



REDMOND FIRE & RESCUE  
341 NW DOGWOOD AVENUE  
BOARD MEETING AGENDA  
October 26, 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**
  - a. Monthly Financial Review – September 2022
- 6. CONSENT AGENDA**
  - a. Meeting Minutes – September 21, 2022
- 7. PUBLIC COMMENTS**
- 8. PUBLIC PRESENTATIONS**
  - a. Master Plan Review – AP Triton
- 9. REPORTS**

ADMINISTRATION/AMBULANCE BILLING – Office Administrator Diane Cox

  - a. Monthly Ambulance Billing Report
  - b. SDAO Best Practices
- 10. ACTION ITEMS**
- 11. FIRE CHIEF REPORT**
- 12. NEW BUSINESS**
- 13. OLD BUSINESS**
- 14. BOARD MEMBER COMMENTS**
- 15. BOARD PRESIDENT COMMENTS**
- 16. ADJOURN**

Members of the public who wish to attend the meeting virtually may 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 enter the access code 797-053-381.

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  
FINANCIAL DASHBOARD  
SEPTEMBER 30, 2022  
25% OF TOTAL BUDGET**

| <b>25%</b>                                  | <b>2022/23<br/>Budget</b> | <b>2022/23 YTD<br/>Actual</b> | <b>% of<br/>Budget</b> | <b>Prior Year<br/>Actual</b> |
|---|---------------------------|-------------------------------|------------------------|------------------------------|
| <b>General Fund</b>                         |                           |                               |                        |                              |
| <b>Revenues</b>                             |                           |                               |                        |                              |
| Property Tax - Permanent Rate               | 8,443,000                 | 42,287                        | 0.5%                   | 12,439                       |
| Property Tax - Levy                         | 1,285,000                 | 6,034                         | 0.5%                   | -                            |
| Ambulance Revenue                           | 2,585,000                 | 750,842                       | 29.0%                  | 517,210                      |
| Fire Med Membership                         | 38,000                    | 13,106                        | 34.5%                  | 11,652                       |
| Contractual Services (Airport)              | 665,515                   | 166,375                       | 25.0%                  | 156,639                      |
| Conflagration                               | 80,931                    | -                             | 0.0%                   | -                            |
| GEMT  | 500,000                   | -                             | 0.0%                   | -                            |
| Grants                                      | -                         | 35,000                        | 0.0%                   | -                            |
| Interest                                    | 30,000                    | 17,370                        | 57.9%                  | 6,376                        |
| Other                                       | 43,750                    | 738                           | 1.7%                   | 11,616                       |
| <b>Total YTD Revenue</b>                    | <b>13,671,196</b>         | <b>1,031,751</b>              | <b>7.5%</b>            | <b>715,932</b>               |
| <b>Expenditures</b>                         |                           |                               |                        |                              |
| <b>Administration</b>                       |                           |                               |                        |                              |
| Personnel (includes OT)                     | 1,106,760                 | 159,812                       | 14.4%                  | 182,039                      |
| Materials & Services                        | 422,180                   | 118,767                       | 28.1%                  | 45,317                       |
| <b>Total Administration</b>                 | <b>1,528,940</b>          | <b>278,579</b>                | <b>18.2%</b>           | <b>227,356</b>               |
| <b>Fire &amp; Rescue Operations</b>         |                           |                               |                        |                              |
| Personnel (includes OT)                     | 7,965,076                 | 1,804,499                     | 22.7%                  | 1,634,295                    |
| <i>Overtime - Suppression</i>               | <i>513,350</i>            | <i>127,539</i>                | <i>24.8%</i>           | <i>144,263</i>               |
| <i>Overtime - Conflagration</i>             | <i>30,000</i>             | <i>28,337</i>                 | <i>94.5%</i>           | <i>61,448</i>                |
| Materials & Services                        | 432,860                   | 176,256                       | 40.7%                  | 25,359                       |
| <b>Total Fire &amp; Rescue Ops</b>          | <b>8,397,936</b>          | <b>1,980,755</b>              | <b>23.6%</b>           | <b>1,659,654</b>             |
| <b>Fire &amp; Rescue Training</b>           |                           |                               |                        |                              |
| Personnel (includes OT)                     | 365,704                   | 56,209                        | 15.4%                  | -                            |
| Materials & Services                        | 169,425                   | 31,244                        | 18.4%                  | 11,149                       |
| <b>Total Fire &amp; Rescue Training</b>     | <b>535,129</b>            | <b>87,453</b>                 | <b>16.3%</b>           | <b>11,149</b>                |
| <b>EMS Operations</b>                       |                           |                               |                        |                              |
| Personnel (includes OT)                     | 1,078,135                 | 268,009                       | 24.9%                  | 288,621                      |
| <i>Overtime - EMS</i>                       | <i>207,508</i>            | <i>52,961</i>                 | <i>25.5%</i>           | <i>61,013</i>                |
| Materials & Services                        | 513,660                   | 95,037                        | 18.5%                  | 69,231                       |
| <b>Total EMS</b>                            | <b>1,591,795</b>          | <b>363,046</b>                | <b>22.8%</b>           | <b>357,852</b>               |
| <b>Fire &amp; Life Safety</b>               |                           |                               |                        |                              |
| Personnel (includes OT)                     | 365,948                   | 76,250                        | 20.8%                  | 32,220                       |
| Materials & Services                        | 49,700                    | 9,068                         | 18.2%                  | 984                          |
| <b>Total Fire &amp; Life Safety</b>         | <b>415,648</b>            | <b>85,318</b>                 | <b>20.5%</b>           | <b>33,204</b>                |
| <b>Facilities, Vehicles &amp; Equipment</b> | <b>842,162</b>            | <b>247,812</b>                | <b>29.4%</b>           | <b>119,403</b>               |
| <b>Debt Service</b>                         | <b>514,758</b>            | <b>4,710</b>                  | <b>0.9%</b>            | <b>10,012</b>                |
| <b>Transfers Out - To Capital Projects</b>  | <b>633,664</b>            | <b>-</b>                      | <b>0.0%</b>            | <b>-</b>                     |
| <b>Total YTD Expenditures</b>               | <b>14,460,032</b>         | <b>3,047,672</b>              | <b>21.1%</b>           | <b>2,418,630</b>             |
| <b>Net Revenue Over Expenditures</b>        | <b>(788,836)</b>          | <b>(2,015,921)</b>            | <b>-</b>               | <b>(1,702,698)</b>           |
| <b>Beginning Fund Balance</b>               | <b>4,768,865</b>          | <b>5,307,774</b>              | <b>111.3%</b>          | <b>3,936,544</b>             |

| <b>25%</b>                           | <b>2022/23<br/>Budget</b> | <b>2022/23 YTD<br/>Actual</b> | <b>% of<br/>Budget</b> | <b>Prior Year<br/>Actual</b> |
|--------------------------------------|---------------------------|-------------------------------|------------------------|------------------------------|
| <b>Capital Projects Fund</b>         |                           |                               |                        |                              |
| <b>Revenues</b>                      |                           |                               |                        |                              |
| Bond/Note Sale                       | 1,750,000                 | -                             | 0.0%                   | -                            |
| Grants                               | -                         | -                             | 0.0%                   | -                            |
| Sale of Property                     | -                         | -                             | 0.0%                   | -                            |
| Other                                | -                         | -                             | 0.0%                   | -                            |
| Transfers In - From General Fund     | 633,664                   | -                             | 0.0%                   | -                            |
| <b>Total YTD Revenue</b>             | <b>2,383,664</b>          | <b>-</b>                      | <b>0.0%</b>            | <b>-</b>                     |
| <b>Expenditures</b>                  |                           |                               |                        |                              |
| Capital Outlay                       | 2,452,000                 | 96,485                        | 3.9%                   | 450,191                      |
| <b>Total YTD Expenditures</b>        | <b>2,452,000</b>          | <b>96,485</b>                 | <b>3.9%</b>            | <b>450,191</b>               |
| <b>Net Revenue Over Expenditures</b> | <b>(68,336)</b>           | <b>(96,485)</b>               | <b>-</b>               | <b>(450,191)</b>             |
| <b>Beginning Fund Balance</b>        | <b>868,336</b>            | <b>870,289</b>                | <b>100.2%</b>          | <b>1,431,615</b>             |

### Personnel Costs - September

|      | <b>Salary</b> | <b>OT</b> | <b>Medical</b> | <b>PERS</b> |
|------|---------------|-----------|----------------|-------------|
| 2022 | \$ 395,095    | \$ 83,762 | \$ 85,090      | \$ 146,031  |
| 2021 | \$ 392,569    | \$ 81,220 | \$ 81,363      | \$ 143,487  |

### Cash Balances - September

|                    | <b>Total Cash</b>   |                     |      | <b>By Fund</b>      |                     |
|--------------------|---------------------|---------------------|------|---------------------|---------------------|
|                    | <b>2022</b>         | <b>2021</b>         |      | <b>General Fund</b> | <b>Capital Fund</b> |
| LGIP (1.90%/0.55%) | 3,599,951           | 2,405,774           | 2022 | 2,930,198           | 773,804             |
| FIB - General      | 95,052              | 101,623             |      |                     |                     |
| FIB - Donation     | 9,000               | 8,885               | 2021 | 1,534,857           | 981,424             |
| <b>Total</b>       | <b>\$ 3,704,002</b> | <b>\$ 2,516,281</b> |      |                     |                     |

### Board Required Signature Checks - September

| <b>Payee</b>    | <b>Amount</b> | <b>Description</b>                     |
|-----------------|---------------|--|
| City of Redmond | 21,846.67     | Vehicle maintenance                    |
| SDIS            | 89,017.59     | Medical insurance                      |
| HRA VEBA        | 16,958.51     | Monthly VEBA pmt                       |
| Mastercard      | 16,799.57     | Monthly charges                        |
| Blue Card       | 13,500.00     | Blue Card Trainer Training for 3 Staff |
| Seawestern      | 17,245.09     | Additional SCBA masks                  |
| Seawestern      | 88,594.50     | Compressor for SCBAs                   |

### Auto Draft Payments - September

| <b>Payee</b> | <b>Amount</b> | <b>Description</b> |
|--------------|---------------|--------------------|
| Pat Dale     | 16,400.00     | Monthly contract   |

REDMOND FIRE & RESCUE  
BOARD MEETING MINUTES  
September 21, 2022

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

STAFF PRESENT: Fire Chief Pat Dale, Chief Financial Officer Jodi Burch, Office Administrator Diane Cox, Battalion Chief Steve Fiero, Captain Bill Welch, Captain Dustin Miller, Captain Andrew White, Captain Garrett Robertson, Engineer Kevin Broadsword, Engineer Brandon Hargous, Engineer Nick Lyman, Engineer Wade Bale, Engineer Jim Robison, Engineer Brett Hulstrom, FF/PM Zack Humphries, FF/PM Justin Parazoo, FF/PM Sinead James, FF/PM Sean Fortune, Paramedic Keli Janosek, Paramedic Logan Strubhar, Student Cesar Castillo, Confidential Admin Specialist Jessica Jackson, and Administrative Assistant Shannon Biondi.

STAFF ABSENT: Fire Marshal Tom Mooney

PUBLIC PRESENT: None

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

ROLL CALL: All Present

AGENDA CHANGES: None

CONSENT AGENDA:

1. Meeting Minutes – July 20, 2022
2. Special Board Meeting Minutes – July 27, 2022

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. Financial - CFO Jodi Burch
  - a. Monthly Financial Review
2. Administrative /Ambulance Billing-Office Administrator Diane Cox
  - a. Monthly Ambulance Billing Report

**ACTION ITEMS:**

1. Ambulance Purchase - CFO Jodi Burch  
CFO Burch and Captain Miller presented information on the purchase of a new ambulance in 2023. Captain Miller fielded several questions from the board on specifications and timelines for the build and CFO Burch answered questions on the timeline and contracts for the purchase.

Board Member Ollerenshaw made a motion to authorize staff to post the public notice of special procurement and direct the Fire Chief to sign the contract with Braun Northwest for the purchase of one 2023 North Star Ambulance for \$234, 972.00. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.

3. Compensation Review – Fire Chief Pat Dale  
Chief Dale completed a review of the district as part of his compensation review. Topics covered included: budget update, recruitment and retention, district priorities, administration minor reorganization, hiring plan, master plan/strategic plan update, and focus survey. As part of the presentation Chief Dale proposed a 6% salary increase for all employees of the district.

Board Member Unger made a motion to authorize the Fire Chief to implement a district-wide 6% wage increase effective 1/1/2023. The motion was seconded by Board Member Ollerenshaw and approved by unanimous vote.

**FIRE CHIEF COMMENTS: Pat Dale**

1. FF/PM Academies
  - a. Lateral academy for 4 weeks starting October 17<sup>th</sup>.
  - b. Beginning academy follows starting November 14<sup>th</sup> and lasts 8 weeks
2. Board Meeting Date Change
  - a. Due to the Department wide MCI Drill at the Airport on October 19<sup>th</sup>, the monthly Board Meeting will be moved to October 26<sup>th</sup>.
3. Department Update Meetings
  - a. Chief Dale will conduct a State of the Department meeting with each shift over the next couple weeks.
4. Wildland Fire Deployments
  - a. Redmond Fire & Rescue sent 3 members of the department to help with the Rum Creek Fire and the Van Meter Fire.

**NEW BUSINESS:**

1. 2022 Oregon Fire Service Conference – ODDA November 3-5<sup>th</sup> in Hood River.

Board Member Ollerenshaw made a motion to allow conference attendance for up to three Board Members. The motion was seconded by Board Member Kerfoot and approved by unanimous vote.

OLD BUSINESS:

Board Member Meyer asked about the status of the information regarding the Fire Chief’s review. Office Administrator Diane Cox stated that she received some information and is continuing to compile more information that will be brought forward at a future meeting.

BOARD MEMBER COMMENTS:

Board Member Kerfoot and Ollerenshaw asked about AP Triton and the Capital Facilities Plan, Master plan, and the Strategic Plan. Chief Dale suggests moving forward with the Strategic Planning process. He also plans on bringing AP Triton to the next meeting to discuss the Master Plan.

Board Member Meyer likes the new website and appreciates the newly included content.

Board Member Unger asked about raising the permanent tax rate. Redmond Fire would be unable to do this due to tax restrictions.

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 10:29am.

Approved:

|                                       |                  |
|---------------------------------------|------------------|
|                                       | October 26, 2022 |
| _____<br>Carroll Penhollow, President | _____<br>Date    |

|   |                  |
|---|------------------|
|   | October 26, 2022 |
| _____<br>Craig Unger, Secretary/Treasurer | _____<br>Date    |

Attest:

|   |                  |
|---|------------------|
|   | October 26, 2022 |
| _____<br>Shannon Biondi, Administrative Assistant | _____<br>Date    |



Redmond Fire & Rescue  
Ambulance Billing Report October 2022

| <b>HealthEMS RevNet</b>                    |                        |
|--|------------------------|
| September Charges                          | (Net) 411,594          |
| September Payments                         | 306,854                |
| September Write Offs                       | (50,263)               |
| FireMed                                    | \$ 1,550.00 (3 claims) |
| Collections                                | 48,712.56 (50 claims)  |
| YTD Accounts Receivable (09/30/2022)       | 512,141                |
| Billed through 09/28/2022 as of 09/30/2022 |                        |

| <b>FireMed Statistics</b>  | <b>August</b> | <b>YTD</b> |
|----------------------------|---------------|------------|
| FireMed Member Payment     | 7,650.00      | 12,615.00  |
| Donations                  | 85.00         | 85.00      |
| Patient Account Write-Offs | (1,143.36)    | (2,402.43) |
| Life Flight Management Fee | (1,912.50)    | (3,153.75) |
| FireMed Revenue            | 4,679.14      | 7,143.82   |

YTD is fiscal year July 1, 2022 – June 30, 2023