



**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

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

2625 Highway 101 North, Florence

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

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

- I. 6:00 p.m. 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. Public Hearing: Competitive Bidding Requirements**
- VI. Consent Agenda**
Meeting Minutes: Regular Meeting, May 28, 2026, and June 25, 2026
Staff Reports
Correspondence
- VII. Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. Old Business**
 1. Operational Levy Update
 2. Policies May 28, 2026, and June 25, 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
 - f) 1000 – Recruitment and Selection
 - g) 1001 – Driver License Requirements
 - h) 1002 – Promotions and Transfers
 - i) 1003 – Performance Evaluations

IX. New Business

1. IGA for Ambulance Billing
2. WLFEA: Resolution 2026-05 Transport Resolution
3. Resolutions changing Registered Agent
 - a) WLFEA Action Item: Resolution 2026-06 Registered Agent
 - b) WLAD Action Item: Resolution 2026-05 Registered Agent
 - c) SVFR Action Item: Resolution 2026-05 Registered Agent
4. WLAD: Resolution 2026-06 Purchase Ambulance
5. SVFR: Resolution 2026-06 E122 Repair
6. WLFEA: Resolution 2026-07 Supplemental Budget to Transfer Funds
7. WLFEA Action Item: Contract for Payroll Software
8. Board Officer Election
 - a) SVFR Action Item: Elect President, Vice President, Secretary/Treasurer
 - b) WLAD Action Item: Elect President, Vice President, Secretary/Treasurer
 - c) WLFEA Action Item: Elect President, Vice President, Secretary/Treasurer
9. Policies for Review
 - a) 1004 – Position Descriptions
 - b) 1005 – Tuition Reimbursement
 - c) 1006 – Classification Specifications
 - d) 1007 – Reporting for Duty
 - e) 1008 – Fire Officer Development

X. 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.

XI. Future Business:

Joint Board Meeting and Budget Hearing Thursday, August 27, 2026, at 6:00 p.m.

XII. Adjournment

EXHIBIT A

CM/GC EXEMPTION FINDINGS ORS 279C.330(1) AND ORS 279C.335(2)(b)

1. Firms Available to Bid. All interested and qualified contractors statewide will have an opportunity to provide a response to the RFP, which will be advertised in the *Daily Journal of Commerce*.

2. Operational, Budget, and Financial Data. Western Lane Fire and EMS Authority (Authority) seeks to renovate Station 1, located at 2625 Highway 101 Florence, OR 97439, to improve operational readiness and facility conditions. The project includes remodeling the station to provide more private sleeping quarters, repairing the deteriorated west wall, and replacing the existing membrane roof. The Authority intends to complete all improvements as a single, coordinated project (Project) using available financial resources to self-fund the work. Because the facility must remain operational throughout construction, the project requires careful planning, sequencing, and coordination to minimize disruptions to emergency response services. Early involvement of a Construction Manager/General Contractor (CM/GC) will allow the Authority and the contractor to collaboratively develop construction phasing, identify operational constraints, evaluate constructability, and implement strategies that maintain uninterrupted public safety operations while construction is underway. The Authority further finds that the ability to evaluate and select a contractor based on qualifications, relevant experience, and demonstrated expertise with occupied public safety facilities will significantly improve project outcomes. Early contractor involvement will assist in identifying cost-saving opportunities, refining project scope, mitigating unforeseen conditions, and reducing scheduling conflicts before construction begins. The CM/GC project delivery method has been successfully utilized by numerous public agencies throughout Oregon to reduce financial risk by improving collaboration, minimizing delays, reducing change orders, and providing greater cost certainty through preconstruction services and negotiated Guaranteed Maximum Pricing (GMP). Based on these demonstrated benefits, the Authority finds that use of the CM/GC method for this project is reasonably expected to reduce project risk, improve schedule performance, and deliver substantial value to the Authority through increased efficiency and long-term cost savings.

3. Public Benefit. Efficient completion of the repairs and remodel will address the nonconforming structural elements necessary for station living and could potentially undermine Authority's response to localized hazards, or result in the partial or complete functional integrity of the building. A CM/GC coordinated approach increases the ability for Authority to mitigate the risk of structure failure and to continue to provide a dedicated standard of care to the public. There will be a general public benefit from the expeditious construction of the Project by improving the facilities while minimizing impacts to operations. In addition, the public will benefit from the improved quality and lower cost of the pilot project anticipated through use of the CM/GC process. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process. In turn, this better enables the Authority to complete the Project on time. Creating a Project team at the start of the Project, comprised of the Architect, the Authority, and CM/GC creates a more informed and better

quality decision-making process. A more efficient construction team reduces the Authority's financial exposure and enhances delivery of the Project. The Authority, therefore finds that the CM/GC alternative contracting method is required to ensure a qualified general contractor is retained for the Project, while addressing time and cost constraints.

4. Value Engineering. The RFP selection process, early involvement of the contractor, and negotiated contract approach gives the contractor a significant opportunity to engage in value engineering (i.e. the evaluation of what a system does as compared to cost). The selected CM/GC will be brought on board immediately following award of a contract in order to assist the Project team with construction scheduling, phasing, costing, operator interaction issues, quality assurance, and design constructability reviews. The selected CM/GC will also advise the Authority and the design team regarding specialty construction issues and any long lead time procurements. CM/GC contributions to the design phase permit a collaborative approach to value engineering which ultimately translates into time and cost savings realized by the Authority. Construction issues which may not otherwise be known to the design team can be factored in and addressed while the design is drafted. In turn, this results in a higher quality product, lower costs, and a telescoped timeline.

5. Specialized Expertise. The challenge of completing the Project in operational fire response facilities is significant. It is important to utilize a general contractor that has demonstrated expertise in managing, scheduling, and performing under these conditions in a satisfactory manner. The Authority, therefore, finds that selecting a firm through an RFP process allows the Authority to contract with a firm with the appropriate CM/GC expertise. The necessary mix of experience and expertise for a CM/GC contractor cannot be adequately evaluated in a formal lowest responsible bid selection process. A qualified project manager with strong leadership skills is one of the components required for a successful CM/GC project. The RFP process will allow the Authority to review the qualifications of each proposer's project manager and confirm the manager's ability, experience, record of quality, past performance and integrity needed to carry out the proposer's contractual obligations. The process will also allow the Authority to identify qualified teams that have met critical deadlines in past projects and that have the ability to work collaboratively to meet Project needs. The costs for such specialized expertise are included in the overall Project budgets and will be included within accepted GMPs.

6. Funding Source. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process which will enable Authority to complete the Project diligently. Because the Authority plans to use current cash on hand for the Project, the CM/GC exemption will be the most cost effective and efficient means of Project completion given the nature of repairs and remodel needed. The CM/GC process, with its maximum price provisions, value engineering potential, constant oversight from a project manager, and construction input beginning in the design phase will help the Authority stay within its budget and wisely spend public funds.

7. Market Conditions. Identifying and contracting with the full Project team at an early stage will allow the Authority to capitalize on current market conditions, rather than having them affect a later bid/build phase. Such cost and market variables can be anticipated in the GMP, but ultimately should have no effect on the Authority. The CM/GC subcontractors cannot go over the GMP, but may come in under the GMP, and the Authority will realize those cost differences.

Having a qualified CM/GC play a role as an integrated team member early in the Project with the Authority and other Project members provides advantage to the Authority, as it adds expertise to the design phase which translates into Authority savings and provides more budgetary certainty.

No negative financial impacts to the Authority are expected as a result of using the RFP solicitation process to select a CM/GC for the Project. There is a sufficient pool of qualified Oregon-based construction companies with expertise in the type and size of project planned, and there are additional qualified firms located in the greater Pacific Northwest. It is anticipated that a substantial number of competitors will submit proposals for this Project, allowing the Authority to select from among a number of qualified contractors.

8. Technical Complexity. Because of the site and schedule constraints, effective project planning and coordination will be crucial among the Authority, project manager, and CM/GC. Strong budget and schedule controls will be essential. The conventional design-bid-build approach would contain too much risk for the Authority on this Project. The CM/GC will bring specific construction expertise to the team process and assist in addressing specific Project challenges as part of its pre-construction services. The CM/GC will also provide input on issues such as operations of the facility during construction, public safety, phasing and coordinated scheduling. The CM/GC method encourages innovative planning and coordination that further improve the construction schedule and on-site conditions. The ability to coordinate and manage this project would be especially challenging to an inexperienced or narrowly-focused team. The RFP process allows the Authority to consider the proposer's experience and expertise in completing this type of work, its sensitivity to safety, legal, and operational issues, and the qualifications and experience of its project manager and support team.

9. New Construction or Renovation of an Existing Structure. The Project involves renovation of existing structures.

10. Occupied or Unoccupied During Construction. The Authority facilities will be in use and occupied during construction, adding to the Project's technical complexity and need for a coordinated team.

11. Single Phase or Multiple Phases of Construction Work to Address Specific Project Conditions. The Project includes a multiplicity of technical issues related to structural upgrades, electrical systems, plumbing systems, HVAC systems, and egress, as well as complex sequencing and phasing of work in an occupied fire station that will remain fully operational during the course of construction. It is important to the Project's success for both budget and schedule that the Authority have a general contractor that understands the complexity, has the ability to manage these types of complex projects, and develops bid instructions to attract appropriate subcontractors to perform Project work. The Authority, therefore, finds that selecting a firm through the CM/GC method allows the Authority to contract with a firm with the needed technical phasing expertise.

12. Whether the Authority has the Personnel, Consultants and Legal Council that have Necessary Expertise and Substantial Experience in Alternative Contracting Methods. Staff, in conjunction with the Architect (who was chosen based upon qualifications and experience with the CM/GC project delivery model), an experienced contractor, as well as other Project team members and the Authority Legal Counsel, together, will have the level of expertise with the

CM/GC alternative contracting method needed to produce a high quality Project outcome. The Authority acknowledges that the expertise will come primarily from non-staff elements. To this end, the Authority contract with the chosen Architect obligates the Architect to assist with and oversee the CM/GC selection process.

13. Unlikely to Encourage Favoritism or Substantially Diminish Competition. As noted in Finding 1, CM/GC competition will be encouraged through the use of an RFP solicitation process, with notice of the RFP published so as to reach a wide range of potentially interested proposers. No reduction of competition is expected since the RFP for this CM/GC contract will be advertised in the same manner as a traditional low bid solicitation, with full disclosure of the planned CM/GC alternative contracting method. Uniform evaluation criteria will be used in the selection and award of the CM/GC firm, and the construction work elements will be subcontracted and procured through open competitive bids managed by the CM/GC and based on identified selection criteria. Favoritism cannot play a role in the selection of the CM/GC, as award will be based upon set, weighted RFP criteria. All qualified firms will be able to participate in an open, competitive selection process, with an opportunity to protest the award before it is final.

14. Will Result in Substantial Cost Savings. The CM/GC contracting method has the potential to achieve substantial cost savings for the Authority through the involvement of the contractor in the design phase of the Projects. Early input by the CM/GC during the design process is expected to contribute to general cost savings through constructability assessments, life cycle cost analysis, and value engineering. By having the CM/GC available before the design is finalized, the contractor is able to participate in the design, propose cost saving revisions, and ensure the constructability of the Project so that costly change orders are less likely.

Cost savings will also be realized because, through the RFP selection process, the Authority can select a well-organized, experienced CM/GC. This should also lead to fewer change orders and, in turn, reduce staff and Architect time to design, negotiate, and administer the changes.

Lastly, the CM/GC method allows for early procurement of major equipment, allowing the Projects to avoid cost increases due to material shortages or cost escalation. If subcontracted costs are less than identified in the guaranteed maximum price, some or all of the savings will be passed on to the Authority under the agreement required of the CM/GC.

15. Time Savings. An exempt CM/GC process allows the Authority to condense the overall time required to complete construction of the Projects by enabling the Authority to procure construction services simultaneously or shortly after soliciting Architect services. Having the CM/GC on board early in the process allows for coordination in the development of the Project construction schedules and the initiation of early site work, where advantageous or warranted. This can help to shorten construction periods and minimize construction operational impacts. Early detection of potential construction difficulties, from a contractor's view, can also prevent potential delays and costly and time-consuming change orders.

**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 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



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



Western Lane Fire and EMS Authority

Memorandum

To: WLFEA Board of Directors, Chief Chance
From: Division Chief Andy Gray
CC: Trish Lutgen
RE: Fire Operations/Logistics Report July 2026

Call Breakdown: June

Incident Type Category: 1 Fire	11
Incident Type Category: 3 Rescue and EMS Incident	421
Incident Type Category: 4 Hazardous Conditions (no fire)	3
Incident Type Category: 5 Service Call	5
Incident Type Category: 6 Good Intent Call	21
Incident Type Category: 7 False Alarm	4
Incident Type Category: 9 Special Incident	1
Total	466

Fire Operations

June was a busy month with summer starting as well as the beginning of fire season. WLFEA finalized our wildland preparations for response both in district, as well as across the state and region. This culminated with district staff completing their annual pack tests. With June also came the end of the school year, crews hosted the second annual field day for 2nd grade classes from Siuslaw Elementary School. Crews also assisted with Siuslaw Middle Schools annual Outdoor School program providing both instruction for participants and EMS standby over the course of the 4 day camp. WLFEA hosted and participated in the American Legions annual flag ceremony across from Station 1. Following a year long coordinated effort between WLFEA and our local air medical services and the generous support of the private landowner, WLFEA was able to establish a new helicopter landing zone at the Davidson Industries property just west of Mapleton.

Logistics

Apparatus

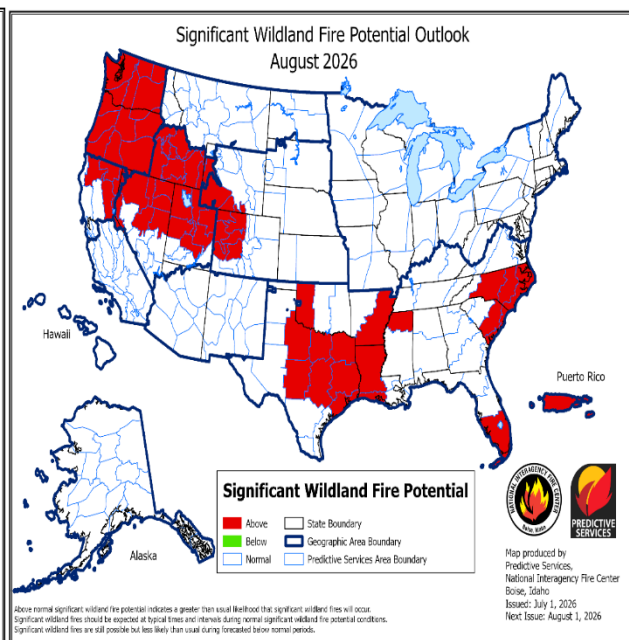
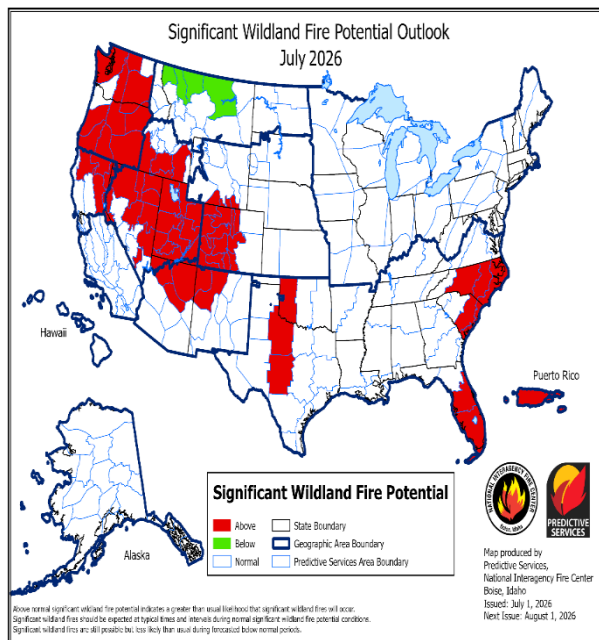
- M-612: Electrical troubleshooting, service
- C-603: Alternator replaced
- C-601: New graphics installed
- R-667: Service and step repair

Equipment

- Surplus SCBA were donated to the following departments
 - Gardiner Fire Department
 - Reedsport Fire Department
 - Winchester Bay Fire Department

Facilities

- Station 3: Seasonal ODF staff moved in for summer wildland season
- Station 4: Hazard Tree Removed
- Station 5: Landscape Maintenance
- Station 8: Fence Repair, Landscape Maintenance





WLFEA

Western Lane Crisis Response

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

July 2026

Western Lane Crisis Response (WLCR) Manager's Board Report

Prepared by Melissa House, QMHA-I

General STATS for the month of June

WLCR had a total of **99** calls last month.

39 Mental Health

- 1** Suicidal Ideations
- 9** Homeless
- 3** Family Disputes
- 1** Welfare Checks
- 8** Acute Trauma or Sudden Deaths
- 4** Drug and Alcohol
- 1** Canceled enroute
- 1** Structure Fires
- 24** Needing Resources
- 8** "other" types of calls.
- 9** Transports

36 Phone Contacts

63 In Person Calls

64 Prevented from going to hospital/arrested

- 1** Taken to ER by WLCR/EMS
- 1** Youth
- 43** Medicaid
- 16** Requests from PH Hospital/ **0** From Clinic
- 6** Request from Justic Department

Program Update:

Transportation Program

- We are currently recruiting an additional transport driver. At this time, transportation services continue to be available **Monday, Wednesday, and Friday from 8:00 a.m. to 8:00 p.m.**
- Since launching the pilot program, we have not yet received any transportation requests. We have intentionally limited promotion of the program while we work toward

establishing a stable team of two dedicated transport staff. Once both positions are filled and fully trained, we plan to increase community outreach and awareness of the service.

- We will be evaluating the current days and hours of operation and making adjustments as needed to better align services with community needs and demand.

Clinical Services

- We are excited to have Alicia DeNicola as our new Clinical Supervisor and Youth Client Advocate. Alicia has already made a positive impact, providing outstanding support to children, youth, and their families.

Leadership Update

- Congratulations to Chief Rob Chance, who has been appointed as the new Fire & EMS Chief following Chief Schick's retirement. Congratulations to Chief Schick on your retirement.

Mobile Integrated Health (MIH)

- We have opened recruitment for a full-time Mobile Integrated Health (MIH) Technician. The position is currently posted on Indeed and the Western Lane Fire & EMS Authority website through **July 31, 2026**.
- In the meantime, Nic will continue providing MIH services on a part-time basis until a new technician is hired and fully trained.

Program Manager Transition

- After much thought, I have officially submitted my resignation as Program Manager, with my final day being **September 30, 2026**.
- Cindy Gentry will assume the role of Program Manager. Over the next several months, we will work closely together to ensure a smooth and seamless transition of responsibilities.

Committee Meeting

- The **August 13, 2026**, WLCR Committee Meeting has been canceled due to the CIT Conference.
- If any committee members have questions, concerns, or updates before our next meeting, please don't hesitate to reach out to me.

Lane County:

N/A

SAMHSA:

N/A

Western Lane Crisis Association:

SAVE THE DATE: WLCA is hosting a Suicide Prevention Walk/Health Expo
September 26th at Miller Park.

9 am to 1pm

Suicide Prevention Walk & Health Expo: Planning continues!! Community partners are invited to sponsor a booth and participate in the event. Anyone interested in sponsorship opportunities or booth space is encouraged to contact Melissa or Cindy for more information. To make registration and sponsorship easier, a Zeffy payment link has been created and is now available for credit card transactions. <https://www.zeffy.com/en-US/ticketing/suicide-prevention-walk-and-health-expo-sponsorship-levels>

Individual Ticket Sales: <https://www.zeffy.com/en-US/ticketing/suicide-prevention-walk-and-health-expo>

<https://westernlanecrisisassociation.org>

Client Advocate Update:

49 Clients Served

124 total F/U calls made- **11** were in person

8 Clients with Suicidal Ideations

40 cases were closed out successfully

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

Youth Client Advocate update:

8 Active

20 Contacts

Please join us in welcoming Alicia DeNicola to the Western Lane Crisis Response team!

Alicia has joined us as our **Clinical Supervisor and Youth Client Advocate**, bringing a wealth of experience supporting children, youth, and families. Prior to joining our team, she served as a counselor with the Siuslaw School District, where she made a meaningful impact in the lives of local students and their families.

In just her first month with Western Lane Crisis Response, Alicia has already made an incredible difference. Her compassion, knowledge, and dedication to helping youth and families have been evident from day one, and we are excited to have her as part of our team.

Welcome, Alicia! We are grateful you're here and look forward to the positive impact you'll continue to make in our community.

Mobile Integrated Health update:

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

Nic:

Open Cases: **22**

Closed Cases: **24**

Unique Patients: **35**

In person: **92**

Phone: **7**

Long Term Patients: **7**

Blood draws: **15**

INR: **22**

Referrals:

PHMC: **18**

EMS: **6**

Request WLCR by calling the non-emergency dispatch number at 541.997.3515 and asking for MCR or WLCR.

Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Balance Sheet
For Period Ending 6/30/2026

Book Value
Jun 2026
Actual

Assets

Current Assets

Cash

Checking 1151	303.00
LGIP 6355	718,588.91
LGIP 6862 Capital	765,745.57
Money Market 0832	90,751.60
Total Current Assets	\$1,575,389.08
Total Assets	\$1,575,389.08

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	1,358.00
Fund Balance Unrestricted	(131,139.34)
Investment in Capital	765,745.57
Retained Earnings	939,424.85
Total Fund Balance	\$1,575,389.08
Total Liabilities and Equity	\$1,575,389.08

SVFR
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Jun 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	500.00	500.00	100.00%
Three Rivers Casino	61,689.00	61,689.00	100.00%
Total Fee for Service	\$62,790.67	\$62,189.00	
Other Income			
Donations	0.00	500.00	0.00%
Interest	41,937.59	65,000.00	64.52%
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	\$42,829.59	\$68,000.00	
Tax Income			
Douglas County Tax Revenue	4,660.33	4,520.00	103.10%
Lane County Tax Revenue	3,403,162.42	3,280,667.00	103.73%
Prior Tax Years	63,598.53	35,000.00	181.71%
Total Tax Income	\$3,471,421.28	\$3,320,187.00	
Revenue	\$3,577,041.54	\$3,450,376.00	
Gross Profit	\$3,577,041.54	\$3,450,376.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	1,713.49	2,000.00	85.67%
Membership Dues	165.00		0.00%
Total Administrative Expenses	\$1,878.49	\$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	50,000.00	50,000.00	100.00%
Transfer to Equipment Fund	50,000.00	50,000.00	100.00%
Transfer to Property Fund	82,000.00	82,000.00	100.00%
Total Non Allocated	\$3,563,000.00	\$3,958,543.00	
Professional Services			
Audit	16,350.00	16,000.00	102.19%
Total Professional Services	\$16,350.00	\$16,000.00	
Expenses	\$3,639,583.31	\$4,053,817.00	
Revenue Less Expenditures	(\$62,541.77)	(\$603,441.00)	
Net Change in Fund Balance	(\$62,541.77)	(\$603,441.00)	

Fund Balances

Beginning Fund Balance	714,430.60	0.00%
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SVFR
General Fund
Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2025
	Jul 2025	Jul 2025	Jun 2026
	Jun 2026	Jun 2026	Percent of
	Actual		Budget
Net Change in Fund Balance	(62,541.77)	(603,441.00)	0.00%
Ending Fund Balance	651,888.83		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 6/30/2026

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 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,678.04		0.00%
Sale of Assets	0.00	20,000.00	0.00%
Total Other Income	\$1,678.04	\$20,000.00	
Transfers In			
Transfers	50,000.00	50,000.00	100.00%
Total Transfers In	\$50,000.00	\$50,000.00	
Revenue	\$51,678.04	\$70,000.00	
Gross Profit	\$51,678.04	\$70,000.00	
Revenue Less Expenditures	\$51,678.04	\$70,000.00	
Net Change in Fund Balance	\$51,678.04	\$70,000.00	
Fund Balances			
Beginning Fund Balance	50,000.00		0.00%
Net Change in Fund Balance	51,678.04	70,000.00	0.00%
Ending Fund Balance	101,678.04		0.00%

Report Options

Fund: Apparatus Fund

Period: 7/1/2025 to 6/30/2026

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 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	12,162.97	6,200.00	196.18%
Total Other Income	\$12,162.97	\$6,200.00	
Transfers In			
Transfers	50,000.00	50,000.00	100.00%
Total Transfers In	\$50,000.00	\$50,000.00	
Revenue	\$62,162.97	\$56,200.00	
Gross Profit	\$62,162.97	\$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	(\$437,836.97)	(\$493,800.00)	
Net Change in Fund Balance	(\$437,836.97)	(\$493,800.00)	
Fund Balances			
Beginning Fund Balance	559,098.45		0.00%
Net Change in Fund Balance	(437,836.97)	(493,800.00)	0.00%
Ending Fund Balance	121,261.48		0.00%

Report Options

Fund: Equipment Fund
 Period: 7/1/2025 to 6/30/2026
 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 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	17,391.93	5,000.00	347.84%
Total Other Income	\$17,391.93	\$5,000.00	
Transfers In			
Transfers	82,000.00	82,000.00	100.00%
Total Transfers In	\$82,000.00	\$82,000.00	
Revenue	\$99,391.93	\$87,000.00	
Gross Profit	\$99,391.93	\$87,000.00	
Revenue Less Expenditures	\$99,391.93	\$87,000.00	
Net Change in Fund Balance	\$99,391.93	\$87,000.00	
Fund Balances			
Beginning Fund Balance	601,168.80		0.00%
Net Change in Fund Balance	99,391.93	87,000.00	0.00%
Ending Fund Balance	700,560.73		0.00%

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

Bank Register

6/1/2026 to 6/30/2026

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	1,600.99
6/9/2026	28950	USA Today Media Corp			0.00	373.20	1,227.79
6/9/2026	28949	Accuity LLC			0.00	1,000.00	227.79
6/9/2026	Void AP	USA Today Media Corp			0.00	0.00	227.79
6/30/2026					0.00	10.00	217.79
		General Fund Totals			\$0.00	\$1,383.20	\$217.79
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	\$1,383.20	\$303.00
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	90,223.84
6/15/2026	000046	OR Department of Forestry			500.00	0.00	90,723.84
6/30/2026					27.76	0.00	90,751.60
		General Fund Totals			\$527.76	\$0.00	\$90,751.60
		1005 Money Market 0832 Totals			\$527.76	\$0.00	\$90,751.60
1010 LGIP 6355							
Apparatus Fund							
		Beginning Balance			0.00	0.00	462,187.84
		Apparatus Fund Totals			\$0.00	\$0.00	\$462,187.84

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
Equipment Fund							
		Beginning Balance			0.00	0.00	(455,592.83)
		Equipment Fund Totals			\$0.00	\$0.00	(\$455,592.83)
General Fund							
		Beginning Balance			0.00	0.00	807,099.89
6/12/2026	May Tax	Lane County Treasurer			69,807.53	0.00	876,907.42
6/12/2026	May taxes	Douglas County Treasury			91.03	0.00	876,998.45
6/30/2026					3,125.21	0.00	880,123.66
6/30/2026	ACH	SVFR Equipment Fund			0.00	50,000.00	830,123.66
6/30/2026	ACH	SVFR Property and Facilities			0.00	82,000.00	748,123.66
6/30/2026	ACH	SVFR Apparatus Fund			0.00	50,000.00	698,123.66
6/30/2026	June tax	Lane County Treasurer			8,021.83	0.00	706,145.49
		General Fund Totals			\$81,045.60	\$182,000.00	\$706,145.49
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			\$81,045.60	\$182,000.00	\$718,588.91
1011 LGIP 6862 Capital							
Apparatus Fund							
		Beginning Balance			0.00	0.00	51,077.75
6/30/2026	000042	SVFR General Fund			50,000.00	0.00	101,077.75
6/30/2026					114.00	0.00	101,191.75
		Apparatus Fund Totals			\$50,114.00	\$0.00	\$101,191.75
Equipment Fund							
		Beginning Balance			0.00	0.00	(35,058.52)
6/30/2026	000045	SVFR General Fund			50,000.00	0.00	14,941.48
6/30/2026					162.85	0.00	15,104.33
		Equipment Fund Totals			\$50,162.85	\$0.00	\$15,104.33
General Fund							
		Beginning Balance			0.00	0.00	86,773.95
		General Fund Totals			\$0.00	\$0.00	\$86,773.95

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	479,323.87
6/30/2026	000043	SVFR General Fund			82,000.00	0.00	561,323.87
6/30/2026					1,351.67	0.00	562,675.54
Property & Facilities Fund Totals					\$83,351.67	\$0.00	\$562,675.54
1011 LGIP 6862 Capital Totals					\$183,628.52	\$0.00	\$765,745.57
Report Totals					\$265,201.88	\$183,383.20	\$1,575,389.08
Records included in total = 33							

Report Options

Trans Date: 6/1/2026 to 6/30/2026

Display Notation: No

WLAD

Balance Sheet

For Period Ending 6/30/2026

Book Value
Jun 2026
Actual

Assets

Current Assets

Cash

Checking 0046	82,776.79
LGIP 6353	216,241.55
LGIP 6861 Capital	799,326.74
LifeMed Account 9411	182,528.02
Money Market 9835	520,994.14

Accounts Receivable

Accounts Receivable	(2,142.39)
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Other Receivables

Patient Accts Receivable	(83,077.18)
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Other Current Assets

Allowance for Bad Debt	21,600.08
Allowance for Contractual Adj	32,400.10

Total Current Assets \$1,770,647.85

Total Assets \$1,770,647.85

Liabilities

Current Liabilities

Other Current Liabilities

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

Total Liabilities \$75,000.00

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	799,326.74
Fund Balance Unrestricted	713,793.09
Investment in Capital	182,528.02

Total Fund Balance \$1,695,647.85

Total Liabilities and Equity \$1,770,647.85

WLAD
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2025 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Ambulance Income			
Allowance for Contract Adjust	(29,077.00)	10,000.00	(290.77%)
Collection Agency	4,261.60	3,000.00	142.05%
GEMT CCO Program	111,633.86	80,000.00	139.54%
Medicaid	252,102.03	200,000.00	126.05%
Medicare	1,595,623.06	1,500,000.00	106.37%
Private Insurance	535,866.95	500,000.00	107.17%
Private Pay	106,714.47	200,000.00	53.36%
Total Ambulance Income	\$2,577,124.97	\$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	58,970.76	55,000.00	107.22%
Office Fees	(1,125.00)		0.00%
Reimbursements and Refunds	6,603.97	500.00	1,320.79%
Total Other Income	\$64,449.73	\$55,500.00	
Tax Income			
Lane County Operation Levy	1,171,907.23	1,127,856.00	103.91%
Lane County Tax Revenue	815,001.77	811,104.00	100.48%
Prior Tax Years	37,158.75	20,000.00	185.79%
Total Tax Income	\$2,024,067.75	\$1,958,960.00	
Transfers In			
Transfers	0.00	115,000.00	0.00%
Total Transfers In	\$0.00	\$115,000.00	
Revenue	\$4,696,434.45	\$4,705,252.00	
Gross Profit	\$4,696,434.45	\$4,705,252.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	829.47	2,500.00	33.18%
Membership Dues	165.00		0.00%
Refunds	5,486.30	10,000.00	54.86%
Total Administrative Expenses	\$6,480.77	\$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 Jul 2025 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Transfer Out	4,272,254.00	4,615,764.00	92.56%
Transfer to Apparatus Fund	333,894.00	333,894.00	100.00%
Transfer to Building Fund	50,000.00	50,000.00	100.00%
Transfer to Equipment Fund	10,000.00	10,000.00	100.00%
Total Non Allocated	\$4,666,148.00	\$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	11,850.00	14,000.00	84.64%
GEMT Admin & Consulting Fees	29,180.56	50,000.00	58.36%
Total Professional Services	\$41,030.56	\$64,000.00	
Expenses	\$4,763,991.26	\$5,250,958.00	
Revenue Less Expenditures	(\$67,556.81)	(\$545,706.00)	
Net Change in Fund Balance	(\$67,556.81)	(\$545,706.00)	

Fund Balances

Beginning Fund Balance	1,092,828.90		0.00%
Net Change in Fund Balance	(67,556.81)	(545,706.00)	0.00%
Ending Fund Balance	1,024,872.09		0.00%

Report Options

Fund: General Fund

Period: 7/1/2025 to 6/30/2026

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 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	8,785.54	500.00	1,757.11%
Total Other Income	\$8,785.54	\$500.00	
Transfers In			
Transfers	263,741.00	23,894.00	1,103.80%
Transfers from WLAD	310,000.00		0.00%
Total Transfers In	\$573,741.00	\$23,894.00	
Revenue	\$582,526.54	\$24,394.00	
Gross Profit	\$582,526.54	\$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	\$369,446.98	(\$225,606.00)	
Net Change in Fund Balance	\$369,446.98	(\$225,606.00)	
Fund Balances			
Beginning Fund Balance	0.00		0.00%
Net Change in Fund Balance	369,446.98	(225,606.00)	0.00%
Ending Fund Balance	369,446.98		0.00%

WLAD
Building Fund
Statement of Revenue and Expenditures

		Current Period	Annual Budget	Jul 2025
		Jul 2025	Jul 2025	Jun 2026
		Jun 2026	Jun 2026	Percent of
		Actual		Budget
Revenue & Expenditures				
Revenue				
Transfers In				
Transfers		50,000.00		0.00%
	Total Transfers In	\$50,000.00		
	Revenue	\$50,000.00		
	Gross Profit	\$50,000.00		
	Revenue Less Expenditures	\$50,000.00		
	Net Change in Fund Balance	\$50,000.00		
Fund Balances				
Beginning Fund Balance		0.00		0.00%
Net Change in Fund Balance		50,000.00		0.00%
Ending Fund Balance		50,000.00		0.00%

WLAD
Equipment Fund
Statement of Revenue and Expenditures

	Current Period Jul 2025 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	1,782.22	500.00	356.44%
Total Other Income	\$1,782.22	\$500.00	
Transfers In			
Transfers	10,000.00	10,000.00	100.00%
Total Transfers In	\$10,000.00	\$10,000.00	
Revenue	\$11,782.22	\$10,500.00	
Gross Profit	\$11,782.22	\$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	(\$228,064.78)	\$10,500.00	
Net Change in Fund Balance	(\$228,064.78)	\$10,500.00	
Fund Balances			
Beginning Fund Balance	296,145.54		0.00%
Net Change in Fund Balance	(228,064.78)	10,500.00	0.00%
Ending Fund Balance	68,080.76		0.00%

Statement of Revenue and Expenditures

	Current Period Jul 2025 Jun 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
CPR Classes	21,440.00	25,000.00	85.76%
Interest	52.49	25.00	209.96%
LifeMed Subscription	37,400.00	105,000.00	35.62%
Total Other Income	\$58,892.49	\$130,025.00	
Revenue	\$58,892.49	\$130,025.00	
Gross Profit	\$58,892.49	\$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	5,969.90	5,000.00	119.40%
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	\$13,290.86	\$24,800.00	
Operations - Training			
Training Equip & Supplies	2,849.00	5,000.00	56.98%
Total Operations - Training	\$2,849.00	\$5,000.00	
Expenses	\$16,139.86	\$29,800.00	
Revenue Less Expenditures	\$42,752.63	\$100,225.00	
Net Change in Fund Balance	\$42,752.63	\$100,225.00	
Fund Balances			
Beginning Fund Balance	140,495.39		0.00%
Net Change in Fund Balance	42,752.63	100,225.00	0.00%
Ending Fund Balance	183,248.02		0.00%

Report Options

Fund: LifeMed Fund

Period: 7/1/2025 to 6/30/2026

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

VENDOR ID: WLAD001			
WESTERN LANE LIFEMED			
	2026	2026	2026
	April	May	June
MEMBERSHIP DATA			
<u>Monthly Membership Activity</u>			
Beginning Membership #	1681	1682	1683
Renewed (included in beginning #)	1	1	58
New Members	4	10	804
Dropped	-	-	(782)
Adjustments	8	12	(731)
Refunded Members			
End of Month Membership	1693	1704	974
Total Membership Transactions	5	11	862
Complimentary LifeMed Memberships	8	-	87
Total Membership Transactions	13	11	949
<u>Membership Payments Received</u>			
1 Year Ground	5	8	855
2 Year Ground	-	2	5
Lifetime Ground	-	-	-
Total Ground	5	10	860
FINANCIAL DATA			
1 Year Ground \$	\$ 325.00	\$ 520.00	\$ 55,575.00
2 Year Ground \$	\$ -	\$ 260.00	\$ 650.00
Lifetime Ground \$	\$ -	\$ -	\$ -
Total Ground	\$ 325.00	\$ 780.00	\$ 56,225.00
Total LifeMed Gross Revenue \$	\$ 325.00	\$ 780.00	\$ 56,225.00
Adjustments	\$ -	\$ 65.00	\$ (4.95)
Subtotal	\$ 325.00	\$ 845.00	\$ 56,220.05
Subtract: Admin Fee (30%)	\$ (97.50)	\$ (253.50)	\$ (16,866.02)
Donation \$ Received	\$ -	\$ -	\$ 395.00
Donations Received	-	-	10
Net Payable to Western Lane LifeMed	\$ 227.50	\$ 591.50	\$ 39,749.04

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

Bank Register
6/1/2026 to 6/30/2026

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	274,007.21
6/3/2026	001473	Systems Design			1,795.48	0.00	275,802.69
6/9/2026	Void AP	USA Today Media Corp			0.00	0.00	275,802.69
6/9/2026	21215	USA Today Media Corp			0.00	373.20	275,429.49
6/9/2026	21214	United Healthcare			0.00	721.54	274,707.95
6/9/2026	21213	Jeannette Schroers			0.00	469.44	274,238.51
6/9/2026	21212	Accuity LLC			0.00	1,000.00	273,238.51
6/10/2026	001510	Systems Design			4,137.64	0.00	277,376.15
6/15/2026	001509	Systems Design			6,064.68	0.00	283,440.83
6/16/2026	001528	Systems Design			5,983.24	0.00	289,424.07
6/22/2026	001506	State of Oregon - Judicial	6/24/2026	000048	10.88	0.00	289,434.95
6/24/2026	001584	Systems Design			2,368.08	0.00	291,803.03
6/29/2026	001582	Systems Design			4,038.08	0.00	295,841.11
6/30/2026					24.86	0.00	295,865.97
6/30/2026					0.00	25.00	295,840.97
		General Fund Totals			\$24,422.94	\$2,589.18	\$295,840.97
		1001 Checking 0046 Totals			\$24,422.94	\$2,589.18	\$82,776.79

1005 Money Market 9835

General Fund

		Beginning Balance			0.00	0.00	252,780.18
6/1/2026	001445	Systems Design			1,042.67	0.00	253,822.85
6/1/2026	001554	Systems Design			4,817.00	0.00	258,639.85
6/1/2026	001449	Systems Design			2,583.22	0.00	261,223.07
6/1/2026	001444	Systems Design			2,441.33	0.00	263,664.40
6/1/2026	001422	Systems Design			145.57	0.00	263,809.97
6/2/2026	001450	Systems Design			232.92	0.00	264,042.89
6/2/2026	001448	Systems Design			1,855.03	0.00	265,897.92
6/2/2026	001446	Systems Design			1,421.13	0.00	267,319.05

Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
6/2/2026	001438	Systems Design			4,539.24	0.00	271,858.29
6/3/2026	001461	Systems Design			576.98	0.00	272,435.27
6/3/2026	001447	Systems Design			3,235.52	0.00	275,670.79
6/3/2026	001441	Systems Design			604.56	0.00	276,275.35
6/3/2026	001440	Systems Design			0.34	0.00	276,275.69
6/3/2026	001425	Systems Design			72.78	0.00	276,348.47
6/4/2026	001475	Systems Design			392.48	0.00	276,740.95
6/4/2026	001471	Systems Design			704.60	0.00	277,445.55
6/4/2026	001468	Systems Design			1,449.28	0.00	278,894.83
6/4/2026	001464	Systems Design			6,896.61	0.00	285,791.44
6/4/2026	001451	Systems Design			568.15	0.00	286,359.59
6/5/2026	001605	PCS GEN Trust			62.88	0.00	286,422.47
6/5/2026	001453	Peace Health Hospital			49,250.00	0.00	335,672.47
6/5/2026	001477	Systems Design			1,310.56	0.00	336,983.03
6/5/2026	001474	Systems Design			3,337.03	0.00	340,320.06
6/5/2026	001469	Systems Design			679.68	0.00	340,999.74
6/5/2026	001462	Systems Design			5,193.60	0.00	346,193.34
6/5/2026	001460	Systems Design			409.33	0.00	346,602.67
6/5/2026	001457	Systems Design			339.67	0.00	346,942.34
6/5/2026	001452	Systems Design			772.27	0.00	347,714.61
6/7/2026	001489	Systems Design			3,223.24	0.00	350,937.85
6/7/2026	001488	Systems Design			1,650.92	0.00	352,588.77
6/8/2026	001472	Systems Design			5,599.07	0.00	358,187.84
6/8/2026	001467	Systems Design			3,335.50	0.00	361,523.34
6/8/2026	001465	Systems Design			96.28	0.00	361,619.62
6/8/2026	001463	Systems Design			2,905.32	0.00	364,524.94
6/8/2026	001459	Systems Design			4,495.79	0.00	369,020.73
6/8/2026	001456	Systems Design			121.31	0.00	369,142.04
6/9/2026	001522	Systems Design			874.42	0.00	370,016.46
6/9/2026	001458	Systems Design			387.05	0.00	370,403.51
6/9/2026	001455	Systems Design			3,278.21	0.00	373,681.72
6/10/2026	001492	Systems Design			610.33	0.00	374,292.05
6/10/2026	001484	Systems Design			576.98	0.00	374,869.03
6/10/2026	001479	Systems Design			1,089.61	0.00	375,958.64
6/10/2026	001478	Systems Design			3,476.84	0.00	379,435.48
6/10/2026	001476	Systems Design			1,170.85	0.00	380,606.33
6/10/2026	001466	Systems Design			3,571.81	0.00	384,178.14
6/11/2026	001607	Systems Design			1,382.38	0.00	385,560.52

Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
6/11/2026	001493	Systems Design			408.19	0.00	385,968.71
6/11/2026	001486	Systems Design			2,597.66	0.00	388,566.37
6/11/2026	001483	Systems Design			366.16	0.00	388,932.53
6/11/2026	001482	Systems Design			72.78	0.00	389,005.31
6/11/2026	001470	Systems Design			454.32	0.00	389,459.63
6/12/2026	001519	Systems Design			1,629.92	0.00	391,089.55
6/12/2026	001494	Systems Design			231.33	0.00	391,320.88
6/12/2026	001491	Systems Design			2,209.08	0.00	393,529.96
6/12/2026	001487	Systems Design			290.00	0.00	393,819.96
6/12/2026	001485	Systems Design			2,463.24	0.00	396,283.20
6/12/2026	001481	Systems Design			289.40	0.00	396,572.60
6/12/2026	001480	Systems Design			24.26	0.00	396,596.86
6/15/2026	001608	Systems Design			402.38	0.00	396,999.24
6/15/2026	001518	Systems Design			1,512.95	0.00	398,512.19
6/15/2026	001517	Systems Design			3,096.68	0.00	401,608.87
6/15/2026	001496	Systems Design			97.05	0.00	401,705.92
6/15/2026	001490	Systems Design			5,105.27	0.00	406,811.19
6/16/2026	001523	Systems Design			420.62	0.00	407,231.81
6/16/2026	001495	Systems Design			6,252.18	0.00	413,483.99
6/17/2026	001526	Systems Design			737.56	0.00	414,221.55
6/17/2026	001525	Systems Design			5,815.86	0.00	420,037.41
6/17/2026	001524	Systems Design			886.57	0.00	420,923.98
6/17/2026	001521	Systems Design			502.66	0.00	421,426.64
6/17/2026	001516	Systems Design			121.17	0.00	421,547.81
6/17/2026	001515	Systems Design			121.74	0.00	421,669.55
6/17/2026	001498	Systems Design			292.11	0.00	421,961.66
6/18/2026	001537	Systems Design			5,726.35	0.00	427,688.01
6/18/2026	001520	Systems Design			3,676.70	0.00	431,364.71
6/18/2026	001514	Systems Design			5,918.34	0.00	437,283.05
6/18/2026	001497	Systems Design			2,234.07	0.00	439,517.12
6/19/2026	001553	Systems Design			4,888.39	0.00	444,405.51
6/19/2026	001534	Systems Design			911.54	0.00	445,317.05
6/21/2026	001574	Systems Design			395.47	0.00	445,712.52
6/21/2026	001550	Systems Design			109.20	0.00	445,821.72
6/21/2026	001548	Systems Design			769.57	0.00	446,591.29
6/22/2026	001535	Systems Design			7,751.43	0.00	454,342.72
6/22/2026	001533	Systems Design			4,125.14	0.00	458,467.86
6/22/2026	001532	Systems Design			4,088.40	0.00	462,556.26

Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
6/22/2026	001531	Systems Design			1,511.40	0.00	464,067.66
6/23/2026	001609	Systems Design			406.54	0.00	464,474.20
6/23/2026	001555	Systems Design			48.52	0.00	464,522.72
6/23/2026	001549	Systems Design			694.07	0.00	465,216.79
6/23/2026	001536	Systems Design			2,560.02	0.00	467,776.81
6/23/2026	001527	Systems Design			125.13	0.00	467,901.94
6/23/2026	001513	Systems Design			9,697.22	0.00	477,599.16
6/23/2026	001512	Systems Design			540.00	0.00	478,139.16
6/23/2026	001511	Systems Design			1,697.78	0.00	479,836.94
6/23/2026	001507	Systems Design			48.52	0.00	479,885.46
6/24/2026	001610	Systems Design			1,782.52	0.00	481,667.98
6/24/2026	001556	Systems Design			33.54	0.00	481,701.52
6/24/2026	001547	Systems Design			378.36	0.00	482,079.88
6/24/2026	001545	Systems Design			922.47	0.00	483,002.35
6/24/2026	001543	Systems Design			3,145.00	0.00	486,147.35
6/24/2026	001541	Systems Design			607.56	0.00	486,754.91
6/24/2026	001530	Systems Design			2,086.74	0.00	488,841.65
6/24/2026	001529	Systems Design			2,149.85	0.00	490,991.50
6/24/2026	001508	Systems Design			281.44	0.00	491,272.94
6/25/2026	001544	Systems Design			1,413.22	0.00	492,686.16
6/25/2026	001542	Systems Design			3,920.20	0.00	496,606.36
6/25/2026	001540	Systems Design			685.56	0.00	497,291.92
6/26/2026	ACH	Peace Health Hospital			762.39	0.00	498,054.31
6/26/2026	001577	Systems Design			774.00	0.00	498,828.31
6/26/2026	001576	Systems Design			2,698.97	0.00	501,527.28
6/26/2026	001575	Systems Design			115.24	0.00	501,642.52
6/26/2026	001571	Systems Design			6,277.58	0.00	507,920.10
6/26/2026	001567	Systems Design			136.73	0.00	508,056.83
6/26/2026	001551	Systems Design			2,917.25	0.00	510,974.08
6/29/2026	001572	Systems Design			3,306.42	0.00	514,280.50
6/29/2026	001573	Systems Design			353.62	0.00	514,634.12
6/29/2026	001566	Systems Design			121.74	0.00	514,755.86
6/29/2026	001552	Systems Design			138.69	0.00	514,894.55
6/29/2026	001546	Systems Design			391.33	0.00	515,285.88
6/29/2026	001539	Systems Design			452.81	0.00	515,738.69
6/30/2026					343.18	0.00	516,081.87
6/30/2026	001596	Systems Design			557.86	0.00	516,639.73
6/30/2026	001568	Systems Design			341.02	0.00	516,980.75

Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
6/30/2026	001569	Systems Design			580.00	0.00	517,560.75
6/30/2026	001564	Systems Design			323.90	0.00	517,884.65
6/30/2026	001563	Systems Design			4,020.22	0.00	521,904.87
6/30/2026	001558	Systems Design			5,598.98	0.00	527,503.85
General Fund Totals					\$274,723.67	\$0.00	\$527,503.85
1005 Money Market 9835 Totals					\$274,723.67	\$0.00	\$527,503.85

1010 LGIP 6353
Apparatus Fund

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

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	452,622.92
6/12/2026	May tax	Lane County Treasurer	40,653.64	0.00	493,276.56
6/30/2026	ACH	WLAD Apparatus Fund	0.00	23,894.00	469,382.56
6/30/2026	ACH	WLAD Building Fund	0.00	50,000.00	419,382.56
6/30/2026	ACH	WLAD Equipment Fund	0.00	10,000.00	409,382.56
6/30/2026			919.35	0.00	410,301.91
6/30/2026	June tax	Lane County Treasurer	4,674.46	0.00	414,976.37
General Fund Totals			\$46,247.45	\$83,894.00	\$414,976.37
1010 LGIP 6353 Totals			\$46,247.45	\$83,894.00	\$216,241.55

1011 LGIP 6861 Capital
Apparatus Fund

		Beginning Balance	0.00	0.00	897,695.16
6/30/2026	001635	WLAD General Fund	23,894.00	0.00	921,589.16
6/30/2026			2,109.96	0.00	923,699.12
Apparatus Fund Totals			\$26,003.96	\$0.00	\$923,699.12

Building Fund

6/30/2026	001637	WLAD General Fund	50,000.00	0.00	50,000.00
Building Fund Totals			\$50,000.00	\$0.00	\$50,000.00

Bank Register
6/1/2026 to 6/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
Equipment Fund							
		Beginning Balance			0.00	0.00	(184,606.82)
6/30/2026	001634	WLAD General Fund			10,000.00	0.00	(174,606.82)
6/30/2026					234.44	0.00	(174,372.38)
Equipment Fund Totals					\$10,234.44	\$0.00	(\$174,372.38)
1011 LGIP 6861 Capital Totals					\$86,238.40	\$0.00	\$799,326.74

1030 LifeMed Account 9411

LifeMed Fund

		Beginning Balance			0.00	0.00	183,653.18
6/9/2026	04207	Lane Fire Authority			0.00	2,849.00	180,804.18
6/10/2026	001454	Siuslaw School District 97J	6/10/2026	000045	60.00	0.00	180,864.18
6/22/2026	001505	LifeMed Membership	6/23/2026	000047	819.00	0.00	181,683.18
6/22/2026	001504	Amber Harris	6/23/2026	000047	60.00	0.00	181,743.18
6/22/2026	001503	Tina Hickey	6/23/2026	000047	60.00	0.00	181,803.18
6/22/2026	001502	Joseph & Joan Sassone	6/23/2026	000047	120.00	0.00	181,923.18
6/22/2026	001501	Kim Skinner	6/23/2026	000047	60.00	0.00	181,983.18
6/22/2026	001500	Torex, Inc	6/23/2026	000047	240.00	0.00	182,223.18
6/22/2026	001499	Jenna Petersen	6/23/2026	000047	60.00	0.00	182,283.18
6/29/2026	001557	Siuslaw School District 97J	7/1/2026	000051	240.00	0.00	182,523.18
6/30/2026					4.84	0.00	182,528.02
LifeMed Fund Totals					\$1,723.84	\$2,849.00	\$182,528.02
1030 LifeMed Account 9411 Totals					\$1,723.84	\$2,849.00	\$182,528.02
Report Totals					\$433,356.30	\$89,332.18	\$1,808,376.95
Records included in total = 172							

Report Options

Trans Date: 6/1/2026 to 6/30/2026

Display Notation: No

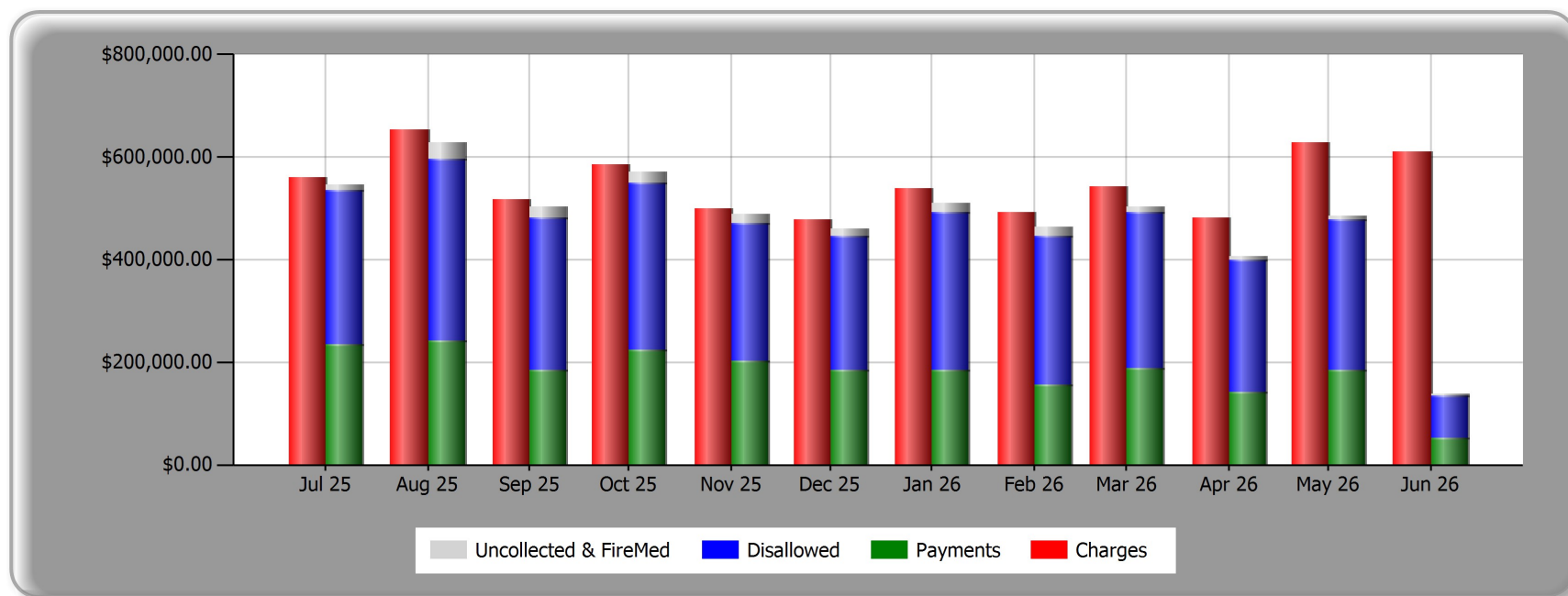
Western Lane Ambulance District
ANNUAL COLLECTION STATISTICS

Company	Western Lane Ambulance District
Date Of Service	7/1/2025
Date Of Service	6/30/2026
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 25	261	559,029.44	-234,959.49	42 %	-4,076.61	1 %	-300,760.06	54 %	-7,909.68	1 %	11,323.60	2 %
Aug 25	317	653,022.00	-243,034.43	37 %	-6,202.18	1 %	-353,216.74	54 %	-26,335.38	4 %	24,233.27	4 %
Sep 25	261	518,902.07	-182,820.57	35 %	-7,805.00	2 %	-297,060.91	57 %	-14,547.77	3 %	16,667.82	3 %
Oct 25	301	586,186.88	-225,219.12	38 %	-5,848.54	1 %	-326,108.51	56 %	-15,166.63	3 %	13,844.08	2 %
Nov 25	257	499,311.20	-201,603.03	40 %	-8,158.00	2 %	-269,176.55	54 %	-10,076.74	2 %	10,296.88	2 %
Dec 25	248	479,188.24	-183,454.19	38 %	-6,700.42	1 %	-262,668.60	55 %	-6,714.03	1 %	19,651.00	4 %
Jan 26	282	539,831.04	-183,096.46	34 %	-10,594.76	2 %	-310,087.80	57 %	-8,051.21	1 %	28,000.81	5 %
Feb 26	247	490,989.04	-156,657.56	32 %	-10,047.61	2 %	-290,887.75	59 %	-4,446.72	1 %	28,949.40	6 %
Mar 26	268	543,035.04	-188,950.61	35 %	-5,849.77	1 %	-303,471.71	56 %	-4,388.24	1 %	40,374.71	7 %
Apr 26	238	480,240.68	-140,257.72	29 %	-6,965.00	1 %	-257,852.37	54 %	-1,625.16	0 %	73,540.43	15 %
May 26	313	628,102.16	-186,113.01	30 %	-7,242.18	1 %	-290,397.50	46 %	-830.00	0 %	143,519.47	23 %
Jun 26	295	608,957.96	-52,571.22	9 %	-266.94	0 %	-83,401.19	14 %	0.00	0 %	472,718.61	78 %

3,288**6,586,795.75****-2,178,737.41****-79,757.01****-3,345,089.69****-100,091.56****883,120.08**

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	6/1/2026
Transaction Date	6/30/2026

Balance Forward	1,155,859.55
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Charges by Level of Service	608,957.96
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
JUN26	305,059.20	61,675.92	25,867.60	118,158.24	46,190.92	50,656.08	1,350.00	608,957.96
MAY26			0.00					0.00
Total	305,059.20	61,675.92	25,867.60	118,158.24	46,190.92	50,656.08	1,350.00	608,957.96

Payments - ALL	-241,484.20
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
6/1/2026	BCBS OR Blue Card MedAdv	0156338318	-2,441.33
6/1/2026	Medicare B Oregon	896497265	-2,583.22
6/1/2026	Atrio Health MedAdv	90027734	-4,817.00
6/1/2026	XO UMR	CN17605114374056	0.00
6/1/2026	UHC West/Secure Horizons	V3927284	-1,042.67
6/2/2026	XO Oregon Medicaid	600447997	-232.92
6/2/2026	UHC West/Secure Horizons	V3986689	-1,421.13
6/3/2026	VA Regional Payment Center	0812286	-1,795.48
6/3/2026	Trillium MedAdvantage	0900065715	-576.98
6/3/2026	Kaiser Health Plans of WA-MedAdv	43847397	-0.34
6/3/2026	UHC West/Secure Horizons	V4053677	-3,235.52
6/4/2026	Trillium Community Health Plan	0900312096	-6,896.61
6/4/2026	XO AARP Medicare Supplemental	11450092542	-1,449.28
6/4/2026	Devoted Health Medicare	92054	-392.48
6/4/2026	UHC West/Secure Horizons	V4130863	-704.60
6/5/2026	Health Net Med Advantage	0900389676	-409.33
6/5/2026	Aetna Medadvantage HMO	882615201041353	-679.68
6/5/2026	Medicare B Oregon	896513821	-5,193.60
6/5/2026	Atrio Health MedAdv	90028341	-3,337.03

**Western Lane Ambulance District
MONTH END SUMMARY**

6/5/2026	GEHA	CN17428140310396	-1,310.56
6/7/2026	Pacific Source MedAdvantage	26158B1000023317	-1,650.92
6/7/2026	Pacific Source Health Plan	26158B1000185636	-3,223.24
6/8/2026	Blue Cross Blue Shield Oregon	0156348288	-4,495.79
6/8/2026	Regence Federal Oregon	0340178739	-96.28
6/8/2026	Medicare B Oregon	896517128	-2,905.32
6/8/2026	UHC West/Secure Horizons	V4227164	-5,599.07
6/8/2026	UHC West/Secure Horizons	V4259643	-3,335.50
6/9/2026	BCBS OR Blue Card MedAdv	0156353965	-387.05
6/9/2026	OPTUM Care MedAdvantage	3590496871	-402.38
6/9/2026	XO Oregon Medicaid	600450371	-874.42
6/10/2026	Trillium MedAdvantage	0900065967	-1,089.61
6/10/2026	Health Net Med Advantage	0900390167	-610.33
6/10/2026	Health Net Med Advantage	0900458306	-3,476.84
6/10/2026	VA Regional Payment Center	2059705	-4,137.64
6/10/2026	Medicare B Oregon	896523776	-576.98
6/10/2026	GEHA	CN17402087429266	-1,170.85
6/10/2026	UHC West/Secure Horizons	V4386930	-3,571.81
6/11/2026	Trillium Community Health Plan	0900313205	-366.16
6/11/2026	XO AARP Medicare Supplemental	11453752217	-408.19
6/11/2026	XO Aetna	826159000202662	-454.32
6/11/2026	Medicare B Oregon	896527920	-2,597.66
6/11/2026	GEHA	CN17403095546816	-1,382.38
6/12/2026	Tricare for Life	2524051042	-290.00
6/12/2026	MODA	26163B1000042277	-1,629.92
6/12/2026	Aetna Medadvantage HMO	882615901044095	-231.33
6/12/2026	Medicare B Oregon	896531958	-2,463.24
6/12/2026	Devoted Health Medicare	95208	-860.84
6/12/2026	UHC West/Secure Horizons	V4556417	-2,209.08
6/15/2026	BCBS OR Blue Card MedAdv	0156359080	-1,512.95
6/15/2026	Regence Federal Oregon	0340181296	-3,096.68
6/15/2026	VA Regional Payment Center	2760938	-6,064.68
6/15/2026	Medicare B Oregon	896536462	-5,105.27
6/16/2026	VA Regional Payment Center	2931432	-5,983.24

**Western Lane Ambulance District
MONTH END SUMMARY**

6/16/2026	OPTUM Care MedAdvantage	3600966836	-406.54
6/16/2026	Oregon Medicaid	600452588	-420.62
6/16/2026	Devoted Health Medicare	95853	-550.66
6/17/2026	Trillium MedAdvantage	0900066298	-886.57
6/17/2026	Health Net Med Advantage	0900391064	-5,815.86
6/17/2026	Health Net Med Advantage	0900459596	-737.56
6/17/2026	XO Tricare for Life	2524159129	-121.74
6/17/2026	XO Tricare for Life	2524192005	-121.17
6/17/2026	Medicare B Oregon	896544816	-502.66
6/17/2026	Devoted Health Medicare	96245	-822.57
6/18/2026	Trillium Community Health Plan	0900314647	-5,726.35
6/18/2026	Medicare B Oregon	896549086	-3,676.70
6/18/2026	UHC West/Secure Horizons	V4787187	-5,918.34
6/19/2026	MODA	26170B1000034769	-911.54
6/19/2026	Atrio Health MedAdv	90029210	-4,888.39
6/21/2026	Pacific Source MedAdvantage	26172B1000021521	-769.57
6/21/2026	Pacific Source Community Solutions	26172B1000089455	-109.20
6/21/2026	OPTUM Care MedAdvantage	3606520269	-395.47
6/22/2026	Blue Cross Blue Shield Oregon	0156367508	-4,125.14
6/22/2026	Regence Federal Oregon	0340184018	-4,088.40
6/22/2026	Medicare B Oregon	896554657	-7,751.43
6/22/2026	UHC West/Secure Horizons	V4878422	-1,511.40
6/23/2026	XO AARP Medicare Supplemental	11458330951	-125.13
6/23/2026	Oregon Medicaid	600454702	-694.07
6/23/2026	Medicare B Oregon	896559005	-2,560.02
6/24/2026	Health Net Med Advantage	0900391842	-607.56
6/24/2026	XO Tricare for Life	2524351758	-378.36
6/24/2026	XO Tricare for Life	2524380280	-922.47
6/24/2026	VA Regional Payment Center	4275179	-2,368.08
6/24/2026	Medicare B Oregon	896563223	-3,145.00
6/24/2026	UHC West/Secure Horizons	V4950092	-2,149.85
6/24/2026	UHC West/Secure Horizons	V5004036	-2,086.74
6/25/2026	Trillium Community Health Plan	0900316023	-685.56
6/25/2026	Medicare B Oregon	896567389	-3,920.20

**Western Lane Ambulance District
MONTH END SUMMARY**

6/25/2026	UHC West/Secure Horizons	V5078343	-1,413.22
6/26/2026	XO MODA	26177B1000046500	-136.73
6/26/2026	Peace Health Hospice	88381	-774.00
6/26/2026	Medicare B Oregon	896571354	-2,917.25
6/26/2026	Atrio Health MedAdv	90029455	-2,698.97
6/26/2026	XO UMR	CN17617130911846	-115.24
6/26/2026	UHC West/Secure Horizons	V5169403	-6,277.58
6/29/2026	Blue Cross Blue Shield Oregon	0156378146	-3,306.42
6/29/2026	XO Regence Federal Oregon	0340187960	-121.74
6/29/2026	XO AARP Medicare Supplemental	11461821782	-138.69
6/29/2026	Intercommunity Health Network	44333078	-353.62
6/29/2026	VA Regional Payment Center	4884582	-4,038.08
6/29/2026	Medicare B Oregon	896575809	-452.81
6/29/2026	UHC West/Secure Horizons	V5203432	-391.33
6/30/2026	Care Oregon	1596546	0.00
6/30/2026	Tricare for Life	2524503956	-580.00
6/30/2026	XO Oregon Medicaid	600456882	-323.90
6/30/2026	Medicare B Oregon	896579832	-4,020.22

EFT TOTAL	-208,740.45
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Payments - Credit Card*(VISA, MC, AMX, Disc)*

<u>Trans Date</u>	<u>Amount</u>
6/2/2026	-568.75
6/3/2026	-795.74
6/5/2026	-350.00
6/8/2026	-125.00
6/9/2026	-365.00
6/12/2026	-25.00
6/15/2026	-100.00
6/17/2026	-300.98
6/18/2026	-50.00
6/19/2026	-290.00
6/23/2026	-50.00
6/24/2026	-34.56

**Western Lane Ambulance District
MONTH END SUMMARY**

6/27/2026	-388.93
6/28/2026	-100.00
6/29/2026	-100.00
6/30/2026	-203.40

CREDIT CARD TOTAL	-3,847.36
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Payments - Bank Deposit*(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
6/2/2026	-4,539.24
6/9/2026	-3,278.21
6/16/2026	-6,252.18
6/23/2026	-9,697.22
6/30/2026	-5,598.98

BANK DEPOSIT TOTAL	-29,365.83
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Payments - Refunds/Refund Reversals

<u>Date</u>	<u>Ref Prv</u>	<u>Total</u>
6/5/2026	469.44	469.44
Total	469.44	469.44

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>
6/1/2026	-4,766.42		-1,433.38	-1,140.36	-454.32	-3,089.74	-10,884.22
6/2/2026	-3,884.77	0.00	-710.59	-1,565.89	-367.87	-232.92	-6,762.04
6/3/2026	-1,677.20	-500.00		-4,080.42	-146.44		-6,404.06
6/4/2026	-3,076.24			-118.91		-6,247.82	-9,442.97
6/5/2026	-6,209.66	-2,130.09		-2,531.12	60.11		-10,810.76
6/7/2026	-890.73				-3,983.43		-4,874.16
6/8/2026	-7,918.41	-1,679.46	-29.91	-1,848.81	-1,115.15	-3,965.22	-16,556.96
6/9/2026	-3,224.76			-256.65	-924.37	-901.28	-5,307.06
6/10/2026	-4,770.38			-4,094.33	-2,365.92	-3,403.43	-14,634.06
6/11/2026	-2,784.42	0.00		-1,603.81	-820.48		-5,208.71
6/12/2026	-3,970.90	-25.00		-3,334.63	-378.88		-7,709.41

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	Total
6/15/2026	-6,314.69		-2,932.20	-4,947.21	-1,307.12	-378.36	-15,879.58
6/16/2026	-4,802.72	-1,135.92		-1,501.34	-2,084.86	-4,088.40	-13,613.24
6/17/2026	-3,366.68		-1,008.62	-2,454.36	-795.11	-1,684.34	-9,309.11
6/18/2026	-5,119.08		-1,387.73	-4,728.59	-1,083.05	-3,052.94	-15,371.39
6/19/2026	-2,492.88			-911.54	-1,074.69	-1,610.82	-6,089.93
6/21/2026	-816.09			-458.15			-1,274.24
6/22/2026	-8,563.14		0.00	-2,887.09	-461.95	-5,564.19	-17,476.37
6/23/2026	-4,337.72	-50.00	-597.65	-4,046.88	-4,094.19		-13,126.44
6/24/2026	-5,315.42	-673.38	-714.75	-3,134.92	0.00	-1,854.15	-11,692.62
6/25/2026	-4,724.33			-752.93	-541.72		-6,018.98
6/26/2026	-7,003.87		-1,336.79	-2,320.45	-774.00	-1,484.66	-12,919.77
6/27/2026	-388.93						-388.93
6/28/2026				-100.00			-100.00
6/29/2026	-4,971.85	-353.62		-713.24	-2,863.98		-8,902.69
6/30/2026	-6,731.91	-340.00	-290.00	-1,679.75	-1,161.92	-522.92	-10,726.50
Total	-108,123.20	-6,887.47	-10,441.62	-51,211.38	-26,739.34	-38,081.19	-241,484.20

Transaction Adjustments by Level of Service**-400,629.42**

	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
Bad Debt Payment Reversal				58.42				58.42
Fire Med Adjustment	-6,372.38		-290.00	-3,266.37	-743.20	-540.00		-11,211.95
Uncollectible	-55.11							-55.11
W/O Fee Schedule	-178,488.46	-16,516.75	-10,192.01	-107,280.00	-25,112.19	-25,902.97		-363,492.38
W/O Patient Deceased					-8,988.40		-450.00	-9,438.40
W/O to collections	-6,463.51	-226.94		-4,606.81	-2,676.48			-13,973.74
Waiver per FD					-2,516.26			-2,516.26
Total	-191,379.46	-16,743.69	-10,482.01	-115,094.76	-40,036.53	-26,442.97	-450.00	-400,629.42

Ending Balance**1,122,703.89**

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%

WLFEA
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
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%

WLFEA
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
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%

WLFEA
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
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

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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.

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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

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.

INTERGOVERNMENTAL AGREEMENT

Between: **Western Lane Fire and EMS Authority (WLFEA)**, an Oregon municipal corporation authorized and operating under ORS Chapter 192.010 (Fire Authority)

And: **Western Lane Ambulance District (WLAD, District)**, an Oregon municipal corporation authorized and Operating under ORS Chapter 440 (Ambulance District).

1. **Effective Date:** This Intergovernmental Agreement (IGA) is effective on July 23, 2026.
2. **Purpose:** WLAD is transferring its ambulance transport license , number 2003, from the District to WLFEA to accommodate use of the State of Oregon’s reporting site, Image Trend. WLFEA desires to continue billing for ambulance services and receive payment for such services through the District. The purpose of this IGA is to authorize this arrangement.
3. **Obligations of Parties:** Each Party agrees to cooperate with the other in ensuring that WLFEA will continue to bill for ambulance services and receive payment for such services through the District.
4. **Indemnification:** The Parties shall defend, indemnify, and hold harmless each other, their officers, agents, employees, and volunteers against any and all liability, claims, losses, demands, suits, fees, and judgments relating to the performance of this Agreement. This indemnification shall not apply to claims caused by the sole negligence or willful misconduct of either Party, its officers, agents, employees, and volunteers.
5. **Termination.** This Agreement may be terminated only by mutual written and signed agreement of the Parties.
6. **Entire Agreement.** This Agreement, including referenced exhibit, shall constitute the entire Agreement between the Parties. Any prior understandings or representations of any kind regarding ambulance service billing shall not be binding upon either Party except to the extent incorporated in this Agreement.
7. **Modifications.** No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. A waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given.

8. **Waiver.** The Parties' failure to enforce a provision of this Agreement shall not constitute a continuing waiver, shall not constitute a relinquishment of that Parties' right to performance in the future, and shall not operate as a waiver of the Parties' right to enforce any other provision of this Agreement.
9. **Severability.** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.
10. **Applicable Law.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Lane County, Oregon.
11. **No Third-Party Beneficiaries.** Western Lane Fire and EMS Authority and Western Lane Ambulance District are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
12. **Counterparts.** This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

Executed and approved by the Boards of Directors this 23rd day of July, 2026.

**Western Lane Fire and EMS Authority
Board of Directors**

Cindy Russell, Board President

David Carrillo, Secretary/Treasurer

**Western Lane Ambulance District
Board of Directors**

Mike Webb, Board President

Vanessa Buss, Secretary/Treasurer

WESTERN LANE FIRE AND EMS AUTHORITY

RESOLUTION NO. 2026-05



A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT WITH WESTERN LANE AMBULANCE DISTRICT

WHEREAS, Western Lane Fire and EMS Authority (WLFEA) is an Oregon municipal corporation authorized and operating under ORS Chapter 190.010 and Western Lane Ambulance District (District) is an Oregon municipal corporation authorized and operating under ORS Chapter 440; and

WHEREAS, ORS 190.003 to 190.030 allows local governments to enter into intergovernmental agreements to provide services for the performance of any or all functions that their officers or agents have authority to perform; and

WHEREAS, WLFEA is transferring its ambulance transport license from District to WLFEA to accommodate use of the State of Oregon's reporting site, Image Trend Elite; and

WHEREAS, WLFEA desires to continue billing for ambulance services through the District and receive payment for said services through the District; and

WHEREAS, WLFEA and the District agree that an IGA for these purposes is necessary;

NOW, THEREFORE, the Western Lane Fire and EMS Authority Board of Directors hereby resolves as follows:

1. The Western Lane Western Lane Fire and EMS Authority, by this resolution, officially approves of the IGA, which is attached to this Resolution as Exhibit A and incorporated herein by reference.
2. The IGA is effective July 23, 2026, as set out in the attached Exhibit A.

Adopted on this 23rd day of July, 2026.

By: _____

Cindy Russell, Board President

Attest: _____

David Carrillo, Board Secretary

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT

Between: **Western Lane Fire and EMS Authority (WLFEA)**, an Oregon municipal corporation authorized and operating under ORS Chapter 192.010 (Fire Authority)

And: **Western Lane Ambulance District (WLAD, District)**, an Oregon municipal corporation authorized and Operating under ORS Chapter 440 (Ambulance District).

1. **Effective Date:** This Intergovernmental Agreement (IGA) is effective on July 23, 2026.
2. **Purpose:** WLAD is transferring its ambulance transport license , number 2003, from the District to WLFEA to accommodate use of the State of Oregon's reporting site, Image Trend. WLFEA desires to continue billing for ambulance services and receive payment for such services through the District. The purpose of this IGA is to authorize this arrangement.
3. **Obligations of Parties:** Each Party agrees to cooperate with the other in ensuring that WLFEA will continue to bill for ambulance services and receive payment for such services through the District.
4. **Indemnification:** The Parties shall defend, indemnify, and hold harmless each other, their officers, agents, employees, and volunteers against any and all liability, claims, losses, demands, suits, fees, and judgments relating to the performance of this Agreement. This indemnification shall not apply to claims caused by the sole negligence or willful misconduct of either Party, its officers, agents, employees, and volunteers.
5. **Termination.** This Agreement may be terminated only by mutual written and signed agreement of the Parties.
6. **Entire Agreement.** This Agreement, including referenced exhibit, shall constitute the entire Agreement between the Parties. Any prior understandings or representations of any kind regarding ambulance service billing shall not be binding upon either Party except to the extent incorporated in this Agreement.
7. **Modifications.** No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both

Parties. A waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given.

8. **Waiver.** The Parties' failure to enforce a provision of this Agreement shall not constitute a continuing waiver, shall not constitute a relinquishment of that Parties' right to performance in the future, and shall not operate as a waiver of the Parties' right to enforce any other provision of this Agreement.
9. **Severability.** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.
10. **Applicable Law.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Lane County, Oregon.
11. **No Third-Party Beneficiaries.** Western Lane Fire and EMS Authority and Western Lane Ambulance District are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
12. **Counterparts.** This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

Executed and approved by the Boards of Directors this 23rd day of July, 2026.

**Western Lane Fire and EMS Authority
Board of Directors**

**Western Lane Ambulance District
Board of Directors**

Cindy Russell, Board President

Mike Webb, Board President

David Carrillo, Secretary/Treasurer

Vanessa Buss, Secretary/Treasurer

WESTERN LANE AMBULANCE DISTRICT

RESOLUTION NO. 2026-05

**NOTICE OF DESIGNATION OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT**

I, Mike Webb, President of the Board of Western Lane Ambulance District a Special District, organized under the provisions of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this district is:

2625 Highway 101, Florence, Oregon 97439

2. The registered agent in Oregon at such registered office is:

Robert A Chance II

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by the President of the Board of Western Lane Ambulance District this 23rd day of July, 2026.

Western Lane Ambulance District
(Name of District)

By: _____
President of the Board of Directors

STATE OF OREGON)
) ss.
County of Lane)

Signed before me on _____ by _____

Notary Public – Oregon
My Commission Expires: _____

Instructions: A new form must be filed each time a change is made in either the registered agent or the registered office. There is no fee for filing this form. Please send the form to:

Secretary of State
Archives Division
800 Summer St. NE
Salem OR 97310

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2026-05

**NOTICE OF DESIGNATION OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT**

I, Laurie Heppel, President of the Board of Siuslaw Valley Fire & Rescue a Special District, organized under the provisions of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this district is:

2625 Highway 101, Florence, Oregon 97439

2. The registered agent in Oregon at such registered office is:

Robert A Chance II

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by the President of the Board of Siuslaw Valley Fire and Rescue District this 23rd day of July, 2026.

Siuslaw Valley Fire & Rescue
(Name of District)

By: _____
President of the Board of Directors

STATE OF OREGON)
) ss.
County of Lane)

Signed before me on _____ by _____

Notary Public – Oregon
My Commission Expires: _____

Instructions: A new form must be filed each time a change is made in either the registered agent or the registered office. There is no fee for filing this form. Please send the form to:

Secretary of State
Archives Division
800 Summer St. NE
Salem OR 97310

Western Lane Ambulance District

RESOLUTION NO. 2026-06

RESOLUTION TO AMEND THE FY26-27 BUDGET

WHEREAS, the Western Lane Ambulance District (WLAD) had not budgeted the purchase of a new ambulance in FY2026-27; and,

WHEREAS, the District needs to order another ambulance due to mechanical issues on two current ambulance; and,

WHEREAS, the delivery and payment time will be in approximately 12 months,

THEREFORE, BE IT RESOLVED, that at the regular board meeting of the Western Lane Ambulance District Board of Directors, the following budget adjustment for FY2026-27 of \$300,000 will be made as follows:

Apparatus Fund	Current Budget	Budget Change	Adjusted amount
Capital Outlay/Ambulance	\$0	\$300,000	\$300,000
Unapprop. Ending Fund Bal	\$359,720	\$300,000	\$59,720

Adopted on this 23rd day of July, 2026.

By: _____
Mike Webb, WLAD President

Attest: _____
Vanessa Buss, WLAD Secretary/Treasurer

SIUSLAW VALLEY FIRE & RESCUE

RESOLUTION NO. 2026-06

**A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2026-27
BY ADOPTING A SUPPLEMENTAL BUDGET**

WHEREAS, Siuslaw Valley Fire & Rescue and the members of its district rely on timely, safe, and compliant repairs of fire apparatus to ensure operational readiness and public safety; and,

WHEREAS, Engine 122 was taken out of service for necessary repairs to address the damage to the driver's side compartment of the pumper; and,

WHEREAS, The quote from Hughs Fire Equipment for repairs was submitted to insurance and \$40,265.05 was received less the \$500 deductible,

WHEREAS, the Supplemental Budget does not adjust the General Fund by more than 10% so a public hearing is not required,

THEREFORE, BE IT RESOLVED, by the Board of Directors of Siuslaw Valley Fire & Rescue the supplemental budget indicated below is adopted.

INCREASING APPROPRIATIONS

<u>General Fund: Materials and Services</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
6010 Repairs & Maintenance - Vehicle	\$ 0	\$ 41,265	\$ 41,265
<u>Not Allocated to Organizational Unit or Program</u>			
Operating Contingency	\$ 50,000	(\$ 1,000)	\$ 49,000
TOTAL ADOPTED (General Fund) BUDGET	\$3,495,542		\$3,535,807
TOTAL ADOPTED (All Funds) BUDGET	\$5,351,787		\$5,392,052

Adopted on this 23rd day of July 2026.

By: _____
Laurie Heppel, SVFR President

Attest: _____
Stephanie Restrepo, SVFR Secretary/Treasurer



RESOLUTION NO. 2026-07

RESOLUTION OF THE BOARD OF DIRECTORS FOR THE WESTERN LANE FIRE AND EMS AUTHORITY A RESOLUTION ADJUSTING THE BUDGET FOR FISCAL YEAR 2026-27 BY ADOPTING A SUPPLEMENTAL BUDGET: Transferring Funds to SVFR

WHEREAS, the Western Lane Fire and EMS Authority received an Assistance to Firefighters Grant to purchase SCBAs in the FY2025-26; and,

WHEREAS, SCBAs are a capital item and reside with Siuslaw Valley Fire and Rescue; and,

WHEREAS, the SCBAs were purchased out of the Siuslaw Valley Fire and Rescue Equipment Fund; and,

WHEREAS, Western Lane Fire and EMS Authority has received \$454,052.10 in grant funds to reimburse the SCBA expenditure; and,

WHEREAS, the Supplemental Budget does not adjust the Western Lane Fire and EMS Authority budget by more than 10% so a public hearing is not required;

THEREFORE, BE IT RESOLVED, by the Board of Directors of Western Lane Fire and EMS Authority the supplemental budget indicated below along with the detail attached is adopted.

INCREASING APPROPRIATIONS/Transferring Funds

<u>Program: General Fund</u>	<u>Current</u>	<u>Change</u>	<u>Revised Budget</u>
Not Allocated:			
9010 Transfer Out to SVFR Equip Fund	\$0	\$454,052.10	\$454,052.10

TOTAL REQUIREMENTS **\$14,663,699** **\$14,663,699**

Adopted on this 23rd day of July 2026.

Cindy Russell, President
Board of Directors

Date

ATTEST:

David Carrillo, Secretary
Board of Directors

Date

July 14, 2026

Western Lane Fire & EMS District
2625 Highway 101
Florence, OR 97439
Attn: Trish Lutgen

Sales Contract

CenterPoint Payroll Software (Premium)

Software:

1. CenterPoint Fund Payroll Software – Premium Version (See Addendum 1)
2. Online Employee Portal, Time Clock and Publish Pay Advices (Up to 75 Employees)

Database Setup:

The database setup consists of setting up all payroll structure (employer info, earnings, deductions, benefits, taxes, leave, etc.), setting up employee information and year-to-date balances, and all other database setup necessary to begin processing payroll on the day of installation.

Installation & Training:

The installation consists of downloading and installing the software and database on your PC through our remote support interface using a high-speed internet connection (required).

The Training consists of teaching you to use the payroll system, including payroll preparation and payroll reports. After your training, we are available for further questions or help through our toll-free telephone support line and remote internet support connection.

CSA Software Solutions Support:

Support is for a period of **twelve (12) months** beginning on the date of installation. This support includes time on our toll-free telephone number listed above as well as remote internet support through high-speed internet connection where available.

Red Wing (CenterPoint) Software Support:

The Red Wing (CenterPoint) Software support includes **Toll-Free Support** for twelve (12) months.

Updates: Any first year software updates for CenterPoint Payroll are included plus the first year of Payroll Tax Tables updates. *(You may purchase additional Annual Support & Updates from Red Wing at your option)*

Price For Complete Software System, Installation, Training, and Support:

\$ 19,550.00 Total

Prices may vary after 30 days from date of this contract.

Purchase Terms:

Full Payment – down payment of **\$5,000.00** due with this signed contract, with the balance due upon installation of software. Down payment is non-refundable after work has started.

Installation Schedule:

CSA Software Solutions (CSA) and Western Lane Fire & EMS District (WLF) agree on a go-live date of October 1, 2026. CSA agrees to have the database structure in place on or before August 21, 2026 in order that WLF may enter employee information detail setup (earnings, deductions, time clock, employee portal, etc.) for each employee. CSA will assist with questions and testing as WLF enters and reviews individual employee setup. Both parties acknowledge that meeting the deadline of October 1 is dependent on the timely efforts of each to complete their responsibilities of the payroll setup, including unforeseen factors outside of their control. CSA's responsibility for the August 15, 2026 commitment is dependent upon receipt of a signed contract by July 27, 2026 and timely receipt of information required to set up the database.

On-Site time by CSA Software Solutions

On-site charges, if necessary, will include travel time and on-site time based on our current rate schedule, plus travel expenses.

System Requirements:

- Processor: Non-ARM; 2.8 GHz or higher
- Memory (RAM): 8 GB (16 GB or higher recommended)
- Hard Drive space: 20 GB free
- Operating System: Windows 11 Professional
Windows Server 2016 or Later

Limited Warranty of CSA Software Solutions (CSA)

Software:

The software program(s) that are provided, if warranted, are warranted by the various software companies and this warranty information, if any, is provided when the software is delivered. The software program(s) are without warranty, of any kind, from CSA either expressed or implied, but not limited to, the implied warranties or merchantability and fitness for a particular purpose. CSA does not warrant that the program will meet your requirements or that the operation of the program will be uninterrupted and error free. The purchaser is solely responsible for the selection of the program to achieve their intended results and for the results actually obtained. CSA shall not be liable, in any event, for consequential damage arising out of or in connection with the use or performance of the program(s).

Organization Name _____ **Date** _____

Print Name _____ **Title** _____

Signature _____

Please Return All Pages Of This Contract With Your Down Payment.

CSA Software Solutions

By _____ Date _____

Addendum 1

CenterPoint Payroll Premium Features

- All the Basics of Payroll
- Multiple Tax ID Entities (3 included)
- U.S. Based Support
- Local Install or Cloud
- Online Time Clock
- Online Publish Pay Advices
- Online Employee Portal
- Standard & Custom Payroll Reports (Unlimited)
- Updated Tax Tables & Forms
- Federal & State Tax Filing
- Local Taxes
- Direct Deposit for Your Own Bank
- Project Tracking
- GL Exports & Employee Imports
- Bilingual Check Stubs
- Benefits and Deductions (Unlimited)
- Vacation/PTO Tracking
- Garnishments
- Education/Training Certification Tracking
- OSHA Work-Related Injury/Illness Reporting
- Multi-User
- Advanced Earnings Matrix
- Check Designer
- Time Import
- Custom 401(k) Exports

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.

Tuition Reimbursement

1005.1 PURPOSE AND SCOPE

The Authority appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Western Lane Fire and EMS Authority by taking courses from an accredited institution. The current Collective Bargaining Agreement supersedes any requirement specified in this policy.

1005.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1005.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be limited to employees and volunteers who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety or administration. Where practical, members will be encouraged to attend local, accredited public education institutions. Tuition that is grant funded will not be reimbursed.

1005.2.2 FUNDS AVAILABILITY

A portion of the employee's costs may be reimbursed in the amount specified by the Authority. This includes tuition, registration fees, laboratory or similar materials fees, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

1005.2.3 MAXIMUM CREDIT HOURS PER YEAR

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the Authority. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire & EMS Chief but in no case should exceed the limits outlined elsewhere in this policy or within the current Collective Bargaining Agreement.

1005.2.4 OTHER CONSIDERATIONS

Western Lane Fire and EMS Authority vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs, unless approved by the Training Coordinators.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments unless specified in a collective bargaining agreement.

In order to request a tuition reimbursement, a grade of satisfactory (e.g., B or better) must be achieved for undergraduate courses and for graduate courses. To request reimbursement for all

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non-graded courses, the member shall obtain a successful completion certificate or a letter from the course instructor or the Oregon Department of Public Safety Standards and Training (DPSST) showing successful completion.

1005.3 PROCEDURE

Approval of the Fire & EMS Chief or the authorized designee shall be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire & EMS Chief or authorized designee for approval and then forwarded for processing of the payment. If tuition is paid by a source other than the employee (i.e grants), reimbursement amount may be adjusted. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1005.4 RESPONSIBILITY

The Administration Division is responsible for Authority-wide administration and coordination of this policy. The Authority should use this policy for employee development in keeping with authority goals and with the current and anticipated authority needs. The Fire & EMS Chief should also monitor this policy to ensure that the Western Lane Fire and EMS Authority remains within the limits of the funds that have been allocated for this purpose.

1005.5 RECORDS

The Training Coordinators should retain all records of training completed by employees in accordance with established records retention schedules.

1005.6 TAX CONSIDERATIONS

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The Authority will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Classification Specifications

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Western Lane Fire and EMS Authority such that they also ensure compliance with applicable civil service law and provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1006.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to coordinate with the Administration Division for the development of job classifications unique to the Authority.

1006.3 PROCEDURE

The Fire & EMS Chief will work with the Administration Division to develop, update and maintain the job classifications. These should include information from applicable civil service law, provisions of the DPSST and collective bargaining agreements with each bargaining unit; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1006.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Company Officer assigned to the Training Division will have the same job specification, but will have a considerably different position description than a Company Officer assigned to the Fire Suppression Division). Position descriptions may be addressed in the contracts with the various bargaining units or in the Position Descriptions Policy.

Reporting for Duty

1007.1 PURPOSE AND SCOPE

This policy describes the authority's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1007.2 POLICY

It is the policy of this authority to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1007.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1007.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company Officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Chief Officer. Company Officers may not be absent from their place of assignment without the specific permission of a Chief Officer.

1007.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1007.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the Authority. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1007.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

Reporting for Duty

1007.8 INABILITY TO REPORT FOR DUTY

Members should notify their Company Officer at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Company Officer at the duty station, members should notify a Chief Officer.

1007.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1007.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any Company Officer may relieve a member under his/her command from duty, when in the Company Officer's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Chief Officer, followed by written charges and documentation in accordance with authority procedures.

Fire Officer Development

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Western Lane Fire and EMS Authority's fire officer development program.

1008.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE); the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; courses and training approved by the Oregon Department of Public Safety Standards and Training (DPSST); and other authority-approved certification programs for the professional development of fire officers.