



REDMOND FIRE & RESCUE  
341 NW DOGWOOD AVENUE  
BOARD MEETING AGENDA  
January 19, 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 – December 15, 2021
- 7. PUBLIC COMMENTS**
- 8. PUBLIC PRESENTATION**
  - a. 2020 Oregon Fire Storm Awards
- 9. REPORTS**

BUSINESS/FINANCIAL – Jodi Burch

  - a. June 30, 2021 Year End Financial Review
  - b. 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**
  - a. SCBA – CFO Jodi Burch
  - b. Residential Knox Box Program Discontinuation & Surplus – Fire Marshal Tom Mooney
  - c. Meetings and Meeting Records of Board Policy – Office Administrator Diane Cox
- 11. FIRE CHIEF REPORT**
- 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  
December 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, Fire Marshal Tom Mooney, Battalion Chief Steve Fiero, Battalion Chief Ken Brown, 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 9:33 am.

ROLL CALL: All Present

AGENDA CHANGES: SCBA discussion is being removed from the agenda and tabled until the January meeting.

CONSENT AGENDA:

1. Meeting Minutes – November 17, 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 November 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: 12
    - ii. Received: 2
  - c. Specific run types:
    - i. 20 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. 341 combined hours of training
  - ii. Probationary Evaluations
  - iii. ARFF
  - iv. Engineer Evolutions
  - v. EMS Skills lab
- f. EMS Training Division
  - i. Crews work on critical skills during the month.
  - ii. 10 members were trained in Pediatric Advanced Life Support. These members will train the department in December.
  - iii. Levophed in-servicing.
- g. Telestaff Update
  - i. Staffing software
  - ii. UKG-Cybersecurity Incident with ransomware attack.
  - iii. Back-up plans in place with shift assignments and payroll.
- h. Chief Puller presented pictures of responses in November and fielded several questions from the Board regarding practices and response scenarios.

**ACTION ITEMS:**

- 1. Meetings and Meeting Records of Board Policy
  - a. The policy updates were discussed, and changes will be made. The updated policy will be available for review during the January 2:1 meetings.

**FIRE CHIEF COMMENTS: Ken Kehmna**

- 1. Long Term Planning update
  - a. AP Triton will be onsite in February for three days to interview staff, Board Members, and critical community members.

**NEW BUSINESS:** Board Member Ollerenshaw made a motion to approve the attendance of up to five Board Members for the annual SDAO conference. The motion was seconded by Board Member Unger and approved by unanimous vote. Board Member Ollerenshaw will coordinate.

**OLD BUSINESS:** None

BOARD MEMBER COMMENTS: Updated telephone list needs to be distributed including Member Meyer.

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 10:15 am.

Approved:

	January 19, 2022
_____ Carroll Penhollow, President	Date

	January 19, 2022
_____ Craig Unger, Secretary/Treasurer	Date

Attest:

	January 19, 2022
_____ Shannon Biondi, Administrative Assistant	Date



**REDMOND FIRE & RESCUE  
FINANCIAL DASHBOARD  
DECEMBER 31, 2021  
50% OF TOTAL BUDGET**

<b>50%</b>	<b>2021/22 Budget</b>	<b>2021/22 YTD Actual</b>	<b>% of Budget</b>	<b>Prior Year Actual</b>	<b>YTD Projected</b>
<b>General Fund</b>					
<b>Revenues</b>					
Property Tax - Permanent Rate	7,912,000	7,454,628	94.2%	6,899,916	7,996,668
Property Tax - Levy	1,208,000	1,119,985	92.7%	1,041,914	1,195,995
Ambulance Revenue	2,180,000	1,264,325	58.0%	1,043,546	2,428,650
Fire Med Membership	34,000	27,493	80.9%	20,339	34,986
Contractual Services (Airport)	643,979	321,989	50.0%	313,278	643,978
Conflagration	69,601	48,677	69.9%	182,385	48,677
GEMT	85,000	103,387	121.6%	99,167	103,387
Grants	2,000	-	0.0%	106,485	-
Interest	30,000	11,699	39.0%	15,285	23,398
Other	52,000	109,304	210.2%	46,060	125,558
<b>Total YTD Revenue</b>	<b>12,216,580</b>	<b>10,461,487</b>	<b>85.6%</b>	<b>9,768,375</b>	<b>12,601,297</b>
<b>Expenditures</b>					
<b>Administration</b>					
Personnel (includes OT)	909,440	408,125	44.9%	382,324	887,658
Materials & Services	351,800	91,893	26.1%	83,179	294,057
<b>Total Administration</b>	<b>1,261,240</b>	<b>500,018</b>	<b>39.6%</b>	<b>465,503</b>	<b>1,181,715</b>
<b>Fire &amp; Rescue Operations</b>					
Personnel (includes OT)	6,987,318	3,304,822	47.3%	3,284,336	7,290,206
<i>Overtime - Suppression</i>	<i>600,000</i>	<i>251,792</i>	<i>42.0%</i>	<i>337,358</i>	<i>562,140</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	101,241	36.3%	49,007	239,465
<b>Total Fire &amp; Rescue Ops</b>	<b>7,266,318</b>	<b>3,406,063</b>	<b>46.9%</b>	<b>3,333,343</b>	<b>7,529,671</b>
<b>Fire &amp; Rescue Training</b>					
Personnel (includes OT)	284,215	135,584	47.7%	6,010	280,510
Materials & Services	141,250	23,215	16.4%	37,502	78,032
<b>Total Fire &amp; Rescue Training</b>	<b>425,465</b>	<b>158,799</b>	<b>37.3%</b>	<b>43,512</b>	<b>358,542</b>
<b>EMS Operations</b>					
Personnel (includes OT)	1,255,611	512,003	40.8%	515,799	1,076,951
<i>Overtime - EMS</i>	<i>326,001</i>	<i>116,276</i>	<i>35.7%</i>	<i>140,651</i>	<i>259,592</i>
Materials & Services	338,300	100,051	29.6%	118,297	306,277
<b>Total EMS</b>	<b>1,593,911</b>	<b>612,053</b>	<b>38.4%</b>	<b>634,096</b>	<b>1,383,228</b>
<b>Fire &amp; Life Safety</b>					
Personnel (includes OT)	324,894	108,518	33.4%	73,545	276,751
Materials & Services	45,800	23,375	51.0%	4,518	48,363
<b>Total Fire &amp; Life Safety</b>	<b>370,694</b>	<b>131,893</b>	<b>35.6%</b>	<b>78,063</b>	<b>325,114</b>
<b>Facilities, Vehicles &amp; Equipment</b>	<b>659,292</b>	<b>261,549</b>	<b>39.7%</b>	<b>285,877</b>	<b>584,848</b>
<b>Debt Service</b>	<b>435,651</b>	<b>158,783</b>	<b>36.4%</b>	<b>278,427</b>	<b>435,651</b>
<b>Transfers Out - To Capital Projects</b>	<b>493,917</b>	<b>493,917</b>	<b>100.0%</b>	<b>661,260</b>	<b>493,917</b>
<b>Total YTD Expenditures</b>	<b>12,506,488</b>	<b>5,723,076</b>	<b>45.8%</b>	<b>5,780,081</b>	<b>12,292,686</b>
<b>Net Revenue Over Expenditures</b>	<b>(289,908)</b>	<b>4,738,412</b>	<b>-</b>	<b>3,988,295</b>	<b>308,611</b>
<b>Beginning Fund Balance</b>	<b>3,936,544</b>	<b>3,936,544</b>	<b>100.0%</b>	<b>3,309,476</b>	<b>4,245,155</b>

<b>50%</b>	<b>2021/22 Budget</b>	<b>2021/22 YTD Actual</b>	<b>% of Budget</b>	<b>Prior Year Actual</b>	<b>YTD Projected</b>
<b>Capital Projects Fund</b>					
<b>Revenues</b>					
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
<b>Total YTD Revenue</b>	<b>493,917</b>	<b>493,917</b>	<b>0.0%</b>	<b>681,560</b>	<b>493,917</b>
<b>Expenditures</b>					
Capital Outlay	1,075,532	475,799	44.2%	137,108	1,075,532
<b>Total YTD Expenditures</b>	<b>1,075,532</b>	<b>475,799</b>	<b>44.2%</b>	<b>137,108</b>	<b>1,075,532</b>
<b>Net Revenue Over Expenditures</b>	<b>(581,615)</b>	<b>18,118</b>	<b>-</b>	<b>544,452</b>	<b>(581,615)</b>
<b>Beginning Fund Balance</b>	<b>1,431,615</b>	<b>1,431,615</b>	<b>100.0%</b>	<b>473,852</b>	<b>850,000</b>

### Personnel Costs - December

	<b>Salary</b>	<b>OT</b>	<b>Medical</b>	<b>PERS</b>
2021	\$ 415,186	\$ 68,292	\$ 102,838	\$ 139,555
2020	\$ 358,108	\$ 75,841	\$ 83,011	\$ 121,472

### Cash Balances - December

	<b>2021</b>	<b>2020</b>
LGIP (0.45% /0.75%)	9,114,792	7,233,379
FIB - General	435,983	333,217
FIB - Donation	8,885	7,635
<b>Total</b>	<b>\$ 9,559,660</b>	<b>\$ 7,574,230</b>

### Board Required Signature Checks - December

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
City of Redmond	18,344.25	Vehicle maintenance
SDIS	109,314.99	Medical insurance
HRA VEBA	16,541.83	Monthly VEBA pmt
Stryker	21,996.80	Annual maintenance contract
PNC Equipment Finance	88,954.97	Engine (payoff 12/2030), Type 3 (payoff 06/2026)
US Bank	51,987.49	Terrebonne Debt (payoff 01/2031)

### Auto Draft Payments - December

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

**Note:** January debt payments on three outstanding ambulance loans were paid by ACH on 1/3/22

#### Notes:

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



Redmond Fire & Rescue  
Ambulance Billing Report January 2022

<b>HealthEMS RevNet</b>	
December Charges	(Net) 325,598
December Payments	227,353
December Write Offs	(1,529)
FireMed	\$ 1,529.18 (6 claims)
YTD Accounts Receivable (12/31/2021)	548,372
Billed through 12/29/2021 as of 12/31/2021	

<b>FireMed Statistics</b>	<b>November</b>	<b>YTD</b>
FireMed Member Payment	3,100.00	25,400.00
Donations	75.00	180.00
Patient Account Write-Offs	(1,124.42)	(7,565.55)
Life Flight Management Fee	(775.00)	(6,350.00)
FireMed Revenue	1,275.58	11,634.45

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





# REDMOND FIRE & RESCUE

341 NW Dogwood Ave  
Redmond, OR 97756  
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Fax: (541)548-5512  
[www.redmondfireandrescue.org](http://www.redmondfireandrescue.org)

## STAFF REPORT

DATE: 1/19/2022

TO: BOARD OF DIRECTORS  
THROUGH: KEN KEHMNA, FIRE CHIEF  
FROM: JODI BURCH, CFO  
FROM: JEFF PULLER, DEPUTY CHIEF  
FROM: MATT LINKER, ENGINEER  
SUBJECT: SPECIAL PROCUREMENT OF SCBAS AND RIT PACKS

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### **Addresses Fire Board Goal:**

Strategic Goal #2: Provide exceptional public safety and emergency services (Fire & EMS).

### **Report in Brief:**

District staff are requesting approval to utilize a special procurement method to purchase approximately \$465,000 in SCBAs and RIT packs manufactured by 3M Scott and sold by Municipal Emergency Services.

### **Background - SCBAs:**

The District's current Self-Contained Breathing Apparatus (SCBAs) were purchased around 2007 and are at the end of their 15-year recommend lifespan. The Rapid Intervention Team Packs (RIT Packs), which are an all-inclusive portable air supply, are also at end of life. For two years in a row, the District applied for an Assistance to Firefighters Grant for these items, but was unsuccessful.

The District needs around 45 SCBAs, which are assigned to seats on apparatus and not based on the number of personnel, and at least 3 RIT packs, one for each primary engine. However, the District would like to increase the order to 50 SCBAs, which allow spares to be swapped out if units need maintenance or are used for training. Additionally, 5 RIT packs would allow one on each engine, the BC rig, and the reserve engine.

The District's current SCBAs were manufactured by 3M Scott. Maintenance was originally provided by Cascade Fire Equipment but was recently switched to Municipal Emergency Supply (MES) due to a change in the manufacturer-vendor relationship.

**Background - Procurement:**

The District began the procurement process reviewing statewide contracts and fully intended to ‘piggyback’ on one of these contracts through a permissive cooperative procurement. The statewide contracts are with three separate vendors (see chart below) who each sell a specific brand. The three main SCBA brands of Draeger, MSA and 3M Scott are covered. Manufacturers of SCBAs typically authorize one or more vendors to sell their products. To utilize the statewide contracts, an agency must select the paired vendor and manufacturer; there is no mixing/matching of vendor services.

<b>Current Statewide Contracts</b>	
<b>Manufacturer</b>	<b>Vendor</b>
Draeger	Hughes Fire Equipment
MSA	LN Curtis
3M Scott	Cascade Fire Equipment

While the District’s internal selection committee was evaluating the SCBAs, the manufacturer for 3M Scott removed their contract with Cascade Fire Equipment and entered into an agreement with Municipal Emergency Services (MES) to become an authorized vendor. This action made the statewide contract with Cascade Fire Equipment null and void, as Cascade Fire Equipment no longer sells 3M Scott products. Therefore, the District could no longer ‘piggyback’ a statewide contract for 3M Scott products and would be required to do a formal procurement process.

Generally, all public procurements over \$150,000 require a formal request for proposal/bid process. However, Oregon Revised Statute 279B.085 allows a local contract review board (LCRB), which is the District’s Board, to authorize a special procurement exception whereby a contract may be awarded directly to a vendor. If a contracting agency intends to award a contract through a special procurement that calls for competition among prospective contractors, the contracting agency shall award the contract to the offeror the contracting agency determines to be the most advantageous to the contracting agency. The exception is allowed if the LCRB determines that the award:

- Is unlikely to encourage favoritism or substantially diminish competition for public contracts;
- Will result in substantial cost savings to the contracting agency; and
- Otherwise substantially promotes the public interest in a manner that could not practically be realized by other procurement methods.

If authorized, the decision to utilize a special procurement method must be publicly noticed. The public notice shall describe the good or service to be acquired, be published in a newspaper of general circulation, and notice must be made at least seven (7) days before award of the contract.

**Background – Procurement** *(continued)*:

Upon expiration of the seven-day comment period, the District can enter into a contract with the preferred vendor. However, if comments are received, the LCRB is required to provide each commenting vendor with written documentation that the purchase is in the best interest of the District before proceeding with the purchase.

**Discussion – Manufacturer/Vendor:**

An internal committee was created to evaluate the three brands of Draeger, MSA and 3M Scott. The committee performed an extensive evaluation including testing the functionality of the equipment and consulting with other agencies on their recent procurement processes and equipment. The committee also compared items such as warranties, maintenance contracts, and training services provided by each vendor/manufacture. In general, most products/services across all three manufacturers/vendors were substantially similar with few differences. All provide quality products/services with a proven track record and comply with latest NFPA standards, however, one manufacturer and vendor had a few advantages.

After careful consideration, the committee is recommending the District purchase SCBAs and RIT packs manufactured by 3M Scott from Municipal Emergency Services (MES).

The main differentiating factors in the recommendation are:

- Familiarity as District's existing SCBAs are 3M Scott
- Breathing air cylinders will fit in existing brackets on apparatus
- Batteries are standard AA
- Municipal Emergency Services currently provides maintenance of existing SCBAs

Another vendor does sell 3M Scott products and the District has been in communication with that vendor. However, due to the District's existing relationship with MES, that vendor has not submitted a quote.

**Discussion – Communication Upgrades:**

The committee is also recommending that the SCBAs purchased include enhanced communication devices. The upgraded communication system with a direct radio interface and bone conduction headphone/microphone provides clear person-to-person communication that improves firefighter safety. The cost for the comms is included in the quotes for both MSA and 3M Scott below. The Draeger quote does not include this cost, but if included, the price would be relatively comparable to the other brands.

**Discussion – Summary:**

As part of its process, the committee solicited quotes from three separate vendors (see chart below). It is challenging to directly compare quotes as some vendors quote all in packages and others also included the price to purchase additional items such as oxygen bottles, facemasks, adapters, etc. Generally, the prices for equipment is comparable across vendors and brands.

Quotes Received		Amount			
Manufacturer	Vendor	SCBA (50)	RIT (5)	Misc	Total
Draeger	Cascade Fire Equip*	\$ 311,950	\$ 16,025	\$ -	\$ 327,975
MSA	LN Curtis	\$ 435,685	\$ 17,310	\$ 38,472	\$ 491,467
<b>3M Scott</b>	<b>MES</b>	<b>\$ 429,600</b>	<b>\$ 18,125</b>	<b>\$ 14,920</b>	<b>\$ 462,645</b>
* Price does not include comms - would significantly increase price					

District staff recommend purchasing 50 SCBAs and 5 RIT-paks from Municipal Emergency Services at a cost of around \$465,000. This order is for 3M Scott products and includes the communication upgrades at a cost of \$70,000, as well as 5 spare SCBAs and 2 spare RIT-paks which increases the base order cost by about \$50,000. There may be small additional costs for extra items yet to be determined.

**Fiscal Impact:**

The FY 2021/22 budget has \$407,000 for SCBAs, \$18,000 for RIT Packs, and \$70,000 for a compressor fill station. These items total \$495,000. Staff are recommending that the compressor fill station be delayed until the next fiscal year to allow for the purchase of the upgraded communication devices on all SCBAs. This remains budget neutral in the current fiscal year.

**Alternative Courses of Action:**

- 1) Direct the District to perform a formal procurement process.
- 2) Request additional information.

**Recommendation/Suggested Motion:**

“I move to authorize District staff to post the public notice of special procurement and, if no protests are received, award the SCBA & RIT-pak contract to Municipal Emergency Services for 3M Scott products at approximately \$465,000.”

REDMOND FIRE & RESCUE

ITEMS FOR SURPLUS  
APPENDIX A

Redmond Fire & Rescue Policy gives authority to the Fire Chief to dispose of surplus property by any means determined to be in the best interest of the District or community at large, including but not limited to, transfer to other departments, government agencies, non-profit organizations, sale, trade, auction, or destruction. **Disposal of personal property having a residual value of more than \$1,000 shall be subject to authorization by resolution by the District.**

1. Inventory List Attached:  Yes ( ) No If no, complete all of the following fields:

Item Description	Model #	Serial #	Asset #	Current Value
Knox Residential Box	1650	Multiple - See Attached	None	178.00 X 20 = 3560
Service 1650				x 22 boxes = 3,916.00

2. Means of Disposal: Transferred to Boro Fire Dept
3. Why are items being surplused? Residential Knox Box No longer offered @ Redmond

ACKNOWLEDGED BY: \_\_\_\_\_ Date \_\_\_\_\_  
Chief Financial Officer

The Fire Chief has declared the above or attached items to be surplus.

APPROVED BY: Ken Kehuma, Fire Chief Date \_\_\_\_\_

If items are valued over \$1,000, APPROVED BY BOARD OF DIRECTORS:

Carroll Penhollow, President Date \_\_\_\_\_  
Craig Unger, Secretary/Treasurer Date \_\_\_\_\_

Attest, Diane Cox, District Recorder Date \_\_\_\_\_

I \_\_\_\_\_ hereby certify the above items were disposed of by the means indicated above this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Knox Residential Box Model 1650

Serial Numbers:

16-030877	16-029386	16-029391
16-030875	16-029393	16-030881
16-030879	16-030870	16-031874
16-029398	16-030880	16-030876
16-029396	16-029395	
16-030869	16-029397	
16-029387	16-029394	
16-030878	16-029389	
16-030866	16-029399	

REDMOND FIRE & RESCUE  
BOARD POLICY

Approved: 01/19/2022  
Supersedes: 07/13/2011, 11/18/2015

Deleted: 11/18/2015

MEETINGS AND MEETING RECORDS OF BOARD

PURPOSE:

The purpose of this policy is to clearly define public meeting and meeting record procedures and expectations as defined by ORS.

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board.

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990.

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1. Agenda

- A. The Fire Chief or their designee will draft the agenda. Board members may have items added to the agenda through the Board President. The Board President will notify the Fire Chief or their designee at least seven (7) days prior to Board meetings of any items to be added to the agenda.
- B. The agenda and financial report will be provided to each Board Member at least four (4) days prior to Board meetings. The Fire Chief will provide members detailed information relative to the agenda, including existing Board policies pertinent to agenda items.
- C. Prior to each meeting, the agenda will be distributed to Station 1 public bulletin board, on Redmond Fire & Rescue's Webpage, the media, and any other location convenient for District personnel and the public to review.

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2. Conduct of Meetings

- A. Meetings will be conducted by the Board President, pursuant to the following general order:
  - 1) Call to Order
  - 2) Roll Call
  - 3) Pledge of Allegiance
  - 4) Agenda Changes
  - 5) Packet Documents for Information Only
  - 6) Consent Agenda
  - 7) Public Comment
  - 8) Public Presentations
  - 9) Reports

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- A) Business/Financial
- B) Administration/Ambulance Billing
- C) Operations

- 10) Action Items
- 11) Fire Chief's Report
- 12) Executive Sessions (when applicable)
- 13) New Business
- 14) Old Business
- 15) Board Member Comments
- 16) Board President Comments
- 17) Adjourn Meeting

**Deleted:** Business/Financial ¶  
 Administration/Ambulance Billing ¶  
 Operations ¶  
 EMS/Training ¶  
 Fire & Life Safety ¶  
 Training/Volunteers ¶

3. Regular Meetings  
 The Board will hold regular monthly meetings on the third Wednesday of each month. The regular Board meetings will be held at 9:30 am at Redmond Fire & Rescue's Fire Station Headquarters, 341 NW Dogwood Ave.

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4. Compliance with Public Health and Safety Rules  
All meetings shall be conducted in accordance with the current OSHA and CDC guidelines. When mandated, masks are required for all in-person attendees. At the discretion of the Fire Chief, attendance of the public may be limited to accommodate safe social distancing. Individuals who cannot or do not wish to wear a mask are invited to attend meetings virtually in accordance with House Bill 2560 (2021). Login information will be provided in the District's regular public meeting notice.

5. Regular Board Meeting Public Comment  
 Each Regular Board Meeting will provide for public comment during which District patrons or other interested individuals may address the Board of Directors. The following guidelines have been adopted by the Board regarding Public Comment:

- A. There is a five (5) minute time limit for each individual wishing to address the Board. If an individual believes that the matter that he/she will address requires more than five minutes, additional time may be requested and must be approved by the Board before the individual begins speaking
- B. The individual must clearly describe the remedy they are seeking during their allotted time
- C. The Board members may ask the individual fact-based questions following the individual's time to ensure that they understand all the facts of the situation
- D. The individual will be dismissed from Public Comment once the Board has an understanding of the situation
- E. If necessary, the Board will discuss items presented during Public Comment during the Board Discussion item on the agenda
- F. The Fire Chief or their designee will be responsible for communicating Board decisions to individuals that have appeared in Public Comment and working with

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those individuals to implement Board recommendations

G. The Fire Chief will be responsible for updating the Board regarding the status of any open issues arising from Public Comment.

6. Special Meetings

The Board will hold special meetings at the request of the President or any two members of the Board. If the President is absent from the District, or cannot be contacted, special Board meetings may be held at the request of the Vice-President. No special meetings will be held upon less than 24 hours' public notice, as provided in the Oregon Public Meetings Law.

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7. Emergency Meetings

- A. Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to wait 24 hours before conducting the meeting.
- B. The convenience of Board Members is not grounds for calling an emergency meeting. At the beginning of any emergency meeting, the director or directors calling such meeting will recite the reasons for calling such meeting, and the reasons the meeting could not have been conducted after at least 24 hours' notice, which reasons will be noted in the minutes. The Board will then determine if the reasons are sufficient to hold an emergency meeting and, if not, will immediately adjourn such meeting. Only business related directly to the emergency will be conducted at an emergency meeting.

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8. Notice of Meetings

- A. Notice of the time, place, and principal subjects to be considered will be given for all meetings in accordance with the Oregon Public Meetings Law. For regular meetings, the notice will be in the form of an agenda, which will be sent to all Board Members, local media, and all persons or other media which have stated in writing a desire to be specifically notified of every meeting. The agenda will also be posted at the following locations:
  - 1) Redmond Fire & Rescue, 341 NW Dogwood Ave
  - 2) District Website: [www.redmondfireandrescue.org](http://www.redmondfireandrescue.org)
- B. The District will also endeavor to send written notice to any person whom the District knows has a special interest in a particular action, unless such notification would be unduly cumbersome or expensive.
- C. For special meetings, the District will notify the media and will endeavor to notify other interested persons by e-mail, telephone, and/or mail. For emergency meetings, the District will attempt to contact the media and other interested persons by telephone and/or e-mail to inform them of the meeting.

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9. Executive Sessions

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- A. Oregon’s public meeting law authorizes the Board to meet in executive (closed to the general public) under very specific circumstances as described in ORS 192.660. No final action or decision can be made in executive session. Final decisions must be made in open session to allow the public to know the result of the discussions.
- B. Notice for meetings called only to hold executive sessions will be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for calling the executive session.
- C. Before going into executive session, the President announces the statutory authority for the executive session and the estimated length of time the Board will be meeting in closed session before returning to open session.
- D. Only those issues within the scope of the announced statutory authority (ORS 192.660) are to be discussed in executive session.
- E. Other than the Board, Fire Chief, District Recorder and media representatives, attendance of others is on a ‘need to attend’ basis only.
- F. Representatives of the news media shall be allowed to attend executive sessions other than those held relating to labor negotiations pursuant to ORS 192.660.
- G. When a governing body convenes an executive session relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
- H. Anything discussed during the Executive Session that is NOT on the Executive Session agenda as a topic item, i.e. Real Property, Negotiations, etc., becomes public record and opens up EVERYTHING else discussed during Executive Session to be immediately reported on by the press.

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10. Interpreters for the Hearing Impaired

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The District will comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- A. The District will make a good faith effort to have an interpreter for hearing impaired persons provided at a regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requestor, sign language preference, and any other relevant information which the District requests. Such efforts will include contacting the Oregon Disabilities Commission, other state or local agencies that maintain a list of qualified interpreters, local churches, and the Circuit and District Courts of the county in which the District is located.
- B. If a meeting is held upon less than 48 hours' notice, the District will make a reasonable effort to have an interpreter present.
- C. The requirement for an interpreter does not apply to emergency meetings.

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D. The Fire Chief will be responsible for developing and maintaining a list of qualified interpreters, and will have the responsibility for making an effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

11. Minutes of Meetings

A. The Board will keep minutes of all its meetings in accordance with the requirements of ORS Chapter 192. Minutes of public meetings will include at least the following information:

- 1) Members of the governing body present
- 2) Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition
- 3) Results of all votes, including the vote of each member by name
- 4) The substance of any discussion on any matter

B. Minutes of executive sessions will be kept separately from minutes of public meetings.

C. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of regular sessions, or in the form of a sound or video tape or digital recording.

D. If minutes of executive session are kept in the form of a sound or video tape or digital recording, written minutes are not required.

E. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

F. Sound or video tape, digital recording, or written minutes of public Board meetings or executive sessions will be retained by the District according to ORS Record Retention Regulations.

G. Minutes of public sessions will be made available to the public within a reasonable time after the meeting

H. Any notes, email, or text message passed during a Board meeting are public record and can immediately be shown to anyone who asks to see them.

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12. Conduct of Board Meeting.

A. The President will preside at Board meetings. In the President's absence, the Vice President will preside. If both the President and Vice President, any other member of the Board may preside.

B. The President or other person presiding at any Board meeting will have full authority to conduct the meeting. Meetings will be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other person presiding at the meeting, with regard to the conduct of the meeting, may be overridden by a majority vote of the Board.

C. Votes will be recorded. Any member may request that a new vote be taken, if such request is made prior to consideration of the next order of business.

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- D. Three members will constitute a quorum. If only a quorum is present, a unanimous vote is required to take action, except as otherwise provided by law.
- E. Any meeting including an executive session of the Board which is held in part or in whole through the use of telephone, virtual meeting platform, or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.690.
- F. When telephone or other electronic means of communication is used and the meeting is NOT an executive session, the Board shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no member of the Board is present. Location notice will be given to the public.
- G. The minutes of the meeting will reflect if any individual Board Member is attending a meeting via telephonic or other electronic means of communication.
- H. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.
- I. Members may declare a conflict of interest and abstain from voting.
- J. Board meetings will be adjourned by a majority vote or the loss of a quorum.
- K. If public participation is a part of the meeting, the presiding officer will regulate the order and length of appearance and limit appearances to presentations of relevant points.
- L. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave.
- M. The meeting will be adjourned by a majority vote or as a result of the loss of a quorum.

13. E-mails

No discussions/decisions regarding Board business are to be made by e-mail.

- A. A meeting may not have occurred if a discussion through e-mails involves less than a quorum. Members must be aware that if those e-mails are forwarded to other Board members so that a quorum eventually becomes involved, then a meeting may have occurred.
- B. A meeting may not have occurred, even though a quorum is involved, where one Board member e-mails informational material to other Board members with no expectation of any responses. No meeting occurs when a Board members e-mails staff or when the exchange of Board e-mails do not concern any District business, i.e. electronic invitations to a wedding.

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Approved:

\_\_\_\_\_ 01/19/2022  
Carroll Penhollow, President Date

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\_\_\_\_\_ 01/19/2022  
Gary Ollerenshaw, Vice President Date

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Attest:

Diane Cox, District Recorder

01/19/2022

Date

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Meetings and Meeting Records of Board Policy (01/19/2022)

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