

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

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Stephanie Restrepo, Director David Carrillo, Director Jim Palisi, and Director Keith Stanton

Not Present: Director Laurie Heppel

WLAD & WLFEA BOARD MEMBERS PRESENT:

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

Not Present: Director Vanessa Buss and Director Linda Stent

STAFF PRESENT:

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

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

PUBLIC COMMENTS:

None

CONSENT AGENDA:

Meeting Minutes: Regular Meeting May 28, 2026, and June 25, 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.

PUBLIC HEARING: COMPETITIVE BIDDING REQUIREMENTS

Chief Chance reported that the Western Lane Fire and EMS Authority plan to renovate Station 1 to improve facility conditions and operational readiness. He explained that the Authority's needs have evolved over the past two years, and after further evaluation, he believes there is sufficient space to retain Administration at Station 1.

Chief Chance stated that the proposed project includes remodeling the station to provide more private sleeping quarters, repairing the deteriorated west wall, and replacing the existing roof.

All improvements are planned as a single, coordinated project and will be funded using available Authority resources.

Because Station 1 must remain fully operational during construction, the Authority determined that using the Construction Manager/General Contractor (CM/GC) project delivery method would provide the best value. Early contractor involvement will allow for coordinated construction phasing, identification of operational constraints, improved constructability, cost-saving opportunities, and reduced scheduling conflicts while maintaining uninterrupted emergency response services. Chief Chance informed that in the Director's Board Packet, Exhibit A outlined the CM/GC Exemption Findings ORS 279C.330(1) AND ORS 279C.335(2)(b).

Chief Chance also concluded that selecting a contractor based on qualifications and experience with occupied public safety facilities will reduce project risks, minimize change orders and delays, provide greater cost certainty through preconstruction services and a negotiated Guaranteed Maximum Price (GMP), and improve overall project efficiency and long-term cost savings.

Director Palisi asked whether the City of Florence would assess upgrade fees for the project. Chief Chance responded that the City would only require such fees if the Authority made improvements to the property's curb appeal.

Director Palisi asked questions regarding the complete bids and emphasized the importance of ensuring the Authority maintains sufficient funds to cover any unforeseen project costs or unexpected charges.

Director Russel commented that the Special Districts Association of Oregon (SDAO) has recommended using a general contractor as a means of helping special districts reduce project costs.

Director Stanton recommended developing formal documentation outlining the project's needs, wants, and priorities, along with a proposed timeline.

- Open Public Hearing: Chief Chance opened the Public Hearing at 6:17 p.m.
- Hear Public Comments: None
- Close Public Hearing: Chief Chance closed the Public hearing at 6:18 p.m.

Director Palisi made a motion to approve the Competitive Bidding Requirements Exemption and move forward with a Construction Manager/General Contractor (CM/GC). Director Carrillo seconded the motion. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen asked the Directors to sign a card for Director Stent and informed them that flowers have been ordered for her. The Auditors have been scheduled for an on-site visit

from September 23-25, 2026, and staff are working to get the final audit financials together. In the special funds, i.e., the Apparatus and Equipment Funds, the interest is two to three times more than budgeted after moving to the WLFEA LGIP accounts. The ambulance income received for Private Pay is half of what was budgeted, but the overall income for ambulance income is over \$84,125. She noted that not all of the special payment transfers to WLFEA have been completed; half of the end-of-year balance resides in WLFEA, and the other half resides in SVFR and WLAD. The end-of-year interfund transfers have been made.

Office Manager Lutgen said that the LifeMed report for June was available in the Director's Board Packet. She expressed concern for that report. The LifeMed memberships numbers are down by almost half and she hopes that the 782 dropped members reappear on the next month's report. She has asked LifeFlight to resend the membership applications along with the partnership letter and has asked for a Membership Drop List so that we could potentially reach out to members.

Finally, she announced that WLCR is receiving a \$650 donation from Oregon Pacific Banks's (OPB) Culture and Inclusion Committee, which she thanked OPB for their generosity.

OLD BUSINESS:

1. Operational Levy Update:

Chief Chance reported that the Operational Levy Committee held its second meeting. The committee discussed developing informational palm cards or postcards and creating children's T-shirts for community events, such as National Night Out. Chief Chance distributed graphic design concepts for the T-shirts for the Directors' review.

Chief Chance stated that the next step is to recruit community members to participate in the campaign. Director Russell recommended conducting a survey during National Night Out to gather community feedback. Chief Chance also reported that he would like to host an Open House and is working to identify potential dates.

Director Webb noted that they could establish a Political Action Committee (PAC) to support the campaign. He also recommended reviewing the Oregon Secretary of State's elections website for additional information.

2. Policies reviewed from the May 28, 2026, and June 25, 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
- f) 1000 – Recruitment and Selection
- g) 1001 – Driver License Requirements
- h) 1002 – Promotions and Transfers
- i) 1003 – Performance Evaluations

Chief Chance informed the Board that the Job Description for the Accounts Payable/Receivable Coordinator is new and requires the Board's approval.

Director Webb made a motion to approve the Job Description for the Accounts Payable/Receivable Coordinator. Director Restrepo seconded the motion. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

NEW BUSINESS:

1. IGA for Ambulance Billing:

Chief Chance informed the Board that the WLFEA had been working over the past year to move the Ambulance Billing to the State platform. WLAD had been paying \$20,000 annually, but the State's reporting system is free for both Fire and EMS. Data is currently being imported to the state, and moving over will make things easier. No functionality is lost, the financials will still be the same, and the state will automatically make updates, like to Medicare and Medicaid. The revenue will still be made by WLAD, but the reports will be from WLFEA. The only thing left to do is transfer the license from WLAD to WLFEA.

WLAD Director Russell made a motion to accept the IGA for Ambulance Billing between WLAD and WLFEA for Ambulance. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

WLFEA Director Carrillo made a motion to accept the IGA for Ambulance Billing between WLFEA and WLAD for Ambulance. The motion was seconded by Director Restrepo. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

2. WLFEA Resolution 2026-05 Transport Resolution:

WLFEA Resolution 2026-05 was presented. This is a Resolution that transfers the ambulance transport license from WLAD to WLFEA to accommodate use of the State of Oregon's reporting site, Image Trend Elite, and WLFEA would continue to bill for ambulance service and receive payment for services through WLAD.

WLFEA Director Carrillo made a motion to adopt WLFEA Resolution 2026-05 Transport Resolution. The motion was seconded by Director Palisi. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

3. Resolutions changing Registered Agent:

WLFEA Resolution 2026-06, WLAD Resolution 2026-05, and SVFR Resolution 2026-05 were presented. These resolutions designate 2625 Highway 101, Florence, Oregon 97439 as the official registered office and appoints Chief Chance as the registered agent.

- a) **WLFEA: Director Restrepo made a motion to adopt WLFEA Resolution 2026-06. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.**
- b) **WLAD: Director Russell made a motion to adopt WLAD Resolution 2026-05. The motion was seconded by Director Webb. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.**
- c) **SVFR: Director Palisi made a motion to adopt SVFR Resolution 2026-05. The motion was seconded by Director Carrillo. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.**

4. WLAD: Resolution 2026-06 Purchase Ambulance:

WLAD Resolution 2026-06 was presented. The resolution amends the fiscal year 2026–27 budget to authorize the purchase of a new ambulance due to ongoing mechanical issues with two of the District's current ambulances. The budget adjustment transfers \$300,000 from the Unappropriated Ending Fund Balance to the Capital Outlay – Ambulance line item.

WLAD: Director Webb made a motion to approve WLAD Resolution 2026-06, a Resolution to Amend the FY26-27 Budget. The motion was seconded by Director Russell. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

5. SVFR: Resolution 2026-06 E123 Repair:

SVFR Resolution 2026-06 was presented. The resolution adopts a supplemental budget for fiscal year 2026-27 to fund repairs to the driver's side compartment of Engine 123. Insurance proceeds of \$40,265, less the \$500 deductible, were received for the repairs. In addition, \$1,000 will be transferred from the Operating Contingency fund to the SVFR Repair & Maintenance – Vehicle line item, resulting in a revised budget of \$41,265.

SVFR: Director Palisi made a motion to adopt SVFR Resolution 2026-06, a Resolution Adjusting the Budget for Fiscal Year 2026-27 by Adopting a Supplemental Budget. The motion was seconded by Director Carrillo. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

6. WLFEA: Resolution 2026-07 Supplemental Budget to Transfer Funds

WLFEA Resolution 2026-07 was presented. The resolution clarifies that Self-Contained Breathing Apparatus (SCBA) are capital items that reside with SVFR and were purchased from the Siuslaw Valley Fire and Rescue Equipment Fund. WLFEA received \$454,052.10 in grant funding related to the SCBA purchase. To reimburse the SCBA expenditure, a Transfer Out from WLFEA to the SVFR Equipment Fund will be required.

WLFEA: Director Webb made a motion to adopt WLFEA Resolution 2026-07, a Resolution Adjusting the Budget for Fiscal Year 2026-27 by Adopting a Supplemental Budget: Transferring Funds to SVFR. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

7. Contract for Payroll Software:

Office Manager Lutgen informed the Board that WLFEA's current payroll software, ADP, is unable to process payroll for 7(k) exempt employees, requiring manual spreadsheets to calculate their payroll. She reported that CenterPoint's Payroll module is capable of processing 7(k) payroll and has been thoroughly tested.

Lutgen stated that the contract for the CenterPoint Payroll module was included in the Board packet. The cost for the software, set up, and transferring data into the new system for W-2 reporting is \$19,550, with an annual cost of \$2,340 thereafter. ADP currently costs approximately \$9,000 annually. The transition to CenterPoint would bring payroll processing in-house, with a target Go-Live date of October 1.

Director Webb asked whether there would be an offset in labor hours as a result of the change. Lutgen responded that there would be no additional labor hours required, as the time saved from completing the spreadsheets would be redirected to other tasks such as paying the liabilities. She hopes the new system, once learned, will result in overall time savings.

WLFEA: Director Stanton made a motion to approve the contract for CenterPoint Payroll Software. The motion was seconded by Director Palisi. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

8. Board Officer Election:

Per policy 101.2.8, the Directors held their annual elections for positions in the 2026–27 fiscal year.

a) SVFR

SVFR President:

Director Heppel was nominated for President by Director Palisi. Chief Chance closed nominations. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

SVFR Vice President:

Director Palisi was nominated for Vice President by Director Carrillo. Chief Chance closed nominations. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

SVFR Secretary/Treasurer:

Director Restrepo was nominated for Secretary/Treasurer by Director Palisi. Chief Chance closed nominations. A roll-call vote occurred; all SVFR Directors voted in favor, and the motion passed.

b) WLAD

WLAD President:

Director Webb was nominated for President by Director Russell. Chief Chance closed nominations. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

WLAD Vice President:

Director Holbrook was nominated for Vice President by Director Russell. The nomination was seconded by Director Russell. Chief Chance closed nominations. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

WLAD Secretary/Treasurer:

Director Buss was nominated for Secretary/Treasurer by Director Russell. The nomination was seconded by Director Russell. Chief Chance closed nominations. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

c) WLFEA

WLFEA President:

Director Russell was nominated for President by Director Webb. Chief Chance closed nominations. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

WLFEA Vice President:

Director Stent was nominated for Vice President by Director Webb. Chief Chance closed nominations. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

WLFEA Secretary/Treasurer:

Director Carrillo was nominated for Secretary/Treasurer by Director Webb. Chief Chance closed nominations. A roll-call vote occurred; all WLFEA Directors voted in favor, and the motion passed.

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

DIRECTOR COMMENTS:

Director Webb reported that he recently attended a Rotary meeting with Chief Chance and Fire Marshal Schick. He stated that he learned more about Fire Marshal Schick's tenure as Chief and the history and formation of WLFEA. Director Webb also commended Chief Chance on his follow-up presentation to the group.

Director Palisi commented that during the recent lightning and thunderstorms, he could hear the warning sirens from the golf course notifying people to seek shelter indoors. He stated that he was unaware the sirens were used for this purpose and questioned whether the general public is aware of the warning system.

Director Carrillo commended the line staff for the excellent work they have been doing and reported receiving several positive comments from members of the public.

Director Palisi also commented on several recent fatal traffic accidents in the local area. He expressed hope that law enforcement is increasing patrols and raised concerns about speeding on Rhododendron Drive.

FUTURE BUSINESS:

The next regular Joint Board Meeting is scheduled for August 27, 2026, at 6:00 p.m.

ADJOURNMENT:

The regular meeting adjourned at 7:04 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary