

Board Meeting Agenda

August 21, 2023

5:30 p.m.

Mid-Columbia Fire and Rescue Station
1400 West 8th Street, The Dalles, Oregon

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Agenda Changes

5. Minutes

- a. Correction of Minutes, if any – Monday, July 21, 2023

6. Public Comment

- a. During this portion of the meeting, a citizen may speak on any subject upon being recognized by the Board President. The citizen must state their name, address, and their discussion topic for the minutes. Five minutes per person will be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
- b. The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:

TELEPHONE NO. +1(631) 992-3221

AUDIO ACCESS CODE: 949-161-282

COMPUTER LINK: <https://attendee.gotowebinar.com/register/6374982045145453656>

WEBINAR ID: 967-481-795

7. Financial Reports

- a. Balance Sheets/Combined Cash Accounts as of 07/31/23
b. Ambulance Service Financial Report 08/01/22 to 07/31/23

8. Committee Reports

- a. Urban Renewal Report – None

9. Fire Chief's Report

- a. Fire Chiefs Update
b. Monthly Report – AC Jensen
c. Monthly Report – DC Coleman

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.

- d. Monthly Report - DC Wood
- e. Monthly Report – DC Beckner
- f. Other items as needed

10. Correspondence

- a. Letter – Oregon Secretary of State: Oregon Audits Division

11. Old Business

12. New Business

- a. Resolution No. 2023-09 “Establishing Authorized Check Signers for Mid-Columbia Fire and Rescue”
- b. Information Sheet – Surplus Items

13. Good of the Order

14. Adjournment



OUR MOTTO:

Educate, Serve & Protect

OUR SHARED VISION:

“To provide for the optimal safety and welfare of the community and our members.”

OUR MISSION:

“We are committed to providing professional emergency and non-emergency services to minimize suffering, protect life, environment and property.”

OUR VALUES:

P-rofessionalism
R-espect
I-ntegrity
D-uty
E-ngaged

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
July 17, 2023

1. CALL MEETING TO ORDER

President Jacobs called the Mid-Columbia Fire and Rescue meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Corey Case, and Director elect Walter Denstedt. Dick Schaffeld was absent.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief Jay Wood, Division Chief Fred Coleman, Division Chief Josh Beckner, and Office Manager Stephanie Ziegler.

Others Present: Legal Counsel Andrew Meyers.

4. AGENDA CHANGES

There were no agenda changes, however updated board minutes from the meeting on June 19th were handed out to the Directors. Chief Palmer did state that during Public Comment he will have the new Apprentices introduced.

5. OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS

Legal Counsel Andrew Meyers administered the Oath of Office to newly elected Board member Walter Denstedt.

6. ELECTION OF BOARD OFFICERS

President Jacobs opened the election of Board officers. Director Bailey nominated David Jacobs as Board President. Director Case seconded. Hearing no other nominations for President, Director Jacobs called for the vote: 4 Ayes, 0 Nays. Motion carried. President Jacobs asked for nominations for Vice-President. Director Case nominated Diana Bailey. Director Denstedt seconded. President Jacobs asked for any other nominations for Vice-President. Hearing none he called for the vote: 4 Ayes, 0 Nays. Motion carried. President Jacobs asked for nominations for Secretary/Treasurer. Director Bailey nominated Director Corey Case. Director Denstedt seconded. President Jacobs asked



if there were any other nominations. Hearing none, President Jacobs called for the vote: 4 Ayes, 0 Nays. Motion carried.

7. MINUTES

The minutes of the June 19, 2023, meeting stand approved as written.

8. PUBLIC COMMENT

None.

Introduction of new Apprentices. Chief Palmer had Division Chief Fred Coleman introduce the new Apprentice Recruits to the Board.

9. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts. President Jacobs asked if there were any questions. Director Case stated that he had emailed his questions to Chief Palmer earlier and he was happy with the answers Chief Palmer had given him. President Jacobs asked if everyone had seen the questions and the answers. Director Bailey stated she had not, and asked that they go over them for her. Director Case stated that he had questions on the GEMT ambulance revenue, Firefighter vacation line, and on the Physician Advisory line. Chief Palmer answered all of Director Case's questions to his satisfaction. There were no other questions asked.
- b. Ambulance Report. Director Bailey asked if our run volume was down. Chief Jensen responded to her question. There were no other questions.

10. COMMITTEE REPORT

- a. Urban Renewal Report. No report.

11. FIRE CHIEF REPORT

- a. Fire Chief's Report- Included in Board Packet. Chief Palmer read through his report giving a more detailed description of each item.
- b. Monthly Report – Assistant Chief Jensen. Included in Board Packet
- c. Monthly Report – Division Chief Coleman. Included in Board Packet – Director Denstedt stepped out at 6:18 p.m. for a brief period and returned at 6:21 p.m.
- d. Monthly Report – Division Chief Wood. Included in Board Packet.
- e. Monthly Report – Division Chief Beckner. Included in Board Packet.
- f. Strategic Plan Update – Included in Board Packet. Chief Palmer addressed the plan objectives and their status.



12. CORRESPONDENCE

None.

13. OLD BUSINESS

None.

14. NEW BUSINESS

- a. Urban Renewal Representative. The Board needs to appoint a new representative for the Urban Renewal Agency. President Jacobs stated that he had spoken to Director Denstedt asking if he would be interested in the position. Director Denstedt stated he doesn't know a lot about it but he would be willing to become the representative. Discussion followed. Director Bailey made a motion to appoint Director Denstedt to represent the Fire District at the Urban Renewal Agency. Director Case seconded. President Jacobs call for the vote: 4 Ayes, 0 Nays. Motion carried. Chief Palmer will compose a letter to the Urban Renewal Agency letting them know who the new representative will be.
- b. Audit Engagement Agreement. Chief Palmer and President Jacobs to sign the Agreement with RTO & Company, no motion required.
- c. Surplus Items. Attached Exhibit "A" to be declared surplus. Director Bailey made a motion to declare items noted on Exhibit "A" as surplus. Director Case seconded. President Jacobs called for the vote: 4 Ayes, 0 Nays. Motion carried.

15. GOOD OF THE ORDER

Chief Palmer advised the board that Director Denstedt will need to become a check signer. He also advised the board that he is in researching changing banks from Umpqua to First Interstate. He gave a brief explanation of the reasons for doing so.

16. ADJOURNMENT

President Jacobs adjourned the meeting at 6:36 p.m.

Board President

Secretary/Treasurer

MID-COLUMBIA FIRE & RESCUE
 COMBINED CASH INVESTMENT
 JULY 31, 2023

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	5,764,290.75
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	191.86
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	(12.50)
01-0-1030-00	CHECKING ACCOUNT	373,874.64
01-0-1040-00	PETTY CASH	125.00
01-0-1075-00	AR CASH CLEARING	.00
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	TOTAL COMBINED CASH	6,138,469.75
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	TOTAL UNALLOCATED CASH	6,138,469.75
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,535,430.76
20	ALLOCATION TO FF EQUIPMENT & SU	321,104.15
25	ALLOCATION TO FIREMED	75,797.08
30	ALLOCATION TO STACKER BUTTE	47,639.38
35	ALLOCATION TO DEBT SERVICE	86,284.85
40	ALLOCATION TO TECHNICAL RESCUE	61,853.53
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	449,384.76
51	ALLOCATION TO BUILDING RESERVE	304,581.77
52	ALLOCATION TO TRAINING RESERVE	138,914.41
53	ALLOCATION TO RETIREMENT LIABILI	117,479.06
55	ALLOCATION TO BOND PRINCIPAL RE	.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUN	6,138,469.75
	ALLOCATION FROM COMBINED CASH	(6,138,469.75)
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	ZERO PROOF IF ALLOCATIONS BALA	.00
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MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	.00	4,571,157.00	4,571,157.00	.0
10-0-4990-00 TAXES - PRIOR YEAR	10,951.59	10,951.59	110,000.00	99,048.41	10.0
10-0-4991-00 GF-INTEREST EARNED	14,775.27	14,775.27	60,000.00	45,224.73	24.6
10-0-4997-00 TAXES - CURRENT YEAR	16,747.80	16,747.80	4,250,000.00	4,233,252.20	.4
10-0-4998-00 AMBULANCE REVENUE	143,139.10	143,139.10	1,575,000.00	1,431,860.90	9.1
10-0-4998-01 FIRE PROTECTION AGREEMENTS	.00	.00	40,000.00	40,000.00	.0
10-0-4998-04 GEMT AMBULANCE REVENUE	77,778.57	77,778.57	505,000.00	427,221.43	15.4
10-0-4998-07 TRANSFER FROM FIREMED	.00	.00	5,000.00	5,000.00	.0
10-0-4998-08 TRANSFER FROM RET LIAB. FUND	.00	.00	91,242.00	91,242.00	.0
10-0-4999-00 GF-MISC REVENUE	912.18	912.18	104,000.00	103,087.82	.9
10-0-4999-02 GRANT PROCEEDS	.00	.00	35,000.00	35,000.00	.0
TOTAL REVENUE	264,304.51	264,304.51	11,346,399.00	11,082,094.49	2.3

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00 FIRE CHIEF	13,828.47	13,828.47	165,946.00	152,117.53	8.3
10-1-6402-00 ASSISTANT CHIEF	12,786.38	12,786.38	153,444.00	140,657.62	8.3
10-1-6402-03 DIVISION CHIEF - OPERATIONS	11,045.36	11,045.36	134,760.00	123,714.64	8.2
10-1-6402-04 DIVISION CHIEF-PREV/PUBLIC ED.	12,542.84	12,542.84	150,521.00	137,978.16	8.3
10-1-6402-05 DIVISION CHIEF - FEMA FUNDED	12,542.84	12,542.84	150,521.00	137,978.16	8.3
10-1-6403-07 OFFICE MANAGER / ADMIN. CLERK	5,090.10	5,090.10	63,632.00	58,541.90	8.0
10-1-6407-01 UNIFORMS - ADMINISTRATION	1,570.16	1,570.16	5,000.00	3,429.84	31.4
10-1-6414-01 VACATION ADMIN	.00	.00	40,785.00	40,785.00	.0
10-1-6415-01 SICK LEAVE REDEMPTION ADMIN	.00	.00	15,957.00	15,957.00	.0
10-1-6421-02 RETIREMENT - ADMINISTRATION	11,223.32	11,223.32	171,451.00	160,227.68	6.6
10-1-6421-03 PEHP - ADMINISTRATION	1,334.05	1,334.05	16,377.00	15,042.95	8.2
10-1-6422-01 WORKERS COMP - ADMINISTRATION	18.18	18.18	3,960.00	3,941.82	.5
10-1-6423-01 LIFE INSURANCE - ADMIN	.00	.00	1,750.00	1,750.00	.0
10-1-6424-01 HEALTH INS - ADMINISTRATION	14,107.90	14,107.90	163,100.00	148,992.10	8.7
10-1-6424-04 OCC. HEALTH - ADMINISTRATION	.00	.00	6,000.00	6,000.00	.0
10-1-6426-01 LONG TERM DISABILITY - ADMIN	340.77	340.77	4,141.00	3,800.23	8.2
10-1-6430-01 OREGON PAID LEAVE ADMIN	252.81	252.81	3,400.00	3,147.19	7.4
10-1-6430-02 MEDICARE - ADMINISTRATION	1,169.16	1,169.16	12,283.00	11,113.84	9.5
10-1-6430-03 DEFINED CONT. - ADMIN	3,872.17	3,872.17	47,580.00	43,707.83	8.1
10-1-6531-01 SOCIAL SECURITY - ADMIN	920.73	920.73	.00	(920.73)	.0
TOTAL ADMIN - PERSONAL SERVICES	102,645.24	102,645.24	1,310,608.00	1,207,962.76	7.8

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	22,667.29	22,667.29	335,000.00	312,332.71	6.8
10-2-6404-00 LIEUTENANT	18,727.62	18,727.62	297,900.00	279,172.38	6.3
10-2-6405-01 FIREFIGHTER	89,693.79	89,693.79	1,829,450.00	1,739,756.21	4.9
10-2-6405-02 SINGLE ROLE - EMS	12,401.70	12,401.70	368,000.00	355,598.30	3.4
10-2-6406-00 VOLUNTEER PROGRAM	381.22	381.22	22,250.00	21,868.78	1.7
10-2-6406-02 VOLUNTEER REIMBURSEMENT	270.00	270.00	7,000.00	6,730.00	3.9
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	12,185.55	12,185.55	43,320.00	31,134.45	28.1
10-2-6414-00 HOLIDAY	2,330.57	2,330.57	76,017.00	73,686.43	3.1
10-2-6414-01 VACATION	.00	.00	44,058.00	44,058.00	.0
10-2-6414-02 FUNERAL LEAVE	435.96	435.96	.00	(435.96)	.0
10-2-6415-00 SICK OT	12,380.61	12,380.61	88,200.00	75,819.39	14.0
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	13,000.00	13,000.00	.0
10-2-6416-01 FIRE	8,184.23	8,184.23	100,827.00	92,642.77	8.1
10-2-6416-02 AMBULANCE	6,619.50	6,619.50	86,520.00	79,900.50	7.7
10-2-6416-04 TECH RESCUE	.00	.00	34,760.00	34,760.00	.0
10-2-6416-05 TRAINING	2,014.13	2,014.13	109,201.00	107,186.87	1.8
10-2-6416-06 OTHER	11,040.98	11,040.98	76,000.00	64,959.02	14.5
10-2-6416-07 AMBULANCE STAND-BY	1,005.38	1,005.38	12,000.00	10,994.62	8.4
10-2-6417-00 FLSA	5,486.92	5,486.92	116,565.00	111,078.08	4.7
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	32,716.11	32,716.11	663,205.00	630,488.89	4.9
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	2,920.05	2,920.05	52,300.00	49,379.95	5.6
10-2-6422-00 WORKERS' COMPENSATION	57.11	57.11	86,520.00	86,462.89	.1
10-2-6423-00 LIFE INSURANCE	.00	.00	18,128.00	18,128.00	.0
10-2-6424-00 HEALTH INSURANCE	45,119.44	45,119.44	688,258.00	643,138.56	6.6
10-2-6424-03 OCCUPATIONAL HEALTHCARE	5,863.23	5,863.23	47,195.00	41,331.77	12.4
10-2-6426-00 LONG TERM DISABILITY	1,243.85	1,243.85	21,929.00	20,685.15	5.7
10-2-6430-00 MEDICARE	2,535.26	2,535.26	51,905.00	49,369.74	4.9
10-2-6430-01 DEFINED CONTRIBUTION	6,619.70	6,619.70	132,600.00	125,980.30	5.0
10-2-6430-02 OREGON PAID LEAVE	731.47	731.47	14,500.00	13,768.53	5.0
10-2-6531-00 PAYROLL EXPENSES / SS	.00	.00	9,600.00	9,600.00	.0
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	303,631.67	303,631.67	5,446,208.00	5,142,576.33	5.6

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	751.00	751.00	94,046.00	93,295.00	.8
10-3-6435-00	1,693.50	1,693.50	6,000.00	4,306.50	28.2
10-3-6436-00	4,083.28	4,083.28	35,276.00	31,192.72	11.6
10-3-6441-00	1,853.39	1,853.39	32,350.00	30,496.61	5.7
10-3-6441-01	12.29	12.29	1,600.00	1,587.71	.8
10-3-6441-02	96.54	96.54	.00	(96.54)	.0
10-3-6442-00	148.80	148.80	3,600.00	3,451.20	4.1
10-3-6443-00	183.76	183.76	4,000.00	3,816.24	4.6
10-3-6445-01	20.48	20.48	1,600.00	1,579.52	1.3
10-3-6446-00	6,560.02	6,560.02	75,000.00	68,439.98	8.8
10-3-6451-00	.00	.00	15,700.00	15,700.00	.0
10-3-6453-00	3,855.02	3,855.02	42,500.00	38,644.98	9.1
10-3-6453-01	.00	.00	3,000.00	3,000.00	.0
10-3-6454-00	.00	.00	4,600.00	4,600.00	.0
10-3-6457-02	84.41	84.41	1,250.00	1,165.59	6.8
10-3-6457-03	150.50	150.50	6,100.00	5,949.50	2.5
10-3-6457-04	.00	.00	14,334.00	14,334.00	.0
10-3-6457-05	.00	.00	11,266.00	11,266.00	.0
10-3-6459-00	23,164.60	23,164.60	191,218.00	168,053.40	12.1
10-3-6461-00	.00	.00	22,910.00	22,910.00	.0
10-3-6462-00	1,138.00	1,138.00	72,800.00	71,662.00	1.6
10-3-6462-01	6,544.29	6,544.29	166,072.00	159,527.71	3.9
10-3-6464-00	353.07	353.07	4,500.00	4,146.93	7.9
10-3-6465-00	103.95	103.95	16,500.00	16,396.05	.6
10-3-6466-00	1,069.15	1,069.15	14,500.00	13,430.85	7.4
10-3-6467-00	1,974.69	1,974.69	18,028.00	16,053.31	11.0
10-3-6468-00	283.28	283.28	4,000.00	3,716.72	7.1
10-3-6469-00	684.84	684.84	6,780.00	6,095.16	10.1
10-3-6477-00	.00	.00	6,275.00	6,275.00	.0
10-3-6479-00	2,095.00	2,095.00	1,775.00	(320.00)	118.0
10-3-6480-00	.00	.00	22,000.00	22,000.00	.0
10-3-6481-00	819.00	819.00	11,000.00	10,181.00	7.5
10-3-6482-00	7,838.33	7,838.33	95,000.00	87,161.67	8.3
10-3-6482-01	1,571.26	1,571.26	10,560.00	8,988.74	14.9
10-3-6483-00	.00	.00	1,500.00	1,500.00	.0
10-3-6485-00	1,081.21	1,081.21	32,935.00	31,853.79	3.3
10-3-6485-01	2,047.53	2,047.53	31,600.00	29,552.47	6.5
10-3-6486-00	108.50	108.50	16,400.00	16,291.50	.7
10-3-6486-01	.00	.00	25,500.00	25,500.00	.0
10-3-6487-00	15.99	15.99	19,855.00	19,839.01	.1
10-3-6491-00	619.92	619.92	325,000.00	324,380.08	.2
10-3-6495-00	.00	.00	6,900.00	6,900.00	.0
10-3-6497-00	.00	.00	2,800.00	2,800.00	.0
10-3-6502-00	.00	.00	3,200.00	3,200.00	.0
10-3-6503-00	.00	.00	10,500.00	10,500.00	.0
10-3-6507-00	2,643.58	2,643.58	92,650.00	90,006.42	2.9
10-3-6508-00	446.07	446.07	5,400.00	4,953.93	8.3
10-3-6509-00	.00	.00	33,000.00	33,000.00	.0
10-3-6510-00	408.36	408.36	17,154.00	16,745.64	2.4
10-3-6510-01	1,306.93	1,306.93	7,000.00	5,693.07	18.7
10-3-6511-00	425.00	425.00	3,500.00	3,075.00	12.1
10-3-6512-00	239.32	239.32	2,372.00	2,132.68	10.1

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

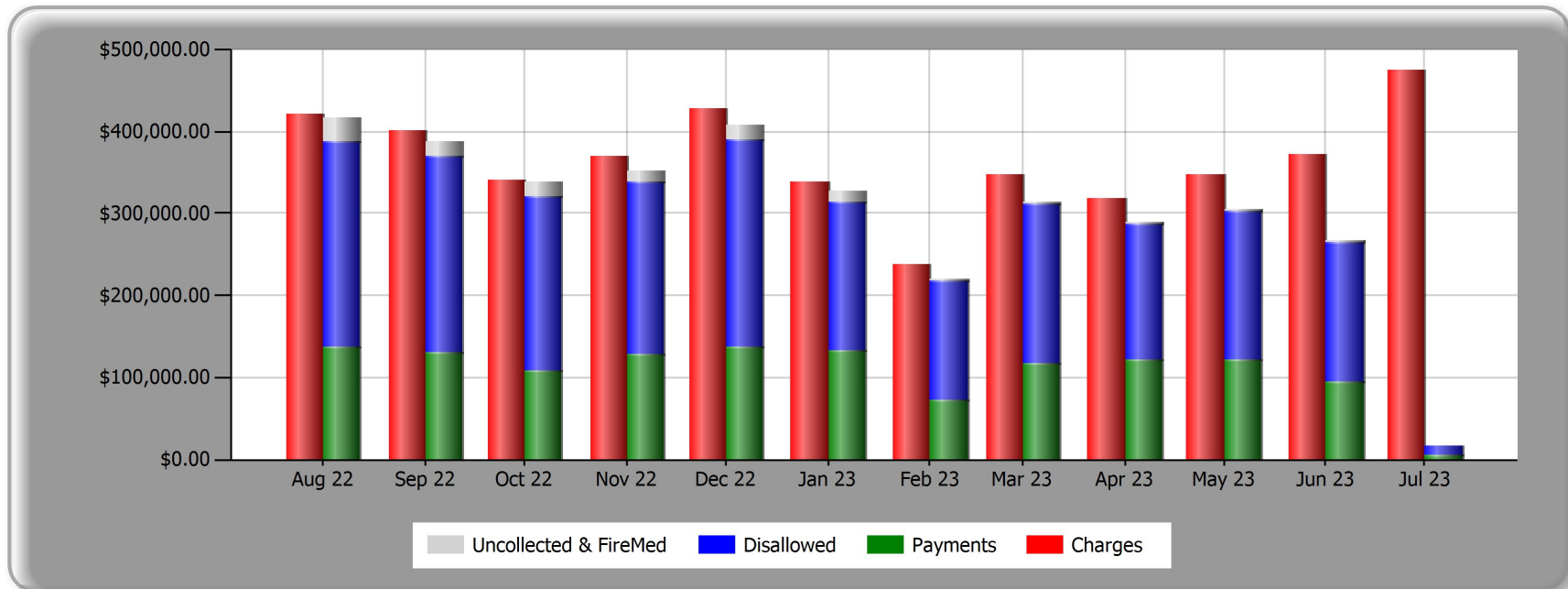
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6513-00 MISCELLANEOUS EXPENSE	102.00	102.00	7,550.00	7,448.00	1.4
10-3-6520-00 911 SERVICES	4,764.00	4,764.00	59,000.00	54,236.00	8.1
TOTAL PUBLIC SAFETY - MATERIALS	81,340.86	81,340.86	1,719,956.00	1,638,615.14	4.7
CAPITAL OUTLAY					
10-4-6533-00 FIREFIGHTING EQUIPMENT	6,664.82	6,664.82	102,230.00	95,565.18	6.5
10-4-6533-01 OFFICE EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
10-4-6533-05 RADIO EQUIPMENT	.00	.00	6,875.00	6,875.00	.0
10-4-6533-06 FIRE TRAINING EQUIPMENT	.00	.00	36,750.00	36,750.00	.0
TOTAL CAPITAL OUTLAY	6,664.82	6,664.82	149,855.00	143,190.18	4.5
OTHER & TRANSFERS					
10-6-7002-00 DUE TO FF EQUIP & SUPP	.00	.00	57,000.00	57,000.00	.0
10-6-7003-00 DUE TO BLDG RESERVE FUND	.00	.00	42,500.00	42,500.00	.0
10-6-7004-00 DUE TO EQUIPMENT RESERVE	.00	.00	419,000.00	419,000.00	.0
10-6-7007-00 DUE TO STACKER BUTTE	.00	.00	2,350.00	2,350.00	.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	.00	40,600.00	40,600.00	.0
TOTAL OTHER & TRANSFERS	.00	.00	561,450.00	561,450.00	.0
CONTINGENCY					
10-7-8000-00 CONTINGENCY	.00	.00	100,000.00	100,000.00	.0
TOTAL CONTINGENCY	.00	.00	100,000.00	100,000.00	.0
UNAPPROPRIATED FUND BALANCE					
10-8-8600-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	2,058,322.00	2,058,322.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	2,058,322.00	2,058,322.00	.0
TOTAL FUND EXPENDITURES	494,282.59	494,282.59	11,346,399.00	10,852,116.41	4.4
NET REVENUE OVER EXPENDITURES	(229,978.08)	(229,978.08)	.00	229,978.08	.0

**Mid-Columbia Fire & Rescue
ANNUAL COLLECTION STATISTICS**

Date Of Service	8/1/2022
Date Of Service	7/31/2023
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Aug 22	240	422,713.93	-138,302.73	33 %	-3,536.08	1 %	-250,327.51	59 %	-25,520.98	6 %	5,026.63	1 %
Sep 22	217	402,719.33	-130,909.42	33 %	-3,334.88	1 %	-238,534.51	59 %	-16,266.57	4 %	13,673.95	3 %
Oct 22	185	342,180.61	-107,623.38	31 %	-1,769.64	1 %	-212,619.41	62 %	-17,891.78	5 %	2,276.40	1 %
Nov 22	201	369,338.82	-129,706.82	35 %	-3,538.09	1 %	-209,125.28	57 %	-9,190.20	2 %	17,778.43	5 %
Dec 22	233	427,894.50	-138,447.45	32 %	-4,003.85	1 %	-252,430.55	59 %	-13,238.13	3 %	19,774.52	5 %
Jan 23	176	338,240.92	-133,246.95	39 %	-4,239.92	1 %	-180,693.52	53 %	-10,040.01	3 %	10,020.52	3 %
Feb 23	137	239,236.28	-72,768.38	30 %	-1,634.42	1 %	-144,433.73	60 %	-2,310.08	1 %	18,089.67	8 %
Mar 23	173	348,552.80	-118,521.59	34 %	-904.06	0 %	-192,975.27	55 %	-1,627.48	0 %	34,524.40	10 %
Apr 23	175	319,840.93	-121,032.22	38 %	-693.93	0 %	-168,038.03	53 %	0.00	0 %	30,076.75	9 %
May 23	199	348,155.86	-122,854.21	35 %	-306.42	0 %	-182,413.32	52 %	0.00	0 %	42,581.91	12 %
Jun 23	206	372,998.27	-95,720.46	26 %	-150.00	0 %	-171,924.78	46 %	0.00	0 %	105,203.03	28 %
Jul 23	242	475,870.56	-4,978.74	1 %	0.00	0 %	-12,907.75	3 %	0.00	0 %	457,984.07	96 %
		2,384	4,407,742.81	-1,314,112.35		-24,111.29	-2,216,423.66		-96,085.23		757,010.28	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



MCFR INFORMATION SHEET

DATE: August 21, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: At the emergency ASA committee meeting that took place on August 10th, committee members were informed the County planned to have a draft ordinance ready for review in September with ASA contracts taking effect January 1, 2024. A public hearing process will be required to adopt the updated ordinance.

MCFR MEDICAL DIRECTOR: AC Jensen remains in the process of searching for a new medical director for MCFR as a result of Dr. Burnham stepping down from this role due to her retirement. AC Jensen has been engaged with a particular physician who was highly recommended and has been in communication with him to confirm their interest in stepping into this role.

APPRENTICESHIP PROGRAM: The apprenticeship program is in high gear. Apprentices have completed their 6th week of a 12-week recruit academy, and all are engaged and doing an excellent job. Agreements have been established with Columbia Gorge and Clackamas Community Colleges for training related to the college courses required by the program. John Hendrickson, a public relations representative with the OSFM, will be visiting the District on August 23rd to conduct interviews for the purpose of creating a video to showcase this program.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: All GEMT FFS funds have now been received from the OHA for CY 2021. The most recent funds received were in June 2023 in the amount of \$77,778.57. We anticipate receiving funds for CY 2022 sometime within the next month or two.

OREGON GEMT CCO PROGRAM: The OHA has our interest notification to participate in the CY2023 GEMT CCO supplemental payment reimbursement program as directed by the OHA. Finalized initial rates, amounts of non-federal portion 'match', and administrative fees have been issued by the OHA. Intergovernmental Transfer agreements (IGT/ITA) to GEMT CCO Providers to agree to allow for funds transfer to GEMT Providers are signed. Attestation letters as required by OHA are established. OHA will issue a Payment Report in the month following non-federal funds remitted, received, and receipted for getting processed with applicable federal funds, for total supplemental payment for Qualified direct payments (QDP) with CCOs to GEMT Providers.

COMMUNITY PLANNING AND DEVELOPMENT: Pre-plan tours of the Google TLK campus have been completed for each shift and staff to become more familiar with this complex. Additional tours are in the works with DLS (Phase 1 and 2) and GOR (Phase 4) campuses.

STACKER BUTTE LEASE: The Stacker Butte lease amendment has been signed by the landlord and is now in the process of being signed by consortium members.

MID-TERM BARGAINING: The District remains engaged in bargaining the potential impact of PLO with the Local. Staff has completed the process of researching options to come to a resolution and plan to schedule our next meeting with the Union shortly to discuss this issue.

OSFM COMMUNITY RISK REDUCTION GRANT: Division Chief Beckner is assigned the lead on this project and is moving full steam ahead on marketing this program to the public. Several businesses and homeowners in the local area are taking advantage of what this program has to offer the ultimate goal of which is to make our community safer from wildfire.

GROUND AMBULANCE DATA COLLECTION SYSTEM (GADCS): In process.

BUDGET PROCESS - FY 2024-25: As time flies by, the FY 2024-25 budget process will soon commence in December 2023.

PETERSBURG RURAL FIRE PROTECTION ASSOCIATION (RFPA): In speaking with the President of the RFPA Board, Mike Urness, a meeting will be planned sometime in October after harvest to discuss the possibility of establishing a wildland-only mutual aid agreement for cooperative response.

PARAMEDIC SHORTAGE: Oregon EMS agencies have been struggling to fill Paramedic vacancies due to a shortage within the labor pool. MCFR is experiencing the same challenge. One option to resolve this problem would be to fund the training and licensing of some of our own members within MCFR to the Paramedic level. The District made a request to the City to expand the scope of the \$34,000 in EZ funds being used for the Student Volunteer Program to also be used to fund Paramedic training for MCFR personnel. The City has approved our request and given their authorization through an amendment to the EZ IGA to endorse expanding the scope of the EZ funds.

BANK TRANSITION: Staff, along with City Finance is in the process of completing the bank transition from Umpqua to First Interstate bank. Completion of this process will have accomplished four objectives: 1) we will have standardized our banking operations with City Finance to provide improved efficiency; 2) we will add fraud prevention services which is currently not a service the District receives; 3) On average, our banking fees will reduce by \$35.00/month; and 4) the online system we are transitioning to is more intuitive and easier use utilize. Next steps include: 1) establishing check signers, 2) establishing a new account; 3) complete a 1-hour training session on the new online system; and 4) transitioning ACH/EFT payment processes to the new account. Staff will keep the Board advised of our progress as we move forward with this process.

911 STATISTICS:

911 STATISTICS				
MAY 2023			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	387	12%	2379	11%
TDPD	1949	61%	13842	65%
WCSSO	875	27%	5210	24%
TOTAL	3211	100%	21431	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

July 2023

Major Topics for July 2023

- Staffing

Dual Role- 21 of 24 currently filled (July 31st).

- Of the 24 Dual-Role positions, currently 1 Firefighter/Paramedic (one additional expected to depart in August) and 2 Firefighter/EMT positions are open. Our Firefighter/EMT recruitment was successful with 23 applicants and 9 candidates which ultimately passed the exam and are now on our certified list. The Firefighter/EMT positions will be filled at the next academy by Single-Role EMTs Oscar Anaya and Cameron Crowley who successfully completed the Firefighter hiring process.

Our process to fill the Firefighter/Paramedic position failed first recruitment with one applicant who did not successfully complete the process. We have opened recruitment efforts a second time to fill these positions and the application close date is August 15th. Two Firefighter/Paramedic candidates have applied and will test on August 23rd. Our Firefighter/EMT recruitment was successful with 23 applicants and 9 candidates which ultimately passed the exam and are now on our certified list. We anticipate the academy to begin in early October 2023 for these recruits.

Single-Role EMS- 4 of 6 currently filled.

- All EMT positions are filled although two of our EMTs are moving into the firefighter ranks. We do have two candidates off our Firefighter/EMT list who have been offered positions of single-role EMT. We anticipate having these candidates complete their orientation and be on the line just prior to the two single-role EMTs coming off the line to begin firefighter academy.
- Two of our Paramedic single-role positions are open, and we are actively recruiting. We have had two “soon-to-be” paramedics express interest in the single-role positions. We are working with each to see whether these positions are the correct fit.

Single-Role Wildland- The crew with a goal staffing of 4-6 is filled with 4.

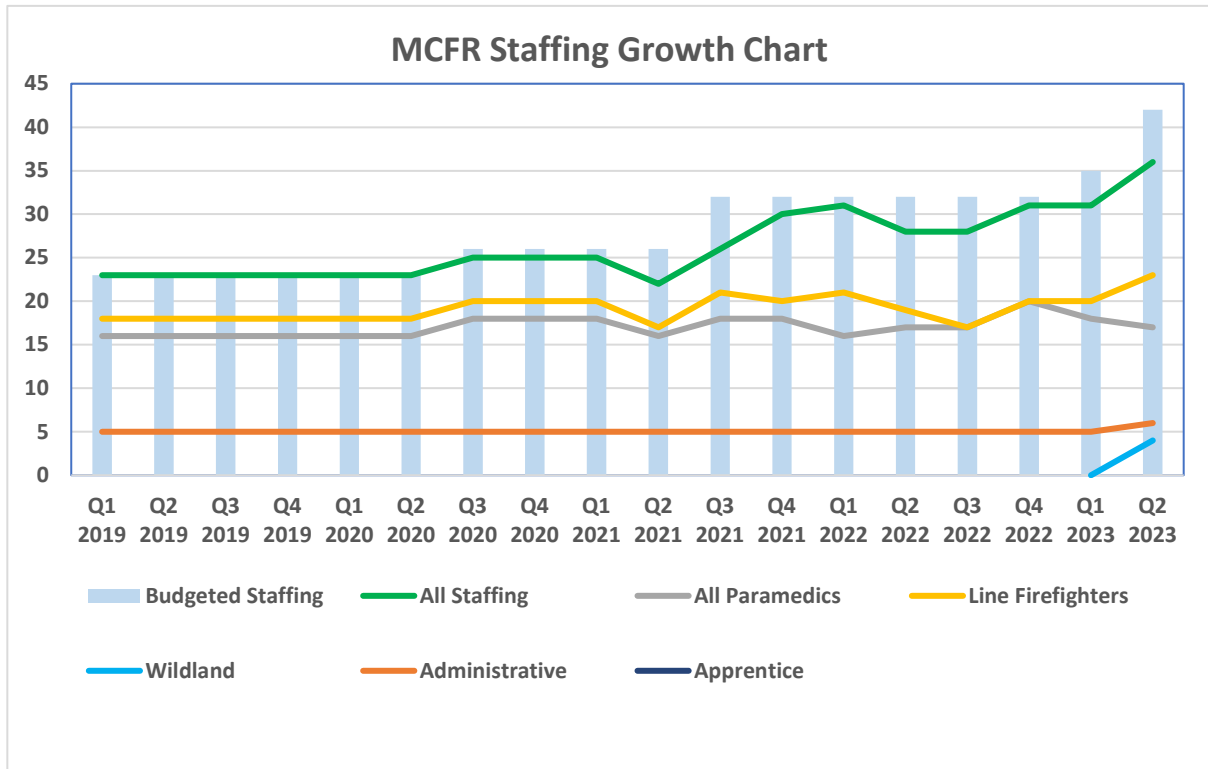
- Our single-role wildland crew is filled and in place. In July we had one wildland firefighter move over to be an apprentice with us, and we were able to fill his position of wildland firefighter. We do have room for two more already qualified wildland firefighters, but our current crew is trained and already working.

Apprentices- All Apprentice Positions are Filled.

- The apprentices are in their 12-week academy and all doing very well. We will be especially happy to see them on shift in October.

Administration- 6 of 6 positions filled.

- All Administrative positions are filled.



- **Paramedic Training Opportunities**

We are excited at the opportunity to train our current EMTs (Firefighters and Single-roles) to the level of Paramedic. As Chief Palmer spoke about in his report, this is made possible by using some of the funding from the enterprise zone agreement with The City of The Dalles. We are very appreciative of the flexibility. I have approached Local 1308 and sent a formal letter speaking to the program and am hopeful we can agree on the concept of repayment requirements if the employee is to become licensed in the State of Oregon and separate employment with MCFR in less than two years following their licensure. Initial discussion was very positive and agreeable, but I am still awaiting a formal response from Local 1308.

- **Other ongoing projects/engagements:**
 - Updating Standards of Cover
 - Continuity of Operations Plan
 - Hiring processes for Firefighters and EMS personnel
 - Managing Day-to-Day operations
 - Conducting Daily Briefings at both Station 1 and Station 2 each morning to enhance communication.
 - Reviewing response and productivity metrics to ensure forward progression.
 - Reviewing evaluations on probationary firefighters and coaching probationary officers.
 - Working with Local 1308 on the new paramedic training.
 - One training session with James Rowan (our organizational leadership coach)
 - Review evaluations for probationary employees
 - Working with Chief Beckner in Mitigation grant plans and Wildland Firefighter plans.
 - Weekly dispatch meetings to complete the CAD RFP project with the County and City.
 - Monitoring operational budget and the three grant funded lines we have currently operating.
 - Attend Area Trauma Advisory Board Meeting
 - Attend OHA Divert issue meeting with OHA and Oregon Fire Chief's Association EMS Division

- Response Metrics

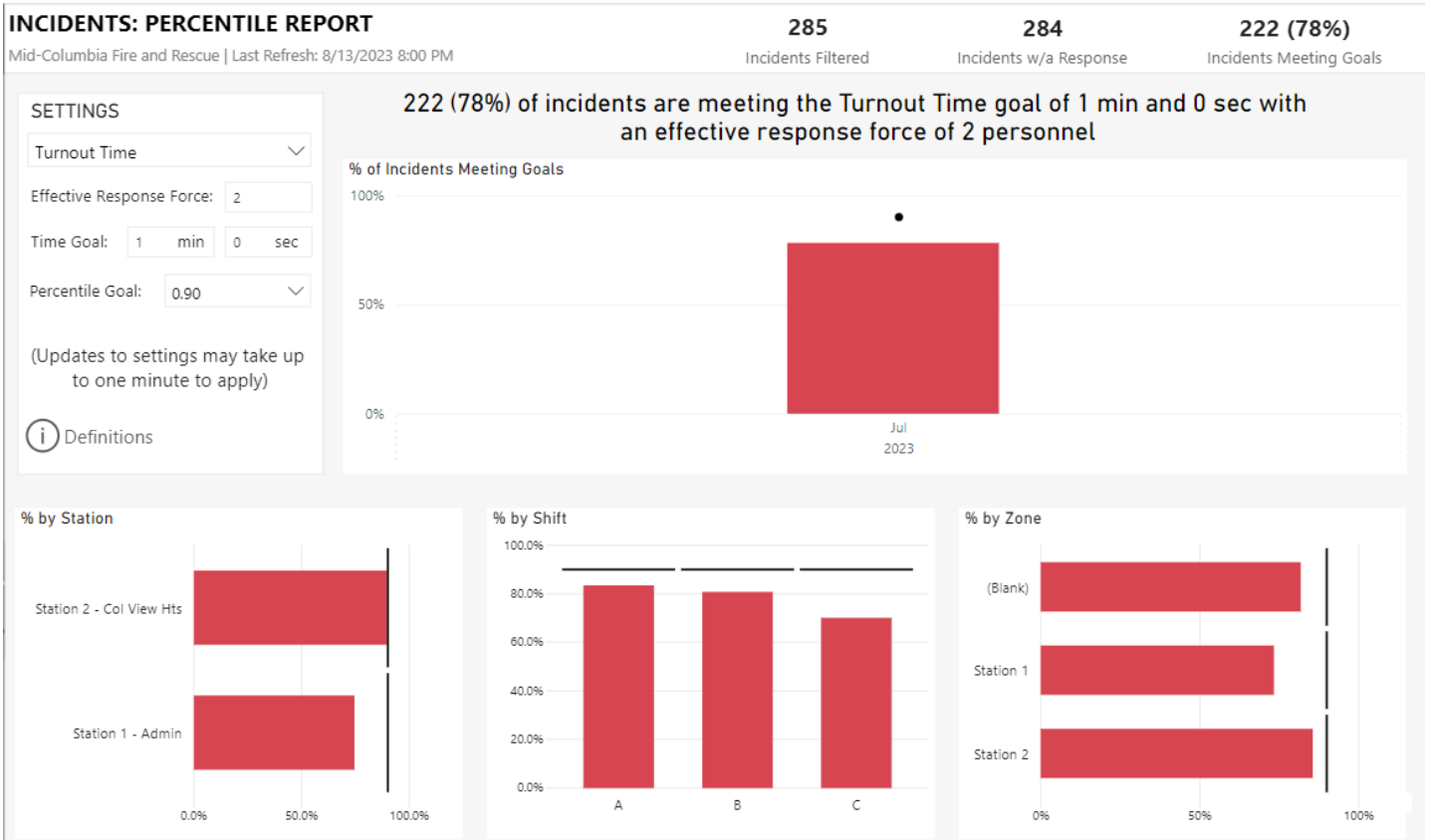
EMS Calls for Service July 2023

Percentage of EMS Calls Meeting 60 Second Response Compliance:

A Shift- 83.5% up from 50%, B Shift 80.8% up from 51.7% C Shift- 70.1% up from 50.9%
Station 1 overall- 74.5% up from 52.4%, Station 2 overall- 89.7% up from 52.6%

Districtwide **78.2% up from 52.5%** compliance

90 Percentile Response Time Compliance: **1:29 down from 1:59**



Fire and Other Calls for Service July 2023

Percentage of *Fire/Other Calls* Meeting 80 Second Response Compliance:

A Shift- **72.7% up from 44%**, *B Shift*- **76.5% up from 66.7%**, *C Shift*- **66.7% up from 58.8%**

Station 1 overall- **66.7% up from 63%** *Station 2* overall-**83.3%**

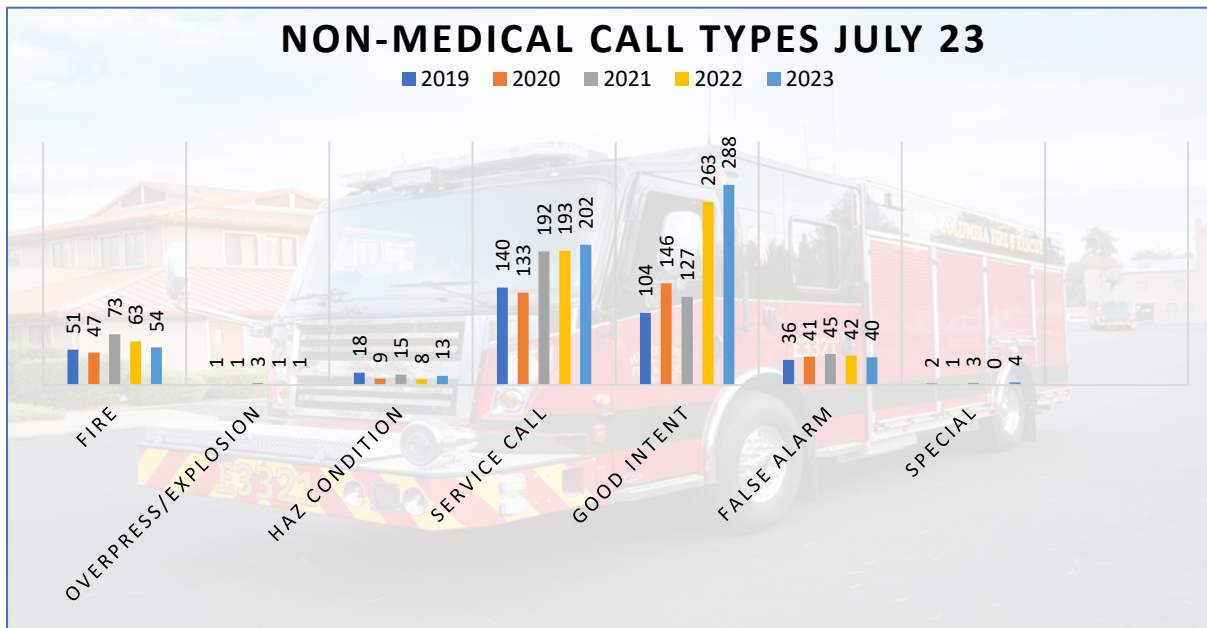
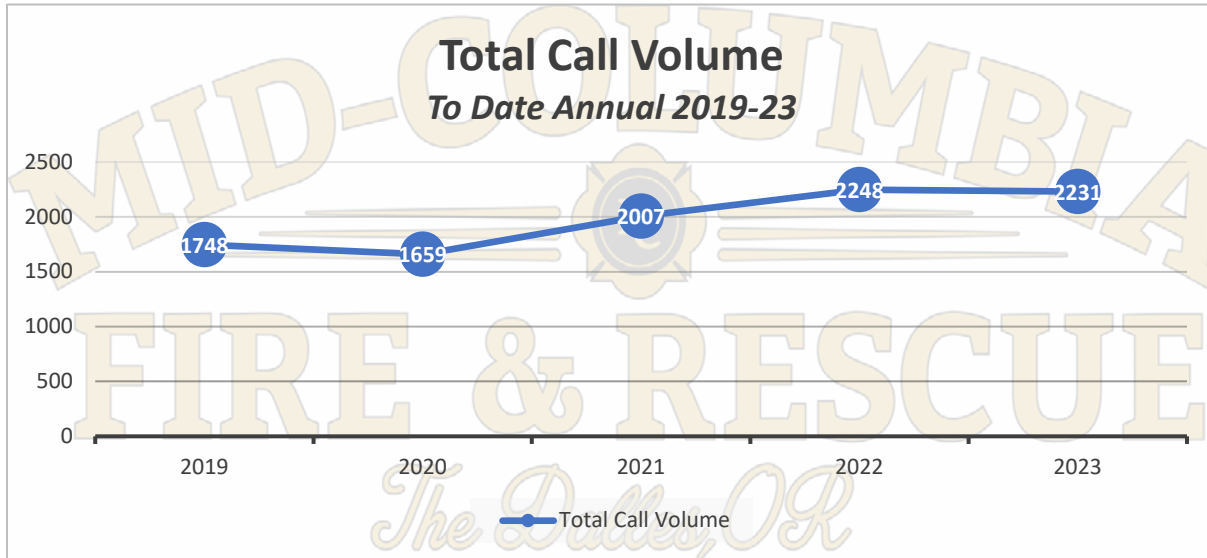
Districtwide **72.5% up from 56.5%**

90 Percentile Response Time Compliance: **1:49 down from 2:29**

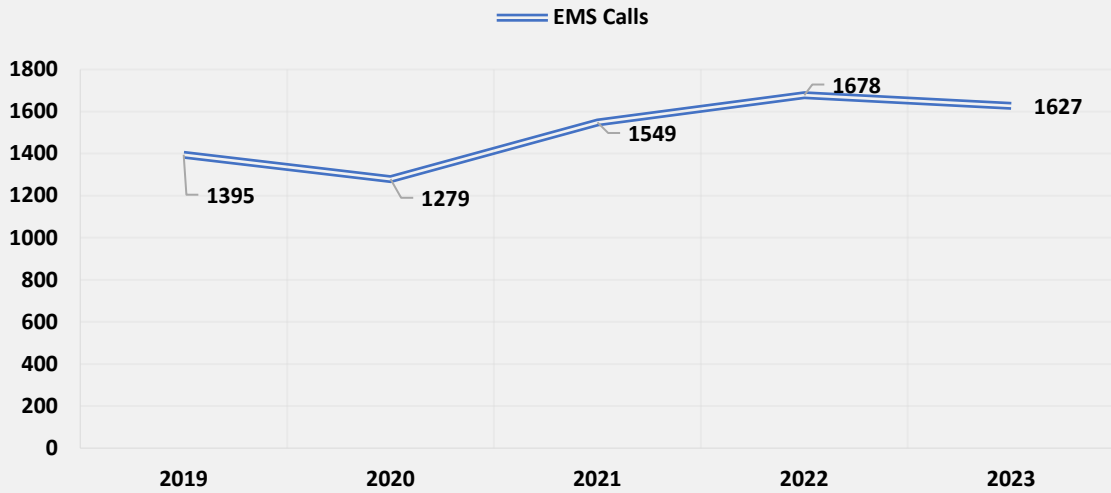


District Response Metrics

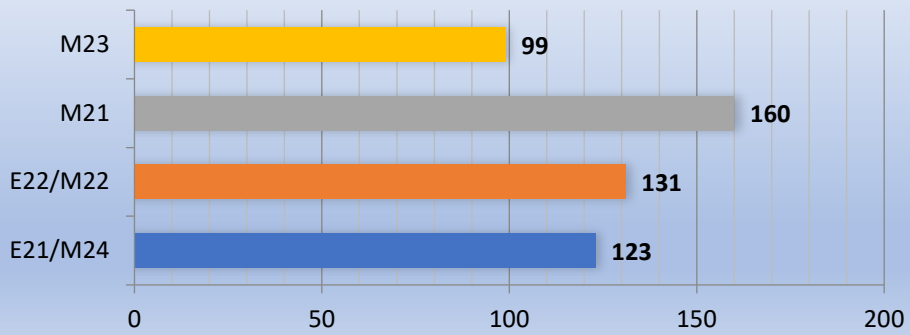
Below are the current statistics year-over-year through July, 2023



EMS CALLS YEAR-OVER-YEAR 2019-2023 JULY



CALLS FOR SERVICE BY APPARATUS FOR JULY 2023



Board Report

Josh Beckner, Division Chief

July 2023

Coordination with private contractors is our current focus to prepare for fuels mitigation debris removal via chipping and determining where that debris will go. As project work is completed and enough work is available, we will schedule the chipping crew to follow up behind Crew 24. We are awaiting quotes for this work to begin starting the end of August.

We have training and networking opportunities lined up to bring USFS, ODF and our crew together over the next month. Additionally, the crew continues to train at least an hour every other shift on tactics, scenarios, and apparatus operations.

In August, we will focus on Survey123 Defensible Space Inspections in coordination with the Oregon State Fire Marshal program. Chenoweth, Cherry Heights, Browns Creek and west towards Rowena are the high hazard target areas.

- **Wildland Fire Mitigation and Fuels Reduction - Update**

All project areas are within the MCFR Fire Protection Boundary (110 Sq. Mi.) or within ¼ mile of the protection boundary with a threat to protected lands. All defensible space work is subject to the provisions in the WUI Code and must follow Defensible Space parameters.

At this time, no projects will be accepted outside the MCFR Protection Boundary under the Grant. Crews may assist with site inspections for recommendations if requested by another mutual aid jurisdiction and approved by Admin on a case-by-case basis.

These lists continue to grow as members of the community reach out for assistance.

Meeting with Simone OSFM on August 15th to look at the OSFM Workplan, allowed equipment purchasing and reporting.

- **Crew 24 District Funded Projects:**

- Interstate 84 - Eastbound side by Rowena, Meyer State Park and Interchange Area (under ODOT Permit)
- Interstate 84 - Eastbound Tooley Lake to Exit 82 Chenoweth Creek Area (under ODOT Permit)
- HWY 30 Chenoweth Creek to Tooley Lake
- HWY 30 Marsh Cut-Off to Rowena Ferry Rd.
- St. Mary's Academy - Cherry Heights Rd
- Pinewood Mobile Manor - Mobile Home Park
- GCGG Near Building 10 and Readiness Center
- City of the Dalles, Garrison Street Water Facility

- **OSFM CWRR Grant Funded Projects:** (Restricted to Defensible Space work up to 100 feet around any structures, buildings or infrastructure) No Acreage Projects- NRCS would be an alternate avenue for additional needs.
 - 6930 Seven Mile
 - 6910 Seven Mile
 - 2312 Skyline Rd
 - 990 Mission Ridge Rd
 - 1000 Mission Ridge Rd.
 - 2308 Skyline Rd.
 - 2485 Wits End Dr.
 - 7450 Seven Mile

- **NW Youth Corp Projects: (Funded under SB 5506)**
 - Foley Lakes Mobile Home Park
 - The Dalles Medical Development 1805 E 19th
 - Memaloose State Park
 - Dufur City Park

- **Quotes out for Fee Based Contract work that are pending:**
 - Wasco County Facilities - Main Facility Worksite
 - Wasco County Facilities - Farm Property off HWY 30

- **Wildfire Program [Hiring, Projects, Coordination]**
 - Identified preliminary sites for round one evaluation in CWPP High risk areas.
 - Working on sites for NWYC
 - Building out worklist for fuel reduction sites
 - Hired another Wildland Firefighter in August, giving us 4 staff again.
 - Continuing work on a program document defining wildland fire program at MCFR.
 - Developing maps with AC Jensen to display high risk areas prone to frequent fires threatening the population, agriculture, and critical infrastructure with an address layer to gather site Id's.

- **Meetings/Training/Safety/Other:**
 - Meeting with OSFM regarding CWDG-Community Wildfire Defense Grant
 - Meeting with OSFM on Wildland Preparedness Grant
 - CWPC Youth Corp collaboration on Fuels Mitigation in September - October
 - Assist DC Coleman with Apparatus Operator and Firefighter training and testing.
 - Various Staff Meetings and Weekly Planning Meetings
 - Coaching and Strategy Sessions with James Rowan
 - Board of Directors Meeting

- **Emergency Responses/Station Staffing/Fire Investigations:**
 - All Calls – 2
 - Motor Vehicle Accident – 1
 - Fire Response – (2) Vensel Rd & Sandlin Rd.
 - Fire Investigation/Walkthrough – (2) Vensel Rd. & Sandlin Rd.
 - Duty Officer – 6 Days in July

Prevention Division- Board Report

Jay Wood, Division Chief

July 2023

The district had one (1) hostile fire (with monetary loss) in July 2023. The fire was a fifth wheel RV that was fully involved upon arrival of fire crews. The RV was a total loss. The total pre-incident value of the RV was approximately \$100,000 with a total loss of value. Cause of the fire was undetermined; however, it was likely a failure of an appliance within the RV based on firsthand witness statements. There were four (4) other fires in light vegetation and planting areas. We responded to an unknown type of fire that turned out to be a barn fire that extended to the wildland area. The fire burned a little over 1.5 acres and Crew 24 was first on scene as they were patrolling in the general area of the fire. This fire turned out to be outside of our district and outside of Mosier's district (unprotected by structural agency) with Oregon Department of Forestry protection. The fire investigation was conducted by the Oregon State Fire Marshal's Office, with my assistance, due to the fire being in an unprotected area.

With the start of the Apprentice Program, I instructed classes in July related to Fire Prevention, History of the Fire Service, Public Education, Fire Extinguishers and Fire Cause. I also assisted with testing for our open Firefighter/EMT and Firefighter/Paramedic positions by helping to monitor the written test as well as sitting on the interview panel. I also assisted one of our Firefighters in preparation for SCBA Mask Fit Testing for the Apprentices and other Firefighters in the future.

Fire Prevention and Public Education is heating up! We participated in filming Public Service Announcements through the Mid-Columbia Fire Prevention Co-Op to be shared digitally through social media and other online spaces. The focus of these specific PSA's centered around being prepared for evacuation. Planning for participation at the Wasco County Fair as well as other events in the region. As part of the committee planning the Get Ready The Dalles event, we are close to having a final plan in place for the September 16th event. Finally, I participated in the final planning for the first ever National Night Out event for The Dalles. This event brings the public together with First Responders and others in a non-emergency, low-stress environment to meet firefighters, law enforcement, National Guard, etc. Should be a fun and rewarding event on August 1st.

Community Risk Reduction [Prevention, Public Education, Code Enforcement]

- Site Team – One meeting in July. A new subdivision application on the west side of The Dalles and a revisit of a subdivision application for a central-eastside project. Both will offer several single-family lots if approved and move forward.
- Site Visits – Adult Foster Home, Wonderworks Museum, E. 4th Small Mixed Use building site, Sewing shop extinguisher questions, Downtown Business. Make and send Occupancy Load Limit Signs.

Meetings/Training/Safety/Other:

- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan
- Drive new Staff Trucks to Kennewick for upfitting with AC Jensen and DC Beckner
- Annual Physical and Work Screen
- “Townhall” meeting for the transition from Emergency Reporting to ESO for our records management system.
- Board Meeting
- Safety Committee Meeting
- Mid-Columbia Fire Prevention Co-Op meeting
- After Action Review – Amerities Fire and Explosion
- After Action Review – Milepost 87 Fire

Emergency Responses/Station Staffing/Fire Investigations:

- Fire Investigation – Assist with Vensel Road Fire
- All Calls – 0, 0 total for the district.
- Motor Vehicle Accident Response – 0
- Fire Response – 1 Structure/Wildland Fire
- Duty Officer – 8 days



Lieutenant Cole Filming PSA's

Training Division- Board Report

Fred Coleman, Division Chief

July 2023

Volunteer Training: They conduct training when on shift.

Career Training:

- SCBA masking drills
- Aerial placement and elevated master streams
- Working from a standpipe
- Emergency ops for aerial
- Engine ops
- Firefighter hose handling
- Capnography
- CO poisoning
- BLS transport Protocol review
- Firefighter poison oak protocol review

Major projects and completion status:

- Probationary training and testing for Recruit classes, 2021-04E, 2022-01E, 2022-01, 2022-02, 2023-01, 2023-02, 2023-02E
- Career officer development course-in progress, ½ complete
- Working on training for dispatchers- on going
- Apprenticeship Program- ¾ Complete
- Planning for CGTA Volunteer Structure Academy- Started
- Planning for Dual Role Academy 2023-04- ½ completed

- **Meetings/ Training/ District Representation**

- 4th of July briefing July 3rd 1000
- July 10th Apprenticeship Academy start 0700
- July 10th Quality Assurance meeting 0900
- July 17th administer physical agility test for hiring process
- July 20th Staff meeting 1500
- July 20th Chief Training 1530
- July 21st AAR for Tie Plant Fire

Emergency Response and Station Staffing

- All Calls- 0 Rescue Response- 0
- EMS Response - 0 Duty Chief Days This month 4
- MVA Response - 0
- Fire Response – 0

Current Volunteer Levels and Status:

July 2023 Volunteers		
Position/ Qualification	Number	Volunteers
FF1/WFFT2	1	Loren Gilbert
FF1/WFFT2/EMT	1	Tristan Sheppard (on leave working for ODF)
Instructor	1	Marc Crain
Support	2	Christina Buck (Medical Leave) Mark Bryan
Chaplain	2	Marilyn Roth, Paul Boehlke
Total Volunteers	7	

July Volunteer Hours= 0
Response Ready Hours= 0

Training Totals

In total Since July 2020, we have completed the following training at MCFR:

8 Career Dual Role Academies

1 NFPA Driver

5 Career Single Role EMS Orientations

1 Career Single Role Wildland Academy

3 Volunteer Structure Academies with CGTA

3 Wildland Academy With CGTA

2 S-290 Intermediate Wildland Fire Behavior with CGTA 22 students

3 S-230/S-231 Crew/Engine Boss 49 Students

2 S-215 Wildland Urban Interface FF 43

1 S-219 Firing Operations 20

4 S-131 Wildland Firefighter type I

1 FI 210 Wildland investigation class

1 S-330 Strike Team Task Force Leader

120 Students for Nozzle Forward Class

40 students Irons Ready Forcible Entry

20 students Fire Ground Survival

80 students Art of Reading Smoke

1 Fire Officer I class 8 students.

1 Structure Firefighter II Academy 5 students

1 NFPA Fire & Emergency Services Instructor I- 8 Student

We have certified the following:

- 1 Fire Officer I
- 4 NFPA Fire & Emergency Services Instructor I
- 3 NFPA Fire & Emergency Services Instructor II
- 11 NFPA Driver
- 13 Vol FF I Structure
- 6 Vol FF II Structure
- 3 Career FF II Structure
- 73 Career/Vol Wildland FF II
- 54 Career/Vol Wildland FF I
- 2 Engine Boss
- 19 Career Apparatus Operator Eng., Water Tender, Wildland Type's III, VI
- 15+**3** Aerial Operators
- 18 NFPA Ropes I & II
- 5 NFPA Common Passenger vehicle awareness level
- 5 NFPA Common Passenger Vehicle Operations Level
- 5 NFPA Common Passenger Vehicle Technician Level

Bold = Additions for the reporting month.



LaVonne Griffin-Valade Secretary of State
Cheryl Myers Deputy Secretary of State, Tribal Liaison
Kip Memmott Audits Director

August 1, 2023

BOARD OF DIRECTORS
MID-COLUMBIA FIRE & RESCUE
1400 W 8TH ST
THE DALLES, OR 97058

The May election is complete and some of you are new to your official positions. Welcome! And many more of you are returning officials who have been serving your local government for quite some time. Thank you.

We are providing this letter to remind you of your responsibilities as a fiduciary of your local government.

As a governing official, you are a trustee of the local government and must exercise due diligence and oversight to ensure the local government is well-managed and its financial situation remains sound. As a trustee, you also carry some responsibility to ensure compliance with certain laws, rules, and grant or loan covenants.

Municipal Audit Law provides instructions for reports local governments are required to submit annually to the Secretary of State. Annual reporting is important for ensuring local governments are transparent and accountable to the public.

Under Municipal Audit Law (ORS 297.405-297.990), financial reports **must be filed each year** with the Oregon Audits Division. These annual filings must be filed either 90 or 180 days after fiscal year end and require a response to any findings reported by the independent auditor within 30 days of filing. Failure to file annual reports could result in dissolution.

Other areas of responsibility include the following:

1. Government Ethics for Public Officials – ORS 244¹
2. Public meetings and public records law – ORS 192
3. Local budget law – ORS 294
4. Procurement and contracting – ORS Chapters 279A–C
5. Deposit and Investment of public funds - ORS Chapters 294 and 295

¹ ORS – Oregon Revised Statutes

More information and resources to help you understand and comply with these statutes can be found on our website: sos.oregon.gov/muniofficial

Please contact our office if you have questions or wish to discuss any of the responsibilities or requirements outlined in this letter or on the linked site. Your role as a government official is an important one to ensure needed services are available and we appreciate your willingness to serve in this capacity.

A handwritten signature in black ink, appearing to read "Amy John", with a horizontal line extending to the right.

Amy John, CPA
Municipal Program Manager
Oregon Audits Division

MUNICIPAL AUDIT LAW CHANGES effective January 1, 2024

You are receiving this letter because you are currently registered as a local government subject to Municipal Audit Law (ORS 297.405 - 297.990). Changes to Municipal Audit Law were enacted during the 2023 legislative session and impact all local governments.

House Bill 2110 A amended Municipal Audit Law; these changes become effective January 1, 2024. You can find more details on HB 2110 A online at <https://olis.oregonlegislature.gov/liz/2023R1/Measures/Overview/HB2110>. Key changes are listed below.

1. Updated thresholds: Audits are required for counties and school districts and are now required for entities spending more than \$1 million annually — an increase from \$500,000. All other entities may be eligible for an audit exemption. Entities spending less than \$250,000 may be eligible to file a self-prepared report in lieu of audit.

Report Type	Thresholds as of 1/1/24
Audit	> \$1,000,000
AUP	\$250,001 - \$1,000,000
Self-Prepared	≤ \$250,000

2. Agreed Upon Procedures (AUP) reporting: Replacing review reports, AUP reporting directs auditors to perform and report results of procedures specified in the Oregon Minimum Standards (OAR 162-040). The procedures will address certain components of financial reporting, operations, and compliance.
3. Filing fees: As determined by entity spending, increased fees will range from \$40 to \$500.

Spending over	Spending Not Over	Annual Fee
\$0	\$50,000	\$40
\$50,000	\$150,000	\$80
\$150,000	\$250,000	\$150
\$250,000	\$500,000	\$250
\$500,000	\$1,000,000	\$300
\$1,000,000	\$5,000,000	\$350
\$5,000,000	\$10,000,000	\$400
\$10,000,000	\$50,000,000	\$450
\$50,000,000	-	\$500

Next Steps

The Oregon Administrative Rules and Minimum Standards for Audits and Reviews will be revised to reflect these changes in law. Specifically, the rules will be revised to (1) include a definition of expenditures that will be consistently used to determine the filing threshold and fee, and (2) replace review report guidance with AUP guidance.

Rules will be developed in cooperation with the municipalities, CPAs, and membership organizations. I encourage you to participate in the rulemaking process or provide feedback to our office directly.

Effective January 1, 2024

Changes to Municipal Audit Law are effective for fiscal years ending on or after January 1, 2024. You'll want to plan and ensure you're prepared for these changes. You can find more information on our website at sos.oregon.gov/hb2110. For timely information and notices related to rulemaking and other Municipal Audit Law topics sent directly to your email, look for the "Stay Connected" heading on the right side of our web page.

Please contact our office at 503-986-2255 if you have questions about the changes or have suggestions for revising the rules.

Thank you,



Amy John

Municipal Audit Manager
Secretary of State, Audits Division

MCFR INFORMATION SHEET

DATE: August 21, 2023

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Resolution No. 2023-09 – “Establishing Authorized Check Signers for Mid-Columbia Fire and Rescue”.

SYNOPSIS: The Fire District must maintain its contingency of signers to endorse checks for the purpose of conducting its financial affairs. Staff is recommending that each member of the Board of directors have check signing authority.

BACKGROUND: As a financial control measure, Mid-Columbia Fire and Rescue requires two signers on each check draft for payment authorization. For reasons of efficiency, it is the practice of the Fire District to appoint each Board member and the Fire Chief as authorized as signers on the Fire District’s checking account. As a result of the transition from Umpqua Bank to First Interstate Bank, the District must establish check signers to satisfy First Interstate Bank’s documentation requirements. The Fire District must maintain check signers on the Fire District’s checking account for the purpose of effectively conducting its financial affairs. Staff recommends the Board establish authorized check signers for the Fire District’s checking account to meet the documentation requirements of First Interstate Bank for the purpose of conducting the Fire Districts financial affairs.

BUDGET IMPLICATION: There is no budget implication associated with establishing check signers for the District.

RECOMMENDATION/ACTION:

Option 1: Motion to adopt Resolution No. 2023-09 – “Establishing Authorized Check Signers for Mid-Columbia Fire and Rescue”. **Recommended.**

**Mid-Columbia Fire and Rescue (MCFR)
Resolution No. 2023-09**

**Establishing Authorized Check Signers for
Mid-Columbia Fire and Rescue**

WHEREAS, as a financial control measure, Mid-Columbia Fire and Rescue, hereinafter referred to as “Fire District”, requires two signers on each check draft for payment authorization; and

WHEREAS, for reasons of efficiency, it is the practice of the Fire District to appoint each Board member and the Fire Chief as authorized as signers on the Fire District’s checking account; and

WHEREAS, as a result of the transition from Umpqua Bank to First Interstate Bank, the District must establish check signers to satisfy First Interstate Bank’s documentation requirements; and

WHEREAS, the Fire District must maintain check signers on the Fire District’s checking account for the purpose of effectively conducting its financial affairs; and

WHEREAS, the Board of Directors of Mid-Columbia Fire & Rescue has determined it is reasonable and prudent for the Fire District to establish check signers for the Fire District’s checking account with First Interstate Bank.

NOW THEREFORE, BE IT HEREBY RESOLVED, to authorize the Fire Chief to take the following action:

1. To appoint Fire Chief Robert Francis Palmer, Director David James Jacobs, Director Richard Lee Schaffeld, , Director Diana Lynne Bailey, Director Corey Arza Case and Director Walter Leslie Denstedt to the Fire District’s checking account, and establish each as authorized check signers for Mid-Columbia Fire and Rescue.

Ayes: _____

Nayes: _____

APPROVED AND ADOPTED by the Board of Directors this 21st day of August 2023.

APPROVED:

Presiding Officer

ATTEST:

Secretary

Approved as to form:

Andrew J. Myers
Attorney for Mid-Columbia Fire and Rescue

MCFR INFORMATION SHEET

DATE: August 21, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Surplus Property

SYNOPSIS: The Fire District desires to declare certain items noted on the attached list as surplus property.

BACKGROUND: The Fire District has accumulated property awaiting surplus. Property of this nature is taken out of service and placed into storage for one of the following reasons:

1. The property/equipment has exceeded its life expectancy and/or is no longer of use to the Fire District.
2. The property/equipment has failed a required test and/or has been damaged beyond repair.
3. The property/equipment is too expensive to maintain.

Once approved for surplus, the property will be discarded, sold or donated in accordance with Board Policy Chapter 6, Section 6.1 (B) "Disposal of Surplus Property".

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Motion to declare items noted on Exhibit "A".

EXHIBIT "A"

ITEM	MODEL	INVENTORY/SERIAL #	DISPOSITION
23- Dumbbells (5-55lbs)	Generic unknown Brand	N/A	Replaced
8- kettlebells (5-45lbs)	Generic unknown Brand	N/A	Replaced