



REDMOND FIRE & RESCUE
341 NW DOGWOOD AVENUE
BOARD MEETING AGENDA
February 16, 2022 @ 9:30 a.m.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA CHANGES**
5. **PACKET DOCUMENTS FOR INFORMATION ONLY**

6. **CONSENT AGENDA**

- a. Meeting Minutes – January 19, 2022

7. **PUBLIC COMMENTS**

8. **PUBLIC PRESENTATION**

9. **REPORTS**

BUSINESS/FINANCIAL – CFO Jodi Burch

- a. Monthly Financial Review

ADMINISTRATION/AMBULANCE BILLING – Office Administrator Diane Cox

- a. Monthly Ambulance Billing Report

OPERATIONS – Deputy Chief Jeff Puller

- a. Monthly Response Report

10. **ACTION ITEMS**

11. **FIRE CHIEF REPORT**

12. **EXECUTIVE SESSION**

Per ORS 192-660(2)a – To consider the employment of an officer, employee, staff member or agent.

13. **NEW BUSINESS**

14. **OLD BUSINESS**

15. **BOARD MEMBER COMMENTS**

16. **BOARD PRESIDENT COMMENTS**

17. **ADJOURN**

To promote physical social separation guidelines currently in place at the federal and state level, public attendance at Board meetings will be by teleconference only. Members of the public who wish to attend the meeting should do so by joining from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/797053381>. Or you can dial in using your phone to 1(408) 650-3123 at the designated time and entering the access code 797-053-381. Individuals who wish to attend the meeting but who do not have the ability to attend by computer or phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by email at diane.cox@redmondfireandrescue.org. In

person attendance will be limited per federal and state guidelines and social distancing measures will be practiced. The board packet is available on-line at www.redmondfireandrescue.org.

Anyone needing accommodation to participate in the meeting must notify Diane Cox at least 48 hours in advance of the meeting at 541-504-5020 or diane.cox@redmondfireandrescue.org. Redmond Fire & Rescue does not discriminate on the basis of disability status in the admission or access to treatment, employment or in its programs or activities.

REDMOND FIRE & RESCUE
BOARD MEETING MINUTES
January 19, 2022

BOARD PRESENT: Vice President Gary Ollerenshaw, Secretary/Treasurer Craig Unger, Member Ken Kerfoot, and Member Jessica Meyer. President Carroll Penhollow attended virtually.

STAFF PRESENT: Fire Chief Ken Kehmna, Deputy Chief Jeff Puller, Chief Financial Officer Jodi Burch, Office Administrator Diane Cox, Fire Marshal Tom Mooney, Deputy Fire Marshal Wade Gibson, Battalion Chief Ken Brown, Battalion Chief Ron Hawkins, Battalion Chief Steve Fiero, Captain Josh Clark, Captain Bill Welch, Captain Dustin Miller, Captain Beth Mitchell, Engineer Kevin Broadsword, Engineer Matt Linker, FF/PM Annie Tibbitts, FF/PM Jerold Mix Paramedic Beau Bigo, EMT Garrett Kujawski, EMT Emmett Willis, Office Administrative Assistant Jessica Jackson, and Administrative Assistant Shannon Biondi.

STAFF ABSENT: None

PUBLIC PRESENT: None

CALL TO ORDER: Vice President Ollerenshaw called the meeting to order at 9:30 am.

ROLL CALL: All Present

AGENDA CHANGES: None

CONSENT AGENDA:

1. Meeting Minutes – December 15, 2021

Board Member Unger made a motion to approve the Consent Agenda as presented. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.

PUBLIC COMMENTS: None

PUBLIC PRESENTATION:

1. 2020 Oregon Fire Storm Awards, authorized by the Oregon State Fire Marshal's Office, were presented to several crew members as recognition for their roles in fighting the unprecedented fires of 2020.

REPORTS:

1. Financial - CFO Jodi Burch
 - a. Year End Financial Review
 - i. Audit was completed and no discrepancies were found.
 - b. Monthly Financial Review
2. Administration/Ambulance Billing- Office Administrator Diane Cox
 - a. January 2022 Ambulance/Billing Report

3. OPS Report - Deputy Chief Jeff Puller
 - a. Total December Responses:
 - i. 401: 389 responses, 83 fire, 306 EMS
 - ii. 402: 36 responses, 15 fire, 21 EMS
 - iii. 403: 7 responses, 2 fire, 5 EMS
 - iv. 404: 106 responses, 34 fire, 72 EMS
 - b. Mutual Aid:
 - i. Given: 7
 - ii. Received: 3
 - c. Specific run types:
 - i. 29 Motor Vehicle Crashes
 - ii. 0 Electrical Fires
 - iii. 2 Alerts
 - iv. 4 Haz Mat / Gas Leaks
 - v. 2 Vehicle Fires
 - vi. 0 Smith Rock Responses
 - vii. 19 Fire Alarms
 - viii. 14 Burning Complaints
 - ix. 7 Assists/Requests for Service
 - d. COVID
 - i. One COVID directive still in place.
 - e. Fire Training Division
 - i. 945 Combined hours of training
 - ii. Completed Engineer Orientation Academy
 - iii. Joint training with CCF&R with extrication, stabilization, and ventilation.
 - iv. Engineer Evaluations
 - v. EMS Skills Lab
 - f. EMS Training Division
 - i. Pediatric Training
 - ii. Engineer Training
 - g. Chief Puller presented pictures of responses in December and fielded several questions from the Board regarding practices and response scenarios.

ACTION ITEMS:

1. SCBA Purchase - CFO Jodi Burch
 - a. RF&R's SCBA system is nearing its end of life and needs to be replaced. The District is asking for authorization from the Board for replacement.
 - b. Board Member Unger made a motion to authorize District staff to post the public notice of special procurement and, if no protests are received, award the SCBA and RIT-pak contract to Municipal Emergency Services for 3M Scott products at approximately \$465,000. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.
2. Residential Knox Box Discontinuation & Surplus - Fire Marshal Tom Mooney
 - a. Fire Marshal Mooney presented a recommendation that the District discontinue our Residential Knox Box Program and surplus the existing boxes to Bend Fire &

Rescue. Informational letters will be sent out to homes with existing boxes which include instructions for purchasing a key box from their local home improvement stores.

- b. Board Member Unger made a motion to discontinue the Residential Knox Box Program and surplus the remaining boxes to Bend Fire & Rescue. The motion was seconded by Board Member Meyer and approved by unanimous vote.
- 3. Meetings and Meeting Records of Board Policy - Office Administrator Diane Cox
 - a. After updating the policy, including suggestions from the Board, the changes were brought before the Board for review and discussion.
 - b. Board Member Unger made a motion to approve the changes to the Meetings and Meeting Records of Board Policy. The motion was seconded by Board Member Unger and approved by majority vote, 4 for and 1 opposed.

FIRE CHIEF COMMENTS: Ken Kehmna

- 1. Policies and Standard Operating Guidelines
 - a. District policies and standard operating guidelines are being reviewed and updated to make them current and easily maintainable in the future.
- 2. AP Triton
 - a. AP Triton will be on site next month to speak with Board Members, stake holders, and employees.

NEW BUSINESS: None

OLD BUSINESS: None

BOARD MEMBER COMMENTS: None

BOARD PRESIDENT COMMENTS: None

ADJOURN: Being no further business, Board Member Kerfoot moved to adjourn. The motion was seconded by Board Member Meyer and was approved by unanimous vote. The meeting was adjourned at 11:07 am.

Approved:

	February 16, 2022
_____ Carroll Penhollow, President	Date

	February 16, 2022
_____ Craig Unger, Secretary/Treasurer	Date

Attest:

	February 16, 2022
_____ Shannon Biondi, Administrative Assistant	Date



**REDMOND FIRE & RESCUE
FINANCIAL DASHBOARD
JANUARY 31, 2022
59% OF TOTAL BUDGET**

59%	2021/22 Budget	2021/22 YTD Actual	% of Budget	Prior Year Actual	YTD Projected
General Fund					
Revenues					
Property Tax - Permanent Rate	7,912,000	7,546,721	95.4%	6,956,836	8,025,128
Property Tax - Levy	1,208,000	1,133,681	93.8%	1,049,700	1,200,101
Ambulance Revenue	2,180,000	1,456,946	66.8%	1,187,530	2,397,622
Fire Med Membership	34,000	31,528	92.7%	23,557	37,048
Contractual Services (Airport)	643,979	375,654	58.3%	365,491	643,978
Conflagration	69,601	43,066	61.9%	182,385	43,066
GEMT	85,000	556,894	655.2%	99,167	556,894
Grants	2,000	-	0.0%	106,485	-
Interest	30,000	15,134	50.4%	19,742	25,945
Other	52,000	113,775	218.8%	47,246	126,491
Total YTD Revenue	12,216,580	11,273,399	92.3%	10,038,140	13,056,273
Expenditures					
Administration					
Personnel (includes OT)	909,440	479,737	52.8%	448,087	887,492
Materials & Services	351,800	131,950	37.5%	93,125	258,927
Total Administration	1,261,240	611,687	48.5%	541,213	1,146,419
Fire & Rescue Operations					
Personnel (includes OT)	6,987,318	3,894,586	55.7%	3,828,780	7,265,990
<i>Overtime - Suppression</i>	<i>600,000</i>	<i>298,109</i>	<i>49.7%</i>	<i>383,022</i>	<i>561,147</i>
<i>Overtime - Conflagration</i>	<i>30,000</i>	<i>15,906</i>	<i>53.0%</i>	<i>82,833</i>	<i>15,906</i>
Materials & Services	279,000	116,464	41.7%	73,695	244,176
Total Fire & Rescue Ops	7,266,318	4,011,050	55.2%	3,902,476	7,510,166
Fire & Rescue Training					
Personnel (includes OT)	284,215	176,396	62.1%	18,735	314,723
Materials & Services	141,250	31,179	22.1%	48,196	92,853
Total Fire & Rescue Training	425,465	207,575	48.8%	66,931	407,576
EMS Operations					
Personnel (includes OT)	1,255,611	596,956	47.5%	588,872	1,068,983
<i>Overtime - EMS</i>	<i>326,001</i>	<i>136,846</i>	<i>42.0%</i>	<i>165,440</i>	<i>257,593</i>
Materials & Services	338,300	295,001	87.2%	150,173	385,813
Total EMS	1,593,911	891,957	56.0%	739,045	1,454,796
Fire & Life Safety					
Personnel (includes OT)	324,894	134,759	41.5%	86,667	276,724
Materials & Services	45,800	28,227	61.6%	4,913	43,427
Total Fire & Life Safety	370,694	162,986	44.0%	91,580	320,151
Facilities, Vehicles & Equipment	659,292	309,749	47.0%	327,215	564,363
Debt Service	435,651	282,683	64.9%	278,427	435,651
Transfers Out - To Capital Projects	493,917	493,917	100.0%	661,260	493,917
Total YTD Expenditures	12,506,488	6,971,604	55.7%	6,608,147	12,333,039
Net Revenue Over Expenditures	(289,908)	4,301,795	-	3,429,993	723,234
Beginning Fund Balance	3,936,544	3,936,544	100.0%	3,309,476	4,659,778

59%	2021/22 Budget	2021/22 YTD Actual	% of Budget	Prior Year Actual	YTD Projected
Capital Projects Fund					
Revenues					
Bond/Note Sale	-	-	0.0%	-	-
Grants	-	-	0.0%	-	-
Sale of Property	-	-	0.0%	20,300	-
Other	-	-	0.0%	-	-
Transfers In - From General Fund	493,917	493,917	100.0%	661,260	493,917
Total YTD Revenue	493,917	493,917	0.0%	681,560	493,917
Expenditures					
Capital Outlay	1,075,532	475,799	44.2%	138,817	1,075,532
Total YTD Expenditures	1,075,532	475,799	44.2%	138,817	1,075,532
Net Revenue Over Expenditures	(581,615)	18,118	-	542,743	(581,615)
Beginning Fund Balance	1,431,615	1,431,615	100.0%	473,852	850,000

Personnel Costs - January

	Salary	OT	Medical	PERS
2022	\$ 433,648	\$ 68,830	\$ 92,534	\$ 140,434
2021	\$ 360,543	\$ 70,863	\$ 75,746	\$ 125,564

Cash Balances - January

	Total Cash			By Fund	
	2022	2021		General Fund	Capital Fund
LGIP (0.45% /0.75%)	9,074,016	6,257,571	2022	7,739,572	1,449,733
FIB - General	106,364	90,580			
FIB - Donation	8,925	7,635	2021	5,339,189	1,016,596
Total	\$ 9,189,305	\$ 6,355,785			

Board Required Signature Checks - January

Payee	Amount	Description
City of Redmond	18,344.25	Vehicle maintenance
SDIS	98,148.04	Medical insurance
HRA VEBA	15,083.48	Monthly VEBA pmt
AP Triton	28,951.47	Strategic/master/capital plan fees
Deschutes Co 911	15,392.05	10 Desktops & quarterly service fee
Life-Assist	34,355.13	Monthly medical invoices

Auto Draft Payments - January

Payee	Amount	Description
Oregon Health Authority	115,349.42	GEMT-CCO Fees & Match
First Interstate Bank	35,644.32	2018 Ambulance (\$67,179 unpaid principal)
First Interstate Bank	44,575.92	2018 Ambulance (\$84,012 unpaid principal)
First Interstate Bank	43,679.63	2019 Ambulance (\$82,323 unpaid principal)

Note: All ambulance loans will be paid in full on 1/1/2024

Notes:

* FY2021/22 Budget has been updated to include the supplemental budget which increased appropriations by \$290k



Redmond Fire & Rescue
Ambulance Billing Report February 2022

HealthEMS RevNet	
January Charges	(Net) 304,415
January Payments	215,172
January Write Offs	(44,500)
FireMed	\$ 1,585.92 (5 claims)
Collections	42,271.46 (61 claims)
Bad Debt	643.10 (2 claims)
YTD Accounts Receivable (01/31/2022)	558,214
Billed through 01/30/2022 as of 01/31/2022	

FireMed Statistics	December	YTD
FireMed Member Payment	5,363.00	30,763.00
Donations	12.50	192.50
Patient Account Write-Offs	(1,529.18)	(9,094.73)
Life Flight Management Fee	(1,340.75)	(7,690.75)
FireMed Revenue	2,505.57	14,140.02

YTD is fiscal year July 1, 2021 – June 30, 2022