



REDMOND FIRE & RESCUE
341 NW DOGWOOD AVENUE
BOARD MEETING AGENDA
October 20, 2021 @ 9:30 am

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CHANGES
5. CONSENT AGENDA
 - a. Meeting Minutes – September 15, 2021
6. INFORMATION
 - a. Ambulance Billing/Fire Med Report
 - b. Financial report
7. PUBLIC COMMENTS
8. PUBLIC PRESENTATIONS
9. REPORTS
 - a. OPS Report
10. FIRE CHIEF COMMENTS
11. NEW BUSINESS
12. OLD BUSINESS
13. BOARD MEMBER COMMENTS
14. BOARD PRESIDENT COMMENTS
15. 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
September 15, 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, Office Administrator Diane Cox, Captain Dustin Miller, Administrative Assistant Jessica Jackson, and Administrative Assistant Shannon Biondi.

STAFF ABSENT: None

PUBLIC PRESENT: None

CALL TO ORDER: President Penhollow called the meeting to order at 9:31 am.

ROLL CALL: All Present

AGENDA CHANGES: None

CONSENT AGENDA:

1. Meeting Minutes – August 18, 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: 420 responses, 87 fire, 333 EMS
 - ii. 402: 53 responses, 25 fire, 28 EMS
 - iii. 403: 8 responses, 0 fire, 8 EMS
 - iv. 404: 128 responses, 40 fire, 88 EMS
 - b. Mutual Aid:
 - i. Given: 4
 - ii. Received: 2
 - c. Specific run types:
 - i. 9 Motor Vehicle Crashes
 - ii. 0 Electrical Fires
 - iii. 0 Alerts
 - iv. 2 Haz Mat / Gas Leaks

- v. 5 Vehicle Fires
 - vi. 3 Smith Rock Responses
 - vii. 28 Fire Alarms
 - viii. 6 Burning Complaints
 - ix. 16 Assists/Requests for Service
 - d. COVID
 - i. One directive in place.
 - ii. Masks required on calls and in public spaces.
 - iii. Masks required on Airport property.
 - iv. OHA vaccination mandate in place.
 - v. COVID related patients on the rise. 40 in August. Our highest month since the pandemic began.
 - e. Fire Training Division
 - i. ARFF Engine Training.
 - ii. Forcible entry.
 - iii. Vehicle stabilization.
 - iv. New Student Orientation/Academy
 - f. EMT Training Division
 - i. Acts of Violence training taught by Battalion Chief Daniel Neil from Louden County Fire in Virginia.
 - ii. EMT Academy.
 - g. Chief Puller presented pictures of responses in August and fielded several questions from the Board regarding practices and response scenarios.
2. Resolution 2021-07- Chief Financial Officer Jodi Burch
- a. Board Member Unger made a motion to approve Resolution 2021-07 correcting the FY21/22 budget appropriations. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.
3. Long Range Planning – Fire Chief Ken Kehmna
- a. Chief Kehmna shared a presentation on long range planning for Redmond Fire & Rescue which includes the creation of an updated Strategic Plan, Facility Master Plan, and Standards of Cover. His presentation outlined the professional companies who specialize in compiling data and assisting with the completion of these planning documents as well as the fees for services offered by each company. After listening and discussing all pertinent information, the Board decided move ahead in awarding a contract for services.

Board Member Ollerenshaw made a motion to award the contract for long-range planning data analysis and document creation assistance to AP Triton. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.

FIRE CHIEF COMMENTS: Ken Kehmna

1. COVID

- a. Chief Kehmna shared an update on the mandatory vaccinations for healthcare workers.

NEW BUSINESS: None

OLD BUSINESS: None

BOARD MEMBER COMMENTS: None

BOARD PRESIDENT COMMENTS: None

Board Member Ollerenshaw exited the meeting at 10:40am.

ADJOURN: Being no further business, Board Member Unger moved to adjourn. The motion was seconded by Board Member Kerfoot and was approved by unanimous vote. The meeting was adjourned at 10:51 am.

Approved:

| | |
|---------------------------------------|------------------|
| | October 20, 2021 |
| _____ Carroll Penhollow, President | _____ Date |

| | |
|---|------------------|
| | October 20, 2021 |
| _____ Craig Unger, Secretary/Treasurer | _____ Date |

Attest:

| | |
|---|------------------|
| | October 20, 2021 |
| _____ Shannon Biondi, Administrative Assistant | _____ Date |



Redmond Fire & Rescue Ambulance Billing Report October 2021

| Sansio RevNet | |
|--|------------------------|
| September Charges | (Net) 306,037 |
| September Payments | 216,997 |
| September Write Offs | (42,307) |
| FireMed | \$ 1,329.40 (6 claims) |
| Collections | 40,977.11 (56 claims) |
| YTD Accounts Receivable (9/30/2021) | 506,113 |
| Billed through 9/29/2021 as of 9/30/2021 | |

| FireMed Statistics | August | YTD |
|----------------------------|---------------|------------|
| FireMed Member Payment | 7,880.00 | 13,290.00 |
| Donations | 0.00 | 0.00 |
| Patient Account Write-Offs | (3,162.55) | (3,709.79) |
| Life Flight Management Fee | (1,970.00) | (3,322.50) |
| FireMed Revenue | 2,747.45 | 6,257.71 |

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



**REDMOND FIRE & RESCUE
FINANCIAL DASHBOARD
SEPTEMBER 30, 2021
25% OF TOTAL BUDGET**

25%

| | 2021/22 Budget | 2021/22 YTD Actual | % of Budget | Prior Year Actual |
|---|---------------------------|-------------------------------|------------------------|------------------------------|
| General Fund | | | | |
| Revenues | | | | |
| Property Tax - Permanent Rate | 7,912,000 | 10,485 | 0.1% | 12,439 |
| Property Tax - Levy | 1,208,000 | 914 | 0.1% | - |
| Ambulance Revenue | 2,180,000 | 636,333 | 29.2% | 517,210 |
| Fire Med Membership | 34,000 | 15,171 | 44.6% | 11,652 |
| Contractual Services (Airport) | 643,979 | 160,994 | 25.0% | 156,639 |
| Conflagration | 69,601 | 48,677 | 69.9% | - |
| GEMT | 85,000 | - | 0.0% | - |
| Grants | 2,000 | - | 0.0% | - |
| Interest | 30,000 | 4,636 | 15.5% | 6,376 |
| Other | 52,000 | 77,668 | 149.4% | 11,616 |
| Total YTD Revenue | 12,216,580 | 954,879 | 7.8% | 715,932 |
| Expenditures | | | | |
| Administration | | | | |
| Personnel (includes OT) | 909,440 | 195,748 | 21.5% | 182,039 |
| Materials & Services | 266,800 | 60,999 | 22.9% | 45,317 |
| Total Administration | 1,176,240 | 256,747 | 21.8% | 227,356 |
| Fire & Rescue Operations | | | | |
| Personnel (includes OT) | 6,839,305 | 1,654,024 | 24.2% | 1,634,295 |
| <i>Overtime - Suppression</i> | <i>600,000</i> | <i>134,021</i> | <i>22.3%</i> | <i>144,263</i> |
| <i>Overtime - Conflagration</i> | <i>30,000</i> | <i>15,906</i> | <i>53.0%</i> | <i>61,448</i> |
| Materials & Services | 279,000 | 53,697 | 19.2% | 25,359 |
| Total Fire & Rescue Ops | 7,118,305 | 1,707,721 | 24.0% | 1,659,653 |
| Fire & Rescue Training | | | | |
| Personnel (includes OT) | 227,320 | 46,973 | 20.7% | - |
| Materials & Services | 141,250 | 14,408 | 10.2% | 11,149 |
| Total Fire & Rescue Training | 368,570 | 61,381 | 16.7% | 11,149 |
| EMS Operations | | | | |
| Personnel (includes OT) | 1,255,611 | 261,443 | 20.8% | 288,621 |
| <i>Overtime - EMS</i> | <i>326,001</i> | <i>57,984</i> | <i>17.8%</i> | <i>61,013</i> |
| Materials & Services | 338,300 | 76,449 | 22.6% | 69,231 |
| Total EMS | 1,593,911 | 337,892 | 21.2% | 357,852 |
| Fire & Life Safety | | | | |
| Personnel (includes OT) | 324,894 | 36,117 | 11.1% | 32,220 |
| Materials & Services | 45,800 | 4,530 | 9.9% | 984 |
| Total Fire & Life Safety | 370,694 | 40,647 | 11.0% | 33,204 |
| Facilities, Vehicles & Equipment | 659,292 | 140,021 | 21.2% | 119,403 |
| Debt Service | 435,651 | 7,066 | 1.6% | 10,012 |
| Transfers Out - To Capital Projects | 493,917 | - | 0.0% | - |
| Total YTD Expenditures | 12,216,580 | 2,551,476 | 20.9% | 2,418,629 |
| Net Revenue Over Expenditures | - | (1,596,597) | - | (1,702,697) |
| Beginning Fund Balance | 3,646,636 | 3,936,544 | 108.0% | 3,309,476 |

| 25% | 2021/22 Budget | 2021/22 YTD Actual | % of Budget | Prior Year Actual |
|--------------------------------------|---------------------------|-------------------------------|------------------------|------------------------------|
| Capital Projects Fund | | | | |
| Revenues | | | | |
| 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 | - | 0.0% | - |
| Total YTD Revenue | 913,917 | - | 0.0% | 8,300 |
| Expenditures | | | | |
| Capital Outlay | 1,075,000 | 459,516 | 42.7% | 25,625 |
| Total YTD Expenditures | 1,075,000 | 459,516 | 42.7% | 25,625 |
| Net Revenue Over Expenditures | (161,083) | (459,516) | - | (17,325) |
| Beginning Fund Balance | 1,011,083 | 1,431,615 | 141.6% | 473,852 |

Personnel Costs - September

| | Salary | OT | Medical | PERS |
|------|---------------|-----------|----------------|-------------|
| 2021 | \$ 392,569 | \$ 81,220 | \$ 81,363 | \$ 143,487 |
| 2020 | \$ 355,189 | \$ 73,141 | \$ 77,610 | \$ 134,243 |

Cash Balances - September

| | 2021 | 2020 |
|---------------------|---------------------|---------------------|
| LGIP (0.55% / 1.0%) | 2,405,774 | 1,445,080 |
| FIB - General | 101,623 | 87,069 |
| FIB - Donation | 8,885 | 7,635 |
| Total | \$ 2,516,283 | \$ 1,539,784 |

Board Required Signature Checks - September

| Payee | Amount | Description |
|------------------------------------|---------------|---|
| City of Redmond | 18,344.25 | Vehicle maintenance |
| SDIS | 86,436.97 | Medical insurance |
| HRA VEBA | 13,333.46 | Monthly VEBA pmt |
| Mastercard | 15,930.00 | \$7k for FireMed |
| Central OR Intergovernment Council | 23,182.00 | Contribution - Emergency Svcs/Traing Center |
| Your Care | 15,210.00 | Annual firefighter physicals |

Auto Draft Payments - September

| Payee | Amount | Description |
|--------------|---------------|--------------------|
| None | | |