



REDMOND FIRE & RESCUE  
341 NW DOGWOOD AVENUE  
BOARD MEETING AGENDA  
November 17, 2021 @ 9:30 am

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA CHANGES**
5. **CONSENT AGENDA**
  - a. Meeting Minutes – October 20, 2021
6. **INFORMATION**
  - a. Ambulance Billing/Fire Med Report
  - b. Financial Report
7. **PUBLIC COMMENTS**
8. **PUBLIC PRESENTATIONS**
9. **REPORTS**
  - a. OPS Report
10. **ACTION ITEMS**
  - a. Resolution #2021-08 – Supplemental Budget #1
11. **FIRE CHIEF COMMENTS**
12. **NEW BUSINESS**
13. **OLD BUSINESS**
14. **BOARD MEMBER COMMENTS**
15. **BOARD PRESIDENT COMMENTS**
16. **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](mailto: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](http://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](mailto: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  
October 20, 2021

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

STAFF PRESENT: Fire Chief Ken Kehmna, Deputy Chief Jeff Puller, Chief Financial Officer Jodi Burch, Fire Marshal Tom Mooney, Captain Dustin Miller, and Administrative Assistant Shannon Biondi.

STAFF ABSENT: Office Administrator Diane Cox

PUBLIC PRESENT: None

CALL TO ORDER: President Penhollow called the meeting to order at 9:34 am.

ROLL CALL: All Present

AGENDA CHANGES: None

CONSENT AGENDA:

1. Meeting Minutes – September 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: None

REPORTS:

1. OPS Report - Deputy Chief Jeff Puller
  - a. Total August Responses:
    - i. 401: 429 responses, 108 fire, 321 EMS
    - ii. 402: 47 responses, 18 fire, 29 EMS
    - iii. 403: 10 responses, 5 fire, 5 EMS
    - iv. 404: 107 responses, 26 fire, 81 EMS
  - b. Mutual Aid:
    - i. Given: 5
    - ii. Received: 3
  - c. Specific run types:
    - i. 20 Motor Vehicle Crashes
    - ii. 0 Electrical Fires
    - iii. 3 Alerts
    - iv. 4 Haz Mat / Gas Leaks

- v. 2 Vehicle Fires
- vi. 2 Smith Rock Responses
- vii. 5 Fire Alarms
- viii. 16 Burning Complaints
- ix. 4 Assists/Requests for Service
- d. COVID
  - i. One Directive still in place.
  - ii. October 18 the vaccination mandate went into effect.
  - iii. RF&R will be hosting a booster shot clinic on October 26<sup>th</sup>, 28<sup>th</sup>, and November 5<sup>th</sup>. It will be available to first responders and RF&R personnel.
  - iv. COVID related patients are on the rise. RF&R had 48 in September making it the highest month since the pandemic began.
- e. Fire Training Division
  - i. 812 combines hours of training.
  - ii. Type 3 in-service.
  - iii. Mandatory compliance training.
  - iv. Forcible Entry
  - v. Burn Trailer
- f. EMT Training Division
  - i. Two paramedics received standing orders.
  - ii. RF&R intro class to five Redmond Police Department recruits.
  - iii. Toured Juniper Canyon assisted living facility.
  - iv. RF&R orientation for three 911 dispatchers. The rode with the Battalion Chief and toured the district.
- g. Chief Puller presented pictures of responses in September and fielded several questions from the Board regarding practices and response scenarios.

FIRE CHIEF COMMENTS: Ken Kehmna

1. Promotions and Position Change
  - a. Battalion Chief Steve Fiero
  - b. Captain Matt Crawford
  - c. Fire Training Captain Bill Welch
2. Welcome Fire Marshal Tom Mooney
3. Grant Update
  - a. RF& R did not receive the AFG Grant for new SCBAs and bottle filling station or the Safer Grant for hiring additional personnel.
4. Facilities Long-Range Planning Update
  - a. Moving forward with gathering data requested.

NEW BUSINESS: None

OLD BUSINESS: None

BOARD MEMBER COMMENTS: None

BOARD PRESIDENT COMMENTS: None

ADJOURN: Being no further business, Board Member Ollerenshaw moved to adjourn. The motion was seconded by Board Member Kerfoot and was approved by unanimous vote. The meeting was adjourned at 10: 44 am.

Approved:

	November 17, 2021
_____ Carroll Penhollow, President	Date

	November 17, 2021
_____ Craig Unger, Secretary/Treasurer	Date

Attest:

	November 17, 2021
_____ Shannon Biondi, Administrative Assistant	Date



Redmond Fire & Rescue  
Ambulance Billing Report November 2021

<b>HealthEMS RevNet</b>	
October Charges	(Net) 320,223
October Payments	160,367
October Write Offs	(35,217)
FireMed	\$ 1,401.94 (5 claims)
Collections	33,815.14 (48 claims)
YTD Accounts Receivable (10/31/2021)	589,837
Billed through 10/28/2021 as of 10/31/2021	

<b>FireMed Statistics</b>	<b>September</b>	<b>YTD</b>
FireMed Member Payment	3,800.00	17,090.00
Donations	0.00	30.00
Patient Account Write-Offs	(1,329.40)	(5,039.19)
Life Flight Management Fee	(950.00)	(4,272.50)
FireMed Revenue	1,520.60	7,778.31

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



**REDMOND FIRE & RESCUE  
FINANCIAL DASHBOARD  
OCTOBER 31, 2021  
34% OF TOTAL BUDGET**

**34%**

	2021/22 Budget	2021/22 YTD Actual	% of Budget	Prior Year Actual
<b>General Fund</b>				
<b>Revenues</b>				
Property Tax - Permanent Rate	7,912,000	19,804	0.3%	25,259
Property Tax - Levy	1,208,000	1,898	0.2%	-
Ambulance Revenue	2,180,000	808,253	37.1%	703,421
Fire Med Membership	34,000	21,111	62.1%	14,433
Contractual Services (Airport)	643,979	214,659	33.3%	208,582
Conflagration	69,601	48,677	69.9%	129,849
GEMT	85,000	-	0.0%	-
Grants	2,000	-	0.0%	65,370
Interest	30,000	5,678	18.9%	7,303
Other	52,000	84,689	162.9%	42,266
<b>Total YTD Revenue</b>	<b>12,216,580</b>	<b>1,204,769</b>	<b>9.9%</b>	<b>1,196,482</b>
<b>Expenditures</b>				
<b>Administration</b>				
Personnel (includes OT)	909,440	266,599	29.3%	252,825
Materials & Services	266,800	71,697	26.9%	64,470
<b>Total Administration</b>	<b>1,176,240</b>	<b>338,296</b>	<b>28.8%</b>	<b>317,295</b>
<b>Fire &amp; Rescue Operations</b>				
Personnel (includes OT)	6,839,305	2,207,629	32.3%	2,180,586
<i>Overtime - Suppression</i>	<i>600,000</i>	<i>175,535</i>	<i>29.3%</i>	<i>202,449</i>
<i>Overtime - Conflagration</i>	<i>30,000</i>	<i>15,906</i>	<i>53.0%</i>	<i>82,833</i>
Materials & Services	279,000	66,949	24.0%	38,077
<b>Total Fire &amp; Rescue Ops</b>	<b>7,118,305</b>	<b>2,274,577</b>	<b>32.0%</b>	<b>2,218,663</b>
<b>Fire &amp; Rescue Training</b>				
Personnel (includes OT)	227,320	64,022	28.2%	-
Materials & Services	141,250	17,039	12.1%	17,428
<b>Total Fire &amp; Rescue Training</b>	<b>368,570</b>	<b>81,060</b>	<b>22.0%</b>	<b>17,428</b>
<b>EMS Operations</b>				
Personnel (includes OT)	1,255,611	336,625	26.8%	362,895
<i>Overtime - EMS</i>	<i>326,001</i>	<i>78,042</i>	<i>23.9%</i>	<i>86,997</i>
Materials & Services	338,300	88,989	26.3%	86,501
<b>Total EMS</b>	<b>1,593,911</b>	<b>425,614</b>	<b>26.7%</b>	<b>449,395</b>
<b>Fire &amp; Life Safety</b>				
Personnel (includes OT)	324,894	55,974	17.2%	43,097
Materials & Services	45,800	10,150	22.2%	1,206
<b>Total Fire &amp; Life Safety</b>	<b>370,694</b>	<b>66,124</b>	<b>17.8%</b>	<b>44,303</b>
<b>Facilities, Vehicles &amp; Equipment</b>	<b>659,292</b>	<b>187,612</b>	<b>28.5%</b>	<b>181,806</b>
<b>Debt Service</b>	<b>435,651</b>	<b>17,841</b>	<b>4.1%</b>	<b>22,137</b>
<b>Transfers Out - To Capital Projects</b>	<b>493,917</b>	<b>493,917</b>	<b>100.0%</b>	<b>-</b>
<b>Total YTD Expenditures</b>	<b>12,216,580</b>	<b>3,885,040</b>	<b>31.8%</b>	<b>3,251,027</b>
<b>Net Revenue Over Expenditures</b>	<b>-</b>	<b>(2,680,271)</b>	<b>-</b>	<b>(2,054,545)</b>
<b>Beginning Fund Balance</b>	<b>3,646,636</b>	<b>3,936,544</b>	<b>108.0%</b>	<b>3,309,476</b>

**34%**

	2021/22 Budget	2021/22 YTD Actual	% of Budget	Prior Year Actual
<b>Capital Projects Fund</b>				
<b>Revenues</b>				
Bond/Note Sale	420,000	-	0.0%	-
Grants	-	-	0.0%	-
Sale of Property	-	-	0.0%	8,300
Other	-	-	0.0%	-
Transfers In - From General Fund	493,917	493,917	100.0%	-
<b>Total YTD Revenue</b>	<b>913,917</b>	<b>493,917</b>	<b>0.0%</b>	<b>8,300</b>
<b>Expenditures</b>				
Capital Outlay	1,075,000	472,565	44.0%	25,625
<b>Total YTD Expenditures</b>	<b>1,075,000</b>	<b>472,565</b>	<b>44.0%</b>	<b>25,625</b>
<b>Net Revenue Over Expenditures</b>	<b>(161,083)</b>	<b>21,352</b>	<b>-</b>	<b>(17,325)</b>
<b>Beginning Fund Balance</b>	<b>1,011,083</b>	<b>1,431,615</b>	<b>141.6%</b>	<b>473,852</b>

**Personnel Costs - October**

	Salary	OT	Medical	PERS
2021	\$ 388,008	\$ 63,691	\$ 81,595	\$ 123,538
2020	\$ 343,873	\$ 93,889	\$ 71,835	\$ 126,183

**Cash Balances - October**

	2021	2020
LGIP (0.45% /0.75%)	2,156,816	808,826
FIB - General	113,553	155,012
FIB - Donation	8,885	7,635
<b>Total</b>	<b>\$ 2,279,254</b>	<b>\$ 971,473</b>

**Board Required Signature Checks - October**

Payee	Amount	Description
City of Redmond	18,344.25	Vehicle maintenance
SDIS	86,335.42	Medical insurance
HRA VEBA	13,625.13	Monthly VEBA pmt
Stryker	10,260.00	Annual LifePak maintenance contract

**Auto Draft Payments - October**

Payee	Amount	Description
None		



**REDMOND FIRE & RESCUE  
RESOLUTION NO. 2021-08**

**A RESOLUTION OF REDMOND FIRE & RESCUE ADOPTING SUPPLEMENTAL BUDGET #1 AND ESTABLISHING APPROPRIATIONS.**

**WHEREAS**, the Fiscal Year 2021/22 budget was adopted and appropriated by the District Board on June 16, 2021 by Resolution No. 2021-04.

**WHEREAS**, Redmond Fire & Rescue (“the District”) has a higher than expected beginning fund balance for FY 2021/22.

**WHEREAS**, Redmond Fire & Rescue desires to appropriate the additional beginning fund balance towards unexpected expenditures for FY 2021/22.

**WHEREAS**, the Oregon Revised Statutes (“ORS”) 294.471(1)(b) provides for supplemental budget appropriations when authorized by official resolution of the governing body.

**WHEREAS**, no public notice is required as the adjustment does not meet the publication thresholds.

**NOW, THEREFORE**, be it resolved by the Redmond Fire & Rescue Board as follows:

**SECTION ONE:** The amounts for the supplemental budget for the fiscal year beginning July 1, 2021 are hereby adjusted as follows and for the purposes stated below:

**GENERAL FUND**

<b>Cost Center</b>	<b>Category</b>	<b>Resources</b>	<b>Expenditures</b>
Revenues	Beginning Fund Balance	\$ 289,908	
Administration	Materials & Services		\$ 85,000
Fire & Rescue Ops	Personnel Services		\$ 148,013
Fire & Rescue Training	Personnel Services		\$ 56,895
<b>Change to General Fund</b>		<b>\$ 289,908</b>	<b>\$ 289,908</b>

**Resources:** Recognize an additional \$289,908 in beginning fund balance. The additional funds are due to the FY 2020/21 ending fund balance exceeding initial projections. The majority is related to unexpected prior year property tax revenues due to the City of Redmond’s re-evaluation of the tax collections of the downtown urban renewal district.

**Expenditures:** The District is recognizing the following additional expenditure appropriations.

**Administration:** Materials & Services is increased by \$85,000 for the development of the strategic, facility and standards of cover plans. In September 2021, the Board awarded a consulting contract for all three plans at a cost of \$100,000, which exceeded the original budget of \$25,000. The plan development could also lead to additional consulting costs.

**General Fund Expenditures** (continued):

**Fire & Rescue Operations:** Personnel Service costs are increasing by \$148,013 towards five lateral Engineers. This adds three full time equivalents (FTEs) to daily staffing and will fill existing vacancies. The new positions provide additional personnel resources while also reducing overtime for existing staff. The District anticipates that the increase in regular personnel costs for the new positions will be partially offset by a reduction in overtime costs currently incurred.

**Fire & Rescue Training:** Personnel Service costs are increasing by \$56,895 for the wages and benefits for the new lateral engineers while they attend an orientation prior to their placement on a shift.

**CAPITAL PROJECTS FUND**

<b>Cost Center</b>	<b>Category</b>	<b>Resources</b>	<b>Expenditures</b>
Revenues	Beginning Fund Balance	\$ 420,532	
Revenues	Bond / Note Sale	\$ (420,000)	
Capital Outlay	Equipment		\$ 532
<b>Change to Capital Projects Fund</b>		<b>\$ 532</b>	<b>\$ 532</b>

**Resources:** The District will recognize an additional \$420,532 in beginning fund balance. The additional funds are due to the FY 2020/21 ending fund balance exceeding initial projections. The higher balance is due to the issuance of debt in FY 2020/21 for the Type 3 Engine, however the expenditure did not occur until FY 2021/22. Additionally, the \$420,000 for debt issuance budgeted in FY 2021/22 is reversed as the revenues were recognized in the prior year and are included in the current year beginning fund balance.

**Expenditures:** The District will appropriate the additional \$532 by which the beginning fund balance exceeds the debt issuance revenues to capital expenditures to balance the entry.

**SECTION TWO:** The Redmond Fire & Rescue Board hereby adopts Supplemental Budget #1 for FY 2021/22 with the revised totals for each fund, as follows:

	General Fund		
	Original	Adjustment	Revised
<b>Revenues</b>			
Property Taxes	9,120,000	-	9,120,000
Charges for Services	3,033,580	-	3,033,580
Grants & Contributions	2,000	-	2,000
Investment Earnings	30,000	-	30,000
Miscellaneous	31,000	-	31,000
Beginning Fund Balance	3,646,636	289,908	3,936,544
<b>Total Resources</b>	<b>15,863,216</b>	<b>289,908</b>	<b>16,153,124</b>
<b>Expenditures</b>			
<b>Administration</b>			
Personnel Services	909,440	-	909,440
Materials & Services	266,800	85,000	351,800
<b>Total Administration</b>	<b>1,176,240</b>	<b>85,000</b>	<b>1,261,240</b>
<b>Fire &amp; Rescue Operations</b>			
Personnel Services	6,839,305	148,013	6,987,318
Materials & Services	279,000	-	279,000
<b>Total Fire &amp; Rescue Operations</b>	<b>7,118,305</b>	<b>148,013</b>	<b>7,266,318</b>
<b>Fire &amp; Rescue Training</b>			
Personnel Services	227,320	56,895	284,215
Materials & Services	141,250	-	141,250
<b>Total Fire &amp; Rescue Training</b>	<b>368,570</b>	<b>56,895</b>	<b>425,465</b>
<b>EMS Operations</b>			
Personnel Services	1,255,611	-	1,255,611
Materials & Services	338,300	-	338,300
<b>Total EMS Operations</b>	<b>1,593,911</b>	<b>-</b>	<b>1,593,911</b>
<b>Fire &amp; Life Safety</b>			
Personnel Services	324,894	-	324,894
Materials & Services	45,800	-	45,800
<b>Total Fire &amp; Life Safety</b>	<b>370,694</b>	<b>-</b>	<b>370,694</b>
<b>Facilities, Vehicles &amp; Equipment</b>			
Materials & Services	659,292	-	659,292
<b>Total Facilities, Vehicles, &amp; Equip</b>	<b>659,292</b>	<b>-</b>	<b>659,292</b>
<b>Non-Departmental</b>			
Debt Service	435,651	-	435,651
Transfers - Out	493,917	-	493,917
Contingency	3,546,636	-	3,546,636
Unappropriated Fund Balance / Reserve	100,000	-	100,000
<b>Total Non-Departmental</b>	<b>4,576,204</b>	<b>-</b>	<b>4,576,204</b>
<b>Total Expenditures</b>	<b>15,863,216</b>	<b>289,908</b>	<b>16,153,124</b>

	<b>Capital Projects Fund</b>		
	<b>Original</b>	<b>Adjustment</b>	<b>Revised</b>
<b>Revenues</b>			
Bond / Note Sale	420,000	(420,000)	-
Interfund Transfers In	493,917	-	493,917
Beginning Fund Balance	1,011,083	420,532	1,431,615
<b>Total Resources</b>	<b>1,925,000</b>	<b>532</b>	<b>1,925,532</b>
<b>Expenditures</b>			
Capital Outlay	1,075,000	532	1,075,532
Contingency	50,000	-	50,000
Unappropriated Fund Balance / Reserve	800,000	-	800,000
<b>Total Administration</b>	<b>1,925,000</b>	<b>532</b>	<b>1,925,532</b>
<b>Total Expenditures</b>	<b>1,925,000</b>	<b>532</b>	<b>1,925,532</b>

**SECTION THREE:** These FY 2021/22 budget adjustments shall cause the appropriations within each fund and organizational unit, if applicable, to be increased/decreased and appropriated as shown in Section Two.

**SECTION FOUR:** The Chief Financial Officer is authorized and directed to implement all such actions necessary to ensure budgetary compliance.

**SECTION FIVE:** This resolution shall be effective as of November 17, 2021.

The above resolution statements are **ADOPTED** by the District Board and **SIGNED** by the Board President this 17<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Carroll Penhollow, Board Chairman

ATTEST:

\_\_\_\_\_  
Diane Cox, District Recorder