

REDMOND FIRE & RESCUE  
BOARD MEETING MINUTES  
September 17, 2025

BOARD PRESENT: President Jessica Meyer, Vice President John Blanton, Secretary/Treasurer Earl Fisher, Member Gary Ollerenshaw, and Member Dick Knorr.

STAFF PRESENT: Fire Chief Ryan Herrera, Deputy Chief Dustin Miller, Captain Kevin Broadsword, EMS Captain Luke Jerome, Engineer Annie Duvivier, and Confidential Administrative Specialist Jessica Jackson.

STAFF ABSENT: Human Resources Manager Diane Cox and Fire Marshal Tom Mooney.

PUBLIC PRESENT: None

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

ROLL CALL: All present.

AGENDA CHANGES: None

PACKET DOCUMENTS FOR INFORMATION:

Member Blanton called attention to the Fire & Life Safety report noting that there is a three-story building coming in as a new project. He commented that higher buildings are coming into the district and we will need better equipment to serve them. He asked if the District has considered looking into an SDC for the taller structures, this led to a general discussion on incoming buildings and funding for necessary apparatus.

CONSENT AGENDA:

1. Meeting Minutes – August 20, 2025

Board Member Knorr made a motion to approve the Consent Agenda as presented. The motion was seconded by Board Member Blanton and approved by unanimous vote.

PUBLIC COMMENTS: None

PUBLIC PRESENTATION: None

REPORTS: None

ACTION ITEMS:

1. RFQ for Seismic Rehabilitation Grant  
Chief Herrera briefly walked through the request process to seek an engineering firm to complete the rehabilitation work on Station 4. Staff is recommending that the board provide the fire chief with the authority to enter into an agreement with IMEG to complete the work.

Board Member Knorr made a motion to allow the Fire Chief to enter into an agreement with WRK Engineers, now IMEG, to design and oversee the seismic retrofit of Fire Station 404. The motion was seconded by Board Member Fisher.

The Board had a discussion seeking clarification from Staff following the motion.

Member Ollerenshaw asked when the work would start, Chief Herrera gave brief outline of time parameters noting the project is slated to be completed by 9/30/26. Chief Herrera also explained the scope of work under the grant versus our internal rehab plans.

Member Blanton asked if there will be a lead person from RFR to be the project overseer. Chief Herrera and Chief Miller will be the main contacts right now; they are open to considering appointing others from the organization to help them oversee the project.

Member Meyer inquired if the District has worked with WRK before. Chief Herrea explained that they did the seismic assessment, and the industry standard is that when a firm puts that much effort into a project, other firms don't submit a proposal they let the initial firm complete the project.

Member Blanton asked if WRK agrees with us having another scope of work along with their project. Chief Herrera confirmed that they are on board with this, they cannot exceed the amount of the grant, so our scope is separate.

Member Meyer asked when the money from the grant is accessible to WRK. Chief Herrera stated his understanding is they have access from the beginning. He will check to make sure we are not fronting the money and then seeking reimbursement. Member Meyer then asked if he could keep the board updated on the progress of the design and building.

A vote was called and the motion passed unanimously.

## 2. Annexations

Chief Herrera presented the board with two resolutions, 2025-20 and 2025-21, representing requests from citizens to annex into the district. A brief discussion on the locations of the properties was held.

Board Member Ollerenshaw made a motion to approve Resolution No. 2025-20, annexation for last name Mole to come into the fire district. The motion was seconded by Member Fisher and approved by unanimous vote.

Board Member Fisher made a motion to approve Resolution No. 2025-21 authorizing the amendment of the Redmond Fire & Rescue Fire District Boundaries. The motion was seconded by Member Blanton and approved by unanimous vote.

FIRE CHIEF COMMENTS:

Chief Herrera gave the Board a report on the following topics:

1. Recognition

- a. Thanked the staff and community who came out for the Kienzle blood drive. Thirty-six out of thirty-seven spots were filled and due to the success, we are holding another drive here at 401 on December 8<sup>th</sup>.
- b. Redmond Fire & Rescue is now a certified Peds Ready organization. Chief Herrera acknowledged EMS Captain Jerome for all the work he has done along with the team that helped him get the kits out and training completed with the crews. A press release was sent out, and some great news articles came out of that.
- c. Thanked everyone for their work on the upcoming Community Day. This year we are hoping to have an extrication scenario for the public to watch.

The floor was briefly turned over to Captain Jerome to thank the specific people who worked with him on the Peds Ready process. He thanked Matt Lachance, Nate Simonson, Kyler Christiansen, and Jackson Bushnell, along with the instruction team that came in and helped everyone learn. We were able to install and implement everything in two months after being told it would be a several month implementation.

2. Strategic Plan

Chief Herrera gave a brief update on the last committee meeting and work done during that meeting. The committee is in the process of scheduling another full group meeting.

3. Canal Property

Working with a ReMax agent to develop a contract with the interested neighbors. Chief is planning to bring the information to the board through an executive session next month.

4. Policy Manual

The policy review group is making progress. The plan is to put all policies under one umbrella. A brief discussion was held around what happens to the board policies that have been identified as being an administrative policy and if there should be a separate section for the board policies. Per SDAO we will have to have a resolution to dissolve the board policies that are moved and approve the overall manual. The policy committee will bring a recommendation on which policies to keep or move to administration.

Member Meyer asked the board if they had any thought on the board policies.

Member Blanton stated that he would like to keep the board policies in a section just for the board so that they don't have to filter through the entire manual to locate them.

Member Fisher asked if SDOA has a recommendation on whether we should move them or not. Chief Herrera clarified that their only recommendations are on what to do if they are moved.

Member Knorr expressed his opinion that having a separate section would help keep the board out of areas they don't need to be in.

Member Meyer confirmed with Chief Herrera that the board would only need to sign their policies.

#### NEW BUSINESS:

##### 1. Monthly Board Reports

Member Meyer brought the topic of board reports forward; she would like to discuss their presentation since they are currently given in the information only section and in the past, they were openly presented by staff members. Member Fisher asked why the switch was made and Chief Herrera gave a brief history.

A discussion we held among the board members sharing their opinions. The general consensus was that the board would like staff to be present to ask questions and provide education but not necessarily presenting a report every month. They are just seeking a little more. The idea of a quarterly report from various divisions was discussed. The board directed Chief Herrera to reach out to CFO Burch and see what her availability for attending meetings is. The board also discussed their chain of command and that if there are questions about the reports when they come out, they should forward those to the Chief so that he can obtain answers for them prior to the board meeting.

##### 2. Director Conferences

Member Meyer brought forward the upcoming conferences. The OFDDA conference starts on 11/20/2025, and the SDAO conference starts on 2/6/26. Both are being held in Seaside this year. A brief discussion on who would like to attend was held. Members will look at their schedules and next month hold a discussion on who is attending the conferences.

#### OLD BUSINESS:

##### 1. Budget and Civil Service Committee Vacancies

There have been no new applications received for either committee since the last meeting. A brief discussion on how to solicit applications we held by the board.

Member Fisher stated that he has looked through Katie Graham's application several times and doesn't see any issues with appointing her.

Member Fisher made a motion to appoint Katie Graham to the Civil Service Commission. The motion was seconded by Member Ollerenshaw.

The Board had a discussion following the motion prior to voting.

Member Knorr shared his opinion that he would like someone to meet with Katie prior to appointment since nobody from the district knows her. Member Meyer asked what past practice has been and Member Fisher confirmed that he was interviewed prior to serving on the Civil Service Commission.

The board appointed a subcommittee consisting of Director Knorr, Chief Herrera, and HR Manager Cox to interview Katie Graham.

