

**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, April 23, 2026, 6:00 p.m.**  
 The Zoom recording will be on the WLFEA Website.

**SVFR & WLFEA BOARD MEMBERS PRESENT:**

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

**Not Present:** Director Keith Stanton (excused; attending the Lane Council of Governments meeting)

**WLAD & WLFEA BOARD MEMBERS PRESENT:**

Director Cindy Russell, Director Mike Webb, and Director Adam Holbrook

**Not Present:** Director Vanessa Buss and Director Linda Stent

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

**PUBLIC COMMENTS: None**

**CONSENT AGENDA:**

**Meeting Minutes:** Regular Meeting March 26, 2026, Special Meeting March 30, 2026

**Staff Reports**

**Correspondence**

**Director Russell made a motion to approve the Consent Agenda. Director Webb 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 Lutgen reported that tax revenue has been received, along with approximately 90% of Ground Emergency Transport (GEMT) revenue. The district also received its first LifeFlight check for four LifeMed membership renewals, it will appear in next months the board packet.

She further reported that budget hearing materials have been posted to the WLFEA website and will be sent to the newspaper the following week.

No questions were raised by the Board.

**OLD BUSINESS:**

**1. Chief Contract:**

Chief Schick reported that the Chief Contract has been returned from the attorney and reviewed by Chief Chance. The contract will be distributed to Directors via email for review. A vote is scheduled for the next meeting; if approved, it will be entered into the public record.

**2. Policies reviewed from the March 26, 2026, meeting:**

- 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

Chief Chance noted that the two WLCR job descriptions are new and require Board approval.

**Director Webb made a motion to approve the Job Descriptions for WLCR’s Part-Time Transport Drivers and Part-Time Responder. Director Holbrook seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.**

#### **NEW BUSINESS:**

##### **1. Operational Levy:**

Chief Chance initiated the discussion regarding the Operational Levy. He asked the Board what direction they would like to take moving forward, and if they want to pursue hiring a consultant. Liz Loomis was noted as a person they had used in the past. He said they could put a list together of other consultants.

Director Webb suggested starting with a community survey and having someone engaged by June or July. Chief Chance said that by then, they would know more about what is going on with the school bond. Director Webb added that they could do a social media informational campaign, where they could educate the public. He emphasized that the district does not advocate.

Chief Chance will contact consultants, evaluate available services, and present options at a future meeting.

##### **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

Chief Chance stated that the Peer Support Procedure was written by MacKenzie Jeffcott, who is the peer support lead. She is asking for feedback from the Board.

##### **3. Addition to the Agenda:**

Director Russell proposed adding a three- to five- minute time limit per director during the Director Comments section on the agenda. She said that anything longer that needs to be discussed should be proposed as an addition to the agenda.

**Director Russell made a motion to adopt a three-minute time limit per director during the Director’s Comments. Director Restrepo seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.**

#### **DIRECTOR COMMENTS:**

Director Russell commended the WLFEA Awards Banquet, noting appreciation for long serving and committed personnel. She expressed gratitude to Mary Dimon and Office Manager Lutgen for organizing the event. Director Webb echoed these remarks and thanked staff for their efforts.

#### **FUTURE BUSINESS:**

The next regular Joint Board Meeting is scheduled for May 28, 2026, at 6:00 p.m.

**The regular meeting adjourned at 6:15 p.m.**

Respectfully submitted,  
Holly Lais, Recording Secretary