

**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, April 25, 2024, 6:00 p.m.
The Zoom recording will be on the WLFEA Website.**

SVFR & WLFEA BOARD MEMBERS PRESENT:

Director Jim Palisi, Director Laurie Heppel (via Zoom), and Director David Carrillo

Not Present: Director Tim Mendolia and Director Keith Stanton

WLAD & WLFEA BOARD MEMBERS PRESENT:

Director Cindy Russell, Director Vanessa Buss, Director Mike Webb, Director Adam Holbrook, and Director Linda Stent

STAFF PRESENT:

Fire and EMS Chief Michael Schick, Office Manager Trish Lutgen, Training Division Chief Rob Chance, and Recording Secretary Holly Lais (via Zoom)

Chief Schick called the meeting to order at 6:04 p.m. Roll Call established a quorum for WLAD, SVFR, and WLFEA Directors.

PRESENTATION:

Wendy Sullivan, the Authority's Certified Community Paramedic and Mobile Integrated HealthCare (MIH) provider was acknowledged for receiving her International Board of Specialty Certification which she was able to accomplish through a grant. Wendy explained her typical workday around the community and the services she provides. PeaceHealth Hospital is 100% in support of the MIH program, but funding is the primary issue. Director Buss felt the MIH program is one of the best programs in the community. Director Palisi would like to see her services promoted in the community, i.e., by utilizing radio announcements.

WLCR PRESENTATION:

Melissa House and Camille Griswold provided an overview of the Western Lane Crisis Response (WLCR) program. They are experiencing growth and an increase in call volume. They are completely grant-funded and have created an Association to help create sustainability. Their services include youth and teen resources, peer support, crisis de-escalation, and mental health-related issues. Because of the WLCR program, first responders can focus on other medical or emergent calls.

PUBLIC COMMENT:

None

CONSENT AGENDA:

Meeting Minutes: Regular and Meeting February 22, 2024

Meeting Minutes: Regular Meeting March 28, 2024

Budget Workshop Minutes April 6, 2023

Budget Workshop Minutes April 4, 2024

Staff Reports

Correspondence

REVIEW OF FINANCIALS – WLAD, SVFR, WLFEA:

Office Manager Lutgen explained the Property & Liability Insurance adjustment in the budget. She clarified how Lane County does not separate the levy tax from the property tax, and the WLAD tax revenues are calculated on a percentage.

OLD BUSINESS: Discusseda. Building Update:

Chief Schick presented the architectural plans that added the administration offices to the West end of Station 1 for the board to review and asked for board consensus to move forward. The Board of Directors agreed to move forward with a two-story addition. Director Webb asked if the funding could be figured out before letting go of the lease option.

b. Policies from March 29, 2024: Discussed

- i. 209 – Annual Planning Master Calendar
- ii. 210 – Solicitation of Funds
- iii. 211 – Electronic Reader Board
- iv. 212 – Use of SDAOs Pre-loss Legal Program
- v. 213 – WLAD Billing Policy
- vi. 214 – Petty Cash Management

Director Webb made a motion to approve the Petty Cash Management policy as modified.

Director Palisi second. All were in favor, and the motion passed.

- vii. 215 – Physical Asset Management

NEW BUSINESS: Discusseda. Spending Approval: Financial Software:

The board of Directors was presented with three different quotes for financial software by Office Manager Lutgen. An overview and staff opinion were given for each presentation. Per the current purchasing policy staff requested board approval to purchase a new financial system that met the needs of the Authority.

Director Webb made a motion to approve signing the contract with CSA Software and purchasing CenterPoint Financial Software. Director Russell seconded the motion. A roll call vote was completed, and all were in favor, the motion passed.

b. Health Insurance: Domestic Partner Coverage:

Office Manager Lutgen informed the board that each district had a different option for domestic partner coverage. When staff were moved over to WLFEA the option to allow domestic partner coverage for health insurance did not follow, and we would like to change it back.

Director Russell made a motion to approve Health insurance for Domestic Partner Coverage. Director Carrillo seconded the motion. A roll call vote was completed, and all were in favor, the motion passed.

c. Employee Handbook:

The Employee Handbook was presented to the Board. This was Office Manager McClure's final project before her retirement. The Handbook is an overview of policies that all staff should know about the Authority. This handbook will be sent out to all staff via email, it will be put into Lexipol, and moving forward it will be given to all new members of the organization. Director Palisi asked if Lexipol aligns with the handbook. Chief Schick explained that a cross-reference check occurred with various staff.

Director Webb made a motion to approve the new Employee Handbook. Director Buss seconded the motion. A roll call vote was completed, and all were in favor, the motion passed.

d. MOU – Paid time off (PTO) used by Probationary Members:

Chief Schick explained that when new employees get sick and utilize all their accrued sick time, they are unable to use their vacation time. The Authority allowed it, but it went against the CBA. They would like to move forward with the memorandum of understanding (MOU) to follow practice.

Director Webb made a motion to approve the Memorandum of Understanding allowing paid time off use by probationary members. Director Palisi seconded the motion. A roll call vote was completed, and all were in favor, the motion passed.

- e. Policies for Review: Discussed
- i. 216 – Purchasing and Procurement
 - ii. 217 – Annual Recognition Awards
 - iii. 218 - Americans with Disabilities Act
 - iv. 219 – Limited English Proficiency Services

DIRECTOR COMMENTS:

- Director Russell asked about the 4% COLA increase. Chief Schick reminded everyone the COLA is in the budget that was approved tonight. It changed from 2.5% to 4%, and an MOU will be needed later.
- Director Russell would like to hear more information about MIH and WLCR on the radio and have it publicized to the Eugene clinics that the MIH service is available to Florence residents.
- Chief Schick thinks the ability to charge Medicare and Medicaid for MIH Services is getting closer. He also informed the Board that Chief Chance would be running the next Board meeting since Chief House and himself will be out of town.
- Chief Schick also announced that Captain David Rossi will be receiving an award from the Oregon Fire Chief's Association at the conference in Bend. Captain Rossi will be retiring, and his last day is set for August 1, 2024.

The Regular meeting adjourned at 7:36 p.m.

FUTURE BUSINESS:

The next Regular Joint Board Meeting and Budget Hearing is scheduled for May 23, 2024, at 6:00 p.m.

Respectfully submitted,
Holly Lais, Recording Secretary