**Jefferson County Fire and EMS**

**Board of Directors Meeting Minutes**

**October 16th, 2024**

**Meeting called to Order:** 5:31 PM

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

**Roll Call:**

**Fire:** Board President Kim Stout, Secretary Dusty Miller, Director Ryan Boyle

**Fire Members Absent:** Vice President Rob Galyen, Director Chris DuPont

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

**Community Members:** No community members present.

**Agenda approval/adjustment:** There were no adjustments to the agenda. Director Miller motioned to approve the agenda as typed. Director Boyle seconded the motion. Motion passed unanimously.

**Presenter:** No presentation.

**Citizens Input:** No citizens input.

**Minutes from previous meeting:** President Stout stated that under Agenda approval/adjustments and under previous minutes secretary Miller seconded his motion it should have been Director DuPont. Secretary Miller motioned to approve the minutes with the two amendments. Director Boyle seconded the motion. Motion passed unanimously.

**Old Business**

**EMS/Fire Consolidation:** Chief Blake gave a brief update on the EMS audit and stated Kristal has been reaching out and will update at the next meeting.

**Old Business**

**Building Expansion:** Chief Blake stated that we have gone out for bid. Stacy Chiddex gave an update - we have budgeted about 128k with SDC- this is a rough estimate. Total permit cost - we will be saving 50k - 60k. Blake stated we will be needing a few checks signed within the week for permits.

Bids will be coming this Friday. Griffin has one week to qualify the bids. This coming Monday/Tuesday we will have total project costs, hit the dirt date, etc.

**Old Business**

**Bond Advisory**: Chief Blake stated that the bond advisory board has had one meeting and has yet to schedule a second. He stated they spoke about the bond and what we could/should reimburse ourselves.

Chief Skaar stated that the bond advisory wanted to know what the bid cost would be and move on from there. Knowing what the bid is will allow us to know what can be spent in other places; such as the engine. Chief Blake stated that the engine that we spoke about has been pushed back to Oct. 2025.

**Old Business**

**EMS Audit:** Kristal stated that a review costs 14k-20k full 20k-30k. If the books are cleaner than expected, we can bill at time an audit is completed if they are not as clean it will be billed up front. They will require a retainer if the company is behind. Secretary Miller asked if Kristal suggested the review, she replied yes. Secretary Miller motioned that we contract with an auditor to review the EMS financials for 2022-2023. Director Boyle seconded; the motion passed unanimously.

**New Business**

**Finance Update:**

**Financial Dashboard:** Kristal went over the dashboard with the board members. First, she went over the General Fund. She stated we are doing well on Contract Service Revenue. As we compare revenues to expenses to the previous year- we had a larger fire season as well as three individuals on the grant. Secretary Miller asked when we get our Taxes - Kristal stated typically mid Oct. to end of Nov. Chief Earnest asked if we would get those taxes since we took the tax anticipation loan? Kristal stated that Dec. 1, 2024, we will choose to pay it back with our taxes from the LGIP fund or choose to pay the loan with the interest. Kim asked what the increase on contractual services is. Chief Blake stated it was fire reimbursements and some of our contracts. Chief Skaar asked if this document shows everything we have billed out and not what we have received. Kristal stated that was correct.

Chief Blake stated that we came to an agreement with PGE on payment of the services we provided during the Elk Ln. Fire. The General Fund does not currently show the PGE payment. Rick Allen asked

Kristal then went over personnel costs differences from 2023 to 2024. Kristal stated that Heather has been working hard with contacting PERS. We have made our first additional pers payment. The goal is to have all of 2024 paid by Feb. 2025. Kristal believes if we continue to make monthly additional payments, we will have it caught up by Feb. 2025. Kasey gave a brief update on what we have billed out for fires and is hopeful to receive it.

Billing Manager Danielle then went over the Sept. 30th, 2024, Ambulance Billing Report. She stated we did 250 calls and went over price per call. She gave predicted funds for the month based on net payers. Kristal stated we will be adding what we received YTD. Danielle stated when we receive payments, we are receiving for example some in June and some in September. Therefore, we do not get a good reading on the monthly basis because of receiving funds from back billing.

Deputy Chief Skaar then went over the Cash Projection portion. He broke it down into sections. The first section was what we will do with the bond. It shows what we have to spend and an estimate of what we can spend it on. He then broke down what we could spend the bond funds on- engine, outfitting the engine, new medic unit, etc. at the end of it we would be negative $146,569.58.

Deputy Chief Skaar then gave an update on what we can operate off of according to quickbooks balances. It showed what we have to operate with if we bring $950,000.00. First option was to take the 950,000.00 and pay pers. The second option was to pay pers monthly chunks. He stated he saw a document that stated we do not have a PERS rate. Since PERS was not reported in 2023 we do not have a rate. We will get a rate in the coming months.

Secretary Miller stated that at some point we need to look at FTE’s brought from Fire and EMS. Kristal asked if a few board members would like to meet with Chief Blake and look over the budget and they were open to that. Kristal stated that they have been working on options to bring in more revenue. Rick Allen stated that we would have to start taking in 300k-400k monthly to stay out of the red. He stated we are in fact going to be in the red coming this spring. Chief Blake stated we are in a unique situation and we did not anticipate a 4-6 month delay on payments with the Medicare/Medicaid breach. Chief Blake stated that if could have seen into the future he would have stopped the merger. Rick Allen stated that the merger had already taken place - you were voting on the dissolution. Chief Blake stated he stands corrected. Rick asked what do we do if we are in the red. Blake stated Kristal and him have been coming up with options. One being not paying our tax anticipation right away or paying it and then taking a $2 million loan from the county. Blake stated that this only fixes a little bit. Rick Allen stated looking at the budget it looks like to him if all revenue came in, we are spending more than we have coming in. What made it work is we had a $600,000.00 carry over. Rick stated that moving forward with today’s costs we will always be over. Rick stated he does not understand how this all works. Kristal said right now, it does not work. Kristal stated we have a clearer picture of where we are, now we decide what we will do with this information. We now have direction, we got the bond financed, the reality is the bank who gave us the bond gave us the bond knowing where we are at. Kristal stated we are going to find a way and not panic.

**Bond Funds Acc./ Resolution 2024-2025 #03:** Kristal stated the bond fund is in the packet and with the header 2024-2024 #03. Attorney Gassner then read Resolution 2024-2025 #3 by title into the minutes- A RESOLUTION ESTABLISHING THE BOND CAPITAL IMPROVEMENT FUND AND THE DEBT SERVICE FUND AND SETTING A REVIEW DATE OF NOT LATER THAN MAY 2034 AND IDENTIFYING WHERE THE UNEXPENDED OR UNOBLIGATED BALANCE WOULD BE TRANSFERRED WHEN THE FUND IS ABOLISHED. Secretary Miller then motioned to approve the 2024-2025 #03 resolution as amended - correct the Culver Station cited with the Madras Station cited. Director Boyle seconded the motion. Motion passed unanimously.

**Checking Acc. Signature:** Kristal went over the fund signatures; we will be completing this next board meeting.

**New Business**

**Fire Ops.:** Deputy Chief Skaar then went over the Fire Ops. for the month. He noticed we have been much busier during the days than nights. We do see shift turn out times that have fluctuated monthly. B Shift has had the most calls again this month. Deputy Chief Skaar wrapped up his report - there were no questions.

**New Business**

**Fire Prevention:** Deputy Chief Earnest went over his prevention report. We will be assisting the schools with their STEM projects. Address signs have been going up. One permit issued to Culver High. Starbucks will be open this coming Friday. Lucys Taco Shop is coming in at the old Pepes. Initiative Brewing is attempting to be operational this month. He has been continuing to join the City/ County planning committee and continuing taking care of prevention for the month! There were no questions on prevention.

**New Business**

**EMS Report:** Chief Lepin gave his update. He stated Baxter (medical item sales) were very much hurt in Hurricane Helene. There is a shortage in saline. He ordered from another company. Chief Lepin is also having a meeting with the transfer center to ensure we are all talking the same language. We are talking about investing in higher quality medical items to allow us to take specialty care transports- in return receiving more funds. He applied for a grant from St. Charles to offset costs on front line units.

During a case review we were talking a lot about overdoses. One of our medics would like to know if we can leave Narcan on calls that are non-transport. The Health Dept. provided us with a box of Narcan and we are allowed to leave that Narcan on overdose refuse transport calls. We have had to leave it twice since then. When the Health dept gave us it they connected us with Save Lives Oregon - they will be giving us Narcan for free and we will report on it monthly. There were no questions.

**New Business**

**Chief Update:** Chief Blake stated a few board meetings ago the board/chief spoke about letting the fire chief sign checks $5,000.00 or less. On the checks less than $5,000.00 Chief Blake asked if the board would like two signatures. Director Boyle stated that anything $1,500.00 the chief will sign with one signature. The Chief was in agreement.

We have five probationary Firefighters that have come off probation. Conner Bowman, Mark Cooley, Tygh Garibay, Ian Nelson and Josiah Bailey.

Two weeks ago, Blake testified at the City in a work session regarding Urban Renewal Districts. There is an urban renewal task force. They will attempt to unwind the herd.

We were unsuccessful on the AFG grant. Although, Chief Blake has strategic plans for funding for the future, the health and safety of our employees, pub ed., staffing, etc.

He stated we did get an OAM Grant for radios.

We are interviewing some of our shift individuals to assist with the student program. We are finding ways to keep our students longer - currently we typically keep them a year and then they move to part time. Blake will be spending one workday in Culver a week to add staffing out there. He is working on getting a meeting with the mayor and the city council to work on the Culver station.

Chief Blake stated he appreciates all the staff for all their hard work and efforts and does not want to lose anyone.

**Monthly Bank Accounts:** LeeAnn Bowman went over the bank accounts. Secretary Miller asked what the EMS account was. Danielle stated that is where she receives her billings funds to keep it cleaner. We will also see it fluctuate as funds come in and then go out into the general fire and Ems checking account.

**Pay Bills:** Secretary Miller motioned to pay the bills. Director Boyle seconded. Motion passed unanimously.

**Citizens Input:** No citizens input.

**Additional Comments/Concerns:** Deputy Chief Earnest asked Kristal if we are going out for a 2024-2025 audit. Kristal is actively working on this! We sent 30 ARQ’s out for audits and have gotten few back. He then asked between the options Chief Skaar presented regarding the funds we have to operate - is the board going to make a choice on what option to go with? Kristal stated that right now it is just a snapshot of where we are currently, and we will wait and see. Secretary Miller asked about the current audit. Chris Mahr has everything they need currently and will come in person at a later date.

**Adjourn Meeting:** 7:32 PM

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Board President Recording Secretary