

FIRE-EMS CONSOLIDATION WORKING GROUP (CWG)
Official Meeting Minutes
March 30, 2022

I. Call to Order

The meeting was called to order by Co-Chair Dustin Miller at 5:34 p.m. on Wednesday, March 30, 2022 at Jefferson County Fire District 1, 765 SE 5th Street in Madras, Oregon.

II. Roll Call of Members

Members: (9 Members present; 2 Absent; Quorum reached)

P	Rick Allen, Co-Chair	P	Bob Buckner
P	Dustin Miller, Co-Chair	P	Mat Felton
P	Janet Brown, Exec Comm	P	Mack Gardner*
A	Mark Carman, Exec Comm	P	Gretchen Schlie [for Jake Schwab]
P	Jeff Rasmussen, Exec Comm	P	Kim Stout
P	Mike Ahern	P	Susan Stovall
A	Devon Bowen		

* exited the meeting at 6:30 pm

Others:

In person: Ben Ochs (Meeting Facilitator); Lysa Vattimo (Meeting Recorder); Kasey Skaar (JCFD1); Bob Keefer (SDAO); Mike Lepin (JCEMS); Fire Chief Jeff Blake (JCFD1); Marc Heckathorn (Jefferson County Sheriff).

On Zoom: George Dunkel (SDAO); Sam Scheideman; Andrew Glen; David Ris (Attorney); TB; Joe Krenowicz; Jeremiah.

III. Old Business

A. Approval of February 23, 2022 Minutes

MOTION: To approve the minutes from the February 22nd meeting.
MOVED: Janet Brown
SECONDED: Mike Ahern
AYES: Members Allen, Felton, Gardner, Miller, Schlie, Stout, Stovall
NAYS: 0
ABSENT: Members Bowen and Carman
PASSED: Unanimously, 9/0

IV. Initial Consolidation Phase July 1, 2022 – December 31, 2022

Chief Blake provided an Operational update he and Staff have been working on since the last meeting and a timeline of what he anticipates to complete:

- Chief Lepin is now at Station 1701 (Madras) as part of administration team.
- EMS crews and Fire department sharing building during the day.
- Crews are now conducting joint training.
- Combined Budget Process has begun.
- Beginning the process of updating policies and job descriptions.

April 1 - April 30, 2022

- EMS admin combined with Fire admin at 1701.
 - Dependent on getting the computers systems moved over and the new phone system installed.
 - Offices are being cleaned/painted and office files/equipment moved over.
- Joint Training and FF-1 competencies beginning.
- Existing Students moved to Tracie House to make room for one medic unit and Captain in station.
- Budget Process (High level Consolidated Budget) in process.
- Adopt Policies.
- Develop Training Calendar for Fire and Ems personnel.

May 1, 2022

Madras Fire Station Captain, Student – 24 hours
 Medic Unit #1 - 24 hours
 Medic Unit #2 - 0900-2000 hrs

EMS Station Complete BLM Resources lease agreement
 Medic Unit #2 - 2000-0900 hrs

- Establish an eligibility list to hire new FF/Medics and fill future vacancies
- Joint Training FF-1 Competencies
- Budget Process
- Adopt Policies
- Complete New Logo and Branding

June 2022

- Adopt Policies
- Complete Budget Process
- Salary Survey
- Joint Training FF-1 Competencies

July 1, 2022

- Complete internal construction to house all Fire and EMS crews at the station 24 hours a day.
- Complete functional merger/consolidation of admin and emergency response resources.
- Transfer equipment and resources to the fire department.
- Start three new students with Jefferson County Fire and EMS
- Joint training and start of FF-1 competencies.
- Policy adoption and development.

August 2022 - Future

- Policy adoption and development
- Completion of consolidation
- Explore Alternate Funding Options
- Volunteer Retention
- Operational/Administration Efficiencies

Chief Blake then provided the Committee with an overview on the preliminary budget process Staff has been working on:

Anticipated Operating Budget: \$3.3 Million
Grant Funding Requested: \$2.4 million additional
Savings: \$3.1 million

- Develop a combined budget that incorporates each department's 2021 actual budget.
- Anticipate the regular increased cost for Fiscal Year 2022-2023 for both agencies with a 5-10% plus buffer.
 - PERS Rates: Fire - 22.6 EMS - 28.7
Anticipating they will end up closer to EMS rate
- Add the projected immediate cost of the merger and the anticipated expenditures for the rest of the fiscal year related to the merger.
- Acknowledge and describe the potential of additional revenue through fees and the grant process.
- Identify areas within the consolidated budget where they will see both cost savings and either temporary (health insurance, audits) or permanent cost increases.
- Provide a certain amount of reserves for unexpected or unanticipated expenditures.

He stated that they will utilize the expertise of professional business managers and administrative personnel to prepare this budget due to the complexities of combining agencies. The people they are utilizing have strong and varied backgrounds in public budgeting and the workings of a combined Fire - EMS agency.

He pointed out the following issues:

- Legal Requirements for the transfers of employees from EMS to Fire (PERS, Health Insurance, FLSA).
- Pay Equity Laws and Requirements.
- Pay period alignment.
- Health Insurance (might have to be double covered for a period of time).
- Unwinding previous decisions made by past administrations.

He stated that there are some short-term funding requirements due to the consolidation:

Buildings:

Madras Fire Station.....	\$85,000
Culver	\$25,000
Tracie House	\$7,500
EMS Building	\$10,000
Financial Software.....	\$20,000 - public financial accounting software (Caselle)
Branding	\$15,000 (includes patches, embroidery, decals, banners, vehicle stripping)
Uniforms	\$6,500
Legal Fees	\$TBD
SDAO Fees.....	\$40,000 (not to exceed)
Admin Support (meetings).....	\$4,000 (not to exceed)
Meeting Facilitation	\$12,000 (not to exceed)
Personal Protective Equipment	\$83,377(includes turnouts, helmets)

Technology:

Phones.....	\$3,500
Computers	\$ 5,000
Software.....	\$4,500 (Microsoft 365 for business, email, etc.)
Training Fire/EMS	\$30,000 (includes personnel, instructor, and materials cost)
Radio/Switch Over	\$15,000 (programming, pagers, equipment)
Elite/Image Trend.....	\$TBD (cost to transfer all data to new organization)
Target Solutions	\$3,000 Training Records Management (\$100/user annually)

Chief Blake stated that they received an extension on the Ambulance Service Agreement for another year. Chief Lepin added that he doesn't anticipate any issues with the contracts.

V. Full Consolidation Phase January 1, 2023 - December 31, 2023

A. City of Culver Related Issues Planning / Timelines

Chief Blake stated that as a future district they will examine what is smart and right. They will consider innovative ways to increase staffing and look at increasing staffing during summer months, high-attendance events, etc. Other considerations might include a single paramedic vehicle to cut response time down versus adding a full-time transport vehicle. They are committed to reviewing the data to determine the needs.

They are aggressively pursuing the transfer threat with St. Charles and working on a business model to fit the transfers in while eliminating the issue of having ambulances out of the area on transfers 6.5 hours per day.

They are also pursuing insurance claims on non-resident motor vehicle crashes.

B. Future District Boundaries / Annexation / Timelines

Chief Blake stated they will review the boundaries for areas that may need to be corrected and will explore annexation opportunities.

C. JCEMS District Dissolution / Planning / Timelines

Chief Blake stated that this is and will be an ongoing process for awhile. Functional consolidation will be in place by July 1st, but there is a lot of work to do for a full consolidation (dissolution) and the first step is the functional consolidation. They are still examining how to handle the two volunteer agencies.

VI. Future Planning Phase

Chief Blake stated they are building strategies for staffing, building and facilities, accommodations for females, training facilities, student housing, storage, etc. He will meet with contractors next week to do some preliminary site work in order to have information for grant writing.

He met with State Representative Greg Smith on rural health issues and funding to handle rural emergencies which he felt went very well. Representative Smith was receptive.

In May, the Fire and EMS boards will meet back-to-back; same day; same location. Second Tuesday.

VII. **Intergovernmental Agreement between Jefferson County EMS and Jefferson County Fire District 1**

A. **Review Updated Agreement**

A few minor clerical corrections were provided to the attorney during the review.

Section 5 Real Property and Equipment Transfer.

- Add the EMS building to the Jefferson County EMS Inventory list.

Section 5A Accounts Receivable.

Question was raised about what will happen to EMS debt.

Response: JCFD#1 cannot collect from insurance companies a service that JCEMS provided. Chief Lepin stated some people have been paying small amounts for years against their bill. There will be time to inform people/agencies.

Section 15 Volunteer Association.

Requested verbiage be entered that recognizes the two agencies will be left "as-is" for the time being. May be reviewed again after the full consolidation.

Section 19 Termination.

Discussion ensued about using the word "unanimous." The attorney stated keeping the word unanimous could instigate litigation. The intent in using it is to protect the work done by the committee, the boards, and the agencies to consolidate.

- Change the word "unanimous" to "majority."
- Change "four-months' notice" to "six-months' notice."
- Remove the verbiage "...not to terminate prior to the last day of the current fiscal year."

EXHIBIT B

Compensation

Clarify language to recognize that an employee's pay can be changed if their position changes.

B. **Recommend Further Amendments or Send to Boards for Approval**

There was much discussion that the IGA really needs the budget numbers before sending to the two boards for approval. However, budgets won't be ready before the two board meetings.

The committee agreed with the framework of the IGA once the attorney makes the changes discussed tonight. Once Chief Blake has some of the budget numbers available, submit the IGA with those figures to the Executive Committee and then send it on to the two boards for review in time for their next meetings.

Chief Blake stated that he doesn't expect the boards to approve the IGA at their next meetings, but that won't stop the functional consolidation on July 1st.

MOTION: To submit the IGA to both boards with the changes requested tonight and tentative budget numbers after review by the Executive Board with a recommendation for preliminary approval.

MOVED: Susan Stovall
SECONDED: Mike Ahern
AYES: Members Allen, Felton, Miller, Rasmussen, Schlie, Stout
NAYS: 0
ABSENT: Members Bowen, Carman and Gardner
PASSED: Unanimously, 8/0

VIII. Public Comments

There were no public comments.

IX. Additional Announcements

Chief Blake stated that the Open House went well.

Susan Stovall stated that she heard Janet Brown make a presentation at Rotary-Kiwanis and it went really well. Janet Brown distributed a list of opportunities for people to make presentations and asked for committee members to contact her if they are willing to sign up for one of them.

The next Committee meeting is being moved up to April 20th at 5:30 at Jefferson County Fire District 1.

X. Adjourn

Meeting was adjourned at 8:22 p.m.

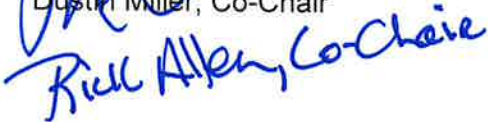
Minutes prepared by:

Lysa Vattimo

Reviewed By:



Dustin Miller, Co-Chair


Rick Allen, Co-Chair