

**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, June 25, 2026, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Stephanie Restrepo and Director Laurie Heppel (via Zoom)

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

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Mike Webb and Director Vanessa Buss

Not Present: Director Linda Stent, Director Cindy Russell, and Director Adam Holbrook

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Deputy Chief Rob Chance, Division Chief Andy Gray, Office Manager Trish Lutgen, and Recording Secretary Holly Lais

Chief Schick called the meeting to order at 6:00 p.m. The flag salute was performed and roll call was taken. As no quorums were present for the SVFR, WLAD, or WLFEA Boards, no official board business could be conducted.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

Meeting Minutes: Regular Meeting May 28, 2026, were not approved and will carry over to July's Board meeting.

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen introduced Beth Stenke, the new Accounts Payable Coordinator.

Lutgen reported that she and Stenke recently attended an Unclaimed Property training held by the state and is in the process of recovering one unclaimed property item from the State of Washington for over \$1,200 and twenty-two items from the State of Oregon for over \$50, most of which are related to ambulance billing. Siuslaw Valley Fire and Rescue also had an item listed with Oregon. These items are in process of being claimed.

She stated that they processed the final check run for fiscal year 2025–26 and that LifeMed subscription renewals have begun.

Director Webb asked whether there had been any confusion following LifeFlight's administration of LifeMed. Lutgen acknowledged that there has been a lot of confusion but hopes that a letter will be accompanying the next batch of renewals to help clarify the transition.

Lutgen noted that the Fire Prevention Training line item in the WLFEA financial reports appears inaccurate because the resolution has not yet been updated in the accounting system. She also reported that the Internet line item is over budget but explained that she has been working with Astound and expects to receive a refund of approximately \$19,000.

Lutgen concluded by stating that the next board meeting will include the final financial reports for fiscal year 2025-26.

OLD BUSINESS:

1. Operational Levy Update:

Chief Chance reported that he recently met with the Operational Levy Subcommittee to review an AI-assisted campaign strategy. He distributed the Western Lane Fire and EMS Operating Levy Campaign Manual to the Board for review.

Chief Chance stated that the subcommittee concluded that hiring a campaign consultant would not be necessary. The committee is currently in the beginning phases of discussion and will meet again in early July. He added that they are looking for people to help with the campaign, and he welcomes any feedback from the Board.

Director Webb emphasized the importance of the wording in the Levy renewal.

2. Policies reviewed from the May 28, 2026, meeting:

- 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

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

DIRECTOR COMMENTS:

None

FUTURE BUSINESS:

The next regular Joint Board Meeting is scheduled for July 23, 2026, at 6:00 p.m.

PRESENTATION – FIRE AND EMS CHIEF PROMOTION:

Director Webb and Chief Schick formally recognized Rob Chance as the new Fire and EMS Chief with a pinning ceremony.

The regular meeting adjourned at 6:11 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary