



REDMOND FIRE & RESCUE  
341 NW DOGWOOD AVENUE  
BOARD MEETING AGENDA  
September 15, 2021 @ 9:30 am

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA CHANGES**
5. **CONSENT AGENDA**
  - a. Meeting Minutes – August 18, 2021
6. **INFORMATION**
  - a. Ambulance Billing/Fire Med Report
  - b. Financial report
7. **PUBLIC COMMENTS**
8. **PUBLIC PRESENTATIONS**
9. **REPORTS**
  - a. OPS Report
  - b. Resolution #2021-07: Correcting the FY 2021/22 Budget Appropriations
  - c. Strategic Plan/Facility Master Plan/Standards of Cover Contract Award
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](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  
August 18, 2021

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

STAFF PRESENT: Fire Chief Ken Kehmna, Deputy Chief Jeff Puller, Deputy Fire Marshal Clara Butler, Chief Financial Officer Jodi Burch, Office Administrator Diane Cox, Battalion Chief Ken Brown, Captain Bill Welch, Captain Dustin Miller, Captain Steve Fiero, Engineer Jim Robison, 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: Stryker report added to the agenda.

CONSENT AGENDA:

1. Meeting Minutes – July 21,2021

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: Local 3650-Political Action Committee Presentation

REPORTS:

1. OPS Report - Deputy Chief Jeff Puller
  - a. Total July Responses:
    - i. 401: 393 responses, 94 fire, 299 EMS
    - ii. 402: 47 responses, 29 fire, 18 EMS
    - iii. 403: 7 responses, 6 fire, 1 EMS
    - iv. 404: 115 responses, 35 fire, 80 EMS
  - b. Mutual Aid:
    - i. Given: 19
    - ii. Received: 2
  - c. Specific run types:
    - i. 19 Motor Vehicle Crashes
    - ii. 0 Electrical Fires

- iii. 5 Alerts
  - iv. 0 Haz Mat / Gas Leaks
  - v. 2 Vehicle Fires
  - vi. 4 Smith Rock Responses
  - vii. 17 Fire Alarms
  - viii. 15 Burning Complaints
  - ix. 12 Assists/Requests for Service
  - d. COVID
    - i. One directive still in place.
    - ii. Masks still required on airport property.
  - e. Fire Training Division
    - i. Engineer training.
    - ii. Rope rescue refresher.
    - iii. Working with Redmond School District to secure a structure for training and eventual burn to learn in the winter.
  - f. EMT Training Division
    - i. 80 hours of paramedic academy for 2 new employees.
    - ii. After working with Dr. Reed, we implemented and updated many protocols.
  - g. Chief Puller presented pictures of responses in July and fielded several questions from the Board regarding practices and response scenarios.
2. Stryker Report – Chief Financial Officer Jodi Burch
- a. Enter a new 4-year maintenance contract for EMS equipment. The previous contract has expired.

Board Member Kerfoot made a motion to approve entering the maintenance contract with Stryker. The motion was seconded by Board Member Ollerenshaw and approved by unanimous vote.

FIRE CHIEF COMMENTS: Chief Ken Kehmna

- 1. Strategic Planning for Urban Growth Renewal District
  - a. Budget Preparations
  - b. Location of Station
  - c. Staffing and Equipment

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 Ollerenshaw and was approved by unanimous vote. The meeting was adjourned at 10:25 am.

Approved:

	September 15, 2021
_____ Carroll Penhollow, President	_____ Date

	September 15, 2021
_____ Craig Unger, Secretary/Treasurer	_____ Date

Attest:

	September 15, 2021
_____ Shannon Biondi, Administrative Assistant	_____ Date



Redmond Fire & Rescue  
Ambulance Billing Report September 2021

<b>Sansio RevNet</b>	
August Charges	(Net) 319,949
August Payments	198,927
August Write Offs	(5,351)
FireMed	\$ 3,162.55 (8 claims)
Management	2,188.40 (1 claim)
YTD Accounts Receivable (8/31/2021)	538,977
Billed through 8/30/2021 as of 8/31/2021	

<b>FireMed Statistics</b>	<b>July</b>	<b>YTD</b>
FireMed Member Payment	5,410.00	5,410.00
Donations	0.00	0.00
Patient Account Write-Offs	(547.24)	(547.24)
Life Flight Management Fee	(1,352.50)	(1,352.50)
FireMed Revenue	3,510.26	3,510.26

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



**REDMOND FIRE & RESCUE  
FINANCIAL DASHBOARD  
AUGUST 31, 2021  
17% OF TOTAL BUDGET**

**17%**

	<b>2021/22 Budget</b>	<b>2021/22 YTD Actual</b>	<b>% of Budget</b>	<b>Prior Year Actual</b>
<b>General Fund</b>				
<b>Revenues</b>				
Property Tax - Permanent Rate	7,912,000	18	0.0%	-
Property Tax - Levy	1,208,000	-	0.0%	-
Ambulance Revenue	2,180,000	407,472	18.7%	343,608
Fire Med Membership	34,000	9,231	27.1%	8,189
Contractual Services (Airport)	643,979	107,329	16.7%	104,426
Conflagration	69,601	-	0.0%	-
GEMT	85,000	-	0.0%	-
Grants	2,000	-	0.0%	-
Interest	30,000	3,253	10.8%	4,902
Other	52,000	53,745	103.4%	9,044
<b>Total YTD Revenue</b>	<b>12,216,580</b>	<b>581,047</b>	<b>4.8%</b>	<b>470,169</b>
<b>Expenditures</b>				
<b>Administration</b>				
Personnel (includes OT)	909,440	123,533	13.6%	117,090
Materials & Services	266,800	20,953	7.9%	33,752
<b>Total Administration</b>	<b>1,176,240</b>	<b>144,486</b>	<b>12.3%</b>	<b>150,842</b>
<b>Fire &amp; Rescue Operations</b>				
Personnel (includes OT)	6,839,305	1,060,407	15.5%	1,030,557
<i>Overtime - Suppression</i>	<i>92,212</i>	<i>600,000</i>	<i>650.7%</i>	<i>94,089</i>
<i>Overtime - Conflagration</i>	<i>30,000</i>	<i>-</i>	<i>0.0%</i>	<i>-</i>
Materials & Services	279,000	43,964	15.8%	17,109
<b>Total Fire &amp; Rescue Ops</b>	<b>7,118,305</b>	<b>1,104,371</b>	<b>15.5%</b>	<b>1,047,665</b>
<b>Fire &amp; Rescue Training</b>				
Personnel (includes OT)	227,320	30,502	13.4%	-
Materials & Services	141,250	10,840	7.7%	6,762
<b>Total Fire &amp; Rescue Training</b>	<b>368,570</b>	<b>41,341</b>	<b>11.2%</b>	<b>6,762</b>
<b>EMS Operations</b>				
Personnel (includes OT)	1,255,611	167,153	13.3%	212,689
<i>Overtime - EMS</i>	<i>326,001</i>	<i>34,810</i>	<i>10.7%</i>	<i>38,046</i>
Materials & Services	338,300	54,349	16.1%	55,881
<b>Total EMS</b>	<b>1,593,911</b>	<b>221,502</b>	<b>13.9%</b>	<b>268,570</b>
<b>Fire &amp; Life Safety</b>				
Personnel (includes OT)	324,894	23,518	7.2%	21,342
Materials & Services	45,800	2,066	4.5%	497
<b>Total Fire &amp; Life Safety</b>	<b>370,694</b>	<b>25,583</b>	<b>6.9%</b>	<b>21,839</b>
<b>Facilities, Vehicles &amp; Equipment</b>	<b>659,292</b>	<b>98,820</b>	<b>15.0%</b>	<b>84,606</b>
<b>Debt Service</b>	<b>435,651</b>	<b>7,066</b>	<b>1.6%</b>	<b>10,012</b>
<b>Transfers Out - To Capital Projects</b>	<b>493,917</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>Total YTD Expenditures</b>	<b>12,216,580</b>	<b>1,643,169</b>	<b>13.5%</b>	<b>1,590,297</b>
<b>Net Revenue Over Expenditures</b>	<b>-</b>	<b>(1,062,122)</b>	<b>-</b>	<b>(1,120,129)</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>

<b>17%</b>	<b>2021/22 Budget</b>	<b>2021/22 YTD Actual</b>	<b>% of Budget</b>	<b>Prior Year Actual</b>
<b>Capital Projects Fund</b>				
<b>Revenues</b>				
Bond/Note Sale	420,000	-	0.0%	-
Grants	-	-	0.0%	-
Other	-	-	0.0%	-
Transfers In - From General Fund	493,917	-	0.0%	-
<b>Total YTD Revenue</b>	<b>913,917</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>Expenditures</b>				
Capital Outlay	1,075,000	448,311	41.7%	25,625
<b>Total YTD Expenditures</b>	<b>1,075,000</b>	<b>448,311</b>	<b>41.7%</b>	<b>25,625</b>
<b>Net Revenue Over Expenditures</b>	<b>(161,083)</b>	<b>(448,311)</b>	<b>-</b>	<b>(25,625)</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 - August

	<b>Salary</b>	<b>OT</b>	<b>Medical</b>	<b>PERS</b>
2021	\$ 387,375	\$ 90,225	\$ 81,453	\$ 133,388
2020	\$ 376,880	\$ 97,021	\$ 77,111	\$ 129,995

### Cash Balances - August

	<b>2021</b>	<b>2020</b>
LGIP (0.55% / 1.0%)	3,257,711	2,081,166
FIB - General	91,554	63,006
FIB - Donation	8,885	7,635
<b>Total</b>	<b>\$ 3,358,150</b>	<b>\$ 2,151,806</b>

### Board Required Signature Checks - August

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
City of Redmond	18,344.25	Vehicle maintenance
SDIS	85,233.04	Medical insurance
HRA VEBA	13,333.46	Monthly VEBA pmt
Mastercard	17,990.86	Monthly purchases (fire hose, tires)
Stryker	11,565.40	Annual maintenance contract on LP15s (6)
SeaWestern	12,544.50	Uniforms - pants and shirts
Your Care	13,019.00	Annual firefighter physicals

### Auto Draft Payments - August

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
None		

**REDMOND FIRE & RESCUE  
RESOLUTION NO. 2021-07**

**A RESOLUTION CORRECTING THE FY 2021/22 BUDGET 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**, the resolution adopting the budget had a typographical error where \$50,000 in contingency within the Capital Projects fund was inadvertently included in the General fund contingency appropriation.

**WHEREAS**, the process by which the District approved and adopted the budget was proper.

**WHEREAS**, the Oregon Secretary of State was consulted and recommends the District correct the error through a resolution.

**WHEREAS**, the District wishes to remedy the topographical error on appropriating the budget.

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

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



**RESOLUTION CORRECTING APPROPRIATIONS**

BE IT RESOLVED, that the Revised amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021 and for the following purposes (OU = Organizational Unit):

<b>GENERAL FUND</b>		
	<b>Original</b>	<b>Revised</b>
Administration (OU)	1,176,240	1,176,240
Fire & Rescue Ops (OU)	7,118,305	7,118,305
Fire & Rescue Training (OU)	368,570	368,570
EMS Ops (OU)	1,593,911	1,593,911
Fire & Life Safety (OU)	370,694	370,694
Buildings, Vehicles & Equipment (OU)	659,292	659,292
Debt Service	435,651	435,651
Transfers	493,917	493,917
Contingency	3,596,636	3,546,636
<b>TOTAL</b>	<b>15,813,216</b>	<b>15,763,216</b>

  

<b>CAPITAL PROJECTS FUND</b>		
	<b>Original</b>	<b>Revised</b>
Capital Outlay	1,075,000	1,075,000
Contingency	-	50,000
<b>TOTAL</b>	<b>1,075,000</b>	<b>1,125,000</b>

  

<b>TOTAL APPROPRIATIONS &amp; ADOPTED BUDGET</b>		
	<b>Original</b>	<b>Revised</b>
<b>Total APPROPRIATIONS, All Funds</b>	<b>16,888,216</b>	<b>16,888,216</b>
Total Unappropriated Reserves:		
General Fund	100,000	100,000
Capital Projects Fund	800,000	800,000
<b>TOTAL</b>	<b>900,000</b>	<b>900,000</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>17,788,216</b>	<b>17,788,216</b>

The above resolution statements are **ADOPTED** by the District Board and **SIGNED** by the Board President this 15<sup>th</sup> day of September, 2021.

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Carroll Penhollow, Board President

ATTEST:

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Diane Cox, District Recorder