

**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

June 25, 2026, 6:00pm

2625 Highway 101 North, Florence

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

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

- I. **6:00pm Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call / Establishment of Quorum**
- IV. **Public Comment:** *This is an 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 May 28, 2026
Staff Reports
Correspondence
- VI. **Monthly Financials for SVFR, WLAD, WLFEA**
- VII. **Old Business**
 1. Operational Levy Update
 2. Policies May 28, 2026:
 - a) 915 - Hazardous Energy Control
 - b) 916 - Hazard Communication Program
 - c) 917 - Personal Firearms
 - d) 918 - Roadway Incident Safety
 - e) Job Description: Accounts Payable/Receivable Coordinator
- VIII. **New Business**
 1. Policies for Review
 - a) 919 - Recruitment and Selection
 - b) 920 - Driver License Requirements

- c) 921 - Promotions and Transfers
- d) 922 - Performance Evaluations
- e) Position Descriptions

IX. Director Comments

This is an opportunity for Directors to comment on topics not on the agenda. The maximum time for each Director will be three minutes. If an item takes longer than three minutes, it should be placed on the agenda.

X. Future Business:

Joint Board Meeting and Budget Hearing Thursday, July 23, 2026, at 6:00pm.

XI. Presentation: Fire and EMS Chief Promotion

XII. Adjournment

Western Lane Ambulance District
Siuslaw Valley Fire and Rescue
Western Lane Fire and EMS Authority
2625 Highway 101 North, Florence, OR 97439
Joint Board Meeting Minutes, May 28, 2026, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Stephanie Restrepo, Director Jim Palisi, Director Keith Stanton, and Director Laurie Heppel

Not Present: Director David Carrillo

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

Not Present: Director Linda Stent

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Rob Chance (arrived at 6:22 p.m.), Division Chief Andy Gray, Office Manager Trish Lutgen, and Recording Secretary Holly Lais

Chief Schick called the meeting to order at 6:01 p.m. The flag salute was completed, and a roll call established a quorum for SVFR, WLAD, and WLFEA.

PRESENTATION: LIEUTENANT PROMOTION

Chase McCord was recognized for his promotion to Lieutenant with a pinning ceremony.

PUBLIC COMMENTS:

None

AMBULANCE SERVICE AREA #2:

This discussion point was moved forward from New Business on the agenda.

Chief Schick provided a map for the Directors and explained that South Lane County had contacted him, asking if WLFEA would be interested in taking over the Ambulance Service Area (ASA) #2, previously South Lincoln Ambulance Association's service area, north of Florence. The Director of Health and Human Services, Eve Gray, was in attendance to provide context and answer questions from the Board. ASA #2 has a population of between 200 and 300 people, and to reach people in this area, it would be between forty-five minutes and a four-hour response time. For this calendar year, that area has received approximately sixteen calls, and 90% has resulted in transport.

Director Stanton asked about revenue and what other options the area had for coverage. Chief Schick said revenue was dependent upon Private Pay, Medicare, or Medicaid insurance, and was not a high source of revenue. Eve Gray explained that Lane County has an obligation to ensure that someone has that geography covered. If WLFEA does not accept and no other agency is willing to cover ambulance service to that area, then they would have to go through an RFP process and redraw the County's service area lines.

Director Palisi inquired if Yachats could be set up with an auto-aid agreement to be dispatched as well to that area. Chief Schick said it was more likely that we would have to request them.

Director Webb said that taking over the ambulance service for ASA #2 was the right thing to do.

Chief Schick requested a roll-call consensus with "yes" meaning to take over ASA #2 and "no" meaning not to take it over. WLFEA Directors Russell, Webb, Holbrook, Buss, Restrepo, Palisi, and Heppel voted "yes," and Director Stanton abstained.

WLAD Director Buss made a motion to take over the ambulance service for ASA #2. Director Holbrook seconded the motion. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

SVFR, WLAD & WLFEA FY2026-27 Budgets:

1. Open Public Hearing: The Public Hearing for all three entities opened at 6:26 p.m.
 2. Hear Public Comments: No comments were received in email, online, or in person.
 3. Close Public Hearing: The Public Hearing was closed at 6:27 p.m.
- a) SVFR Action Item: Resolution 2026-03 Adopting the Budget
Office Manager Trish Lutgen explained that SVFR Resolution 2026-03 adopts the SVFR FY2026-27 Budget, makes the appropriations, imposes the tax, and categorizes the tax.

Director Restrepo made a motion to approve SVFR Resolution 2026-03 Adopting the Budget in the total amount of \$5,351,787 and Permanent Rate Tax of \$1.5417 per \$1,000. Director Palisi seconded the motion. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

- b) SVFR Action Item: Resolution 2026-04 Establishing Fund Balances
Office Manager Trish Lutgen explained that SVFR Resolution 2026-04 establishes the policies for fund balances. The Committed Fund Balances include the Equipment Reserve Fund, the Property & Facilities Reserve Fund, and the Apparatus Reserve Fund.

Director Restrepo made a motion to approve SVFR Resolution 2026-04 Establishing Fund Balances. Director Palisi seconded the motion. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

c) WLAD Action Item: Resolution 2026-03 Adopting the Budget

Office Manager Trish Lutgen explained that WLAD Resolution 2026-03 adopts the WLAD FY2026-27 Budget, makes the appropriations, imposes the tax, and categorizes the tax.

Director Russell made a motion to approve WLAD Resolution 2026-03 Adopting the Budget in the total amount of \$5,701,043, Permanent Rate Tax of \$.3198 per \$1,000, and a Local Option Levy of \$.4500 per \$1,000. Director Buss seconded the motion. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

d) WLAD Action Item: Resolution 2026-04 Establishing Fund Balances

Office Manager Trish Lutgen explained that WLAD Resolution 2026-04 establishes the policies for fund balances. The Committed Fund Balances include the Apparatus Fund, Building Fund, Equipment Reserve Fund, and the LifeMed Fund.

Director Russell made a motion to approve WLAD Resolution 2026-04 Establishing Fund Balances. Director Buss seconded the motion. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

e) WLFEA Action Item: Resolution 2026-03 Budget Adoption

Office Manager Trish Lutgen explained that WLFEA Resolution 2026-03 adopts the WLFEA FY2026-27 Budget and makes the appropriations. WLFEA has no taxes.

Director Palisi made a motion to approve WLFEA Resolution 2026-03 Adopting the Budget in the total amount of \$14,663,699. Director Heppel seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

f) WLFEA Action Item: Resolution 2026-04 Establishing Fund Balances

Office Manager Trish Lutgen explained that WLFEA Resolution 2026-04 establishes the policies for fund balances. The Committed Fund Balances include the Western Lane Crisis Response Fund.

Director Palisi made a motion to approve WLFEA Resolution 2026-04 Establishing Fund Balances. Director Heppel seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

CONSENT AGENDA:

Meeting Minutes: Regular Meeting April 23, 2026

Staff Reports

Correspondence

Director Webb made a motion to approve the Consent Agenda. Director Holbrook 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 they were approaching the end of the fiscal year, and last month, Lara Lindemann resigned and moved to Florida, thus opening up the Accounts Payable and Accounts Receivable position. Candidates for the position were interviewed early that day. She said all pre-audit information had been sent to the auditors for all three entities, and they had received notification from worker's comp that insurance was going up \$55,000 over what was budgeted.

Director Palisi asked how much worker's comp had gone up compared to the previous year. Chief Chance replied that it had increased by \$100,000, and it would take a few years to drop back down.

Director Webb added that revenue was tracking above budget, and expenses were a little below, which was good.

OLD BUSINESS:**1. Operational Levy Update:**

Chief Chance informed the Board that South Lane and Lane Fire Authority had lost their Levies. The Board discussed whether they should reconsider the renewal. Director Webb thought it would be better to go out for a renewal in November, as the district had not increased costs since 2012. They have gone through great strides to keep those costs down, and the district was expanding. Director Heppel recommended forming an Operational Levy Committee to help let the community know they care about them. Director Webb supports the idea, and Directors Palisi, Heppel, and Buss volunteered to be on it. Chief Schick and Chance will find out what the Director can and cannot legally do on this committee. Director Palisi added that they should look towards the future and towards a county-wide fire department.

Chief Chance inquired if the Board wanted to move forward with Praxis, a consulting company out of Portland. He informed the Board that Liz Loomis was unavailable and that with Praxis, the Board could choose which services they wanted. The committees will further review and bring back their findings to the rest of the Board at the next meeting.

2. Policies reviewed from the April 23, 2026, meeting:

- 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 Schick noted that the Peer Support Procedure was new and requires the Board's approval.

Director Webb made a motion to approve the new Peer Support Procedure. Director Restrepo seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

EXECUTIVE SESSION:

Per ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member, or individual agent.

Chief Schick informed the group that a decision would be made during the Executive Session. The board entered into executive session at 6:52 p.m. Executive session ended at 7:10 p.m., and the directors returned to the regular meeting.

NEW BUSINESS:

1. Chief Contract:

Director Stanton shared a presentation expressing his disappointment with the Chief's hiring process. Director Webb asked how the presentation related to the Chief's Contract, and Director Restrepo refuted, saying she had seen Chief Chance's resume and thought his interview was impressive.

Director Restrepo made a motion to approve the Chief Contract. Director Holbrook seconded the motion. A roll-call vote occurred; WLFEA Directors Russell, Webb, Holbrook, Buss, Restrepo, Palisi, and Heppel voted in favor. WLFEA Director Stanton voted no, emphasizing he was not against the man, but against the process. The motion passed.

2. Surplus Computers:

Office Manager Lutgen informed the Board that WLAD has four computers and SVFR has ten computers to surplus. They cannot manage Windows 11. The computers will be wiped and given to a company that will take care of them.

Director Buss made a motion to Surplus the old WLAD computers. Director Heppel seconded the motion. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

Director Heppel made a motion to Surplus the old SVFR computers. Director Heppel seconded the motion. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

3. Policies for Review:

- a) 915 – Hazardous Energy Control
- b) 916 – Hazard Communication Program
- c) 917 – Personal Firearms
- d) 918 – Roadway Incident Safety

e) Job Description: Accounts Payable/Receivable Coordinator

DIRECTOR COMMENTS:

Director Buss gave kudos and thanked EMS for assisting her mother after a medical incident. Director Palisi informed the Board that he will not be able to attend the next Board Meeting.

FUTURE BUSINESS:

The next regular Joint Board Meeting and Budget Hearing are scheduled for June 25, 2026, at 6:00 p.m.

The regular meeting adjourned at 7:25 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary



Western Lane Fire and EMS Authority

Memorandum

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

Call Breakdown: May

Incident Type Category: 1 Fire	6
Incident Type Category: 3 Rescue and EMS Incident	437
Incident Type Category: 4 Hazardous Conditions (no fire)	2
Incident Type Category: 5 Service Call	5
Incident Type Category: 6 Good Intent Call	15
Incident Type Category: 7 False Alarm	1
Incident Type Category: 9 Special Incident	0
Total	466

Training

WLFEA hosted an auto extrication course instructed by DPSST on May 28/29 with seventeen participants and an aerial operator course on May 30/31 with eight participants. On 6/2, WLFEA organized a wildland fire training day with instructors from the Oregon Department of Forestry. The wildland day worked on structural protection, hand tools, progressive lays, digging line, aerial drop operations, and a full-scale scenario. This class was our final preparation for the upcoming fire season. All three trainings have helped several complete task books at different certification levels. WLFEA is also coordinating a heavy equipment and rotator truck demo with Mast Brothers Towing on 6/24.

ASA 2

On 6/23, the Lane County Board of Commissioners will vote on a temporary action to authorize WLFEA to cover ASA 2. The final action around the assignment likely will not occur until the end of the summer due to a month long recess and the need for two public hearings for permanent assignment. WLFEA will be able to begin responding as soon as 6/23 if the vote passes. Rob is working with our local dispatch and the Lane County Office of Emergency Management to confirm that we will be able to receive calls

for service in ASA 2. Rob is also working on updating our current mutual aid agreement with Yachats Fire to respond to incidents in that area.

Southwest Oregon Fire Chiefs Association

Rob attended a SWOFCA meeting in Bandon on 6/17. The agenda included the upcoming fire season and mutual aid agreements, the revival of the Southwest Oregon Fire Instructor Association, selecting a subcommittee to work on an improved radio communication plan, and ambulance coverage.









Western Lane Fire and EMS Authority

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

Operations – Logistics

May

- Attended OSFM Engine Boss Forum
- Siuslaw Elementary School Walk Roll to School Event
- Coordinated Rhody Weekend Coverage and Community Events
 - Rhody Run, Car Show, Junior Parade, Car Cruise, Grand Parade
- Quarterly OSFM Engine Program Advisory Committee Meeting
- Siuslaw Middle School – Outdoor School EMS Standby
- Attended Lane County Fire Defense Board Meeting
- South Coast – Fire Defense Chief Meeting

Apparatus

- M-612: Electrical troubleshooting
- M-619: Service
- E-622: Cross-lay valve rebuild
- T-641: New graphics installed
- C-602: Service
- E-621: Electrical repair
- M-617: Electrical troubleshooting

Equipment

- Wildland season preparations

Facilities

- Station 4: Interior LED light upgrade
- Station 8: Interior LED light upgrade
- Station 3: WLCR storage shelving installed

Report submitted by:

Andy Gray – Division Chief

Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Balance Sheet
For Period Ending 5/31/2026

Book Value
May 2026
Actual

Assets

Current Assets

Cash

Checking 1151	1,686.20
LGIP 6355	819,543.31
LGIP 6862 Capital	582,117.05
Money Market 0832	90,223.84
Total Current Assets	<u>\$1,493,570.40</u>
Total Assets	<u>\$1,493,570.40</u>

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	373.20
Total Current Liabilities	<u>\$373.20</u>
Total Liabilities	<u>\$373.20</u>

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	1,358.00
Fund Balance Unrestricted	(131,139.34)
Investment in Capital	582,117.05
Retained Earnings	1,040,861.49
Total Fund Balance	<u>\$1,493,197.20</u>
Total Liabilities and Equity	<u>\$1,493,570.40</u>

**SVFR
General Fund**

Statement of Revenue and Expenditures

	Current Period Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Fee for Service			
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%
Total Fee for Service	\$62,290.67	\$62,189.00	
Other Income			
Donations	0.00	500.00	0.00%
Interest	38,784.62	65,000.00	59.67%
Office Fees	0.00	500.00	0.00%
Reimbursements and Refunds	892.00	1,000.00	89.20%
Sale of Assets	0.00	1,000.00	0.00%
Total Other Income	\$39,676.62	\$68,000.00	
Tax Income			
Douglas County Tax Revenue	4,579.09	4,520.00	101.31%
Lane County Tax Revenue	3,330,649.52	3,280,667.00	101.52%
Prior Tax Years	58,272.28	35,000.00	166.49%
Total Tax Income	\$3,393,500.89	\$3,320,187.00	
Revenue	\$3,495,468.18	\$3,450,376.00	
Gross Profit	\$3,495,468.18	\$3,450,376.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	1,703.49	2,000.00	85.17%
Membership Dues	165.00		0.00%
Total Administrative Expenses	\$1,868.49	\$2,000.00	
Capital Outlay			
Furniture	1,281.82	5,000.00	25.64%
Technology/Computers	5,047.00	10,000.00	50.47%
Total Capital Outlay	\$6,328.82	\$15,000.00	
Insurance			
Property & Liability	52,026.00	62,274.00	83.54%
Total Insurance	\$52,026.00	\$62,274.00	
Non Allocated			
Operating Contingency	0.00	44,000.00	0.00%
PERS UAL	151,000.00	151,000.00	100.00%
Transfer Out	3,230,000.00	3,581,543.00	90.18%
Transfer to Apparatus Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	50,000.00	0.00%
Transfer to Property Fund	0.00	82,000.00	0.00%
Total Non Allocated	\$3,381,000.00	\$3,958,543.00	
Professional Services			
Audit	15,350.00	16,000.00	95.94%
Total Professional Services	\$15,350.00	\$16,000.00	
Expenses	\$3,456,573.31	\$4,053,817.00	
Revenue Less Expenditures	\$38,894.87	(\$603,441.00)	
Net Change in Fund Balance	\$38,894.87	(\$603,441.00)	
Fund Balances			
Beginning Fund Balance	714,430.60		0.00%

SVFR
General Fund
Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	May 2026	Jun 2026	Percent of
	Actual		Budget
Net Change in Fund Balance	38,894.87	(603,441.00)	0.00%
Ending Fund Balance	753,325.47		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 5/31/2026

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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,564.04		0.00%
Sale of Assets	0.00	20,000.00	0.00%
Total Other Income	\$1,564.04	\$20,000.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$1,564.04	\$70,000.00	
Gross Profit	\$1,564.04	\$70,000.00	
Revenue Less Expenditures	\$1,564.04	\$70,000.00	
Net Change in Fund Balance	\$1,564.04	\$70,000.00	
Fund Balances			
Beginning Fund Balance	50,000.00		0.00%
Net Change in Fund Balance	1,564.04	70,000.00	0.00%
Ending Fund Balance	51,564.04		0.00%

Report Options

Fund: Apparatus Fund

Period: 7/1/2025 to 5/31/2026

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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	12,000.12	6,200.00	193.55%
Total Other Income	\$12,000.12	\$6,200.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$12,000.12	\$56,200.00	
Gross Profit	\$12,000.12	\$56,200.00	
Expenses			
Capital Outlay			
Turnouts and SCBAs	499,999.94	550,000.00	90.91%
Total Capital Outlay	\$499,999.94	\$550,000.00	
Expenses	\$499,999.94	\$550,000.00	
Revenue Less Expenditures	(\$487,999.82)	(\$493,800.00)	
Net Change in Fund Balance	(\$487,999.82)	(\$493,800.00)	
Fund Balances			
Beginning Fund Balance	559,098.45		0.00%
Net Change in Fund Balance	(487,999.82)	(493,800.00)	0.00%
Ending Fund Balance	71,098.63		0.00%

Report Options

Fund: Equipment Fund
 Period: 7/1/2025 to 5/31/2026
 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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	16,040.26	5,000.00	320.81%
Total Other Income	\$16,040.26	\$5,000.00	
Transfers In			
Transfers	0.00	82,000.00	0.00%
Total Transfers In	\$0.00	\$82,000.00	
Revenue	\$16,040.26	\$87,000.00	
Gross Profit	\$16,040.26	\$87,000.00	
Revenue Less Expenditures	\$16,040.26	\$87,000.00	
Net Change in Fund Balance	\$16,040.26	\$87,000.00	
Fund Balances			
Beginning Fund Balance	601,168.80		0.00%
Net Change in Fund Balance	16,040.26	87,000.00	0.00%
Ending Fund Balance	617,209.06		0.00%

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 1151							
Equipment Fund							
		Beginning Balance			0.00	0.00	48.43
		Equipment Fund Totals			\$0.00	\$0.00	\$48.43
General Fund							
		Beginning Balance			0.00	0.00	1,610.99
5/29/2026					0.00	10.00	1,600.99
		General Fund Totals			\$0.00	\$10.00	\$1,600.99
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	36.78
		Property & Facilities Fund Totals			\$0.00	\$0.00	\$36.78
		1001 Checking 1151 Totals			\$0.00	\$10.00	\$1,686.20
1005 Money Market 0832							
Apparatus Fund							
		Beginning Balance			0.00	0.00	(511,701.55)
		Apparatus Fund Totals			\$0.00	\$0.00	(\$511,701.55)
Equipment Fund							
		Beginning Balance			0.00	0.00	511,701.55
		Equipment Fund Totals			\$0.00	\$0.00	\$511,701.55
General Fund							
		Beginning Balance			0.00	0.00	90,198.76
5/29/2026					25.08	0.00	90,223.84
		General Fund Totals			\$25.08	\$0.00	\$90,223.84
		1005 Money Market 0832 Totals			\$25.08	\$0.00	\$90,223.84
1010 LGIP 6355							
Apparatus Fund							
		Beginning Balance			0.00	0.00	462,187.84
		Apparatus Fund Totals			\$0.00	\$0.00	\$462,187.84
Equipment Fund							
		Beginning Balance			0.00	0.00	(455,592.83)
		Equipment Fund Totals			\$0.00	\$0.00	(\$455,592.83)

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
General Fund							
		Beginning Balance			0.00	0.00	1,103,138.12
5/13/2026	April Tax	Lane County Treasurer			50,855.35	0.00	1,153,993.47
5/14/2026	April taxes	Douglas County Treasury			30.44	0.00	1,154,023.91
5/22/2026	HERT 2026Q1	Douglas County Treasury			0.71	0.00	1,154,024.62
5/29/2026	ACH	Western Lane Fire & EMS			0.00	351,000.00	803,024.62
5/31/2026					4,075.27	0.00	807,099.89
General Fund Totals					\$54,961.77	\$351,000.00	\$807,099.89
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	5,848.41
Property & Facilities Fund Totals					\$0.00	\$0.00	\$5,848.41
1010 LGIP 6355 Totals					\$54,961.77	\$351,000.00	\$819,543.31
1011 LGIP 6862 Capital							
Apparatus Fund							
		Beginning Balance			0.00	0.00	50,960.35
5/31/2026					117.40	0.00	51,077.75
Apparatus Fund Totals					\$117.40	\$0.00	\$51,077.75
Equipment Fund							
		Beginning Balance			0.00	0.00	(35,226.23)
5/31/2026					167.71	0.00	(35,058.52)
Equipment Fund Totals					\$167.71	\$0.00	(\$35,058.52)
General Fund							
		Beginning Balance			0.00	0.00	86,773.95
General Fund Totals					\$0.00	\$0.00	\$86,773.95
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	477,931.87

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/31/2026					1,392.00	0.00	479,323.87
		Property & Facilities Fund Totals			\$1,392.00	\$0.00	\$479,323.87
		1011 LGIP 6862 Capital Totals			\$1,677.11	\$0.00	\$582,117.05
		Report Totals			\$56,663.96	\$351,010.00	\$1,493,570.40
		Records included in total = 24					

Report Options

Trans Date: 5/1/2026 to 5/31/2026

Display Notation: No

WLAD

Balance Sheet

For Period Ending 5/31/2026

Book Value
May 2026
Actual

Assets

Current Assets

Cash

Checking 0046	60,943.03
LGIP 6353	253,888.10
LGIP 6861 Capital	713,088.34
LifeMed Account 9411	183,593.18
Money Market 9835	252,780.18

Accounts Receivable

Accounts Receivable	48,080.00
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Other Receivables

Patient Accts Receivable	(49,921.52)
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Other Current Assets

Allowance for Bad Debt	12,979.61
Allowance for Contractual Adj	19,469.39

Total Current Assets \$1,494,900.31

Total Assets \$1,494,900.31

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	373.20
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Other Current Liabilities

MIH Deferred Revenue	75,000.00
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Total Current Liabilities \$75,373.20

Total Liabilities \$75,373.20

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	713,088.34
Fund Balance Unrestricted	522,845.59
Investment in Capital	183,593.18

Total Fund Balance \$1,419,527.11

Total Liabilities and Equity \$1,494,900.31

WLAD
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Ambulance Income			
Allowance for Contract Adjust	(17,472.52)	10,000.00	(174.73%)
Collection Agency	2,563.82	3,000.00	85.46%
GEMT CCO Program	111,633.86	80,000.00	139.54%
Medicaid	235,355.72	200,000.00	117.68%
Medicare	1,423,015.21	1,500,000.00	94.87%
Private Insurance	497,014.93	500,000.00	99.40%
Private Pay	94,372.84	200,000.00	47.19%
Total Ambulance Income	\$2,346,483.86	\$2,493,000.00	
Fee for Service			
Three Rivers Casino	30,792.00	30,792.00	100.00%
Total Fee for Service	\$30,792.00	\$30,792.00	
Grant Income			
Grant Income	0.00	2,000.00	0.00%
Grant Income - MIH	0.00	50,000.00	0.00%
Total Grant Income	\$0.00	\$52,000.00	
Other Income			
Interest	57,683.37	55,000.00	104.88%
Office Fees	(375.00)		0.00%
Reimbursements and Refunds	6,593.09	500.00	1,318.62%
Total Other Income	\$63,901.46	\$55,500.00	
Tax Income			
Lane County Operation Levy	1,146,925.66	1,127,856.00	101.69%
Lane County Tax Revenue	797,772.99	811,104.00	98.36%
Prior Tax Years	34,041.00	20,000.00	170.21%
Total Tax Income	\$1,978,739.65	\$1,958,960.00	
Transfers In			
Transfers	0.00	115,000.00	0.00%
Total Transfers In	\$0.00	\$115,000.00	
Revenue	\$4,419,916.97	\$4,705,252.00	
Gross Profit	\$4,419,916.97	\$4,705,252.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	804.47	2,500.00	32.18%
Membership Dues	165.00		0.00%
Refunds	4,295.32	10,000.00	42.95%
Total Administrative Expenses	\$5,264.79	\$12,500.00	
Capital Outlay			
Building Improvements	1,536.29	50,000.00	3.07%
Equipment	13,022.00	20,000.00	65.11%
Technology/Computers	4,995.00	5,000.00	99.90%
Total Capital Outlay	\$19,553.29	\$75,000.00	
Insurance			
Property & Liability	29,605.00	37,800.00	78.32%
Total Insurance	\$29,605.00	\$37,800.00	
Non Allocated			
Operating Contingency	0.00	49,000.00	0.00%

WLAD
General Fund

Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	May 2026	Jun 2026	Percent of
	Actual		Budget
Transfer Out	4,272,254.00	4,615,764.00	92.56%
Transfer to Apparatus Fund	310,000.00	333,894.00	92.84%
Transfer to Building Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	10,000.00	0.00%
Total Non Allocated	\$4,582,254.00	\$5,058,658.00	
Operational Supplies			
Operational Supplies	1,056.80	2,000.00	52.84%
Total Operational Supplies	\$1,056.80	\$2,000.00	
Payroll Taxes & Benefits			
PERS	116.84	1,000.00	11.68%
Total Payroll Taxes & Benefits	\$116.84	\$1,000.00	
Professional Services			
Audit	10,850.00	14,000.00	77.50%
GEMT Admin & Consulting Fees	29,180.56	50,000.00	58.36%
Total Professional Services	\$40,030.56	\$64,000.00	
Expenses	\$4,677,881.28	\$5,250,958.00	
Revenue Less Expenditures	(\$257,964.31)	(\$545,706.00)	
Net Change in Fund Balance	(\$257,964.31)	(\$545,706.00)	

Fund Balances

Beginning Fund Balance	1,092,828.90		0.00%
Net Change in Fund Balance	(257,964.31)	(545,706.00)	0.00%
Ending Fund Balance	834,464.59		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 5/31/2026

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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	6,675.58	500.00	1,335.12%
Total Other Income	\$6,675.58	\$500.00	
Transfers In			
Transfers	239,847.00	23,894.00	1,003.80%
Transfers from WLAD	310,000.00		0.00%
Total Transfers In	\$549,847.00	\$23,894.00	
Revenue	\$556,522.58	\$24,394.00	
Gross Profit	\$556,522.58	\$24,394.00	
Expenses			
Capital Outlay			
Apparatus/Vehicles	213,079.56	250,000.00	85.23%
Total Capital Outlay	\$213,079.56	\$250,000.00	
Expenses	\$213,079.56	\$250,000.00	
Revenue Less Expenditures	\$343,443.02	(\$225,606.00)	
Net Change in Fund Balance	\$343,443.02	(\$225,606.00)	
Fund Balances			
Beginning Fund Balance	0.00		0.00%
Net Change in Fund Balance	343,443.02	(225,606.00)	0.00%
Ending Fund Balance	343,443.02		0.00%

WLAD
Building Fund
Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	May 2026	Jun 2026	Percent of
	Actual		Budget

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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,547.78	500.00	309.56%
Total Other Income	\$1,547.78	\$500.00	
Transfers In			
Transfers	0.00	10,000.00	0.00%
Total Transfers In	\$0.00	\$10,000.00	
Revenue	\$1,547.78	\$10,500.00	
Gross Profit	\$1,547.78	\$10,500.00	
Expenses			
Non Allocated			
Transfer Out	239,847.00		0.00%
Total Non Allocated	\$239,847.00		
Expenses	\$239,847.00		
Revenue Less Expenditures	(\$238,299.22)	\$10,500.00	
Net Change in Fund Balance	(\$238,299.22)	\$10,500.00	
Fund Balances			
Beginning Fund Balance	296,145.54		0.00%
Net Change in Fund Balance	(238,299.22)	10,500.00	0.00%
Ending Fund Balance	57,846.32		0.00%

WLAD
LifeMed Fund

Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	May 2026	Jun 2026	Percent of
	Actual		Budget
Revenue & Expenditures			
Revenue			
Other Income			
CPR Classes	19,940.00	25,000.00	79.76%
Interest	47.65	25.00	190.60%
LifeMed Subscription	36,581.00	105,000.00	34.84%
Total Other Income	\$56,568.65	\$130,025.00	
Revenue	\$56,568.65	\$130,025.00	
Gross Profit	\$56,568.65	\$130,025.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	2,789.96	3,000.00	93.00%
Advertising	4,100.00	7,000.00	58.57%
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%
Total Administrative Expenses	\$7,405.96	\$24,800.00	
Operations - Training			
Training Equip & Supplies	5,884.90	5,000.00	117.70%
Total Operations - Training	\$5,884.90	\$5,000.00	
Expenses	\$13,290.86	\$29,800.00	
Revenue Less Expenditures	\$43,277.79	\$100,225.00	
Net Change in Fund Balance	\$43,277.79	\$100,225.00	
Fund Balances			
Beginning Fund Balance	140,495.39		0.00%
Net Change in Fund Balance	43,277.79	100,225.00	0.00%
Ending Fund Balance	183,773.18		0.00%

Report Options

Fund: LifeMed Fund

Period: 7/1/2025 to 5/31/2026

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
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 0046							
Apparatus Fund							
		Beginning Balance			0.00	0.00	(213,065.72)
		Apparatus Fund Totals			\$0.00	\$0.00	(\$213,065.72)
Equipment Fund							
		Beginning Balance			0.00	0.00	1.54
		Equipment Fund Totals			\$0.00	\$0.00	\$1.54
General Fund							
		Beginning Balance			0.00	0.00	254,120.14
5/12/2026	001396	Systems Design			494.37	0.00	254,614.51
5/13/2026	001358	State of Oregon - Judicial			235.04	0.00	254,849.55
5/14/2026	001418	Systems Design			17,172.76	0.00	272,022.31
5/22/2026	001414	Systems Design			1,747.96	0.00	273,770.27
5/27/2026	001419	State of Oregon - Judicial	5/27/2026	000044	7.46	0.00	273,777.73
5/28/2026	001436	Systems Design			238.85	0.00	274,016.58
5/29/2026					15.63	0.00	274,032.21
5/29/2026					0.00	25.00	274,007.21
		General Fund Totals			\$19,912.07	\$25.00	\$274,007.21
		1001 Checking 0046 Totals			\$19,912.07	\$25.00	\$60,943.03
1005 Money Market 9835							
General Fund							
		Beginning Balance			0.00	0.00	51,869.07
5/1/2026	001347	Systems Design			3,225.40	0.00	55,094.47
5/3/2026	001373	Systems Design			1,046.10	0.00	56,140.57
5/3/2026	001372	Systems Design			144.91	0.00	56,285.48
5/4/2026	001354	Systems Design			533.77	0.00	56,819.25
5/4/2026	001353	Systems Design			5,313.03	0.00	62,132.28
5/4/2026	001350	Systems Design			832.49	0.00	62,964.77
5/4/2026	001349	Systems Design			450.62	0.00	63,415.39
5/4/2026	001344	Systems Design			10,875.07	0.00	74,290.46
5/4/2026	001343	Systems Design			263.27	0.00	74,553.73
5/5/2026	001351	Systems Design			266.88	0.00	74,820.61
5/5/2026	001352	Systems Design			7,862.02	0.00	82,682.63
5/5/2026	001348	Systems Design			3,748.76	0.00	86,431.39
5/6/2026	001435	PCS GEN Trust			62.88	0.00	86,494.27
5/6/2026	001346	Systems Design			392.71	0.00	86,886.98

Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/7/2026	001377	Systems Design			1,596.49	0.00	88,483.47
5/7/2026	001376	Systems Design			142.66	0.00	88,626.13
5/7/2026	001369	Systems Design			732.04	0.00	89,358.17
5/7/2026	001356	Systems Design			365.91	0.00	89,724.08
5/8/2026	001371	Systems Design			300.87	0.00	90,024.95
5/8/2026	001360	Systems Design			12,879.87	0.00	102,904.82
5/8/2026	001355	Systems Design			48.52	0.00	102,953.34
5/10/2026	001394	Systems Design			494.07	0.00	103,447.41
5/10/2026	001393	Systems Design			2,345.26	0.00	105,792.67
5/11/2026	001378	Systems Design			296.06	0.00	106,088.73
5/11/2026	001375	Systems Design			2,106.54	0.00	108,195.27
5/11/2026	001374	Systems Design			5,060.92	0.00	113,256.19
5/11/2026	001367	Systems Design			1,872.83	0.00	115,129.02
5/12/2026	001380	Systems Design			3,250.01	0.00	118,379.03
5/12/2026	001368	Systems Design			1,098.20	0.00	119,477.23
5/13/2026	001427	Systems Design			48.52	0.00	119,525.75
5/13/2026	001386	Systems Design			1,475.00	0.00	121,000.75
5/13/2026	001379	Systems Design			495.72	0.00	121,496.47
5/13/2026	001359	Systems Design			1,109.77	0.00	122,606.24
5/13/2026	001358	Systems Design			342.14	0.00	122,948.38
5/14/2026	001399	Systems Design			341.36	0.00	123,289.74
5/14/2026	001388	Systems Design			650.58	0.00	123,940.32
5/14/2026	001387	Systems Design			3,225.16	0.00	127,165.48
5/14/2026	001382	Systems Design			712.40	0.00	127,877.88
5/14/2026	001381	Systems Design			24.26	0.00	127,902.14
5/14/2026	001370	Systems Design			115.24	0.00	128,017.38
5/15/2026	001392	Systems Design			420.62	0.00	128,438.00
5/15/2026	001390	Systems Design			5,351.55	0.00	133,789.55
5/15/2026	001385	Systems Design			574.41	0.00	134,363.96
5/15/2026	001357	Systems Design			7,899.51	0.00	142,263.47
5/18/2026	001389	Systems Design			5,069.48	0.00	147,332.95
5/18/2026	001384	Systems Design			4,337.30	0.00	151,670.25
5/19/2026	001398	Systems Design			10,367.13	0.00	162,037.38
5/19/2026	001397	Systems Design			97.05	0.00	162,134.43
5/19/2026	001391	Systems Design			11,739.21	0.00	173,873.64
5/19/2026	001383	Systems Design			165.93	0.00	174,039.57
5/20/2026	001416	Systems Design			383.02	0.00	174,422.59
5/20/2026	001407	Systems Design			2,521.82	0.00	176,944.41

Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/20/2026	001404	Systems Design			599.14	0.00	177,543.55
5/20/2026	001395	Systems Design			666.24	0.00	178,209.79
5/21/2026	001439	Systems Design			458.35	0.00	178,668.14
5/21/2026	001426	Systems Design			72.59	0.00	178,740.73
5/21/2026	001415	Systems Design			8,656.42	0.00	187,397.15
5/21/2026	001405	Systems Design			1,984.46	0.00	189,381.61
5/21/2026	ACH	Peace Health Hospital			24,625.00	0.00	214,006.61
5/21/2026	001400	Systems Design			291.15	0.00	214,297.76
5/22/2026	001437	Systems Design			1,055.30	0.00	215,353.06
5/22/2026	001412	Systems Design			258.46	0.00	215,611.52
5/22/2026	001411	Systems Design			1,018.50	0.00	216,630.02
5/22/2026	001406	Systems Design			2,493.68	0.00	219,123.70
5/22/2026	001401	Systems Design			169.83	0.00	219,293.53
5/24/2026	001431	Systems Design			33.94	0.00	219,327.47
5/25/2026	001410	Systems Design			627.88	0.00	219,955.35
5/25/2026	001409	Systems Design			3,902.90	0.00	223,858.25
5/26/2026	001417	Systems Design			480.16	0.00	224,338.41
5/26/2026	001408	Systems Design			11,551.70	0.00	235,890.11
5/26/2026	001403	Systems Design			4,016.12	0.00	239,906.23
5/27/2026	001443	Systems Design			247.52	0.00	240,153.75
5/27/2026	001429	Systems Design			27.53	0.00	240,181.28
5/27/2026	001428	Systems Design			392.64	0.00	240,573.92
5/28/2026	001442	Systems Design			5,001.93	0.00	245,575.85
5/28/2026	001434	Systems Design			2,972.09	0.00	248,547.94
5/28/2026	001420	Systems Design			744.82	0.00	249,292.76
5/28/2026	001413	Systems Design			121.45	0.00	249,414.21
5/29/2026					73.44	0.00	249,487.65
5/29/2026	001433	Systems Design			1,894.44	0.00	251,382.09
5/29/2026	001432	Systems Design			548.98	0.00	251,931.07
5/29/2026	001430	Systems Design			471.65	0.00	252,402.72
5/29/2026	001421	Systems Design			377.46	0.00	252,780.18
General Fund Totals					\$200,911.11	\$0.00	\$252,780.18
1005 Money Market 9835 Totals					\$200,911.11	\$0.00	\$252,780.18

1010 LGIP 6353
Apparatus Fund

Beginning Balance	0.00	0.00	(341,186.42)
Apparatus Fund Totals	\$0.00	\$0.00	(\$341,186.42)

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

Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
Equipment Fund							
		Beginning Balance			0.00	0.00	142,451.60
Equipment Fund Totals					\$0.00	\$0.00	\$142,451.60
General Fund							
		Beginning Balance			0.00	0.00	1,071,330.54
5/13/2026	April tax	Lane County Treasurer			31,477.14	0.00	1,102,807.68
5/29/2026	ACH	Western Lane Fire & EMS			0.00	653,000.00	449,807.68
5/31/2026					2,815.29	0.00	452,622.97
5/31/2026					0.00	0.05	452,622.92
General Fund Totals					\$34,292.43	\$653,000.05	\$452,622.92
1010 LGIP 6353 Totals					\$34,292.43	\$653,000.05	\$253,888.10
1011 LGIP 6861 Capital Apparatus Fund							
		Beginning Balance			0.00	0.00	895,522.25
5/31/2026					2,172.91	0.00	897,695.16
Apparatus Fund Totals					\$2,172.91	\$0.00	\$897,695.16
Equipment Fund							
		Beginning Balance			0.00	0.00	(184,848.25)
5/31/2026					241.43	0.00	(184,606.82)
Equipment Fund Totals					\$241.43	\$0.00	(\$184,606.82)
1011 LGIP 6861 Capital Totals					\$2,414.34	\$0.00	\$713,088.34
1030 LifeMed Account 9411 LifeMed Fund							
		Beginning Balance			0.00	0.00	183,170.54
5/13/2026	001366	Ace Stove and Home	5/13/2026	000043	60.00	0.00	183,230.54
5/13/2026	001365	Siuslaw Eco Tours	5/13/2026	000043	60.00	0.00	183,290.54
5/13/2026	001364	Torex	5/13/2026	000043	60.00	0.00	183,350.54
5/13/2026	001363	Bright Beginnings Christian	5/13/2026	000043	180.00	0.00	183,530.54
5/13/2026	001362	Chelsey Francis	5/13/2026	000043	60.00	0.00	183,590.54
5/13/2026	001361	Nikkyla Jenkins	5/13/2026	000043	60.00	0.00	183,650.54
5/20/2026	001424	Oregon Home Care			60.00	0.00	183,710.54
5/29/2026					4.37	0.00	183,714.91

Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/29/2026					0.00	121.73	183,593.18
				LifeMed Fund Totals	\$544.37	\$121.73	\$183,593.18
				1030 LifeMed Account 9411 Totals	\$544.37	\$121.73	\$183,593.18
				Report Totals	\$258,074.32	\$653,146.78	\$1,464,292.83
				Records included in total = 116			

Report Options

Trans Date: 5/1/2026 to 5/31/2026

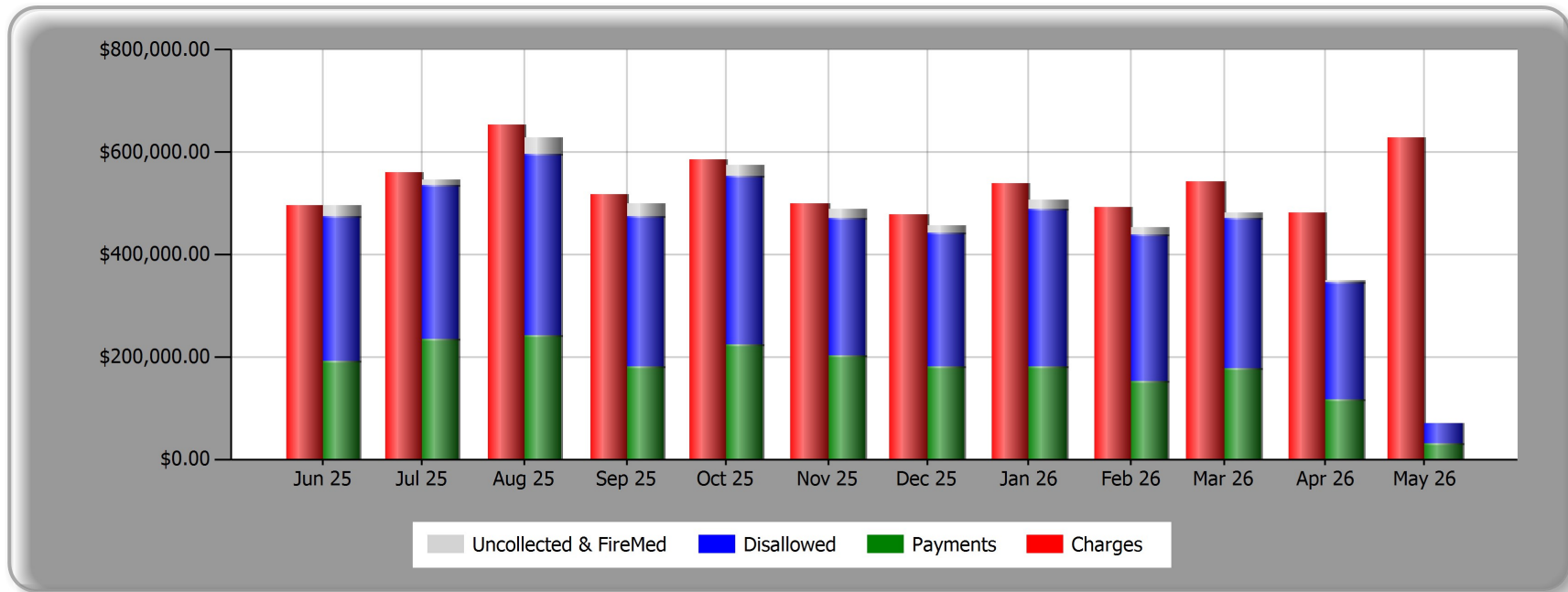
Display Notation: No

**Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS**

Company	Western Lane Ambulance District
Date Of Service	6/1/2025
Date Of Service	5/31/2026
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jun 25	243	497,699.44	-190,214.19	38 %	-8,150.15	2 %	-283,233.45	57 %	-15,387.25	3 %	714.40	0 %
Jul 25	261	559,029.44	-234,965.81	42 %	-4,076.61	1 %	-300,760.06	54 %	-7,909.68	1 %	11,317.28	2 %
Aug 25	317	653,022.00	-242,684.43	37 %	-5,927.18	1 %	-353,216.74	54 %	-26,335.38	4 %	24,858.27	4 %
Sep 25	261	518,902.07	-181,793.45	35 %	-7,805.00	2 %	-293,963.30	57 %	-14,547.77	3 %	20,792.55	4 %
Oct 25	301	586,186.88	-224,581.24	38 %	-5,558.54	1 %	-328,673.31	56 %	-15,166.63	3 %	12,207.16	2 %
Nov 25	257	499,311.20	-201,603.03	40 %	-7,658.00	2 %	-269,176.55	54 %	-10,076.74	2 %	10,796.88	2 %
Dec 25	248	479,188.24	-182,426.99	38 %	-6,425.42	1 %	-261,542.00	55 %	-6,714.03	1 %	22,079.80	5 %
Jan 26	282	539,831.04	-180,817.31	33 %	-10,594.76	2 %	-307,168.24	57 %	-8,051.21	1 %	33,199.52	6 %
Feb 26	247	490,989.04	-150,998.64	31 %	-10,047.61	2 %	-286,535.79	58 %	-4,446.72	1 %	38,960.28	8 %
Mar 26	268	543,035.04	-177,837.00	33 %	-4,845.00	1 %	-293,561.27	54 %	-4,388.24	1 %	62,403.53	11 %
Apr 26	238	480,240.68	-115,083.51	24 %	-4,015.00	1 %	-229,199.48	48 %	-1,350.16	0 %	130,592.53	27 %
May 26	313	628,102.16	-30,337.74	5 %	0.00	0 %	-37,980.10	6 %	0.00	0 %	559,784.32	89 %
		3,236	6,475,537.23	-2,113,343.34		-75,103.27	-3,245,010.29		-114,373.81		927,706.52	

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	5/1/2026
Transaction Date	5/31/2026

Balance Forward	1,062,652.50
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Charges by Level of Service	628,102.16
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
APR26					0.00			0.00
MAY26	282,566.24	26,877.12	28,885.84	163,278.92	49,423.32	75,270.72	1,800.00	628,102.16
SEP25	0.00							0.00
Total	282,566.24	26,877.12	28,885.84	163,278.92	49,423.32	75,270.72	1,800.00	628,102.16

Payments - ALL	-197,847.81
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
5/1/2026	XO Tricare for Life	2522954267	-524.70
5/1/2026	MODA	26121B1000041093	-3,225.40
5/3/2026	Pacific Source MedAdvantage	26123B1000022325	-1,046.10
5/3/2026	XO Pacific Source Community Solutions	26123B1000098587	-144.91
5/4/2026	BCBS OR Blue Card MedAdv	0156296722	-10,875.07
5/4/2026	XO Regence Federal Oregon	0340165853	-263.27
5/4/2026	Intercommunity Health Network	43260654	-450.62
5/4/2026	Atrio Health MedAdv	90026765	-5,313.03
5/4/2026	UHC West/Secure Horizons	V2630283	-832.49
5/5/2026	UHC West/Secure Horizons	V2688337	-3,748.76
5/6/2026	UHC West/Secure Horizons	V2747912	-392.71
5/7/2026	Trillium Community Health Plan	0900306941	-732.04
5/7/2026	XO AARP Medicare Supplemental	11436154079	-142.66
5/7/2026	UHC West/Secure Horizons	V2822339	-1,596.49
5/8/2026	XO AARP Medicare Supplemental	11436812793	-300.87
5/8/2026	Atrio Health MedAdv	90026970	-12,879.87
5/10/2026	Pacific Source MedAdvantage	26130B1000023023	-494.07
5/10/2026	Pacific Source Health Plan	26130B1000205787	-2,345.26

**Western Lane Ambulance District
MONTH END SUMMARY**

5/11/2026	BCBS OR Blue Card MedAdv	0156300448	-5,060.92
5/11/2026	XO AARP Medicare Supplemental	11437570306	-296.06
5/11/2026	UHC West/Secure Horizons	V2917649	-2,106.54
5/11/2026	UHC West/Secure Horizons	V2951089	-1,872.83
5/12/2026	VA Regional Payment Center	2260983	-494.37
5/12/2026	Oregon Medicaid	600441438	-1,098.20
5/12/2026	UHC West/Secure Horizons	V3007385	-3,250.01
5/13/2026	Trillium MedAdvantage	0900064823	-1,475.00
5/13/2026	Health Net Med Advantage	0900386994	-1,109.77
5/13/2026	XO UMR	CN17605114374056	-342.14
5/13/2026	UHC West/Secure Horizons	V3073021	-495.72
5/14/2026	Trillium Community Health Plan	0900307990	-3,225.16
5/14/2026	XO AARP Medicare Supplemental	11439688957	-712.40
5/14/2026	VA Regional Payment Center	2789540	-17,172.76
5/14/2026	OPTUM Care MedAdvantage	3553289908	-341.36
5/14/2026	XO Aetna	826131000304120	-115.24
5/14/2026	Medicare B Oregon	896449051	-650.58
5/15/2026	Health Net Med Advantage	0900454244	-574.41
5/15/2026	MODA Community Health	26135B1000142817	-420.62
5/15/2026	Medicare B Oregon	896453296	-5,351.55
5/17/2026	OPTUM Care MedAdvantage	3556493994	-72.59
5/18/2026	Blue Cross Blue Shield Oregon	0156317095	-4,337.30
5/18/2026	Medicare B Oregon	896457854	-5,069.48
5/19/2026	Aetna Medadvantage HMO	882613301063299	-165.93
5/19/2026	Medicare B Oregon	896461945	-11,739.21
5/20/2026	Trillium MedAdvantage	0900065140	-599.14
5/20/2026	Health Net Med Advantage	0900387880	-383.02
5/20/2026	Medicare B Oregon	896466099	-2,521.82
5/20/2026	UHC West/Secure Horizons	V3404664	-666.24
5/21/2026	Trillium Community Health Plan	0900309431	-8,656.42
5/21/2026	OPTUM Care MedAdvantage	3564383558	-458.35
5/21/2026	Medicare B Oregon	896470319	-1,984.46
5/22/2026	XO Tricare for Life	2523477484	-258.46
5/22/2026	MODA	26142B1000042396	-1,018.50

**Western Lane Ambulance District
MONTH END SUMMARY**

5/22/2026	VA Regional Payment Center	4270203	-1,747.96
5/22/2026	Peace Health Hospice	86460	-1,071.37
5/22/2026	Medicare B Oregon	896474418	-2,493.68
5/24/2026	Pacific Source Community Solutions	26144B1000090131	-33.94
5/25/2026	BCBS OR Blue Card MedAdv	0156321902	-3,902.90
5/25/2026	XO Regence Federal Oregon	0420050450	-627.88
5/26/2026	Medicare B Oregon	896480017	-11,551.70
5/26/2026	UHC West/Secure Horizons	V3638346	-480.16
5/27/2026	Trillium MedAdvantage	0900065434	-392.64
5/27/2026	Health Net Med Advantage	0900456174	-247.52
5/27/2026	Regence Federal Oregon	15116102265	0.00
5/27/2026	Oregon Medicaid	600445841	-27.53
5/28/2026	ChampVA Office of Comm Care	04973930	-238.85
5/28/2026	XO Trillium Community Health Plan	0900310794	-5,001.93
5/28/2026	XO Aetna	826145000377327	-121.45
5/28/2026	UHC West/Secure Horizons	V3804086	-2,972.09
5/29/2026	XO Tricare for Life	2523675394	-548.98
5/29/2026	MODA	26149B1000037269	-1,855.03
5/29/2026	Medicare B Oregon	896492858	-471.65
5/29/2026	UHC West/Secure Horizons	V3894832	-1,894.44
5/31/2026	OPTUM Care MedAdvantage	3576055718	-604.56

EFT TOTAL			-165,691.14
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Payments - Credit Card

(VISA, MC, AMX, Disc)

<u>Trans Date</u>	<u>Amount</u>
5/1/2026	-275.00
5/5/2026	-377.03
5/6/2026	-50.00
5/9/2026	-50.00
5/12/2026	-25.00
5/15/2026	-100.00
5/19/2026	-300.00
5/20/2026	-175.00
5/23/2026	-50.00

**Western Lane Ambulance District
MONTH END SUMMARY**

5/24/2026	0.00
5/26/2026	-717.47
5/27/2026	-438.93
5/28/2026	-100.00
5/30/2026	-75.00

CREDIT CARD TOTAL	-2,733.43
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Payments - Bank Deposit	<i>(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)</i>
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<u>Trans Date</u>	<u>Amount</u>
5/5/2026	-7,862.02
5/12/2026	-7,899.51
5/19/2026	-10,367.13
5/26/2026	-4,016.12

BANK DEPOSIT TOTAL	-30,144.78
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Payments - Refunds/Refund Reversals
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<u>Date</u>	<u>Ref Ins</u>	<u>Total</u>
5/29/2026	721.54	721.54
Total	721.54	721.54

Payments by Level of Service

<u>Date</u>	<u>ALS 1 E</u>	<u>ALS 1 NE</u>	<u>ALS 2</u>	<u>BLS E</u>	<u>BLS NE</u>	<u>SCT</u>	<u>Total</u>
5/1/2026	-648.03	-2,975.40			-25.00	-376.67	-4,025.10
5/3/2026	-549.27			-496.83	-144.91		-1,191.01
5/4/2026	-5,006.63	-3,178.38	-3,193.00	-1,844.45	-1,057.39	-3,454.63	-17,734.48
5/5/2026	-2,157.33		-202.73	-4,091.64	-1,821.66	-3,714.45	-11,987.81
5/6/2026	-392.71	-50.00			0.00		-442.71
5/7/2026	-1,533.80			-937.39	0.00		-2,471.19
5/8/2026	-300.87	-7,563.34		-326.55	-4,989.98		-13,180.74
5/9/2026	-50.00						-50.00
5/10/2026				-2,839.33			-2,839.33
5/11/2026	-2,251.16	0.00		-581.61	-1,690.29	-4,813.29	-9,336.35
5/12/2026	-5,462.23	-254.94	-1,396.04	-3,439.39	-360.52	-1,853.97	-12,767.09

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
5/13/2026	-1,286.56	-901.34		-837.86	-396.87		-3,422.63
5/14/2026	-13,682.13	-632.24	-950.52	-2,328.17	-4,248.34	-376.10	-22,217.50
5/15/2026	-2,792.73	-1,801.95		-915.60		-936.30	-6,446.58
5/17/2026					-72.59		-72.59
5/18/2026	-5,316.46			-927.78	-2,235.10	-927.44	-9,406.78
5/19/2026	-6,218.65	-250.00		-8,727.27	-4,597.56	-2,778.79	-22,572.27
5/20/2026	-1,159.50			-946.19	-756.36	-1,483.17	-4,345.22
5/21/2026	-6,681.46	-357.37	0.00	-3,189.01	-871.39		-11,099.23
5/22/2026	-3,627.13			-2,110.28	-852.56		-6,589.97
5/23/2026	-50.00						-50.00
5/24/2026				-33.94			-33.94
5/25/2026		-627.88		-2,467.35	-1,435.55		-4,530.78
5/26/2026	-8,488.96			-2,840.89	-1,424.11	-4,011.49	-16,765.45
5/27/2026	-312.96	0.00		-793.66	0.00		-1,106.62
5/28/2026	-2,470.87	0.00	-436.77	-1,207.11	-1,249.80	-3,069.77	-8,434.32
5/29/2026	-802.39	-842.50	0.00	-2,189.95	-213.72		-4,048.56
5/30/2026		-50.00			-25.00		-75.00
5/31/2026	-604.56						-604.56
Total	-71,846.39	-19,485.34	-6,179.06	-44,072.25	-28,468.70	-27,796.07	-197,847.81

Transaction Adjustments by Level of Service	-337,047.30
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
Fire Med Adjustment	-3,775.00			-3,405.00	-50.00	-250.00		-7,480.00
W/O Fee Schedule	-121,463.37	-42,591.39	-7,900.82	-93,481.23	-34,144.79	-22,685.76		-322,267.36
W/O Patient Deceased				-118.56	2,208.76			2,090.20
W/O to collections	-7,238.77	-3,923.00		-240.79	-1,001.21			-12,403.77
Waiver per FD		2,943.00		-114.68	1,004.72	-369.41	-450.00	3,013.63
Total	-132,477.14	-43,571.39	-7,900.82	-97,360.26	-31,982.52	-23,305.17	-450.00	-337,047.30

Ending Balance	1,155,859.55
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VENDOR ID: WLAD001

WESTERN LANE LIFEMED

**2026
March**

**2026
April**

**2026
May**

MEMBERSHIP DATA

Monthly Membership Activity

Beginning Membership #	1680	1681	1682
Renewed (included in beginning #)	1	1	1
New Members	3	4	10
Dropped	(1)	-	-
Adjustments	-	8	12
Refunded Members			
End of Month Membership	1682	1693	1704

Total Membership Transactions

Total Membership Transactions	4	5	11
Complimentary LifeMed Memberships	-	8	-
Total Membership Transactions	4	13	11

Membership Payments Received

1 Year Ground	2	5	8
2 Year Ground	-	-	2
Lifetime Ground	-	-	-
Total Ground	2	5	10

FINANCIAL DATA

1 Year Ground \$	\$ 130.00	\$ 325.00	\$ 520.00
2 Year Ground \$	\$ -	\$ -	\$ 260.00
Lifetime Ground \$	\$ -	\$ -	\$ -
Total Ground	\$ 130.00	\$ 325.00	\$ 780.00
Total LifeMed Gross Revenue \$	\$ 130.00	\$ 325.00	\$ 780.00
Adjustments	\$ 130.00	\$ -	\$ 65.00
Subtotal	\$ 260.00	\$ 325.00	\$ 845.00
Subtract: Admin Fee (30%)	\$ (78.00)	\$ (97.50)	\$ (253.50)
Donation \$ Received	\$ -	\$ -	\$ -
Donations Received	-	-	-
Net Payable to Western Lane LifeMed	\$ 182.00	\$ 227.50	\$ 591.50

If you would like details on any specific payments received this month please contact, Liz Conroy-Yockim at ecyockim@lifeflight.org

WLFEA
General Fund, WLCR Fund
Balance Sheet
For Period Ending 5/31/2026

Book Value
May 2026
Actual

Assets

Current Assets

Cash

Checking 5400	912,902.17
LGIP 6553	2,926,425.32
Petty Cash	200.00
WLFEA - WLCR 2199	1,005.04

Accounts Receivable

Accounts Receivable	(36,517.61)
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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)

Total Current Assets	\$3,866,426.88
Total Assets	\$3,866,426.88

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	184.56
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Credit Cards

US Bank CC 5241	22,267.75
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Short Term Debt

AFLAC Payable	937.92
Clearing Account	(2,564.22)
Flex Spending Payable	(602.34)
IAFF Union Dues	139.63
Medical Care Payable	2,239.11
OSGP Payable	7.20
PERS Payable	(318.38)
PLO Payable	50.15

Other Current Liabilities

Credit Card	(255.16)
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Total Current Liabilities	\$22,086.22
Total Liabilities	\$22,086.22

Fund Balance

Accumulated Surplus (Deficit)

Investment in Capital	12,150.00
Retained Earnings	3,832,190.66

Total Fund Balance	\$3,844,340.66
Total Liabilities and Equity	\$3,866,426.88

Statement of Revenue and Expenditures

	Current Period Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Grant Income			
Grant Income	6,000.00		0.00%
Total Grant Income	\$6,000.00		
Other Income			
Conflag Receipts	336,914.76	213,656.00	157.69%
Donations	866.00	500.00	173.20%
Employee Recognition Donation	4,770.00		0.00%
Grant Admin	57,505.80	81,102.00	70.91%
Interest	64,264.04	60,000.00	107.11%
Office Fees	3,662.96		0.00%
Reimbursements and Refunds	42,941.20	20,000.00	214.71%
Rental Income	3,018.98	3,660.00	82.49%
Smoke Alarm Donations	7,382.00	10,000.00	73.82%
Total Other Income	\$521,325.74	\$388,918.00	
Transfers In			
Transfer from SVFR	3,381,000.00	3,581,543.00	94.40%
Transfers	(795.92)		0.00%
Transfers from WLAD	4,272,254.00	4,925,764.00	86.73%
Total Transfers In	\$7,652,458.08	\$8,507,307.00	
Revenue	\$8,179,783.82	\$8,896,225.00	
Gross Profit	\$8,179,783.82	\$8,896,225.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	9,052.15	10,000.00	90.52%
Advertising	2,850.86	5,000.00	57.02%
Break Room/Hospitality	4,841.15	3,000.00	161.37%
Education Reimbursement	0.00	5,000.00	0.00%
Employee Recognition	16,058.05	31,000.00	51.80%
Grant Expense	6,000.00		0.00%
Membership Dues	24,088.48	35,000.00	68.82%
Office Equipment Agreements	6,948.11	11,000.00	63.16%
Shipping/Postage	466.07	2,000.00	23.30%
Supplies	3,283.26	5,000.00	65.67%
Training & Conferences	5,651.20	10,000.00	56.51%
Travel Expenses	2,474.65	10,000.00	24.75%
Total Administrative Expenses	\$81,713.98	\$127,000.00	
Board of Directors			
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	788.99	10,000.00	7.89%
Board Meetings	4,562.95	6,000.00	76.05%
Total Board of Directors	\$16,295.58	\$36,000.00	
Building Property & Maintenance			
Maintenance	46,486.10	97,000.00	47.92%
Utilities	48,859.20	91,123.00	53.62%
Total Building Property & Maintenance	\$95,345.30	\$188,123.00	
Insurance			
Property & Liability	31,519.00	32,686.00	96.43%

Statement of Revenue and Expenditures

	Current Period Jul 2025 May 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%
Total Insurance	\$299,544.74	\$266,298.00	
Non Allocated			
Operating Contingency	0.00	50,000.00	0.00%
Reserved for Future Expenditur	0.00	811,104.00	0.00%
Total Non Allocated	\$0.00	\$861,104.00	
Operational Supplies			
Equipment Maintenance	51,953.16	35,000.00	148.44%
iPads & Mounting Supplies	4,371.28	3,000.00	145.71%
Personal Protection Equipment	22,168.13	35,000.00	63.34%
Small Tools	4,620.97	10,000.00	46.21%
Supply Room Supplies	12,784.29	15,000.00	85.23%
Uniforms	18,595.75	30,000.00	61.99%
Total Operational Supplies	\$114,493.58	\$128,000.00	
Operations - Emergency Sevices			
Active 911	3,336.66		0.00%
Asset Management Services	7,152.00	8,000.00	89.40%
First Arriving	7,681.98	5,000.00	153.64%
ImageTrend	7,084.63	22,200.00	31.91%
Public Safety Answering Point	206,106.00	206,106.00	100.00%
Total Operations - Emergency Sevices	\$231,361.27	\$241,306.00	
Operations - Medical			
Hospital Transfer & Ops Meals	1,097.84	1,000.00	109.78%
Medical Gas/O2	17,133.98	25,000.00	68.54%
Medical Supplies	72,290.94	110,000.00	65.72%
MIH Expenses	327.60	1,000.00	32.76%
Pharmacy Expense	16,229.63	37,500.00	43.28%
Physician Advisor	28,600.00	24,000.00	119.17%
Total Operations - Medical	\$135,679.99	\$198,500.00	
Operations - Prevention/ Fire Investigation			
Fire Marshal Dues & Subscript	783.00	2,500.00	31.32%
Fire Prevention Software/iPADS	3,962.47	3,750.00	105.67%
Fire Prevention Supplies	1,219.38	5,000.00	24.39%
Fire Prevention Training	17,847.99	3,000.00	594.93%
Public Education Supplies	10,053.10	11,000.00	91.39%
Smoke Detector Expense	5,009.62	10,000.00	50.10%
Total Operations - Prevention/ Fire Investigation	\$38,875.56	\$35,250.00	
Operations - Recruitment			
Advertising & NTN Testing	172.72	1,000.00	17.27%
Pre-Employment Testing	828.46	7,000.00	11.84%
Total Operations - Recruitment	\$1,001.18	\$8,000.00	
Operations - Training			
Academy & EMT Scholarships	0.00	5,000.00	0.00%
Certification Renewals	1,209.50	7,650.00	15.81%
Conference & Travel	13,209.76	12,000.00	110.08%
Critical Care Paramedic Train	9,241.72	15,000.00	61.61%
MIH Training	225.68	1,500.00	15.05%
Misc Training, Hospitality	460.80	700.00	65.83%
On Site Training	350.20	9,000.00	3.89%
Paramedic School - Career	2,533.00	6,000.00	42.22%

Statement of Revenue and Expenditures

	Current Period Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
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%
Total Operations - Training	\$28,937.65	\$77,195.00	
Operations - Vehicles			
Fuel	65,601.61	70,000.00	93.72%
Repairs & Maintenance -Vehicle	156,897.05	180,000.00	87.17%
Total Operations - Vehicles	\$222,498.66	\$250,000.00	
Payroll Taxes & Benefits			
457 Plans	3,600.19		0.00%
Cell Phone Stipend	17,050.00	25,800.00	66.09%
Health & Wellness	41,096.00	43,469.00	94.54%
Health Insurance	710,427.99	921,938.00	77.06%
HRA VEBA	118,117.58	96,000.00	123.04%
Life & Accident	20,727.40	24,633.00	84.14%
LOSAP	8,374.53	3,000.00	279.15%
Paid Leave OR	24,840.78	27,185.00	91.38%
Payroll Taxes	297,936.22	316,785.00	94.05%
PERS	1,269,105.50	1,252,371.00	101.34%
Provident AD & D- A & H	2,049.00	17,526.00	11.69%
Total Payroll Taxes & Benefits	\$2,513,325.19	\$2,728,707.00	
Personnel Services			
Administrative Staff	194,904.24	214,414.00	90.90%
Captains	179,642.48	314,213.00	57.17%
Conflagration	47,993.52	50,000.00	95.99%
Deputy Chief	155,094.92	140,421.00	110.45%
Duty Chief Stipends	17,150.00	18,200.00	94.23%
Fire & EMS Chief	175,670.28	145,451.00	120.78%
Fire Prevention	35,928.76	58,891.00	61.01%
Firefighter/Engineers	321,379.16	336,425.00	95.53%
Firefighter/Paramedics	808,306.00	936,367.00	86.32%
Lieutenants	331,866.67	271,133.00	122.40%
Logistics Chief	103,051.60	105,455.00	97.72%
Mobile Integrated Health	51,698.14	68,930.00	75.00%
Office Manager	88,894.26	96,103.00	92.50%
Overtime - Wages	546,749.13	550,000.00	99.41%
Part Time EMT/Paramedics	160,604.58	250,000.00	64.24%
Part Time Firefighters	208,366.07	250,000.00	83.35%
Reserve Volunteers	19,710.70	30,000.00	65.70%
Single Role Paramedic	142,026.50	174,200.00	81.53%
Training Division Chief	0.00	130,784.00	0.00%
Total Personnel Services	\$3,589,037.01	\$4,140,987.00	
Professional Services			
Audit	10,900.00	11,500.00	94.78%
Billing Service	71,460.91	84,666.00	84.40%
Business Consulting	5,076.25	5,000.00	101.53%
GEMT Admin & Consulting Fees	0.00	64,000.00	0.00%
Legal	13,241.25	20,000.00	66.21%
Other Professional Services	(50.40)		0.00%
Payroll Service	8,369.85	12,000.00	69.75%

Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	May 2026	Jun 2026	Percent of
	Actual		Budget
Peer Support/ Temporary Service	5,151.91	10,000.00	51.52%
Total Professional Services	\$114,149.77	\$207,166.00	
Technology			
Computers	0.00	10,000.00	0.00%
Internet	21,248.11	16,000.00	132.80%
IT Services	69,929.46	65,000.00	107.58%
Software & Licenses	38,745.01	50,000.00	77.49%
Telephones & Cell Phones	26,685.35	29,892.00	89.27%
Website	2,366.37	5,000.00	47.33%
Total Technology	\$158,974.30	\$175,892.00	
Expenses	\$7,641,233.76	\$9,669,528.00	
Revenue Less Expenditures	\$538,550.06	(\$773,303.00)	
Net Change in Fund Balance	\$538,550.06	(\$773,303.00)	

Fund Balances

Beginning Fund Balance	3,083,459.88		0.00%
Net Change in Fund Balance	538,550.06	(773,303.00)	0.00%
Ending Fund Balance	3,622,409.94		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 5/31/2026

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 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures				
Revenue				
Lane County Health & Human Services				
4300	Grant Income	369,353.87	388,270.00	95.13%
Lane County Health & Human Services Totals		\$369,353.87	\$388,270.00	
Other WLCR				
4300	Grant Income	1,447.50		0.00%
4420	Interest	0.17		0.00%
4120	Medicaid	4.41		0.00%
4405	Reimbursements and Refunds	365.00		0.00%
Other WLCR Totals		\$1,817.08		
SAMHSA Grant				
4300	Grant Income	291,139.55		0.00%
SAMHSA Grant Totals		\$291,139.55		
Unallocated				
4120	Medicaid	0.10		0.00%
Unallocated Totals		\$0.10		
Revenue		\$662,310.60	\$388,270.00	
Gross Profit		\$662,310.60	\$388,270.00	
Expenses				
Lane County Health & Human Services				
7420	Business Consulting	23,462.00	90,000.00	26.07%
5671	Cell Phone Stipend	2,250.00	4,350.00	51.72%
6101	Conference & Travel	29.90		0.00%
6005	Fuel	1,035.12	3,000.00	34.50%
5610	Health Insurance	19,476.98	23,974.00	81.24%
5620	HRA VEBA	4,000.00		0.00%
5630	Life & Accident	672.24		0.00%
6111	Misc Training, Hospitality	0.00	12,000.00	0.00%
7900	Other Expenses	0.00	600.00	0.00%
5640	Paid Leave OR	434.02		0.00%
5600	Payroll Taxes	19,488.38	33,633.00	57.94%
5605	PERS	26,022.18	60,684.00	42.88%
6602	Pre-Employment Testing	192.00		0.00%
6010	Repairs & Maintenance -Vehicle	69.00		0.00%
7204	Software & Licenses	17,702.81		0.00%
7200	Technology/Computers	20,161.21	48,217.00	41.81%
7202	Telephones & Cell Phones	719.06	5,700.00	12.62%
7104	Training & Conferences	400.00		0.00%
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	64,566.70	84,972.00	75.99%
5325	WLCR Workers - Hourly	59,524.89	64,237.00	92.66%
5330	WLCR Workers - Shifts	145,914.13	136,875.00	106.60%
Lane County Health & Human Services Totals		\$406,120.62	\$621,773.00	
Other WLCR				
5610	Health Insurance	(2,070.54)		0.00%
6111	Misc Training, Hospitality	(159.57)		0.00%
6505	Public Education Supplies	750.00		0.00%
Other WLCR Totals		(\$1,480.11)		

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
PeaceHealth Foundation				
7115	Supplies	(80.96)		0.00%
PeaceHealth Foundation Totals		(\$80.96)		
SAMHSA Grant				
7420	Business Consulting	56,916.80		0.00%
5671	Cell Phone Stipend	900.00		0.00%
6101	Conference & Travel	8,654.61		0.00%
6005	Fuel	408.65		0.00%
5610	Health Insurance	36,387.90		0.00%
5620	HRA VEBA	9,900.06		0.00%
5630	Life & Accident	1,456.52		0.00%
7102	Membership Dues	273.65		0.00%
5600	Payroll Taxes	15,124.69		0.00%
5605	PERS	62,044.80		0.00%
6602	Pre-Employment Testing	64.00		0.00%
6505	Public Education Supplies	22,201.24		0.00%
7204	Software & Licenses	672.57		0.00%
7115	Supplies	2,409.42		0.00%
7202	Telephones & Cell Phones	365.18		0.00%
7104	Training & Conferences	4,766.47		0.00%
7110	Travel Expenses	2,578.24		0.00%
5310	WLCR Full Time Staff	119,589.37		0.00%
5300	WLCR Manager Wages	2,308.02		0.00%
5325	WLCR Workers - Hourly	2,096.20		0.00%
5330	WLCR Workers - Shifts	150.00		0.00%
SAMHSA Grant Totals		\$349,268.39		
Unallocated				
7101	Administrative & Bank Fees	37.60		0.00%
6205	MIH Expenses	16.06		0.00%
Unallocated Totals		\$53.66		
Expenses		\$753,881.60	\$621,773.00	
Revenue Less Expenditures		(\$91,571.00)	(\$233,503.00)	
Net Change in Fund Balance		(\$91,571.00)	(\$233,503.00)	
Fund Balances				
	Beginning Fund Balance	313,501.72		0.00%
	Net Change in Fund Balance	(91,571.00)	(233,503.00)	0.00%
	Ending Fund Balance	221,930.72		0.00%

WLFEA
General Fund, WLCR Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1001 Checking 5400							
General Fund							
		Beginning Balance			0.00	0.00	(701,250.86)
5/1/2026	COBRA, PR	Multiple Income	5/1/2026	COBRA, PR	1,167.85	0.00	(700,083.01)
5/4/2026	April 2026	Oregon Savings Growth			0.00	6,651.58	(706,734.59)
5/4/2026	April 2026	VALIC			0.00	525.00	(707,259.59)
5/4/2026	April 2026	IAFF Local 851			0.00	99.50	(707,359.09)
5/4/2026	ACH 5-4-26	Taxes JE			3,161.86	0.00	(704,197.23)
5/4/2026	CL 5-4-26	CL JE			0.00	337,918.56	(1,042,115.79)
5/4/2026	April 2026	IAFF Local 851			0.00	3,351.12	(1,045,466.91)
5/4/2026	ACH 5-4-26	PAYROLL JE			34,942.79	0.00	(1,010,524.12)
5/4/2026	April 2026	VOYA			0.00	8,016.00	(1,018,540.12)
5/4/2026	13137	Lara Lindemann			0.00	3,726.49	(1,022,266.61)
5/4/2026	13136	Glenn Pruett			0.00	5,267.75	(1,027,534.36)
5/4/2026	13135	Caroline Coleman			0.00	2,083.86	(1,029,618.22)
5/4/2026	000109	Oregon State Treasury			1,300,000.00	0.00	270,381.78
5/5/2026	ACH	Oregon State Treasury			650,000.00	0.00	920,381.78
5/5/2026	ACH	U.S. Bank Credit Card			0.00	13,636.22	906,745.56
5/5/2026	13153	Westcoast Media Group,			0.00	200.00	906,545.56
5/5/2026	13152	Vend West Services Inc			0.00	299.68	906,245.88
5/5/2026	13151	South Coast Water			0.00	49.12	906,196.76
5/5/2026	13150	Siuslaw Valley Firefighter			0.00	28.00	906,168.76
5/5/2026	13149	OFDDA-LOSAP TRUST			0.00	100.00	906,068.76
5/5/2026	13145	Jennifer Graham			0.00	300.00	905,768.76
5/5/2026	13144	Henry Schein, Inc.			0.00	1,597.99	904,170.77
5/5/2026	13143	Florence True Value			0.00	344.91	903,825.86
5/5/2026	13142	First Arriving IO, Inc.			0.00	3,897.76	899,928.10
5/5/2026	13140	Christoffer Poulsen			0.00	2,600.00	897,328.10
5/5/2026	13139	Anna Clements			0.00	125.00	897,203.10
5/5/2026	13138	AFLAC			0.00	586.98	896,616.12
5/6/2026	ACH	HRA VEBA Trust			0.00	8,150.87	888,465.25
5/6/2026	ACH	HRA VEBA Trust			0.00	300.00	888,165.25
5/8/2026	ACH	ADP Payroll Services			0.00	762.55	887,402.70
5/12/2026	ACH	PERS			0.00	301.61	887,101.09
5/13/2026	13172	Standard Insurance			0.00	3,735.58	883,365.51
5/13/2026	13178	WHA Insurance Agency			0.00	2,049.00	881,316.51

WLFEA
General Fund, WLCR Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/13/2026	13177	Vend West Services Inc			0.00	85.00	881,231.51
5/13/2026	13176	VC3, Inc.			0.00	3,600.00	877,631.51
5/13/2026	13175	The Sportsman			0.00	229.00	877,402.51
5/13/2026	13174	Systems Design			0.00	5,780.98	871,621.53
5/13/2026	13173	Stericycle, Inc (Shred-It)			0.00	133.56	871,487.97
5/13/2026	13171	Special Districts Insurance			0.00	69,926.13	801,561.84
5/13/2026	13170	Sign Stop			0.00	2,195.87	799,365.97
5/13/2026	13169	Shervin's Automotive, Inc.			0.00	675.00	798,690.97
5/13/2026	13167	Phil's Saw Shop, Inc			0.00	113.00	798,577.97
5/13/2026	13166	Local Government Law			0.00	1,020.00	797,557.97
5/13/2026	13165	Lighthouse Electrical			0.00	4,807.79	792,750.18
5/13/2026	13164	Hughes Fire Equipment, Inc			0.00	1,091.74	791,658.44
5/13/2026	13163	Henry Schein, Inc.			0.00	2,863.02	788,795.42
5/13/2026	13162	Government Ethics			0.00	1,497.24	787,298.18
5/13/2026	13161	Florence True Value			0.00	8.96	787,289.22
5/13/2026	13160	Country Media, Inc.			0.00	764.00	786,525.22
5/13/2026	13159	Coastal Fitness Inc			0.00	1,080.00	785,445.22
5/13/2026	13158	Cascade Fire Equipment			0.00	1,884.00	783,561.22
5/13/2026	13157	CARSON (CECO)			0.00	3,646.21	779,915.01
5/13/2026	13155	Angie's Alterations			0.00	140.00	779,775.01
5/13/2026	13154	Airgas USA LLC			0.00	1,119.18	778,655.83
5/13/2026	000116	Lane County Health &	5/13/2026	000041	3,124.50	0.00	781,780.33
5/13/2026	000115	Trish Lutgen	5/13/2026	000041	150.00	0.00	781,930.33
5/13/2026	000114	LexisNexis	5/13/2026	000041	5.00	0.00	781,935.33
5/13/2026	000113	Leslie Gelormino	5/13/2026	000041	132.00	0.00	782,067.33
5/13/2026	ACH	ADP Payroll Services			0.00	0.04	782,067.29
5/21/2026	000134	USB Rev Share			795.92	0.00	782,863.21
5/27/2026	000137	Helen Worcester	6/10/2026	000046	300.00	0.00	783,163.21
5/27/2026	000136	Roberta Bowers	6/10/2026	000046	100.00	0.00	783,263.21
5/27/2026	000135	Denise Hartley	6/10/2026	000046	60.00	0.00	783,323.21
5/27/2026	13196	Zoll Medical Corporation			0.00	3,655.86	779,667.35
5/27/2026	13195	Vend West Services Inc			0.00	139.25	779,528.10
5/27/2026	13194	VC3, Inc.			0.00	5,689.19	773,838.91
5/27/2026	13193	TNT Sales & Repair Inc			0.00	586.93	773,251.98
5/27/2026	13192	Sign Stop			0.00	285.00	772,966.98
5/27/2026	13191	Shervin's Automotive, Inc.			0.00	203.00	772,763.98
5/27/2026	13190	Pacific Office Automation,			0.00	434.00	772,329.98

WLFEA
General Fund, WLCR Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/27/2026	13189	Pacific Office Automation			0.00	717.48	771,612.50
5/27/2026	13188	Overhead Door of the			0.00	465.00	771,147.50
5/27/2026	13187	Oregon State Ambulance			0.00	630.00	770,517.50
5/27/2026	13186	ImageTrend			0.00	1,738.68	768,778.82
5/27/2026	13185	Henry Schein, Inc.			0.00	2,526.00	766,252.82
5/27/2026	13184	Geri Brooks			0.00	505.20	765,747.62
5/27/2026	13183	Davison Auto Parts			0.00	10.05	765,737.57
5/27/2026	13182	Cascade Fire Equipment			0.00	4,046.45	761,691.12
5/27/2026	13181	CARSON (CECO)			0.00	4,076.76	757,614.36
5/27/2026	13180	Aladtech LLC			0.00	8,123.00	749,491.36
5/27/2026	13179	Airgas USA LLC			0.00	690.32	748,801.04
5/27/2026	000128	Marilyn Medler	5/27/2026	000044	200.00	0.00	749,001.04
5/27/2026	000127	James Griggs	5/27/2026	000044	175.00	0.00	749,176.04
5/27/2026	000126	Evelyn Cloyd	5/27/2026	000044	10.00	0.00	749,186.04
5/27/2026	000125	Kristianna Cable	5/27/2026	000044	250.00	0.00	749,436.04
5/27/2026	000124	Gail Good	5/27/2026	000044	60.00	0.00	749,496.04
5/27/2026	000123	Maureen Becker	5/27/2026	000044	40.00	0.00	749,536.04
5/27/2026	000122	Raymond Barba	5/27/2026	000044	138.00	0.00	749,674.04
5/27/2026	000121	Kris Cable	5/27/2026	000044	20.00	0.00	749,694.04
5/27/2026	000120	Vanessia Carpenter	5/27/2026	000044	5.00	0.00	749,699.04
5/27/2026	000119	Michael R Schick	5/27/2026	000043	30.00	0.00	749,729.04
5/27/2026	000118	Caroline Coleman	5/27/2026	000043	979.25	0.00	750,708.29
5/28/2026	ACH	PERS			0.00	94,993.22	655,715.07
5/29/2026					913.64	0.00	656,628.71
General Fund Totals					\$1,996,760.81	\$638,881.24	\$656,628.71
WLCR Fund							
		Beginning Balance			0.00	0.00	282,863.31
5/4/2026	ACH 5-4-26	Taxes JE			0.00	3,161.86	279,701.45
5/4/2026	ACH 5-4-26	PAYROLL JE			0.00	34,942.79	244,758.66
5/5/2026	ACH	U.S. Bank Credit Card			0.00	461.78	244,296.88
5/5/2026	13148	Montana G Trotta			0.00	1,050.00	243,246.88
5/5/2026	13147	Linguava Interpreters, Inc.			0.00	19.08	243,227.80
5/5/2026	13146	Karen Wilhite			0.00	1,050.00	242,177.80
5/5/2026	13141	CSA Software Solutions			0.00	1,000.00	241,177.80
5/13/2026	13172	Standard Insurance			0.00	434.02	240,743.78
5/13/2026	13171	Special Districts Insurance			0.00	5,388.32	235,355.46

WLFEA
General Fund, WLCR Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
5/13/2026	13168	Qualifacts Systems, LLC			0.00	5,747.10	229,608.36
5/13/2026	13157	CARSON (CECO)			0.00	82.69	229,525.67
5/13/2026	13156	bio-MED			0.00	64.00	229,461.67
5/13/2026	000117	Lane County Health &	5/13/2026	000042	35,048.73	0.00	264,510.40
5/27/2026	13194	VC3, Inc.			0.00	115.66	264,394.74
5/27/2026	13181	CARSON (CECO)			0.00	70.99	264,323.75
5/28/2026	ACH	PERS			0.00	8,042.79	256,280.96
5/29/2026					0.00	7.50	256,273.46
WLCR Fund Totals					\$35,048.73	\$61,638.58	\$256,273.46
1001 Checking 5400 Totals					\$2,031,809.54	\$700,519.82	\$912,902.17

1010 LGIP 6553
General Fund

		Beginning Balance			0.00	0.00	3,864,877.67
5/4/2026	000109	Oregon State Treasury			0.00	1,300,000.00	2,564,877.67
5/5/2026	ACH	Oregon State Treasury			0.00	650,000.00	1,914,877.67
5/29/2026	000130	Siuslaw Valley Fire and			351,000.00	0.00	2,265,877.67
5/29/2026	000131	Western Lane Ambulance			653,000.00	0.00	2,918,877.67
5/31/2026					7,547.75	0.00	2,926,425.42
General Fund Totals					\$1,011,547.75	\$1,950,000.00	\$2,926,425.42

WLCR Fund

		Beginning Balance			0.00	0.00	(0.05)
5/31/2026					0.00	0.05	(0.10)
WLCR Fund Totals					\$0.00	\$0.05	(\$0.10)
1010 LGIP 6553 Totals					\$1,011,547.75	\$1,950,000.05	\$2,926,425.32

1060 WLFEA - WLCR 2199
WLCR Fund

		Beginning Balance			0.00	0.00	1,005.04
WLCR Fund Totals					\$0.00	\$0.00	\$1,005.04
1060 WLFEA - WLCR 2199 Totals					\$0.00	\$0.00	\$1,005.04

WLFEA
General Fund, WLCR Fund
Bank Register
5/1/2026 to 5/31/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance	
		1900 Petty Cash						
		General Fund						
		Beginning Balance			0.00	0.00	200.00	
					General Fund Totals	\$0.00	\$0.00	\$200.00
					1900 Petty Cash Totals	\$0.00	\$0.00	\$200.00
					Report Totals	\$3,043,357.29	\$2,650,519.87	\$3,840,532.53
Records included in total = 123								

Report Options

Trans Date: 5/1/2026 to 5/31/2026

Display Notation: No

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and OAR 437-002-0140. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpended start-up of machines or equipment (29 CFR 1910.147).

915.3 RESPONSIBILITIES

The Fire & EMS Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Authority members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but not be limited to, the following (29 CFR 1910.147(c)(4)):

Hazardous Energy Control

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 - 1. A statement of the intended use of the procedure.
 - 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 - 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
 - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the Authority shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The Authority shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to, the following:
 - 1. Hurst® tools
 - 2. Chain saws
 - 3. Hydraulic systems (e.g., rack, jacks)
 - 4. Complex electrical systems (e.g., generators, pumps, radios, etc.)

915.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

Hazardous Energy Control

915.5 INSPECTIONS

The Western Lane Fire and EMS Authority shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147(c)(6)).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer or the authorized designee shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

915.6 TRAINING

The Training Coordinators shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics:

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process
- (h) Refresher training shall be provided whenever there is a change in job assignment, machines, equipment, or a processes that presents a new hazard, or when hazardous energy control procedures change

915.7 TRAINING RECORDS

The Training Coordinators should document the hazardous energy control training provided to members both initially and annually and shall retain those records in compliance with the authority's established records retention schedule. Documentation shall include the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and rank of the members who received the training

Western Lane Fire and EMS Authority

Policy Manual

Hazardous Energy Control

- (d) The names, certificate number and qualifications of persons conducting the training

Hazard Communication Program

916.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of authority members who may be occupationally exposed to hazardous chemicals in the workplace.

916.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to develop, implement and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how authority members will receive information and training on the criteria specified for labels and other forms of warning, and Safety Data Sheets (SDS) (OAR 437-002-0360; 29 CFR 1910.1200).

916.3 PROCEDURE

The Fire & EMS Chief or the authorized designee shall develop, implement and maintain a written hazard communication program that includes, but is not limited to:

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the Authority will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The Authority shall make the written hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH) and the Oregon Occupational Safety and Health Administration (OR-OSHA).
- (d) The Authority shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
 1. Identity of the hazardous chemical
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer or other responsible party

916.4 SAFETY DATA SHEETS

The Authority shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to member and prepared in accordance with 29 CFR 1910.1200(g)(2).

916.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Personal Firearms

917.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

917.2 POLICY

The Western Lane Fire and EMS Authority will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto authority property or carried by members while on-duty or while representing the Authority in any capacity.

917.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in authority property or vehicles. Firearms in a member's personal vehicle are allowed as long as the firearm is locked and secured in the vehicle and remains locked and secured while the vehicle is on Authority property and subject to State and Federal laws.

Roadway Incident Safety

918.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth authority Fire & EMS Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

918.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

918.3 FIRE & EMS CHIEF RESPONSIBILITIES

The Fire & EMS Chief should ensure that the Authority adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

918.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the Manual of Uniform Traffic Control Devices adopted by the state, including but not limited to the following (OAR 734-020-0005):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers



Western Lane Fire and EMS Authority Job Description

TITLE: Accounts Payable/Receivable Coordinator **EFFECTIVE:** 05/28/2026

REPORTS TO: Office Manager

SALARY RANGE: \$43,260– 65,290

CIVIL SERVICE CLASSIFICATION: None

REPRESENTATION: NA

JOB SUMMARY

This position is responsible for managing both accounts receivable and accounts payable functions within the organization and works closely with the Office Manager to ensure the receivable and payable functions run smoothly. The Accounts Payable/Receivable Coordinator is responsible for the end-to-end processing of invoices and payments to vendors, ensures timely collection of funds from customers, maintains accurate financial records, and assists with year-end closing procedures. This position requires strong computer skills, organizational skills, and a knowledge of Oregon budget law. Must be detail oriented, self-motivated and work well with the public, management, staff, and board members.

ESSENTIAL JOB FUNCTIONS:

- Process invoices, issue payments, and maintain accurate billing records.
- Verify proper coding to expenses charged through the billing process.
- Route incoming invoices through the approval workflow for proper approval.
- Issue, track, and reconcile travel advances and expenditures.
- Resolve billing discrepancies and maintain vendor relationships.
- Reconcile associated accounts including but not limited to, Accounts Payable, Prepaid Expenses, Credit Card expenses, etc., while resolving discrepancies.
- Review and prepare project-based invoices, ensuring coding and billing data is accurate and complete.
- Responsible for processing Accounts Receivable transactions, including the recordation of cash receipts, posting transactions, creating bank deposits, and bank transfers as needed.
- Process and remit refunds, credits, etc. upon approval.
- Perform monthly reconciliations of Account Receivable ledgers including but not limited to, Accounts Receivable, Deferred Revenue, and other related revenue accounts ensuring balances agree to general ledger, as well as external and internal prepared reports.
- Prepare financial reports, analyze account trends, and ensure compliance with internal controls.
- Assist in financial reviews and audits, generating reports as needed.
- Assist with payroll and post employee benefit payments.
- Monitor, inventory, and add to postage and supplies as needed for the office.
- Schedule repairs for office equipment, oversee the scheduling and work done onsite by vendors (i.e., copiers, printers, phone support).

- Provide administrative support to the Office Manager.
- Assist with Board Meetings as needed.
- Provide front desk and phone reception coverage as needed.
- Other duties as assigned.

REQUIRED SKILLS / ABILITIES

- 2 – 5 years of experience in accounts payable, accounts receivable, or general accounting.
- Strong analytical and critical thinking skills with meticulous attention to detail to manage financial transactions effectively.
- Responds promptly to employee and customer needs; responds to requests for service and assistance.
- Ability to manage time effectively and work in an environment with changing priorities.
- Maintains a positive attitude under stressful conditions.
- Follows policies and procedures; completes administrative tasks correctly and on time.
- Strong commitment to see a task through to completion.
- Ability to maintain strict confidentiality.
- Ability to operate a personal computer. Knowledge of current software applications related to the functions and operations of the Human Resource and Finance department. Proficient skills in using Microsoft products such as Outlook, Word, and Excel. The ability to use and understand Excel formulas and utilize data sorting.
- Excellent communication skills, both written and verbal, with the ability to explain payroll processes and policies clearly to employees.
- Knowledge of Oregon’s Local Budget Law is preferred but not required.
- Knowledge of principles, practices, and procedures of an Administration office for a special district.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES

- High school diploma or equivalent.
- An associate’s degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

PREFERRED EDUCATION AND EXPERIENCE

- A bachelor’s degree from an accredited college in business or related field. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.
- Additional certifications in payroll administration, Human Resources, or accounting.
- Familiarity with Fire and EMS terminology and operations is advantageous.

EQUIPMENT

Operates office equipment, such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

PHYSICAL REQUIREMENTS

The physical demands here are representative of those that must be met by an employee able to perform the essential functions of the job.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds.

CONDITIONS OF EMPLOYMENT

After a conditional offer of employment, the candidate must successfully pass an Authority background check, and an Oregon Department of Motor Vehicles check if they possess an Oregon Driver's License.

RESIDENCY REQUIREMENTS

None

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 the employee and the Authority. This job description is subject to change by the Fire and EMS Chief as needed.

www.wlfea.org

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Western Lane Fire and EMS Authority. This policy supplements any rules that govern employment practices for the Western Lane Fire and EMS Authority.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Western Lane Fire and EMS Authority provides equal opportunities for applicants and authority members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Authority does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1000.3 RECRUITMENT

Western Lane Fire and EMS Authority should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive authority website and the use of authority-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

Western Lane Fire and EMS Authority shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Authority should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The Authority shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Authority should employ a comprehensive screening, background investigation, and selection process that

Recruitment and Selection

assesses cognitive and physical abilities and includes review and verification of the following (OAR 259-009-0015):

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Oregon law (15 USC § 1681 et seq.; ORS 659A.320)
- Local, state, and federal criminal history record checks
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment
- Department of Public Safety Standards and Training (DPSST) Professional Standards records

1000.4.1 VETERAN PREFERENCE

Veterans of the United States Armed Forces who served on active duty and who meet the minimum qualification for employment may receive preference pursuant to ORS 408.230.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Authority (OAR 259-009-0015).

The background investigation should identify any conduct that would be grounds for denial of fire service certification under OAR 259-009-0120 and this information should be noted in the background report.

1000.5.1 NOTICES

The Authority shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Oregon law (15 USC § 1681d; ORS 659A.320).

1000.5.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Criminal Justice Information Services or provided by a third party, may have restrictions on the access, use, security, and release of the

Recruitment and Selection

information. The Authority shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, Western Lane Fire and EMS Authority shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (ORS 659A.330).

The Authority should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The Authority fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Authority should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators, and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence

Recruitment and Selection

- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Authority and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Authority should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1000.7.1 STANDARDS FOR FIREFIGHTERS AND PARAMEDICS

The candidate shall meet the requirements of OAR 259-009-0059. In addition, the candidate should:

- (a) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (b) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (c) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (d) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (e) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
 1. Candidates should be certified as having successfully completed the DPSST training for vehicles used in the course of official duties (OAR 259-009-0062).
- (f) Be a U.S. citizen or have proof of a legal right to work in the U.S.

Recruitment and Selection

1000.8 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by or approved by the Oregon DPSST. Candidates hired by the Authority shall be certified by the DPSST as a fire service professional in accordance with OAR 259-009-0005 et seq.

All entry-level paramedics should complete training in an accredited EMS training program established by or approved by the Oregon Health Authority. Candidates hired by the Authority shall be certified by the OHA as an EMS professional in accordance with (OAR 333-265 and ORS 676).

1000.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the Authority should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

Driver License Requirements

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Western Lane Fire and EMS Authority members who drive as a part of their duties have and maintain a valid Oregon driver license.

1001.2 POLICY

In order to promote driver safety, it is the policy of the Western Lane Fire and EMS Authority that any member who is assigned duties that require him/her to drive authority vehicles or equipment, or drive a privately owned vehicle while conducting authority business, have and maintain driving privileges, training and licenses consistent with his/her duties.

1001.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive authority vehicles, equipment or private vehicles shall be required to obtain and maintain a valid Oregon driver license.

1001.3.1 REVIEW OF RECORDS

The Fire & EMS Chief shall appoint an officer or administrative staff to monitor the driving records of all members who are assigned duties that require driving while conducting authority business, to confirm each driver has a valid Oregon driver license and to monitor driver records for potential problem behavior.

The officer or administrative staff appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer or administrative staff appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor, and the Health and Safety Officer or the authorized designee.

1001.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid Oregon driver license and to review the type and number of traffic violations and traffic accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting authority business shall be required to present a valid Oregon driver license.

1001.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid Oregon driver license and to review any traffic violations and traffic accidents.

Western Lane Fire and EMS Authority

Policy Manual

Driver License Requirements

Any member who drives a vehicle while conducting authority business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Oregon DMV will automatically report to the Authority when an employee receives a traffic violation.

Any member who does not possess a valid Oregon driver license shall not drive any vehicle while conducting authority business.

If a member's Oregon driver license is suspended, revoked or becomes invalid, the Authority may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Oregon Department of Motor Vehicles report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 - 1. The member can still perform the majority of his/her job duties.
 - 2. There is minimal impact on the Authority work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the Oregon DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Western Lane Fire and EMS Authority such that they ensure compliance with applicable Oregon Civil Service law, collective bargaining agreements and provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1002.2 POLICY

The Western Lane Fire and EMS Authority determines promotions and transfers in a nondiscriminatory manner. It is the policy of the Western Lane Fire and EMS Authority to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Authority based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Coordinator

Western Lane Fire and EMS Authority

Policy Manual

Promotions and Transfers

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Western Lane Fire and EMS Authority
- Expressed interest in the transfer position
- Education, training, and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire & EMS Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Division Chief for whom the candidate will work. The Division Chief should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Division Chief after the interview, the Division Chief should submit his/her recommendation to the Fire & EMS Chief.
- (d) Transfers will be made by the Fire & EMS Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Western Lane Fire and EMS Authority.

1002.6 TRAINING MANAGER RESPONSIBILITIES

It is the responsibility of the Training Coordinators to maintain a training file on each member of the Authority. Any relevant training certificate or certification document submitted to the Authority by a member should be permanently retained in the member's training file.

Performance Evaluations

1003.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the Authority and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1003.2 POLICY

The Authority evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1003.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific period and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior, or correct and counsel unsatisfactory behavior. The supervisor should create a documentation of the performance and the follow-up conversation and use this documentation at the next evaluation period.

At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

Performance Evaluations

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1003.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a probationary period as determined by applicable civil service law, local personnel rules or a collective bargaining agreement before being eligible for certification as permanent employees. Probationary employees shall be evaluated daily, weekly and monthly during the probationary period.

Performance evaluation reports shall be completed as defined by the Administration Division by specific job classification for all other full-time personnel during the probationary period.

1003.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1003.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding status.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Performance Evaluations

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths and weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1003.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1003.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the Authority harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1003.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

Performance Evaluations

1003.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Position Descriptions

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Authority. These are in compliance with Oregon Civil Service law, applicable collective bargaining agreements and the provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1004.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to develop unique position descriptions for each assignment within an established rank or classification.

1004.3 PROCEDURE

The Administration Division will generally develop and maintain classification specifications (e.g., firefighter, paramedic, Company Officer, Chief Officer). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.