**Jefferson County Fire and EMS**

**Board of Directors Meeting Minutes**

**August 13th, 2024**

**Meeting called to Order:** 5:46 PM

**Pledge of Allegiance lead by:** Led by Director Boyle

**Roll Call:**

**Fire:** Director Kim Stout, Secretary Ryan Boyle, President Rob Galyen, Vice President Chris DuPont, Director Dustin Miller,

**Fire Members Absent:**

**Fire staff:** Fire Chief Blake, Deputy Chief Skaar, Deputy Chief Earnest, Deputy Chief Lepin, Billing Manager Danielle Peckham, Admin. Assistant LeeAnn Bowman, Finance Manager Kristy, Fire Attorney Tim Gassner

**Community Members:**

**Agenda Approval/Adjustment:** Chief Blake suggested adding the additional resolution #2024-2025 02 to New Business item G. He would also like to add board rotations to New Business item H. Director Boyle moved to accept the agenda with the amendments, and Director Stout seconded. The motion passed unanimously.

**Presenter:** No presentation.

**Citizens' Input:** No citizens' input.

**Minutes from Previous Meeting:** Director Miller motioned to accept the July 9, 2024, meeting minutes. Director Stout seconded. The motion passed unanimously.

**Old Business**

**EMS/Fire Consolidation:** Billing Manager Danielle Peckham provided an overview of billing, stating that as of last year, we are 75% complete. She reviewed percentages of what we are receiving back from billed calls.

Director DuPont asked if the revenue we have received is reflected in the Profit and Loss statement. Billing Manager Peckham stated that she is unsure if it is reflected just yet. She explained “Phase One” of billing and how it works as well as phase two and phase three.

Director asked what “SCT” meant. Billing Manager Peckham explained that it stands for Specialty Care Transport, as well as what “BLS” and “ALS” stand for, including “ALS2.”

Billing Manager Peckham continued to review her billing report with the board of directors, including Charge Summary, Code Analysis Report, and Call Schedule/Event Summary.

**Building Expansion:** Chief Blake stated that no progress has been made on the building expansion as we have been focusing on the Bond. He mentioned that at the September or October board meeting, we will decide whether to continue postponing or begin the expansion.

**Bond Update:** Chief Blake skipped this item.

**New Business**

**Formation of Bond Advisory Board:** Chief Blake stated that he provided possible candidates. Chris DuPont suggested Rick Molitor as a potential bond advisory member due to his prior experience with bonds, as well as Jeff Jordan, who represents the southern end of our district.

Chief Blake listed eight potential candidates, including two of our board members: Director Galyen and Director Stout. He named the potential candidates who have agreed to participate: Angela Kruger, Travis Feigner, Jennifer Townsen, Seth Taylor, and Evan Thomas Jr. Rob suggested replacing Seth Taylor with Jeff Jordan and Travis Feigner with Rick Molitor. Director Miller pointed out that Blake did not mention Sean Young. Director Galyen discussed a few points regarding Mr. Young. Blake liked Young as he provides representation from the City of Metolius.

Director Galyen inquired about how many meetings the bond committee would have. Chief Blake stated there would not be many initially, with the potential for more in the second phase. He mentioned two to three initial meetings. Director Stout expressed support for Travis Feigner due to his area of representation. Director Galyen noted that since it is a non-voting committee, the number of members does not need to be odd. Jeff Jordan will replace Seth Taylor, and Rick Molitor will be added, bringing the total to 10 members. Chief Blake will reach out to confirm positions.

**Presentation SDAO Financing:** David Ulbricht discussed SDAO Financing for the bond. He explained that splitting the bond into two separate series would involve using a bank, which is less expensive and provides funds faster. He mentioned that this loan will have a term shorter than 15 years, with the ability to repay or refinance faster, creating more flexibility for the district. He has a call with the bank tomorrow to finalize details.

The call with the bank will be at 10:00 AM tomorrow (August 14, 2024). Director DuPont and Director Stout will attend via Zoom. There were no questions for David Ulbricht.

**Authorize Resolution:** Attorney Tim Gassner read Resolution #2024-2025-01, a resolution of the board of directors of Jefferson County Rural Fire Protection District #1 (Jefferson County RFPD #1). This resolution was drafted by bond counsel and Attorney Tim Gassner.

Director Miller made a motion to accept Resolution #2024-2025-01 as presented. Director Stout seconded the motion. The motion passed unanimously.

**Finance Update:**

**Introduction:** Chief Blake introduced Kristal Hughes as Jefferson County Fire & EMS’s new Finance Manager.

**Review Draft Action Plan:** Kristal presented a priorities and plan of action sheet. She stated that she will need to complete LB-50 for FY 2024-25 by September 1. She will get in touch with the auditors and complete reviewing all revenues/expenditures by September 2024. She will also review all contracts, confirm billed amounts, and reach out to customers with outstanding balances. By October 2024, she will complete financial statements and provide them to the board.

**PGE Overpayment:** Chief Blake stated that many Special Districts that do not benefit from PGE are frustrated and do not want to repay funds due to an assessor’s or PGE’s mistake.

The county worked with the assessor, school districts, Culver, the library, the MAC, etc. to determine who benefits from PGE. From the funds we must repay, it will reduce the amount those entities have to repay.

There are many Special Districts, including Road Districts, that must repay. The county has options for how they get the funds back to PGE, whether over time or through taxes.. We are awaiting further information and seeking advice from SDAO’s legal counsel and other Special Districts.

**Resolution 2024-2025-02:** Chief Blake stated that with the fires we have been responding to outside our district, we have accumulated more than $7,000.00 in revenue. We have had many revenue-producing fires. It was suggested by other departments to authorize payments to exempt employees when responding to Central Oregon Fire Management Services Type 3 Team assignments and Oregon Fire Marshals Incident Management Team Assignments. Chief Blake stated this would be beneficial as we are receiving payment for their wages plus additional funds.

Director Stout made a motion to approve Resolution 2024-2025-02. Secretary Boyle seconded the motion. The motion passed unanimously. Attorney Tim Gassner then read the resolution into the record.

**Fire Operations:** Deputy Chief Skaar reviewed the July 2024 Monthly Report, noting a significant increase in calls compared to last year. We are on track to reach 400 calls in August if the trend continues. There were 19 fires listed at the bottom of the spreadsheet provided for July. Deputy Chief Skaar asked if there were any questions about the monthly report. President Galyen inquired about what constitutes a “good intent” call, which Deputy Chief Skaar explained.

Deputy Chief Skaar introduced Andrew Glen as Captain Glen, now the Captain of A Shift. Captain Tom Jaca will now be in the office during the week as the Maintenance Captain. Shift movements include A Shift having 7 line staff, and B and C Shifts having 6 each. We are looking to fill two open student positions.

The UTV has arrived, and driver training will be conducted after the Airshow at the Prineville Pits. We received grant funds for the UTV purchase.

The volunteer group presented an award to Aaron St. John as he has moved on from his volunteer position. Hiladio and Nancy Diaz have also stepped down as volunteers, along with a few others. Despite this, we have a good list of individuals wanting to volunteer, awaiting background checks. Many are not local and are coming in to pull shifts.

We currently have about 3-5 active volunteers. Chief Blake noted that volunteer demographics are changing, making it increasingly difficult to find volunteers. We are getting many out-of-district volunteers.

**Fire Prevention**: Deputy Chief Earnest has been working on two projects: “The Spot” and the hydrogen fuel cell going into The Daimler Building.

The “Living with Wildfire” book was released before the fair. He expressed gratitude to volunteers and Jessica Stinson for their efforts at the fair to spread wildfire awareness. He is also trying to mirror what Redmond Fire does with mapping software and is receiving many calls from insurance companies wanting to know ISO ratings for individuals' insurance.

**EMS Report:** Deputy Chief Lepin informed the board that he completed a FF1 academy and has been responding to fire calls.

The Fossil ambulance will be out of service temporarily, and we were asked to take over ASA 6. We will not take it over but will continue to do support them as we can.

Condon and Spray will assist with calls in their district. Fossil had been transferring patients to Madras, but they will no longer do that. There were no questions for Deputy Chief Lepin.

**Chief Update:** Chief Blake reported participation in National Night Out with the Sheriff's Office and Police Department. The Crawdad Fest is this Saturday, and crews will be rotating in and out. The AARFF equipment from Port of Portland will arrive tomorrow. We will assist in filling barrels, back burning where fireworks will be set off, and participating in the flag ceremony. We will also have the

We also will have the UTV at the airshow as well as be having a first aid booth at the airshow as well. We also sold one of the old ambulances.

He also stated that he put out 20 audit requests and have only had a few that have responded back.

He asked if there were any questions regarding the Elk Ln Fire. We lost an out building, two trailers, and a cow. It started out small and by the time crews got there it was 50 acres. The response from all the other agencies and the Red Team contributed greatly in having structure protections. Crews were actively firefighting from 7:00 PM to 4:00 am the first night. We are very resource efficient right now and getting type one crews was difficult at the time. As we moved up in priority we got more type one teams to get down in the canyons. He asked that we do our best to over communicate to ensure we reach everyone we could possibly reach. He stated the community has been so great with donations.

**New Business**

**Board Rotation:** President Galyen suggested that Director Stout take over as chair. Rob made a motion for director Stout to be chair, Rob Vice President, Secretary to dusty miller. Effective August 14th, 2024. Chris DuPont seconded. Motion passed unanimously.

**Monthly Bank Accounts:** LeeAnn Bowman went over the monthly bank accounts briefly. Kim asked about the PERS on the check register. Deputy Chief Skaar stated that June and Julys PERS.

**Pay Bills:** Director DuPont motioned to pay the bills. Director Boyle seconded the motion. The motion passed unanimously.

**Citizens Input:** Linda Larson shared her gratitude for how great the crews did on the fire.

**Additional Comments/Concerns:** Deputy Chief Skaar wanted to thank LeeAnn and Danielle for their efforts in ensuring food got to the crews. He also wanted to thank Kristi at the bowling alley for all her efforts and always willing to help us when we need her most. Blake stated that it was a huge success, and we have set the bar high and hopes we can keep it up in the fires.

**Adjourn Meeting:** 7:30 PM

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Board President Recording Secretary