



OFFICIAL MEETING MINUTES
Fire-EMS Consolidation Working Group (CWG)
November 17, 2021

Full video record of minutes is available online at www.jeffco.net

VII. Call to Order

The meeting was called to order by Co-Chair Dustin Miller at 5:35 p.m. on Wednesday, November 17, 2021 in the Jefferson County Commission Chambers, 66 SE “D” Street in Madras, Oregon.

VIII. Roll Call of Members

Members: (11 Members present)

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

Others:

Ben Ochs (Meeting Facilitator); Lysa Vattimo (Meeting Recorder).

Guests:

George Dunkel and Bob Keefer (SDAO); Kasey Skaar (JCDF1); Mike Lepin (JCEMS); Joe Parrott, Hilario Diaz, Nancy Diaz; Andrew Glen; Jeff’s iPhone; Sam Schiedeman.

IX. Old Business

A. Approval of October 27, 2021 Minutes

MOTION: To accept the October 27, 2021 minutes.

MOVED: Susan Stovall

SECONDED: Mike Ahern

ABSENT: Janet Brown; Devon Bowen

PASSED: 11/0

X. Review of Phase I Framework with SDAO

George Dunkel and Bob Keefer met with the Executive Committee earlier today. They reviewed a Proposal for Consulting services (see Attachment A). SDAO provides consulting services to various boards around the state of Oregon. The proposal has been prepared with limited information they received from the last meeting and some input from members of the Executive Committee. They don’t do work for a profit.

Bob Keefer stated that their goal is to have a first draft by the first part of February so a functional consolidation could be in place by July 1st. They still need to do more

investigation to determine the details of what that functional consolidation will look like. They will hold a series of meetings with members of the committee and the involved chiefs to develop the first phase of the plan, they'll include a SWOT analysis (strengths, weaknesses, opportunities and threats) from the outside. Boards will make decisions mid-April, so SDAO has time to finalize in time to implement by July 1st. The proposal includes assisting the agencies through the process of the functional consolidation. They anticipate a Phase 2 could be ready to go to voters in November 2024 which would provide a couple years to fine tune operations.

Mr. Dunkel added that SDAO doesn't believe this is an over ambitious timeline. Allowing for the 2-year functional consolidation period gives crews and staff time to work together and develop at their pace. Some agencies have been in a functional consolidation only nine months before coming to SDAO and saying they're ready to merge.

Chief Lepin stated that this functional consolidation sounds like it's a done deal.

Mr. Dunkel responded that there will be meetings all throughout the process. He added that this presentation is meant to be a proposal. They haven't begun the work.

Mr. Keefer added that both agencies will still function as they do now while these meetings are being held, but they want to include as many people as possible along the way.

Co-Chair Allen stated that at the last meeting, the committee agreed on a deadline of July 1st for the agencies to begin working together like a functional consolidation. The details are yet to be worked out but a deadline had to be determined or there wouldn't be any progress.

Mr. Keefer added that this is just a proposal.

Mack Gardner asked if two years is typical for a functional consolidation.

Mr. Dunkel responded that two years is typical.

Mr. Keefer stated that this committee is way ahead in the process due to their meetings and discussions. In the scope SDAO is presenting, they will develop an organizational chart and budget as part of the functional consolidation process.

Mark Carman referenced the timetable in the proposal and stated that the executive committee was very impressed.

Mike Ahern concurred and said it would be something he would take back to the EMS board.

Kim Stout added that she very much appreciated the proposal.

Mack Gardner asked if renaming the organization would be needed at this time.

Mr. Dunkel stated he's not ready to put a name to it. Eventually, dissolution of at least one, of not both, districts will be addressed to form a new one. SDAO will bounce some ideas off their legal counsel, but none of this will affect the first phase (functional consolidation). A functional consolidation will be done under an Intergovernmental Agreement (IGA).

Mr. Keefer added that there are a lot of steps in this process, including bringing the City of Culver in, annexation of property, etc.

Facilitator Ochs added that in a process like this (relating to money, timelines, etc.) there will always be people on either end of the bell curve spectrum. There will be some people who want to just jump in and do it, others want to move slower. Debate brings clarity, so he encouraged people to speak up.

MOTION: That we hire SDAO and make recommendation to the respective boards based on their scope of work presented this evening at the meeting.
MOVED: Mark Carman
SECONDED: Mat Felton
ABSENT: Janet Brown; Devon Bowen
PASSED: 11/0

SDAO will finalize contracts and Co-Chair Allen will ensure they are sent to the Fire and EMS Boards for review and approval of the scope and fees.

XI. Presentation of Proposed Organizational Chart Options

Assistant Chief Skaar stated that he and EMS Chief Lepin have done some rough draft work on a few different organizational ideas. He noted that the salaries represented are still lower than the average Central Oregon salary levels. Best case (Gold) filling all areas with all shifts + highest salary; Second best (Silver); Third best (Bronze) is six per shift which is what they would like to shoot for; and a fourth option is the two entities combined with some anomalies.

Chief Lepin stated that Option 4 would be dangerous to the community. He felt the Bronze option would actually be doable with projected incomes for the next year.

Mr. Dunkel stated that there could be more options, so he encouraged the group not to get to fixed on these options.

Co-Chair Allen added that the options presented are showing all full-time staff which includes benefits, PERS, etc., when in reality, many staff are and will be part-time without benefits.

Facilitator Ochs stated that the options presented are a great starting point.

Assistant Chief Skaar added that changing the shifts that responders work is another component that will change the numbers (Fire and EMS work different shifts).

The group reviewed the fire department's budget, the EMS department's budget, and a document combining the two showing where there may potential savings.

XII. Additional Comments or Announcements

Fire Chief interviews will take place tomorrow.

December 1st the Executive Comm will meet with SDAO to finalize the scope of work to be shared with the Fire and EMS boards at their respective meetings.

Joe Parrott, Three Rivers land owner stated he thinks there are ways the system could be more effective, not more expensive, and not degrade service to anyone. Their group is concerned because they are a part of the EMS District but not the Fire District. If the EMS District is dissolved, they will be left without an EMS provider.

Chief Lepin responded that EMS provides service according to an ASA boundary, so they will continue to respond based on their ASA agreement.

Facilitator Ochs thanked Mr. Parrot for bringing up the issue so SDAO can address it in their proposal.

The next meeting is scheduled for December 29, 2021 at 5:30 pm.

XIII. Adjourn

Meeting was adjourned at 6:55 p.m.

Minutes prepared by:

Lysa Vattimo

Reviewed By:

Dustin Miller, Co-Chair

Rick Allen, Co-Chair