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.

<u>SVFR, WLAD & WLFEA FY2026-27 Budgets:</u>

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) <u>SVFR Action Item: Resolution 2026-03 Adopting the Budget</u>
    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) <u>SVFR Action Item: Resolution 2026-04 Establishing Fund Balances</u>
    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