

FIRE-EMS CONSOLIDATION WORKING GROUP (CWG)
Official Meeting Minutes
April 20, 2022

I. Call to Order

The meeting was called to order by Co-Chair Rick Allen at 5:35 p.m. on Wednesday, April 20, 2022 at Jefferson County Fire District 1, 765 SE 5th Street in Madras, Oregon.

II. Roll Call of Members

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

* Entered meeting at 5:37 pm.

Others:

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

On Zoom: Sam Scheideman; TB; Kirk Hagman; AI; Gretchen Beebe; Aaron.

III. Old Business

A. Approval of March 30, 2022 Minutes

MOTION: To approve the minutes from the March 30th meeting with one correction.

MOVED: Janet Brown

SECONDED: Susan Stovall

AYES: Ahern, Allen, Bowen, Buckner, Carman, Felton, Gardner, Rasmussen, Schlie

NAYS: 0

ABSENT: Dustin Miller was not present for the motion

PASSED: Unanimously, 11/0

IV. Status of Intergovernmental Agreement

Fire Chief Blake provided an update on the status of the Intergovernmental Agreement (IGA). Committee member Janet Brown worked with Fire Chief Blake as the EMS Board representative. Together they discovered a few typos and clarified some sentence structure. Chair Allen asked the committee for input. Chief Blake will be meeting with David Ris and the Wasco County ASA representative tomorrow. Extensions from both Jefferson County and Wasco County are expected. Both the Fire and EMS boards are expected to approve the IGA at their May meeting. Chief Blake feels the IGA has been very well reviewed and everyone should be commended for [producing such a great document. The IGA can be amended later if there are any critical changes.

V. Fire Department Update

Fire Chief Blake provided an update on the following:

A. Facilities

Every office at the fire station is occupied and demo work has begun upstairs. Construction crews arrive next week. They had to drop one bedroom as there isn't enough square footage. They solicited four bids and received three. The winning bid was \$49,959 (under prevailing wage). Staff will do some of the demo, hauling, painting, etc. The project is anticipated to be completed by July 1st. Funding is coming out the fire department budget and the space is needed by the fire department staff.

Students will be moving to the Tracie house next week which frees up room for EMS crews. April 30th Captains begin 24 hour shifts in Madras. Culver is down the road. \$20,000 has been allocated to modernize blueprints, new topo maps, etc., in order to have something relevant to provide to builders, use when applying for grants, etc. Continue to work with Bureau of Land Management (BLM) for lease space. Long-term plans are to build out the Madras location to accommodate training facilities, more dorm space, space for the BLM, etc.

B. Staffing

EMS Admin staff are onsite at Madras. Computers and phones are now hooked up. EMS crews are onsite by 8:30 and staff are holding meetings together. There will be a training expectations meeting with all captains tomorrow. Attitudes are great and energy is high. Radio transition has been postponed until after July 1st. Job offers have been made to three people to fill vacancies for p/t and f/t staff (all were internal applicants). They currently have 22 f/t employees. A new physician advisor has been hired. While this is called a consolidation, it really is a new organization.

C. Health Insurance

Both agencies were on Regence and will remain on Regence but EMS will transfer to the OFCA plan where they will receive better coverage with no waiting period. Opted to stay with WHA Insurance so they can stay with OFCA. Workplace physicals will be included. The coverage has improved and now includes dental, air ambulance (anywhere), high deductible plan with the employer paying deductible. This plan is comparable to other fire districts statewide. There will also be a benefit to employees who opt out. They are budgeting for all employees (including p/t). The price per person is less and they were able to get a better product for the employees.

D. Grant(s) Status

- First round notification on the fire truck grant meeting tomorrow.
- Notification on the SAFER grant in June.
- Total of about \$2.4M out in grants currently.

VI. EMS Update

A. ASA Status

Regarding the ASA extensions, there is a meeting tomorrow with Wasco county manager. Jefferson County Commissioners need to amend their ordinance to allow the ASA contract to extend 10 years. Janet Brown requested that this item be added to the Joint Fire-EMS Board meeting. Chief Blake stated he would like to get through the budget process before taking on the ASA contract ordinance.

Chief Lepin spoke with the State on licensing regarding the name change. The fire department will take ownership of the ambulances, relicense them and lease them to EMS as the fire department is not recognized as a transporting agency with the State.

B. St. Charles Non-Emergent Transports

Central Oregon Fire Chiefs will be meeting tomorrow to elevate this issue. At a recent Rotary meeting, Chief Blake identified St. Charles as a threat in this regard and immediately afterward, met Todd Shields, the hospital administrator. He explained that what is occurring now is not sustainable. Chief Blake expressed some of his ideas and they agreed that both sides have things to work on. It's a system, so it will take some time, but there are things that can be done to improve it. Mr. Shields has been meeting with Crook County Fire regarding the same issue. This is a statewide issue and will eventually need to go to the legislature, but some things can be addressed at the local level in the meantime.

C. Staffing

Same as fire department update. No employees were laid off or let go due to the consolidation. In contrast, Chief Blake stated that some employees stayed because of the consolidation. However, other EMS agencies do pay higher wages so, that is something that needs to be reviewed.

VII. Consolidated Budget Update

Chief Blake distributed the latest high-level draft of the budget split out between departments and combined (**see attachment "A"**).

Income:

To increase revenue for calls for service on patients who do not pay into the system as a taxpaying resident, consideration is being given to billing Out of District patients a higher rate for EMS. Many other agencies do this. Overall, staff is seeking appropriate ways to generate revenue that doesn't take money from residents of the district (**see attachment "B"** Potential Funding Options for Jefferson County Fire and EMS). The goal is to be sustainable for four to five years with these funding options.

Mat Felton stated his concerns for people who live outside the area, but own large properties in the area (non-resident owners) and asked what the process would be for them.

Chief Blake responded that special circumstances like that could be reviewed on a case-by-case basis.

Rick Allen stated that a section could be added to the ordinance that states if the person shows they own property within the district within 90 days (or something similar), that would cover them. The Boards will have the final say on the ordinance and the details. Since many other districts do this, their ordinances can be reviewed for details.

The fire district has begun billing for Out of District MVA's but the process is long, so they have not seen any revenue yet.

Ambulance rates have not been raised since 2014 (**see attachment "C"** Draft Billing Comparables). Raising rates could help generate revenue.

There was discussion about impact fee options where large companies in Enterprise Zones or Urban Renewal areas that increase impact on the District would pay an impact fee in lieu of taxes.

There was detailed discussion about opportunity to utilize a Community Paramedic and a Quick Response Vehicle.

It was noted that the fire district is the second lowest operational levy per \$1,000 in the state. This is why the out of district fees and other income generators are so important as a funding mechanism to help fund the district the way it should be. The new organization needs to be operational two to three years before true projections can be made.

Expenses:

Chief Blake provided an overview of employee expenses with two Options (**see attachment “D”** Suggested Pay Salaries Under the Consolidation worksheet). Option 1 represents an increase from current salaries; Option 2 provides opportunities for future increases. Both options are feasible under the District’s current budget. The numbers contained in these options have been padded by about 20%-30% (low on income; high on expense) to accommodate fluctuations and incidentals.

There are some one-time costs in the first year to improve facilities, wages, employee retention, etc. These are critical to sustainability of the fire district and success of the consolidation.

There was discussion about the salary options. The majority of the committee opted for Option 1 increases noting they are sizable increases and employees are getting better benefits, improved facilities, etc. They determined this would be a good first step.

- MOTION:** That we accept Option 1 that Chief Blake presented in the draft budget tonight.
- MOVED:** Mark Carman
- SECONDED:** Janet Brown
- AYES:** Ahern, Allen, Buckner, Felton, Gardner, Miller, Rasmussen, Schlie, Stovall
- NAYS:** Devon Bowen
- ABSENT:** Kim Stout
- PASSED:** 11/0

VIII. Public Comments

There were no public comments.

IX. Additional Announcements

Janet Brown handed out the most recent schedule for speaking opportunities. If anyone is interested in getting on the schedule, please contact her. Everyone is invited to attend even if they aren’t speaking.

The Joint Fire-EMS board meeting will be the May 10, 2022 at 5:30 at Jefferson County Fire District 1 where they will be presented the IGA.

The next Committee meeting is scheduled for May 25th at 5:30 p.m. at Jefferson County Fire District 1.

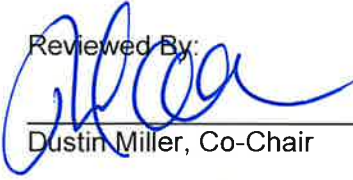
X. **Adjourn**

Meeting was adjourned at 8:00 p.m.

Minutes prepared by:

Lysa Vattimo

Reviewed By:



Dustin Miller, Co-Chair

*Rick Allen
Co Chair*

Exhibit A

	JC FIRE		JC EMS		Jefferson County Fire and EMS	Jefferson County EMS	
	JCFD # 1 Approved Budget	JCFD # 1 Estimate Actual	JCEMS Approved Budget	JCEMS Estimate Actual	6/30/2023 FY 2022-23	6/30/2023 FY 2022-23	
End Date	6/30/2022	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	
Description	FY2021-22	FY2021-22	FY2021-22	FY2021-22	FY 2022-23	FY 2022-23	
Beginning Fund Balance	1,730,586	1,838,312	1,390,000	1,152,514	1,636,685	1,495,249	Linked I
Insurance Proceeds	8,640	-			13,000	-	
Interest Earned	17,306	7,943	790	8,077	20,000	-	
Current Year Taxes	994,236	1,032,274			1,053,017	-	
Prior Year Taxes	20,000	24,226			20,000	-	
User Fees	-	-	1,636,000	1,875,454	1,650,000	-	
Pro Med Sales/Fire Med	-	-	20,000	15,000	20,000	-	
Refunds received	-	-	7,923	204	8,000	-	
Medicaid GEMT	-	-	250,000	275,000	250,000	-	
Rental Income	3,600	-			18,000	-	
Out of District Billing EMS	-	-			291,900	-	
MVA/Out of District Billing Fire	10,500	-			15,000	-	
Fire Review, Burn Permits & Misc.	20,000	10,476	5,040	1,100	25,000	-	
Contractual Services	126,000	138,292			135,000	-	
Sales of Fixed Assets	-	-	840	500	1,000	-	
JC EMS Asset Turnover	-	-			1,295,249	-	This rev
Donations	3,675	-			-	-	
Grants	21,000	8,546	130,000	234,600	40,000	-	
Circle Track, Arena, Military standby	10,000	2,700			10,000	-	
Total Resources	2,965,543	3,062,770	3,440,593	3,562,449	6,501,851	1,495,249	
Chief	130,000	57,860			-	-	
Gross Wages			966,280	966,280	1,620,600	-	
Administrative Assistant-Patton	50,500	49,535			-	-	
Deputy Chief Skaar	76,500	87,780			-	-	
Captain Support Service-Jaca	71,350	70,684			-	-	
Captain Training-Johnson	71,350	70,684			-	-	
Captain EMS-Hagman	52,000	53,234			-	-	
Duty Officer Pay	30,000	26,000			15,000	-	
Grant funded position	-	-			-	-	
Compensated Absences	13,125	1,000			13,125	-	
Overtime	32,000	12,000			150,000	-	
Workers Compensation	13,650	11,931	23,000	25,278	36,650	-	
Employee Health Ins Exp	119,940	90,000	216,734	188,500	366,000	-	
VEBA/HRA/PEHP					55,000	-	
SDI- Other, Life Ins, S/T Disab	-	-	5,500	6,000	7,500	-	
Dental Payments	-	-	7,700	4,610	-	-	
State Retirement Fund-PERS	94,500	70,000	149,000	176,040	380,446	-	
Payroll Tax Expense	50,400	40,000	51,500	37,122	121,545	-	
Health and Wellness	-	-	4,200	1,000	-	-	
Miscellaneous Personnel Costs/Unknown Cost					50,000	20,000	add cus
Total Personnel	805,315	640,705	1,423,914	1,404,830	2,815,866	20,000	
Material & Services							
Legal Fees	20,000	25,000	10,000	15,000	56,000	-	Plug frc
Bookkeeping Services	7,000	6,000			8,000	-	
Outside/Contract Services	-	-	30,000	53,000	-	1,295,249	This is t
Professional Fees/ Contract Services	27,000	75,812			90,000	-	

Audit	12,000	12,000	20,000	21,250	14,000	20,000
Volunteer Incentive Program	47,250	46,000	2,000	1,000	50,000	
Operating Expense	16,000	43,170			40,000	
Uniforms and Laundry	6,300	10,748	7,000	7,800	15,000	
Dues and Publications	4,500	3,433	7,000	7,000	11,500	
Gas&Oil	19,000	15,000	17,000	26,437	45,000	
Building and Grounds Maintenance	17,000	8,849	7,000	8,694	55,000	
Fire Equipment Maintenance	2,100	277	5,000	1,000	7,100	
Radio Maintenance			2,700	4,500	23,000	
Respiratory Equipment Maintenance	2,800	2,177			4,000	
Extrication Equipment Maintenance	2,000	2,000			2,500	
Fire Equipment <5000	26,250	44,307			128,377	
Fire Apparatus Maintenance - Other	20,000	21,958	11,000	30,000	36,000	
Utilities	30,000	18,567	17,000	17,000	50,000	
Utilities - Culver	15,750	16,361			17,000	
Culver Station Rent	23,100	18,999	3,200	3,200	76,300	
Fire & Liability Insurance	27,300	31,926	18,250	25,000	62,619	
Shop Supplies	2,100	1,227			3,000	
Equipment Rental	2,520	2,135			3,000	
Office Supplies	2,200	1,092	20,000	20,000	10,000	
Minor Equipment (IT Equipment)	25,000	32,353			15,000	
Office Equipment Repair	1,000	220	2,500	2,500	3,500	
Elections	1,000		2,000	2,573	3,000	
Dispatching	50,704	50,704	66,415	66,415	120,000	
Training	12,600	45,600	5,000	4,500	36,000	Plug frc
Travel Expense			4,300	150	4,000	
Vaccinations/ Certifications			1,000		1,000	
Medical Supplies/Patient care items	29,855	21,599	60,000	65,504	75,000	
AdvisingPhysician (Dr.Welle)			2,000	2,000	7,000	
First Aid and CPR			2,500		2,500	
Credit Card Fees			3,900	3,900		
Pro Med Expense			500			
Fire Prevention	2,100	477			3,000	
Community Outreach/Dept. Morale			3,000	2,500	2,000	
Recruitment Expense	2,000	333			2,500	
SAFER Grant Reimburse						
Grant Expenses			130,000	50,000		
Recruitment Expense - Other	3,570		1,000	750		
Student Scholarship/with Stipend	60,000	44,244			64,800	
Scholarship - Position 1 A.Glen (vacant)						
Scholarship - Position 2 J.Frank, (H.Scott)						
Scholarship - Position 3 G. Domier(J.Stinson)						
Scholarship - Position 4 L. Senej (G.Coleman)						
Scholarship - Position 5 (R.Carlson)						
Scholarship - Position 6 (D.Gallegos)						
Addressing Signs	1,400	85			1,400	
Misc. Expense			4,000	4,500	4,000	160,000
Total Materials and Services	521,399	602,654	465,265	446,173	1,102,096	1,475,249
Capital Outlay					100,000	Add an
Building Maintenance		67,500			50,000	
Apparatus Replacement					50,000	
Consolidation Merger					15,000	
Comprehensive Planning/ Master plan					80,000	
Medical Equipment			15,000	16,832	15,000	
Training Equipment			7,000		2,000	

Office Equipment			9,500	-			
Vehicle Purchase				34,565			
Building Construction			30,000	14,800			Plug frc
Tech/Software Upgrade					20,000		Plug frc
Capital Outlay - Other	55,650	12,389					
Total Capital	55,650	79,889	61,500	66,197	332,000		
Other Expenses							
Fund Transfer-Equipment			150,000	150,000	150,000		
Fund Transfer-Investment Fund							
Special Payments			150,000	150,000	150,000		
Non-Bonded Debt Principal	93,957	100,896					
Non-Bonded Debt Interest	4,000	1,937					
Total Debt Service	97,957	102,833					
Total Expenses	1,480,321	1,426,084	2,100,679	2,067,200	4,399,962	1,495,249	
Contingency					1,000,000		This is t
Building Reserves					100,000		
Apparatus Reserves					100,000		
Reserved for FE- Future Ongoing Consolidation	1,485,222		1,339,914		901,889		
Total Reserves for Future Expenditure	1,485,222		1,339,914		1,101,889		
Ending Fund Balance		1,636,685		1,495,249	0		
Total Appropriations	2,965,543	1,426,084	3,440,593	2,067,200	6,501,851	1,495,249	
Net Revenue Less Expenditures (check)		(1,636,685)		(1,495,249)	(0)		

Potential Funding Options for Jefferson County Fire and EMS

New Growth- on going

MVC Billing Fees- February (2022)

Increase Fire Med/ Pro Med subscription service- on going

Ambulance Rate increase/ Out of district billing (2022)

Annexation (2023/2024)

Contracts with PGE (2022)

SCMC Madras Impact Fee (2022)

Inspection/ Fire and Life Safety/ Plans Review (2022-2023)

Impact Fees (discussion)

Urban Renewal Loan (discussion)

Payment in Lieu of Taxes (discussion)

Sprinkler / Water Line Fees (2023)

Community Paramedic (2023)

Classes

Contract with Industry/ Health and Wellness

Alternate Transfer Car

Non-transport/non-emergency care

Operational Levy- 2026/2027

Capital Improvement Levy- 2024/2025

SAFER Grants- on going

AFG Grants – on going

Billing Comparables

Bend Fire Dept		Redmond Fire & Rescue		Crook County Fire & Rescue		Jefferson County EMS Dist		
Service	Rate		Service	Rate	Service	Rate	Service	Rate
	In District	Out of District						
BLS	\$1,092.41	\$2,184.82	BLS	\$1,375.00	BLS	\$1,300.00	BLS	\$1,050.00
ALS	\$1,297.00	\$2,594.00	ALS	\$1,850.00	ALS	\$1,500.00	ALS	\$1,400.00
Con	\$682.63	\$1,365.26	ALS2	\$1,850.00	ALS2	\$1,500.00	ALS2	\$1,650.00
Mileage	\$15/mile		Mileage	\$18/mile	Mileage	\$18/mile	Specialty Care	\$3,000.00
							Mileage	\$25/mile
			Helicopter Prep	\$425.00	Last updated in 2016		Treat/Non-Transport	\$250.00
Con = Convelesence							Blood Draw for LEO	\$125.00
							Life Assist	\$50.00

Warm Springs Fire & Safety	
Service	Rate
BLS	\$863.00
ALS	\$982.00
ALS2	\$1,650.00
Mileage	\$24.75/mile

Jefferson County Fire & EMS		
Service	Rate	
	In District	Out of District
BLS	\$1,500.00	\$2,250.00
ALS	\$1,750.00	\$2,500.00
ALS2	\$1,750.00	\$2,500.00
Specialty Care	\$3,000.00	\$3,000.00
Mileage	\$25/mile	
Treat/Non-Transport	\$250.00	
Blood Draw for LEO	\$125.00	
Life Assist	\$50.00	

DRAFT

