

Board Meeting Agenda

November 21, 2022

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, October 17, 2022.
- 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: 606-879-915

COMPUTER LINK: <https://attendee.gotowebinar.com/register/1334542560966236430>

WEBINAR ID: 584-049-555
- 7. Financial Reports**
 - a. Balance Sheets/Combined Cash Accounts as of 10/30/2022
 - b. Ambulance Service Financial Report 11/01/21 to 10/31/22
- 8. Committee Reports**
 - a. Urban Renewal Report - Director Bailey
 - b. Enterprise Zone Report – Director Jacobs
- 9. Fire Chief's Report**
 - a. Fire Chiefs Report
 - 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. Other items as needed

10. Correspondence

11. Old Business

12. Executive Session

- a. Adjourn to Executive Session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

13. New Business

- a. Information Sheet – Consideration by MCFR Board to ratify the tentatively agreed upon Local 1308 Collective Bargaining Agreement.
- b. Resolution No. 2022-08 – A Resolution Adopting Revisions to the MCFR Employee Handbook

14. Good of the Order

15. 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
October 17, 2022

1. CALL MEETING TO ORDER

Board President David Jacobs call the October 17, 2022, meeting of Mid-Columbia Fire and Rescue to order at 5:30pm.

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Corey Case, Dave Peters. Dick Sheffield was absent.

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

Others Present: Legal Counsel Andrew Myers, A.J. Olson Friend and Reagan PC, and private citizen Walter Denstedt.

4. AGENDA CHANGES

None.

5. MINUTES

Minutes from the September 19, 2022, meeting stand approved as written.

6. PUBLIC COMMENT

Private Citizen, Walter Denstedt, expressed his opinion and offered suggestions regarding turnover of employees within the fire district. There were no other public comments.

7. FINANCIAL REPORT

- a. Financial Audit Presentation – A.J. Olson from Friend and Reagan handed out the financial statements that he had compiled for Mid-Columbia fire and Rescue. He gave a brief overview of the audit stating that the district was over budget on Ambulance Revenue and over expenditure in the General Fund. He also stated there was a typo in the budget resolution. President Jacobs asked about the typo. A.J. stated it was a transfer out of the General Fund. A.J. stated at the end of the audit



there is a report where the auditor gives a statement to the state on any compliance issues that are found. A.J. stated there were no deficiencies found. Chief Palmer

asked if a letter would need to be sent to the state regarding the exceeded appropriation and A.J. stated we did not need to send a letter. Director Peters brought up that the Board of Directors page was incorrect. Titles were wrong and there was no address for Director Case. Director Case asked how long the city had been doing the financials and Chief Palmer stated they had been doing them for 1 year. No other questions were asked.

- b. Balance Sheets/Combined Cash Accounts. President Jacobs asked if there were any questions. Director Case stated that he would like to see the balance sheets of all expenditures and he would like to see the reserve funds. Chief Palmer will provide him with those sheets. No other questions asked.

8. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Bailey reported that Urban Renewal will be meeting in executive session under ORS 192.660(2)(e) on October 18, 2022. No public meeting is planned. Nothing else to report.
- b. Enterprise Zone Report – President Jacobs reported that there was nothing new to report. He also stated that we are still waiting on the tax estimations.

After the Committee Reports were completed, Chief Palmer introduced our 3 new recruits Dean Walker, Cameron Debozy and Patrick Foss to the Board. He stated that they are all Firefighter/Paramedics with previous experience.

9. FIRE CHIEF'S REPORT

- a. Fire Chief's update – Chief Palmer read through his report, giving a brief update on each item, which is included in the board packet.
- b. Monthly Report – AC Jensen, included in board packet.
- c. Monthly Report – DC Coleman, included in board packet.
- d. Monthly Report – DC Wood, included in board packet.
- e. Strategic Plan Quarterly Report – Chief Palmer provided the Strategic Plan Quarterly Report in the board packet. Director Case and Director Bailey thanked the chief for providing the report.

10. CORRESPONDENCE

No Correspondence.

11. OLD BUSINESS

None.



12. NEW BUSINESS

- a. Resolution No 2022-07 – A Resolution Adopting Revisions to the MCFR Employee Handbook. Chief Palmer stated that a study had been done on the Office Manager wage scale. He explained how the study had been accomplished. Based on revision of this wage scale, the employee handbook is being modified to reflect the updated 2021/2022 updated Office Staff salary scale. There were no command staff wage increases. Chief Palmer stated that this had been part of the Strategic plan and had been included in the budget. Director Peters pointed out that the date on the Resolution was incorrect. Chief Palmer will make the correction on the resolution. Director Peters made a motion to approve Resolution No. 2022-07 to empower the Fire Chief to incorporate and make effective, revisions to the Mid-Columbia Fire and Rescue Employee Handbook with corrected date. Director Case seconded. All in favor; 4 Ayes, 0 Nays. Motion carried.
- b. Information Sheet – Surplus Items. Director Case made a motion to declare the items noted on Exhibit “A” as surplus. Director Bailey seconded. All in favor, 4 Ayes, 0 Nays. Motion carried.

13. GOOD OF THE ORDER

Chief Palmer spoke about the SDAO conference taking place from February 9-12, asking if any of the board members were interested in attending. He will make reservations for those that would like to participate.

Director Bailey stated that the picnic was great and wanted to thank everyone for all the work that had gone into the picnic. She added that it was well done.

Director Case asked if the board had more questions regarding the audit, could they contact A.J. Olson. Chief Palmer stated yes, they can and should contact A.J. with any questions associated with the financial audit.

14. ADJOURNMENT

President Jacobs adjourned the meeting at 18:43pm.

Board President

Board Secretary/Treasurer

MID-COLUMBIA FIRE & RESCUE
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2022

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	3,177,055.90
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	520.64
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	145,147.85
	TOTAL COMBINED CASH	<u>3,322,724.39</u>
	TOTAL UNALLOCATED CASH	<u><u>3,322,724.39</u></u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,532,132.41
20	ALLOCATION TO FF EQUIPMENT & SU	310,146.16
25	ALLOCATION TO FIREMED	89,207.99
30	ALLOCATION TO STACKER BUTTE	40,883.49
35	ALLOCATION TO DEBT SERVICE	69,643.98
40	ALLOCATION TO TECHNICAL RESCUE	60,025.64
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	923,114.53
51	ALLOCATION TO BUILDING RESERVE	70,066.04
52	ALLOCATION TO TRAINING RESERVE	117,761.73
53	ALLOCATION TO RETIREMENT LIABILI	109,942.42
55	ALLOCATION TO BOND PRINCIPAL RE	.00
	TOTAL ALLOCATIONS TO OTHER FUN	<u>3,322,724.39</u>
	ALLOCATION FROM COMBINED CASH	<u>(3,322,724.39)</u>
	ZERO PROOF IF ALLOCATIONS BALA	<u><u>.00</u></u>

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
OCTOBER 31, 2022

GENERAL FUND

LIABILITIES

10-0-2010-00	GENERAL FUND A/P	.00
10-0-2010-02	AMBULANCE BILLING PAYABLE	.00
10-0-2011-00	LIFE FLIGHT A/P	.00
10-0-2012-00	RETAINAGE PAYABLE	.00
10-0-2015-00	ACCRUED COMP ABSENCE	.00
10-0-2015-01	ACCRUED WAGES	.00
10-0-2023-00	SHORT TERM HOLDING ACCOUNT	.00
10-0-2060-00	DEF REVENUE	.00
10-0-2065-00	OFFSET BEGINNING BALANCE	(2,412,746.00)
10-0-2100-00	BONDS PAYABLE LT	.00
10-0-2105-00	PAYROLL LIABILITIES	.00
10-0-2106-00	CHILD SUPPORT PAYABLE	.00
10-0-2107-00	GARNISHMENTS PAYABLE	.00
10-0-2110-00	UNION HOUSE FUND	.00
10-0-2111-00	ADMINISTRATION HOUSE FUND	.00
10-0-2115-00	HOLIDAY BANK	.00
10-0-2120-00	SHORT TERM DISABILITY	.00
10-0-2121-00	CANCER FUND	.00
10-0-2121-01	AFLAC ACCIDENT INSURANCE	.00
10-0-2121-02	AFLAC SHORT TERM DISABILITY	.00
10-0-2122-00	ADULT/FAMILY SERVICES	.00
10-0-2123-00	CELL PHONE	.00
10-0-2124-00	MEDICAL INSURANCE	6,572.15
10-0-2124-01	DEPENDENT CARE	.00
10-0-2124-02	UNREIMBURSED MED EXPENSES	(1,354.32)
10-0-2124-03	PEHP PAYABLE	.00
10-0-2125-00	PAYROLL ASSET	.00
10-0-2125-01	THE DALLES COUNTRY CLUB	.00
10-0-2126-00	OTFCU	.00
10-0-2126-01	CRBC	.00
10-0-2127-00	STANDARD RETIREMENT	.00
10-0-2127-01	TRANSAMERICA	.00
10-0-2127-02	EMPLOYEE RETIREMENT	.00
10-0-2127-03	NATIONWIDE RETIREMENT	.00
10-0-2127-04	UNITED MISSOURI BANK	.00
10-0-2127-05	FIDELITY	.00
10-0-2128-00	AMERICAN FUNDS	.00
10-0-2128-01	SAFECO/SYMETRA	.00
10-0-2128-04	NW MUTUAL DEFERRED COMP	.00
10-0-2128-05	OLIVER CAPITAL DEFERRED COMP	.00
10-0-2129-00	LIFE INSURANCE	.00
10-0-2130-00	UNION DUES	.00
10-0-2130-01	ADDITIONAL UNION DUES	.00
10-0-2131-00	FLEX-TRAN LOAN	.00
10-0-2140-00	PERS POLICE/FIRE UNITS	4,006.34
10-0-2160-00	WORKERS' COMP	200.00
10-0-2200-00	FEDERAL W/H TAXES PAYABLE	.00
10-0-2210-00	MEDICARE TAXES PAYABLE	.00
10-0-2220-00	STATE W/H TAXES PAYABLE	.00
10-0-2221-00	HOLIDAY ACCRUALS	.00
10-0-2222-00	EMPLOYEE DRAWS	.00
10-0-2223-00	STATE OTT TAXES PAYABLE	(358.77)
10-0-2249-00	CAPITAL LEASES A/P	.00
10-0-2250-00	CAPITAL LEASES PAYABLE LT	.00
10-0-2251-00	AERIAL LEASE LT DEBT	.00

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
OCTOBER 31, 2022

GENERAL FUND

10-0-2252-00	AERIAL LEASE LT	.00	
10-0-2253-00	COPIER LEASE LT	.00	
10-0-2254-00	LAPTOP LEASE LT	.00	
10-0-2255-00	BLUMENTHAL REPAYMENT LOAN	.00	
10-0-2256-00	2005 BONDS PAYABLE LT	.00	
10-0-2300-00	457 CLEARING	.00	
		.00	
	TOTAL LIABILITIES		(2,403,680.60)
	<u>FUND EQUITY</u>		
10-0-3300-00	FIXED ASSETS	.00	
10-0-3381-00	INVESTMENT IN FIXED ASSETS	.00	
10-0-3500-00	FUND BALANCES	.00	
10-0-3551-00	PPA	.00	
10-0-3552-00	GENERAL FUND	2,412,746.03	
10-0-3570-00	CAPITAL ASSETS	7,748,856.02	
10-0-3570-01	RESTATED MODIFIED CASH	.00	
10-0-3900-00	RETAINED EARNINGS	.00	
10-0-3999-99	UNAPPROPRIATED FUND BALANCE	.00	
	REVENUE OVER EXPENDITURES - YTD	1,523,191.98	
		11,684,794.03	
	BALANCE - CURRENT DATE		11,684,794.03
	TOTAL FUND EQUITY		11,684,794.03
	TOTAL LIABILITIES AND EQUITY		9,281,113.43

MID-COLUMBIA FIRE & RESCUE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	2,412,746.00	2,062,112.00	(350,634.00)	117.0
10-0-4990-00 TAXES - PRIOR YEAR	6,702.65	128,601.86	110,000.00	(18,601.86)	116.9
10-0-4991-00 GF-INTEREST EARNED	2,662.75	10,248.37	42,000.00	31,751.63	24.4
10-0-4997-00 TAXES - CURRENT YEAR	.00	14,896.18	3,940,000.00	3,925,103.82	.4
10-0-4998-00 AMBULANCE REVENUE	121,377.16	550,579.20	1,350,000.00	799,420.80	40.8
10-0-4998-04 GEMT AMBULANCE REVENUE	.00	11,759.85	606,000.00	594,240.15	1.9
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	50,000.00	50,000.00	.0
10-0-4999-00 GF-MISC REVENUE	1,224.59	4,088.86	104,000.00	99,911.14	3.9
10-0-4999-02 GRANT PROCEEDS	.00	.00	35,000.00	35,000.00	.0
TOTAL REVENUE	131,967.15	3,132,920.32	8,304,112.00	5,171,191.68	37.7

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00 FIRE CHIEF	11,174.79	44,699.16	139,042.00	94,342.84	32.2
10-1-6402-00 ASSISTANT CHIEF	10,586.45	42,345.80	131,715.00	89,369.20	32.2
10-1-6402-04 DIVISION CHIEF-PREV/PUBLIC ED.	10,331.92	41,327.68	128,554.00	87,226.32	32.2
10-1-6402-05 DIVISION CHIEF - FEMA FUNDED	10,331.92	41,327.68	128,554.00	87,226.32	32.2
10-1-6403-07 OFFICE MANAGER / ADMIN. CLERK	4,847.72	17,836.95	62,617.00	44,780.05	28.5
10-1-6407-01 UNIFORMS - ADMINISTRATION	.00	.00	3,000.00	3,000.00	.0
10-1-6421-02 RETIREMENT - ADMINISTRATION	9,912.70	43,433.42	124,002.00	80,568.58	35.0
10-1-6421-03 PEHP - ADMINISTRATION	945.46	3,796.71	11,810.00	8,013.29	32.2
10-1-6422-01 WORKERS COMP - ADMINISTRATION	42.48	2,466.96	2,600.00	133.04	94.9
10-1-6423-01 LIFE INSURANCE - ADMIN	.00	367.00	1,500.00	1,133.00	24.5
10-1-6424-01 HEALTH INS - ADMINISTRATION	10,895.72	40,482.87	123,100.00	82,617.13	32.9
10-1-6424-04 OCC. HEALTH - ADMINISTRATION	.00	.00	5,500.00	5,500.00	.0
10-1-6426-01 LONG TERM DISABILITY - ADMIN	279.21	1,377.94	2,800.00	1,422.06	49.2
10-1-6430-02 MEDICARE - ADMINISTRATION	668.45	2,633.39	8,925.00	6,291.61	29.5
10-1-6430-03 DEFINED CONT. - ADMIN	6,501.51	13,434.73	29,181.00	15,746.27	46.0
10-1-6531-01 SOCIAL SECURITY - ADMIN	31.00	47.74	.00	(47.74)	.0
TOTAL ADMIN - PERSONAL SERVICES	76,649.33	295,578.03	902,900.00	607,321.97	32.7

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	21,673.96	80,342.40	294,580.00	214,237.60	27.3
10-2-6404-00 LIEUTENANT	18,973.45	71,315.10	272,950.00	201,634.90	26.1
10-2-6405-01 FIREFIGHTER	56,348.95	257,855.71	1,256,700.00	998,844.29	20.5
10-2-6405-02 SINGLE ROLE - EMS	23,776.00	79,131.20	337,470.00	258,338.80	23.5
10-2-6406-00 VOLUNTEER PROGRAM	.00	.00	20,750.00	20,750.00	.0
10-2-6406-02 VOLUNTEER REIMBURSEMENT	750.00	1,030.00	7,000.00	5,970.00	14.7
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	3,555.92	15,360.71	23,880.00	8,519.29	64.3
10-2-6414-00 HOLIDAY	1,187.94	18,483.66	66,541.00	48,057.34	27.8
10-2-6414-01 VACATION	.00	(152.00)	30,000.00	30,152.00	(.5)
10-2-6415-00 SICK OT	7,699.78	28,200.46	90,846.00	62,645.54	31.0
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	9,000.00	9,000.00	.0
10-2-6416-01 FIRE	2,751.89	24,123.51	99,890.00	75,766.49	24.2
10-2-6416-02 AMBULANCE	3,782.32	20,769.87	121,128.00	100,358.13	17.2
10-2-6416-04 TECH RESCUE	.00	.00	9,408.00	9,408.00	.0
10-2-6416-05 TRAINING	5,517.47	12,124.39	48,510.00	36,385.61	25.0
10-2-6416-06 OTHER	8,603.22	35,037.15	56,000.00	20,962.85	62.6
10-2-6416-07 AMBULANCE STAND-BY	605.50	1,822.63	12,000.00	10,177.37	15.2
10-2-6417-00 FLSA	6,210.14	21,214.93	103,632.00	82,417.07	20.5
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	30,094.22	108,861.71	549,648.00	440,786.29	19.8
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	2,426.81	9,483.01	45,763.00	36,279.99	20.7
10-2-6422-00 WORKERS' COMPENSATION	215.75	57,311.59	70,000.00	12,688.41	81.9
10-2-6423-00 LIFE INSURANCE	.00	3,298.70	16,103.00	12,804.30	20.5
10-2-6424-00 HEALTH INSURANCE	33,386.66	117,976.12	516,270.00	398,293.88	22.9
10-2-6424-03 OCCUPATIONAL HEALTHCARE	4,772.00	13,708.96	41,796.00	28,087.04	32.8
10-2-6426-00 LONG TERM DISABILITY	1,018.78	4,445.31	17,500.00	13,054.69	25.4
10-2-6430-00 MEDICARE	2,230.77	9,137.54	35,000.00	25,862.46	26.1
10-2-6430-01 DEFINED CONTRIBUTION	2,331.80	16,494.74	79,980.00	63,485.26	20.6
10-2-6531-00 PAYROLL EXPENSES / SS	.00	670.64	2,500.00	1,829.36	26.8
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	237,913.33	1,008,048.04	4,234,845.00	3,226,796.96	23.8

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	.00	.00	79,700.00	79,700.00	.0
10-3-6435-00	.00	1,699.26	10,600.00	8,900.74	16.0
10-3-6436-00	4,338.59	13,523.66	28,503.00	14,979.34	47.5
10-3-6437-00	.00	.00	7,605.00	7,605.00	.0
10-3-6441-00	575.73	9,100.44	24,180.00	15,079.56	37.6
10-3-6441-01	148.65	621.06	1,600.00	978.94	38.8
10-3-6441-02	300.56	1,079.84	3,150.00	2,070.16	34.3
10-3-6442-00	300.55	1,027.77	2,400.00	1,372.23	42.8
10-3-6443-00	.00	891.58	3,500.00	2,608.42	25.5
10-3-6445-01	.00	608.04	1,600.00	991.96	38.0
10-3-6446-00	5,531.03	23,637.59	75,000.00	51,362.41	31.5
10-3-6451-00	1,439.88	4,612.60	18,880.00	14,267.40	24.4
10-3-6453-00	476.66	11,252.36	42,500.00	31,247.64	26.5
10-3-6453-01	.00	.00	2,000.00	2,000.00	.0
10-3-6454-00	916.65	2,579.75	4,600.00	2,020.25	56.1
10-3-6457-02	.00	257.48	1,250.00	992.52	20.6
10-3-6457-03	919.00	2,167.19	5,950.00	3,782.81	36.4
10-3-6457-04	.00	1,791.97	14,334.00	12,542.03	12.5
10-3-6457-05	.00	2,464.15	11,280.00	8,815.85	21.9
10-3-6459-00	5,141.62	19,568.47	188,800.00	169,231.53	10.4
10-3-6461-00	10,915.00	20,915.00	21,350.00	435.00	98.0
10-3-6462-00	702.00	12,844.50	100,300.00	87,455.50	12.8
10-3-6462-01	3,753.65	43,732.77	120,212.00	76,479.23	36.4
10-3-6464-00	244.77	1,498.92	4,500.00	3,001.08	33.3
10-3-6465-00	82.99	331.14	12,000.00	11,668.86	2.8
10-3-6466-00	1,160.16	5,241.59	14,000.00	8,758.41	37.4
10-3-6467-00	524.92	7,246.91	31,752.00	24,505.09	22.8
10-3-6468-00	283.28	1,133.12	4,000.00	2,866.88	28.3
10-3-6469-00	313.74	1,551.00	6,780.00	5,229.00	22.9
10-3-6477-00	.00	5,747.00	6,155.00	408.00	93.4
10-3-6479-00	.00	.00	5,990.00	5,990.00	.0
10-3-6480-00	.00	.00	12,000.00	12,000.00	.0
10-3-6481-00	798.00	3,066.00	11,000.00	7,934.00	27.9
10-3-6482-00	6,867.14	33,605.72	60,000.00	26,394.28	56.0
10-3-6482-01	.00	311.90	5,800.00	5,488.10	5.4
10-3-6483-00	.00	.00	1,500.00	1,500.00	.0
10-3-6485-00	1,194.00	10,064.80	19,100.00	9,035.20	52.7
10-3-6485-01	2,146.63	7,029.58	33,425.00	26,395.42	21.0
10-3-6486-00	43.98	2,603.85	16,999.00	14,395.15	15.3
10-3-6486-01	.00	1,051.88	20,800.00	19,748.12	5.1
10-3-6487-00	951.00	2,792.67	18,055.00	15,262.33	15.5
10-3-6491-00	.00	2,036.38	10,000.00	7,963.62	20.4
10-3-6495-00	.00	.00	6,900.00	6,900.00	.0
10-3-6497-00	.00	1,597.50	2,800.00	1,202.50	57.1
10-3-6502-00	.00	.00	4,300.00	4,300.00	.0
10-3-6503-00	.00	.00	10,500.00	10,500.00	.0
10-3-6507-00	.00	3,476.52	25,840.00	22,363.48	13.5
10-3-6508-00	.00	495.00	4,000.00	3,505.00	12.4
10-3-6509-00	6,143.00	6,143.00	34,500.00	28,357.00	17.8
10-3-6510-00	786.55	8,393.14	13,740.00	5,346.86	61.1
10-3-6510-01	1,964.58	3,683.30	7,000.00	3,316.70	52.6
10-3-6511-00	.00	1,445.00	3,150.00	1,705.00	45.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

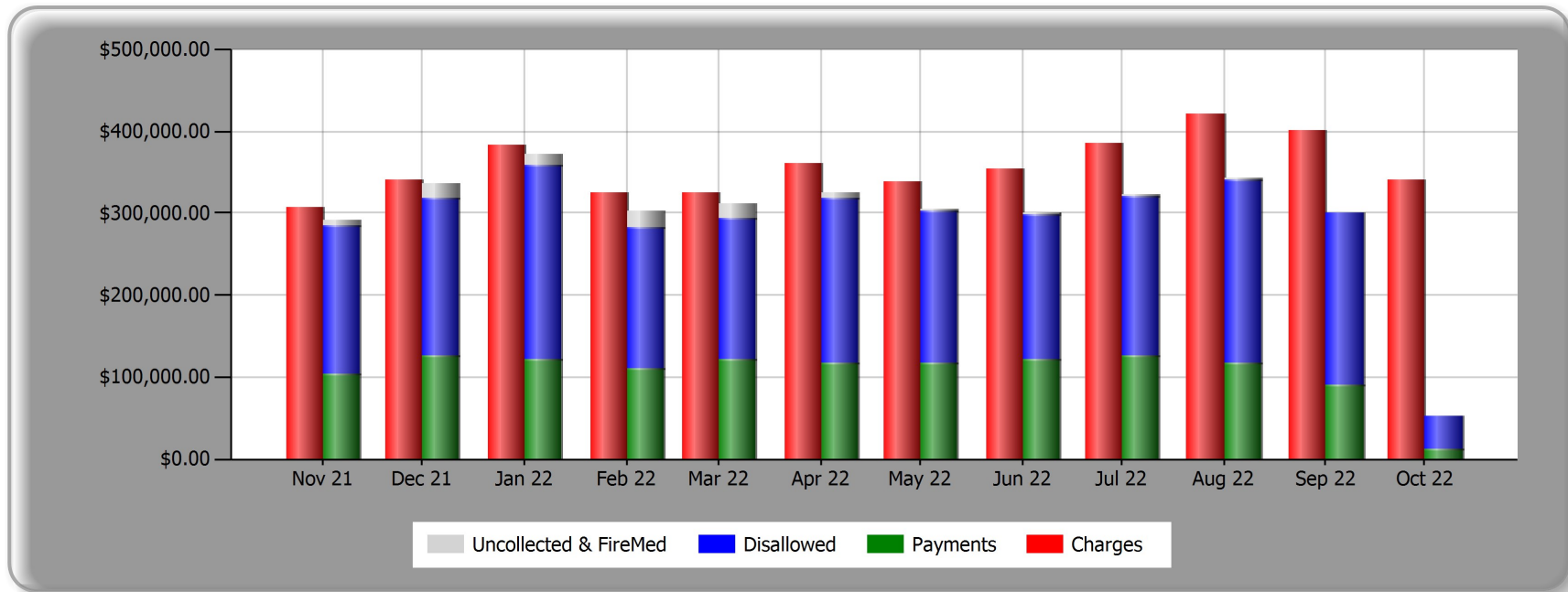
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6512-00 POSTAGE, SHIPPING	217.16	359.68	2,372.00	2,012.32	15.2
10-3-6513-00 MISCELLANEOUS EXPENSE	28.24	1,089.00	7,550.00	6,461.00	14.4
10-3-6520-00 911 SERVICES	.00	9,511.66	57,000.00	47,488.34	16.7
TOTAL PUBLIC SAFETY - MATERIALS	59,209.71	295,881.74	1,242,802.00	946,920.26	23.8
CAPITAL OUTLAY					
10-4-6533-00 FIREFIGHTING EQUIPMENT	1,499.10	1,499.10	18,750.00	17,250.90	8.0
10-4-6533-01 OFFICE EQUIPMENT	2,400.00	2,400.00	11,200.00	8,800.00	21.4
10-4-6533-05 RADIO EQUIPMENT	.00	6,321.43	10,125.00	3,803.57	62.4
10-4-6533-07 FIRE HYDRANT / PREVENTION	.00	.00	1,600.00	1,600.00	.0
10-4-6533-09 EMS TRAINING EQUIPMENT	.00	.00	2,300.00	2,300.00	.0
TOTAL CAPITAL OUTLAY	3,899.10	10,220.53	43,975.00	33,754.47	23.2
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
10-6-7008-00 DUE TO TECHNICAL RESCUE	.00	.00	3,710.00	3,710.00	.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	.00	5,000.00	5,000.00	.0
TOTAL OTHER & TRANSFERS	.00	.00	529,560.00	529,560.00	.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	1,250,030.00	1,250,030.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	1,250,030.00	1,250,030.00	.0
TOTAL FUND EXPENDITURES	377,671.47	1,609,728.34	8,304,112.00	6,694,383.66	19.4
NET REVENUE OVER EXPENDITURES	(245,704.32)	1,523,191.98	.00	(1,523,191.98)	.0

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

Company	Mid-Columbia Fire & Rescue
Date Of Service	11/1/2021
Date Of Service	10/31/2022
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Nov 21	153	307,370.03	-103,648.72	34 %	-1,834.47	1 %	-181,003.72	59 %	-6,669.34	2 %	14,213.78	5 %
Dec 21	185	340,726.13	-127,416.51	37 %	-1,546.96	0 %	-192,585.40	57 %	-14,762.97	4 %	4,414.29	1 %
Jan 22	212	384,409.19	-123,051.55	32 %	-4,466.81	1 %	-235,406.41	61 %	-10,373.32	3 %	11,111.10	3 %
Feb 22	175	325,274.99	-111,080.78	34 %	-2,806.67	1 %	-172,246.03	53 %	-17,044.19	5 %	22,097.32	7 %
Mar 22	176	326,499.44	-122,735.85	38 %	-2,310.63	1 %	-171,996.84	53 %	-15,070.58	5 %	14,385.54	4 %
Apr 22	196	361,564.03	-117,652.21	33 %	-2,471.13	1 %	-200,462.25	55 %	-4,908.38	1 %	36,070.06	10 %
May 22	184	340,103.13	-118,183.83	35 %	-1,300.00	0 %	-185,328.24	54 %	-169.14	0 %	35,121.92	10 %
Jun 22	192	355,134.78	-122,012.13	34 %	-499.54	0 %	-177,961.20	50 %	-81.36	0 %	54,580.55	15 %
Jul 22	204	387,064.86	-125,691.61	32 %	-1,054.19	0 %	-196,096.35	51 %	-746.88	0 %	63,475.83	16 %
Aug 22	240	422,713.93	-117,997.15	28 %	-3,156.66	1 %	-222,555.99	53 %	-1.20	0 %	79,002.93	19 %
Sep 22	217	402,719.33	-91,303.84	23 %	0.00	0 %	-209,695.15	52 %	0.00	0 %	101,720.34	25 %
Oct 22	185	342,180.61	-13,453.01	4 %	0.00	0 %	-38,603.25	11 %	0.00	0 %	290,124.35	85 %
		2,319	4,295,760.45	-1,294,227.19		-21,447.06	-2,183,940.83		-69,827.36		726,318.01	

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



MCFR INFORMATION SHEET

DATE: November 21, 2022

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: The District recently submitted an application to the ASA Coordinator to renew our contract for ASA #2. Upon submission of the application, the District was informed that the County was going to extend the current contract for a consecutive year to allow the necessary time for a consultant to update the ASA ordinance. Staff will be provided periodic updates as the revision process unfolds.

STUDENT INTERN PROGRAM: Student interns are fully engaged and operational. We are very proud of the students we have involved and pleased in how this program is progressing.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: All necessary reports have been received from both OHA and WHA for the application process. Our consultant is preparing applications for both the WA and OR FY 2021-22 GEMT reimbursement process. Applications will be completed, signed, and submitted prior to the end of this month.

OREGON GEMT CCO PROGRAM: The OHA continues to move forward with the application process for the next FY reimbursement period. There remains a delay in reimbursement from CCO's back to January 1, 2022. We anticipate this process to commence soon.

COMMUNITY PLANNING AND DEVELOPMENT: Training and pre-planning for line and administrative staff is planned in the upcoming months. No update on the status of the GOR project.

COVID-19 PANDEMIC RESPONSE: NWPHD has scheduled COVID vaccination clinics throughout the months of November and December. The next clinic is scheduled for December 15-17 from 11:00 a.m. to 6:00 p.m. If you haven't gotten vaccinated or had the most current boosters, this would be the time to get yours.

STRATEGIC PLAN STATUS: A status report will be provided at the January 2023 Board meeting.

STACKER BUTTE LEASE: An inquiry was made to Janelle Depolo on 11/02/22 as to the status of our proposal of which we received a response back on 11/11/22. We are very close to finalizing the amendment.

COLLECTIVE BARGAINING PROCESS: Mediation was fruitful. The District and Union were able to come to a tentative agreement on all issues. The TA's are being brought to the Board at our November meeting to consider for ratification.

POLICY REVISION: Remaining policies were TA'd during the mediation session and will be brought to the Board at our November meeting to consider for ratification.

PATCH PROJECT: The new patches are currently being phased in. We have budgeted for and plan to change out the MCFR signage at each fire station as well.

OSFM WILDLAND STAFFING GRANT: This grant concluded at the end of October and will be closed out. If offered again next fire season, we will plan to make application for this funding.

OREGON FIRE SERVICE CAPACITY PROGRAM: We are applying for another grant opportunity offered by the Oregon State Fire Marshal's Office. The Oregon Fire Service Capacity Program is geared towards small to medium agencies where an increase of regular local firefighters and fire prevention staff is needed. This grant opportunity is competitive and is available to Oregon's local fire districts and departments. Staff plans to apply for funding to support two (2) firefighter positions.

RECRUIT FF ACADEMY: Firefighter recruits Dean Walker, Patrick Foss and Cameron Debozy have successfully graduated from our latest recruit FF academy on November 4, 2022, and are now assigned to one of three shifts. Please congratulate each of them on achieving this goal of becoming an MCFR firefighter. Awesome job!

FF RECRUITMENT: Now that we have received the current tax summary reports, we have been able to accurately determine the property tax amounts the District will receive from phase one of the DLS project. Based on Staff calculations, we are in a confident position to move forward with the next firefighter recruitment process recruit the three additional firefighter positions as budgeted.

VOLUNTEER RETIREMENT: Volunteer Firefighter Jeff Holland has decided to retire from Mid-Columbia Fire and Rescue as of November 15, 2022. Please make an effort to congratulate him for his 34 years of dedicated and faithful service to our community.

RECENT DEPARTURES: FF Ben Rudolph has been offered and accepted a firefighter position with Portland Fire and Rescue. Paramedic Miranda Audritsh has been offered and accepted a position at Cascade Locks Fire and Rescue. We wish them success in their future endeavors.

In light of the above departures, we continue to see growth in our organization. Agencies are competing throughout the State and nationwide to fill positions within their organizations. We are not alone in the boat. The days of candidates hiring on with the intent of retiring after 20 years within the same organization has certainly changed for many. We have been informed by a representative of the Oregon State Labor Council we are currently experiencing year two of a twelve-year staffing/hiring crisis. Fortunately, Staff is managing the crisis well as we continue to fill vacancies and grow our organization. AC Jensen's staffing chart within his monthly report illustrates a testament to the hard work both he and staff has been engaged in to sustain and, increase MCFR staffing levels.

911 STATISTICS:

911 STATISTICS				
OCTOBER 2022			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	329	12%	3437	12%
TDPD	1818	64%	17321	62%
WCSO	713	25%	7143	26%
TOTAL	2860	100%	27901	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

October 2022

Major Topics for October 2022

- Staffing

Dual Role-

The District is currently conducting a recruitment process to fill new positions as well as existing vacancies. The District is currently filling three new Firefighter/EMT positions and potentially three additional Firefighter/EMT or Paramedic positions primarily funded through an Oregon State Fire Marshal Grant with the intention of maintaining these positions after the three-year grant. We are additionally looking to fill the anticipated vacancies of a Firefighter/EMT position and a Lieutenant position.

Single Role-

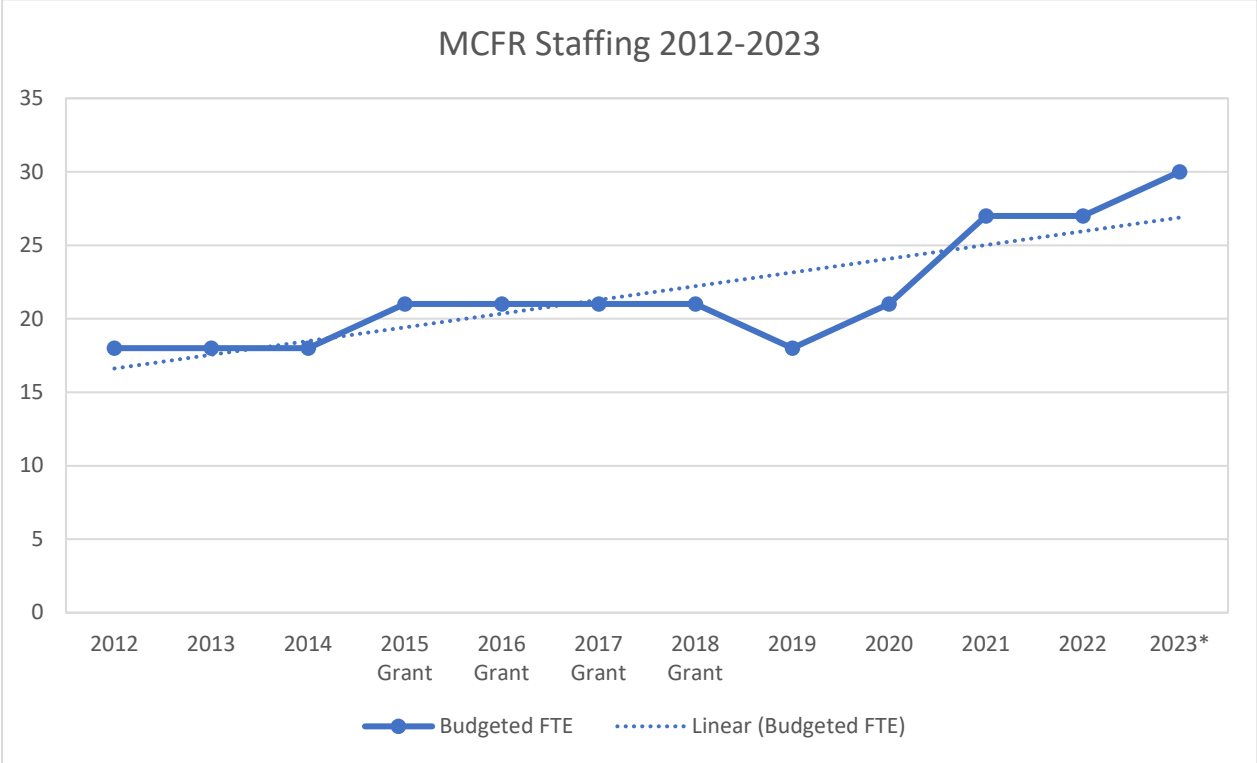
We currently have one paramedic single-role position open and notice of another opening for one of our paramedics to work in the town in which they live. We are also aware that a couple of our single-role EMTs are applying for dual-role positions. We are excited to see lateral movement with greater potential of upward mobility within the organization for these members. This was one of the original goals of this program.

District Growth-

The next Dual-Role Academy may consist of 5-8 new firefighters. In terms of departmental growth, at the point of merger between City of The Dalles Fire Department and Wasco Rural Fire Protection District in 1995, both organizations had 18 FTE Firefighters combined. This number stayed status quo until 2015-2018 in which the District was awarded a SAFER grant to raise the number of employees by 1 Firefighter per shift (total of 21 Firefighters). In 2019, the Safer grant ran out, and the line staffing total dropped to 18 Firefighters. In FY 2020-21 the district budgeted to fill back up to 21-line staff. In FY 2021/22 the Single-Role staffing was established which raised the budgeted FTE level from 21 to 27 on the line. In FY 2022/23 the district then budgeted for 3 more firefighters to bring the FTE total to 30 FTE. The lowest staffing level the district has seen within this time period was 15- (of the budgeted 18) firefighters and currently the District is at 24-line FTE (Dual Role and Single Role). This is a growth of 33% at the current date in just the past 3 years.

This month, Chief Palmer and I had a discussion with the Oregon State Fire Marshal, Chief Deputy of OSFM, and the President of the Oregon State Firefighters Council (IAFF) regarding the State of Oregon and staffing challenges statewide. In this conversation it was surmised by the State labor council that we

are in a 12-year staffing crisis (of which we are in the 2nd year). It was noted that all agencies are in the same situation, citing Portland, Clackamas, Salem all seeing a third or less of the applicant pool they had seen just 4 years ago. MCFR is in the same situation and fortunate to be able to maintain filling vacancies and even grow over the past three years. Below is a chart of the growth MCFR has realized over the past 10 years for FTEs.



Note: This chart does not include potential new firefighters from the OSFM staffing grant program which if approved would start in early 2023.

- Type 3 Purchasing Process

They do exist! I am uncertain who the gal in the picture with our apparatus being built at Boise Mobile is, but I am certain she is doing a great job finishing our new brush trucks.



- Continuity of Operations Plan (COOP) (continuing project, no new update)
This project is continuing and will take several months to complete.

History:

As a result of our newly adopted Strategic Plan, I have begun to develop the Continuity of Operations Plan for the District. This document will include action plans for any various types of disasters, natural and human caused. The total document will be completed by several people internal to MCFR. Initially, we had planned to contract out this work however, with further research it was determined that this project will take significant time and commitment by the district even if we had used a contractor to complete the work. The plan now is to complete the project internally.

- Records Management System (RMS) Transition

The District's Record Management System must transition to a new provider. This is due to Emergency Reporting (our current provider) merging into ESO. This month, Chief Wood and I spoke with ESO and they do believe they still have a plan in place to make a transition to ESO from Emergency Reporting soon. The State of Oregon has amended its transition plan to the new EMS call reporting requirements to mandate our change to a compliant system by July of 2023. However, we are still eager to make the change as soon as training is in place.

- Computer Aided Dispatching RFP (Still in progress)

The District is in partnership with Wasco County and the City of The Dalles to develop a Request for Proposal (RFP) to replace the Computer-Aided Dispatching system (CAD). Wasco County has begun to use a grant writing consultant to see if we can help offset the costs. It is currently estimated by Wasco County Finance that we will be able to pay for the majority of this project though reserve funds at County 911, which we pay into through fees. It would be good to keep those reserve funds and use grant funding, but we are moving forward regardless of the grant outcome as it is an essential service. New weekly appointments are being scheduled until completion of the RFP.

- Fire Officer 1 Class

I have solicited Chiefs Mark Crain (Ret.), Jay Wood, and Fred Coleman to help with teaching a National Fire Protection Association Fire Officer 1 (supervisory fire officer level) course here locally at MCFR. This is a weeks' worth of time just teaching and much more in preparation. However, this is an important function of preparing firefighters to take the next step in preparing for promotion. Four of the eight students are MCFR employees or volunteers, two are from Hood River FD, and two are volunteers from Washington from Bingen and High Prairie.

- Response Metrics

EMS Calls for Service October 2022

Percentage of EMS Calls Meeting 60 Second Response Compliance:

A Shift- **67.1%**, B Shift- **72.3%**, C Shift- **61.8%**

Station 1 overall- **71.5%**, Station 2 overall- **45.7%**

Districtwide **67.4%** compliance

Average Response Time **1:30** 90 Percentile Response Time Compliance: **1:46**

INCIDENTS: PERCENTILE REPORT

Mid-Columbia Fire and Rescue | Last Refresh: 11/15/2022 8:00 PM

221

Incidents Filtered

221

Incidents w/a Response

149 (67%)

Incidents Meeting Goals

SETTINGS

Turnout Time

Effective Response Force:

Time Goal: min sec

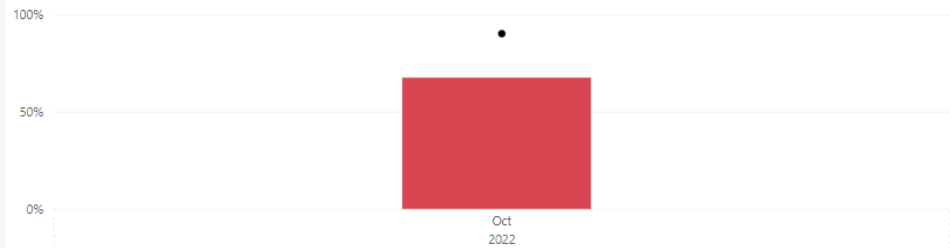
Percentile Goal:

(Updates to settings may take up to one minute to apply)

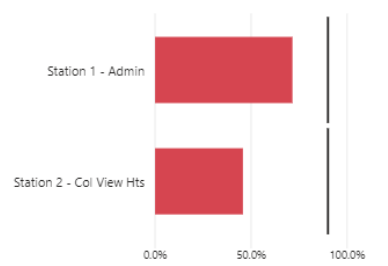
Definitions

149 (67%) of incidents are meeting the Turnout Time goal of 1 min and 0 sec with an effective response force of 2 personnel

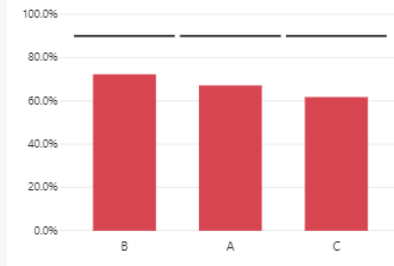
% of Incidents Meeting Goals



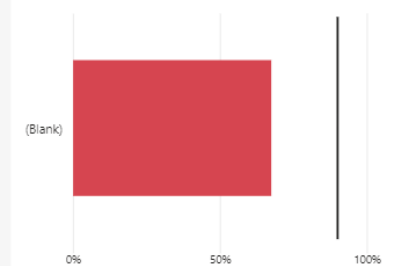
% by Station



% by Shift



% by Zone



Fire and Other Calls for Service October 2022

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

*A Shift- **38.1%**, B Shift- **70%**, C Shift- **50%***

*Station 1 overall- **55.9%**, Station 2 overall- **50%***

*Districtwide **54.5%***

*Average Response Time **1:48** 90 Percentile Response Time Compliance: **2:17***

INCIDENTS: PERCENTILE REPORT

Mid-Columbia Fire and Rescue | Last Refresh: 11/15/2022 8:00 PM

89

Incidents Filtered

77

Incidents w/a Response

42 (55%)

Incidents Meeting Goals

SETTINGS

Turnout Time

Effective Response Force: 2

Time Goal: 1 min 20 sec

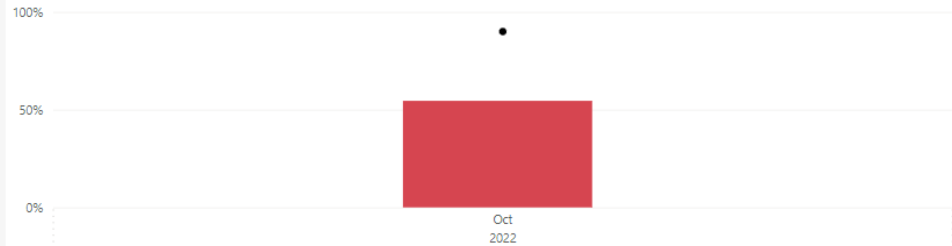
Percentile Goal: 0.90

(Updates to settings may take up to one minute to apply)

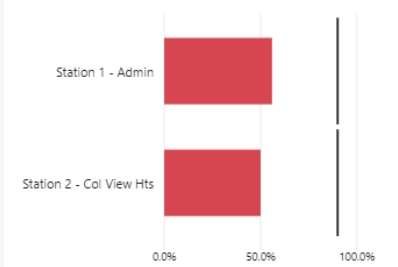
[Definitions](#)

42 (55%) of incidents are meeting the Turnout Time goal of 1 min and 20 sec with an effective response force of 2 personnel

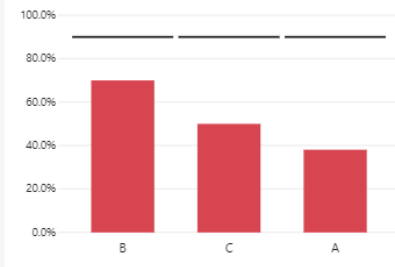
% of Incidents Meeting Goals



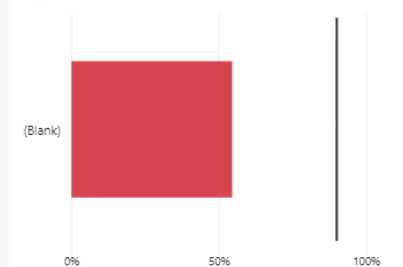
% by Station



% by Shift

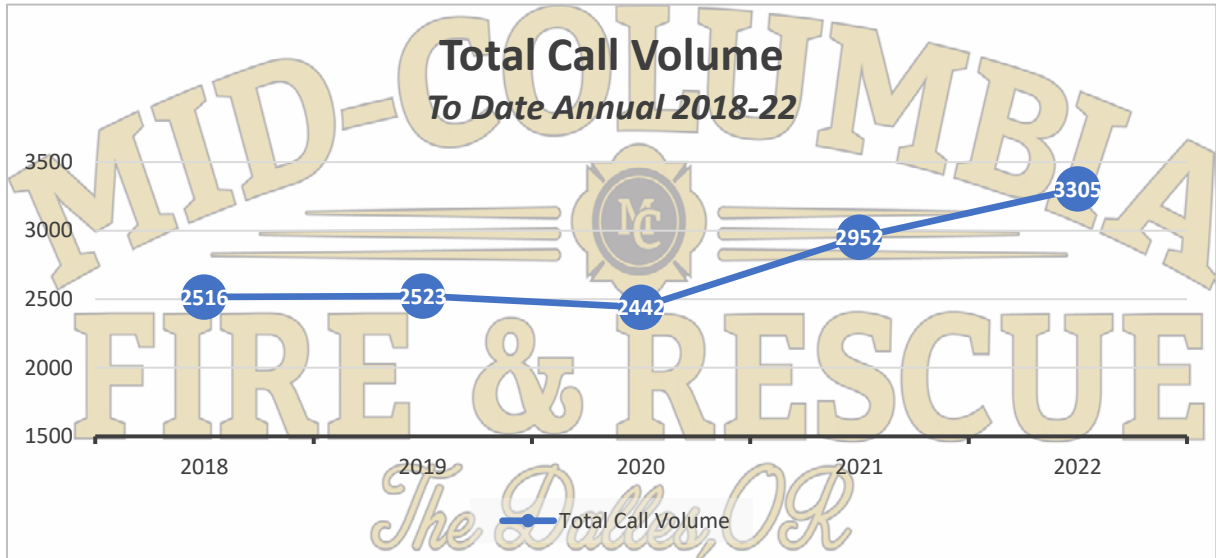


% by Zone

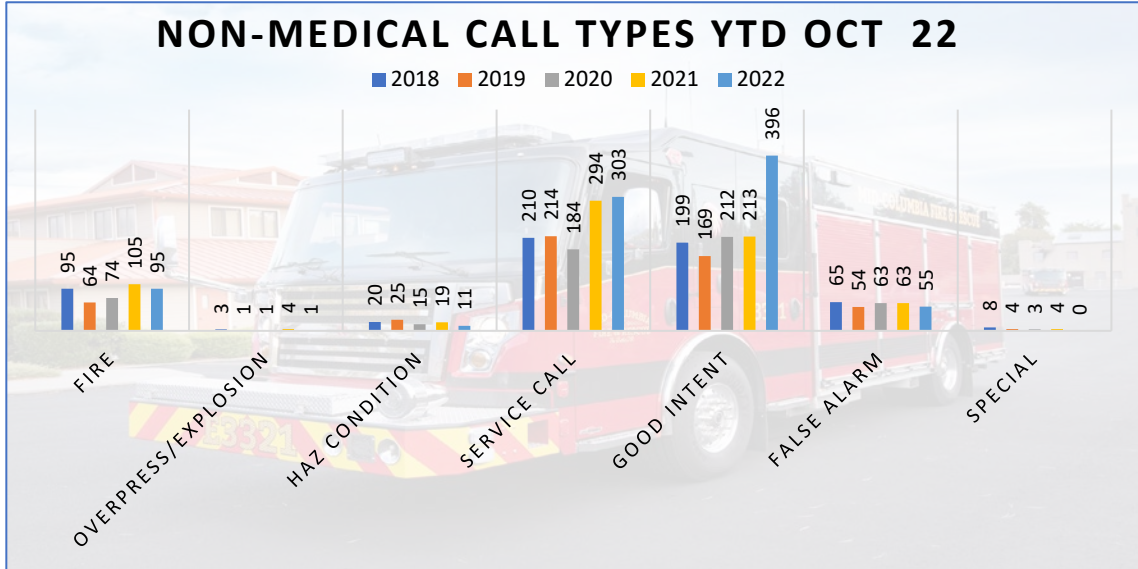


District Response Metrics

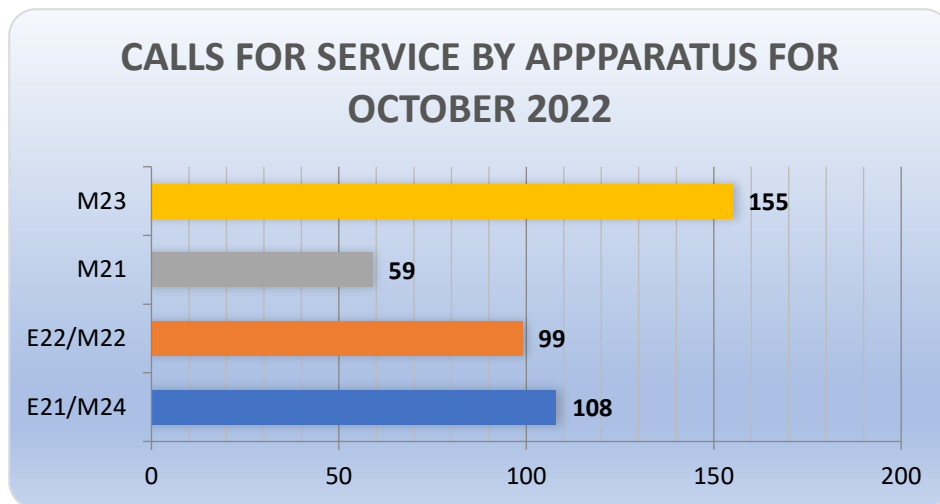
Below are the current statistics year-over-year, January 1st through October 31st



Call Types Jan-Oct 2018-22					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
EMS/Rescue	1916	1798	1890	2250	2444
Fire	95	64	74	105	95
Overpressure/Explosion	3	1	1	4	1
Haz Condition	20	25	15	19	11
Service Call	210	214	184	294	303
Good Intent	199	169	212	213	396
False Alarm	65	54	63	63	55
Special	8	4	3	4	0



Call Distribution by Apparatus for October 2022



Prevention Division- Board Report

Jay Wood, Division Chief

October 2022

Since the first of the month, we have had several instances of Information Technology encounters with Pacific Office Automation. Most were hold-over issues ranging from updates, connection issues, software issues and such. The rest were either setting up new personnel or finalizing all other personnel email accounts. In all instances, POA has been very responsive in either quickly fixing the issues while the user is on the phone or quickly getting back to the user. At this point, personnel can contact POA for any issues they are having.

The district had two hostile fire events (with monetary loss) for October 2022 with an estimated total of \$650,000 in property at risk. The total loss of property and contents was \$267,500. The fires were: A wildland fire with property damage of about \$5,000. This fire was caused by an electrical service line to a home that was contacting a tree branch and rubbed the insulation off the line causing sparks/arcs to ignite grass below the powerline. The other was a structure fire that did significant damage to the structure. Two occupants self-evacuated. The area of origin was established, and the specific cause was not determined as there were competing competent ignition sources that could not be ruled out as the source.

Mid-Columbia Fire and Rescue along with Columbia Gorge Training Association hosted a wildland fire investigation course called FI-210 or Fire Investigator 210 in the first week of October. The class had about 20 people and the instructors were senior wildland fire investigators from Washington Department of Natural Resources. This was a week-long class which eight personnel from MCFR attended. This greatly increases the chance of having a wildland fire investigator on scene when needed. As you know, about half of our district is outside the jurisdiction of Oregon Department of Forestry and the Scenic Area so ordering an investigator through them is not always possible. This was attended by three of our chiefs, two of our line officers and then three of our firefighters.

I attended the National Fire Protection Association class called Assessing Structure Ignition Potential in Hermiston. This intensive 2-day class covered topics relating to wildland ignition of structures during wildland fires. This class will provide me with the tools necessary to not only assess structures before fires occur, but to educate the public on ways that they can mitigate their risks. Chief Palmer had previously attended this course and assured me that it was worthwhile.

Public Education in October consisted of the St. Mary's Oktober Fest where we, along with the Mid-Columbia Fire Prevention Co-Op and Oregon Department of Forestry, had fire prevention materials and discussions with attendees. Unfortunately, we only had contact with about 20 children and about 10 adults. We had a station tour with 19 kids and five adults from a local pre-school group. I met with members of the First Christian Church to discuss emergency operations, smoke alarms and evacuation. Finally, Stephanie and I, along with two of our off-

duty personnel and their significant others, attended the Downtown Trick-or-Treat event. We not only handed out candy, I made up cards that had a fire safety message and put them in a zipper bag with a roll of Lifesaver candy. The card was titled "Be a Lifesaver" and had a range of safety messages that hopefully made it home and made an impact. I estimate that we made contact with 750 kids and their chaperones.

I also attended, along with the other chiefs, a four-day Integrated Emergency Management Course hosted by the Wasco County Emergency Manager. We were unsure what the class entailed prior to attending but ended up being a worthwhile class not only in content but in the connections made.

Our records management system is still with Emergency Reporting. I'm becoming increasingly nervous about our transition as we've repeatedly been told that we will have to be transitioned to ESO prior to the end of December. Hope to hear from them soon, and will be reaching out the first part of November if we don't see movement prior to then.

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

Site Visits/Code Questions – Exit and smoke alarm requirements. Site Team research.

Site Team – Two meetings: 2 Minor Partitions; Site review for Mobile Food Truck; Downtown building remodel to include upper store residential apartments; RV park; Downtown building remodel with lower, main and upper level commercial and residential.

Meetings/Training/Safety/Other:

Various Staff Meetings and Weekly Planning Meetings

Coaching and Strategy Sessions with James Rowan

FI-210, ASIP and Integrated Emergency Management course

Emergency Responses/Station Staffing/Fire Investigations:

All Calls – 1 on my duty shifts, 7 for the district.

Motor Vehicle Accident – 1

Fire Response – 2

Duty Officer – 10 days

Training Division- Board Report

Fred Coleman, Division Chief

October 2022

Recruiting:

Volunteer Training:

- Masking Porch drills
- Hose line deployment
- Bailout self-rescue training

Career Training:

- SCBA masking drills
- 1st due company task performances
- 2nd due company task performances
- DOT Haz Mat
- Toxicology/Opioids
- Pain Management
- Medication Delivery
- Blood Borne pathogens

Major projects and completion status:

- Probationary training and testing for Recruit classes, 2021-03E, 2021-04E and 2022-01E, 2022-01
- Career officer development course-in progress, ½ Complete
- Working on training for dispatchers- on going
- Planning and scheduling for Dual Role academy 2022-02- **Complete**
- Planning for NWCG FI-210 Wildland cause determination class- **Complete**
- Planning for Volunteer FF II Academy with CGTA- ¾ Complete
- Planning for Volunteer FF I Academy with CGTA- ¾ Complete
- Planning for winter wildland Academy with CGTA- ½ Complete
- Planning for S-131- ¾ Complete
- Planning for S-230 - ¾ Complete
- Planning for S-231 – ¾ Complete
- Planning for S-290 - ¾ Complete

- Planning for S-219-1/4 Complete
- Planning for Fire Officer I course- ¾ Complete
- Planning for May 2023 MCFR Fire School- ¾ Complete
- Planning for S-330- ¼ Complete
- **Meetings/ Training/ District Representation**
 - Medical Case Reviews October 10th 0830-1000
 - Firefighter I Academy West Side Fire District Oct. 10th 1830-2200
 - MCFR Volunteer Drill Oct. 12th 1900-2100
 - Staff Meeting Oct. 13th, 1500
 - Chief Officer development Oct. 13th, 1530
 - Duty Chief Oct. 11th -15th
 - Overdose Prevention Task Force Oct. 18th 1000-1100
 - MCFR Volunteer Drill Oct. 19th 1900-2100
 - Staff meeting Oct. 20th, 1500
 - Chief Officer development Oct. 20th, 1530
 - Integrated Emergency Management Oct. 24-27 0800-1600
 - Staff meeting Oct. 27th, 1500
 - Chief Officer Development Oct. 27th, 1530

Emergency Response and Station Staffing

- All Calls-0
- Rescue Response- 0
- EMS Response -2
- MVA Response - 0
- Fire Response – 3

Duty Chief for 5 days this month

Current Volunteer Levels and Status:

October 2022 Volunteers		
Position/ Qualification	Number	Volunteers
Lieutenant/FF2/WFFT2	1	Eric Pyles
FF1/WFFT2	2	Loren Gilbert, Chuck Laochumnvanit
FF1/WFFT2/EMT	1	Tristan Sheppard (Leave of Absence)
FF1/WFFT2/Paramedic	1	Dave Bandel
FF1/WFF2/EMT	1	Tanner Fletcher Student 2nd year
FF1/WFFT2/	1	Nicole Clark Student
FF1/WFFT2/EMR/ Academy	1	Devin Soles Student
Academy / EMT	1	Kellan Duffy Student
Academy / EMT	1	Michael Hickey
Academy / EMT	1	Austin Morris
Apparatus Operator	2	Jeff Holland, Jesse Witkowski
Support	1	Christina Buck (Medical Leave)
Chaplain	2	Marilyn Roth, Paul Boehlke
Total Volunteers	16	

October Volunteer Hours

Training Hours= 70

Response Ready Hours=468 Shift Volunteers and Students

Total Hours= 538

Training Totals

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

4 Career Dual Role Academies

4 Career Single Role EMS Orientations

2 Volunteer Structure Academies with CGTA

2 Wildland Academy With CGTA

1 S-290 Intermediate Wildland Fire Behavior with CGTA 7 students

1 S-230/S-231 Crew/Engine Boss 19 Students

1 S-215 Wildland Urban Interface FF 27 students including 12 remotely taught in Wamic

2 S-131 Wildland Firefighter type I

55 Students for Nozzle Forward Class

FI-210 wildland fire investigators class

We have certified the following:

6 Vol FF I Structure

4 Vol FF II Structure

2 Career FF II Structure

47 Career/Vol Wildland FF II

31 Career/Vol Wildland FF I

2 Engine Boss

9 Career Apparatus Operator Eng., Water Tender, Wildland Type's III, VI

11 Aerial Operators

18 NFPA Ropes I & II

Bold = Additions for the reporting month.

MCFR INFORMATION SHEET

DATE: November 21, 2022

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Consideration of Local 1308 CBA for ratification.

BACKGROUND: The district recently completed collective bargaining (CBA) with Local 1308 upon which a tentative agreement (TA) was reached. The agreement is now being brought before the Board to consider for ratification.

BUDGET IMPLICATION: Staff will track the FY 2022-23 budget to determine the need for and, if necessary, propose a supplemental budget to accommodate salary adjustments resulting from the employee wage and benefit adjustments.

RECOMMENDATION/ ACTION: Consider tentatively agreed upon Local 1308 Union contract for ratification.

MCFR INFORMATION SHEET

DATE: November 21, 2022

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Employee Handbook Update

BACKGROUND: The district recently completed collective bargaining (CBA) with Local 1308 upon which a tentative agreement (TA) was reached. The TA'd agreement reflects adjustments in both salary and benefits for District members covered by the Union contract.

If the Board chooses to ratify the (CBA) as tentatively agreed upon, revisions to the employee handbook will be necessary to 1) comply with employee handbook requirements associated with employee wages and benefits, 2) implement command staff salary adjustments to prevent wage compression between middle-management classifications, and 3) update outdated language associated with the handbook revision.

The Mid-Columbia Fire and Rescue (MCFR) Employee Handbook was adopted by the Board of Directors on December 17, 2012. The handbook has undergone periodic revisions from its inception, most recently on October 17, 2022. An update to the handbook is once again necessary based on changes being made within the reasons previously mentioned above.

On a related note, Goal Number 6, performance Objective 6.4, of the MCFR Strategic Plan as adopted by the Board, tasks the district with working towards and implementing competitive compensation and benefit packages to attract and retain quality personnel, within all classifications.

Wage and benefit adjustments for administrative staff are updated by action of the Board of Directors by amending the Fire District's Employee Handbook. Resolution No. 2022-08 authorizes the Fire Chief, upon approval of the Board, to enact amendments to the handbook proposed in Attachments "A" (Longevity Pay), "B" (Deferred Compensation) and "C" (Command Staff Salary Scale – Appendix "B").

These amendments are contingent upon ratification of the tentatively agreed upon CBA by the Board of Directors of Mid-Columbia Fire and Rescue.

BUDGET IMPLICATION: Staff will track the FY 2022-23 budget to determine the need for and, if necessary, propose a supplemental budget to accommodate salary adjustments resulting from the employee wage and benefit adjustments.

RECOMMENDATION/ ACTION: Approval of Resolution No. 2022-08 “A Resolution Adopting Revisions to the Mid-Columbia Fire and Rescue Employee Handbook”.

MID-COLUMBIA FIRE AND RESCUE RESOLUTION NO. 2022-08

A Resolution Adopting Revisions to the MCFR Employee Handbook

WHEREAS, Goal Number 6, Performance Objective 6.4, of the MCFR Strategic Plan as adopted by the Board, incorporates working towards and implementing competitive compensation and benefit packages to attract and retain quality personnel, and

WHEREAS, the District has recently completed collective bargaining with Local 1308 upon which a tentative agreement was reached, and

WHEREAS, upon ratification, the revised collective bargaining agreement (CBA) will reflect adjustments in both salary and benefits for District members covered by the Union contract, and

WHEREAS, the Mid-Columbia Fire and Rescue (MCFR) Employee Handbook was adopted by the Board of Directors on December 17, 2012, and

WHEREAS, the MCFR Employee Handbook has undergone periodic revisions from its inception, most recently on October 17, 2022, to keep it updated and current; and

WHEREAS, revisions to the employee handbook are necessary to 1) comply with employee handbook requirements associated with employee wages and benefits, 2) implement command staff salary adjustments to prevent wage compression between middle-management classifications, and 3) update outdated language associated with the handbook revision; and

WHEREAS, the Board of Directors of Mid Columbia Fire & Rescue has determined it is reasonable and appropriate for the district to amend the MCFR Employee Handbook; and

WHEREAS, the Board of Directors has deemed it to be in the best interest of the Fire District to enact the proposed amendments to the MCFR Employee Handbook.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of Mid-Columbia Fire and Rescue to take the following action:

1. To empower the Fire Chief to incorporate and make effective, amendments to the Mid-Columbia Fire and Rescue Employee Handbook, adopted on December 17, 2012, and recently revised on October 17, 2022, as outlined within Attachments "A", "B" and "C", provided herein.

Approved and adopted this 21st day of November 2022, by the Board of Directors of Mid-Columbia Fire and Rescue.

Ayes: _____

Nays: _____

President/Board of Directors

Attest: _____
Secretary/Board of Directors

Approved as to form: _____
Andrew J. Myers

ATTACHMENT “A”

Longevity Pay

Represented Employees: For represented employees, please refer to your collective bargaining agreement.

Non-Represented Employees: Longevity: Effective the beginning of the first payroll period cycle following the date of the execution of this agreement:

Non-Represented Employees: Employees with continuous service with the district are eligible for an additional incentive premium of base hourly wage as follows:

Months of Continuous Service	% of base hourly wage
Upon completion of 180 months:	1%
Upon completion of 240 months:	1.5% (Add .5 % for a total of 1.5% at 240 mos.)
Upon completion of 180 months:	Increase to 2% (Effective July 1, 2023)
Upon completion of 240 months:	Increase to 3% (Effective July 1, 2023)
Note: These values are not cumulative	

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding.
- Social Security (FICA) – The Fire District is exempt from paying into FICA.
- Medicare.
- Voluntary deductions designated by the employee.
- PERS, IAP mandatory contributions or equivalent retirement contributions.
- Workers compensation tax.

Paydays/Paychecks

Employees are paid pursuant to the Fire District policies 202.02 Payroll and 202.03 Reimbursement and Overtime.

If an emergency arises, the employee may request an emergency check. An emergency check must be requested in writing on an approved form and submitted to the Fire Chief. An emergency check may be requested for 70% of the amount of the employee’s unpaid salary and 50% of their accrued vacation and holiday leave. The term emergency would include, however, not be limited to the following items: 1) Death in the immediate family; 2) Serious illness in the immediate family; 3) Lack of income due to disability; and 4) Transportation problems.

Garnishment

Mid-Columbia Fire and Rescue would like to avoid incurring the administrative costs of garnishments and wage assignments for employees. Accordingly, the Fire District encourages all employees to meet their financial obligations without involving their Employer. Nonetheless, the Fire District will adhere to legally imposed wage assignments and garnishments and will not modify the terms of those legal arrangements unless ordered to by a court.

ATTACHMENT “B”

Life Insurance and Accidental Death and Dismemberment

The District provides, without charge, a \$10,000 life insurance policy for each eligible employee and volunteer member. This is a 24-hour policy with an accidental death and dismemberment (AD&D) rider. The district provides an additional 50,000 term life insurance on the life of each eligible employee.

Retirement

The Fire District participates in the Oregon State Public Employees Retirement System (PERS). For non-represented employees, the fire district pays the employer contribution as well as the 6% employee contribution. For represented employees, refer to the collective bargaining agreement.

Social Security

All employees of the District are required to have a valid Social Security number. If required, all employees must contribute to Social Security pursuant to FICA requirements. If required, Social Security contributions are deducted from each paycheck at a rate fixed by Congress. The District will contribute a matching amount to each employee’s account. The district is currently exempt from paying into FICA.

Unemployment Insurance

Employees who terminate from District employment and are unemployed for a length of time may be eligible for unemployment compensation benefits. These benefits are paid entirely by the District and are administered by the State of Oregon Human Resources Department. The Oregon Human Resources Department determines eligibility for benefits where the employee must make application for such benefits.

Deferred Compensation

The district makes available a deferred compensation plan through a qualified investment firm. The maximum amount that an employee may defer is established by law and changes occasionally.

Represented Employees: Please reference your collective bargaining agreement for information regarding deferred compensation plan benefits.

Non-Represented Employees: ~~Starting November 1, 2020,~~ The District will pay 34% of each employee’s base hourly rate for regular work hours into their deferred compensation account. Starting ~~January~~ July 1, 20224, the District will pay an additional 1% for a total of 45% of non-represented employees base hourly rate for regular work hours into their deferred compensation account.

The voluntary contribution is on a pre-tax basis to a savings plan allowed by IRS law under Section 457. Employees may direct these contributions to one or more investment options offered through one of the above investment firms. You may contact an investment representative from any one of the investment firms to schedule an appointment and review each plan offered to consider all your options. Please see the Fire District’s Office Manager for more information on the deferred compensation program.

ATTACHMENT “C”

APPENDIX “B”

EXEMPT EMPLOYEE WAGE SCALE

Revised November 21, 2022

COMMAND STAFF

JULY 1, 2022 – JUNE 30, 2023

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	\$10,586.20 \$11,492.66	\$11,009.65 \$12,067.29	\$11,450.03 \$12,670.66	10
IV	Assistant Fire Chief	\$10,197.28 \$10,945.39	\$10,586.45 \$11,492.66	\$11,009.90 \$12,067.29	7
III	Division Chief	\$9,787.73 \$10,424.18	\$10,179.23 \$10,945.39	\$10,586.40 \$11,492.66	7

COMMAND STAFF

JULY 1, 2023 – JUNE 30, 2024

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	\$12,177.51	\$12,786.38	\$13,425.70	10
IV	Assistant Fire Chief	\$11,597.63	\$12,177.51	\$12,786.38	7
III	Division Chief	\$11,045.36	\$11,597.63	\$12,177.51	7

COMMAND STAFF

JULY 1, 2024 – JUNE 30, 2025

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	\$12,726.34	\$13,362.65	\$14,030.78	10
IV	Assistant Fire Chief	\$12,120.32	\$12,726.34	\$13,362.65	7
III	Division Chief	\$11,543.16	\$12,120.32	\$12,726.34	7

OFFICE STAFF

JULY 1, 2022 – JUNE 30, 2023

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
II	Office Manager	\$4187.64	\$4397.02	\$4616.88	\$4847.72	\$5090.10	\$5344.61	\$5611.84	\$5892.43	5
I	Office Clerk (Hourly)	\$16.30	\$17.11	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84	\$22.93	5

OFFICE STAFF

JULY 1, 2023 – JUNE 30, 2024

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
II	Office Manager	\$4397.02	\$4616.88	\$4847.72	\$5090.10	\$5344.61	\$5611.84	\$5892.43	\$6187.05	5
I	Office Clerk (Hourly)	\$17.11	\$17.97	\$18.87	\$19.81	\$20.80	\$21.84	\$22.93	\$24.08	5

OFFICE STAFF

JULY 1, 2024 – JUNE 30, 2025

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	E-Days
II	Office Manager	\$4594.89	\$4824.63	\$5065.87	\$5319.16	\$5585.12	\$5864.37	\$6157.59	\$6465.47	5
I	Office Clerk (Hourly)	\$17.88	\$18.78	\$19.72	\$20.70	\$21.74	\$22.82	\$23.96	\$25.16	5