



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

October 22, 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. **Presentation: Unit Citation**
- VI. **Consent Agenda**
Meeting Minutes: Regular September 24, 2026 and July 23, 2026
Staff Reports
Correspondence: Donation
- VII. **Monthly Financials for SVFR, WLAD, WLFEA**
- VIII. **LCOG Report**
- IX. **Old Business**
 1. Vacant Civil Service Position
 2. Surplus Computers
 3. WLCR – Meadow Outdoor Proposal
 4. Policies Sept 24, 2026:
 - a) 1009 – Career Tracks
 - b) 1010 – Overtime
 - c) 1011 – Emergency Recall
 - d) 1012 – Personnel Complaints
 - e) 1013 – Wellness Program
 - f) 1020 – Uniform Regulations

X. New Business

1. Best Practice Survey
2. Meetings for November and December
3. Board Work Session
4. Policies for Review
 - a) 1014 – Personal Projects On-Duty
 - b) 1015 – Personnel Records
 - c) 1016 – Outside Employment
 - d) 1017 – Discriminatory Harassment
 - e) 1018 – Smoking and Tobacco Use
 - f) 1019 – Physical Fitness
 - g) 215 – Physical Asset Management
 - h) 600 - Surplus of Property Procedure

XI. 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.

XII. Future Business:

Joint Board Meeting Thursday, November 19, 2026, at 6:00 p.m.

XIII. Adjournment

**Western Lane Ambulance District
Siuslaw Valley Fire and Rescue
Western Lane Fire and EMS Authority
2625 Highway 101 North, Florence, OR 97439
Joint Board Meeting Minutes, September 24, 2026, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi (via Zoom)

Not Present: Director Laurie Heppel, Director Stephanie Restrepo, Director David Carrillo, and Director Keith Stanton (excused to attend the Lane Council of Governments meeting)

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, Office Manager Trish Lutgen, Fire Marshal Michael Schick, and Recording Secretary Holly Lais

Chief Chance called the meeting to order at 6:00 p.m. The flag salute was completed, and a roll call established a quorum for only WLAD. Because neither SVFR nor WLFEA had a quorum, those boards could not conduct official business.

PUBLIC COMMENTS:

None

PRESENTATION: WESTERN LANE CRISIS RESPONSE (WLCR):

Western Lane Crisis Manager Melissa House provided an update on the Western Lane Crisis Response group, reporting that they were fully compliant with OHA regulations. She announced that this was her final board meeting and that Cindy Gentry would take over in her role. House also introduced Alicia DeNicola as the new Youth Advocate. She announced that the Suicide Awareness Walk, the group's largest event of the year, would be held on Saturday, September 26, at Miller Park.

CONSENT AGENDA:

Meeting Minutes: Regular Meeting July 23, 2026

Staff Reports

Correspondence

Director Webb requested that the draft minutes of the July 23, 2026, regular meeting be amended to clarify that they, not the Union, could form a Political Action Committee (PAC).

The Consent Agenda was tabled until the October Joint Board meeting.

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen reported that the July and August financial statements were included in the board packet. The auditors completed their on-site work and departed earlier that day. The new payroll system has been set up, and they are testing, and training staff on how to complete their timesheets. Their first live payroll run will be on October 1. Lutgen also reported that most of WLAD's GEMT funds had been collected, with three additional deposits expected to bring the total above the budgeted \$80,000. WLAD received \$1,290.00 in unclaimed property from the State of Washington, LGIP interest rates were increasing to 4.10%, and Astound issued a refund check for \$19,471.16 reimbursing the districts for five years.

Director Webb asked about the decrease in call volume shown in the bar charts. Chief Chance said he would investigate.

Director Russell asked about the LifeMed numbers. Lutgen replied that applications were down by five hundred which is approximately one-third, but follow-up renewal letters had been sent, and additional inquiries were being received.

OLD BUSINESS:

1. Ambulance Service Area 2 Update:

Chief Chance reported that, in early September, the Lane County Board of Commissioners voted to permanently assign the District to Ambulance Service Area (ASA) 2, which encompasses approximately 122.49 square miles. The initial documentation identified WLFEA as the assigned entity. However, Chief Chance believes WLAD would be the more appropriate entity for the assignment and is working to have the designation corrected.

2. Arbitration Update:

Chief Chance provided an update on the arbitration proceedings involving two grievances. The first concerns FLSA overtime, for which the arbitrator ruled in favor of the Authority. The second grievance concerns the Conflagration pay for crews mobilized to California from the prior year, for which the arbitrator ruled in favor of the Union.

A full report is available for Directors who wish to review it. As a result of the ruling on conflagration pay, the District must recalculate payments for the California conflagration deployment for three individuals. The estimated difference is approximately \$1,100. Additional implications may include potential overpayments to other crew members. Mark Wolf is continuing to review the matter.

3. Policies reviewed from the July 24, 2026, meeting:

- a) 1004 – Position Descriptions
- b) 1005 – Tuition Reimbursement
- c) 1006 – Classification Specifications

- d) 1007 – Reporting for Duty
- e) 1008 – Fire Officer Development

NEW BUSINESS:

1. Vacant Civil Service Position:

Office Manager Lutgen informed the Board that Brenda Gilmore had resigned from her Civil Service position after moving out of state. As the position is appointed by the Board, Lutgen requested guidance on whether to advertise the vacancy on Facebook or in the newspaper and asked whether Board members knew of anyone who might be interested in the position.

Director Webb recommended advertising on Facebook. Chief Chance stated that interested individuals could visit the office to discuss the position. Director Russell asked about the qualifications for the position, and Chief Chance said he would provide them for her.

2. Surplus Computers:

Office Manager Lutgen informed the Board that Director Stanton and Josh McWhorter, an individual who is working with someone in the school district, had expressed interest in some of the surplus computers. Lutgen explained that McWhorter repairs computers and donates them to local schools. She asked whether the Board would consider donating the computers to the school with a formal letter.

The Board discussed concerns about the appearance of preferential treatment if the surplus computers were provided to Director Stanton. To ensure transparency and fairness, the Board discussed disposing of the computers through the State Auction process. Chief Chance said he would review the applicable policies regarding surplus equipment disposal.

The Surplus Computers discussion was tabled until the October Joint Board meeting.

3. WLAD: Resolution 2026-06 Calling for Levy Renewal:

WLAD Resolution 2026-06 was presented to the Board. The resolution replaces the previous resolution regarding the increase of levy and restores the levy to its original rate.

WLAD: Director Webb made a motion to approve WLAD Resolution 2026-6 Calling for Levy Renewal. The motion was seconded by Director Russell. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

4. WLAD 2026-07 Budget Adjustment:

WLAD Resolution 2026-07 was presented to the Board. The resolution amends the 2026–27 budget by \$10,000 to account for refunds resulting from ambulance service overpayments.

WLAD: Director Webb made a motion to approve WLAD Resolution 2026-07 Budget Adjustment. The motion was seconded by Director Holbrook. A roll-call vote occurred; all WLAD Directors voted in favor, and the motion passed.

5. WLCR – Meadow Outdoor Proposal:

Chief Chance explained that WLCR's one-year contract with Meadow Outdoor for the billboard along Highway 126, just outside of town, was nearing expiration. WLCR would like to renew the contract at a slightly increased rate. The WLCR team indicated that the billboard has been beneficial to its outreach efforts.

Meadow Outdoor requested a response by October 1. Chief Chance will contact Meadow Outdoor to request an extension until the Board can review the proposal at its October meeting.

The WLCR – Meadow Outdoor Proposal was tabled until the October Joint Board meeting.

6. Ballot Drop Box:

Chief Chance informed the Board that Lane County had approached him regarding installing a ballot drop box at Station 1 but had since withdrawn the proposal, opting instead to install a drop box in Mapleton. He asked the Board for input on whether Station 1 should be considered as an alternative location if Lane County revisited the idea. Potential challenges discussed included drive-up access and determining the most suitable location, either in the gravel area across the street once it is paved or in the employee parking lot.

Director Russell expressed surprise that Lane County planned to install a second drop box so close to the existing drop box near the Police Station. Director Webb indicated he would support Lane County if they reconsidered Station 1 as an additional ballot drop box location.

Chief Chance stated that if Lane County approaches him again regarding the proposal, he will bring the matter back to the Board for further discussion.

7. Policies for Review:

- a) 1009 – Career Tracks
- b) 1010 – Overtime
- c) 1011 – Emergency Recall
- d) 1012 – Personnel Complaints
- e) 1013 – Wellness Program
- f) 1020 – Uniform Regulations

DIRECTOR COMMENTS:

Director Webb commented that he was impressed by the Swisshome Deadwood Board meeting he attended earlier with Chief Chance. Chief Chance agreed and expressed his appreciation for the partnership with Swisshome Deadwood.

Director Palisi informed the Board that he would be unable to attend the next several Board meetings due to health-related issues. Chief Chance wished him well and encouraged him to reach out if he needed any assistance.

FUTURE BUSINESS:

The next regular Joint Board Meeting is scheduled for October 22, 2026, at 6:00 p.m.

ADJOURNMENT:

The regular meeting adjourned at 6:34 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, 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 competitive 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



Western Lane Fire and EMS Authority

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

Memorandum

To: WLFEA Board of Directors
From: Fire and EMS Chief Rob Chance
CC: FM Schick, Trish Lutgen
RE: Chief's Board Report October 2026

Burn Permits

WLFEA will no longer be issuing burn permits for those wanting to burn yard debris outside of city limits during burn season. WLFEA is one of only two fire departments in the county that issues burn permits and has no regulatory input or enforcement authority. We will still respond to and extinguish burns if necessary.

Office Update

We no longer have a front office clerk at Station 1. The additional responsibilities have been dispersed amongst the remaining staff. Currently, there is no plan to replace the position unless necessary for administrative success.

Station 1 Building Update

We are moving forward with securing a qualified contractor to repair the worst of the damage to the west wall of the station. An invitation to bid was posted on 10/9 in the Register Guard, the Oregon Daily Journal of Commerce, and our website. The ITB will run over the span of fourteen days and all applicants will be screened and presented to the Board during the November joint meeting for final selection.

Levy Efforts

Up to this point, there have been five public speaking efforts, one radio interview, four phone/news interviews, and a few social media posts highlighting the upcoming levy. There are no more scheduled presentations currently, however we are still getting lots of calls and questions at the office. There are mailers and yard signs that have gone out from the Union, and they have also posted themselves at 101/126 on the weekends. We will continue to focus on social media posts moving forward unless other opportunities present themselves. I have also been working with a local writer to submit letters to the editor in the Siuslaw News.



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 September 2026

Call Breakdown: September

Incident Type Category: 1 Fire	3
Incident Type Category: 3 Rescue and EMS Incident	373
Incident Type Category: 4 Hazardous Conditions (no fire)	3
Incident Type Category: 5 Service Call	7
Incident Type Category: 6 Good Intent Call	24
Incident Type Category: 7 False Alarm	7
Incident Type Category: 9 Special Incident	1
Total	418

Fire Operations

As quickly as fire season started it ended just as abruptly, with September came a much needed relief to districts across the state as well as our own. I attended the Oregon State Fire Marshal Fire Season After Action Review in Bend. September was filled with preparations for October's Fire Prevention activities as well as multiple community events. WLFEA crews participated in the 25th Anniversary event for 9-11 as well as the Beat the Wave Disaster expo both on the same day. Crews and staff also assisted with the inaugural WLCR Suicide Prevention Walk.

Logistics

Apparatus

- C-603: Service, Glow plug repair
- M-619: Glass repair
- M-612: Coil packs replaced
- E-622: Electrical troubleshooting
- M-617: Suspension repair, service
- T-641: Annual inspection, service and testing

Facilities

- Station 1: Siding and dry rot project preparations for bid



Memorandum

To: Rob Chance, Fire and EMS Chief

From: Fire Marshal Michael Schick

CC:

RE: Fire Marshal's Board Report October 22nd, 2026

1) Inspections

So far this year we have performed 295 fire and life safety inspections. The number one violation noted has been with fire extinguishers, typically an annual inspection is not documented or the extinguisher is not accessible. In order to address these issues we have started accepting fire extinguisher inspection reports through our third party inspection reports facilitator, Compliance Engine. This will give us an idea of those facilities that are not having their extinguishers inspected annually.

2) Fire investigations

There have been four fires requiring a formal investigation in the SVFR response area so far this year. These fires involved two structures, a detached garage and a travel trailer.

3) Fire Department Access inspections

YTD there has been eleven driveway access inspections. These are required by the fire department prior to the issuing of a building permit by Lane County.

4) Final Inspections

Inspections for final approvals in 2026 have been completed at the Elm Park Apartments, the Early Learning Center at Elm Park, and the Whitmore Academy.

5) Upcoming developments

In association with the city I reviewed a proposal for a housing development within the Sand Pines Golf Course area consisting of 53 homes. Developers are proposing a phased construction schedule.

6) Hydrant flushing

We were asked to assist Coast Village in flushing and flow testing of their nine fire hydrants in September. This is a private system which receives water from the City of Florence. Available Fire Flow ranged from 485gpm to 675gpm. This is lower than in years past most likely due to the installation of a Pressure Relief Valve by Coast Village.



Western Lane Fire and EMS Authority

Memorandum

To: WLFEA Board of Directors, Chief Chance
From: EMS and Training Captain Zach Werner
CC: Trish Lutgen
RE: EMS and Training Report October 2026

Training:

A couple of our members have gotten new certifications.

Blair Campbell – Task Force Leader
Donald Quinn – NFPA Common Passenger Vehicle Rescue – Technician

Blair's certification as a Task Force Leader represents the first person certified to this level within our agency and puts him in a very small group of people within our coastal fire defense board who are qualified to fill that position.

Our entry level firefighter academy is going extremely well. Our new volunteers have already shown excellent commitment and enthusiasm. In fact, a last-minute logistical issue arose that would have taken up time during the first day of academy, and every volunteer showed up to complete their fit test the day before starting academy, completely alleviating the problem.



WLFEA

Western Lane Crisis Response

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

October 2026

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

Prepared by Cindy Gentry, QMHA-I

General STATS for the month of September

WLCR had a total of 94 calls last month.

- 19 Mental Health
- 2 Suicidal Ideations
- 4 Homeless
- 5 Family Disputes
- 11 Welfare Checks
- 9 Acute Trauma or Sudden Deaths
- 6 Drug and Alcohol
- 0 Canceled enroute
- 0 Structure Fires
- 40 Resources
- 2 "other" types of calls.
- 11 Transports

52 Phone Contacts

42 In Person Calls

55 Prevented from going to hospital/arrested

5 Taken to ER by WLCR/EMS

6 Youth

40 Medicaid

11 Requests from PH Hospital

3 Request from Justice Department

Client Advocate Update:

44 Clients Served

202 total F/U calls made- **26** were in person

4 Clients with Suicidal Ideations

33 cases were closed out successfully

7 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:

7 Clients Served

26 total F/U calls made- __22__ were in person

2 Clients with Suicidal Ideations

4 cases were closed out successfully

5 cases required an elevated level of support and intensive case management.

Program Update:

We recently hired two additional part-time responders, and several responders who previously earned their PSS credentials have now qualified for QMHA-R certification.

Transportation Program:

- We are fully staffed for Transportation. At this time, transportation services continue to be available **Monday, Wednesday, and Friday from 8:00 a.m. to 8:00 p.m.**
- Ww 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.

Leadership Update:

- Cindy is working hard at her new roll and getting adjusted.

Committee Meeting:

- Upcoming WLCR Committee Meeting **November 12, 2026**, 12 noon – 1pm

Lane County:

N/A

SAMHSA:

- We are working with SAMHSA and utilizing some of our grant funds to Request an ADA compliant Transport Van. We will be submitting that request in the next few weeks.

Western Lane Crisis Association:

Raised over \$8,500! THANK YOU!

Thank you for making it a day filled with remembrance, hope, and community. The day could not have been more beautiful, and it was especially meaningful to spend it together honoring those we have lost, supporting those who are struggling, and reminding people that they are not alone.

Each of you brought something valuable to this event—your time, resources, compassion, and willingness to connect. Every conversation, welcoming smile, and resource shared helped create a place where people could feel seen, supported, and comfortable asking for help. We may never know the full impact of those moments, but they matter.

<https://westernlanecrisisassociation.org>

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

Carl & Merrilee Mager

RECEIVED
OCT 15 2026
BY: *may*

October 10, 2026

Western Lane Ambulance District
Attn: Rob Chance Fire and EMS Chief
2625 Hwy 101
Florence OR 97439

Dear Chief Chance;

As we look to making our charitable donations for 2026, we are again drawn to Western Lane EMS of Florence. We have needed the immediate response of EMS multiple times over the past few years but most recently this past Sept. We were so grateful to have had the great care of your EMS crew to transport

We hope we won't need to call on you again anytime soon, but are comforted that your exemplary team will be there for us should the need arise.

Please accept this donation of \$2,500.00 as a small token of our appreciation for all the help provided to us.

Sincerely,

Carl + Merrilee Mager

Carl J. Mager
Merrilee R. Mager

2151

10/10/26
Date

Pay to the
Order of

Western June EMS \$ 2,500⁰⁰

Two thousand five hundred + 00/100 Dollars



Photo
Safe
Deposit
Details on back



Wells Fargo Bank, N.A.
Arizona
wellsfargo.com

For

Donation

Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Balance Sheet
For Period Ending 9/30/2026

Book Value
Sep 2026
Actual

Assets

Current Assets

Cash

Checking 1151	107,343.30
LGIP 6355	483,325.88
LGIP 6862 Capital	1,142,799.89
Money Market 0832	90,831.68
Total Current Assets	\$1,824,300.75
Total Assets	\$1,824,300.75

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	1,358.00
Fund Balance Unrestricted	(131,139.34)
Investment in Capital	1,142,799.89
Retained Earnings	811,282.20
Total Fund Balance	\$1,824,300.75
Total Liabilities and Equity	\$1,824,300.75

SVFR
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Fee for Service			
OR Dept of Forestry	0.00	500.00	0.00%
Three Rivers Casino	63,539.67	63,540.00	100.00%
Total Fee for Service	\$63,539.67	\$64,040.00	
Grant Income			
Grant Income	454,052.10		0.00%
Total Grant Income	\$454,052.10		
Other Income			
Donations	0.00	500.00	0.00%
Interest	7,278.03	50,000.00	14.56%
Office Fees	0.00	500.00	0.00%
Reimbursements and Refunds	50,000.63	1,500.00	3,333.38%
Sale of Assets	0.00	1,000.00	0.00%
Total Other Income	\$57,278.66	\$53,500.00	
Tax Income			
Douglas County Tax Revenue	0.92	4,650.00	0.02%
Lane County Tax Revenue	790.69	3,379,000.00	0.02%
Prior Tax Years	20,973.41	35,000.00	59.92%
Total Tax Income	\$21,765.02	\$3,418,650.00	
Revenue	\$596,635.45	\$3,536,190.00	
Gross Profit	\$596,635.45	\$3,536,190.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	0.05	1,000.00	0.01%
Total Administrative Expenses	\$0.05	\$1,000.00	
Capital Outlay			
Furniture	0.00	5,000.00	0.00%
Technology/Computers	0.00	10,000.00	0.00%
Total Capital Outlay	\$0.00	\$15,000.00	
Insurance			
Property & Liability	0.00	68,600.00	0.00%
Total Insurance	\$0.00	\$68,600.00	
Non Allocated			
Operating Contingency	0.00	50,000.00	0.00%
Transfer Out	351,000.00	3,213,542.00	10.92%
Transfer to Apparatus Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	50,000.00	0.00%
Transfer to Property Fund	0.00	132,000.00	0.00%
Total Non Allocated	\$351,000.00	\$3,495,542.00	
Professional Services			
Audit	6,500.00	16,000.00	40.63%
Total Professional Services	\$6,500.00	\$16,000.00	
Expenses	\$357,500.05	\$3,596,142.00	
Revenue Less Expenditures	\$239,135.40	(\$59,952.00)	
Net Change in Fund Balance	\$239,135.40	(\$59,952.00)	

Fund Balances

Beginning Fund Balance	651,888.83	0.00%
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SVFR
General Fund
Statement of Revenue and Expenditures

	Current Period	Annual Budget	Jul 2026
	Jul 2026	Jul 2026	Jun 2027
	Sep 2026	Jun 2027	Percent of
	Actual		Budget
Net Change in Fund Balance	239,135.40	(59,952.00)	0.00%
Ending Fund Balance	891,024.23		0.00%

Report Options

Fund: General Fund

Period: 7/1/2026 to 9/30/2026

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 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	977.62	500.00	195.52%
Total Other Income	\$977.62	\$500.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$977.62	\$50,500.00	
Gross Profit	\$977.62	\$50,500.00	
Revenue Less Expenditures	\$977.62	\$50,500.00	
Net Change in Fund Balance	\$977.62	\$50,500.00	
Fund Balances			
Beginning Fund Balance	101,678.04		0.00%
Net Change in Fund Balance	977.62	50,500.00	0.00%
Ending Fund Balance	102,655.66		0.00%

Report Options

Fund: Apparatus Fund

Period: 7/1/2026 to 9/30/2026

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 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	2,737.36	5,000.00	54.75%
Total Other Income	\$2,737.36	\$5,000.00	
Transfers In			
Transfers	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$2,737.36	\$55,000.00	
Gross Profit	\$2,737.36	\$55,000.00	
Expenses			
Capital Outlay			
Turnouts and SCBAs	0.00	100,000.00	0.00%
Total Capital Outlay	\$0.00	\$100,000.00	
Expenses	\$0.00	\$100,000.00	
Revenue Less Expenditures	\$2,737.36	(\$45,000.00)	
Net Change in Fund Balance	\$2,737.36	(\$45,000.00)	
Fund Balances			
Beginning Fund Balance	121,261.48		0.00%
Net Change in Fund Balance	2,737.36	(45,000.00)	0.00%
Ending Fund Balance	123,998.84		0.00%

Report Options

Fund: Equipment Fund

Period: 7/1/2026 to 9/30/2026

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 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	6,061.29	5,000.00	121.23%
Total Other Income	\$6,061.29	\$5,000.00	
Transfers In			
Transfers	0.00	132,000.00	0.00%
Total Transfers In	\$0.00	\$132,000.00	
Revenue	\$6,061.29	\$137,000.00	
Gross Profit	\$6,061.29	\$137,000.00	
Expenses			
Capital Outlay			
Building Improvements	0.00	500,000.00	0.00%
Total Capital Outlay	\$0.00	\$500,000.00	
Expenses	\$0.00	\$500,000.00	
Revenue Less Expenditures	\$6,061.29	(\$363,000.00)	
Net Change in Fund Balance	\$6,061.29	(\$363,000.00)	
Fund Balances			
Beginning Fund Balance	700,560.73		0.00%
Net Change in Fund Balance	6,061.29	(363,000.00)	0.00%
Ending Fund Balance	706,622.02		0.00%

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
9/1/2026 to 9/30/2026

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	(454,003.67)
		Equipment Fund Totals			\$0.00	\$0.00	(\$454,003.67)
General Fund							
		Beginning Balance			0.00	0.00	567,810.19
9/30/2026	28951	Accuity LLC			0.00	6,500.00	561,310.19
		General Fund Totals			\$0.00	\$6,500.00	\$561,310.19
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	\$6,500.00	\$107,343.30
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	90,805.56
9/30/2026					26.12	0.00	90,831.68
		General Fund Totals			\$26.12	\$0.00	\$90,831.68
		1005 Money Market 0832 Totals			\$26.12	\$0.00	\$90,831.68
1010 LGIP 6355							
Apparatus Fund							
		Beginning Balance			0.00	0.00	462,187.84
		Apparatus Fund Totals			\$0.00	\$0.00	\$462,187.84
Equipment Fund							
		Beginning Balance			0.00	0.00	(455,592.83)
		Equipment Fund Totals			\$0.00	\$0.00	(\$455,592.83)

SVFR
Apparatus Fund, Equipment Fund, General Fund, Property & Facilities Fund
Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
General Fund							
		Beginning Balance			0.00	0.00	464,203.22
9/11/2026	Aug Tax	Lane County Treasurer			5,072.94	0.00	469,276.16
9/16/2026	Aug Taxes	Douglas County Treasury			19.25	0.00	469,295.41
9/25/2026	HERT 2026Q2	Douglas County Treasury			0.92	0.00	469,296.33
9/30/2026					1,586.13	0.00	470,882.46
General Fund Totals					\$6,679.24	\$0.00	\$470,882.46
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					\$6,679.24	\$0.00	\$483,325.88
1011 LGIP 6862 Capital							
Apparatus Fund							
		Beginning Balance			0.00	0.00	101,793.02
9/30/2026					376.35	0.00	102,169.37
Apparatus Fund Totals					\$376.35	\$0.00	\$102,169.37
Equipment Fund							
		Beginning Balance			0.00	0.00	470,840.01
9/30/2026					1,053.78	0.00	471,893.79
Equipment Fund Totals					\$1,053.78	\$0.00	\$471,893.79
General Fund							
		Beginning Balance			0.00	0.00	(0.10)
General Fund Totals					\$0.00	\$0.00	(\$0.10)
Property & Facilities Fund							
		Beginning Balance			0.00	0.00	566,403.46
9/30/2026					2,333.37	0.00	568,736.83
Property & Facilities Fund Totals					\$2,333.37	\$0.00	\$568,736.83
1011 LGIP 6862 Capital Totals					\$3,763.50	\$0.00	\$1,142,799.89
Report Totals					\$10,468.86	\$6,500.00	\$1,824,300.75
Records included in total = 23							

Report Options

Trans Date: 9/1/2026 to 9/30/2026

Display Notation: No

WLAD

Balance Sheet

For Period Ending 9/30/2026

**Book Value
Sep 2026
Actual**

Assets

Current Assets

Cash

Checking 0046	218,000.20
LGIP 6353	832,038.90
LGIP 6861 Capital	807,286.64
LifeMed Account 9411	247,181.33
Money Market 9835	247,422.59

Accounts Receivable

Accounts Receivable	(1,494.89)
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Other Receivables

Patient Accts Receivable	34,217.91
--------------------------	-----------

Other Current Assets

Allowance for Bad Debt	(8,896.64)
Allowance for Contractual Adj	(13,344.98)

Total Current Assets	\$2,362,411.06
-----------------------------	-----------------------

Total Assets	\$2,362,411.06
---------------------	-----------------------

Fund Balance

Accumulated Surplus (Deficit)

Capital Reserve	807,286.64
Fund Balance Unrestricted	1,307,943.09
Investment in Capital	247,181.33

Total Fund Balance	\$2,362,411.06
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Total Liabilities and Equity	\$2,362,411.06
-------------------------------------	-----------------------

WLAD
General Fund

Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Ambulance Income			
Allowance for Contract Adjust	41,053.29	10,000.00	410.53%
Collection Agency	2,038.71		0.00%
GEMT CCO Program	217,264.00	80,000.00	271.58%
Medicaid	80,472.17	100,000.00	80.47%
Medicare	428,599.07	1,500,000.00	28.57%
Private Insurance	170,060.22	500,000.00	34.01%
Private Pay	34,076.18	200,000.00	17.04%
Total Ambulance Income	\$973,563.64	\$2,390,000.00	
Fee for Service			
Three Rivers Casino	31,715.76	31,716.00	100.00%
Total Fee for Service	\$31,715.76	\$31,716.00	
Grant Income			
Grant Income - MIH	0.00	75,000.00	0.00%
Total Grant Income	\$0.00	\$75,000.00	
Other Income			
Interest	4,022.56	55,000.00	7.31%
Other Revenue	1,290.85		0.00%
Reimbursements and Refunds	9,769.18	2,000.00	488.46%
Total Other Income	\$15,082.59	\$57,000.00	
Tax Income			
Lane County Operation Levy	2,515.85	1,161,692.00	0.22%
Lane County Tax Revenue	954.17	835,437.00	0.11%
Prior Tax Years	9,717.99	22,000.00	44.17%
Total Tax Income	\$13,188.01	\$2,019,129.00	
Transfers In			
Transfers	0.00	100,000.00	0.00%
Total Transfers In	\$0.00	\$100,000.00	
Revenue	\$1,033,550.00	\$4,672,845.00	
Gross Profit	\$1,033,550.00	\$4,672,845.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	75.00		0.00%
Refunds	965.00		0.00%
Total Administrative Expenses	\$1,040.00		
Insurance			
Property & Liability	0.00	41,580.00	0.00%
Total Insurance	\$0.00	\$41,580.00	
Non Allocated			
Operating Contingency	0.00	50,000.00	0.00%
Transfer Out	510,000.00	4,473,726.00	11.40%
Transfer to Apparatus Fund	0.00	25,000.00	0.00%
Transfer to Building Fund	0.00	50,000.00	0.00%
Transfer to Equipment Fund	0.00	10,000.00	0.00%
Total Non Allocated	\$510,000.00	\$4,608,726.00	

WLAD
General Fund
Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Professional Services			
Audit	4,500.00	14,000.00	32.14%
Total Professional Services	\$4,500.00	\$14,000.00	
Expenses	\$515,540.00	\$4,664,306.00	
Revenue Less Expenditures	\$518,010.00	\$8,539.00	
Net Change in Fund Balance	\$518,010.00	\$8,539.00	
Fund Balances			
Beginning Fund Balance	1,099,872.09		0.00%
Net Change in Fund Balance	518,010.00	8,539.00	0.00%
Ending Fund Balance	1,617,882.09		0.00%

Report Options

Fund: General Fund

Period: 7/1/2026 to 9/30/2026

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 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	6,527.12	2,000.00	326.36%
Total Other Income	\$6,527.12	\$2,000.00	
Transfers In			
Transfers	0.00	25,000.00	0.00%
Total Transfers In	\$0.00	\$25,000.00	
Revenue	\$6,527.12	\$27,000.00	
Gross Profit	\$6,527.12	\$27,000.00	
Revenue Less Expenditures	\$6,527.12	\$27,000.00	
Net Change in Fund Balance	\$6,527.12	\$27,000.00	
Fund Balances			
Beginning Fund Balance	369,446.98		0.00%
Net Change in Fund Balance	6,527.12	27,000.00	0.00%
Ending Fund Balance	375,974.10		0.00%

WLAD
Building Fund
Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	636.79	500.00	127.36%
Total Other Income	\$636.79	\$500.00	
Transfers In			
Transfers from WLAD	0.00	50,000.00	0.00%
Total Transfers In	\$0.00	\$50,000.00	
Revenue	\$636.79	\$50,500.00	
Gross Profit	\$636.79	\$50,500.00	
Revenue Less Expenditures	\$636.79	\$50,500.00	
Net Change in Fund Balance	\$636.79	\$50,500.00	
Fund Balances			
Beginning Fund Balance	50,000.00		0.00%
Net Change in Fund Balance	636.79	50,500.00	0.00%
Ending Fund Balance	50,636.79		0.00%

WLAD
Equipment Fund
Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
Interest	795.99	1,000.00	79.60%
Total Other Income	\$795.99	\$1,000.00	
Transfers In			
Transfers	0.00	10,000.00	0.00%
Total Transfers In	\$0.00	\$10,000.00	
Revenue	\$795.99	\$11,000.00	
Gross Profit	\$795.99	\$11,000.00	
Revenue Less Expenditures	\$795.99	\$11,000.00	
Net Change in Fund Balance	\$795.99	\$11,000.00	
Fund Balances			
Beginning Fund Balance	68,080.76		0.00%
Net Change in Fund Balance	795.99	11,000.00	0.00%
Ending Fund Balance	68,876.75		0.00%

Statement of Revenue and Expenditures

	Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures			
Revenue			
Other Income			
CPR Classes	11,160.00	25,000.00	44.64%
Interest	16.77	50.00	33.54%
LifeMed Subscription	55,716.54	85,000.00	65.55%
Total Other Income	\$66,893.31	\$110,050.00	
Revenue	\$66,893.31	\$110,050.00	
Gross Profit	\$66,893.31	\$110,050.00	
Expenses			
Administrative Expenses			
Administrative & Bank Fees	0.00	1,500.00	0.00%
Advertising	1,100.00		0.00%
Office Supplies	0.00	10,000.00	0.00%
Refunds	0.00	300.00	0.00%
Shipping/Postage	0.00	15,000.00	0.00%
Training & Conferences	0.00	5,000.00	0.00%
Total Administrative Expenses	\$1,100.00	\$31,800.00	
Non Allocated			
Transfer Out	0.00	100,000.00	0.00%
Total Non Allocated	\$0.00	\$100,000.00	
Expenses	\$1,100.00	\$131,800.00	
Revenue Less Expenditures	\$65,793.31	(\$21,750.00)	
Net Change in Fund Balance	\$65,793.31	(\$21,750.00)	
Fund Balances			
Beginning Fund Balance	183,248.02		0.00%
Net Change in Fund Balance	65,793.31	(21,750.00)	0.00%
Ending Fund Balance	249,041.33		0.00%

Report Options

Fund: LifeMed Fund

Period: 7/1/2026 to 9/30/2026

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

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

Bank Register
9/1/2026 to 9/30/2026

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	396,397.54
9/2/2026	002226	Systems Design			1,763.08	0.00	398,160.62
9/8/2026	002249	Systems Design			1,778.20	0.00	399,938.82
9/8/2026	002184	State of Washington - Dept	9/8/2026	000063	1,290.85	0.00	401,229.67
9/9/2026	002250	Systems Design			3,193.00	0.00	404,422.67
9/10/2026	002287	Systems Design			3,787.00	0.00	408,209.67
9/11/2026	002286	Systems Design			5,012.24	0.00	413,221.91
9/14/2026	002288	Systems Design			5,574.04	0.00	418,795.95
9/15/2026	002285	Systems Design			1,851.64	0.00	420,647.59
9/21/2026	002243	State of Oregon - Judicial	9/21/2026	000068	11.20	0.00	420,658.79
9/26/2026	002317	Systems Design			3,193.00	0.00	423,851.79
9/28/2026	002358	Systems Design			2,059.00	0.00	425,910.79
9/29/2026	002359	Systems Design			3,236.80	0.00	429,147.59
9/30/2026					157.11	0.00	429,304.70
9/30/2026					0.00	25.00	429,279.70
9/30/2026	002362	Systems Design			1,784.68	0.00	431,064.38
		General Fund Totals			\$34,691.84	\$25.00	\$431,064.38
		1001 Checking 0046 Totals			\$34,691.84	\$25.00	\$218,000.20
1005 Money Market 9835							
General Fund							
		Beginning Balance			0.00	0.00	435,294.21
9/1/2026	002329	Systems Design			2,350.80	0.00	437,645.01
9/1/2026	002212	Systems Design			7,027.12	0.00	444,672.13
9/1/2026	002209	Systems Design			2,230.36	0.00	446,902.49
9/1/2026	002208	Systems Design			974.66	0.00	447,877.15
9/2/2026	002210	Systems Design			406.13	0.00	448,283.28
9/2/2026	002207	Systems Design			2,813.90	0.00	451,097.18
9/2/2026	002206	Systems Design			559.25	0.00	451,656.43

Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/3/2026	002230	Systems Design			416.25	0.00	452,072.68
9/3/2026	002220	Systems Design			1,550.17	0.00	453,622.85
9/3/2026	002217	Systems Design			311.42	0.00	453,934.27
9/3/2026	002214	Systems Design			448.30	0.00	454,382.57
9/3/2026	002204	Systems Design			621.11	0.00	455,003.68
9/4/2026	002360	PCS GEN Trust			68.32	0.00	455,072.00
9/4/2026	002223	Systems Design			7,135.17	0.00	462,207.17
9/4/2026	002221	Systems Design			583.62	0.00	462,790.79
9/4/2026	002213	Systems Design			585.34	0.00	463,376.13
9/6/2026	002248	Systems Design			3,773.95	0.00	467,150.08
9/7/2026	002218	Systems Design			396.35	0.00	467,546.43
9/7/2026	002216	Systems Design			2,480.48	0.00	470,026.91
9/8/2026	002252	Systems Design			4,182.51	0.00	474,209.42
9/8/2026	002224	Systems Design			137.01	0.00	474,346.43
9/8/2026	002211	Systems Design			7,692.82	0.00	482,039.25
9/9/2026	002258	Systems Design			886.25	0.00	482,925.50
9/9/2026	002251	Systems Design			2,327.09	0.00	485,252.59
9/9/2026	002222	Systems Design			1,631.14	0.00	486,883.73
9/9/2026	002219	Systems Design			841.24	0.00	487,724.97
9/10/2026	002259	Systems Design			1,084.97	0.00	488,809.94
9/10/2026	002257	Systems Design			709.15	0.00	489,519.09
9/10/2026	002256	Systems Design			1,680.24	0.00	491,199.33
9/10/2026	002255	Systems Design			10,534.32	0.00	501,733.65
9/10/2026	002254	Systems Design			599.27	0.00	502,332.92
9/10/2026	002253	Systems Design			147.75	0.00	502,480.67
9/10/2026	002229	Jackson Care Connect			895.00	0.00	503,375.67
9/10/2026	002228	HEALTH SHARE OF			1,698.00	0.00	505,073.67
9/10/2026	002215	Systems Design			116.65	0.00	505,190.32
9/11/2026	002266	Systems Design			2,160.15	0.00	507,350.47
9/11/2026	002265	Systems Design			420.62	0.00	507,771.09
9/11/2026	002264	Systems Design			2,889.27	0.00	510,660.36
9/11/2026	002263	Systems Design			257.85	0.00	510,918.21
9/11/2026	002262	Systems Design			552.07	0.00	511,470.28
9/11/2026	002260	Systems Design			485.25	0.00	511,955.53
9/11/2026	002241	All Care			4,429.00	0.00	516,384.53
9/11/2026	002227	Eastern Oregon			2,639.00	0.00	519,023.53
9/11/2026	002240	Centene			76,552.00	0.00	595,575.53
9/11/2026	002239	Centene			1,744.00	0.00	597,319.53

Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/11/2026	002238	Cascade Health Alliance			895.00	0.00	598,214.53
9/13/2026	002289	Systems Design			379.59	0.00	598,594.12
9/14/2026	002326	Systems Design			2,185.90	0.00	600,780.02
9/14/2026	002271	Systems Design			3,282.76	0.00	604,062.78
9/14/2026	002270	Systems Design			119.47	0.00	604,182.25
9/14/2026	002269	Systems Design			1,645.35	0.00	605,827.60
9/14/2026	002268	Systems Design			6,341.52	0.00	612,169.12
9/14/2026	002267	Systems Design			432.87	0.00	612,601.99
9/14/2026	002261	Systems Design			291.15	0.00	612,893.14
9/15/2026	002242	Samaritan Health Services	9/16/2026	000065	849.00	0.00	613,742.14
9/15/2026	002282	Systems Design			10,012.59	0.00	623,754.73
9/15/2026	002290	Systems Design			2,819.25	0.00	626,573.98
9/15/2026	002275	Systems Design			87.12	0.00	626,661.10
9/15/2026	002274	Systems Design			2,566.58	0.00	629,227.68
9/15/2026	002273	Systems Design			287.37	0.00	629,515.05
9/15/2026	002272	Systems Design			206.07	0.00	629,721.12
9/16/2026	002325	Systems Design			881.47	0.00	630,602.59
9/16/2026	002296	Systems Design			175.29	0.00	630,777.88
9/16/2026	002295	Systems Design			639.14	0.00	631,417.02
9/16/2026	002294	Systems Design			984.17	0.00	632,401.19
9/16/2026	002293	Systems Design			1,564.04	0.00	633,965.23
9/16/2026	002278	Systems Design			4,792.59	0.00	638,757.82
9/16/2026	002277	Systems Design			443.94	0.00	639,201.76
9/17/2026	002357	PACIFIC SOURCE GEMT			4,245.00	0.00	643,446.76
9/17/2026	002357	PACIFIC SOURCE GEMT			5,094.00	0.00	648,540.76
9/17/2026	002357	PACIFIC SOURCE GEMT			106,773.00	0.00	755,313.76
9/17/2026	002299	Systems Design			9,362.33	0.00	764,676.09
9/17/2026	002298	Systems Design			9,128.82	0.00	773,804.91
9/17/2026	002297	Systems Design			807.07	0.00	774,611.98
9/17/2026	002281	Systems Design			38.50	0.00	774,650.48
9/17/2026	002279	Systems Design			370.88	0.00	775,021.36
9/17/2026	002276	Systems Design			460.98	0.00	775,482.34
9/18/2026	002302	Systems Design			2,631.02	0.00	778,113.36
9/18/2026	002301	Systems Design			629.29	0.00	778,742.65
9/18/2026	002300	Systems Design			267.51	0.00	779,010.16
9/18/2026	002280	Systems Design			99.40	0.00	779,109.56
9/20/2026	002303	Systems Design			420.62	0.00	779,530.18
9/21/2026	002308	Systems Design			1,481.48	0.00	781,011.66

Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/21/2026	002307	Systems Design			282.04	0.00	781,293.70
9/21/2026	002306	Systems Design			6,825.48	0.00	788,119.18
9/21/2026	002305	Systems Design			3,361.38	0.00	791,480.56
9/21/2026	002304	Systems Design			144.91	0.00	791,625.47
9/22/2026	002311	Systems Design			662.36	0.00	792,287.83
9/22/2026	002309	Systems Design			8,384.54	0.00	800,672.37
9/22/2026	002310	Systems Design			37.61	0.00	800,709.98
9/23/2026	002336	Systems Design			784.68	0.00	801,494.66
9/23/2026	002316	Systems Design			10,520.27	0.00	812,014.93
9/23/2026	002314	Systems Design			900.61	0.00	812,915.54
9/23/2026	002313	Systems Design			115.52	0.00	813,031.06
9/23/2026	002312	Systems Design			1,476.53	0.00	814,507.59
9/24/2026	002319	Systems Design			2,240.91	0.00	816,748.50
9/24/2026	002315	Systems Design			2,455.20	0.00	819,203.70
9/25/2026	002361	Systems Design			214.85	0.00	819,418.55
9/25/2026	002337	Systems Design			420.62	0.00	819,839.17
9/25/2026	002331	Systems Design			281.44	0.00	820,120.61
9/25/2026	002324	Systems Design			2,900.11	0.00	823,020.72
9/25/2026	002323	Systems Design			3,185.91	0.00	826,206.63
9/28/2026	002335	Systems Design			4,843.46	0.00	831,050.09
9/28/2026	ACH	LGIP			0.00	600,000.00	231,050.09
9/28/2026	002322	Systems Design			2,428.56	0.00	233,478.65
9/28/2026	002321	Systems Design			1,889.96	0.00	235,368.61
9/28/2026	002320	Systems Design			3,702.12	0.00	239,070.73
9/28/2026	002318	Systems Design			592.48	0.00	239,663.21
9/29/2026	002340	Systems Design			287.30	0.00	239,950.51
9/29/2026	002338	Systems Design			311.42	0.00	240,261.93
9/29/2026	002332	Systems Design			722.68	0.00	240,984.61
9/29/2026	002330	Systems Design			6,811.75	0.00	247,796.36
9/29/2026	002327	Systems Design			96.42	0.00	247,892.78
9/30/2026					519.21	0.00	248,411.99
9/30/2026	002341	Systems Design			147.46	0.00	248,559.45
9/30/2026	002339	Systems Design			732.04	0.00	249,291.49
9/30/2026	002334	Systems Design			1,168.79	0.00	250,460.28
9/30/2026	002333	Systems Design			1,064.07	0.00	251,524.35
9/30/2026	002328	Systems Design			398.24	0.00	251,922.59
9/30/2026	40037	Accuity LLC			0.00	4,500.00	247,422.59
General Fund Totals					\$416,628.38	\$604,500.00	\$247,422.59

Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1005 Money Market 9835 Totals					\$416,628.38	\$604,500.00	\$247,422.59
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	426,848.75
9/11/2026	AUG TAXES	Lane County Treasurer			2,962.52	0.00	429,811.27
9/28/2026	ACH	LGIP			600,000.00	0.00	1,029,811.27
9/30/2026					962.45	0.00	1,030,773.72
General Fund Totals					\$603,924.97	\$0.00	\$1,030,773.72
1010 LGIP 6353 Totals					\$603,924.97	\$0.00	\$832,038.90
1011 LGIP 6861 Capital							
Apparatus Fund							
		Beginning Balance			0.00	0.00	928,046.20
9/30/2026					2,180.04	0.00	930,226.24
Apparatus Fund Totals					\$2,180.04	\$0.00	\$930,226.24
Building Fund							
		Beginning Balance			0.00	0.00	50,424.11
9/30/2026					212.68	0.00	50,636.79
Building Fund Totals					\$212.68	\$0.00	\$50,636.79
Equipment Fund							
		Beginning Balance			0.00	0.00	(173,842.25)
9/30/2026					265.86	0.00	(173,576.39)
Equipment Fund Totals					\$265.86	\$0.00	(\$173,576.39)
1011 LGIP 6861 Capital Totals					\$2,658.58	\$0.00	\$807,286.64

Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1030 LifeMed Account 9411							
LifeMed Fund							
		Beginning Balance			0.00	0.00	235,859.38
9/8/2026	002183	Siuslaw School District 97J	9/8/2026	000062	4,920.00	0.00	240,779.38
9/12/2026	002234	CPR class	9/14/2026	000064	60.00	0.00	240,839.38
9/12/2026	002233	CPR class	9/14/2026	000064	60.00	0.00	240,899.38
9/12/2026	002232	CPR class	9/14/2026	000064	60.00	0.00	240,959.38
9/14/2026	002237	Boys and Girls Club of	9/14/2026	000064	60.00	0.00	241,019.38
9/14/2026	002235	Boys and Girls Club of	9/14/2026	000064	60.00	0.00	241,079.38
9/14/2026	002231	CPR class	9/14/2026	000064	120.00	0.00	241,199.38
9/17/2026	Sept 2026	LifeMed Membership	9/17/2026	000066	4,776.00	0.00	245,975.38
9/21/2026	002244	Mapleton School District	9/21/2026	000067	1,020.00	0.00	246,995.38
9/28/2026	002292	CPR class	9/29/2026	000069	60.00	0.00	247,055.38
9/28/2026	002291	Boys and Girls Club of	9/29/2026	000069	120.00	0.00	247,175.38
9/30/2026					5.95	0.00	247,181.33
LifeMed Fund Totals					\$11,321.95	\$0.00	\$247,181.33
1030 LifeMed Account 9411 Totals					\$11,321.95	\$0.00	\$247,181.33
Report Totals					\$1,069,225.72	\$604,525.00	\$2,351,929.66
Records included in total = 164							

Report Options

Trans Date: 9/1/2026 to 9/30/2026

Display Notation: No

Western Lane Ambulance District

ANNUAL COLLECTION STATISTICS

Company	Western Lane Ambulance District
Date Of Service	10/1/2025
Date Of Service	9/30/2026
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Oct 25	301	586,186.88	-226,126.42	39 %	-6,010.59	1 %	-330,360.62	56 %	-19,824.76	3 %	3,864.49	1 %
Nov 25	257	499,311.20	-204,513.78	41 %	-8,448.00	2 %	-270,320.50	54 %	-11,018.16	2 %	5,010.76	1 %
Dec 25	248	479,188.24	-186,665.67	39 %	-6,700.42	1 %	-267,151.42	56 %	-7,789.95	2 %	10,880.78	2 %
Jan 26	282	539,831.04	-185,652.82	34 %	-10,944.76	2 %	-312,776.58	58 %	-25,245.12	5 %	5,211.76	1 %
Feb 26	247	490,989.04	-160,326.87	33 %	-10,047.61	2 %	-294,525.59	60 %	-13,760.06	3 %	12,328.91	3 %
Mar 26	268	543,035.04	-202,010.71	37 %	-5,849.77	1 %	-310,466.42	57 %	-8,507.28	2 %	16,200.86	3 %
Apr 26	238	480,240.68	-148,612.00	31 %	-7,340.00	2 %	-272,752.12	57 %	-3,360.16	1 %	48,176.40	10 %
May 26	313	628,102.16	-216,305.29	34 %	-8,217.18	1 %	-333,890.48	53 %	-3,845.39	1 %	65,843.82	10 %
Jun 26	294	608,507.96	-215,707.16	35 %	-6,409.16	1 %	-301,023.42	49 %	-680.41	0 %	84,687.81	14 %
Jul 26	329	660,811.24	-215,553.20	33 %	-7,689.45	1 %	-334,816.34	51 %	-1,239.91	0 %	101,512.34	15 %
Aug 26	279	577,953.08	-193,644.06	34 %	-4,030.00	1 %	-282,915.48	49 %	-1,162.98	0 %	96,200.56	17 %
Sep 26	287	597,781.04	-30,026.21	5 %	-325.00	0 %	-66,609.66	11 %	0.00	0 %	500,820.17	84 %

3,343

6,691,937.60

-2,185,144.19

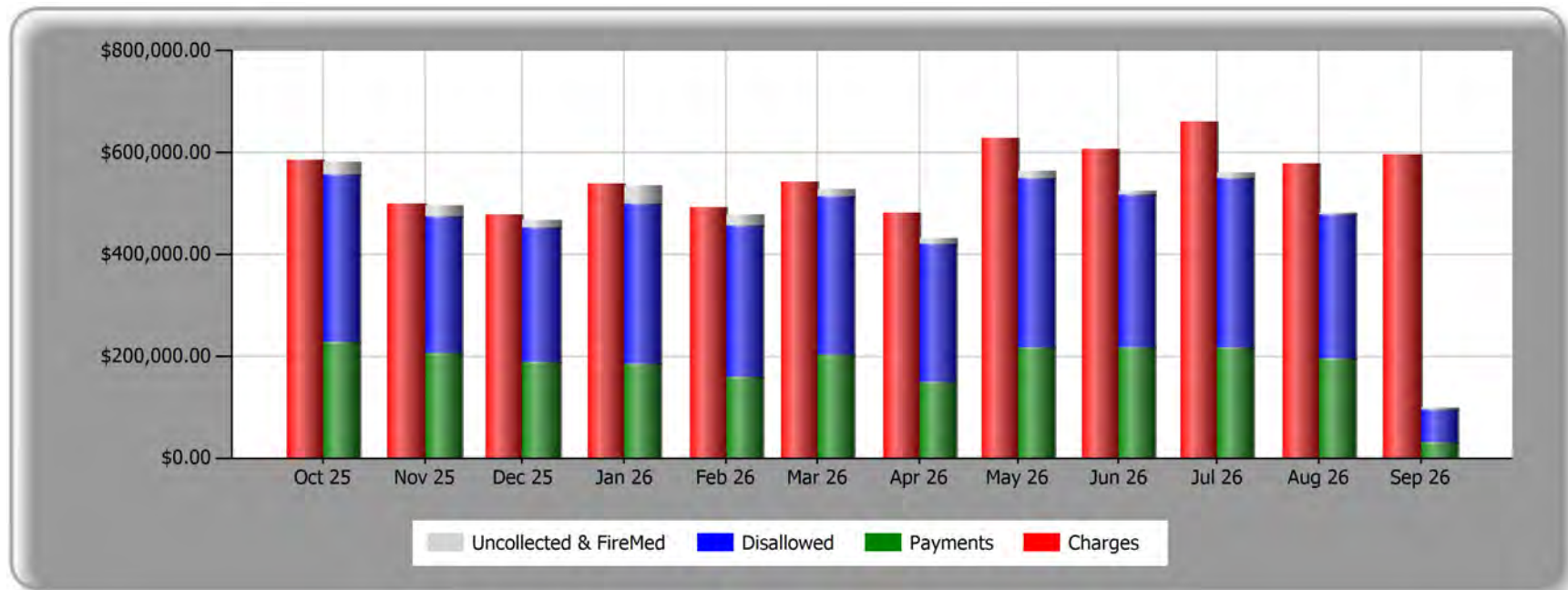
-82,011.94

-3,377,608.63

-96,434.18

950,738.66

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	9/1/2026
Transaction Date	9/30/2026

Balance Forward	1,239,998.98
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Charges by Level of Service	597,781.04
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Batch #	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
DEC25							0.00	0.00
JUN26					0.00			0.00
NOV25							0.00	0.00
OCT25							0.00	0.00
SEP26	229,413.52	23,902.60	23,741.12	184,476.92	56,011.52	79,335.36	900.00	597,781.04
Total	229,413.52	23,902.60	23,741.12	184,476.92	56,011.52	79,335.36	900.00	597,781.04

Payments - ALL	-240,300.46
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Payments - EFT

<u>Trans Date</u>	<u>Payer</u>	<u>Ref #</u>	<u>Amount</u>
9/1/2026	Providence Oregon Medicaid		-2,350.80
9/1/2026	Medicare B Oregon	896757606	-2,230.36
9/1/2026	UHC West/Secure Horizons	V8097351	-974.66
9/2/2026	VA Regional Payment Center	0615439	-1,763.08
9/2/2026	Devoted Health Medicare	121958	-406.13
9/2/2026	Medicare B Oregon	896761795	-559.25
9/2/2026	UHC West/Secure Horizons	V8162737	-2,813.90
9/3/2026	Trillium Community Health Plan	0900329716	-448.30
9/3/2026	Medicare B Oregon	896766070	-1,550.17
9/3/2026	Columbia Pacific CCO	956363464	-311.42
9/3/2026	UHC West/Secure Horizons	V8236865	-416.25
9/4/2026	XO AARP Medicare Supplemental	11495912876	-585.34
9/4/2026	Medicare B Oregon	896770190	-583.62
9/4/2026	UHC West/Secure Horizons	V8331277	-7,135.17
9/6/2026	Pacific Source Health Plan	26249B1000177416	-3,773.95
9/7/2026	BCBS OR Blue Card MedAdv	0156487231	-2,480.48

**Western Lane Ambulance District
MONTH END SUMMARY**

9/7/2026	XO Regence Federal Oregon	0340213201	-396.35
9/8/2026	VA Regional Payment Center	1525404	-1,778.20
9/8/2026	XO Tricare for Life	2526344772	-137.01
9/8/2026	Atrio Health MedAdv	90033388	-7,692.82
9/9/2026	Trillium MedAdvantage	0900069816	-2,327.09
9/9/2026	VA Regional Payment Center	1630558	-3,193.00
9/9/2026	Oregon Medicaid	600479245	-841.24
9/9/2026	UHC West/Secure Horizons	V8466222	-1,631.14
9/10/2026	XO Regence	0198713468	-147.75
9/10/2026	Trillium Community Health Plan	0900331068	-10,534.32
9/10/2026	VA Regional Payment Center	1796829	-3,787.00
9/10/2026	Cigna	7222519792192 202	0.00
9/10/2026	XO Aetna	826250000360351	-116.65
9/10/2026	Aetna Medadvantage HMO	882624701073094	-599.27
9/10/2026	UHC West/Secure Horizons	V8493868	-709.15
9/10/2026	UHC West/Secure Horizons	V8562407	-1,680.24
9/11/2026	Health Net Med Advantage	0900474054	-2,160.15
9/11/2026	VA Regional Payment Center	2175740	-5,012.24
9/11/2026	Medicare B Oregon	896788713	-2,889.27
9/11/2026	Jackson Care Connect	961094797	-420.62
9/11/2026	XO United Healthcare	C8380676	-257.85
9/11/2026	UHC West/Secure Horizons	V8652978	-552.07
9/13/2026	Pacific Source MedAdvantage	26256B1000018677	-379.59
9/14/2026	Blue Cross Blue Shield Oregon	0156498065	-6,341.52
9/14/2026	XO Regence Federal Oregon	0340214919	-1,645.35
9/14/2026	XO AARP Medicare Supplemental	11499680056	-119.47
9/14/2026	VA Regional Payment Center	2594133	-5,574.04
9/14/2026	Medicare B Oregon	896793162	-3,282.76
9/14/2026	Atrio Health MedAdv	90033687	-2,185.90
9/14/2026	UHC West/Secure Horizons	V8682718	-432.87
9/15/2026	VA Regional Payment Center	2727838	-1,851.64
9/15/2026	Oregon Medicaid	600481322	-87.12
9/15/2026	Western Oregon Advanced Health	73276	0.00
9/15/2026	Medicare B Oregon	896797492	-2,566.58

**Western Lane Ambulance District
MONTH END SUMMARY**

9/15/2026	UHC West/Secure Horizons	V8738326	-287.37
9/16/2026	Trillium MedAdvantage	0900070174	-1,564.04
9/16/2026	Health Net Med Advantage	0900401789	-984.17
9/16/2026	Health Net Med Advantage	0900474815	-639.14
9/16/2026	Devoted Health Medicare	125901	-881.47
9/16/2026	Medicare B Oregon	896801673	-4,792.59
9/16/2026	UHC West/Secure Horizons	V8802754	-443.94
9/17/2026	Trillium Community Health Plan	0900332438	-9,362.33
9/17/2026	WA State DSHS	181263	-175.29
9/17/2026	Aetna Medadvantage HMO	882625501064420	-370.88
9/17/2026	Medicare B Oregon	896805908	-9,128.82
9/17/2026	UHC West/Secure Horizons	V8876866	-807.07
9/18/2026	XO AARP Medicare Supplemental	11502585807	-267.51
9/18/2026	Medicare B Oregon	896810065	-2,631.02
9/18/2026	UHC West/Secure Horizons	V8967351	-629.29
9/20/2026	Pacific Source Community Solutions	26263B1000087916	-420.62
9/21/2026	Blue Cross Blue Shield Oregon	0156508981	-6,825.48
9/21/2026	Regence Federal Oregon	0340217355	-3,361.38
9/21/2026	XO Intercommunity Health Network	45824119	-144.91
9/21/2026	Aetna Medadvantage HMO	882625701039912	-282.04
9/21/2026	Medicare B Oregon	896813534	-1,481.48
9/22/2026	Oregon Medicaid	600483492	-37.61
9/23/2026	Trillium MedAdvantage	0900070525	-900.61
9/23/2026	XO Tricare for Life	2526804178	-115.52
9/23/2026	VA Regional Payment Center	4437036	-3,193.00
9/23/2026	Railroad Medicare	823319685	-1,476.53
9/23/2026	Medicare B Oregon	896820503	-10,520.27
9/23/2026	GEHA	CN17415132607626	-784.68
9/24/2026	XO Trillium Community Health Plan	0900333872	-2,240.91
9/24/2026	Aetna	826264000187495	-2,455.20
9/25/2026	Umpqua Health Alliance	196084	-420.62
9/25/2026	Medicare B Oregon	896829226	-3,185.91
9/25/2026	UHC West/Secure Horizons	W0304838	-2,900.11
9/28/2026	Blue Cross Blue Shield Oregon	0156520692	-1,889.96

**Western Lane Ambulance District
MONTH END SUMMARY**

9/28/2026	Blue Cross Blue Shield Oregon	0198751950	-2,428.56
9/28/2026	XO Regence Federal Oregon	0340219172	-3,702.12
9/28/2026	VA Regional Payment Center	5168411	-2,059.00
9/28/2026	Medicare B Oregon	896833791	-592.48
9/28/2026	Atrio Health MedAdv	90034585	-4,843.46
9/29/2026	Jackson Care Connect	1621452	-311.42
9/29/2026	XO Tricare for Life	2526910477	-287.30
9/29/2026	OPTUM Care MedAdvantage	3757256326	-403.78
9/29/2026	VA Regional Payment Center	5554351	-3,236.80
9/29/2026	Oregon Medicaid	600485694	-96.42
9/30/2026	Health Net Med Advantage	0900403466	-1,064.07
9/30/2026	Health Net Med Advantage	0900477230	-1,168.79
9/30/2026	XO Tricare for Life	2526948121	-147.46
9/30/2026	VA Regional Payment Center	5742158	-1,784.68
9/30/2026	Western Oregon Advanced Health	73507	0.00
9/30/2026	UHC West/Secure Horizons	W0454180	-398.24

EFT TOTAL**-197,839.50****Payments - Credit Card***(VISA, MC, AMX, Disc)*

<u>Trans Date</u>	<u>Amount</u>
9/1/2026	-640.00
9/6/2026	-635.00
9/8/2026	-270.00
9/9/2026	-1,117.96
9/10/2026	-500.00
9/11/2026	-300.00
9/13/2026	-97.34
9/14/2026	-115.00
9/15/2026	-475.00
9/16/2026	-100.00
9/19/2026	-602.50
9/21/2026	-80.00
9/23/2026	-290.00
9/28/2026	-744.65

**Western Lane Ambulance District
MONTH END SUMMARY**

9/29/2026 -25.00
9/30/2026 -50.00

CREDIT CARD TOTAL	-6,042.45
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Payments - Bank Deposit*(Cash, Chk Ins, Chk Pvt, Coll Pmt, MO)*

<u>Trans Date</u>	<u>Amount</u>
9/1/2026	-7,027.12
9/8/2026	-4,182.51
9/15/2026	-10,012.59
9/22/2026	-8,384.54
9/29/2026	-6,811.75

BANK DEPOSIT TOTAL	-36,418.51
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Payments by Level of Service

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
9/1/2026	-7,981.85			-5,051.43	-189.66			-13,222.94
9/2/2026	-3,316.49			-2,225.87	0.00	0.00		-5,542.36
9/3/2026	-1,408.64			-1,317.50			0.00	-2,726.14
9/4/2026	-5,611.15			-2,090.10	-602.88			-8,304.13
9/6/2026	-290.00		-3,773.95	-345.00				-4,408.95
9/7/2026	-141.81	0.00	-967.78	-1,305.29	-461.95			-2,876.83
9/8/2026	-4,121.45	-769.18	-703.18	-2,600.64	-1,277.01	-4,589.08		-14,060.54
9/9/2026	-2,751.81	-4,260.19		-1,259.90	-838.53			-9,110.43
9/10/2026	-2,727.01	-3,812.00	-1,680.24	-1,626.13	0.00	-8,229.00		-18,074.38
9/11/2026	-2,905.70	-4,036.72	-1,545.12	-756.09	-845.91	-1,502.66		-11,592.20
9/13/2026	-379.59			0.00	-97.34			-476.93
9/14/2026	-9,334.44	-4,285.03		-1,134.79	-948.40	-3,994.25		-19,696.91
9/15/2026	-4,917.50	-279.18	-2,059.74	-5,742.27	-200.00	-2,081.61		-15,280.30
9/16/2026	-3,481.22	-894.70	-881.47	-2,444.97	-1,702.99	0.00		-9,405.35
9/17/2026	-7,092.57	-714.74	-376.77	-4,447.17	0.00	-7,213.14		-19,844.39
9/18/2026	-2,479.10			-1,048.72	0.00			-3,527.82
9/19/2026	-602.50							-602.50
9/20/2026	-420.62							-420.62
9/21/2026	-4,647.41	-2,287.65		-1,590.04	-3,650.19			-12,175.29

**Western Lane Ambulance District
MONTH END SUMMARY**

Date	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
9/22/2026	-7,296.25	-230.13		-638.81	-20.65	-236.31		-8,422.15
9/23/2026	-6,287.99	-4,093.61		-3,106.69	-838.53	-2,953.79		-17,280.61
9/24/2026	-852.49			-2,479.25	-1,014.37	-350.00		-4,696.11
9/25/2026	-4,106.78	-834.19		-1,565.67				-6,506.64
9/28/2026	-9,946.39	-872.89	-3,197.32	-418.24	-214.57	-1,610.82		-16,260.23
9/29/2026	-9,517.95			-1,277.85	0.00	-376.67		-11,172.47
9/30/2026	-3,021.12	-50.00	-1,168.79	0.00	-373.33			-4,613.24
Total	-105,639.83	-27,420.21	-16,354.36	-44,472.42	-13,276.31	-33,137.33	0.00	-240,300.46

Transaction Adjustments by Level of Service	-365,716.81
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	ALS 1 E	ALS 1 NE	ALS 2	BLS E	BLS NE	SCT	TNT	Total
Bad Debt Payment Reversal				1,227.60				1,227.60
Financial Assist/Charity			-290.00	-290.00				-580.00
Fire Med Adjustment	-8,755.00	-15.43	-250.00	-5,070.63	-69.70	-250.00		-14,410.76
W/O Fee Schedule	-148,909.02	-25,418.64	-7,880.00	-95,763.94	-26,183.77	-27,974.60		-332,129.97
W/O Patient Deceased							-450.00	-450.00
W/O per Balance Billing	-254.68							-254.68
W/O to collections	-6,226.75			-11,802.25				-18,029.00
Waiver per FD		-790.00			-300.00			-1,090.00
Total	-164,145.45	-26,224.07	-8,420.00	-111,699.22	-26,553.47	-28,224.60	-450.00	-365,716.81

Ending Balance	1,231,762.75
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VENDOR ID: WLAD001		
WESTERN LANE LIFEMED		
	2026	2026
	July	August
MEMBERSHIP DATA		
<u>Monthly Membership Activity</u>		
Beginning Membership #	974	1213
Renewed (included in beginning #)	6	-
New Members	235	92
Dropped	-	-
Adjustments	4	(3)
Refunded Members		
End of Month Membership	1213	1302
Total Membership Transactions	241	92
Complimentary LifeMed Memberships	4	-
Total Membership Transactions	245	92
<u>Membership Payments Received</u>		
1 Year Ground	228	76
2 Year Ground	10	13
Lifetime Ground	-	-
Total Ground	238	89
FINANCIAL DATA		
1 Year Ground \$	\$ 14,820.00	\$ 4,940.00
2 Year Ground \$	\$ 1,300.00	\$ 1,690.00
Lifetime Ground \$	\$ -	\$ -
Total Ground	\$ 16,120.00	\$ 6,630.00
Total LifeMed Gross Revenue \$	\$ 16,120.00	\$ 6,630.00
Adjustments	\$ (325.00)	\$ -
Subtotal	\$ 15,795.00	\$ 6,630.00
Subtract: Admin Fee (30%)	\$ (4,738.50)	\$ (1,989.00)
Donation \$ Received	\$ 135.00	\$ 135.00
Donations Received	2	3
Net Payable to Western Lane LifeMed	\$ 11,191.50	\$ 4,776.00

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

2026
September

1302

1

188

-

13

1503

189

2

191

164

23

2

189

\$ 10,660.00

\$ 2,990.00

\$ 2,000.00

\$ 15,650.00

\$ 15,650.00

\$ (70.00)

\$ 15,580.00

\$ (4,674.00)

\$ -

-

\$ 10,906.00

WLFEA
General Fund, WLCR Fund
Balance Sheet
For Period Ending 9/30/2026

Book Value
Sep 2026
Actual

Assets

Current Assets

Cash

Checking 5400	667,740.64
LGIP 6553	451,717.40
Petty Cash	200.00
WLFEA - WLCR 2199	1,005.08

Accounts Receivable

Accounts Receivable	59,403.10
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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	\$1,242,478.18
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Total Assets	\$1,242,478.18
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Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	16,266.27
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Credit Cards

US Bank CC 5241	12,033.66
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Short Term Debt

AFLAC Payable (ADP)	937.92
Clearing Account (ADP)	(3,330.19)
Flex Spending Payable (ADP)	(602.34)
Manual Check (ADP)	(1,000.00)
Medical Care Payable (ADP)	(3,781.39)
OSGP Payable (ADP)	7.20
PERS Payable (ADP)	(292.92)
PLO Payable (ADP)	65.91

Other Current Liabilities

Credit Card	(255.16)
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Total Current Liabilities	\$20,048.96
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Total Liabilities	\$20,048.96
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Fund Balance

Accumulated Surplus (Deficit)

Investment in Capital	12,150.00
Retained Earnings	1,210,279.22

Total Fund Balance	\$1,222,429.22
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Total Liabilities and Equity	\$1,242,478.18
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WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures				
Revenue				
Grant Income				
4300	Grant Income	454,072.10		0.00%
	Total Grant Income	\$454,072.10		
Other Income				
4425	Conflag Receipts	25,000.00	50,000.00	50.00%
4410	Donations	(570.00)	500.00	(114.00%)
4450	Grant Admin	21,049.14	64,431.00	32.67%
4420	Interest	17,312.35	55,000.00	31.48%
4401	Office Fees	817.39		0.00%
4405	Reimbursements and Refunds	4,073.69	20,000.00	20.37%
4455	Rental Income	999.61	4,000.00	24.99%
4402	Sale of Assets	120.00		0.00%
4430	Smoke Alarm Donations	5,685.00	10,000.00	56.85%
	Total Other Income	\$74,487.18	\$203,931.00	
Transfers In				
4505	Transfer from SVFR	351,000.00	3,211,691.00	10.93%
4510	Transfers from WLAD	510,000.00	4,473,726.00	11.40%
	Total Transfers In	\$861,000.00	\$7,685,417.00	
	Revenue	\$1,389,559.28	\$7,889,348.00	
	Gross Profit	\$1,389,559.28	\$7,889,348.00	
Expenses				
Administrative Expenses				
7101	Administrative & Bank Fees	214.80	10,000.00	2.15%
7130	Advertising	1,652.91	5,000.00	33.06%
7120	Break Room/Hospitality	1,156.65	6,000.00	19.28%
7106	Education Reimbursement	2,114.00	5,000.00	42.28%
7108	Employee Recognition	1,843.45	24,000.00	7.68%
7102	Membership Dues	9,669.88	35,000.00	27.63%
7105	Office Equipment Agreements	1,821.56	11,000.00	16.56%
7125	Shipping/Postage	2,062.23	1,000.00	206.22%
7115	Supplies	1,203.69	5,000.00	24.07%
7104	Training & Conferences	303.22	10,000.00	3.03%

WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
7110	Travel Expenses	0.00	10,000.00	0.00%
Total Administrative Expenses		\$22,042.39	\$122,000.00	
Board of Directors				
7302	Board Conferences	0.00	10,000.00	0.00%
7304	Board Elections/Lane County EI	0.00	10,000.00	0.00%
7303	Board Expenses - Other	0.00	10,000.00	0.00%
7301	Board Meetings	4,204.18	6,000.00	70.07%
Total Board of Directors		\$4,204.18	\$36,000.00	
Building Property & Maintenance				
6715	Maintenance	5,889.48	97,000.00	6.07%
6705	Utilities	12,092.50	65,000.00	18.60%
Total Building Property & Maintenance		\$17,981.98	\$162,000.00	
Insurance				
7510	Property & Liability	0.00	35,301.00	0.00%
7520	Workers Compensation	355,139.11	290,000.00	122.46%
Total Insurance		\$355,139.11	\$325,301.00	
Non Allocated				
9500	Operating Contingency	0.00	100,000.00	0.00%
9010	Transfer Out	454,052.10		0.00%
Total Non Allocated		\$454,052.10	\$100,000.00	
Operational Supplies				
6945	Conflag Expenses	590.02		0.00%
6930	Equipment Maintenance	16,374.37	35,000.00	46.78%
6935	iPads & Mounting Supplies	0.00	5,000.00	0.00%
6910	Personal Protection Equipment	2,994.47	25,000.00	11.98%
6920	Small Tools	696.28	10,000.00	6.96%
6940	Supply Room Supplies	3,483.45	15,000.00	23.22%
6905	Uniforms	2,429.36	30,000.00	8.10%
Total Operational Supplies		\$26,567.95	\$120,000.00	
Operations - Emergency Sevices				
6405	Active 911	(1,636.56)	2,000.00	(81.83%)
6402	Asset Management Services	0.00	8,000.00	0.00%
6404	First Arriving	0.00	5,000.00	0.00%
6401	ImageTrend	0.00	22,200.00	0.00%

WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6403	Public Safety Answering Point	206,106.00	206,106.00	100.00%
Total Operations - Emergency Sevices		\$204,469.44	\$243,306.00	
Operations - Medical				
6210	Hospital Transfer & Ops Meals	22.50	2,000.00	1.13%
6202	Medical Gas/O2	6,694.18	25,000.00	26.78%
6201	Medical Supplies	19,112.66	115,500.00	16.55%
6205	MIH Expenses	0.00	1,000.00	0.00%
6203	Pharmacy Expense	5,456.66	37,500.00	14.55%
6204	Physician Advisor	8,112.00	30,000.00	27.04%
Total Operations - Medical		\$39,398.00	\$211,000.00	
Operations - Prevention/ Fire Investigation				
6507	CERT Program	0.00	1,000.00	0.00%
6504	Fire Marshal Dues & Subscript	0.00	1,000.00	0.00%
6503	Fire Prevention Software/iPADS	4,160.00	4,000.00	104.00%
6502	Fire Prevention Supplies	40.97	15,000.00	0.27%
6501	Fire Prevention Training	255.00	4,600.00	5.54%
6505	Public Education Supplies	6,557.67	29,000.00	22.61%
6506	Smoke Detector Expense	3,322.94	5,000.00	66.46%
Total Operations - Prevention/ Fire Investigation		\$14,336.58	\$59,600.00	
Operations - Recruitment				
6601	Advertising & NTN Testing	575.00	1,000.00	57.50%
6602	Pre-Employment Testing	128.00	7,000.00	1.83%
6603	Recruitment Hospitality	0.00	1,000.00	0.00%
Total Operations - Recruitment		\$703.00	\$9,000.00	
Operations - Training				
6113	Academy & EMT Scholarships	0.00	5,000.00	0.00%
6108	Certification Renewals	705.00	7,650.00	9.22%
6101	Conference & Travel	0.00	8,000.00	0.00%
6105	Critical Care Paramedic Train	385.00	10,000.00	3.85%
6110	MIH Training	0.00	1,500.00	0.00%
6111	Misc Training, Hospitality	375.00	700.00	53.57%
6109	On Site Training	147.56	5,000.00	2.95%
6103	Paramedic School - Career	4,563.19	6,000.00	76.05%
6102	Reserve Training	0.00	2,500.00	0.00%
6106	Target Solutions	0.00	12,845.00	0.00%

WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6107	Training Equip & Supplies	0.00	5,000.00	0.00%
Total Operations - Training		\$6,175.75	\$64,195.00	
Operations - Vehicles				
6005	Fuel	26,613.73	70,000.00	38.02%
6010	Repairs & Maintenance -Vehicle	83,090.63	200,000.00	41.55%
Total Operations - Vehicles		\$109,704.36	\$270,000.00	
Payroll Taxes & Benefits				
5635	457 Plans	1,681.87		0.00%
5671	Cell Phone Stipend	4,475.00	25,800.00	17.34%
5670	Health & Wellness	3,449.00	44,200.00	7.80%
5610	Health Insurance	199,549.79	1,013,289.00	19.69%
5620	HRA VEBA	101,201.04	164,000.00	61.71%
5630	Life & Accident	5,404.28	31,786.00	17.00%
5625	LOSAP	300.00	5,000.00	6.00%
5640	Paid Leave OR	6,588.60	46,031.00	14.31%
5600	Payroll Taxes	87,280.83	352,132.00	24.79%
5605	PERS	373,816.78	1,227,722.00	30.45%
5675	Provident AD & D- A & H	3,140.00	11,400.00	27.54%
Total Payroll Taxes & Benefits		\$786,887.19	\$2,921,360.00	
Personnel Services				
5135	Administrative Staff	55,121.31	229,787.00	23.99%
5200	Captains	87,919.48	250,436.00	35.11%
5265	Conflagration	158,054.24	50,000.00	316.11%
5110	Deputy Chief	12,363.30	152,810.00	8.09%
5260	Duty Chief Stipends	4,550.00	18,200.00	25.00%
5105	Fire & EMS Chief	44,271.43	185,099.00	23.92%
5120	Fire Prevention	22,972.82	100,000.00	22.97%
5225	Firefighter/Engineers	86,525.78	260,101.00	33.27%
5210	Firefighter/Paramedics	222,140.74	1,226,972.00	18.10%
5205	Lieutenants	88,862.59	429,218.00	20.70%
5125	Logistics Chief	28,476.54	113,539.00	25.08%
5230	Mobile Integrated Health	7,355.74	69,735.00	10.55%
5130	Office Manager	25,575.46	100,435.00	25.46%
5270	Overtime - Wages	124,611.52	550,000.00	22.66%
5245	Part Time EMT/Paramedics	52,374.56	250,000.00	20.95%

WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
5240	Part Time Firefighters	33,882.23	250,000.00	13.55%
5250	Reserve Volunteers	4,716.53	30,000.00	15.72%
5220	Single Role Paramedic	26,846.78	196,694.00	13.65%
5115	Training Officer	0.00	140,000.00	0.00%
Total Personnel Services		\$1,086,621.05	\$4,603,026.00	
Professional Services				
7405	Audit	4,500.00	11,500.00	39.13%
7430	Billing Service	22,297.38	93,133.00	23.94%
7420	Business Consulting	0.00	5,000.00	0.00%
7421	GEMT Admin & Consulting Fees	59,444.66	64,000.00	92.88%
7410	Legal	21,001.86	20,000.00	105.01%
7415	Payroll Service	2,304.45	12,000.00	19.20%
7425	Peer Support/ Temporary Service	2,382.75	6,000.00	39.71%
Total Professional Services		\$111,931.10	\$211,633.00	
Technology				
7201	Computers	0.00	50,000.00	0.00%
7206	Internet	5,310.75	24,000.00	22.13%
7205	IT Services	15,335.00	70,000.00	21.91%
7204	Software & Licenses	26,279.90	50,000.00	52.56%
7200	Technology/Computers	113.37		0.00%
7202	Telephones & Cell Phones	6,493.68	30,000.00	21.65%
7203	Website	1,706.09	10,000.00	17.06%
Total Technology		\$55,238.79	\$234,000.00	
Expenses		\$3,295,452.97	\$9,692,421.00	
Revenue Less Expenditures		(\$1,905,893.69)	(\$1,803,073.00)	
Net Change in Fund Balance		(\$1,905,893.69)	(\$1,803,073.00)	

WLFEA
General Fund
Statement of Revenue and Expenditures

Account Number	Current Period	Annual Budget	Jul 2026
	Jul 2026 Sep 2026 Actual	Jul 2026 Jun 2027	Jun 2027 Percent of Budget
Fund Balances			
Beginning Fund Balance	2,946,666.72		0.00%
Net Change in Fund Balance	(1,905,893.69)	(1,803,073.00)	0.00%
Ending Fund Balance	1,040,773.03		0.00%

Report Options
Fund: General Fund
Period: 7/1/2026 to 9/30/2026
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	Annual Budget	Jul 2026
			Sep 2026 Actual	Jun 2027	Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Lane County Health & Human Services					
4300	Grant Income		150,486.52		0.00%
Lane County Health & Human Services Totals			\$150,486.52		
SAMHSA Grant					
4300	Grant Income		94,801.99		0.00%
SAMHSA Grant Totals			\$94,801.99		
Unallocated					
4410	Donations		10,615.00		0.00%
Unallocated Totals			\$10,615.00		
Youth Advocate Program					
4300	Grant Income		7,591.61		0.00%
Youth Advocate Program Totals			\$7,591.61		
Revenue			\$263,495.12		
Gross Profit			\$263,495.12		
Expenses					
Lane County Health & Human Services					
7420	Business Consulting		3,329.00		0.00%
5671	Cell Phone Stipend		1,037.50		0.00%
6005	Fuel		352.65		0.00%
5610	Health Insurance		9,193.16		0.00%
5620	HRA VEBA		4,000.00		0.00%
5630	Life & Accident		289.58		0.00%
5640	Paid Leave OR		395.94		0.00%
5600	Payroll Taxes		7,332.97		0.00%
5605	PERS		10,917.06		0.00%
7204	Software & Licenses		7,576.86		0.00%
7200	Technology/Computers		3,210.05		0.00%
7202	Telephones & Cell Phones		201.67		0.00%
7104	Training & Conferences		510.61		0.00%
5310	WLCR Full Time Staff		12,989.72		0.00%
5300	WLCR Manager Wages		21,643.97		0.00%
5325	WLCR Workers - Hourly		17,191.77		0.00%
5330	WLCR Workers - Shifts		36,337.50		0.00%
Lane County Health & Human Services Totals			\$136,510.01		
MIH					
7204	Software & Licenses		226.74		0.00%
MIH Totals			\$226.74		
S-232					
6005	Fuel		77.41		0.00%
6010	Repairs & Maintenance -Vehicle		69.00		0.00%
S-232 Totals			\$146.41		
SAMHSA Grant					
7420	Business Consulting		28,889.15		0.00%
5671	Cell Phone Stipend		250.00		0.00%
6005	Fuel		189.51		0.00%
5610	Health Insurance		5,358.72		0.00%
5620	HRA VEBA		4,333.33		0.00%
5630	Life & Accident		224.08		0.00%
5600	Payroll Taxes		4,295.90		0.00%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
5605	PERS	16,975.30		0.00%
6602	Pre-Employment Testing	96.00		0.00%
6505	Public Education Supplies	17,569.67		0.00%
7204	Software & Licenses	108.82		0.00%
7115	Supplies	832.07		0.00%
7202	Telephones & Cell Phones	50.95		0.00%
7104	Training & Conferences	873.77		0.00%
7110	Travel Expenses	(936.24)		0.00%
5310	WLCR Full Time Staff	33,419.95		0.00%
5300	WLCR Manager Wages	1,040.01		0.00%
5325	WLCR Workers - Hourly	10,718.04		0.00%
5330	WLCR Workers - Shifts	3,550.00		0.00%
SAMHSA Grant Totals		\$127,839.03		
U111				
6005	Fuel	123.95		0.00%
6010	Repairs & Maintenance -Vehicle	610.00		0.00%
U111 Totals		\$733.95		
Unallocated				
7101	Administrative & Bank Fees	15.00		0.00%
5640	Paid Leave OR	1,213.71		0.00%
7115	Supplies	65.55		0.00%
5325	WLCR Workers - Hourly	(1,143.17)		0.00%
Unallocated Totals		\$151.09		
Youth Advocate Program				
7204	Software & Licenses	19.92		0.00%
Youth Advocate Program Totals		\$19.92		
Expenses		\$265,627.15		
Revenue Less Expenditures		(\$2,132.03)		
Net Change in Fund Balance		(\$2,132.03)		
Fund Balances				
Beginning Fund Balance		183,788.22		0.00%
Net Change in Fund Balance		(2,132.03)		0.00%
Ending Fund Balance		181,656.19		0.00%

WLFEA
General Fund, WLCR Fund
Bank Register
9/1/2026 to 9/30/2026

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	572,336.85
9/2/2026	ACH	HRA VEBA Trust			0.00	2,433.37	569,903.48
9/4/2026	ACH 9-4-26	PAYROLL JE			47,942.90	0.00	617,846.38
9/4/2026	ACH 9-4-26	Taxes JE			3,924.44	0.00	621,770.82
9/4/2026	CL 9-4-26	CL JE			0.00	294,096.76	327,674.06
9/4/2026	CL 9-4-26	CL JE			0.00	460.00	327,214.06
9/4/2026	CL 9-4-26	CL JE			0.00	154,009.41	173,204.65
9/4/2026	August 2026	IAFF Local 851			0.00	3,300.96	169,903.69
9/4/2026	August 2026	IAFF Local 851			0.00	64.50	169,839.19
9/4/2026	August 2026	VOYA			0.00	7,841.67	161,997.52
9/4/2026	August 2026	Oregon Savings Growth			0.00	5,829.58	156,167.94
9/4/2026	August 2026	VALIC			0.00	525.00	155,642.94
9/8/2026	000178	Sam Rose	9/8/2026	000065	20.00	0.00	155,662.94
9/8/2026	000177	LexisNexis	9/8/2026	000065	5.00	0.00	155,667.94
9/8/2026	000176	LexisNexis	9/8/2026	000065	5.00	0.00	155,672.94
9/8/2026	Cobra	Wendy Sullivan	9/8/2026	000065	1,069.25	0.00	156,742.19
9/8/2026	000175	Fenn Bourland	9/8/2026	000065	150.00	0.00	156,892.19
9/8/2026	000174	Roger Poirier	9/8/2026	000065	100.00	0.00	156,992.19
9/8/2026	000173	Cruz Santiago	9/8/2026	000065	30.00	0.00	157,022.19
9/8/2026	000172	John Dronfield-Watton	9/8/2026	000065	30.00	0.00	157,052.19
9/8/2026	000171	Melodee Hess	9/8/2026	000065	80.00	0.00	157,132.19
9/8/2026	000170	Dennis Dinsmore	9/8/2026	000065	180.00	0.00	157,312.19
9/8/2026	000169	Bill Wright	9/8/2026	000065	80.00	0.00	157,392.19
9/8/2026	000168	Barbara Fiorito	9/8/2026	000065	100.00	0.00	157,492.19
9/8/2026	000167	Arlene Dodson-Franssen	9/8/2026	000065	40.00	0.00	157,532.19
9/8/2026	000166	Dianna Newell	9/8/2026	000065	20.00	0.00	157,552.19
9/11/2026	ACH	ADP Payroll Services			0.00	743.05	156,809.14
9/14/2026	RV Storage	Michael R Schick	9/14/2026	000067	30.00	0.00	156,839.14
9/14/2026	ACH	PERS			0.00	326.38	156,512.76
9/14/2026	000181	Michael Lalor	9/14/2026	000067	346.65	0.00	156,859.41
9/14/2026	000182	Alvin Cable	9/14/2026	000067	140.00	0.00	156,999.41
9/14/2026	000179	Debra Free	9/14/2026	000067	120.00	0.00	157,119.41
9/15/2026	13408	Charles D York			0.00	1,000.00	156,119.41
9/17/2026	ACH	Oregon Pacific Bank			0.00	25.00	156,094.41

WLFEA
General Fund, WLCR Fund
Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/17/2026	13447	4 Color Pro LLC			0.00	6,318.00	149,776.41
9/17/2026	000186	Susan Hogg	9/17/2026	000068	5.00	0.00	149,781.41
9/17/2026	000185	Tom Oshel	9/17/2026	000068	205.00	0.00	149,986.41
9/17/2026	000184	Rob Chance	9/17/2026	000068	34.00	0.00	150,020.41
9/17/2026	RV Pad Sept	Trish Lutgen	9/17/2026	000068	150.00	0.00	150,170.41
9/17/2026	13409	Zoll Medical Corporation			0.00	76.78	150,093.63
9/17/2026	13410	Westcoast Media Group,			0.00	200.00	149,893.63
9/17/2026	13411	Vend West Services Inc			0.00	249.50	149,644.13
9/17/2026	13412	TNT Sales & Repair Inc			0.00	1,047.83	148,596.30
9/17/2026	13413	TK Elevator Corporation			0.00	100.00	148,496.30
9/17/2026	13414	Stericycle, Inc (Shred-It)			0.00	144.34	148,351.96
9/17/2026	13415	Standard Insurance			0.00	4,971.52	143,380.44
9/17/2026	13416	Special Districts Insurance			0.00	72,502.93	70,877.51
9/17/2026	13417	Siuslaw Valley Firefighter			0.00	28.00	70,849.51
9/17/2026	13418	Shervin's Automotive, Inc.			0.00	2,136.00	68,713.51
9/17/2026	13420	Phil's Saw Shop, Inc			0.00	115.00	68,598.51
9/17/2026	13422	Pacific Office Automation,			0.00	85.56	68,512.95
9/17/2026	13423	OFDDA-LOSAP TRUST			0.00	125.00	68,387.95
9/17/2026	13425	Local Government Law			0.00	1,224.00	67,163.95
9/17/2026	13426	Lighthouse Electrical			0.00	177.07	66,986.88
9/17/2026	13427	Les Schwab Warehouse			0.00	87.57	66,899.31
9/17/2026	13429	Hughes Fire Equipment, Inc			0.00	2,403.02	64,496.29
9/17/2026	13430	Henry Schein, Inc.			0.00	3,573.86	60,922.43
9/17/2026	13431	Florence Welding &			0.00	660.00	60,262.43
9/17/2026	13432	Florence True Value			0.00	1,261.58	59,000.85
9/17/2026	13433	Florence Glass			0.00	50.00	58,950.85
9/17/2026	13434	Davison Auto Parts			0.00	153.84	58,797.01
9/17/2026	13435	Curtis Tools for Heroes			0.00	25.61	58,771.40
9/17/2026	13436	Copeland Lumber			0.00	54.63	58,716.77
9/17/2026	13437	Coastal Paper & Supply			0.00	1,632.22	57,084.55
9/17/2026	13438	Coastal Fitness Inc			0.00	1,008.00	56,076.55
9/17/2026	13439	Coast Broadcasting			0.00	250.00	55,826.55
9/17/2026	13440	Chuck's Plumbing Inc			0.00	150.00	55,676.55
9/17/2026	13441	Cascade Fire Equipment			0.00	322.00	55,354.55
9/17/2026	13442	CARSON (CECO)			0.00	7,298.93	48,055.62
9/17/2026	13443	Angie's Alterations			0.00	116.00	47,939.62
9/17/2026	13444	AmeriGas			0.00	163.69	47,775.93

WLFEA
General Fund, WLCR Fund
Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/17/2026	13445	Airgas USA LLC			0.00	1,104.87	46,671.06
9/17/2026	13446	AFLAC			0.00	433.56	46,237.50
9/17/2026	13448	Stericycle, Inc (Shred-It)			0.00	145.65	46,091.85
9/21/2026	000190	David Bayley	9/21/2026	000069	100.00	0.00	46,191.85
9/21/2026	000189	Elizabeth Kennedy	9/21/2026	000069	250.00	0.00	46,441.85
9/21/2026	000188	Tamara Easter	9/21/2026	000069	120.00	0.00	46,561.85
9/21/2026	000187	Margret Mc Diamid	9/21/2026	000069	60.00	0.00	46,621.85
9/23/2026	13449	bio-MED			0.00	64.00	46,557.85
9/23/2026	13465	Florence True Value			0.00	230.96	46,326.89
9/23/2026	13464	Vend West Services Inc			0.00	47.00	46,279.89
9/23/2026	13463	Tony's Garage			0.00	267.00	46,012.89
9/23/2026	13462	Systems Design			0.00	7,000.27	39,012.62
9/23/2026	13461	Shervin's Automotive, Inc.			0.00	128.00	38,884.62
9/23/2026	13460	Professional Sales and			0.00	658.73	38,225.89
9/23/2026	13459	Passageways Inc			0.00	4,204.18	34,021.71
9/23/2026	13458	Pacific Office Automation			0.00	789.23	33,232.48
9/23/2026	13457	Oregon State Ambulance			0.00	630.00	32,602.48
9/23/2026	13456	MY-COMM, Inc			0.00	695.00	31,907.48
9/23/2026	13455	Les Schwab Warehouse			0.00	144.99	31,762.49
9/23/2026	13454	Hughes Fire Equipment, Inc			0.00	39,863.84	(8,101.35)
9/23/2026	13453	Elizabeth Stenke			0.00	39.99	(8,141.34)
9/23/2026	13451	David Quinn			0.00	320.00	(8,461.34)
9/23/2026	13450	Chuck's Plumbing Inc			0.00	861.00	(9,322.34)
9/24/2026	SEPT PR/OCT	Oregon State Treasury			700,000.00	0.00	690,677.66
9/24/2026	ACH 9-24-26	Taxes JE			233.36	0.00	690,911.02
9/24/2026	ACH 9-24-26	PAYROLL JE			2,652.40	0.00	693,563.42
9/24/2026	CL 9-24-26	CL JE			0.00	2,221.99	691,341.43
9/24/2026	CL 9-24-26	CL JE			0.00	648.01	690,693.42
9/24/2026	13466	LaJoie Mediation			0.00	4,051.00	686,642.42
9/25/2026	ACH	PERS			0.00	125,078.57	561,563.85
9/28/2026	Void AP	River Inn at Seaside			0.00	0.00	561,563.85
9/28/2026	Void AP	Priceline/Kathryn Riverfront			0.00	0.00	561,563.85
9/28/2026	Void AP	Oregon Employment			0.00	0.00	561,563.85
9/28/2026	Void AP	Amazon			0.00	0.00	561,563.85
9/28/2026	Void AP	Safeway			0.00	0.00	561,563.85
9/28/2026	Void AP	StarLink			0.00	0.00	561,563.85
9/28/2026	Void AP	Active911			0.00	0.00	561,563.85

WLFEA
General Fund, WLCR Fund
Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/29/2026	000191	Lonnie Saarinen	9/29/2026	000070	50.00	0.00	561,613.85
9/30/2026					351.30	0.00	561,965.15
9/30/2026					0.00	7.50	561,957.65
9/30/2026	13479	Vend West Services Inc			0.00	57.50	561,900.15
9/30/2026	13478	Special Districts Insurance			0.00	401.21	561,498.94
9/30/2026	13477	Shervin's Automotive, Inc.			0.00	3,418.00	558,080.94
9/30/2026	13476	Pacific Office Automation,			0.00	868.00	557,212.94
9/30/2026	13474	Jessica Marchinski			0.00	1,057.00	556,155.94
9/30/2026	13473	Henry Schein, Inc.			0.00	1,361.20	554,794.74
9/30/2026	13472	Florence True Value			0.00	9.99	554,784.75
9/30/2026	13471	David Quinn			0.00	1,057.00	553,727.75
9/30/2026	13470	Coastal Paper & Supply			0.00	135.68	553,592.07
9/30/2026	13469	Christoffer Poulsen			0.00	2,704.00	550,888.07
9/30/2026	13468	Airgas USA LLC			0.00	484.64	550,403.43
9/30/2026	13467	Accuity LLC			0.00	4,500.00	545,903.43
General Fund Totals					\$758,624.30	\$785,057.72	\$545,903.43
WLCR Fund							
		Beginning Balance			0.00	0.00	227,480.00
9/4/2026	ACH 9-4-26	PAYROLL JE			0.00	47,942.90	179,537.10
9/4/2026	ACH 9-4-26	Taxes JE			0.00	3,924.44	175,612.66
9/17/2026	13447	4 Color Pro LLC			0.00	2,907.00	172,705.66
9/17/2026	13415	Standard Insurance			0.00	611.76	172,093.90
9/17/2026	13416	Special Districts Insurance			0.00	5,109.94	166,983.96
9/17/2026	13419	Qualifacts Systems, LLC			0.00	7,588.92	159,395.04
9/17/2026	13421	Pacific Research &			0.00	12,134.20	147,260.84
9/17/2026	13424	Melissa House			0.00	401.82	146,859.02
9/17/2026	13442	CARSON (CECO)			0.00	138.65	146,720.37
9/17/2026	13428	Karen Wilhite			0.00	1,050.00	145,670.37
9/23/2026	13449	bio-MED			0.00	32.00	145,638.37
9/24/2026	ACH 9-24-26	Taxes JE			0.00	233.36	145,405.01
9/24/2026	ACH 9-24-26	PAYROLL JE			0.00	2,652.40	142,752.61
9/25/2026	ACH	PERS			0.00	9,635.40	133,117.21
9/30/2026	13475	Meadow Outdoor			0.00	11,280.00	121,837.21
WLCR Fund Totals					\$0.00	\$105,642.79	\$121,837.21
1001 Checking 5400 Totals					\$758,624.30	\$890,700.51	\$667,740.64

WLFEA
General Fund, WLCR Fund
Bank Register
9/1/2026 to 9/30/2026

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1010 LGIP 6553							
General Fund							
		Beginning Balance			0.00	0.00	1,148,159.75
9/24/2026	SEPT PR/OCT	Oregon State Treasury			0.00	700,000.00	448,159.75
9/30/2026					3,557.75	0.00	451,717.50
9/30/2026					0.00	0.10	451,717.40
General Fund Totals					\$3,557.75	\$700,000.10	\$451,717.40
1010 LGIP 6553 Totals					\$3,557.75	\$700,000.10	\$451,717.40
1060 WLFEA - WLCR 2199							
General Fund							
		Beginning Balance			0.00	0.00	(615.00)
General Fund Totals					\$0.00	\$0.00	(\$615.00)
WLCR Fund							
		Beginning Balance			0.00	0.00	1,620.08
WLCR Fund Totals					\$0.00	\$0.00	\$1,620.08
1060 WLFEA - WLCR 2199 Totals					\$0.00	\$0.00	\$1,005.08
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					\$762,182.05	\$1,590,700.61	\$1,120,663.12
Records included in total = 146							

Report Options

Trans Date: 9/1/2026 to 9/30/2026

Display Notation: No



Western Lane Fire and EMS Authority

- Western Lane Crisis Response

Renewal Proposal - 12/1/26

Locations Subject to Availability
Proposal Rates Expires On: 10/01/2026



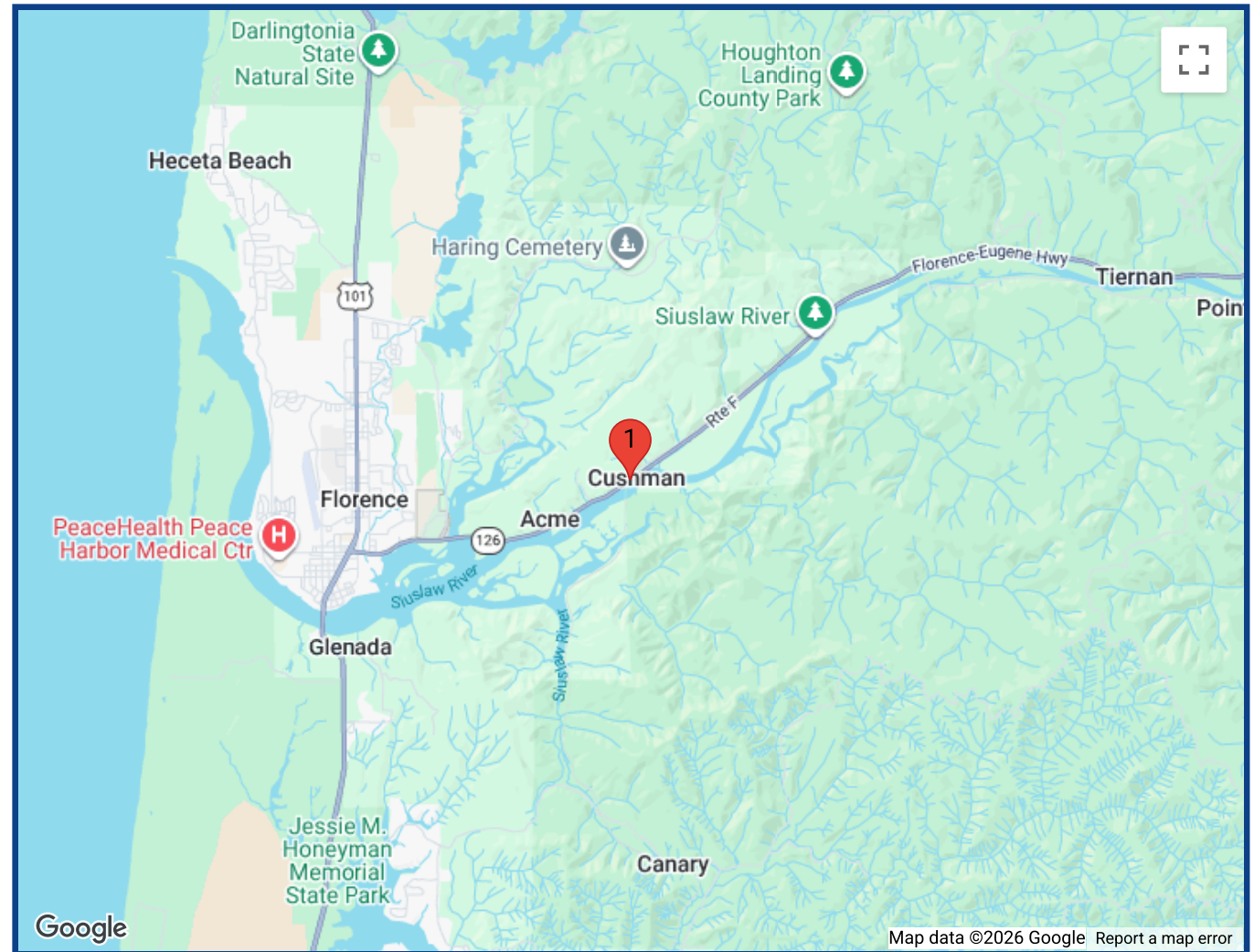
Headquartered in The Dalles, Oregon, Meadow Outdoor is a full-service, family-owned outdoor company founded in 1968. With over 1200 outdoor displays, Meadow can provide broad coverage in urban & rural markets across Oregon, Washington, Idaho, and Northern California.

We sell billboard display space to give local and regional clients visibility and voice to drive commerce and public information, creating economic vibrancy in the communities we serve. We are good neighbors who maintain our billboards, support local causes, and take care of our clients and employees so both can thrive.

At Meadow Outdoor we value truth, detail, independence, and working together like a family.

Map List

1. TC-2037~B WF



Recommendations

Proposed Location	Contract Type	Term (Months or Periods)	Net Rate (Per Month or Period)	Additional Production Services	Daily Impressions	Size	Campaign Start
1. Florence L#TC-2037 ~B WF Florence Hwy 126 SL 3 Mi. E/O Florence	Renewal	12	\$940.00	\$0.00	4,154	12'x48'	12/01/2026

Current Creative - Florence TC-2037 ~B West Facing

Hwy 126 SL 3 Mi. E/O Florence, Lane County, OR



DETAILS

Contract	B029986
Term	12/01/2025 - 11/30/2026
Panel Size	12'x48'
DEC	4,154
Last Install	12/02/2025
Production	\$576.00
Installation	\$580.00

Florence TC-2037 ~B West Facing

Hwy 126 SL 3 Mi. E/O Florence, Lane County, OR

Potentially Available



FEATURES

Size	12'x48'
Illuminated	Yes
Traffic Count	6,333 daily
Impressions	4,154 daily/29,078 weekly
Lat/Lng	43.98535156,-124.04420471



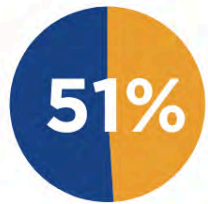
Right hand reader displays to local and beach traffic traveling toward the Eugene-Springfield area and I-5.

Term:	12 months - 12/01/2026 - 11/30/2027
Rate:	\$940.00/month
PERIOD TOTAL	\$940.00/month

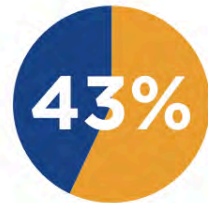
For Traditional billboards, Meadow will include initial vinyl production and initial installation for each 12 month term. Creative changes can be ordered during the term for \$576.00 print plus \$580.00 for install.

76%

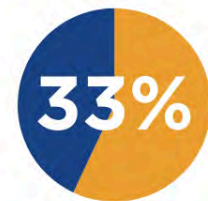
of US adults took an action on their mobile device after seeing a billboard ad including:



searched for the advertiser online



made an online purchase



visited an advertiser's website

Billboards Drive Direct Search



Source: OAAA Morning Consult



growth in enrollment



**more applications for
fall semester**



**increase in social media
engagement**

*Growth since the launch of their campaign over the previous year



Generational Impact



84%

of Gen Z have said they
pay attention to OOH ads



91%

of Gen Z have said they
would likely share an OOH ad
they liked on social media



Source OAAA

**Clients tell
him “I drive by
your face every
day; thought I’d
give you a call!”**

- Nick Carter, with
Meadow Outdoor
since 2015



**Let us introduce you
to your next customer.**

70% of
the day is
spent away
from home for
the average
person

Source: OAAA, Morning Consult



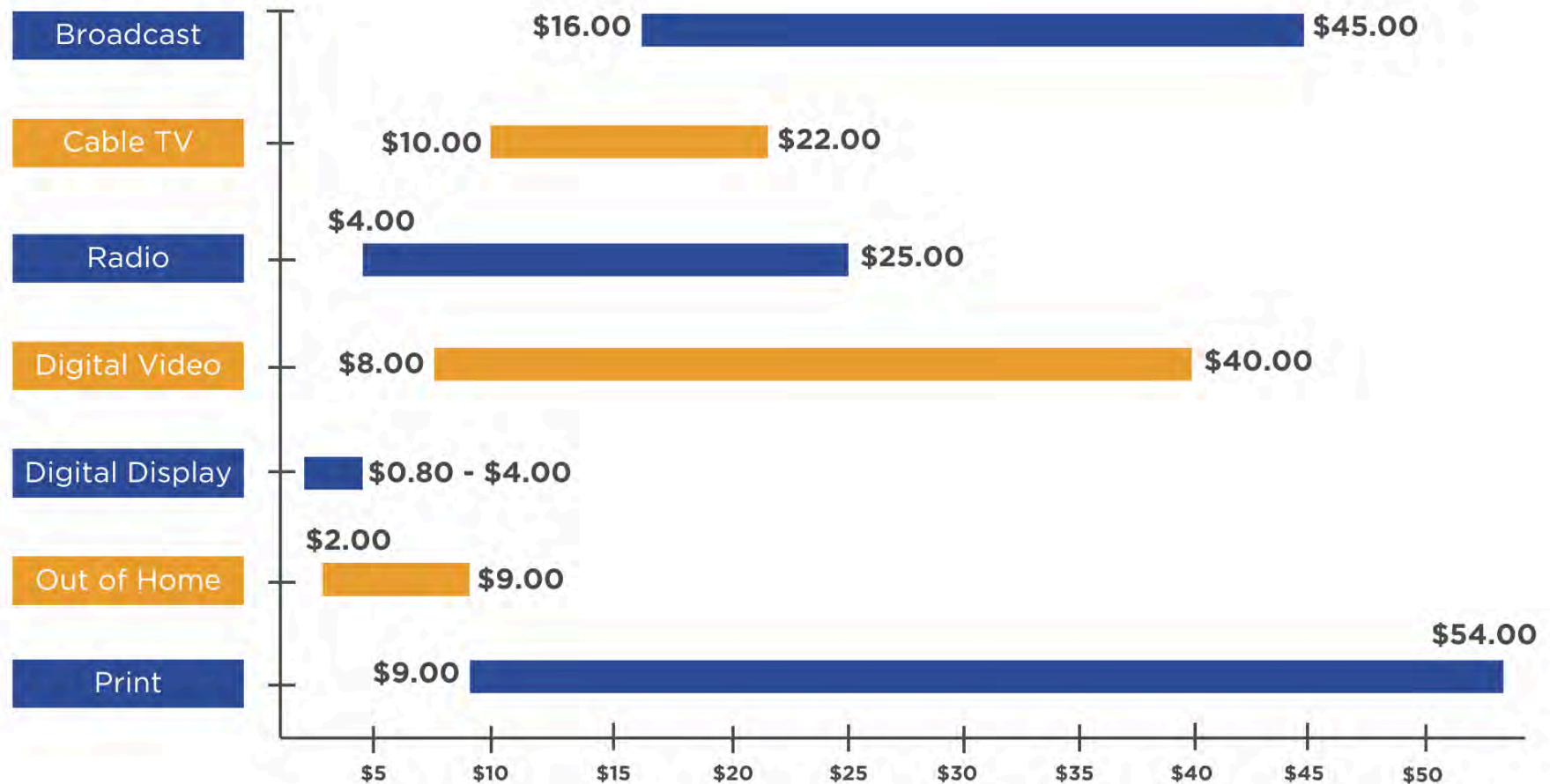
**Reach people
where they are most.**

You Can't Turn Us Off



Unavoidable, Unskippable
All Day... **EVERYDAY**

MEDIA CPM COMPARISON



Source: Solomon Partners Estimates as of Jan 2022 based on SEC filings, news, research and other industry sources

Thank You!



Career Tracks

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the Western Lane Fire and EMS Authority.

1009.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the Authority shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1009.3 PROCEDURE

The Western Lane Fire and EMS Authority Administration Division shall maintain all information on classification specifications, promotional opportunities and career tracks.

Overtime

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Western Lane Fire and EMS Authority employees and to establish an overtime compensation request process.

1010.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service and EMS work and the needs of the Authority. The current Collective Bargaining Agreement supersedes any requirement specified in this policy.

1010.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire & EMS Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the Authority's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the Authority. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off, should submit a request for overtime compensation as soon as practicable after overtime is worked.

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by the collective bargaining agreement or Authority rules and regulations, or the FLSA (29 CFR 553.22).

1010.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable via the District's payroll software for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1010.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid.

Western Lane Fire and EMS Authority

Policy Manual

Overtime

1010.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed or as stipulated in the collective bargaining agreement:

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1010.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Chief Officer or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1010.6 FLEX TIME

An employee's supervisor may alter the start or end time of the employee's daily schedule within a single work week in order to prevent or minimize overtime or compensatory hours.

1010.7 COMPENSATORY TIME

Non-Exempt employees may accrue compensatory time off when working more than 40 hours per week. Your department supervisor must approve any compensatory time hours in advance, or you may face corrective action, up to termination.

Employees receive 1.5 hours of comp time for every hour worked beyond 40 in a work week. Employees may not accrue more than 60 hours. Upon separation employees are paid for any comp time hours they have on the books at the time of separation.

Emergency Recall

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Western Lane Fire and EMS Authority to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities, or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Western Lane Fire and EMS Authority and neighboring jurisdictions.

Oregon Fire Service Mobilization Plan - Resources requested from or provided to other jurisdictions and coordinated by the Department of the State Fire Marshal or the Oregon Department of Emergency Management.

1011.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

1011.3 PROCEDURES

The Fire & EMS Chief, Operations Chief, or authorized designee may initiate an emergency recall by providing WestComm or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1011.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area
- Two or more incidents causing a high demand for resources at different locations
- Numerous incidents causing a peak demand on the entire resource system
- Any time designated by the Fire & EMS Chief or the authorized designee

Emergency Recall

1011.3.2 WESTCOMM RESPONSIBILITIES

The Fire & EMS Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining agreements. Dispatch or the other designated resource should follow the established procedure when implementing an emergency recall.

1011.3.3 FIREFIGHTER AND PARAMEDIC RESPONSIBILITIES

Firefighters and Paramedics should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

1011.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters or Paramedics who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1011.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the Authority may consider other options such as:

- Automatic aid
- Mutual aid
- Additional chief officers
- Oregon Fire Service Mobilization Plan

Personnel Complaints

1012.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this authority and the service provided by this authority. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1012.2 POLICY

This authority takes seriously all complaints regarding service provided by the Authority and the conduct of its members.

The Authority will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this authority to ensure that the community can report misconduct without concern for reprisal or retaliation.

1012.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of authority policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate authority policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Authority.

1012.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Chief Officer is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated authority representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated authority representative, such matters need not be documented as personnel

Personnel Complaints

complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1012.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1012.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within authority facilities. Forms will also be available on the authority website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Chief Officer any suggestions for improvement or changes.

1012.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any authority member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1012.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the Authority, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1012.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

Personnel Complaints

On an annual basis, the Authority should audit the log and send an audit report to the Fire & EMS Chief or the authorized designee.

1012.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1012.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire & EMS Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Authority supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that a Chief Officer and the Administration Division is notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to a Chief Officer. The Chief Officer will forward a copy of the complaint to the Fire & EMS Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Fire & EMS Chief.
- (d) A supervisor investigating any complaint should:
 - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 - 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Administration Division and the Fire & EMS Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Authority receiving the complaint. If the matter is resolved and

Personnel Complaints

no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Fire & EMS Chief.

- (g) Unresolved citizen complaints shall be forwarded to the Fire & EMS Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1012.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the Authority:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

Personnel Complaints

1012.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1012.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the Authority, the Fire & EMS Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire & EMS Chief or the authorized designee shall notify the Administration Division in writing of the employee's administrative leave and the cause for the leave.

1012.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire & EMS Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire & EMS Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1012.7.1 RESPONSIBILITIES OF THE FIRE & EMS CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire & EMS Chief shall review the recommendation and all accompanying materials. The Fire & EMS Chief may modify any recommendation and/or may return the file to the Supervisor for further investigation or action.

Once the Fire & EMS Chief is satisfied that no further investigation or action is required by staff, the Fire & EMS Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire & EMS Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire & EMS Chief in recommending the proposed discipline.

Personnel Complaints

- (b) An opportunity to respond orally or in writing to the Fire & EMS Chief within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Fire & EMS Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Authority. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire & EMS Chief shall consider all information received in regard to the recommended discipline. The Fire & EMS Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire & EMS Chief has issued a written decision, the discipline shall become effective.

1012.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire & EMS Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire & EMS Chief to consider.
- (d) In the event that the Fire & EMS Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire & EMS Chief on the limited issues of information raised in any subsequent materials.

1012.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

Personnel Complaints

1012.10 POST DISCIPLINE APPEAL RIGHTS

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

1012.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire & EMS Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

Wellness Program

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for authority members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

1013.1.1 DEFINITIONS

Definitions related to this policy include:

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1013.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to prioritize member wellness to foster fitness for duty and support a healthy quality of life for authority members. The Authority will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1013.3 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated authority wellness coordinator. The coordinator should report directly to the Fire & EMS Chief or the authorized designee and should collaborate with advisers (e.g., Administration Division, legal counsel, licensed psychotherapist, qualified health professional) as appropriate to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 2. When practicable, the Authority should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.

Western Lane Fire and EMS Authority

Policy Manual

Wellness Program

- (b) Developing management and operational procedures for authority peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for authority peer support as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (e) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.
 - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (f) Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.
- (g) Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.
- (h) Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified health care professional.
- (i) Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the authority wellness program:
 - 1. International Association of Fire Fighters

Wellness Program

2. International Association of Fire Chiefs
3. Fire Service Joint Labor Management Wellness-Fitness Initiative
4. NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program
5. National Fallen Firefighters Foundation Initiative 13
6. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments

1013.4 AUTHORITY PEER SUPPORT

1013.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a authority peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

1013.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of authority peer support members include:

- (a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).
- (b) Presenting authority members with periodic training on wellness topics including but not limited to:
 1. Stress management.
 2. Suicide prevention.
 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 1. Referrals should be made to authority-designated resources in situations that are beyond the scope of the peer support member's training.

Wellness Program

1013.4.3 PEER SUPPORT MEMBER TRAINING

A authority peer support member should complete authority-approved training prior to being assigned. Training should include initial training and continuing education in Critical Incident Stress Debriefing (CISD) principles and procedures.

1013.5 PEER SUPPORT COMMUNICATIONS

Any communications made by a member or peer support member in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with ORS 181A.835.

Any communications relating to a peer support counseling session made between peer support members, between peer support members and the supervisors or staff of an employee assistance program, or between the supervisors or staff of an employee assistance program are confidential and may only be disclosed in accordance with ORS 181A.835.

All communications, notes, records, and reports arising out of a peer support counseling session are not considered public records subject to disclosure under ORS 192.311 et seq. (ORS 181A.835).

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

1013.6 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the authority's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Fire & EMS Chief for review and consideration of updates to improve program effectiveness.

1013.7 TRAINING

The coordinator or the authorized designee should collaborate with the Training Coordinator to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of authority wellness support systems.

Wellness Program

- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

SDIS 2027 Best Practices Survey

SDIS 2027

Entity Name

Siuslaw Valley Fire And Rescue

Contact Name

Trish Lutgen

Contact Email

trish+1@wlfea.org

Contact Phone

(541) 551-5332

Total Discount %

10

Check Yes if completed

Yes

Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

1	Oregon Fire District Directors Association (OFDDA)?	☒	 (http://www.ofdda.com)
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6	Oregon Public Ports Association (OPPA)?	☐	 (http://www.oregonports.com)
7	Oregon Association of Clean Water Agencies (ORACWA)?	☐	 (http://www.oracwa.org)

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18	Oregon Association Chiefs of Police (OACP)?	☐		 (http://www.policechief.org)
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Public Meeting Checklist - 2% Credit.

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21	Does your district give notice for executive sessions and include a citation of the specific authority granted by statute under which the session is being held?	☒		
22	Are your public meetings held in places that are accessible to individuals with mobility and other impairments?	☒		

Check Yes if completed		Yes	Help	More Information
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Public Meeting Policy - 2% Credit.				
29	Does your district have a current policy in place that meets the criteria of the public meetings law?	☒	?	 (https://sdaoresourcelibrary.com/?wpdmdl=1643)
Public Meeting Training- Online - 2% Credit.				
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Check Yes if completed

Yes

Help

More Information

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SDIS 2027 Best Practices Survey

SDIS 2027

Entity Name

Western Lane Ambulance District

Contact Name

Trish Lutgen

Contact Email

trish+2@wlfea.org

Contact Phone

(503) 551-5332

Total Discount %

10

Check Yes if completed

Yes

Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

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SDIS 2027 Best Practices Survey

SDIS 2027

Entity Name

Western Lane Fire And EMS Authority

Contact Name

Trish Lutgen

Contact Email

trish@wlfea.org

Contact Phone

(541) 997-3212

Total Discount %

10

Check Yes if completed

Yes

Help

More Information

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Personal Projects On-Duty

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1014.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters or paramedics assigned to a station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) Employees should not engage in personal projects between the hours of 0800-1700 without the permission of the Company Officer or a Chief Officer.
- (d) At their discretion, the Company Officer or a Chief Officer may deny or revoke permission for a personal project while on-duty.
- (e) Authority equipment or resources shall not be used for personal projects.
- (f) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (g) All authority policies must be followed while engaged in the personal project.

1014.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Authority is compensating the member.
- (b) Any project that has no association to the Authority, EMS, and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Authority.

Personnel Records

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of, and access to personnel files in accordance with established Oregon law.

1015.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational, and employment history or similar information.
- (b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases, and all other records that reveal a member's past, current, or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal, or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1015.1.2 MEMBER RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

Authority file - Any file maintained in the office of the Authority or the Administration Division as a permanent record of a member's employment with the Authority.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the Authority.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations, or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1015.2 POLICY

It is the policy of the Authority to maintain the confidentiality of its members' personnel records pursuant to Oregon law.

Personnel Records

1015.3 REQUESTS FOR DISCLOSURE

All records kept by Oregon public agencies are considered public unless they are covered by specific disclosure statutes (ORS 192.314).

Private personnel records that are exempt from public disclosure include but are not limited to:

- (a) Test questions, scoring keys, and other data used to administer a licensing or employment examination (ORS 192.345(4)).
- (b) Residential addresses, Social Security numbers, dates of birth, and telephone numbers (ORS 192.355(3)).
- (c) Medical information contained in medical records and similar personal information which, if released, would constitute an unreasonable invasion of privacy (ORS 192.355(2)).
- (d) Disciplinary actions including materials or documents that support the action (ORS 192.345(12)).
- (e) Personnel electronic mail addresses (ORS 192.355(40)(a)).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the authority's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Authority Board President, Authority Attorney, or attorneys or representatives of the Authority in connection with official business.

1015.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire & EMS Chief or the authorized designee.

Personnel Records

1015.5 MEMBER ACCESS TO OWN FILE

Any member may request access to their own personnel file for inspection during the normal business hours of the individual responsible for maintaining such files. The file or a certified copy, upon request, shall be made available within 45 days after receipt of the request (ORS 652.750(2)).

Any member seeking the removal of any item from their personnel file shall submit a written request to the Fire & EMS Chief via the chain of command. The Authority shall thereafter remove any such item, if appropriate, or as soon as practicable provide the member with a written explanation why the contested item will not be removed.

The request and the authority's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the Authority, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Outside Employment

1016.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Western Lane Fire and EMS Authority member considering outside employment.

1016.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to allow members to engage in employment other than with the Authority if the Fire & EMS Chief determines that such outside employment is not in conflict with the member's duties and the duties, functions and responsibilities of the Authority.

Members shall not represent the Authority while performing employment outside the Authority.

1016.3 PROCEDURE

No member shall be employed or self-employed in any manner outside of Western Lane Fire and EMS Authority employment without prior written authorization from the Fire & EMS Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Fire & EMS Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

1016.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the Authority may request that a member provide his/her personal financial records for review/audit if the Authority has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.

If, after approving a request for outside employment, the Authority has reason to believe that a conflict of interest exists based on a financial reason, the Authority may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.

1016.4 PROHIBITED OUTSIDE EMPLOYMENT

The Fire & EMS Chief, at his/her discretion, may deny any outside employment request submitted by a member seeking to engage in any activity which:

- (a) Involves the member's use of authority time, facilities, equipment or supplies, or the use of the authority badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this authority for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this authority.

Outside Employment

- (c) Involves the performance of an act in other than the member's capacity as a member of this authority that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this authority.
- (d) Involves time demands that would render performance of the member's duties for the Authority less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the Authority.
- (g) Would otherwise compromise the ability of the Authority to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the Authority.

1016.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

Any outside employment approval may be withdrawn under the following circumstances:

- (a) Should a member's performance at the Authority decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire & EMS Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time, a member's conduct or outside employment conflicts with the provisions of authority policy, the approval for outside employment may be withdrawn.
- (d) When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:
 - 1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the authority's medical advisers.
 - 2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
 - 3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

1016.6 APPEALS

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

The member may file a written notice of appeal to the Fire & EMS Chief within 10 days of the date of the written denial or withdrawal.

Outside Employment

If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement or personnel rules.

1016.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member should promptly submit written notification of such termination to the Fire & EMS Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Members should also promptly submit in writing to the Fire & EMS Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material should report the change.

Authority members who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury should inform their immediate supervisor in writing as soon as practicable regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

1016.8 PROHIBITED USE OF AUTHORITY RESOURCES

Members are prohibited from using any authority equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this authority or other agencies through the member's position with this authority.

Discriminatory Harassment

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent authority members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

This policy also applies to authority elected officials (ORS 243.319).

1017.2 POLICY

The Western Lane Fire and EMS Authority is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Authority will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Authority will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Authority may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1017.3 DEFINITIONS

Definitions related to this policy include:

1017.3.1 DISCRIMINATION

The Authority prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on 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 (ORS 659A.030; ORS 659A.082; ORS 659A.112).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments, making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or authority equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to authority policy and to a work environment that is free of discrimination.

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1017.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1017.3.3 SEXUAL HARASSMENT

The Authority prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1017.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Oregon Bureau of Labor and Industries Civil Rights Division guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with Authority or authority rules or regulations, or any other appropriate work-related communication between supervisor and member.

1017.4 RESPONSIBILITIES

This policy applies to all authority members, who shall follow the intent of these guidelines in a manner that reflects authority policy, professional standards, and the best interest of the Western Lane Fire and EMS Authority and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire & EMS Chief, the Office Manager, or the Authority Board President.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1017.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire & EMS Chief, the Office Manager, or the Authority Board President for further information, direction, or clarification.

1017.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
 - 1. Unless a member objects in writing, a supervisor designated by the Fire & EMS Chief shall follow up with a member once every three months for a year following the date on which the member reported the incident to determine whether the alleged harassment has stopped or if the member has experienced retaliation (ORS 243.321).
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire & EMS Chief or the Office Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1017.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Authority and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating

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or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1017.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Western Lane Fire and EMS Authority that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1017.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1017.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation (ORS 659A.199).

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire & EMS Chief, the Office Manager, or the Authority Board President.

1017.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Authority. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

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1017.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire & EMS Chief. The outcome of all reports shall be:

- (a) Approved by the Fire & EMS Chief, the Authority Board President, or the Office Manager, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

1017.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1017.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Authority.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

1017.8 ADDITIONAL REQUIREMENTS

The Office Manager should consult with the Authority human resources manager to ensure that all required notifications regarding unlawful employment discrimination are available to all former, current, and prospective employees, as appropriate (ORS 243.319; ORS 243.323).

When any member complains about discriminatory harassment, the person receiving the complaint should provide a copy of this policy to the member (ORS 243.319).

A member may file a complaint with the Bureau of Labor and Industries and may have other legal remedies under Oregon law (ORS 243.319).

- (a) Administrative complaints regarding federal discrimination claims must be filed within 300 days of the alleged unlawful employment practice (42 USC § 2000e-5(e)(1)).
- (b) Administrative complaints regarding state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.820(3)).
- (c) A civil lawsuit alleging state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.875).
- (d) A civil lawsuit alleging federal discrimination claims must be filed within 90 days of the receipt of a right to sue letter from the Bureau of Labor and Industries and/or the EEOC (42 USC § 2000e-16(c)).
- (e) The statute of limitation periods for crimes related to sexual harassment vary, from two to 12 years.

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- (f) Claims made against the Western Lane Fire and EMS Authority require advance notice pursuant to ORS 30.275 (ORS 243.319).

A member may file a complaint with the Authority within four years from the date of the alleged incident or within the time limitation specified in ORS 659A.875, whichever is greater (ORS 243.321).

Members who believe they have been subjected to workplace harassment may access available community services and any support services provided by the Authority, such as the employee assistance program (ORS 243.319).

No member will be required or coerced into a nondisclosure agreement (requiring confidentiality) or a non-disparagement agreement (prohibiting any negative statements about the Western Lane Fire and EMS Authority or its members in any form of communication). A member may voluntarily enter into an agreement that contains a nondisclosure or non-disparagement provision and has a minimum of seven days to revoke the agreement (ORS 243.323).

Smoking and Tobacco Use

1018.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Western Lane Fire and EMS Authority facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1018.2 POLICY

The Western Lane Fire and EMS Authority recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Authority and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all authority facilities, buildings and vehicles, and as is further outlined in this policy.

1018.3 SMOKING AND TOBACCO USE

Smoking and use of other tobacco products is not permitted inside any authority facility, office, authority vehicle or fire apparatus, fire or ambulance station, training facility or any other public building (ORS 433.845; ORS 433.850).

Tobacco products cannot be used within close proximity to any of these facilities to prevent smoke from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes or uses any tobacco product inside authority facilities and vehicles.

1018.4 ADDITIONAL PROHIBITIONS

No employee shall smoke tobacco products within 10 feet of a main entrance, exit, operable window or ventilation intakes that serve an enclosed area of any Authority facility (ORS 433.845).

The Fire & EMS Chief shall ensure that proper signage is in place to provide notice of prohibited tobacco use areas (ORS 433.850; OAR 333-015-0040).

Physical Fitness

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters and paramedics with on-duty physical fitness guidelines. The Authority provides on-duty time for physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1019.2 POLICY

It is the policy of the Western Lane Fire and EMS Authority to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Authority retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1019.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Chief Officer and the Company Officer. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy, and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Company Officer during the designated physical fitness period. Members who have provided the Authority with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the Authority, one or more of the following may apply:

- (a) Station physical fitness equipment
 - 1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership

Physical Fitness

1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the authority's discretion, with fitness club memberships for on-duty physical fitness activities.

1019.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
 1. Stretching.
 2. Running, jogging, walking, or rowing.
 3. Weight training (with spotter present).
 4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
 5. Core strengthening.
 6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the Authority peer fitness trainers (PFTs).
- (d) Acceptable use of authority-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the authority HSO and be consistent with the authority's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

Physical Fitness

1019.5 INJURY PREVENTION

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.
 - 4. Improper equipment use.
 - 5. Defective equipment.
 - 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
 - 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 - 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 - 3. Maintain realistic goals and limits for physical fitness routines.
 - 4. Develop an understanding of how to use fitness equipment properly and safely.
 - 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it, if necessary.
 - 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

1019.6 PEER FITNESS TRAINERS (PFTS)

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the Authority. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase fitness levels.

Physical Asset Management

215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the authority's physical assets.

215.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the authority's physical assets.

215.2 POLICY

It is the policy of the authority to accurately inventory, track, maintain, and dispose of its physical assets owned by the Authority in a manner that controls costs, avoids waste, and promotes the authority's mission.

215.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of authority physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all authority-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

Physical Asset Management

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the authority's physical assets and maintain accurate and complete records related to these assets. The plan should include:
 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the authority's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

215.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

215.5 SURPLUS OR OBSOLETE ASSETS

When the authority no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

Physical Asset Management

215.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Authority should pursue disposal of the item in accordance with this policy.

215.5.2 TRANSFERS

When a physical asset is transferred from one authority to another, the value of the physical asset should transfer with the asset. Interauthority transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

215.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of authority physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Authority-Owned and Personal Property Policy, as applicable.

215.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the authority's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

215.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the authority's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The [Executive_Board] or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

215.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

215.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

Physical Asset Management

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

215.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all authority physical assets should receive training regarding their responsibilities under the physical asset management plan.

Surplus of Property

600.1 PURPOSE

Establish a consistent, accountable process for identifying, approving, and disposing of surplus department property while protecting public resources and maintaining operational readiness. This procedure covers property owned by Western Lane Fire and EMS Authority (WLFEA) if applicable, Western Lane Ambulance District (WLAD), or Siuslaw Valley Fire and Rescue (SVFR), including apparatus, vehicles, equipment, tools, furniture, electronics, and supplies.

Real property, evidence, borrowed or leased property, and records destruction are outside this procedure and require their applicable processes. Medication, controlled substances, and regulated medical waste shall be handled under separate authorized procedures.

600.2 POLICY

Property may be declared surplus when it is no longer needed, obsolete, replaced, uneconomical to repair, or unsuitable for department use. Property shall remain secured and inventoried until disposition is complete. No employee may sell, donate, discard, or take department property without written authorization.

Internal reuse shall be considered first. Public auction or another authorized competitive sale is preferred when meaningful net revenue is reasonably expected. Donation, transfer, trade-in, recycling, or disposal may be used when authorized and supported by a documented public benefit, financial justification, or safety need.

This procedure is pursuant to WLFEA Policy 215 Physical Asset Management.

600.3 OWNERSHIP AND APPROVAL AUTHORITY

Legal owner of each item shall be identified. Operational control by WLFEA does not establish ownership of WLAD or SVFR assets. Approval, proceeds, and accounting shall follow the owning entity's adopted rules, intergovernmental agreements, and written delegations.

The Fire Chief recommends surplus declarations and disposition methods. The owning entity's governing board approves them unless its adopted rules expressly delegate that authority. When no delegation is documented, board approval is required. This SOP does not independently grant authority over another entity's property.

Vehicles, apparatus, capital assets, donations, and noncompetitive sales require governing board approval unless expressly covered by a written delegation. Changes to an approved method require approval from the same authorized level. Related items shall not be split to avoid an approval requirement.

Surplus of Property

600.4 PREPARATION BEFORE DISPOSITION

Remove agency names, insignia, access credentials, fleet cards, radios or restricted programming, and other restricted equipment as appropriate. Retain identification needed for title and transaction records.

Preserve required records before securely removing patient information, personnel information, and other confidential data. IT shall verify sanitization or arrange secure destruction of storage media and document completion.

Clean and decontaminate equipment as appropriate. Disclose known defects and limitations accurately. Do not represent an item as safe or certified without supporting documentation.

Unsafe, contaminated, recalled, expired, or unserviceable life-safety equipment shall not be transferred for operational use. Approved training-only transfers must be legally permissible, clearly labeled, and documented; otherwise disable and dispose of the item.

600.5 PUBLIC SURPLUS METHODS

Public Auction and Competitive Sale

- The designated employee shall use an approved public auction provider, online auction platform, or publicly advertised competitive sale consistent with the owner's adopted rules. The auction service agreement and related fees require approval under applicable contracting authority.

Donation and Transfer

- Donation may be considered for an eligible public agency or nonprofit organization when legally authorized and when the documented public benefit justifies foregoing sale proceeds. Nonprofit status alone does not establish authority to donate public property. Finance shall verify recipient eligibility and the applicable legal authority; obtain legal review where authority or conditions are uncertain.

Other Authorized Methods

- Trade-in may be used as part of an approved replacement purchase when the allowance and overall transaction provide reasonable value. Document the allowance separately and follow purchasing requirements. A negotiated sale or transfer to another public agency may be used only when permitted by the owning entity's rules and applicable law, with documented pricing, purpose, and approval.

Recycling and Disposal

- Recycling, salvage, destruction, or disposal may be used when an item has no reasonable reuse or market value, sale costs exceed expected proceeds, or continued use would create an unacceptable safety or regulatory concern. An item need not be auctioned first when an approved evaluation supports disposal.

600.6 ETHICS AND REVIEW

Personnel involved in identifying, valuing, approving, marketing, selling, or releasing property shall disclose conflicts and shall not bid on or acquire that property. Other personnel participation

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is allowed only if permitted by law and adopted policy, through the same public process and without preferential access. No employee may receive gifts, commissions, or personal benefit from disposition.