon	896298331	-12,282.05
3/26/2026	XO Trillium Community Health Plan	0900298305	-724.55
3/26/2026	XO AARP Medicare Supplemental	11414836217	-583.24
3/26/2026	XO Aetna	826082000277687	-57.80
3/26/2026	Medicare B Oregon	896302436	-5,116.33
3/27/2026	XO AARP Medicare Supplemental	11415535068	-64.31
3/27/2026	XO MODA	26086B1000036654	-647.66
3/29/2026	Pacific Source MedAdvantage	26088B1000020357	-2,918.55
3/29/2026	Pacific Source Community Solutions	26088B1000103752	-395.74
3/30/2026	BCBS OR Blue Card MedAdv	0156238308	-3,528.63
3/30/2026	XO Regence Federal Oregon	0340152625	-653.92
3/30/2026	Intercommunity Health Network	42586077	-592.40
3/30/2026	UHC West/Secure Horizons	V1004261	-1,500.50
3/31/2026	IAC Individual Assurance Company		0.00
3/31/2026	XO Tricare for Life	2522081469	-477.46

**Western Lane Ambulance District  
MONTH END SUMMARY**

3/31/2026	XO Tricare for Life	2522118158	-133.32
3/31/2026	Oregon Medicaid	600427836	-144.91
3/31/2026	Jackson Care Connect	PY03601133	0.00
3/31/2026	XO Trillium Community Health Plan	X700522451	0.00
<b>EFT TOTAL</b>			<b>-145,369.83</b>

**Payments - Credit Card** *(VISA, MC, AMX, Disc)*

<u>Trans Date</u>	<u>Amount</u>
3/1/2026	-25.00
3/2/2026	-1,213.34
3/4/2026	-150.00
3/5/2026	-175.00
3/9/2026	-378.36
3/10/2026	-2,390.46
3/11/2026	-1,700.75
3/12/2026	-98.83
3/15/2026	-100.00
3/18/2026	-757.22
3/19/2026	-50.00
3/20/2026	-350.00
3/23/2026	-50.00
3/24/2026	-290.00
3/25/2026	-110.00
3/26/2026	-500.00
3/28/2026	-100.00
3/30/2026	-502.16
3/31/2026	-500.00
<b>CREDIT CARD TOTAL</b>	<b>-9,441.12</b>

**Payments - Bank Deposit** *(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
3/3/2026	-6,698.18
3/10/2026	-3,403.55
3/17/2026	-11,376.32

**Western Lane Ambulance District  
MONTH END SUMMARY**

3/24/2026	-11,777.75
3/31/2026	-4,265.13

<b>BANK DEPOSIT TOTAL</b>	<b>-37,520.93</b>
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**Payments - Refunds/Refund Reversals**

Date	Ref Ins	Ref Prv	Total
3/4/2026	1,794.28	245.58	2,039.86
<b>Total</b>	<b>1,794.28</b>	<b>245.58</b>	<b>2,039.86</b>

**Payments by Level of Service**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
3/1/2026	-4,758.03			-1,557.89	-314.82			-6,630.74
3/2/2026	-3,957.94			-1,065.95	-928.28	-500.00		-6,452.17
3/3/2026	-5,702.81	-1,585.59		-2,077.12	-1,485.75	-378.74		-11,230.01
3/4/2026	332.18		-50.00	-293.10	-97.45	-1,248.49		-1,356.86
3/5/2026	-1,296.49	0.00		-2,105.80	-253.65	-873.72		-4,529.66
3/6/2026	-2,718.92	0.00		0.00	0.00	-1,599.73		-4,318.65
3/7/2026					0.00			0.00
3/8/2026	-958.97			0.00				-958.97
3/9/2026	-3,028.41			-622.84	-1,034.57	-2,191.19		-6,877.01
3/10/2026	-9,416.78	-50.00		-1,629.21	-159.51			-11,255.50
3/11/2026	-1,918.33			-2,350.14	0.00	-1,474.32		-5,742.79
3/12/2026	-7,773.37		-594.27	-1,557.10	-841.52			-10,766.26
3/13/2026	-2,709.90	0.00		0.00	-450.00			-3,159.90
3/15/2026	-1,102.23							-1,102.23
3/16/2026	-491.41			-5,848.97	-581.80	0.00		-6,922.18
3/17/2026	-1,348.21	-325.00	-709.08	-8,308.10	-352.48	-1,794.72		-12,837.59
3/18/2026	-2,693.19	-827.42		-5,959.58	0.00			-9,480.19
3/19/2026	-6,431.52	-357.37	-1,936.97	-3,971.92	-733.37	-2,970.78		-16,401.93
3/20/2026	-6,539.41	-901.34		-4,375.85	-491.83			-12,308.43
3/22/2026	-791.55			-915.59				-1,707.14
3/23/2026	-50.00		-727.09	0.00				-777.09
3/24/2026	-7,956.07	-1,223.40	-290.00	-4,385.91	-3,526.58	-482.92		-17,864.88

**Western Lane Ambulance District  
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
3/25/2026	-7,164.79	-1,801.21	-1,137.24	-1,737.61	-508.92	-1,855.46		-14,205.23
3/26/2026	-2,619.18	-15.43	-785.86	-1,012.99	-782.35	-1,766.11		-6,981.92
3/27/2026	-346.64	-15.43		-260.71	-89.19			-711.97
3/28/2026				-100.00				-100.00
3/29/2026	-1,442.28	-357.00		-1,476.27	-38.74			-3,314.29
3/30/2026	-2,589.50	-1,177.61	-592.40	-1,965.94	-452.16			-6,777.61
3/31/2026	-1,801.26	-500.00	2,229.42	-4,840.16	-358.82	-250.00	0.00	-5,520.82
<b>Total</b>	<b>-87,275.01</b>	<b>-9,136.80</b>	<b>-4,593.49</b>	<b>-58,418.75</b>	<b>-13,481.79</b>	<b>-17,386.18</b>	<b>0.00</b>	<b>-190,292.02</b>

<b>Transaction Adjustments by Level of Service</b>	<b>-342,952.80</b>
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
Balance Forward					-473.44		-473.44
Credit Balance Forward					473.44		473.44
Financial Assist/Charity				-1,426.02			-1,426.02
Fire Med Adjustment	-9,157.88		-300.00	-3,464.73	-290.00	-580.00	-13,792.61
W/O Fee Schedule	-141,766.51	-23,845.36	-13,702.96	-96,758.56	-19,628.62	-20,864.34	-316,566.35
W/O Patient Deceased	-575.00			-500.00			-1,075.00
W/O to collections	-3,014.23			-1,502.79			-4,517.02
Waiver per FD		-3,193.00			-2,382.80		-5,575.80
<b>Total</b>	<b>-154,513.62</b>	<b>-27,038.36</b>	<b>-14,002.96</b>	<b>-103,652.10</b>	<b>-22,301.42</b>	<b>-21,444.34</b>	<b>-342,952.80</b>

<b>Ending Balance</b>	<b>1,146,192.99</b>
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**WLFEA**  
**General Fund, WLCR Fund**  
**Balance Sheet**  
**For Period Ending 3/31/2026**

**Book Value**  
**Mar 2026**  
**Actual**

**Assets**

**Current Assets**

**Cash**

Checking 5400	809,760.75
LGIP 6553	2,357,429.71
Petty Cash	154.44
WLFEA - WLCR 2199	1,005.04

**Accounts Receivable**

Accounts Receivable	1,842.14
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**Other Current Assets**

Capital Assets:Accumulated Dep	(47,122.00)
Capital Assets:Vehicles	109,533.97
Deferred Outflows of Resources	(0.01)
Undeposited Funds	(200.00)

**Total Current Assets** \$3,232,404.04

**Total Assets** \$3,232,404.04

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Accounts Payable	(508.33)
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**Credit Cards**

US Bank CC 5241	17,630.71
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**Short Term Debt**

AFLAC Payable	937.92
Clearing Account	(2,564.22)
Flex Spending Payable	(602.34)
Medical Care Payable	2,041.87
OSGP Payable	7.20
PERS Payable	(336.11)
PLO Payable	50.15

**Other Current Liabilities**

Credit Card	(255.16)
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**Total Current Liabilities** \$16,401.69

**Total Liabilities** \$16,401.69

**Fund Balance**

**Accumulated Surplus (Deficit)**

Investment in Capital	12,150.00
Retained Earnings	3,203,852.35

**Total Fund Balance** \$3,216,002.35

**Total Liabilities and Equity** \$3,232,404.04

Statement of Revenue and Expenditures

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>			
<b>Revenue</b>			
<b>Grant Income</b>			
Grant Income	6,000.00		0.00%
<b>Total Grant Income</b>	<b>\$6,000.00</b>		
<b>Other Income</b>			
Conflag Receipts	336,914.76	213,656.00	157.69%
Donations	834.00	500.00	166.80%
Employee Recognition Donation	4,720.00		0.00%
Grant Admin	47,386.74	81,102.00	58.43%
Interest	47,326.31	60,000.00	78.88%
Office Fees	2,862.04		0.00%
Reimbursements and Refunds	39,500.97	20,000.00	197.50%
Rental Income	2,523.62	3,660.00	68.95%
Smoke Alarm Donations	4,839.00	10,000.00	48.39%
<b>Total Other Income</b>	<b>\$486,907.44</b>	<b>\$388,918.00</b>	
<b>Transfers In</b>			
Transfer from SVFR	2,679,000.00	3,581,543.00	74.80%
Transfers from WLAD	3,121,000.00	4,925,764.00	63.36%
<b>Total Transfers In</b>	<b>\$5,800,000.00</b>	<b>\$8,507,307.00</b>	
<b>Revenue</b>	<b>\$6,292,907.44</b>	<b>\$8,896,225.00</b>	
<b>Gross Profit</b>	<b>\$6,292,907.44</b>	<b>\$8,896,225.00</b>	
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Administrative & Bank Fees	4,895.15	10,000.00	48.95%
Advertising	3,046.86	5,000.00	60.94%
Break Room/Hospitality	3,884.01	3,000.00	129.47%
Education Reimbursement	0.00	5,000.00	0.00%
Employee Recognition	8,558.11	31,000.00	27.61%
Grant Expense	6,000.00		0.00%
Membership Dues	21,701.12	35,000.00	62.00%
Office Equipment Agreements	6,080.11	11,000.00	55.27%
Shipping/Postage	466.07	2,000.00	23.30%
Supplies	1,849.72	5,000.00	36.99%
Training & Conferences	4,414.22	10,000.00	44.14%
Travel Expenses	1,832.57	10,000.00	18.33%
<b>Total Administrative Expenses</b>	<b>\$62,727.94</b>	<b>\$127,000.00</b>	
<b>Board of Directors</b>			
Board Conferences	3,524.67	10,000.00	35.25%
Board Elections/Lane County EI	7,418.97	10,000.00	74.19%
Board Expenses - Other	290.00	10,000.00	2.90%
Board Meetings	4,562.95	6,000.00	76.05%
<b>Total Board of Directors</b>	<b>\$15,796.59</b>	<b>\$36,000.00</b>	
<b>Building Property &amp; Maintenance</b>			
Maintenance	34,610.38	97,000.00	35.68%
Utilities	38,159.52	91,123.00	41.88%
<b>Total Building Property &amp; Maintenance</b>	<b>\$72,769.90</b>	<b>\$188,123.00</b>	
<b>Insurance</b>			
Property & Liability	31,519.00	32,686.00	96.43%

**Statement of Revenue and Expenditures**

	Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Workers Compensation	268,025.74	233,612.00	114.73%
<b>Total Insurance</b>	<b>\$299,544.74</b>	<b>\$266,298.00</b>	
<b>Non Allocated</b>			
Operating Contingency	0.00	50,000.00	0.00%
Reserved for Future Expenditur	0.00	811,104.00	0.00%
<b>Total Non Allocated</b>	<b>\$0.00</b>	<b>\$861,104.00</b>	
<b>Operational Supplies</b>			
Equipment Maintenance	31,009.38	35,000.00	88.60%
iPads & Mounting Supplies	4,371.28	3,000.00	145.71%
Personal Protection Equipment	12,452.82	35,000.00	35.58%
Small Tools	3,067.76	10,000.00	30.68%
Supply Room Supplies	7,547.78	15,000.00	50.32%
Uniforms	16,678.70	30,000.00	55.60%
<b>Total Operational Supplies</b>	<b>\$75,127.72</b>	<b>\$128,000.00</b>	
<b>Operations - Emergency Sevices</b>			
Active 911	7.86		0.00%
Asset Management Services	7,152.00	8,000.00	89.40%
First Arriving	3,784.22	5,000.00	75.68%
ImageTrend	5,345.95	22,200.00	24.08%
Public Safety Answering Point	206,106.00	206,106.00	100.00%
<b>Total Operations - Emergency Sevices</b>	<b>\$222,396.03</b>	<b>\$241,306.00</b>	
<b>Operations - Medical</b>			
Hospital Transfer & Ops Meals	1,033.94	1,000.00	103.39%
Medical Gas/O2	13,811.19	25,000.00	55.24%
Medical Supplies	61,052.09	110,000.00	55.50%
MIH Expenses	307.63	1,000.00	30.76%
Pharmacy Expense	14,485.44	37,500.00	38.63%
Physician Advisor	18,000.00	24,000.00	75.00%
<b>Total Operations - Medical</b>	<b>\$108,690.29</b>	<b>\$198,500.00</b>	
<b>Operations - Prevention/ Fire Investigation</b>			
Fire Marshal Dues & Subscript	575.00	2,500.00	23.00%
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	9,065.70	11,000.00	82.42%
Smoke Detector Expense	3,734.64	10,000.00	37.35%
<b>Total Operations - Prevention/ Fire Investigation</b>	<b>\$18,049.51</b>	<b>\$35,250.00</b>	
<b>Operations - Recruitment</b>			
Advertising & NTN Testing	172.72	1,000.00	17.27%
Pre-Employment Testing	767.46	7,000.00	10.96%
<b>Total Operations - Recruitment</b>	<b>\$940.18</b>	<b>\$8,000.00</b>	
<b>Operations - Training</b>			
Academy & EMT Scholarships	0.00	5,000.00	0.00%
Certification Renewals	528.00	7,650.00	6.90%
Conference & Travel	10,002.76	12,000.00	83.36%
Critical Care Paramedic Train	8,618.57	15,000.00	57.46%
MIH Training	225.68	1,500.00	15.05%
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%

**Statement of Revenue and Expenditures**

	<b>Current Period Jul 2025 Mar 2026 Actual</b>	<b>Annual Budget Jul 2025 Jun 2026</b>	<b>Jul 2025 Jun 2026 Percent of Budget</b>
Reserve Training	0.00	2,500.00	0.00%
Target Solutions	0.00	12,845.00	0.00%
Training Equip & Supplies	1,706.99	5,000.00	34.14%
<b>Total Operations - Training</b>	<b>\$21,630.05</b>	<b>\$77,195.00</b>	
<b>Operations - Vehicles</b>			
Fuel	49,570.61	70,000.00	70.82%
Repairs & Maintenance -Vehicle	144,481.16	180,000.00	80.27%
<b>Total Operations - Vehicles</b>	<b>\$194,051.77</b>	<b>\$250,000.00</b>	
<b>Payroll Taxes &amp; Benefits</b>			
457 Plans	2,945.61		0.00%
Cell Phone Stipend	13,800.00	25,800.00	53.49%
Health & Wellness	38,900.00	43,469.00	89.49%
Health Insurance	581,237.12	921,938.00	63.05%
HRA VEBA	109,366.71	96,000.00	113.92%
Life & Accident	17,030.08	24,633.00	69.14%
LOSAP	8,174.53	3,000.00	272.48%
Paid Leave OR	20,903.53	27,185.00	76.89%
Payroll Taxes	245,489.16	316,785.00	77.49%
PERS	1,057,625.36	1,252,371.00	84.45%
Provident AD & D- A & H	0.00	17,526.00	0.00%
<b>Total Payroll Taxes &amp; Benefits</b>	<b>\$2,095,472.10</b>	<b>\$2,728,707.00</b>	
<b>Personnel Services</b>			
Administrative Staff	154,644.37	214,414.00	72.12%
Captains	143,831.23	314,213.00	45.78%
Conflagration	0.00	50,000.00	0.00%
Deputy Chief	130,368.32	140,421.00	92.84%
Duty Chief Stipends	14,000.00	18,200.00	76.92%
Fire & EMS Chief	143,137.78	145,451.00	98.41%
Fire Prevention	29,263.64	58,891.00	49.69%
Firefighter/Engineers	265,345.96	336,425.00	78.87%
Firefighter/Paramedics	666,764.62	936,367.00	71.21%
Lieutenants	278,906.72	271,133.00	102.87%
Logistics Chief	84,679.64	105,455.00	80.30%
Mobile Integrated Health	40,419.56	68,930.00	58.64%
Office Manager	72,678.06	96,103.00	75.63%
Overtime - Wages	511,428.88	550,000.00	92.99%
Part Time EMT/Paramedics	124,463.29	250,000.00	49.79%
Part Time Firefighters	179,851.09	250,000.00	71.94%
Reserve Volunteers	16,074.75	30,000.00	53.58%
Single Role Paramedic	118,209.94	174,200.00	67.86%
Training Division Chief	0.00	130,784.00	0.00%
<b>Total Personnel Services</b>	<b>\$2,974,067.85</b>	<b>\$4,140,987.00</b>	
<b>Professional Services</b>			
Audit	10,900.00	11,500.00	94.78%
Billing Service	59,215.01	84,666.00	69.94%
Business Consulting	5,076.25	5,000.00	101.53%
GEMT Admin & Consulting Fees	0.00	64,000.00	0.00%
Legal	10,751.25	20,000.00	53.76%
Other Professional Services	(50.40)		0.00%
Payroll Service	6,927.70	12,000.00	57.73%

**WLFEA**  
**General Fund**

**Statement of Revenue and Expenditures**

	<b>Current Period</b>	<b>Annual Budget</b>	<b>Jul 2025</b>
	<b>Jul 2025</b>	<b>Jul 2025</b>	<b>Jun 2026</b>
	<b>Mar 2026</b>	<b>Jun 2026</b>	<b>Percent of</b>
	<b>Actual</b>		<b>Budget</b>
Peer Support/ Temporary Service	4,851.91	10,000.00	48.52%
<b>Total Professional Services</b>	<b>\$97,671.72</b>	<b>\$207,166.00</b>	
<b>Technology</b>			
Computers	0.00	10,000.00	0.00%
Internet	17,202.58	16,000.00	107.52%
IT Services	55,263.45	65,000.00	85.02%
Software & Licenses	28,960.47	50,000.00	57.92%
Telephones & Cell Phones	22,648.97	29,892.00	75.77%
Website	1,919.99	5,000.00	38.40%
<b>Total Technology</b>	<b>\$125,995.46</b>	<b>\$175,892.00</b>	
<b>Expenses</b>	<b>\$6,384,931.85</b>	<b>\$9,669,528.00</b>	
<b>Revenue Less Expenditures</b>	<b>(\$92,024.41)</b>	<b>(\$773,303.00)</b>	
<b>Net Change in Fund Balance</b>	<b>(\$92,024.41)</b>	<b>(\$773,303.00)</b>	

**Fund Balances**

Beginning Fund Balance	3,083,459.88		0.00%
Net Change in Fund Balance	(92,024.41)	(773,303.00)	0.00%
Ending Fund Balance	2,991,435.47		0.00%

*Report Options*

Fund: General Fund

Period: 7/1/2025 to 3/31/2026

Detail Level: Level 2 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 Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>				
<b>Revenue</b>				
<b>Lane County Health &amp; Human Services</b>				
4300	Grant Income	334,305.14	388,270.00	86.10%
<b>Lane County Health &amp; Human Services Totals</b>		<b>\$334,305.14</b>	<b>\$388,270.00</b>	
<b>Other WLCR</b>				
4300	Grant Income	1,370.10		0.00%
4420	Interest	0.17		0.00%
4120	Medicaid	4.41		0.00%
4405	Reimbursements and Refunds	365.00		0.00%
<b>Other WLCR Totals</b>		<b>\$1,739.68</b>		
<b>SAMHSA Grant</b>				
4300	Grant Income	213,594.57		0.00%
<b>SAMHSA Grant Totals</b>		<b>\$213,594.57</b>		
<b>Unallocated</b>				
4120	Medicaid	0.10		0.00%
<b>Unallocated Totals</b>		<b>\$0.10</b>		
<b>Revenue</b>		<b>\$549,639.49</b>	<b>\$388,270.00</b>	
<b>Gross Profit</b>		<b>\$549,639.49</b>	<b>\$388,270.00</b>	
<b>Expenses</b>				
<b>Lane County Health &amp; Human Services</b>				
7420	Business Consulting	19,262.00	90,000.00	21.40%
5671	Cell Phone Stipend	1,750.00	4,350.00	40.23%
6101	Conference & Travel	29.90		0.00%
6005	Fuel	843.48	3,000.00	28.12%
5610	Health Insurance	15,581.02	23,974.00	64.99%
5620	HRA VEBA	4,000.00		0.00%
5630	Life & Accident	560.20		0.00%
6111	Misc Training, Hospitality	0.00	12,000.00	0.00%
7900	Other Expenses	0.00	600.00	0.00%
5600	Payroll Taxes	15,823.95	33,633.00	47.05%
5605	PERS	40,733.68	60,684.00	67.12%
6602	Pre-Employment Testing	160.00		0.00%
6010	Repairs & Maintenance -Vehicle	69.00		0.00%
7204	Software & Licenses	17,575.47		0.00%
7200	Technology/Computers	11,167.01	48,217.00	23.16%
7202	Telephones & Cell Phones	586.14	5,700.00	10.28%
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	52,502.69	84,972.00	61.79%
5325	WLCR Workers - Hourly	52,180.15	64,237.00	81.23%
5330	WLCR Workers - Shifts	118,689.13	136,875.00	86.71%
<b>Lane County Health &amp; Human Services Totals</b>		<b>\$351,513.82</b>	<b>\$621,773.00</b>	
<b>Other WLCR</b>				
5610	Health Insurance	(2,070.54)		0.00%
6111	Misc Training, Hospitality	(159.57)		0.00%
6505	Public Education Supplies	750.00		0.00%
<b>Other WLCR Totals</b>		<b>(\$1,480.11)</b>		

**Statement of Revenue and Expenditures**

Account Number		Current Period Jul 2025 Mar 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>PeaceHealth Foundation</b>				
7115	Supplies	(80.96)		0.00%
<b>PeaceHealth Foundation Totals</b>		<b>(\$80.96)</b>		
<b>SAMHSA Grant</b>				
7420	Business Consulting	52,226.80		0.00%
5671	Cell Phone Stipend	750.00		0.00%
6101	Conference & Travel	8,654.61		0.00%
6005	Fuel	283.66		0.00%
5610	Health Insurance	29,843.34		0.00%
5620	HRA VEBA	9,900.06		0.00%
5630	Life & Accident	1,232.44		0.00%
7102	Membership Dues	273.65		0.00%
5600	Payroll Taxes	11,983.23		0.00%
5605	PERS	49,479.51		0.00%
6505	Public Education Supplies	21,932.16		0.00%
7204	Software & Licenses	568.59		0.00%
7115	Supplies	2,011.90		0.00%
7202	Telephones & Cell Phones	331.88		0.00%
7104	Training & Conferences	1,590.00		0.00%
7110	Travel Expenses	1,642.00		0.00%
5310	WLCR Full Time Staff	95,910.25		0.00%
<b>SAMHSA Grant Totals</b>		<b>\$288,614.08</b>		
<b>Unallocated</b>				
7101	Administrative & Bank Fees	7.50		0.00%
<b>Unallocated Totals</b>		<b>\$7.50</b>		
<b>Expenses</b>		<b>\$638,574.33</b>	<b>\$621,773.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$88,934.84)</b>	<b>(\$233,503.00)</b>	
<b>Net Change in Fund Balance</b>		<b>(\$88,934.84)</b>	<b>(\$233,503.00)</b>	
<b>Fund Balances</b>				
	Beginning Fund Balance	313,501.72		0.00%
	Net Change in Fund Balance	(88,934.84)	(233,503.00)	0.00%
	Ending Fund Balance	224,566.88		0.00%

**WLFEA**  
**General Fund, WLCR Fund**  
**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1001 Checking 5400</b>							
<b>General Fund</b>							
		Beginning Balance			0.00	0.00	528,613.04
3/2/2026	13002	Christoffer Poulsen			0.00	2,000.00	526,613.04
3/2/2026	13001	AFLAC			0.00	586.98	526,026.06
3/4/2026	CL JE 3-4-26	CL JE			0.00	330,505.02	195,521.04
3/4/2026	ACH	HRA VEBA Trust			0.00	666.68	194,854.36
3/4/2026	ACH	HRA VEBA Trust			0.00	300.00	194,554.36
3/4/2026	Feb. 2026	IAFF Local 851			0.00	99.50	194,454.86
3/4/2026	Feb. 2026	IAFF Local 851			0.00	3,490.75	190,964.11
3/4/2026	Feb. 2026	Oregon Savings Growth			0.00	6,126.58	184,837.53
3/4/2026	Feb. 2026	VALIC			0.00	525.00	184,312.53
3/4/2026	Feb. 2026	VOYA			0.00	5,366.00	178,946.53
3/4/2026	ACH 3-4-26	PAYROLL JE			31,773.50	0.00	210,720.03
3/4/2026	ACH 3-4-26	Taxes JE			2,864.18	0.00	213,584.21
3/5/2026	ACH	U.S. Bank Credit Card			0.00	17,573.03	196,011.18
3/12/2026	ACH	PERS			0.00	292.10	195,719.08
3/13/2026	ACH	ADP Payroll Services			0.00	1,384.20	194,334.88
3/16/2026	13026	Special Districts Insurance			0.00	74,160.44	120,174.44
3/16/2026	13031	VC3, Inc.			0.00	5,674.92	114,499.52
3/16/2026	13027	Standard Insurance			0.00	4,073.54	110,425.98
3/16/2026	Benefits Feb PR	Darrek Mullins	3/16/2026	000038	385.01	0.00	110,810.99
3/16/2026	COBRA March	Wendy Sullivan	3/16/2026	000038	979.25	0.00	111,790.24
3/16/2026	St-6 utlitiies	Michael Lalor	3/16/2026	000038	134.61	0.00	111,924.85
3/16/2026	000099	Multiple Income	3/16/2026	000038	1,396.00	0.00	113,320.85
3/16/2026	000097	Lane County Health &	3/16/2026	000038	3,124.50	0.00	116,445.35
3/16/2026	13034	Zoll Medical Corporation			0.00	863.69	115,581.66
3/16/2026	13033	Westcoast Media Group,			0.00	200.00	115,381.66
3/16/2026	13032	Vend West Services Inc			0.00	296.35	115,085.31
3/16/2026	13030	TNT Sales & Repair Inc			0.00	729.81	114,355.50
3/16/2026	13029	TASC			0.00	359.52	113,995.98
3/16/2026	13028	Stericycle, Inc (Shred-It)			0.00	130.88	113,865.10
3/16/2026	13025	South Coast Water			0.00	48.89	113,816.21
3/16/2026	13024	Siuslaw Valley Firefighter			0.00	28.00	113,788.21
3/16/2026	13023	Sign Stop			0.00	355.00	113,433.21
3/16/2026	13022	Shervin's Automotive, Inc.			0.00	228.00	113,205.21

**WLFEA**  
**General Fund, WLCR Fund**  
**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
3/16/2026	13020	Pest Tech			0.00	735.00	112,470.21
3/16/2026	13019	Peace Health			0.00	147.69	112,322.52
3/16/2026	13018	OFDDA-LOSAP TRUST			0.00	100.00	112,222.52
3/16/2026	13017	Nic Tustison			0.00	271.85	111,950.67
3/16/2026	13015	Local Government Law			0.00	990.00	110,960.67
3/16/2026	13013	Johnston Motor Company			0.00	409.60	110,551.07
3/16/2026	13012	Jennifer Graham			0.00	900.00	109,651.07
3/16/2026	13011	ImageTrend			0.00	1,573.65	108,077.42
3/16/2026	13010	Hughes Fire Equipment, Inc			0.00	10,996.99	97,080.43
3/16/2026	13009	Henry Schein, Inc.			0.00	5,025.22	92,055.21
3/16/2026	13008	Florence True Value			0.00	527.84	91,527.37
3/16/2026	13007	Davison Auto Parts			0.00	123.22	91,404.15
3/16/2026	13006	Coastal Paper & Supply			0.00	78.86	91,325.29
3/16/2026	13005	Coastal Fitness Inc			0.00	1,044.00	90,281.29
3/16/2026	13004	CARSON (CECO)			0.00	2,245.86	88,035.43
3/16/2026	13003	Airgas USA LLC			0.00	1,470.99	86,564.44
3/24/2026	Reimb CC	Darrek Mullins	3/24/2026	donation,	81.60	0.00	86,646.04
3/24/2026	000101	Multiple Income	3/24/2026	donation,	494.00	0.00	87,140.04
3/26/2026	13061	Sky Cedarleaf-Grey			0.00	25.00	87,115.04
3/26/2026	13054	Petty Cash			0.00	94.18	87,020.86
3/26/2026	13060	Vend West Services Inc			0.00	75.00	86,945.86
3/26/2026	13059	VC3, Inc.			0.00	5,688.20	81,257.66
3/26/2026	13058	Umpqua Valley Fire			0.00	2,574.25	78,683.41
3/26/2026	13057	Systems Design			0.00	6,016.66	72,666.75
3/26/2026	13055	Shervin's Automotive, Inc.			0.00	449.00	72,217.75
3/26/2026	13052	Pacific Office Automation,			0.00	434.00	71,783.75
3/26/2026	13051	Pacific Office Automation			0.00	717.48	71,066.27
3/26/2026	13050	Overhead Door of the			0.00	480.00	70,586.27
3/26/2026	13049	MY-COMM, Inc			0.00	334.54	70,251.73
3/26/2026	13048	Les Schwab Warehouse			0.00	158.04	70,093.69
3/26/2026	13047	L.N. Curtis and Sons			0.00	25.40	70,068.29
3/26/2026	13045	Joseph G Mirvis			0.00	909.00	69,159.29
3/26/2026	13044	Henry Schein, Inc.			0.00	1,507.05	67,652.24
3/26/2026	13043	Government Finance			0.00	350.00	67,302.24
3/26/2026	13042	Florence True Value			0.00	246.58	67,055.66
3/26/2026	13041	Evergreen Roofing of			0.00	580.00	66,475.66
3/26/2026	13040	Chuck's Plumbing Inc			0.00	2,104.00	64,371.66

**WLFEA**  
**General Fund, WLCR Fund**  
**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
3/26/2026	13039	CARSON (CECO)			0.00	2,861.41	61,510.25
3/26/2026	13038	Card Heating & Air, LLC			0.00	1,450.00	60,060.25
3/26/2026	13037	Airgas USA LLC			0.00	967.06	59,093.19
3/26/2026	13036	4 Color Pro LLC			0.00	3,752.72	55,340.47
3/27/2026	ACH	PERS			0.00	70,149.18	(14,808.71)
3/29/2026	March PR, Apr	Oregon State Treasury			600,000.00	0.00	585,191.29
3/31/2026					439.08	0.00	585,630.37
3/31/2026					0.00	7.50	585,622.87
<b>General Fund Totals</b>					<b>\$641,671.73</b>	<b>\$584,661.90</b>	<b>\$585,622.87</b>

**WLCR Fund**

		Beginning Balance			0.00	0.00	278,259.59
3/4/2026	ACH 3-4-26	PAYROLL JE			0.00	31,773.50	246,486.09
3/4/2026	ACH 3-4-26	Taxes JE			0.00	2,864.18	243,621.91
3/5/2026	ACH	U.S. Bank Credit Card			0.00	208.47	243,413.44
3/16/2026	13026	Special Districts Insurance			0.00	5,388.32	238,025.12
3/16/2026	13021	Qualifacts Systems, LLC			0.00	3,247.10	234,778.02
3/16/2026	13031	VC3, Inc.			0.00	95.30	234,682.72
3/16/2026	000098	Lane County Health &	3/16/2026	WLCRJan	34,954.38	0.00	269,637.10
3/16/2026	Jan 2026 inv	Peace Health	3/16/2026	WLCRJan	620.10	0.00	270,257.20
3/16/2026	13016	Montana G Trotta			0.00	1,050.00	269,207.20
3/16/2026	13014	Karen Wilhite			0.00	1,050.00	268,157.20
3/16/2026	13004	CARSON (CECO)			0.00	53.83	268,103.37
3/23/2026	13035	Ahnorrah-Rose Sutton			0.00	512.40	267,590.97
3/26/2026	13059	VC3, Inc.			0.00	95.30	267,495.67
3/26/2026	13053	Pacific Research &			0.00	12,134.20	255,361.47
3/26/2026	13046	Kathy Smith			0.00	3,690.00	251,671.47
3/26/2026	13039	CARSON (CECO)			0.00	43.63	251,627.84
3/27/2026	ACH	PERS			0.00	27,489.96	224,137.88
<b>WLCR Fund Totals</b>					<b>\$35,574.48</b>	<b>\$89,696.19</b>	<b>\$224,137.88</b>
<b>1001 Checking 5400 Totals</b>					<b>\$677,246.21</b>	<b>\$674,358.09</b>	<b>\$809,760.75</b>

**1010 LGIP 6553**  
**General Fund**

		Beginning Balance			0.00	0.00	2,083,912.93
3/27/2026	000102	Siuslaw Valley Fire and			351,000.00	0.00	2,434,912.93
3/27/2026	March PR, April	Western Lane Ambulance			515,000.00	0.00	2,949,912.93

**WLFEA**  
**General Fund, WLCR Fund**  
**Bank Register**  
**3/1/2026 to 3/31/2026**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
3/29/2026	March PR, Apr	Oregon State Treasury			0.00	600,000.00	2,349,912.93
3/31/2026					7,516.83	0.00	2,357,429.76
3/31/2026					0.00	0.05	2,357,429.71
<b>General Fund Totals</b>					<b>\$873,516.83</b>	<b>\$600,000.05</b>	<b>\$2,357,429.71</b>
<b>1010 LGIP 6553 Totals</b>					<b>\$873,516.83</b>	<b>\$600,000.05</b>	<b>\$2,357,429.71</b>

**1060 WLFEA - WLCR 2199**  
**WLCR Fund**

		Beginning Balance			0.00	0.00	1,004.90
3/5/2026	000100	Pacific Source Community			0.10	0.00	1,005.00
3/22/2026	PS 3/22	Pacific Source Community			0.04	0.00	1,005.04
<b>WLCR Fund Totals</b>					<b>\$0.14</b>	<b>\$0.00</b>	<b>\$1,005.04</b>
<b>1060 WLFEA - WLCR 2199 Totals</b>					<b>\$0.14</b>	<b>\$0.00</b>	<b>\$1,005.04</b>

**1900 Petty Cash**  
**General Fund**

		Beginning Balance			0.00	0.00	154.44
3/26/2026	00001	WLFEA Petty Cash			0.00	94.18	60.26
3/26/2026	cash replenish	Petty Cash			94.18	0.00	154.44
<b>General Fund Totals</b>					<b>\$94.18</b>	<b>\$94.18</b>	<b>\$154.44</b>
<b>1900 Petty Cash Totals</b>					<b>\$94.18</b>	<b>\$94.18</b>	<b>\$154.44</b>
<b>Report Totals</b>					<b>\$1,550,857.36</b>	<b>\$1,274,452.32</b>	<b>\$3,168,349.94</b>

**Records included in total = 109**

*Report Options*

Trans Date: 3/1/2026 to 3/31/2026

Display Notation: No

# Western Lane Fire and EMS Authority



## Job Description

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**TITLE: Western Lane Crisis Response Transport Driver**

**EFFECTIVE: 03/05/2026**

**REPORTS TO: WLCR Program Manager**

**REVISED:**

**SALARY RANGE: Hourly Pay/ Cell Stipend/Shift Stipend**

**CIVIL SERVICE CLASSIFICATION: Exempt**

**REPRESENTATION: NA**

### **JOB SUMMARY**

Under the immediate supervision of the Western Lane Crisis Response (WLCR) Manager, the WLCR Part-Time Transport Driver will support identified individuals by ensuring safe, secure, and voluntary transportation to community-based services and resources.

The Transport Driver safely operates agency vehicles to provide secure, voluntary, non-medical transportation for adults (18+) to appropriate community resources. Destinations may include detoxification facilities, sobering centers, emergency shelters, crisis stabilization programs, or scheduled mental health appointments.

This position plays a critical role in ensuring individuals are transported safely, respectfully, and with dignity. Drivers assist with intake documentation, consent verification, coordination with crisis responders and receiving facilities, and accurate completion of transport logs and reports. The driver is expected to provide trauma-informed, courteous service while maintaining professionalism and situational awareness when working with individuals who may be experiencing emotional or behavioral distress.

The ideal candidate demonstrates reliability, sound judgment, strong communication skills, and the ability to remain calm under pressure.

### **ESSENTIAL JOB FUNCTIONS**

- Provide safe, secure, and voluntary transportation for adults experiencing behavioral health challenges, substance use concerns, or situational life crises.
- Safely operate agency vehicles while following defensive driving practices and all traffic laws.
- Assist passengers with boarding and exiting vehicles, including securing mobility devices when needed.
- Complete accurate and timely documentation for each transport, including services and resources provided.
- Communicate clearly and professionally with clients, team members, and community partners.

- Respond promptly to texts, phone calls, and email communication from team members and WLCR Management.
- Report concerns, incidents, or operational issues through the established Chain of Command with clear documentation.
- Maintain vehicle cleanliness, complete pre- and post-trip inspections, refuel as needed, and restock supplies.
- Attend required team meetings and quarterly training courses, complete assigned online training on time.
- Maintain confidentiality and demonstrate professionalism, compassion, and sound judgment at all times.
- Perform other duties as assigned in support of WLCR operations.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform the job successfully, an individual should demonstrate the following:

- **Safety & Vehicle Operation:** Ability to safely operate sedans, minivans, SUV, or vans in accordance with defensive driving principles, traffic laws, and applicable safety standards.
- **Passenger Assistance:** Ability to assist passengers with boarding and deboarding, including securing wheelchairs and other mobility devices in a safe and respectful manner.
- **Professional & Respectful Service:** Ability to provide courteous, trauma-informed support while working respectfully with individuals from diverse cultural, social, and economic backgrounds, including elderly and disabled passengers.
- **Vehicle Inspection & Maintenance:** Ability to complete pre-trip and post-trip vehicle inspections and report maintenance needs or safety concerns promptly.
- **Technology Use:** Ability to utilize GPS systems, tablets, or electronic devices for navigation, scheduling, and documentation.
- **Confidentiality & Compliance:** Maintain confidentiality of all client information and records in accordance with HIPAA, agency policies, and applicable federal and state regulations.
- **Independent Work & Team Collaboration:** Ability to work both independently and collaboratively as part of an integrated team while adhering to agency policies and coordinating effectively with staff and community partners.
- **Work Environment Adaptability:** Ability to function effectively in structured and sometimes stressful situations while maintaining professionalism and emotional composure.
- **Policy Compliance:** Must adhere to WLCR and Western Lane Fire & EMS Authority policies, procedures, and operational guidelines.
- **Problem Solving & Judgment:** Ability to exercise sound judgment, respond to dynamic situations, and escalate concerns appropriately.
- **Reliability & Professionalism:** Demonstrated punctuality, dependability, and commitment to ethical and professional standards.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES**

- High School diploma or equivalent.

- Valid driver's license
- Employee must be insurable by WLFEA auto insurance provider

### **PHYSICAL REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employee may be required to lift 25lbs, ambulate on uneven terrain, remain standing or walking for 1-2 hours at a time, and sit for long periods of time.
- Must have the ability to respond to transport request at all hours during assigned shift, sometimes in challenging weather and/or under other stressful conditions.
- Professional dress (WLCR clothing will be provided) is to be worn whenever on duty
- Physical ability to bend, stoop, and secure wheelchairs.

### **CONDITIONS OF EMPLOYMENT**

- Ability to pass a DMV check. Clean driving record (no suspensions/DWI within 5 years, no major violations within 3 years)
- Ability to pass a criminal background check and reference check
- Pass pre-Employment Drug Screening as needed

Requires working with a vulnerable population, including the sick, elderly, and disabled.

### **RESIDENCY REQUIREMENTS**

Part Time Team Members are required to live within the Western Lane Fire and EMS Authority boundaries and must be within a 30-minutes distance when responding to calls.

**The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between WLCR Part Time Team Members and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.**

# Western Lane Fire and EMS Authority



## Job Description

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**TITLE: Western Lane Crisis Response Part Time Crisis Responder EFFECTIVE: 01/01/2023**

**REPORTS TO: WLCR Program Manager**

**REVISED: 03/19/2026**

**SALARY RANGE: Hourly Pay/ Cell Stipend/Shift Stipend**

**CIVIL SERVICE CLASSIFICATION: Exempt**

**REPRESENTATION: NA**

### JOB SUMMARY

Under the direction of the Western Lane Crisis Response (WLCR) Program Manager, the Crisis Responder provides trauma-informed, person-centered crisis intervention services in alignment with Oregon Health Authority (OHA) Mobile Crisis Intervention Services (MCIS) standards and WLFEA policies. Responders are dispatched to community-based calls involving behavioral health crises, suicidal ideation, substance use concerns, homelessness, and other life disruptions where law enforcement or emergency medical services are not the primary need. Services include de-escalation, safety assessment, stabilization, resource connection, and coordination with community partners. Responders operate as part of a two-person team, prioritize voluntary engagement, and support efforts to reduce unnecessary emergency department utilization, hospitalizations, and law enforcement involvement. Additional responsibilities may include assisting partner agencies with crisis-related support such as death notifications, disaster response, and critical incident support for community members and first responders.

Crisis Responders are responsible for timely, accurate, and compliant documentation of all services in accordance with MCIS, Medicaid billing requirements, and WLFEA standards. This role requires strong communication, teamwork, and the ability to coordinate effectively with dispatch, healthcare providers, behavioral health agencies, and internal team members, including Client Advocates. Responders must maintain required certifications, complete ongoing training, and participate in scheduled shifts, meetings, and quality improvement activities. Additional duties may include community outreach, public education, resource development, and ensuring readiness of response vehicles and equipment to support safe and effective service delivery.

### ESSENTIAL JOB FUNCTIONS

- Respond as part of a two-person crisis response team for in-person calls, or as a single responder for phone contacts, providing trauma-informed, person-centered crisis intervention throughout Western Lane County in accordance with OHA MCIS standards and WLFEA policy.
- Conduct on-scene triage including de-escalation, behavioral health assessment, suicide risk screening, safety planning, and stabilization for individuals experiencing mental health crises, substance use concerns, homelessness, grief, trauma, or other non-criminal/non-medical crises.
- Prioritize voluntary engagement while supporting the least restrictive and most appropriate level of care, including connection to community resources, follow-up services, and coordination with healthcare and behavioral health providers.
- Maintain situational awareness and scene safety; request law enforcement, EMS, or additional resources when risk escalates beyond WLCR scope.
- Immediately report suspected child abuse to Child Protective Services (CPS) and report suspected elder abuse to Adult Protective Services (APS) in accordance with mandatory reporting laws and agency policy.
- Report credible threats of harm to self or others, dangerous situations, or homicidal intent to law enforcement or the appropriate authority prior to clearing the scene.
- Maintain current knowledge of local, regional, and statewide resources and provide accurate, appropriate referrals tailored to client needs.
- Utilize agency-approved communication tools, including work and personal devices as appropriate, to coordinate care and support individuals in the field.
- Complete accurate, timely, and compliant documentation of all encounters in the designated Electronic Health Record (EHR) system by the end of shift; communicate with management if delays occur and complete documentation within established timelines.
- Clearly document assessments, interventions, client engagement, safety considerations, referrals, and any supplies or services provided.
- Communicate effectively and professionally, both verbally and in writing, with clients, team members, dispatch, community partners, and leadership.
- Participate in regular team meetings, case reviews, and quality improvement processes, including WLCR and WLFEA reviews when requested.
- Maintain required certifications, complete assigned trainings (including Relias), and participate in ongoing professional development in accordance with MCIS and agency standards.
- Respond promptly to work-related communication including phone calls, texts, and emails while on shift or when required for job duties.
- Follow established chain of command and reporting procedures, documenting and communicating concerns, incidents, or operational issues appropriately.
- Assist with community outreach, public education, and presentations to promote awareness and appropriate utilization of WLCR services.
- Ensure readiness of response vehicles and equipment, including cleaning, restocking supplies, and maintaining fuel levels per agency standards.
- Demonstrate cultural humility and the ability to work respectfully and effectively with individuals of diverse backgrounds, identities, and life experiences.
- Perform additional duties as assigned to support program operations and community needs.

## EQUIPMENT

Operates a variety of office equipment and technology, including computers and associated software, calculators, copy machines, scanners, shredders, fax machines, multi-line telephones, radios, and

mobile devices such as phones and tablets. Safely operate WLCR vehicles, including cars, SUVs, 4Runners, and vans, in accordance with agency policies and safety standards.

### PHYSICAL REQUIREMENTS

The physical demands and work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employees may be required to lift 25lbs, ambulate on uneven terrain, remain standing or walking for 1-2 hours at a time, and sit for long periods of time.
- Must have the ability to respond to emergency calls at all hours of the night, sometimes in challenging weather and/or under other stressful conditions.

### CONDITIONS OF EMPLOYMENT

- Must be 21 years of age or older.
- Pass a Criminal Background and Reference Check.
- Candidate must have a current Oregon Driver's License and pass DMV check.
- Pass Pre-Employment Drug Screening.
- Must meet minimum training and performance requirements and complete WLCR Academy.
- WLCR vehicle is to be used when responding to all encounters.

### RESIDENCY REQUIREMENTS

Part-Time Crisis Responders must reside within the Western Lane Fire and EMS Authority (WLFEA) service area and be able to respond to calls within 30 minutes of dispatch ("tap out"). This includes arriving at the station, deploying in a WLCR vehicle, and responding to the scene within the required timeframe.

**The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between WLCR Part Time Crisis Responders and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.**

## Body Armor

### 905.1 PURPOSE AND SCOPE

The Western Lane Fire and EMS Authority is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

### 905.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to provide body armor to authority members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The Western Lane Fire and EMS Authority authorizes members to utilize authority-issued body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the Authority to have members utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent, or otherwise pose a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of body armor in any situation or circumstance that may warrant the use of armor.

### 905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

- (a) For the purposes of this policy, a supervisor may be defined as:
  - 1. The Incident Commander (IC) directing any incident.
  - 2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of assigned personnel.
  - 3. The Company Officer in charge of any apparatus or crew.
  - 4. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew).
- (b) In certain situations, supervisors and members of the Authority should strongly consider utilizing body armor. These situations include:
  - 1. Incidents involving mass civil disturbances, rioting, or looting.
  - 2. Incidents involving large-scale protesting or organized civil disturbances.
  - 3. Incidents involving confrontations between rival street gangs, motorcycle gangs, or other criminal enterprises.
  - 4. Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing.
  - 5. Incidents involving groups or organizations with a known history of violent encounters or activities.

## *Body Armor*

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6. Any incident when law enforcement representatives recommend the use of body armor.

### **905.4 CONCEALMENT OF BODY ARMOR**

Whenever practicable, members of the Authority who utilize body armor should cover the armor with an over garment that effectively conceals the armor from public view or recognition. In the event of an unanticipated violent encounter during an incident, members may don body armor without regard to concealment.

### **905.5 STORAGE OF BODY ARMOR**

All authority-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members, as needed. During times of known or anticipated violent events, body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

### **905.6 MAINTENANCE AND SERVICE LIFE OF BODY ARMOR**

All authority-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions or in accordance with nationally recognized standards. All authority body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria, or when it has exceeded its rated service life.

### **905.7 SELECTION AND PROCUREMENT OF BODY ARMOR**

Body armor provided by the Authority shall comply with nationally recognized public safety standards for body armor. Body armor provided to personnel exposed to ballistic risks or other hostile threats should be consistent with expected duties.

# Apparatus/Vehicle Backing

## 906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities. This policy shall apply to all vehicles operated by the Western Lane Fire and EMS Authority.

### 906.1.1 DEFINITIONS

Definitions related to this policy include:

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Emergency vehicle** - A vehicle operated by the Authority that is equipped with lights and sirens as required by ORS 820.350 and 820.370. Emergency vehicles designed for firefighting purposes may also be known as apparatus (ORS 801.260).

**Officer** - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a back-up person.

**Staff vehicles** - Authority vehicles, emergency or not, assigned to members for use during authority business.

**Vehicle** - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Western Lane Fire and EMS Authority and used for authority business.

## 906.2 POLICY

To promote firefighter and paramedic safety, it is the policy of the Western Lane Fire and EMS Authority that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in unique circumstances. Hose lines shall be picked up by driving forward over the hose rather than backing.

## 906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter and paramedic safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter and paramedic injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer, or the driver if there is no officer present, shall deploy spotters when backing-up or as necessary to allow the safe movement of an apparatus or vehicle.

## *Apparatus/Vehicle Backing*

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The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

### **906.4 SPOTTER RESPONSIBILITIES**

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.

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### *Apparatus/Vehicle Backing*

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- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

# Heat Illness Prevention Program

## 907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program encouraging member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations.

### 907.1.1 DEFINITIONS

Definitions related to this policy include:

**Acclimatization** - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat-related illness** - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

## *Heat Illness Prevention Program*

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**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Temperature is usually 104 or higher.

### **907.2 POLICY**

It is the policy of the Western Lane Fire and EMS Authority to encourage member participation in the heat illness prevention program and the accompanying training.

### **907.3 GUIDELINES**

This heat illness prevention program should apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group should be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company Officer should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat

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### *Heat Illness Prevention Program*

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exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every Company Officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

# Respiratory Protection Program

## 908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Authority, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; OAR 437-002-0182; OAR 437-002-0120).

### 908.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

## 908.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Company Officer or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of the devices.

## 908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire & EMS Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the Authority meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.

## *Respiratory Protection Program*

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- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  - (a) Respirator fit during use
  - (b) Any effects of respirator use on work performance
  - (c) Respirators being appropriate for the hazards encountered
  - (d) Proper use under current work site conditions
  - (e) Proper maintenance
- (g) Ensure the Authority covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

### **908.4 USE OF RESPIRATORY PROTECTION**

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other authority-approved procedures recommended by the respirator manufacturer.

Company Officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Company Officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- (a) It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.

## *Respiratory Protection Program*

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- (c) The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

### 908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- (a) Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- (b) Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- (c) Entering the hot zone of a hazardous materials incident.
- (d) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (e) Any time use is specified by the [Captain] or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

### 908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Company Officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

### 908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A Company Officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation

## *Respiratory Protection Program*

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fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

### 908.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

### 908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

## **908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

### 908.5.1 SCBA REQUIREMENTS

Western Lane Fire and EMS Authority's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH. Approved SCBA must be in compliance with the requirements of OAR 437-002-0182(19).

The Western Lane Fire and EMS Authority shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

### 908.5.2 COMPRESSED BREATHING AIR

All compressed air cylinders used with SCBA must meet U.S. Department of Transportation and NIOSH criteria (OAR 437-002-0182(19)). Air samples shall be taken from the compressor when the system is installed or repaired and every six months, to be analyzed in accordance with the requirements of OAR 437-002-0182(21).

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Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute Compressed Gas Association Commodity Specification for Air (G-7.1-2018) (OAR 437-002-0182(21)).

### **908.6 RESPIRATOR FIT TESTING**

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, any other condition that may affect the fit of the facepiece seal).

#### **908.6.1 RESPIRATOR FIT TESTING PROCEDURES**

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

#### **908.6.2 FIT TESTING RECORDS**

The Training Coordinator shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the authority records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (e.g., type, manufacturer, model, style, size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

### **908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter and if any of the following conditions arise between annual tests:

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- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Authority to determine which, if any, members need to complete physical examinations.

The Training Coordinator shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

### **908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE**

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator that is not operating properly or is below authority standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
  - 1. Excessive dirt
  - 2. Cracks, tears, holes
  - 3. Distortion from improper storage
  - 4. Cracked, loose, or scratched lenses (full facepiece)
  - 5. Broken or missing mounting clips
- (d) Head straps:
  - 1. Breaks or tears
  - 2. Loss of elasticity
  - 3. Broken or malfunctioning buckles or attachments
  - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:

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1. Detergent residue, dust particles, or dirt on the valve seal
  2. Cracks, tears, or distortion in the valve material or valve seal
  3. Missing or defective valve covers
- (f) Filter elements:
1. Proper filter for the hazard
  2. Approved designation (NIOSH)
  3. Missing or worn gaskets
  4. Worn thread
  5. Cracks or dents in filter housing

### 908.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use.

Respirators should be cleaned and sanitized according to manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the Authority and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

### 908.8.2 STORAGE

Respirators in storage shall be protected against:

- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

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### 908.8.3 FLOW TESTING

The Authority shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The Authority shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

### 908.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

## Personal Alert Safety System (PASS) Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alert safety system (PASS) device. PASS devices are designed to monitor responder movement and alert others to a lack of movement (OAR 437-002-0182(20)).

### 909.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a PASS device.

### 909.3 USE OF PASS DEVICES

All PASS devices purchased before July 1, 2016, shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1983 edition. All PASS devices purchased on or after July 1, 2016, shall meet the requirements of NFPA standard 1982, 2013 edition (OAR 437-002-0182(20)).

Members shall wear a PASS device any time they are in atmospheres that are IDLH, including rescue, fire or other hazardous condition (OAR 437-002-0182(20)).

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A PASS device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress (OAR 437-002-0182(10)).

### 909.4 MAINTENANCE OF PASS DEVICES

All PASS devices shall be tested at least monthly and repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (OAR 437-002-0182(20)).

## Health and Safety Officer Responsibilities

### 910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

### 910.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that the HSO will be appointed by the Fire & EMS Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire & EMS Chief or the authorized designee shall identify a replacement.

### 910.3 QUALIFICATIONS

The authority's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the authority's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
  1. Fire Instructor I (NFPA Instructor I)
  2. NFPA Instructor II
  3. NFPA Fire Officer I
  4. Training program management
  5. Incident Safety Officer
  6. Health and Safety Officer

### 910.4 ADMINISTRATIVE RESPONSIBILITIES

The responsibilities of the Fire & EMS Chief and any designated Health and Safety Officer include but are not limited to (29 CFR 1910.132; OAR 437-002-0120; OAR 437-002-0182):

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- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general authority safety standards, and serving as the chair of the Safety Committee (see the Illness and Injury Prevention Program Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire & EMS Chief or the authorized designee (OAR 437-001-0760).
- Ensuring that information provided to the Fire & EMS Chief or the authorized designee involving safety issues is also provided to the Authority Safety Committee for review (OAR 437-001-0765).
- Conducting regular safety inspections.
- Serving as a resource for authority officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Coordinator for the development and implementation of behavioral and physical health and safety meeting training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring all lost time injuries are investigated and procedures are in place so that investigations will be handled appropriately (OAR 437-001-0760).

### **910.5 RESPONSE DUTIES**

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

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### **910.6 HEALTH AND SAFETY INCIDENT REVIEW**

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

## Vehicle Safety Belts

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Authority wear safety belts while operating or riding in authority vehicles or privately owned vehicles while conducting authority business in compliance with Oregon law. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

### 911.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this authority, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (ORS 811.210).

### 911.3 INOPERABLE SAFETY BELTS

No person shall operate authority vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire & EMS Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

### 911.4 SAFETY BELT EXEMPTION

Safety restraints are not required when a member is riding in an ambulance and administering medical aid to another person in the ambulance if being secured by a safety restraint would substantially inhibit the administration of medical aid (ORS 811.215(8)).

## Fire Station Safety

### 912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Western Lane Fire and EMS Authority members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

### 912.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 912.3 PROCEDURE

For the safety of all occupants, the on-duty Company Officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
  - 1. Use adequate eye and face protection when there is a risk of eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers, and while working under vehicles.
  - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, or other tools).
  - 3. Wear hearing protection in compliance with the Occupational Noise Exposure and Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
  - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
  - 2. Clean and repair the source of water leaks quickly to avoid mold growth.
  - 3. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (ORS 433.845).

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4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
  5. Maintain cooking appliances and eating utensils in good working order.
  6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
  7. Provide and clearly label first-aid supplies.
  8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
  2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
  3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
  2. Use team lifting for heavy or awkward objects that need to be lifted above waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items such as out-of-county bags, drug boxes, and map boxes.
  3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
  2. Remove any objects that block hallways and/or passageways.
  3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and outdoor walkways.
  4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
  5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
  6. Ensure all areas of the building are adequately illuminated.
  7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.

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2. Exercise caution and use handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery, and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.
  7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls.
1. Maintain 36 inches of clear access around all electrical control panels.
  2. Label electrical switches and circuit breakers with their purpose.
  3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  4. Ensure all extension cords are properly grounded and approved.
  5. Avoid using flexible cords and cables as a substitute for fixed wiring.
  6. Avoid hanging electrical cords on pipes or nail hooks.
  7. Check all electrical cords for fraying or exposed plug wiring.
  8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
  2. Maintain portable fire extinguishers in a fully operable condition.

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3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system at least annually.
  5. Ensure a qualified person services the sprinkler system at least annually.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
  3. Store hazardous materials separately from food, food preparation, and eating areas.
  4. Store ignitable liquids in an approved, vented flammable and combustible liquids storage cabinet.
  5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  6. Store cylinders of compressed gas in an upright position, away from combustible materials (OAR 837-040-0010).
  7. Avoid wearing or storing turnout gear in the living quarters or buildings.
  8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
  9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
  11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and Wellness Program policies.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

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## Ground Ladder Testing

### 913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in Oregon law and by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to authority members when using ground ladders (OAR 437-002-0182(31)).

### 913.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to perform testing, inspection and certification of all ground ladders for the safety of authority members and to comply with applicable standards.

### 913.3 INSPECTION AND TESTING

All authority-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders should be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground repair, ladder testing and certification should be performed by a trained, qualified authority member or a qualified vendor.

### 913.4 RECORDS

The Authority shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

## Personal Protective Equipment

### 914.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Western Lane Fire and EMS Authority members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities (OAR 437-002-0134; OAR 437-002-0182).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

### 914.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

### 914.3 PPE STANDARDS AND REQUIREMENTS

The Authority will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The Authority shall apply the following guidelines, requirements, and standards to all PPE (29 CFR 1910.156; OAR 437-002-0134; OAR 437-002-0180; OAR 437-002-0182):

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (OAR 437-002-0134; OAR 437-002-0182).
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Chief Officer in charge of the Division where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Coordinator shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

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### 914.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (OAR 437-002-0134; OAR 437-002-0182).

Each protective helmet shall consist of a rigid shell, an energy absorbing system, a retention system, florescent and retroreflective trim, ear covers, and either a face shield or goggles, or both (OAR 437-002-0182(14)).

If a face shield is used, it shall be installed as part of the helmet in either a fixed position or hinged to allow adjustment of the shields and must meet the ANSI requirements (OAR 437-002-0182(17)).

A flame-resistant protective hood that will not impair the use of a respirator facepiece must be worn during interior structural firefighting to protect the sides of the face and hair. All helmets and flame-resistant protective hoods comply with NFPA 1971 requirements as set forth in OAR 437-002-0182(14).

Use, care, alteration, and maintenance instructions for protective headgear must be supplied for each helmet (OAR 437-002-0182(14)).

### 914.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Authority shall provide and require that members wear approved face and eye protection suitable for the hazard (OAR 437-002-0134; OAR 437-002-0182).

Eye and face protection is not required if firefighters are wearing full-face respiratory equipment that has been approved by NIOSH. Members who need corrective lenses must be provided with protective equipment that can be worn over their lenses (OAR 437-002-0182(17)).

For guidance on protecting members from hazardous noise conditions, see the Occupational Noise Exposure and Hearing Conservation Program Training Policy (OAR 437-002-0182(12)).

### 914.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable

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liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and not worn until properly cleaned (OAR 437-002-0134; OAR 437-002-0182).

### 914.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, and other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (OAR 437-002-0134; OAR 437-002-0182).

### 914.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (OAR 437-002-0134; OAR 437-002-0182).

Firefighters using chain saws for non-firefighting activities must wear chaps or leg protectors in accordance with OAR 437-002-0134 (OAR 437-002-0182(16)).

### 914.3.6 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (29 CFR 1910.140; OAR 437-002-0120).

### 914.3.7 WILDLAND FIREFIGHTING CLOTHING AND EQUIPMENT

Members engaged in wildland fire suppression duties must wear a protective clothing ensemble. The [Department Agency] is responsible for providing (OAR 437-007-1320):

- (a) ANSI-approved head protection in a high-visibility color (OAR 437-007-0305; OAR 437-007-0310).
- (b) Gloves designed to protect the wearer from chemical and thermal burns, absorption of harmful substances, and rough materials or surfaces (OAR 437-007-0320).
- (c) Eye and face protection sufficient to protect the wearer from chips, sawdust, and flying particles (OAR 437-007-0315).

Chainsaw protection shall be provided to members using chainsaws in wildland firefighting activities and shall meet the specifications identified in OAR 437-007-0325.

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### **914.4 SELECTION, CARE, AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following:

#### **914.4.1 SELECTION**

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include (OAR 437-002-0134):

- (a) A risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
  - 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) Considerations should include the following:
  - 1. PPE performance expectations, including thermal and physiological effects
  - 2. Style and design for user comfort and wear performance
  - 3. Construction for quality, durability, and garment life
  - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
  - 5. Any necessary changes in operating procedures

#### **914.4.2 INSPECTION**

There are two primary types of PPE inspection:

**Routine inspection** - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspections should include the following, as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Rips, tears, and cuts

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- (b) Damaged/missing hardware and closure systems
  - (c) Thermal damage, such as charring, burn holes, and melting
  - (d) Damaged or missing reflective trim
  - (e) Shrinkage
  - (f) Loss of elasticity or flexibility at openings
  - (g) Excessive wear to the liners
- (b) Helmets should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents, and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
  - 4. Physical damage to ear flaps, such as:
    - (a) Rips, tears, and cuts
    - (b) Thermal damage, such as charring, burn holes, and melting
  - 5. Damaged or missing components of suspension and retention systems
  - 6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage, such as charring, burn holes, and melting
    - (c) Exposed or deformed steel toe, steel midsole, and shank
    - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents

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3. Physical damage, such as:
  - (a) Cuts, tears, and punctures
  - (b) Thermal damage such as charring, burn holes, and melting
  - (c) Excessive stretching
  - (d) Distorted or damaged hardware

**Advanced inspection** - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

### 914.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The Authority will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) Authority standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
  1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
    - (a) Initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.

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- (d) If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
  - (e) Inspect for soiling and contamination and repeat the process if necessary.
  - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
- (a) The authority's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
  - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
  - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
  - (b) The authority's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Authority, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
  - (c) PPE components contaminated with blood, body fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

### 914.4.4 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to authority procedures.

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### 914.4.5 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used (OAR 437-002-0134). The authority's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE shall be available to members while repairs are being made.

### 914.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct or indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- (b) PPE shall be clean, dry, and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

### 914.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the authority's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use authority issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other authority facilities.

### 914.6 PPE TRAINING

The Training Coordinator should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (OAR 437-002-0134):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.

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- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

### **914.7 PPE RECORD-KEEPING**

The Authority shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

### **914.8 PPE RETIREMENT**

PPE ensembles and elements should be retired as follows:

- (a) When worn or damaged to the extent that the Authority deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

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Retired PPE ensembles and elements shall be destroyed or disposed of by the Authority in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

### **914.9 SPECIAL INCIDENT PROCEDURE**

If any member of the Western Lane Fire and EMS Authority suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire & EMS Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the authority's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire & EMS Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire & EMS Chief or the authorized designee shall determine the retention period for the storage of PPE.

### **914.10 REPORTING**

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

## 1300 Peer Support Policy

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### 1300.1 Purpose and Scope

The purpose of this policy is to establish the guidelines for the operation of the Peer Support Team, including its activation, procedures for conducting peer support contacts, confidentiality considerations, and other related protocols. This policy applies to all employees within the organization who may seek or provide peer support services, ensuring that any interactions are handled with confidentiality, respect, and professionalism.

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#### 1300.1.1 Definitions

Definitions related to this policy include:

- **Peer Support:** A form of support where individuals with shared experiences provide emotional or psychological assistance to others.
  - **Peer Support Team:** A group of trained employees who offer support to colleagues facing personal or professional challenges.
  - **Confidentiality:** The ethical duty to protect the privacy of individuals seeking peer support, ensuring that shared information is not disclosed without consent.
  - **Activation:** A request or trigger for initiation of Peer Support. An activation can come about through any of the following:
    - **Individual Request for Peer Support:** When an employee seeks support directly from the Peer Support Team.
    - **Peer Support Team Member Recognizes Need:** When a member of the Peer Support Team identifies that a colleague could benefit from peer support.
    - **Management/Admin Recognizes Need:** When a manager or administrator observes that an employee may be struggling and refers them for support.
    - **Other Staff Refers an Individual for Peer Support:** When an employee or colleague refers another individual for peer support based on observed need.
    - **Automatic Trigger:** When certain predefined situations (e.g., a major incident, personal life event, or other emergency) automatically activate peer support involvement, as defined in the policy.
    - **Other Agency Request for Peer Support:** When another organization or agency requests peer support services for an employee, often in collaboration or partnership with the organization.
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### 1300.2 Policy

It is the policy of WLFEA to make a reasonable effort to provide peer support to employees as a means of promoting emotional well-being, resilience, and professional growth. This policy ensures that the Peer Support Team is available to assist employees in navigating challenging situations, whether personal or professional, in a confidential and supportive manner. If no Peer

Support Team Members are available, an attempt will be made to request Peer Support Services from nearby teams such as the Local 851.

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### 1300.3 Sections

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#### ### Roles and Responsibilities

- **Team Lead**

- The Team Lead will maintain the following responsibilities and duties as appropriate
  - Budget - Team Lead will write budget requests for each fiscal year
  - Planning - Team Lead will plan and organize team meetings, trainings, and events as appropriate
  - Assigning Contacts - Team Lead shall assign requests for contact to Team Members as appropriate and with consideration for both the Team Member and the individual requiring contact.
  - Appointment - Team Lead shall appoint individuals to the Peer Support Team after discussing expectations and responsibilities with the individual, and the individual will sign acknowledgement of Peer Support ORS181A.835 and Confidentiality Agreement.
  - Dismissal - Team Lead may dismiss individuals from the Peer Support Team if confidentiality is broken by that individual, or if a Peer Support Contact is grossly mishandled.
  - Maintenance of Peer Support Website - Team Lead shall maintain the Peer Support Website and review the contents annually to add or remove any resources or information that may have changed.
  - Networking - Team Lead will network with other Peer Support Team Leads in the region to stay up to date on any up and coming resources and to have other teams to call in the event that outside Peer Supporters are needed for an incident.
- Appointment to Team Lead - If a new Team Lead is to be appointed, there will be an opportunity for individuals to nominate themselves or another person. Nominated individuals will be given an opportunity to address the team either in person or by writing, after which time a vote amongst team members will be held. A recommendation for Team Lead will be determined by majority vote, and submitted to the Fire and EMS Chief or Designated Representative for approval.

- **Team Member**

- Training - Team Members shall obtain Peer Support Certification training within 90 days after appointment to the team if they do not already have it
- Confidentiality - Team Members shall maintain confidentiality of any contacts they conduct pursuant to the ORS.
- Documentation - Team Members shall document Contacts as soon as possible after the initial contact. Follow-up conversations pertaining to one incident or topic do not need to be documented as separate Contacts.
- Self Care - Team Members are strongly encouraged to seek out the mental health care and physical health care that they will be referring their peers to so that they can better understand the resources.
- Vigilance - Team Members shall maintain an awareness of their peers' general wellbeing so as to be able to spot when a peer may benefit from a Contact.
- Chain of Command - Team Members shall contact the Team Lead if an incident occurs that constitutes an in-person visit from the Peer Support Clinician so that further resources can be contacted and directed to the individuals needing support.

### **1300.3.1 Protocol for Conducting a Peer Support Contact**

Upon initiation, an **Activation** will result in the following actions to ensure that Peer Support is provided appropriately and in accordance with confidentiality and ethical standards:

- **Alerting the Peer Support Team Member:**  
When an Activation occurs, a certified Peer Support Team Member will be alerted either by the individual seeking support or by the Team Lead. The Peer Support Team Member is then responsible for proceeding with the contact in a manner that respects the confidentiality and needs of the individual.
- **Initial Contact:**  
The assigned Peer Support Team Member will make initial contact with the individual, either in person or by phone. The contact should be made in a manner that ensures the individual's confidentiality is maintained (e.g., using a private space for in-person meetings or a confidential phone line for calls).
- **Informing the Individual:**  
Upon making contact, the Peer Support Team Member will inform the individual that this is a Peer Support contact. The individual will also be informed about the confidentiality of the conversation, including the limitations of confidentiality (see **Caveats of Confidentiality** below).
- **Navigating the Interaction:**  
The Peer Support Team Member will navigate the interaction as they deem appropriate based on the individual's needs. The following support may be offered:
  - **Follow-up Contacts/Availability for Check-ins:** Offering future availability for additional support if the individual requests it.

- **Clinical Resources:** Referral to the Team Clinician, or other mental health professionals as necessary.
- **Self-Care Resources:** Providing tools or strategies for personal well-being and self-care.
- **Financial/Legal Resources:** Offering information on financial assistance or legal resources if applicable.
- **Union Resources:** Directing the individual to union-related resources, if relevant.
- **Crisis Resources:** Referring to specialized crisis services, including the Center of Excellence, Emergency Care, Law Enforcement, or other resources as needed.
- **Documentation of Contact:**
  - The Peer Support Team Member will document the contact via the **Google Sheets Contact Form**. The documented information will include:
    - **Date of Initial Contact**
    - **Method Contact was Initiated By** (e.g., the individual, a peer referral, automatic trigger)
    - **Outcome of Contact** (e.g., follow-up scheduled, resources provided)
  - Confidentiality will be maintained in the documentation, and only the above information will be recorded to ensure privacy.
  - Peer Support Contacts will occur while the Peer Supporter is on-duty if at all possible. Any Peer Support duties performed outside of assigned duty hours will be requested through Team Lead, and approved by a Chief Officer. These hours will be coded as Peer Support on the ADP timecard, with a note that the hours were authorized by a Chief Officer.

### 1300.3.2 Caveats of Confidentiality

Confidentiality in peer support is a core principle; however, certain exceptions exist, particularly regarding safety and legal obligations. The following circumstances will trigger an obligation to breach confidentiality:

- **Threat of Suicide or Homicide:** Any threat of self-harm or harm to others made by the participant during the peer support session.
- **Abuse of Children or Elderly:** Any information conveyed that indicates abuse or neglect of children or the elderly.
- **Criminal Misconduct:** Any admission of criminal activity by the participant.

In the event that any of the above caveats to confidentiality are identified, the Peer Support Team Member will take the following actions:

- **Activate Crisis Resources:** This may include contacting emergency services such as:
  - **911 (Law Enforcement, Medics, WLCR)**
  - **Suicide Hotline** (e.g., National Suicide Prevention Lifeline)
- If the individual is on duty, **Management will be made aware** of any immediate threats.

- **Crisis Interventions** will be initiated based on the severity of the situation, including potential law enforcement or emergency medical services.
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### **1300.3.3 Administrative Automatic Triggers**

**Intent:** Automatic triggers are predefined situations that will prompt activation of peer support services without an individual request. These triggers ensure that employees receive timely support during challenging or critical events. Administrators may contact Peer Support under the following circumstances to perform a check-in with the individual, with no specifics given regarding the situation.

**Sick Bank Threshold Reached:** When an employee has used enough sick leave that they dip below 48 hours of sick leave accrued, they may be recommended by admin for a peer support check in.

**Extended Sick Leave:** If an employee requires extended sick leave, this may trigger a peer support check in to possibly assist the individual during their recovery.

**OTJI with Workers Comp Leave:** If an employee is on job-injury leave (Workers Comp), peer support may be automatically triggered for a check in.

**Promotion / New License / New Hire:** Peer support is available to assist employees navigating the challenges of promotions, new licenses, or as they adjust to new positions.

**Administrative Discretion:** Management has the discretion to request peer support activation if they notice a concerning change in an employee's behavior or well-being.

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### **1300.3.4 911 Call Automatic Triggers**

The following 911-related events will automatically trigger peer support involvement to provide immediate assistance to employees who may have been affected by traumatic or critical incidents:

- **Code 3 Return with Pediatric Patient**
- **Code 99 / Code 100 with Pediatric Patient**
- **Code 3 Return / Code 99 / Code 100 with Known Relative or Friend of Any Responder**
- **Mass Casualty Incident (MCI)**
- **Fire with Civilian Fatality**
- **Line of Duty Injury or Fatality**
- **Fire with RIT Activation**
- **DOA/C99/C100 with Pediatric Present**

Shift Officers and AIC have the primary responsibility of activating the peer support team in these instances, however, anyone aware of the incident may activate the peer support team with or without consulting the Officer or AIC. The peer support team will reach out to employees

involved in these critical incidents to ensure they have the necessary emotional and psychological support.

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### **1300.3.5 Private Life Triggers**

The following personal circumstances may automatically trigger peer support involvement to provide support during significant life events, ideally handled at the shift level by Peers familiar with the individual:

- **Known Financial Struggles:** If an employee is known to be experiencing significant financial difficulties, peer support may be activated to offer assistance or resources.
  - **Legal Trouble in Immediate Family:** If an employee or their immediate family is facing legal trouble, peer support may be offered to help them manage the stress and potential ramifications.
  - **Divorce:** If an employee is undergoing a divorce or separation, peer support can be activated to help them through this emotional and challenging process.
  - **Marriage:** Employees who are getting married will be offered support as they transition into a new phase of their personal life, particularly if the wedding is accompanied by stress or challenges.
  - **Birth in Immediate Family:** When a birth occurs in the employee's immediate family, peer support will be offered to assist with the emotional and practical challenges that can accompany the event.
  - **Death in Family:** In the event of a death in the family, peer support will be available to assist the employee with grief and any practical issues related to the loss.
  - **Graduation / School Completion:** When an employee or their immediate family member completes a significant educational milestone, peer support may be triggered to help the employee navigate the life changes that often follow.
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### **1300.3.6 Ghost Off Schedule Protocol**

#### **Intent:**

In the event that an employee needs to be removed from the schedule for peer support or crisis reasons, it is important that the employee does not feel judged by their peers. The intent of this protocol is to establish a discrete process that minimizes suspicion and ensures confidentiality while also providing necessary support.

#### **1300.3.6.1 Circumstances Eligible for Ghost Off Schedule**

The following situations are eligible for the "Ghost Off Schedule" protocol:

- **Highly Distressing Calls:** Traumatic or highly emotional calls that require an employee to take time off for recovery.
- **Major Family Emergency:** Personal or family crises requiring immediate time off.

- **Mental Health Crisis:** An employee facing a mental health challenge that necessitates time away.
- **Private or Sensitive Medical Emergency:** An urgent, private medical issue that requires confidentiality.

### **1300.3.6.2 Notification of Management**

The Peer Support Team Lead will contact the appropriate officer in the employee's chain of command. Only the employee's name and the need to utilize the Ghost Off Schedule Protocol will be shared. The employee will be contacted by the officer to confirm the need to leave or be removed from the schedule. Management will decide if backfill is necessary and whether voluntary overtime is offered. If necessary, mandatory overtime may be assigned.

### **1300.3.6.3 Aladtec Actions for Ghost Off Schedule**

- **On Duty:** If the employee is on duty, they will be removed from the schedule and put on "sick leave" after an officer confirms these actions with the employee.
- **Extended Absences:** Signups may be posted ahead of time, but the employee will be officially removed from the schedule just prior to their absence. The employee may be preemptively labeled as out on "Vacation" if applicable.

### **1300.3.6.4 ADP Actions**

The employee's timecard on ADP will need to be overseen by the officer assisting in the Ghost Off Schedule Protocol to reflect accurate leave information as Aladtec may not accurately represent the nature of the absence.

### **1300.3.6.5 Leave Pay**

- **Bereavement Leave** if applicable.
- **Sick Leave** if available.
- **Vacation Time** if no sick leave is available, regardless of probationary status.
- **Paid Leave Oregon** for qualifying circumstances.
- **FMLA** if appropriate.
- **Worker's Compensation** for work-related injuries.
- **Donated Sick Leave** (if available).
- **Administrative Leave** if appropriate and other options are unavailable or inappropriate.

## **1300.3.7 Involvement of the Peer Support Team Clinician**

### **Scope of Work**

The Peer Support Team Clinician will provide a range of services to support the Peer Support Team and its members, as outlined below. These services aim to enhance the team's ability to support peers effectively while ensuring appropriate access to professional mental health expertise.

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## Services and Deliverables

### 1. **Telephonic Assessment, Referral, and Resource Assistance**

The Peer Support Team Clinician will provide unlimited telephonic assessments, referrals, and resource assistance for Peer Team Members. These services will assist in evaluating peer needs and connecting them with appropriate resources.

- During Regular Business Hours: Peer Team Members can access consultations, referrals, and resource assistance during business hours for non-crisis situations.
- Crisis Situations or After-Hours Consultation: In emergencies or after hours, the Peer Support Team Lead may access immediate support from the Peer Support Team Clinician.

### 2. **Attendance at Peer Team Meetings**

The Peer Support Clinician will attend Peer Team meetings as needed to provide expert advice, support, and professional input. There will be no additional charges or travel costs for this service.

### 3. **24/7 Emergency Consultation Availability**

The Peer Team Lead will have 24/7 access to the Peer Support Team Clinician for emergency consultation, providing critical support during urgent situations.

- If the Peer Support Team Clinician is unavailable due to travel or other unforeseen circumstances, she will notify the Peer Team Lead in advance. In such cases, the Peer Team Lead will have access to alternative options, including other providers listed in the resource database or the use of 24-hour crisis hotlines.

### 4. **Training and Education**

The Peer Support Team Clinician will provide training and continuing education for the Peer Support Team to address specific needs and challenges.

- Continuing Education Instruction: Clinician will offer up to 10 person-hours of annual training on mental health topics, stress management, work-life balance, and other relevant topics, as negotiated between WLFEA leadership and the Clinician. These sessions will be scheduled based on mutual availability, with projected dates, times, and venues determined by the Clinician and the Peer Team Lead.
- Additional Training Modules: Should additional training be required, it will be available with negotiable costs depending on the scope and duration of the request.

### 5. **Resource Database Enhancement Management**

The Clinician will assist in maintaining and enhancing the resource database for the Peer Support Team on a semi-annual basis.

- The resource list will be verified to ensure accuracy, availability, and up-to-date contact information. The Clinician will also confirm that insurance and payment details for resources are correct.
- As a representative of WLFEA, the Clinician will work to build and maintain professional relationships at the local, state, regional, and national levels to

ensure that Peer Team members have access to a wide range of relevant resources.

#### **6. Critical Incident Support and Crisis Management Services**

In the event of a traumatic or critical incident, the Clinician will provide consultation and services to assist WLFEA in preparing for, responding to, or preventing the impact of these events.

- Support will be available by phone, Facetime (or equivalent), or in person, depending on the circumstances and the severity of the situation.
- The Clinician will assist the Peer Support Team in managing the emotional and psychological effects of critical incidents, ensuring team members and individuals affected by the incident receive the necessary support.

### **1300.3.8 Acute Adaptive Stress Protocol (ASAP)**

#### **Purpose and Overview**

The Acute Stress Adaptive Protocol (ASAP) is an Eye Movement Desensitization and Reprocessing (EMDR)-based intervention used as both a screening tool and a therapeutic treatment for emergency responders. It is designed to assess and care for responders' mental health in the immediate aftermath of crisis response. The ASAP is both a group and individual intervention, administered by ASAP-trained peer support members or a licensed mental health provider.

#### **Intervention Delivery**

The ASAP can be delivered by ASAP-trained peer supporters, chaplains, and/or licensed mental health providers no sooner than three sleep cycles after the incident. The ASAP can be delivered as frequently as twice per day for a four day period. It is recommended to be utilized prior to a Critical Incident Stress Debriefing (CISD), as it may enhance employees' ability to participate in the CISD. It is advised that the ASAP and CISD not occur on the same day.

#### **Voluntary and Accessible Participation**

The ASAP can be offered on a drop-in basis, based on the department's needs. This approach ensures that any employee who may benefit from the ASAP intervention has the opportunity to participate, regardless of a specific work-related event. While participation is voluntary, employees can engage in the ASAP without needing a formal activation triggered by a specific incident.

#### **Group and Individual Delivery**

##### **1. Group Intervention:**

- When delivered as a group, the ASAP must be conducted with a minimum of three ASAP-trained individuals: a facilitator and two emotional support persons to assist the participants.
- The intervention can be offered as an agency-only service or in collaboration with other agencies with existing memorandums of understanding.

##### **2. One-on-One Intervention:**

- ASAP can also be administered individually, either at the request of an employee or when a peer support member identifies it as beneficial.
- As with group interventions, individual participation in ASAP is strictly voluntary.

### **Considerations and Confidentiality**

- The ASAP intervention does not involve speaking or discussion, making it suitable for delivery in environments where gag orders are in place (e.g., prohibitions on discussions regarding civil, criminal, or administrative cases).
- While the ASAP does not involve discussion during the intervention, participants are encouraged to maintain confidentiality outside of the ASAP delivery to protect the integrity and privacy of their experience.

### **Memorandum of Understanding**

# **Memorandum of Understanding (MOU)**

**Between**

**Western Lane Fire and EMS Authority**

**And**

**[INSERT AGENCY NAME]**

## **I. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to establish a mutual agreement between **Western Lane Fire and EMS Authority** (“WLFEA”) and **[INSERT AGENCY NAME]** (“[the Agency]”) regarding the administration of the **Acute Stress Adaptive Protocol (ASAP)** intervention by Western Lane Fire’s Peer Support Team for the benefit of [the Agency]’s employees.

## **II. Scope**

This MOU applies solely to the delivery of the ASAP intervention as described herein and does not create a formal partnership, employment, or legal obligation beyond the terms of this document.

## **III. Roles and Responsibilities**

**Western Lane Fire and EMS Authority agrees to:**

- Provide a minimum of **three (3)** ASAP-trained Peer Supporters.
- Supply all necessary materials and resources required for the facilitation of the ASAP event.
- Ensure that Peer Supporters adhere to principles of **confidentiality** and **voluntary participation**.
- Have Peer Supporters remain **onsite for one hour** following the ASAP event.
- Make Peer Supporters **available via phone after the event**, on an ongoing basis, for peer support.

**[INSERT AGENCY NAME] agrees to:**

- Provide an **adequate and private location** for the ASAP event that includes **tables and chairs** proportionate to the expected attendance of the event and is free from interruptions or distractions.
- Ensure access to the location for setup and use by WLFEA's Peer Supporters during the scheduled event times.
- Keep **attendance under 20 individuals**, or request additional ASAP Trained Peer Supporters for the event, which adds an additional 10 individuals per ASAP Trained Peer Supporter and will be provided by WLFEA if possible, or requested from other agencies if feasible.

## **IV. Confidentiality**

All information shared by participants during the ASAP session will be kept strictly confidential by the Peer Support Team. This confidentiality is subject to standard limits (e.g., risk of harm to self or others, suicidal ideation, and criminal acts). Any concerns or issues arising during or after the event should be directed to the **Peer Support Team Lead** or the **Chief of Western Lane Fire and EMS Authority**.

## **V. Voluntary Nature and Disclaimer**

Participation in the ASAP event is **entirely voluntary**. It is understood by all parties that ASAP is **not a substitute for professional counseling or therapy**. All participants will be informed of this prior to the event, and will be asked to acknowledge their understanding.

## VI. Duration, Additional ASAP Events, and Termination

This MOU shall become effective upon signing by all parties and will remain in effect through the duration of the agreed-upon ASAP event date(s), expiring **seven (7) calendar days after the conclusion of the ASAP event.**

### Additional ASAP Events

Following the initial ASAP event, **[INSERT AGENCY NAME]** may request additional ASAP events within the **seven (7) calendar days** following the conclusion of the initial event. Western Lane Fire and EMS Authority will make a reasonable attempt to fulfill such requests, contingent upon the availability of trained Peer Supporters. In the event that Western Lane Fire and EMS is unable to fulfill a request, the agency will refer **[INSERT AGENCY NAME]** to other available ASAP-trained Peer Supporters, if feasible.

## VII. Signatures

By signing below, the parties acknowledge their understanding and agreement to the terms and conditions outlined in this MOU.

**Date of Initial ASAP** \_\_\_ / \_\_\_ / \_\_\_ **Expiration Date of MOU** \_\_\_ / \_\_\_ / \_\_\_

### Chief

Western Lane Fire and EMS Authority

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Peer Support Team Lead

Western Lane Fire and EMS Authority

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Authorized Representative

**[INSERT AGENCY NAME]**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**1300.4 Approval**

**Adopted Date:**

**Reviewed Date:**