

Board Meeting Agenda

January 23, 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, December 19, 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 (415) 655-0060

AUDIO ACCESS CODE: 948-376-086

COMPUTER LINK: <https://attendee.gotowebinar.com/register/2232629157173539164>

WEBINAR ID: 290-629-163
- 7. Financial Reports**
 - a. Balance Sheets/Combined Cash Accounts as of 12/31/2022
 - b. Ambulance Service Financial Report 01/01/22 to 12/31/22
- 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 Wood

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 Coleman
- e. Strategic Plan Quarterly Report
- f. Other items as needed

10. Correspondence

11. Old Business

12. Open Public Hearing

- a. Call to order joint meeting of the Board of Directors and Local Contract Review Board.
- b. Public Hearing
 - 1) Joint Public Hearing regarding Resolution No. 2023-01 amending public contracting rules for Mid-Columbia Fire and Rescue.
 - a) The public hearing will be held for the purpose of taking comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.
 - 2) Resolution
 - a) Joint Resolution of the District Board and Local Contract Review Board opting out of the Attorney General's Model Public Contracting Rules and amending Public Contracting Rules for Mid-Columbia Fire and Rescue. Staff report attached for reference.
 - 3) District Board/Local Contract Review Board receive public testimony.
 - 4) Adjourn the joint meeting of the District Board/Local Contract Review Board.

13. New Business

- a. Resolution No. 2023-01 "Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the Attorney General's Public Contracting Rules and Amending Public Contracting Rules for Mid-Columbia Fire and Rescue".

(Note: Copies of Resolution No. 2023-01 and associated findings being considered at the joint meeting meeting are available at the office of the Fire District Board and may be accessed on the Fire District's website at www.mcfr.org).

- b. Information Sheet – Appointment of Budget Officer
- c. Information Sheet – Adoption of Budget Calendar
- d. Resolution No. 2023-02 "Restatement of the Mid-Columbia Fire and Rescue 457(b) Deferred Compensation Plan".

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.

- e. Resolution No. 2023-03 “Adopting a Supplemental Budget for FY 2022-23, Making Appropriations, and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget”.

(Note: Copies of the supplemental budget being considered at the Board meeting are available at the office of the Fire District Board and may be accessed on the Fire District’s website at www.mcfr.org).

- f. Information Sheet – Surplus Property
- g. Information Sheet – Urban Renewal Committee

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
December 19, 2022

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors present: David Jacobs, Corey Case, Diana Bailey, Dave Peters, and Dick Schaffield.

Staff present: Chief Bob Palmer, Division Chief Fred Coleman, Division Chief Jay Wood, Office Manager Stephanie Ziegler, and Assistant Chief David Jensen via video conference.

Others present: Legal Counsel Andrew Myers and private citizen Walter Denstedt.

4. AGENDA CHANGES

None.

5. MINUTES

Minutes of the November 21, 2022, meeting stand approved as written.

6. PUBLIC COMMENT

Private citizen Walter Denstedt spoke regarding the union contract negotiations and the pay wage. He felt it was in the right direction. He also stated that he would like the board to try and slow down the turnover of line staff. No other comments and no one online.

7. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts – Director Peters asked if the board was happy with the balance sheets. Director Bailey and Director Case stated they were satisfied with what is being provided. Director Case noted, based on his experience, reports are typically run in a specific format based on the database program being



utilized. Chief Palmer stated that he and Office Manager Ziegler would review how the reports are generated. There were no other comments.

- b. Ambulance Service Financial Report – There were no comments.

8. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Bailey stated that there was nothing to report, the next meeting would be December 20, 2022.
- b. Enterprise Zone Report – President Jacobs stated he nothing new to report.

9. FIRE CHIEFS REPORT

- a. Fire Chiefs Report – Included in board packet. Chief Palmer gave a brief update on each item he included in his report and spoke briefly about the trend of Firefighters not staying in one place for very long. He stated a representative of the Oregon State FF Council had stated this is not an isolated issue and is not only problematic throughout the state, but nationally. Director Case asked if all positions are filled, Chief Palmer stated that we do still have positions to fill including a Lt. Position.
- b. Monthly Report – AC Jensen, included in board packet. Chief Palmer read through Chief Jensen’s report giving a brief description of each item included in the report.
- c. Monthly Report – DC Wood, included in board packet.
- d. Monthly Report – DC Coleman, included in board packet.

10. CORRESPONDENCE

None.

11. OLD BUSINESS

None.

12. NEW BUSINESS

- a. Resolution No. 2022-09 “A Resolution Adopting a Supplemental Budget for FY 2022-23. Chief Palmer read over the information sheet pointing out that there were two corrections that were made both on the information sheet and in the Resolution. He stated that Director Case had pointed out the discrepancy. The value of line 21 was moved to line 19 and the value of 19 was move to line 21. Chief Palmer went through each line item on the Supplemental Budget giving a reason for each increase to that line. Discussion followed. Director Case made a motion to adopt Resolution No. 2022-09 Adopting a Supplemental Budget for FY 2022-23, Making Appropriations and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget with the noted changes to Line 19 and Line 21. Director Bailey seconded. President Jacobs asked All in favor. 5 Ayes, 0 Nays. Motion carried.



13. GOOD OF THE ORDER

Director Bailey stated that the Fire District Christmas party was great and thanked the staff that organized the event. Chief Jensen stated that only 2 people from the line crew couldn't make the party because they were out of town. He stated that the party was very well attended.

The board members and staff will attend their annual Christmas dinner upon conclusion of the board meeting.

14. ADJOURNMENT

President Jacobs adjourned the meeting at 18:14pm.

Board President

Board Secretary/Treasurer

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

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	6,618,798.89
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	2,727.91
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	279,832.58
	TOTAL COMBINED CASH	<u>6,901,359.38</u>
	TOTAL UNALLOCATED CASH	<u><u>6,901,359.38</u></u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,841,450.22
20	ALLOCATION TO FF EQUIPMENT & SU	291,471.49
25	ALLOCATION TO FIREMED	77,346.37
30	ALLOCATION TO STACKER BUTTE	34,551.88
35	ALLOCATION TO DEBT SERVICE	309,303.93
40	ALLOCATION TO TECHNICAL RESCUE	58,245.45
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	923,143.62
51	ALLOCATION TO BUILDING RESERVE	63,170.55
52	ALLOCATION TO TRAINING RESERVE	169,339.83
53	ALLOCATION TO RETIREMENT LIABILI	110,094.97
55	ALLOCATION TO BOND PRINCIPAL RE	.00
	TOTAL ALLOCATIONS TO OTHER FUN	6,878,118.31
	ALLOCATION FROM COMBINED CASH	<u>(6,878,118.31)</u>
	ZERO PROOF IF ALLOCATIONS BALA	<u><u>.00</u></u>

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

GENERAL FUND

ASSETS

10-0-1000-00	CASH ALLOCATION	4,841,450.22	
10-0-1015-00	PETTY CASH	125.00	
10-0-1049-00	AMBULANCE	.00	
10-0-1050-00	AMBULANCE A/R	.00	
10-0-1055-00	AMB BILLING SERVICE A/ R	.00	
10-0-1065-00	A/R AMBULANCE HOLDING	.00	
10-0-1069-00	BAD DEBT ALLOWANCE	.00	
10-0-1080-00	A/R TAXES - GENERAL FUND	.00	
10-0-1085-00	OTHER RECEIVABLES - GF	.00	
10-0-1090-00	GRANT RECEIVABLE	.00	
10-0-1200-00	MISCELLANEOUS A/R	.00	
10-0-1499-00	UNDEPOSITED FUNDS	.00	
10-0-1510-00	MACHINERY AND EQUIPMENT	4,163,122.84	
10-0-1520-00	BUILDINGS AND STRUCTURES	3,514,225.18	
10-0-1530-00	LAND AND IMPROVEMENTS	71,508.00	
10-0-1600-00	AMOUNT PROV - LTD AERIAL	.00	
10-0-1601-00	AMOUNT PROV - LTD BONDS	.00	
10-0-1602-00	AMOUNT PROV LTD - COPIER	.00	
10-0-1603-00	AMOUNT PROV - LTD LAPTOPS	.00	
10-0-1605-00	AMOUNT PROV - 2005 BONDS	.00	
10-0-1700-00	PREPAID EXPENSES	.00	
	TOTAL ASSETS		12,590,431.24

LIABILITIES AND EQUITY

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
DECEMBER 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	(5,152.01)
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	4,862.82
10-0-2160-00	WORKERS' COMP	433.93
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	84.04
10-0-2224-00	OREGON PAID LEAVE PAYABLE	.00
10-0-2249-00	CAPITAL LEASES A/P	.00
10-0-2250-00	CAPITAL LEASES PAYABLE LT	.00

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

GENERAL FUND

10-0-2251-00	AERIAL LEASE LT DEBT	.00	
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		(2,413,871.54)
	<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	4,860,787.40	
		15,022,389.45	
	BALANCE - CURRENT DATE		15,022,389.45
	TOTAL FUND EQUITY		15,022,389.45
	TOTAL LIABILITIES AND EQUITY		12,608,517.91

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 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	1,143.18	145,851.53	110,000.00	(35,851.53)	132.6
10-0-4991-00 GF-INTEREST EARNED	12,252.72	28,761.72	42,000.00	13,238.28	68.5
10-0-4997-00 TAXES - CURRENT YEAR	117,723.15	3,880,651.34	3,940,000.00	59,348.66	98.5
10-0-4998-00 AMBULANCE REVENUE	115,367.63	806,276.67	1,350,000.00	543,723.33	59.7
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	36,949.07	45,464.13	104,000.00	58,535.87	43.7
10-0-4999-02 GRANT PROCEEDS	.00	.00	35,000.00	35,000.00	.0
TOTAL REVENUE	283,435.75	7,331,511.24	8,304,112.00	972,600.76	88.3

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00 FIRE CHIEF	18,279.22	74,153.17	139,042.00	64,888.83	53.3
10-1-6402-00 ASSISTANT CHIEF	16,646.15	69,578.40	131,715.00	62,136.60	52.8
10-1-6402-04 DIVISION CHIEF-PREV/PUBLIC ED.	15,599.51	67,259.11	128,554.00	61,294.89	52.3
10-1-6402-05 DIVISION CHIEF - FEMA FUNDED	15,599.51	67,259.11	128,554.00	61,294.89	52.3
10-1-6403-07 OFFICE MANAGER / ADMIN. CLERK	4,847.72	27,532.39	62,617.00	35,084.61	44.0
10-1-6407-01 UNIFORMS - ADMINISTRATION	.00	182.72	3,000.00	2,817.28	6.1
10-1-6421-02 RETIREMENT - ADMINISTRATION	10,005.14	58,702.32	124,002.00	65,299.68	47.3
10-1-6421-03 PEHP - ADMINISTRATION	1,977.67	5,774.38	11,810.00	6,035.62	48.9
10-1-6422-01 WORKERS COMP - ADMINISTRATION	8.15	2,486.50	2,600.00	113.50	95.6
10-1-6423-01 LIFE INSURANCE - ADMIN	367.00	734.00	1,500.00	766.00	48.9
10-1-6424-01 HEALTH INS - ADMINISTRATION	9,238.22	58,966.81	123,100.00	64,133.19	47.9
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	1,936.36	2,800.00	863.64	69.2
10-1-6430-02 MEDICARE - ADMINISTRATION	1,004.82	4,299.39	8,925.00	4,625.61	48.2
10-1-6430-03 DEFINED CONT. - ADMIN	3,433.41	15,030.23	29,181.00	14,150.77	51.5
10-1-6531-01 SOCIAL SECURITY - ADMIN	.00	47.74	.00	(47.74)	.0
TOTAL ADMIN - PERSONAL SERVICES	97,285.73	453,942.63	902,900.00	448,957.37	50.3

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	33,412.31	135,374.19	294,580.00	159,205.81	46.0
10-2-6404-00 LIEUTENANT	17,137.18	110,967.18	272,950.00	161,982.82	40.7
10-2-6405-01 FIREFIGHTER	85,965.76	417,605.84	1,256,700.00	839,094.16	33.2
10-2-6405-02 SINGLE ROLE - EMS	16,386.31	113,033.19	337,470.00	224,436.81	33.5
10-2-6406-00 VOLUNTEER PROGRAM	5,241.75	6,526.39	20,750.00	14,223.61	31.5
10-2-6406-02 VOLUNTEER REIMBURSEMENT	.00	1,030.00	7,000.00	5,970.00	14.7
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	4,117.91	22,001.70	23,880.00	1,878.30	92.1
10-2-6414-00 HOLIDAY	1,475.04	29,808.41	66,541.00	36,732.59	44.8
10-2-6414-01 VACATION	.00	(152.00)	30,000.00	30,152.00	(.5)
10-2-6415-00 SICK OT	9,344.35	45,294.19	90,846.00	45,551.81	49.9
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	9,000.00	9,000.00	.0
10-2-6416-01 FIRE	1,026.62	28,553.78	99,890.00	71,336.22	28.6
10-2-6416-02 AMBULANCE	5,378.95	29,936.81	121,128.00	91,191.19	24.7
10-2-6416-04 TECH RESCUE	.00	.00	9,408.00	9,408.00	.0
10-2-6416-05 TRAINING	1,805.88	17,182.51	48,510.00	31,327.49	35.4
10-2-6416-06 OTHER	3,619.97	42,705.27	56,000.00	13,294.73	76.3
10-2-6416-07 AMBULANCE STAND-BY	1,020.25	3,700.38	12,000.00	8,299.62	30.8
10-2-6417-00 FLSA	5,259.90	31,611.07	103,632.00	72,020.93	30.5
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	29,772.02	170,722.96	549,648.00	378,925.04	31.1
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	5,382.04	14,865.05	45,763.00	30,897.95	32.5
10-2-6422-00 WORKERS' COMPENSATION	41.84	57,402.14	70,000.00	12,597.86	82.0
10-2-6423-00 LIFE INSURANCE	3,298.70	6,597.40	16,103.00	9,505.60	41.0
10-2-6424-00 HEALTH INSURANCE	26,017.95	169,755.40	516,270.00	346,514.60	32.9
10-2-6424-03 OCCUPATIONAL HEALTHCARE	722.00	14,981.96	41,796.00	26,814.04	35.9
10-2-6426-00 LONG TERM DISABILITY	1,043.83	6,580.51	17,500.00	10,919.49	37.6
10-2-6430-00 MEDICARE	2,586.33	14,186.66	35,000.00	20,813.34	40.5
10-2-6430-01 DEFINED CONTRIBUTION	6,786.14	35,101.30	79,980.00	44,878.70	43.9
10-2-6531-00 PAYROLL EXPENSES / SS	.00	670.64	2,500.00	1,829.36	26.8
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	266,843.03	1,526,042.93	4,234,845.00	2,708,802.07	36.0

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	65.00	130.00	79,700.00	79,570.00	.2
10-3-6435-00	405.00	2,104.26	10,600.00	8,495.74	19.9
10-3-6436-00	1,978.52	20,402.18	28,503.00	8,100.82	71.6
10-3-6437-00	.00	.00	7,605.00	7,605.00	.0
10-3-6441-00	(4,284.46)	5,820.06	24,180.00	18,359.94	24.1
10-3-6441-01	158.78	945.85	1,600.00	654.15	59.1
10-3-6441-02	304.89	1,624.09	3,150.00	1,525.91	51.6
10-3-6442-00	330.83	1,700.72	2,400.00	699.28	70.9
10-3-6443-00	589.56	1,954.63	3,500.00	1,545.37	55.9
10-3-6445-01	.00	785.90	1,600.00	814.10	49.1
10-3-6446-00	4,729.81	37,186.41	75,000.00	37,813.59	49.6
10-3-6451-00	888.55	5,501.15	18,880.00	13,378.85	29.1
10-3-6453-00	1,628.42	19,448.24	42,500.00	23,051.76	45.8
10-3-6453-01	.00	.00	2,000.00	2,000.00	.0
10-3-6454-00	.00	2,579.75	4,600.00	2,020.25	56.1
10-3-6457-02	225.98	533.49	1,250.00	716.51	42.7
10-3-6457-03	.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	1,394.98	3,859.13	11,280.00	7,420.87	34.2
10-3-6459-00	52,525.62	76,425.95	188,800.00	112,374.05	40.5
10-3-6461-00	300.00	21,215.00	21,350.00	135.00	99.4
10-3-6462-00	7,479.20	22,171.70	100,300.00	78,128.30	22.1
10-3-6462-01	12,300.99	60,497.37	120,212.00	59,714.63	50.3
10-3-6464-00	288.09	2,089.54	4,500.00	2,410.46	46.4
10-3-6465-00	2,752.23	3,332.31	12,000.00	8,667.69	27.8
10-3-6466-00	.00	6,360.78	14,000.00	7,639.22	45.4
10-3-6467-00	2,006.90	11,264.71	31,752.00	20,487.29	35.5
10-3-6468-00	283.28	1,699.68	4,000.00	2,300.32	42.5
10-3-6469-00	349.02	2,284.32	6,780.00	4,495.68	33.7
10-3-6477-00	24.00	5,771.00	6,155.00	384.00	93.8
10-3-6479-00	.00	.00	5,990.00	5,990.00	.0
10-3-6480-00	.00	6,000.00	12,000.00	6,000.00	50.0
10-3-6481-00	441.00	4,116.00	11,000.00	6,884.00	37.4
10-3-6482-00	7,546.95	48,795.00	60,000.00	11,205.00	81.3
10-3-6482-01	130.91	527.76	5,800.00	5,272.24	9.1
10-3-6483-00	.00	297.00	1,500.00	1,203.00	19.8
10-3-6485-00	.00	10,223.78	19,100.00	8,876.22	53.5
10-3-6485-01	408.85	9,055.24	33,425.00	24,369.76	27.1
10-3-6486-00	26.05	2,723.50	16,999.00	14,275.50	16.0
10-3-6486-01	.00	1,090.94	20,800.00	19,709.06	5.2
10-3-6487-00	678.36	3,924.82	18,055.00	14,130.18	21.7
10-3-6491-00	487.08	2,523.46	10,000.00	7,476.54	25.2
10-3-6495-00	980.71	980.71	6,900.00	5,919.29	14.2
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	400.00	10,500.00	10,100.00	3.8
10-3-6507-00	1,254.48	5,111.70	25,840.00	20,728.30	19.8
10-3-6508-00	.00	495.00	4,000.00	3,505.00	12.4
10-3-6509-00	.00	11,782.99	34,500.00	22,717.01	34.2
10-3-6510-00	961.66	11,095.74	13,740.00	2,644.26	80.8
10-3-6510-01	154.47	3,837.77	7,000.00	3,162.23	54.8
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 6 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6512-00 POSTAGE, SHIPPING	15.28	420.90	2,372.00	1,951.10	17.7
10-3-6513-00 MISCELLANEOUS EXPENSE	489.90	1,729.93	7,550.00	5,820.07	22.9
10-3-6520-00 911 SERVICES	19,023.32	28,534.98	57,000.00	28,465.02	50.1
TOTAL PUBLIC SAFETY - MATERIALS	119,324.21	478,357.10	1,242,802.00	764,444.90	38.5
 <u>CAPITAL OUTLAY</u>					
10-4-6533-00 FIREFIGHTING EQUIPMENT	.00	1,499.10	18,750.00	17,250.90	8.0
10-4-6533-01 OFFICE EQUIPMENT	.00	2,400.00	11,200.00	8,800.00	21.4
10-4-6533-05 RADIO EQUIPMENT	.00	8,482.08	10,125.00	1,642.92	83.8
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	.00	12,381.18	43,975.00	31,593.82	28.2
 <u>OTHER & TRANSFERS</u>					
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
 <u>CONTINGENCY</u>					
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
 <u>UNAPPROPRIATED FUND BALANCE</u>					
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	 483,452.97	 2,470,723.84	 8,304,112.00	 5,833,388.16	 29.8
 NET REVENUE OVER EXPENDITURES	 (200,017.22)	 4,860,787.40	 .00	 (4,860,787.40)	 .0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

FF EQUIPMENT & SUPPRESSION RES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-0-4300-00 BEGINNING FUND BALANCE	.00	320,959.00	305,875.00	(15,084.00)	104.9
20-0-4801-00 INTEREST EARNED-FF RESERVE	737.66	2,899.51	2,500.00	(399.51)	116.0
20-0-4802-00 X-FER FROM GF TO FF EQUIP	.00	.00	57,000.00	57,000.00	.0
TOTAL REVENUE	737.66	323,858.51	365,375.00	41,516.49	88.6
 <u>FF EQUIPMENT & SUP - MATERIALS</u>					
20-3-6538-03 SUPPRESSION EXPENSES	.00	7,800.00	50,000.00	42,200.00	15.6
TOTAL FF EQUIPMENT & SUP - MATERIALS	.00	7,800.00	50,000.00	42,200.00	15.6
 <u>CAPITAL OUTLAY</u>					
20-4-6538-00 CAPITAL OUTLAY FF EQUIP	19,105.00	23,849.00	315,375.00	291,526.00	7.6
TOTAL CAPITAL OUTLAY	19,105.00	23,849.00	315,375.00	291,526.00	7.6
TOTAL FUND EXPENDITURES	19,105.00	31,649.00	365,375.00	333,726.00	8.7
 NET REVENUE OVER EXPENDITURES	 (18,367.34)	 292,209.51	 .00	 (292,209.51)	 .0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

FIREMED

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
25-0-4300-00 BEGINNING FUND BALANCE	.00	74,563.00	57,489.00	(17,074.00)	129.7
25-0-4812-00 INTEREST EARNED FM	195.75	747.16	1,000.00	252.84	74.7
25-0-4812-02 FIREMED FEES	5,966.25	33,733.75	40,000.00	6,266.25	84.3
TOTAL REVENUE	6,162.00	109,043.91	98,489.00	(10,554.91)	110.7
25-0-6539-00 FIREMED MTLs & SERVICES	.00	.00	6,200.00	6,200.00	.0
25-0-6539-01 FM CAPITAL OUTLAY	520.00	31,501.30	87,289.00	55,787.70	36.1
25-0-6539-02 X-FER FIREMED TO GENERAL FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 0	520.00	31,501.30	98,489.00	66,987.70	32.0
TOTAL FUND EXPENDITURES	520.00	31,501.30	98,489.00	66,987.70	32.0
NET REVENUE OVER EXPENDITURES	5,642.00	77,542.61	.00	(77,542.61)	.0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

STACKER BUTTE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-0-4300-00 BEGINNING FUND BALANCE	.00	40,952.00	40,769.00	(183.00)	100.5
30-0-4825-00 X-FER GENERAL FUND TO SB	.00	.00	2,350.00	2,350.00	.0
30-0-4825-01 SUB-LEASE & RENTAL FEES	7,441.67	15,291.35	19,170.00	3,878.65	79.8
30-0-4825-03 SB INTEREST	87.44	359.41	1,000.00	640.59	35.9
30-0-4825-04 STACKER BUTTE REIMBURSEMENT	.00	2,638.71	9,625.00	6,986.29	27.4
TOTAL REVENUE	7,529.11	59,241.47	72,914.00	13,672.53	81.3
30-0-6534-00 STACKER BUTTE MTLs & SVCS	633.19	21,961.83	28,510.00	6,548.17	77.0
30-0-6534-01 STACKER BUTTE CAPITAL OUTLAY	.00	2,640.00	5,000.00	2,360.00	52.8
30-0-8600-04 UNAPPROPRIATED ENDING FUND BAL	.00	.00	39,404.00	39,404.00	.0
TOTAL DEPARTMENT 0	633.19	24,601.83	72,914.00	48,312.17	33.7
TOTAL FUND EXPENDITURES	633.19	24,601.83	72,914.00	48,312.17	33.7
NET REVENUE OVER EXPENDITURES	6,895.92	34,639.64	.00	(34,639.64)	.0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
35-0-4300-00 BEGINNING FUND BALANCE	.00	57,117.00	44,408.00	(12,709.00)	128.6
35-0-4831-00 CURRENT YEAR TAXES DSF	8,554.46	282,192.22	317,445.00	35,252.78	88.9
35-0-4832-00 DSF PRIOR YEAR TAXES	88.32	12,266.91	4,000.00	(8,266.91)	306.7
35-0-4833-00 INTEREST EARNED DSF	782.79	1,587.11	2,000.00	412.89	79.4
TOTAL REVENUE	9,425.57	353,163.24	367,853.00	14,689.76	96.0
35-0-6561-00 INTEREST EXPENSE DSF	43,076.30	43,076.30	85,224.00	42,147.70	50.5
35-0-6562-00 PRINCIPAL EXPENSE DSF	.00	.00	210,000.00	210,000.00	.0
35-0-8600-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	72,629.00	72,629.00	.0
TOTAL DEPARTMENT 0	43,076.30	43,076.30	367,853.00	324,776.70	11.7
TOTAL FUND EXPENDITURES	43,076.30	43,076.30	367,853.00	324,776.70	11.7
NET REVENUE OVER EXPENDITURES	(33,650.73)	310,086.94	.00	(310,086.94)	.0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

TECHNICAL RESCUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-0-4300-00 BEGINNING FUND BALANCE	.00	59,693.00	57,984.00	(1,709.00)	103.0
40-0-4841-00 INTEREST EARNED TR	147.41	563.44	1,000.00	436.56	56.3
40-0-4844-00 X-FER FROM GF TO TECH RESCUE	.00	.00	3,710.00	3,710.00	.0
TOTAL REVENUE	147.41	60,256.44	62,694.00	2,437.56	96.1
<u>TECH RESCUE - MATERIALS & SERV</u>					
40-3-6540-02 TECH RESCUE MTLs & SERVICES	.00	.00	1,000.00	1,000.00	.0
TOTAL TECH RESCUE - MATERIALS & SERV	.00	.00	1,000.00	1,000.00	.0
<u>CAPITAL OUTLAY</u>					
40-4-6540-01 CAPITAL OUTLAY TECH RESCUE	1,863.48	1,863.48	61,694.00	59,830.52	3.0
TOTAL CAPITAL OUTLAY	1,863.48	1,863.48	61,694.00	59,830.52	3.0
 TOTAL FUND EXPENDITURES	 1,863.48	 1,863.48	 62,694.00	 60,830.52	 3.0
 NET REVENUE OVER EXPENDITURES	 (1,716.07)	 58,392.96	 .00	 (58,392.96)	 .0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

EQUIPMENT RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
50-0-4300-00 BEGINNING FUND BALANCE	.00	942,488.00	944,695.00	2,207.00	99.8
50-0-4863-00 INTEREST EARNED ER	2,336.29	8,784.24	3,500.00	(5,284.24)	251.0
50-0-4864-00 TRANSFER IN FROM GF	.00	.00	419,000.00	419,000.00	.0
TOTAL REVENUE	2,336.29	951,272.24	1,367,195.00	415,922.76	69.6
50-0-6535-00 CAPITAL OUTLAY APPARATUS	.00	25,792.00	1,367,195.00	1,341,403.00	1.9
TOTAL DEPARTMENT 0	.00	25,792.00	1,367,195.00	1,341,403.00	1.9
TOTAL FUND EXPENDITURES	.00	25,792.00	1,367,195.00	1,341,403.00	1.9
NET REVENUE OVER EXPENDITURES	2,336.29	925,480.24	.00	(925,480.24)	.0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

BUILDING RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-0-4300-00 BEGINNING FUND BALANCE	.00	85,099.00	77,750.00	(7,349.00)	109.5
51-0-4873-00 INTEREST EARNED BR	159.87	695.72	1,200.00	504.28	58.0
51-0-4874-00 XFER FROM GF TO BLD RSV	.00	.00	42,500.00	42,500.00	.0
TOTAL REVENUE	159.87	85,794.72	121,450.00	35,655.28	70.6
51-0-6536-00 CAPITAL OUTLAY BUILDING	853.70	22,464.30	121,450.00	98,985.70	18.5
TOTAL DEPARTMENT 0	853.70	22,464.30	121,450.00	98,985.70	18.5
TOTAL FUND EXPENDITURES	853.70	22,464.30	121,450.00	98,985.70	18.5
NET REVENUE OVER EXPENDITURES	(693.83)	63,330.42	.00	(63,330.42)	.0

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

TRAINING RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
52-0-4300-00 BEGINNING FUND BALANCE	.00	162,826.00	104,513.00	(58,313.00)	155.8
52-0-4881-00 TRAINING RES REV FROM CLASSE	.00	225.00	8,500.00	8,275.00	2.7
52-0-4882-00 TRAINING RES OTHER REVENUE	56,000.00	56,000.00	56,000.00	.00	100.0
52-0-4883-00 INT EARNED, TRAINING	428.56	1,243.36	2,000.00	756.64	62.2
TOTAL REVENUE	56,428.56	220,294.36	171,013.00	(49,281.36)	128.8
<u>TRAINING RES - MATERIALS & SER</u>					
52-3-6537-01 TRAINING RES. MAT & SERVICES	.00	840.75	8,500.00	7,659.25	9.9
52-3-6537-02 TRAINING TOWER LOAN PRINCIPAL	.00	.00	51,829.00	51,829.00	.0
52-3-6537-03 TRAINING TOWER LOAN INTEREST	3,743.38	3,743.38	7,567.00	3,823.62	49.5
TOTAL TRAINING RES - MATERIALS & SER	3,743.38	4,584.13	67,896.00	63,311.87	6.8
<u>CAPITAL OUTLAY</u>					
52-4-6537-00 CAPITAL OUTLAY TRAINING	.00	45,942.00	103,117.00	57,175.00	44.6
TOTAL CAPITAL OUTLAY	.00	45,942.00	103,117.00	57,175.00	44.6
TOTAL FUND EXPENDITURES	3,743.38	50,526.13	171,013.00	120,486.87	29.6
NET REVENUE OVER EXPENDITURES	52,685.18	169,768.23	.00	(169,768.23)	.0

MID-COLUMBIA FIRE & RESCUE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

RETIREMENT LIABILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
53-0-4300-00 BEGINNING FUND BALANCE	.00	109,333.00	102,745.00	(6,588.00)	106.4
53-0-4886-00 INTEREST EARNED RET. LIABILITY	278.63	1,040.64	1,000.00	(40.64)	104.1
53-0-4887-00 XFER FROM GF TO RET. FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL REVENUE	278.63	110,373.64	108,745.00	(1,628.64)	101.5
53-0-6550-01 X-FER RET LIAB TO GENERAL FUND	.00	.00	50,000.00	50,000.00	.0
53-0-8600-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	58,745.00	58,745.00	.0
TOTAL DEPARTMENT 0	.00	.00	108,745.00	108,745.00	.0
TOTAL FUND EXPENDITURES	.00	.00	108,745.00	108,745.00	.0
NET REVENUE OVER EXPENDITURES	278.63	110,373.64	.00	(110,373.64)	.0

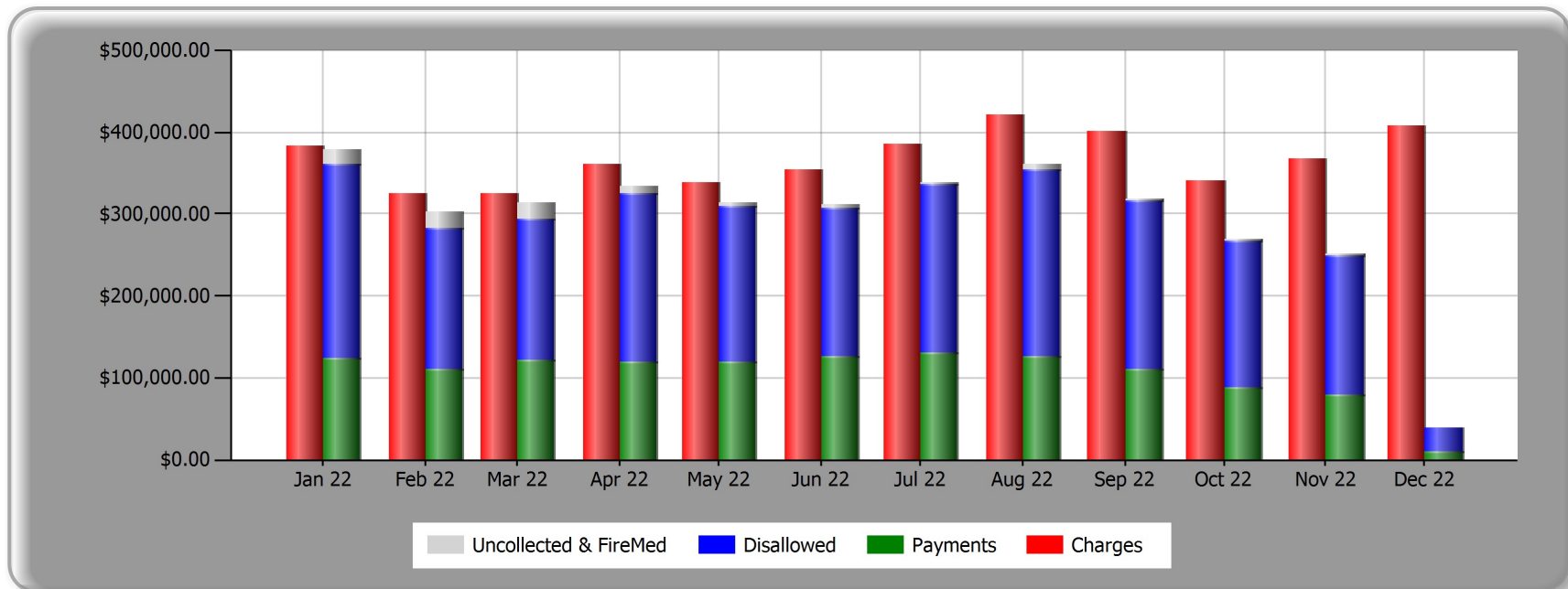
**Mid-Columbia Fire & Rescue
ANNUAL COLLECTION STATISTICS**

Date Of Service	01/01/22
Date Of Service	12/31/22
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jan 22	212	384,409.19	-123,551.93	32 %	-4,466.81	1 %	-236,818.99	62 %	-13,644.40	4 %	5,927.06	2 %
Feb 22	175	325,274.99	-111,080.78	34 %	-2,806.67	1 %	-172,493.15	53 %	-17,778.27	5 %	21,116.12	6 %
Mar 22	176	326,499.44	-122,864.89	38 %	-2,310.63	1 %	-172,125.76	53 %	-17,964.93	6 %	11,233.23	3 %
Apr 22	196	361,564.03	-119,619.13	33 %	-2,471.13	1 %	-205,895.31	57 %	-6,874.93	2 %	26,703.53	7 %
May 22	184	340,103.13	-120,818.68	36 %	-1,300.00	0 %	-188,193.15	55 %	-4,265.54	1 %	25,525.76	8 %
Jun 22	192	355,134.78	-127,255.90	36 %	-499.54	0 %	-180,199.72	51 %	-4,158.62	1 %	43,021.00	12 %
Jul 22	204	387,064.86	-131,607.70	34 %	-1,587.19	0 %	-204,610.21	53 %	-746.88	0 %	48,512.88	13 %
Aug 22	240	422,713.93	-126,228.17	30 %	-3,206.66	1 %	-229,324.51	54 %	-1,825.02	0 %	62,129.57	15 %
Sep 22	217	402,719.33	-111,301.72	28 %	-1,157.84	0 %	-207,431.23	52 %	0.00	0 %	82,828.54	21 %
Oct 22	185	342,180.61	-87,688.47	26 %	-1,588.73	0 %	-181,197.71	53 %	0.00	0 %	71,705.70	21 %
Nov 22	200	368,536.76	-80,154.87	22 %	-724.30	0 %	-171,458.73	47 %	0.00	0 %	116,198.86	32 %
Dec 22	223	408,487.25	-9,573.45	2 %	0.00	0 %	-30,256.55	7 %	0.00	0 %	368,657.25	90 %

2,404 4,424,688.30 -1,271,745.69 -22,119.50 -2,180,005.02 -67,258.59 883,559.50

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



MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: The 2023 ASA #2 amendment is fully executed. I will keep the Board updated as this ordinance revision process moves forward.

STUDENT INTERN PROGRAM: Once the apprenticeship program is implemented, staff will evaluate how the student intern program may dovetail in with this program and how both may complement each other.

APPRENTICESHIP PROGRAM: A letter of intent to participate in the FF Apprenticeship program has been forwarded to the IAFF State Council. A Board meeting will be scheduled in the near future to consider the Fire District's request. Staff is awaiting a draft IGA from the OSFM for review. A meeting will also be planned with CGCC to discuss their involvement in the program as well.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: Applications for the WA and OR FY 2021-22 GEMT reimbursement process have been completed, signed, and submitted to OHA. We are now in a holding pattern until the OHA approves applications for payment.

OREGON GEMT CCO PROGRAM: We await notification from the OHA to move forward with the application process for the next FY reimbursement period. OHA documents have been signed to receive reimbursement from the CCO's back to January 1, 2022. An inquiry has been sent to OHA on January 4, 2023, to determine the status of reimbursement.

COMMUNITY PLANNING AND DEVELOPMENT: No update on development status.

COVID-19 PANDEMIC RESPONSE: The Omicron variant BA. 5 is now the most dominant strain of COVID-19 in Oregon. This strain is again more transmissible (contagious) than prior strains. Some studies show it may be possible to spread infection just by walking by someone. People infected with flu typically develop symptoms 1-4 days after infection. Those with COVID-19 typically develop symptoms 3-4 days after being infected. However, people infected with COVID-19 can show symptoms as early as 2 days or as late as 14 days after infection.

STRATEGIC PLAN STATUS: A status report is included in the January 2023 Board meeting.

STACKER BUTTE LEASE: Staff remains in the process of drafting final amendment to the Stacker Butte lease for review by legal counsel. Once this process is complete, we address the amendments to the Stacker Butte subleases.

COLLECTIVE BARGAINING PROCESS: Complete.

OREGON FIRE SERVICE CAPACITY PROGRAM: 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. We have submitted a grant request for two firefighters through this program. Notification of awards are expected the first part of February 2023.

RECRUIT FF ACADEMY: The next recruit FF academy is on schedule for January 23, 2022.

FF RECRUITMENT: The FF recruitment process is complete. We will initially hire 3 FF's from the current list and if the OSFM Fire Service Capacity Grant is favorably approved, an additional two FF's will be brought on board.

911 STATISTICS:

911 STATISTICS				
DECEMBER 2022			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	405	16%	4191	13%
TDPD	1487	59%	20258	61%
WCSO	624	25%	8496	26%
TOTAL	2516	100%	32945	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

December 2022

Major Topics for December 2022

- Staffing

Dual Role-

The last hiring list captured six Firefighter/EMT for our hiring list. Three from this list were offered and accepted positions. One Firefighter/EMT is being hired off of our previous list. Four total will begin on January 23rd and start their three week new recruit academy.

Single Role EMS-

One of our current Single Role EMS members is moving over to a Dual Role Firefighter/ EMT position. This will leave one opening. The next firefighter on our Firefighter/EMT list has decided to apply, and is now going through the hiring process to fill this position. We expect the lone open EMT position to be filled by mid to late February.

Single Role Wildland-

In late February we will begin the recruitment process for Single Role Wildland firefighters. This will be for both Firefighter and Engine Boss positions. (6 in total)

Division Chief (Admin)-

The approved Division Chief Position is now in the recruitment phase. The application period closes January 9th. The assessment center for this position will begin on January 16th. Final Interviews are scheduled for January 20th.

- Equipment Purchasing
 - Type 3 Purchasing Process

The Final inspection for our two new Type Three engines went well. Only a few details are being wrapped up and we expect to receive them in the next couple of weeks.

- Command Vehicles

With the new command vehicle orders in, the process to bid out installation and equipment has begun.

- Computer Aided Dispatching RFP (Still in progress)
Chief Worthy (Chief of Police), Scott Williams (Chief Deputy), Krista Silver (Dispatch Manager), Andrew Burke (Wasco County IT) and I met to completely

run through the first draft of the Request for Proposal for a new CAD system. We are set to meet again this month (January) to go over it one more time before it is sent to the RFP contract manager and legal for the final review. After this, the RFP will be published and opened for bid.

- Other ongoing projects/engagements:
 - Continuity of Operations Plan
 - Hiring processes for Firefighter and EMS personnel
 - Coordinating and interviewing captains on potential personnel assignments and personnel movement between shifts.
 - Reviewing response metrics to ensure forward progression
 - Reviewing evaluations on probationary firefighters and coaching probationary officers.
 - Working with Local 1308 on updating our Lieutenant Selection Criteria
 - 1 training session with James Rowan (our organizational leadership coach)
 - Review evaluations for probationary employees
 - Costing and proposing supplemental budget for New Division Chief, Wildland Firefighters, and contract ratification incurred expenses.
 - Final Inspection at Boise Mobile facility
 - Posting Division Chief Recruitment and defining the hiring process
 - Purging old documents for shredding from the archive room
 - Resetting office areas after new carpet installation (Thank you Captain Biehn and crews)
 - Data input on new scheduling system PACE
 - Apprenticeship program planning

- Response Metrics

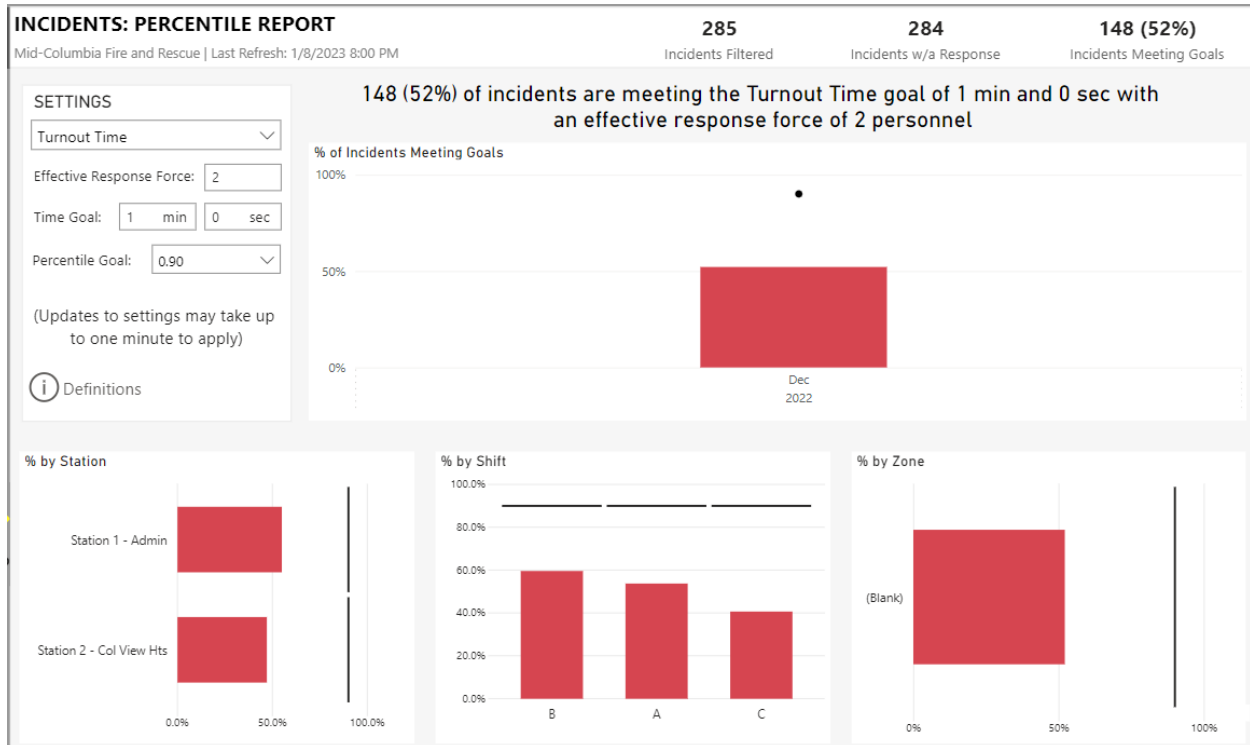
EMS Calls for Service December 2022

Percentage of EMS Calls Meeting 60 Second Response Compliance:

A Shift- 53.8%, B Shift 59.6% C Shift- 40.7% Station 1 overall- 54.9%, Station 2 overall- 47.1%

Districtwide 52.1% compliance

Average Turnout Time 1:21 90 Percentile Response Time Compliance: 1:57



Fire and Other Calls for Service December 2022

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

*A Shift- **16.7%**, B Shift- **75.9%**, C Shift- **36.8%***

*Station 1 overall- **56.5%**, Station 2 overall-**30%***

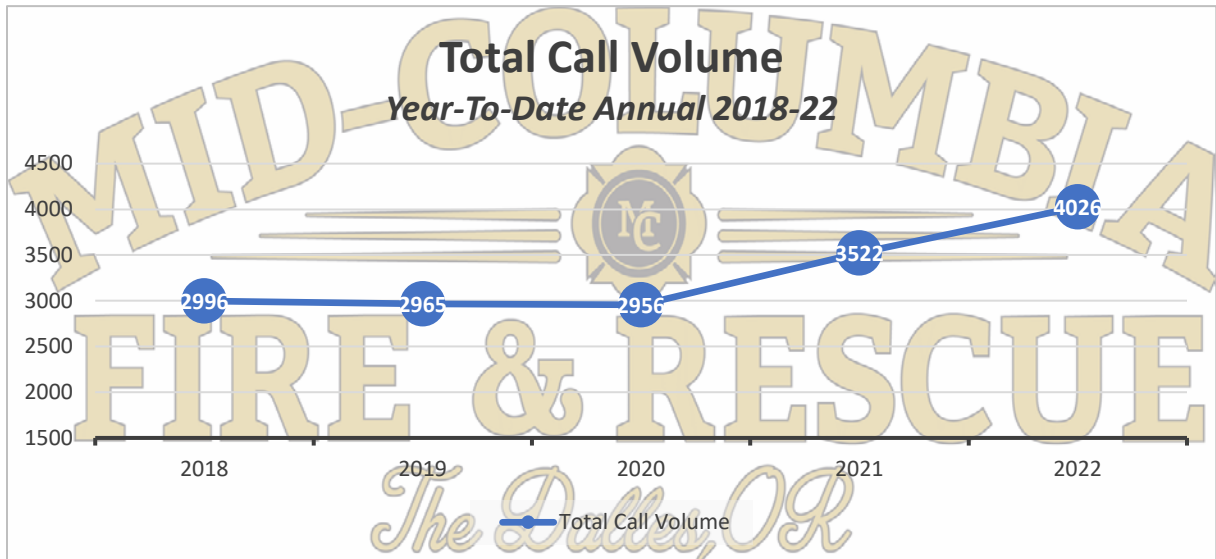
*Districtwide **48.5%***

*Average Turnout Time **1:51** 90 Percentile Response Time Compliance: **2:39***

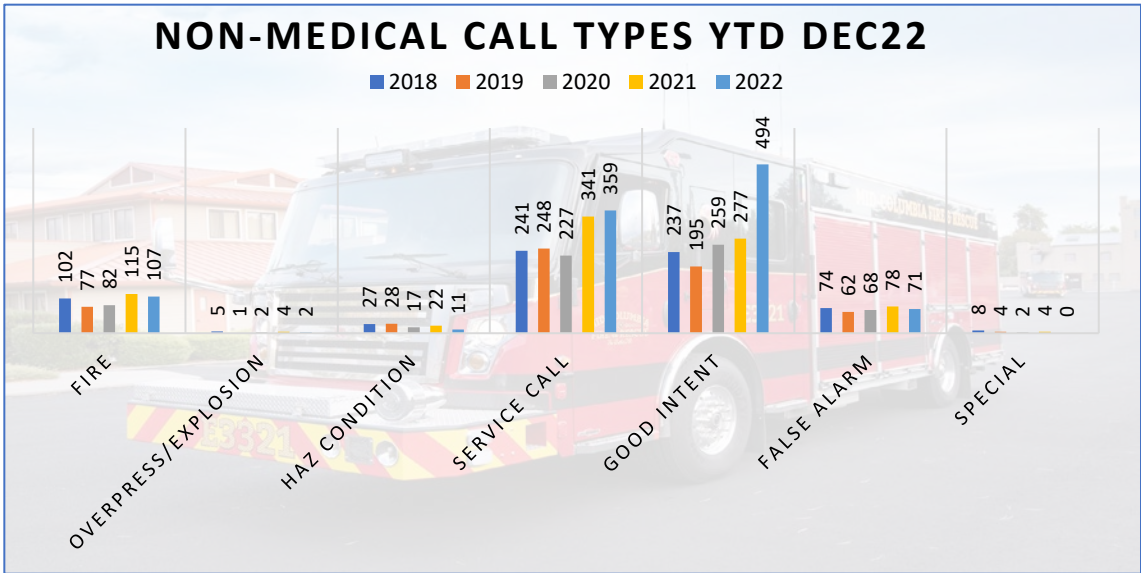


District Response Metrics

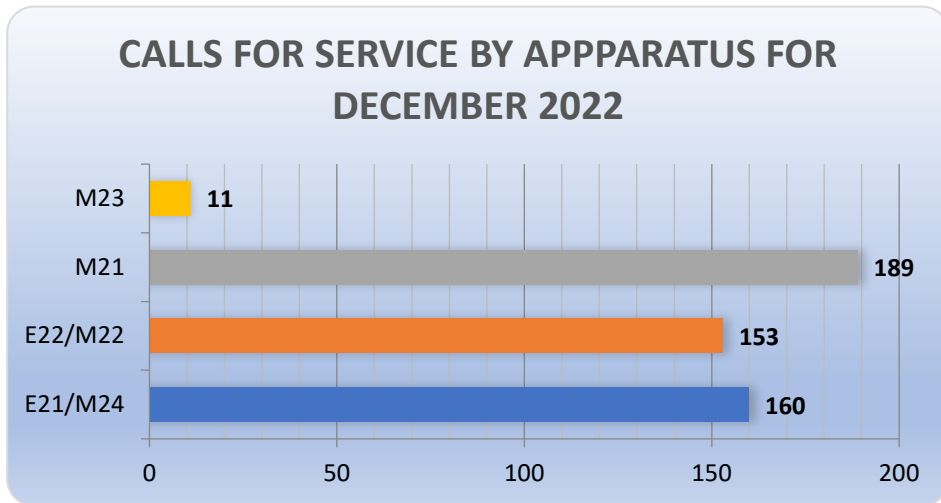
Below are the current statistics year-over-year, January 1st through December 31st

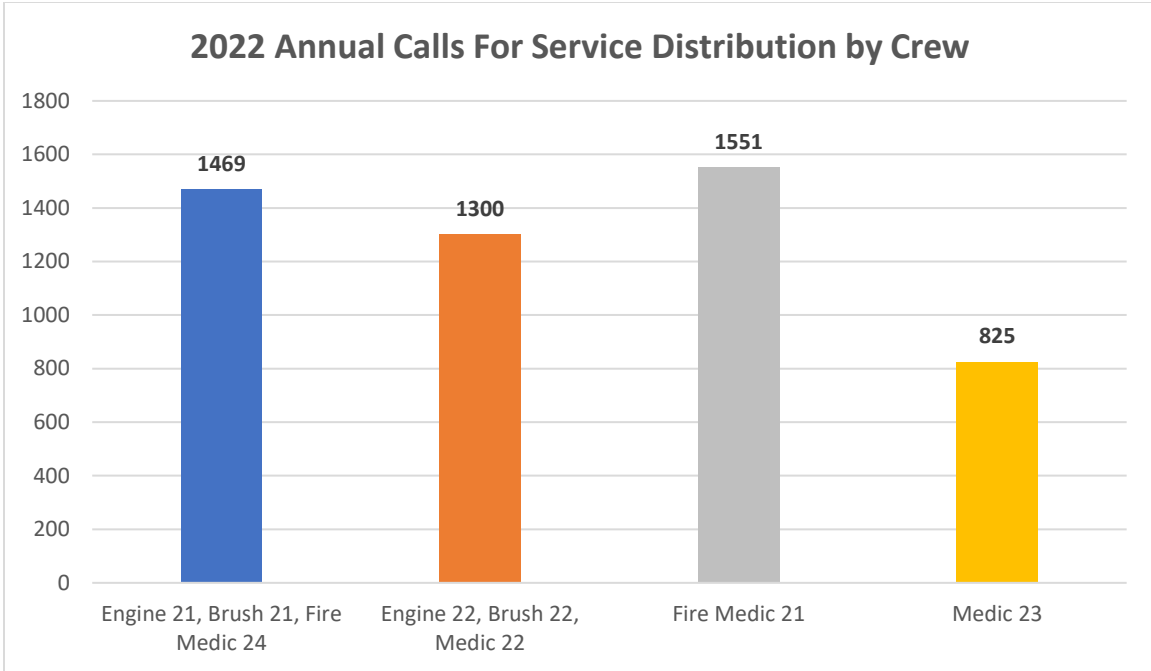


Call Types Jan-Dec 2018-22					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
EMS/Rescue	2302	2349	2297	2681	2982
Fire	102	77	82	115	107
Overpressure/Explosion	5	1	2	4	2
Haz Condition	27	28	17	22	11
Service Call	241	248	227	341	359
Good Intent	237	195	259	277	494
False Alarm	74	62	68	78	71
Special	8	4	2	4	0



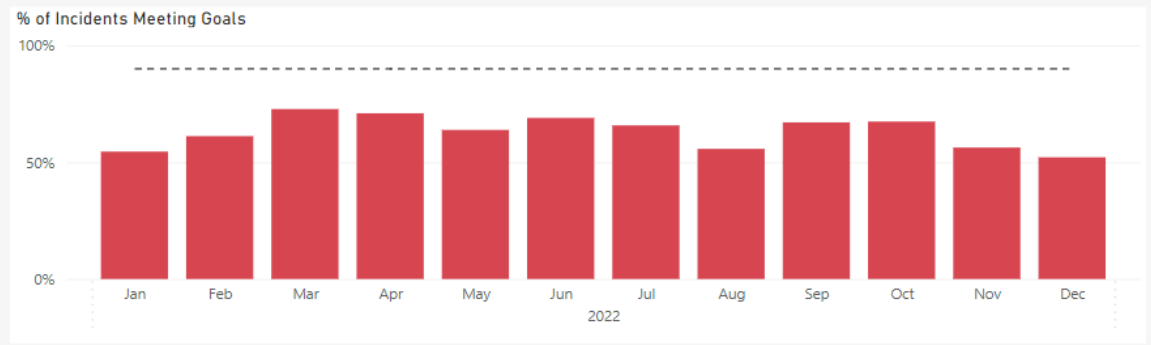
Call Distribution by Apparatus for December 2022





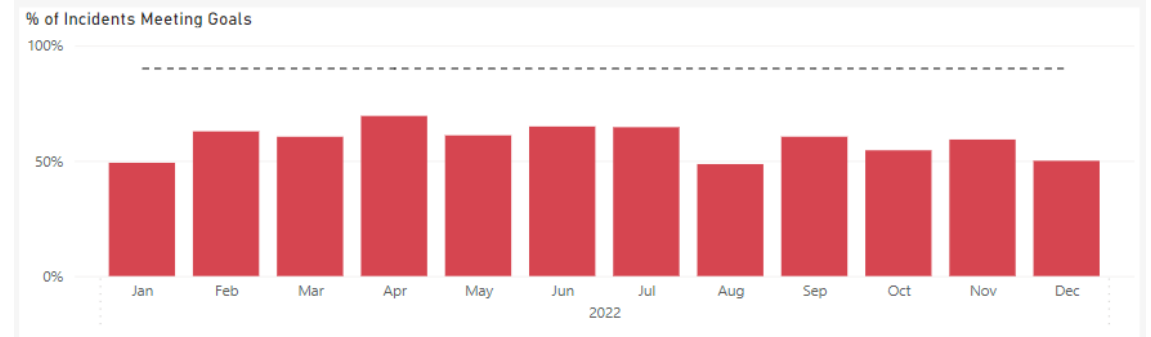
EMS 60 Second Turnout Time Standard

1,805 (63%) of incidents are meeting the Turnout Time goal of 1 min and 0 sec with an effective response force of 2 personnel



Fire and Other 80 Second Turnout Time Standard

483 (59%) of incidents are meeting the Turnout Time goal of 1 min and 20 sec with an effective response force of 2 personnel



Prevention Division- Board Report

Jay Wood, Division Chief

December 2022

We are still status quo with our station phones. Expected to start the phone update in mid-January. We are still working out little issues with the main printer/copier with settings. The machine itself has been working fine, just some of the settings that need to be adjusted. POA has been responsive in working those issues out remotely as well as sending a technician out as needed. We've had a few technical issues that have been worked through with POA. I upgraded the amount of memory in the computers in the "Watch Office" as those computers had the bare minimum of memory to work with updated Windows. These three computers were running very slow and causing frustration with the EMS and Fire personnel when writing reports. POA has also assessed these computers and recommended upgrading the memory. After three or four months, and with several minor to moderate issues, I'm pleased with POA's performance.

The district had three hostile fire events (with monetary loss) in December 2022. The fires were: A fire in a camp on the west end of town. There was a structure made from pallets, tarps, etc. that had separated areas. A significant portion of the structure burned with a small sleeping area that was saved. The loss to contents of several individuals was approximately \$2,000; A passenger vehicle fire causing \$50 in loss; A fire in a wall/outlet feeding heat tape on a water service. This caused an estimated \$3,000 in damage to the home. Home had no working smoke alarms and the crew installed two prior to leaving the scene. Total fire loss for the month was \$5,050. Total "At Risk" was \$251,000. We responded to several incidents where fire suppression sprinklers and/or piping had become damaged during the extreme low temperatures and during thawing released large amounts of water from the systems. These incidents caused extensive damage to at least one commercial building as well as one assisted living facility necessitating the relocation of several residents to alternative facilities. With the assistance of the Wasco County Emergency Manager, and with already in place cooperative agreements between these types of facilities, the residents were efficiently moved to the other facility. While not an ideal situation, it was a successful test of the system should incidents like this occur in the future.

I attended a Webinar meeting regarding the Community Wildfire Risk Reduction Grant newly available through the Oregon State Fire Marshal's Office (Senate Bill 762 funding). We are eligible to apply for this grant that has fairly broad application surrounding making the community more resilient to risks from wildfire. I met with Assistant Chief Jensen and Division Chief Coleman to brainstorm ideas. We further met with Chief Palmer regarding some of the ideas. We will be meeting again the second week of January to finalize our intentions. We are eligible for up to \$500,000 to be expended within a 3-year period. The funds can be expended all at once, metered over the three years.

Chief Palmer and I met with a local developer on their plan for a project downtown. We were able to secure the building for training purposes over the next year while the project gets through approvals, funding and other processes.

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

- Site Visits/Code Questions – Research for Site Team.
- Site Team – Site Plan Review and Minor Partition Application for large 5-story commercial mixed-use building on E. 3rd replacing existing building; Site Plan Review for Triplex on E. 14th.

Meetings/Training/Safety/Other:

- Participate on Firefighter Interview Board
- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan
- Participated in “Live Fire Instructors” Meeting with other chief officers
- Safety Committee Meeting
- Board of Directors Meeting

Emergency Responses/Station Staffing/Fire Investigations:

- All Calls – 11, 29 total for the district
- Motor Vehicle Accident – 1
- Fire Response – 1
- Duty Officer – 9 days

Training Division- Board Report

Fred Coleman, Division Chief

December 2022

Recruiting:

Volunteer Training:

- Masking Porch drills
- Ladders
- Forcible Entry

Career Training:

- SCBA masking drills
- 1st due company task performances
- 2nd due company task performances
- Psychiatric
- Neurological/Seizures
- Immunological
- Endocrine/ Diabetes

Major projects and completion status:

- Probationary training and testing for Recruit classes, 2021-04E and 2022-01E, 2022-01, and 2022-02
- Career officer development course-in progress, ½ complete
- Working on training for dispatchers- on going
- 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- ¼ Complete
- Planning for May 2023 MCFR Fire School- ¾ Complete
- Planning for S-330- ¼ Complete
- Planning for Dual Role Academy 2023-01- ½ Complete
- Planning for MCI Drill- ¾ Complete
- Planning for Fire Instructor I class- ¾ Complete

- Panning for Apprenticeship Program- ¼ Complete

- **Meetings/ Training/ District Representation**
 - Officer Meeting Dec 5th 0830
 - Case reviews Dec 12th 0900
 - Live Fire Instructors meeting Dec 12th, 1030
 - Volunteer Business Meeting Dec 14th, 1900
 - Chief Training Dec 15th , 1000
 - Staff meeting Dec 15th , 1500
 - Chief training Dec 15th, 1530
 - Meet with MCMC for MCI Tabletop Dec 19th , 0900
 - Meet with CGCC Dean of Nursing Dec 19th ,1400
 - Board Meeting Dec 19th , 1730
 - Volunteer Drill December 21st , 1900
 - Meet with Dan Spatz December 22nd , 0900
 - Staff meeting December 22nd , 1500
 - Staff Meeting December 29th, 1500

Emergency Response and Station Staffing

- All Calls-6 Rescue Response- 0
- EMS Response -4
- MVA Response - 0
- Fire Response – 0

Duty Chief for 5 days this month

Current Volunteer Levels and Status:

December 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
FF1/WFFT2/Paramedic	1	Dave Bandel
FF1/WFF2/EMT	1	Tanner Fletcher Student 2nd year
FF1/WFFT2/ Academy	1	Nicole Clark Student
Academy / EMT	1	Kellan Duffy Student
Academy / EMT	1	Michael Hickey Recruit
Academy / EMT	1	Austin Morris Recruit
Apparatus Operator	2	Jesse Witkowski
Support	1	Christina Buck (Medical Leave)
Chaplain	2	Marilyn Roth, Paul Boehlke
Total Volunteers	15	

October Volunteer Hours

Training Hours= 20

Response Ready Hours=96 Shift Volunteers hours and 720 Students hours

Total Hours= 836 total volunteer hours

Training Totals

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

- 5 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

1 FI 210 Wildland investigation class
55 Students for Nozzle Forward Class
1 Fire Officer I class 8 students
1 Structure Firefighter II Academy 5 students

And 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.

**STRATEGIC PLAN QUARTERLY PROGRESS REPORT
OCTOBER THRU DECEMBER 2022**

G-1.1: Create a sound and sustainable budget for the future growth.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-1-1: Provide a balanced budget, maintain fiscal responsibility, and comply with Oregon Revised Statue.	Palmer	Complete	FY 2022-23 budget process is complete. Will commence preparation of FY 2023-24 budget in December 2022.

OCTOBER 17, 2022

G-2.1: Build upon the relationships we have, work on those relationships that require more effort, and look for opportunities to nurture future partnerships.

OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-2.1: Maintain and update current partnerships and agreements with regional and local emergency services.	Palmer	0%	It is planned to review and update MA agreements in CY 2023.
PO-2.2: Engage relationships with Oregon State Fire Marshal's office to influence funding and programs made available with WUI legislature.	Palmer/ Woods	35%	This will be an ongoing process. 2022 seasonal wildland staffing grant implemented. We have applied for OSFM staffing grant and plan to apply for the fuels mitigation grant. We are also engaged in establishing a FF apprenticeship program.
PO 2.3: Innovate and pursue programs in cooperation with local, state, and federal agencies to offset expenditures of Fire District programs.	Palmer/Jensen	40%	Collaborating with the OSFM on additional staffing programs outside of the WUI legislation through wildland contracting opportunities.
PO-2.4: Develop the capacity to participate in State mobilizations.	Palmer/Jensen	50%	Once fully staffed, this will increase our capacity to participate in State mobs. Once future staffing goals are met, we will further improve our position to offer resources for State mobs while maintaining adequate resources for local response.
PO-2.5: Develop reliable and constructive communication between MCFR and all local government entities to facilitate consistent, open, and positive relationships.	All Staff	50%	Staff continuously engages in open interaction with our local government partners to develop consistent, open and positive relationships. We instill the same practice with our line personnel.
PO-2.6: Provide annual service update to community partners, internal members, and the community at large.	Palmer/Jensen	0%	Once we have consistent and accurate data, it is planned to publish a service level report in CY 2024.
PO-2.7: Meet and ensure compliance with collective bargaining contractual obligations.	Palmer/Jensen	100%	Now that collective bargaining is complete, this will be an ongoing process. We make it our goal to comply with CBA obligations.

OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
<p>PO-2.8: Develop consistent communication channels with the local, regional, and state health care community to enhance relationships and to stay informed on evolving community needs.</p>	<p>Jensen</p>		<p>Channels are open and we believe our administrative relationships have improved on the local level. MCMC has also communicated they feel our relationship has improved greatly. Regionally, we are very active in the Area Trauma Advisory Board and have a bi-weekly meeting with our regional health care facilities, EMS partners, and Oregon Health Authority. Our goal is to be a cooperative partner regionally and maintain good policy in balancing current emergencies while being prepared for the next emergency to come. This philosophy is openly communicated with our healthcare partners who solely focus on healthcare related emergencies.</p>

G-3.1: Protect our community from fire, medical and other emergencies through targeted and forward thinking CRR (Community Risk Reduction) measures.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-3.1: To provide fire safety and other public education to the community.	Wood	Ongoing	We attend scheduled events with advanced notice as well as events that are one-off to engage the public and provide fire and life safety information.
PO-3.2: Work with regional partners to provide education for community risk reduction.	Wood	Ongoing	We are part of the Mid-Columbia Fire Prevention Co-Op and attend events as needed. Attend meetings.
PO-3.3: Develop new and innovative methods to educate the public in community risk reduction activities.	Wood	Ongoing	The traditional school events have lately been modified to include videos, handouts, outdoor events, etc.
PO-3.4: Provide response personnel with the information needed to mitigate an incident at commercial and residential occupancies throughout the Fire District.	Wood	Ongoing	This includes: Company Inspections, Pre-Incident Planning, Fire Investigation (to stop future fires) and general public encounters such as Smoke Alarm Inspection/Installs, Pub Ed events, etc.
PO-3.5: Ensure that commercial occupancies within the Fire District operate in a safe manner to protect life and property.	Wood	Ongoing	Prevention Division Inspections, Company Level Inspections
PO-3.6: Investigate programs to reduce the risk of wildland fires within our Fire District.	Wood	January 2023	SB762 has impacted wildfire risk reduction and more info is pending in 2023. A Grant Application will be submitted for Community Wildfire Risk Reduction due January 31, 2023. Grant will target fuels reduction among other items.
PO-3.7: Investigate the origin and cause of all fires within the Fire District.	Wood	100%	Ongoing Training Opportunities are being pursued. 8 District personnel (3 Chiefs, 2 Officers and 3 Firefighters) attended Wildland Fire Investigation Training. This will greatly increase our accuracy in determining wildland fire causes to reduce future ignitions.
PO-3.8: Provide innovative public outreach campaigns to minimize loss of life and property.	Wood	Ongoing	Work with schools, social media and the Prevention Co-Op as well as attend public events.

GOAL 4.1: Provide and maintain competently trained and skilled personnel which deliver fast efficient response services.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-4.1: To provide quality, cost-effective training, and development designed to increase individual, and organizational productivity, enhance knowledge, develop skills, and enrich the organization.	Coleman	100%	This is an ongoing process that was started last year and continues. We are very active in classes offered to our personnel as well as our partner organizations. We have added live fire props to our training grounds and continue to look for ways to improve our training facilities and our instructors.
PO-4.2: To continue our efforts to increase the number of certified, trained, and competent emergency responders within the Fire District and to market our program within the community.	Coleman	100%	We have trained and certified numerous personnel in the region over the last 2 years and continue to be the leaders in education. 47 WF type II, 29 WF type I, 2 Eng. Boss, 6 FF I, 5 FF II, 9 AO's, 11 aerial ops, 18 NFPA Rope I & II. In the upcoming year, we will continue to offer classes to allow our personnel to advance their knowledge to include Structure FF I, and FF II, Engine Boss, Fire Officer I, Instructor I, and Strike Team/Task Force leader. Our student program is full this year from local people within our community and we will continue to market this program.
PO-4.3: Evaluate current fire station locations with response data and risk analysis to determine data-driven needs for future fire stations.	Jensen	70% complete	This process includes balancing ISO requirements and NFPA Requirements. Ultimately our goal is to have the most "good outcomes" for our citizens as possible with the resources we have. When determining what is the greatest impact to our operational effectiveness, the data shows the more resources we can get on scene, the quicker, and better the outcome. GIS has provided time related data on potential station locations. We overlay this information with actual demand and response type data. Now the greatest benefit of different locations must be determined. Following this, the availability of land will be assessed.
PO-4.4: Collect, analyze, and openly report response data based on Fire District policy to internal customers.	Jensen	80% complete	Many data points are used to evaluate our response and deployment. With the upgrade in RMS by the end of 2022 and the implementation of a new CAD system around 2024, our final data points will be readily accessible.

G-5.1: Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
G-5.1: Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.	Jensen	On schedule	The fleet capital replacement is being funded as scheduled.
PO-5.2: Establish a comprehensive maintenance program which maintains the operational fleet in response ready condition.	Jensen	60%	Our new Captain has been assigned to fleet maintenance. Our current struggle is finding reliable, qualified, and available mechanics to work on our apparatus.
PO-5.3: Continue to maintain facilities in a safe and operational status.	Jensen	On schedule	Facilities are being updated as per the capital improvement schedule.
PO-5.4: Establish a comprehensive maintenance program which maintains equipment to Fire District standards.	Jensen	60%	Our new Captain has been assigned to fleet maintenance. Our current struggle is finding reliable, qualified, and available mechanics to work on our equipment.

G-6.1: Keep pace and expand with community needs and growth to maintain our commitment to meeting the Fire Districts mission.			
OBJECTIVE:	ASSIGNED	STATUS	COMMENTS
PO-6.1: Pursue an effective fire fighting force based on Fire District historical and projected data to improve the ISO Public Protection Classification.	Jensen/Palmer	50%	Currently engaged in filling current vacancies to full staffing. Funds were budgeted to add three FF's in November pending tax revenue results. Plan to pursue future staffing opportunities through grant opportunities and District funds.
PO-6.2: Establish a seasonal wildland response force to meet the intent of becoming the foremost wildland firefighting Fire District in Eastern Oregon.	Palmer/Jensen	50%	It was our intent to hire a seasonal staff of WL FF's for the 2022 summer season through an OSFM grant award. This did not occur due to an unforeseen issue. In lieu of this, we utilized the funds to staff up with District personnel. We plan to pursue this program again in 2023 as well as the previously mentioned staffing opportunities.
PO-6.3: Enhance the Fire District's pre-hospital response system to become the preeminent EMS agency in the State of Oregon.	Jensen	On schedule	Current response times exceed Oregon Health Authority and County ASA rules. Also, our Cardiac Survival rate in 2021 exceeded the State and National rates. We are awaiting final data for the 2022 report
PO-6.4: Study and implement competitive compensation and benefit packages to attract and retain quality personnel.	Palmer	100%	The Office Manager salary study is complete and implemented, the CBA has been ratified and implemented, and the Admin. Staff salary scale has been revised based upon the results of bargaining.

G-7.1: Continuity of operations for the Fire District is maintained through emergency operations and succession planning.			
OBJECTIVE:	ASSIGNED	STATUS	COMMENTS
PO-7.1: Maintain and update a standards of cover plan based on changes to occur within the Fire District.	Jensen	60%	The current SOC is being in the process of being updated and redrafted. I plan to take a 6 day class at the National Fire Academy in February 2023 on developing Standards of Coverage and Operational Deployment
PO-7.2: Develop a continuity of operations plan.	Jensen	25%	Preliminary research and scope is complete. First draft is in progress.
PO-7.3: Establish an administrative staff succession plan for anticipated retirements.	Palmer	100%	The succession plan is complete and implemented.
PO-7.4: Develop an officer training plan to prepare employees for promotional opportunities.	Coleman/Jensen	75%	This plan is in draft form and is being reviewed by Operations as well as Training at this time.

MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Public Contract Rules

SYNOPSIS: Replacement of rules the Fire District has previously adopted in order to address statutory amendments and the Attorney General's Model Rules adopted in the interim.

BACKGROUND: ORS Chapters 279A, 279B and 279C of the "Public Contracting Code" or "Code" has been in place since March 1, 2005. Since that date, the legislature has amended some of the aspect of the Code nearly every session. The most recent changes went into effect January 1, 2022. Per ORS 279A.065, the Attorney General's Model Rules cover public contracting. The statute does however allow a public entity to adopt its own rules of procedure which may or may not include portions of the Attorney General' Model Rules.

Periodically, the Local Government Law Group (LGLG) incorporates these legislative changes into a model set of public contracting rules for use by public entities. These rules reflect the substance of the Attorney General's Model Rules to ensure compliance with the Code. Rules not dictated by statute have been modified to grant the District the greatest level of flexibility, and to simplify them as much as possible. Additionally, LGLG has filled holes created by the Code and the Model Rules, which otherwise would not have allowed flexibility when purchasing and surplusizing personal property or the use of requests for proposal for public improvement contracts.

The 2022 rules include refinements to the AG Model Rules, as well as address the following 2021 legislative amendments:

- 1) An increase to the small procurement threshold for public improvement contracts from \$5,000 to \$10,000 (matching the threshold for goods and service contracts); and
- 2) Public hearings are no longer necessarily required for public improvement contract exemptions. Instead, notice continues to be required, and if a hearing is requested, one must be held.

The final section of the attached Rules includes a set of exemptions addressing standard purchasing needs not otherwise covered by the Code or the Model Rules.

Additionally, the term “Contracting Agency” as used in the Rules and the Resolution, references the District, but also included the District’s chief administrative officer, his or her designee, and any other purchasing agent, as identified by District policy. The authority of the Contracting Agency is, however, subject to all other District policies.

Resolution 2023-01 authorizes the Board to opt out of the Attorney General’s Model Public Contracting Rules and amending Public Contracting Rules for Mid-Columbia Fire and Rescue.

This resolution additionally changes the District’s procedural obligations for future public contracting rule updates. ORS 279C.355 governs the process for granting exemptions to public improvement contracts. It requires a slightly different set of findings, which are set forth in this Resolution. Until these new rules are adopted, such exemptions require the holding of a public hearing. Thereafter, as noted above, a hearing will only be required upon request. Notice of such hearing must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the hearing.

ADOPTION PROCESS: Because the proposed public contracting rules include class exemptions for both the purchase of goods and services and public improvement contracts, two separate exemption adoption procedures apply. ORS 279B.085 addresses “special procurements” (otherwise known as exemptions for the purchase of goods and services). This provision requires the making of specific findings, which are included in the attached Resolution. Notice of the request for these classes of special procurements must be given at least seven days prior to the approval of the classes. The notice must be published in at least one newspaper of general circulation in the District (ORS 279B.055(4)(b)).

ORS 279C.355 governs the process for granting exemptions to public improvements contracts. It requires a slightly different set of findings, which are also set forth in the attached Resolution. Such exemptions require the holding of a public hearing. Notice of the public hearing must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the hearing.

Notice of public hearing was published in the Daily Journal of Commerce on Monday, January 9, 2023, and Columbia Gorge News and Columbia Community Connections on Wednesday, January 11, 2023. As required, the notice states that the public hearing is for the purpose of taking comments on the Districts draft findings supporting the exemption of certain classes of contracts from competitive bidding requirements. Copies of these draft findings are made available to the public.

As indicated on the notice, the hearing will be at a joint meeting of both the Board of Directors and the Local Contract Review Board (in the meeting the Board will be wearing both hats). The Resolution and Rules may only be adopted by the Local Contract Review Board after the public hearing (after the District has provided an opportunity for any interested person to appear and present comment). The Board may conduct other Board business at the meeting as well, so long as it is reflected in the agenda.

BUDGET IMPLICATION: Staff time and advertisement cost.

RECOMMENDATION/ACTION: Consider adoption of Resolution No. 2023-01 “Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the

Attorney General's Public Contracting Rules and Amending Public Contracting Rules for Mid-Columbia Fire and Rescue" under new business. **Staff Recommendation.**

Recommended motion under new business: "Move to adopt Resolution No. 2023-01 on behalf of Mid-Columbia Fire and Rescue and on behalf of the District's Local Contract Review Board."

**MID-COLUMBIA FIRE & RESCUE
RESOLUTION NO. 2023-01**

**JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL CONTRACT
REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL’S MODEL
PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING
RULES FOR MID-COLUMBIA FIRE & RESCUE**

WHEREAS, it is the policy of the Mid-Columbia Fire & Rescue (District) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2005, the District opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the “Model Rules”) and adopted its own rules; and

WHEREAS, the Public Contracting Code divides powers and duties for contracting into two categories: those that must be performed by the “Local Contract Review Board”; and those that must be performed by the “Contracting Agency”; and

WHEREAS, pursuant to ORS 279A.060, the District Board is the Local Contract Review Board for District and, as such, is authorized to act on all such matters on behalf of the District, adopt Public Contracting Rules, and establish procedures for amendment of such rules; and

WHEREAS, District recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the District Board additionally requests that the District’s Local Contract Review Board approve the classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The District Board of Directors (District Board) is hereby designated to continue as the Local Contract Review Board of the District and shall have all of the rights, powers, and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the “Public Contracting Code”) and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term “Contracting Agency” as used in the attached Rules includes Contracting Agency’s chief administrative officer, his or her designee, or any other purchasing agent, as designated by District policy. Those individuals are hereby

designated as District's Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by District policy.

2. The above recitals and Exhibit A are hereby adopted by the District Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Directors' request for classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including those effective January 1, 2022, do not apply to District. Instead, the District hereby prescribes the following Rules, which include portions of the Attorney General's Model Rules, as the Rules of Procedure that the District will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General's Model Rules, they incorporate District changes to the Model Rules, and, therefore, are not the Attorney General's promulgated administrative rules. District exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the District's Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with District's own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, District shall also comply with the requirements of ORS 279C.305.

///

//

/

7. All previously adopted resolutions, most recently including Resolution No. 2015-03, establishing public contracting rules for District are hereby repealed.

DATED this 23rd day of January 2023.

Presiding Officer
Board of Directors

Presiding Officer
Local Contract Review Board

ATTEST:

ATTEST:

Secretary
Board of Directors

Secretary
Local Contract Review Board

Approved as to form:

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

EXHIBIT “A”

**FINDINGS IN SUPPORT OF RESOLUTION NO. 2023-01
ADOPTING PUBLIC CONTRACTING CODE RULES**

ORS 279B.085 and 279C.335 authorize Mid-Columbia Fire & Rescue (District) Board of Directors, sitting as District’s local contract review board, to approve findings submitted and exemptions requested by District’s Board of Directors upon adoption of appropriate findings, to establish special selection, evaluation and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts.

Pursuant to that authority, the Board makes the following findings in support of Resolution No. 2023-01, which establishes exempt classes of contracts and the solicitation methods for their award:

No Findings Required

Pursuant to ORS 279A.025 and 279A.055, the District is not required to adopt findings with respect to the solicitation methods and awards of the following classes of contracts identified in District’s Public Contracting Rules 2022, Class Exemptions:

- E-4 Contracts for Price Regulated Items
- E-6 Investment Contracts
- E-12 Insurance, Employee Benefit
- E-17 Personal Service Contracts
- E-18 Liability Insurance Contracts

The above Rules govern subjects specifically authorized by state law and, therefore, require no local exemption.

Specific Findings for Public Improvement Class Exemption

The Board approves the following specific findings for the use of a Request for Proposal alternative contracting method for public improvement contracts estimated to cost over \$100,000 and also finds that the establishment of this class of contracts and the method approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
2. The awarding of public improvement contracts under each exemption will result in substantial cost savings to District.

These conclusions are based on the following general findings:

- A. Operational, budget, and financial data. Where various criteria, which may or may not include cost, must be weighed in order to select an appropriate contractor for the desired project, the formal competitive bidding process costs of up to \$7,000 are a significant budgetary waste in that the most qualified contractor for the project may not be the lowest responsible bidder;
- B. Public benefits. Exempting contracts from competitive bidding requirements and instead utilizing statutory competitive proposal procedures will protect and preserve public funds, enable greater competition between the most qualified contractors, and result in a better product which meets the public's and District's needs;
- C. Value engineering, Specialized expertise required, Technical complexity. Only through a competitive proposal process can District weigh, evaluate, and select the type of expertise needed to address the technical complexities of a particular public improvement project. Competitive proposals allow the District to determine which contractor may best provide such services. These are qualities not reflected in cost, where a determination on cost alone could forfeit these valuable and essential attributes;
- D. Public safety. Utilizing a competitive proposal process as opposed to competitive bidding can ensure high quality, more safely constructed facilities through the construction period, and after completion. Capitalizing upon design and construction planning and compatibility can also allow earlier use of public facilities even while construction continues;
- E. Market conditions. The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of a number of criteria, rather than simply cost.

Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.

The Board approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring:

- (1) reasonable competition; (2) the best contract price for the public; and (3) a cost-effective process for both contractors and District;
2. The awarding of public contracts under these exemptions will result in substantial cost savings to District because the District will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the contracts; and
 3. The awarding of public contracts pursuant to any of the requested exemptions substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of District's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and District, and identified classes address areas of public contracting left unresolved by state statute which are essential for the District's operations, such as awarding personal service contracts, purchasing used personal property, and disposing of surplus personal property.

Specifically, the Board finds:

E-2 – Advertising Contracts.

Alternate Award Process. In District's discretion. The process selected may be competitive or non-competitive.

Cost Savings and Other Benefits. Size of and frequency of average advertisement (including all notices required to be published by District) does not justify the cost of solicitation. Period of time from recognition of need to advertise until advertising date is too short to issue solicitation.

Effect on Competition. The potential market is limited because not all advertisers work in every market. Choice of advertising medium is somewhat price sensitive, but primarily driven by location and size of circulation in comparison with District's target audience.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-3 – Equipment Repair and Overhaul.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits.

1. Pre-contract pricing is difficult to obtain and cannot be relied upon.

2. District has discretion to decide whether costs of solicitation are justified in relationship to size of contract and availability of skilled technicians to repair the specific equipment.
3. Delay required for solicitation would impair District's ability to respond to equipment breakdown and be injurious to the public interest.
4. Experience with contractor is crucial because reliability over the course of several projects is important.

Effect on Competition. Allows contractor to be selected based on ability to provide accurate, reliable, and fast service.

Effect on Favoritism. Favoritism will not be greater than if statutory request for proposals process is used.

E-5 - Copyrighted Materials.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits. Necessary to allow District to acquire special needs products that are unique.

Effect on Competition. None. There is no competitive market for a unique product. Copyrighted materials are generally acquired from a sole-source copyright holder, as used property, or by donation.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-7 – Requirements Contracts.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

E-8 – Office Copier Purchases.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon multiple factors, not just cost.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon set factors, in addition to cost.

Other Factors. Allows Contracting Agency to address emergency circumstances. Cannot anticipate when immediate replacement or repairs will be needed to ensure normal operations.

E-9 - Manufacturer Direct Supplies.

Alternate Award Process. Subject to cost saving analysis.

Cost Savings and Other Benefits. Allowed only after a formal solicitation is completed and manufacturer's price is less than offers received. Cost of formal solicitation, therefore not merited.

Effect on Competition. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Effect on Favoritism. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Other Factors. Allowed on a contract-by-contract basis and shall not result in an ongoing price agreement, further fostering competition.

E-10 – Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt.

Alternate Award Process. Intermediate procurement process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-11 – Hazardous Material Removal; Oil Cleanup.

Alternate Award Process. Rule encourages competitive procedures to the extent reasonable under the circumstances.

Cost Savings and Other Benefits. Avoids unnecessary cost and delay associated with procurement procedures when most qualified available contractor required for immediate performance. Primary consideration is public safety and compliance with hazardous material laws.

Effect on Competition. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Effect on Favoritism. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Other Factors. Exemption necessary to ensure District's ability to comply with State law governing hazardous materials.

E-13 – Medical and Laboratory Supplies.

Alternate Award Process. Direct award to different vendors allowed, following initial competitive solicitation process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-14 – Concession Agreements.

Alternate Award Process. When in District’s best interest, a competitive proposal solicitation will be used.

Cost Savings and Other Benefits. Allows District to take advantage of unique revenue opportunities.

Effect on Competition. Responds to unique opportunities for which the number of competitors may range from none to many.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Not a contract for the acquisition or disposal of goods, or services or public improvements. Most similar to personal services contract because the quality of the concession may be more important than price factors. Variation in types and sizes of concession opportunities is too great to provide a single method of solicitation. Statutory public contracting requirements may not apply. May not be a public contract. Most similar to personal services contract. Findings may not be required.

E-15 – Used Personal Property, Purchase of.

Alternate Award Process. Rule requires individualized ORS 279B.085 findings and an intermediate procurement process, where feasible.

Cost Savings and Other Benefits. Allows District to take advantage of unique opportunity to acquire needed goods and services for discounted prices.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

E-16 – Surplus Personal Property, Disposition of.

Alternate Award Process. Any means in District’s best interest, after making individualized ORS 279B.085 findings. Items with a residual value of more than \$10,000 require local contract review board prior authorization.

Cost Savings and Other Benefits.

1. Avoids unnecessary solicitation expense by allowing District to determine whether cost of solicitation is justified by value of surplus property.
2. Allows District to establish programs for donation to charitable organizations.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Variations in the type, quantity, quality, and opportunities for recycling of surplus property are too large to have this class of contracts governed by a single solicitation method.

F:\1Clients\MuniMid-Columbia F&R\GENERAL\2022 Public Contracting Rules Update\DRAFT FINDINGS in Support of Ordinance Adopting Rules (012022) CHCkad.docx

EXHIBIT "B"

PUBLIC CONTRACTING RULES

2022

Copyright © 2005, 2006, 2010, 2012, 2014, 2016, 2020 and 2022
by Local Government Law Group P.C.
All rights reserved.

TABLE OF CONTENTS

PUBLIC CONTRACTING RULES - 2022

DIVISION 46

GENERAL PROVISIONS RELATED TO PUBLIC CONTRACTING

137-046-0100 Application; Federal Law Supremacy	1
137-046-0110 Definitions for the Rules	1
137-046-0120 Policy	3
137-046-0130 Application of the Code and Rules; Exceptions	3

MINORITIES, WOMEN AND EMERGING SMALL BUSINESSES

137-046-0200 Affirmative Action; Limited Competition Permitted	3
137-046-0210 Subcontracting to and Contracting with Emerging Small Businesses; DBE Disqualification.....	3

CONTRACT PREFERENCES

137-046-0300 Preference for Oregon Goods and Services; Nonresident Bidders	5
137-046-0310 Reciprocal Preferences	6
137-046-0320 Preference for Recycled Materials	6

COOPERATIVE PROCUREMENT

137-046-0400 Authority for Cooperative Procurements	6
137-046-0410 Responsibilities of Administering Contracting Agencies and Purchasing Contracting Agencies.....	6
137-046-0420 Joint Cooperative Procurements	7
137-046-0430 Permissive Cooperative Procurements	7
137-046-0440 Advertisements of Intent to Establish Contracts or Price Agreements through a Permissive Cooperative Procurement	7
137-046-0450 Interstate Cooperative Procurements	8
137-046-0460 Advertisements of Interstate Cooperative Procurements.....	8
137-046-0470 Protests and Disputes	8
137-046-0480 Contract Amendments	9

DIVISION 47

PUBLIC PROCUREMENTS FOR GOODS OR SERVICES GENERAL PROVISIONS

137-047-0100 Application 10
137-047-0110 Definitions 10

SOURCE SELECTION

137-047-0250 Methods of Source Selection 10
137-047-0255 Competitive Sealed Bidding 10
137-047-0257 Multistep Sealed Bidding 12
137-047-0260 Competitive Sealed Proposals 12
137-047-0261 Procedures for Competitive Range, Multi-tiered and Multistep Proposals 14
137-047-0262 Competitive Range, Discussions and Negotiations 15
137-047-0263 Multistep Sealed Proposals 16
137-047-0265 Small Procurements 17
137-047-0270 Intermediate Procurements 17
137-047-0275 Sole-Source Procurements 17
137-047-0280 Emergency Procurements 18
137-047-0285 Special Procurements 18
137-047-0290 Cooperative Procurements 18

PROCUREMENT PROCESS

137-047-0300 Public Notice of Solicitation Documents 19
137-047-0310 Bids or Proposals are Offers 19
137-047-0320 Facsimile Bids and Proposals 20
137-047-0330 Electronic Procurement 21

BID AND PROPOSAL PREPARATION

137-047-0400 Offer Preparation 22
137-047-0410 Offer Submission 22
137-047-0420 Pre-Offer Conferences 22
137-047-0430 Addenda to Solicitation Document 23
137-047-0440 Pre-Closing Modification or Withdrawal of Offers 23
137-047-0450 Receipt, Opening, and Recording of Offers; Confidentiality of Offers 24

137-047-0460 Late Offers, Late Withdrawals and Late Modifications	24
137-047-0470 Mistakes.....	24
137-047-0480 Time for Agency Acceptance.....	25
137-047-0490 Extension of Time for Acceptance of Offer.....	25

QUALIFICATIONS AND DUTIES

137-047-0500 Responsibility of Bidders and Proposers.....	26
137-047-0525 Qualified Products Lists	26
137-047-0550 Prequalification of Prospective Offerors	26
137-047-0575 Debarment of Prospective Offerors	26

OFFER EVALUATION AND AWARD

137-047-0600 Offer Evaluation and Award.....	26
137-047-0610 Notice of Intent to Award	28
137-047-0620 Documentation of Award	28
137-047-0630 Availability of Award Decisions.....	28
137-047-0640 Rejection of an Offer.....	29
137-047-0650 Rejection of All Offers	30
137-047-0660 Cancellation of Procurement or Solicitation	30
137-047-0670 Disposition of Offers if Procurement or Solicitation Canceled.....	30

LEGAL REMEDIES

137-047-0700 Protests and Judicial Review of Special Procurements	31
137-047-0710 Protests and Judicial Review of Sole-Source Procurements	31
137-047-0720 Protests and Judicial Review of Multi-Tiered and Multistep Solicitations.....	32
137-047-0730 Protests and Judicial Review of Solicitations	32
137-047-0740 Protests and Judicial Review of Contract Award.....	33
137-047-0745 Protests and Judicial Review of Qualified Products List Decisions.....	33
137-047-0750 Judicial Review of Other Violations	34
137-047-0760 Review of Prequalification and Debarment Decisions	34
137-047-0800 Amendments to Contracts and Price Agreements	34
137-047-0810 Termination of Price Agreements	35

DIVISION 48

**CONSULTANT SELECTION: ARCHITECTURAL, ENGINEERING, PHOTOGRAMMETRIST,
TRANSPORTATION PLANNING AND LAND SURVEYING SERVICES AND RELATED SERVICES
CONTRACTS**

137-048-0100 Application 36
137-048-0110 Definitions 36
137-048-0120 [Reserved.] 37
137-048-0130 Applicable Selection Procedures; Pricing Information; Disclosure of
Proposals; Conflicts of Interest 37

SELECTION PROCEDURES

137-048-0200 Direct Appointment Procedure 38
137-048-0210 Informal Selection Procedure 39
137-048-0220 Formal Selection Procedure 41
137-048-0230 Ties Among Proposers 45
137-048-0240 Protest Procedures 45
137-048-0250 Solicitation Cancellation, Delay or Suspension; Rejection of All
Proposals or Responses; Consultant Responsibility for Costs 46
137-048-0260 Two-Tiered Selection Procedure when State Agency is Lead
Contracting Agency 46
137-048-0270 Price Agreements 47

POST-SELECTION CONSIDERATIONS

137-048-0300 Prohibited Payment Methodology; Purchase Restrictions 48
137-048-0310 Expired or Terminated Contracts; Reinstatement 48
137-048-0320 Contract Amendments 49

DIVISION 49

GENERAL PROVISIONS RELATED TO PUBLIC CONTRACTS FOR CONSTRUCTION SERVICES

137-049-0100 Application 50
137-049-0110 Policies 50
137-049-0120 Definitions 50
137-049-0130 Competitive Bidding Requirement 50
137-049-0140 Contracts for Construction Other than Public Improvements 50
137-049-0150 Emergency Contracts; Bidding and Bonding Exemptions 51

137-049-0160 Intermediate Procurements; Competitive Quotes and Amendments 51

FORMAL PROCUREMENT RULES

137-049-0200 Solicitation Documents; Required Provisions; Assignment or Transfer 52

137-049-0210 Notice and Advertising Requirements; Posting 54

137-049-0220 Prequalification of Offerors 55

137-049-0230 Eligibility to Bid or Propose; Registration or License 55

137-049-0240 Pre-Offer Conferences 55

137-049-0250 Addenda to Solicitation Documents 56

137-049-0260 Request for Clarification or Change; Solicitation Protests 56

137-049-0270 Cancellation of Solicitation Document 57

137-049-0280 Offer Submissions 57

137-049-0290 Bid or Proposal Security 58

137-049-0300 Facsimile Bids and Proposals 59

137-049-0310 Electronic Procurement 59

137-049-0320 Pre-Closing Modification or Withdrawal of Offers 60

137-049-0330 Receipt, Opening and Recording of Offers; Confidentiality of Offers 60

137-049-0340 Late Bids, Late Withdrawals and Late Modifications 61

137-049-0350 Mistakes 61

137-049-0360 First-Tier Subcontractors; Disclosure and Substitution 62

137-049-0370 Disqualification of Persons 63

137-049-0380 Bid or Proposal Evaluation Criteria 64

137-049-0390 Offer Evaluation and Award; Determination of Responsibility 64

137-049-0395 Notice of Intent to Award 66

137-049-0400 Documentation of Award; Availability of Award Decisions 66

137-049-0410 Time for Contracting Agency Acceptance; Extension 67

137-049-0420 Negotiation With Bidders Prohibited 67

137-049-0430 Negotiation When Bids Exceed Cost Estimate 67

137-049-0440 Rejection of Offers 68

137-049-0450 Protest of Contractor Selection, Contract Award 69

137-049-0460 Performance and Payment Security; Waiver	70
137-049-0470 Substitute Contractor	71
137-049-0490 Foreign Contractor	71

ALTERNATIVE CONTRACTING METHODS

137-049-0600 Purpose	71
137-049-0610 Definitions for Alternative Contracting Methods	71
137-049-0620 Use of Alternative Contracting Methods	72
137-049-0630 Findings, Notice and Hearing	72
137-049-0640 General Alternative Contracting Procedures	73
137-049-0650 Requests for Proposals (RFP).....	74
137-049-0660 RFP Pricing Mechanisms	76
137-049-0670 Design-Build Contracts.....	77
137-049-0680 Energy Savings Performance Contracts (ESPC)	78
137-049-0690 Construction Manager/General Contractor (CM/GC).....	80

CONTRACT PROVISIONS

137-049-0800 Required Contract Clauses	80
137-049-0810 Waiver of Delay Damages Against Public Policy	80
137-049-0815 BOLI Public Works Bond	80
137-049-0820 Retainage	80
137-049-0830 Contractor Progress Payments	81
137-049-0840 Interest.....	82
137-049-0850 Final Inspection.....	82
137-049-0860 Public Works Contracts	82
137-049-0870 Specifications; Brand Name Products	83
137-049-0880 Records Maintenance; Right to Audit Records	83
137-049-0890 Contracting Agency Payment for Unpaid Labor or Supplies	84
137-049-0900 Contract Suspension; Termination Procedures.....	84
137-049-0910 Changes to the Work and Contract Amendments.....	84

CLASS EXEMPTIONS

E-1 Purpose and Statutory Authority 86

E-2 Advertising Contracts 86

E-3 Equipment Repair and Overhaul 86

E-4 Contracts for Price Regulated Items 86

E-5 Copyrighted Materials..... 86

E-6 Investment Contracts..... 86

E-7 Requirements Contracts..... 86

E-8 Office Copier Purchases..... 87

E-9 Manufacturer Direct Supplies 87

E-10 Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt..... 87

E-11 Hazardous Material Removal; Oil Cleanup 87

E-12 Insurance, Employee Benefit 87

E-13 Medical and Laboratory Supplies 88

E-14 Concession Agreements 88

USED PERSONAL PROPERTY

E-15 Used Personal Property, Purchase of 88

E-16 Surplus Personal Property, Disposition of..... 89

PERSONAL SERVICES

E-17 Personal Services for Other than Architect, Engineer, Photogrammetrist, Transportation Planner
and Land Surveying Services 89

E-18 Liability Insurance Contracts 90

MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Budget Process

SYNOPSIS: Appointment of Budget Officer for the upcoming budget process for fiscal year 2023-24.

BACKGROUND: Local budget law requires that the Board of Directors appoint a Budget Officer for the fiscal year 2023-24 budget process. The responsibility of the Budget Officer, with the assistance of Staff, is to prepare a proposed budget for the upcoming fiscal year. The Budget Officer will present the proposed budget to the budget committee for approval. The approved budget will then be forwarded to the Fire District Board. The adopted budget will then be submitted to the County Assessor to complete the budget cycle. Through budget policy, the Fire District will then have the spending authority to operate for the 2023-24 fiscal year.

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Motion to appoint Chief Palmer as Budget Officer for fiscal year 2023-24.

MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Budget Process

SYNOPSIS: Adoption of a budget calendar for fiscal year 2023-24.

BACKGROUND: Local budget law requires that the Board of Directors adopt a Budget calendar for the fiscal year 2023-24 budget process. The budget calendar for fiscal year 2023-24 has been prepared for your review and adoption (Exhibit "A").

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Motion to adopt the budget calendar for fiscal year 2023-24 as proposed.

EXHIBIT “A”
Mid-Columbia Fire and Rescue
2023-24 Budget Calendar

January 23, 2023	Appoint Budget Officer
December – February 2023	Prepare Proposed Budget
April 19, 2023	Publish Notice of Budget Committee Meeting (Chronicle & MCFR Website)
May 16, 2023	Budget Committee Meets/Approves Proposed Budget
May 17 - May 26, 2023	Budget Committee Meets if Necessary
June 7, 2023	Publish Notice of Hearing and Summary
June 19, 2023	Hold Budget Hearing
June 19, 2023	Adopt Budget, Make Appropriations
July 15, 2023	Submit Budget to County Assessor

BUDGET COMMITTEE

TERM

John Willer	2021-22, 2022-23, 2023-24
Dr. Wallace Wolf	2022-23, 2023-24, 2024-25
Michael Hamilton	2021-22, 2022-23, 2023-24
Kiel Nairns	2022-23, 2023-24, 2024-25
Tom Ashmore	2022-23, 2023-24, 2024-25

BOARD OF DIRECTORS

TERM

Diana Bailey	2019-2023
David Peters	2019-2023
Dick Schaffeld	2019-2023
David Jacobs	2021-2025
Cory Case	2021-2025

**MID-COLUMBIA FIRE AND RESCUE
INFORMATION SHEET**

DATE: January 23, 2023

TO: Fire District Board President and Board Members

FROM: Robert Palmer, Fire Chief

PREPARED BY: Robert Palmer, Fire Chief

ISSUE: Adoption of Resolution No. 2023-02 –A Resolution Amending the Mid-Columbia Fire and Rescue Qualified 457(b) Deferred Compensation Plan.

BACKGROUND: Amendments to the fire district’s 457(b) Deferred Compensation Plan Adoption Agreement have become necessary as a result of changes associated with previous transition of Third-Party Administrators and collective bargaining. The following amendments to the adoption agreement are listed below:

Please note the following definitions apply to the amendments noted below:

Deferral: Contributions made by the employee.

Match: Matching contribution of funds made by the employer based on employee deferrals.

ER: Contributions of funds made by the employer based on an agreed upon contribution formula.

Plan Amendments:

Page 2 Section 3-1: Added ER (a) no exclusions.

Page 3 Section 4-1 (a): Added ER (3) The completion of 3 consecutive full calendar months

Page 3 Section 4-1 (b): Added ER (1) There is no minimum age for Plan eligibility.

Page 3 Section 4-2: Added ER (d) Monthly. The first day of each calendar month.

Page 4 Section 4-2: Added ER under An Eligible Employees Entry Date... (i) coinciding with or next following satisfaction of the minimum age and service requirements.

Page 6 Section 5-3: Added ER (a) no exclusions. Page 7 Section 5-4: Added ER (1) The Plan Year.

Page 7 Section 6-1: Checked the "yes" box. Change from no to yes.

Page 8 Section 6-2(e): Describe Employer Contribution Formula: “The Employer Contribution will be determined in accordance with the employee handbook, personal service contract, or employment contract applicable to the Participant, or in accordance with any Collective Bargaining Agreement(s) addressing retirement benefits of Collectively Bargained Employees under the Plan.”

Page 9 Section 6-5: Checked box (a) No allocation conditions apply with respect to Employer Contributions under the Plan.

Page 17 Section 7-1 (e): Changed age from 55 to 50.

Page 18 Section 8-2: Added ER (a) Full and immediate vesting.

Page 19 Section 8-6: Added ER (a) N/ A. All contributions are 100% vested.

Page 20 Section 9-2 (a): Added ER (1) No in-service distributions are permitted.

Page 22 Section 10-1: Added ER (a) Daily...

Page 23 Section 10-4: Added the following language - 7-1 (e) Normal Retirement Age and Years of Service for Qualified Police and Firefighters: 1) The earlier of age 50; and 2) The completion of 25 years of service.

Page C-1 Section C-3: Checked the "yes" box (b). Change from no to yes.

Page C-1 Section C-3 (b): Checked "All Accounts" (1).

Employer Signature Page (b): Revise date.

BUDGET IMPLICATIONS: Cost associated with plan administration.

RECOMMENDATION: Adopt of Resolution No. 2023-02 – A Resolution Amending the Mid-Columbia Fire and Rescue Qualified 457(b) Deferred Compensation Plan.
Recommended

**MID-COLUMBIA FIRE AND RESCUE (MCFR)
RESOLUTION NO. 2023-02**

**A Resolution Amending the Mid-Columbia Fire and Rescue
Qualified 457 Deferred Compensation Plan**

WHEREAS, Mid-Columbia Fire and Rescue, hereinafter District, has a qualified 457(b) Deferred Compensation Plan (“Plan”) administered by the Fire District, and

WHEREAS, the District has maintained the Mid-Columbia Fire & Rescue Deferred Compensation Plan (“Plan”) since 1-1-2000 for the benefit of eligible employees; and

WHEREAS, the District is restating the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance; and

WHEREAS, amendments to the fire district’s Qualified 457(b) Deferred Compensation Plan Adoption Agreement are necessary as a result of changes associated with the previous transition of Third-Party Administrator and/or collective bargaining, and

WHEREAS, the fire district desires to incorporate amended provisions into the fire district’s Qualified 457(b) Deferred Compensation Plan to benefit participants of the Plan, and

WHEREAS, the Plan Administrator has made the necessary amendments to the Mid-Columbia Fire and Rescue Qualified 457(b) Deferred Compensation Plan to enact such changes, and

WHEREAS, the fire district desires to incorporate the amended provisions, as proposed, into the fire district’s Qualified 457(b) Deferred Compensation Plan, and

WHEREAS, the District wishes to affirm the appointment of Robert Palmer, David Jensen, Steven Biehn as Trustee(s) of the Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MID-COLUMBIA FIRE AND RESCUE AS FOLLOWS:

1. That the Board of Directors hereby amends and adopts the Mid-Columbia Fire & Rescue Deferred Compensation Plan (“Plan”) as a complete restatement of the prior plan, to be effective January 1, 2023.
2. That the President of the District is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The President may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan and the Fire Chief, on behalf of the District, is hereby authorized and directed to execute the restated Plan.

3. That District will maintain a copy of the restated Plan, as approved by the Board of Directors, along with a copy of the prior Plan, in its files.
4. That the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan.
5. That Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

Approved and Adopted this 23rd day of January 2023, by the Board of Directors of Mid-Columbia Fire and Rescue.

Ayes: _____

Nayes: _____

APPROVED:

Board President or Presiding Officer

ATTEST:

Board Secretary

Approved as to form:

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

MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

SYNOPSIS: Supplemental Budget

ISSUE: Resolution No. 2023-03 Adopting a Supplemental Budget for FY 2022-23, Making Appropriations and Authorizing Expenditures from and within various funds of the Mid-Columbia Fire and Rescue Adopted Budget.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary, and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

On December 19, 2022, the Board of Mid-Columbia Fire and Rescue adopted Resolution No. 2022-09, a supplemental budget for FY 2022-23 Making Appropriations, and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget ("Resolution").

During the accounting process, certain typographical errors were discovered within the Resolution which require restatement to ensure compliance with Oregon Budget Law. Resolution No. 2023-03 as restated, addresses these clerical errors to ensure necessary compliance.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The amount of the proposed supplemental budget has not changed and remains less than 10% of the operating budget of the affected funds, so a Public Hearing is not required.

A notice of the Supplemental Budget is required to be published, and that notice is scheduled to be printed in the Columbia Gorge News, on Wednesday, January 18, 2023.

Resolution No. 2023-03 rescinds Resolution 2022-09 and corrects those items which were inadvertently left out. A summary of the corrections is noted below:

1. For purpose of clarification, the term "unanticipated revenue" was changed to "unanticipated beginning fund balance."
2. On each of the summary sheets, the term "GF Ending Fund Balance," was changed to "GF Beginning Fund Balance."

3. In the summary of proposed changes titled “Building Reserve,” the term “Building Reserve Unappropriated Ending Fund Balance” was added to the column titled “Expenditure,” \$220,000.00 was added to the column titled “Increase” and \$220,000.00 was added to the column titled “Adjusted Budget Total”. The summary of proposed changes now reflects a balanced Building Reserve fund.
4. In Section 2, Subsection 2 of the Resolution, the following statement was added: “That the FY 2022-23 Building Reserve Fund Unappropriated Ending Fund Balance is hereby increased from \$0 to \$220,000.00.
5. The dates on each summary of proposed changes were changed from December 19, 2023, to January 23, 2023, to coincide with the adoption date of the Resolution.
6. Section 3 was added rescinding Resolution No. 2022-09 upon adoption of Resolution No. 2023-03.
7. Section 4 was added making Resolution No. 2023-03 effective upon adoption by the District Board of Directors.

BUDGET IMPLICATION: Upon adoption of the proposed supplemental budget, adjustments within the various fund categories will be implemented based upon Resolution No. 2023-03.

RECOMMENDATION ACTION AND ALTERNATIVES:

1. Move to Adopt Resolution No. 2023-03 “Adopting a Supplemental Budget for FY 2022-23, Making Appropriations, and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget”. **Staff Recommendation.**
2. The Board may choose to decline to make any changes to the adopted budget at this time.

**Mid-Columbia Fire and Rescue
Resolution No. 2023-03**

A Resolution Adopting a Supplemental Budget for FY 2022-23, Making Appropriations, and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget

WHEREAS, the FY 2022-23 Budget of Mid-Columbia Fire and Rescue (hereinafter referred to as “District) adopted by the District incorporates operational funding for the current fiscal year; and

WHEREAS, on December 19, 2022, the Board of Mid-Columbia Fire and Rescue adopted Resolution No. 2022-09, a supplemental budget for FY 2022-23 Making Appropriations, and Authorizing Expenditures from and within the General Fund and Building Reserve Fund of the Mid-Columbia Fire and Rescue Adopted Budget (“Resolution”), and

WHEREAS, during the accounting process, certain clerical errors were discovered within said Resolution which require restatement to ensure compliance with Oregon Budget Law, and

WHEREAS, Resolution No. 2023-03 as restated, addresses these clerical errors to ensure necessary compliance, and

WHEREAS, the District’s General Fund has realized an additional \$350,634.00 in unanticipated beginning fund balance revenue, with \$347,410.00 to be allocated to provide funds for the following items: 1) Additional revenue to support a new Division Chief position; 2) Additional overtime revenue to support recruit academy training and shift upstaffing; 3) Increased revenue for public safety social security and firefighting supplies PPE to support the single-role wildland program; and 4) Added revenue to increase the transfer amount from the General Fund to the Building Reserve fund, and

WHEREAS, the availability of these funds was not reasonably foreseen upon preparing the original budget; and

WHEREAS, appropriations were not made in the FY 2022-23 Budget of the District for expenditures that will be needed for the current fiscal year; and

WHEREAS, the Board of Directors of Mid-Columbia Fire and Rescue find it reasonable and prudent to adopt this supplemental budget as restated.

Resolution No. 2023-03
January 23, 2023

SUMMARY OF PROPOSED CHANGES						
Amounts shown below are both detailed and revised totals in those funds being modified						
DATE:	1/23/2023					
FUND:	General Fund					
	RESOURCE	INCREASE	ADJUSTED BUDGET TOTAL	EXPENDITURE (Org. Unit/Prog. & Activity and	INCREASE	ADJUSTED BUDGET TOTAL
1	GF Beginning Fund Balance	\$ 350,634.00	\$ 2,412,746.00	Chief	\$ 7,799.00	\$ 146,841.00
2				Asst. Fire Chief	\$ 8,609.00	\$ 140,324.00
3				Division Chief - Training	\$ 7,095.00	\$ 135,649.00
4				Division Chief - Prevention	\$ 7,095.00	\$ 135,649.00
5				New Division Chief	\$ 42,076.00	\$ 42,076.00
6				Retirement - Admin.	\$ 13,970.00	\$ 137,972.00
7				PEHP - Admin.	\$ 1,356.00	\$ 13,166.00
8				Life Insurance - Admin.	\$ 200.00	\$ 1,700.00
9				Health Insurance Admin.	\$ 8,800.00	\$ 131,900.00
10				Occ. Health - Admin.	\$ 900.00	\$ 6,400.00
11				Medicare - Admin.	\$ 1,017.00	\$ 9,942.00
12				Defined Comp. - Admin.	\$ 3,023.00	\$ 32,204.00
REVISED TOTAL FUND RESOURCES:			\$ 2,412,746.00	REVISED TOTAL FUND REQUIREMENTS:	\$ 933,823.00	

EXPLANATION OF CHANGES: Page 1 of 2

Additional resources have been realized during mid-term of FY 2022-23 which will be used to increase expenditures for the following purposes:
 1) Addition of new D/C to succession planning needs and meet planned workload capacity needs; 2) Increase Training O/T for 3rd and 4th training academy costs; 3) Increase Other OT to accommodate upstaffing as authorized by the Duty Officer; 4) Reduce Amb. OT as a result of upstaffing which has reduced the costs in this line. These funds are being transitioned to Other OT. 5) Increase Public Safety SS and FF Supplies PPE to accommodate the costs associated with the Single-Role WL program for late Spring 2022. The Single-Role WL program is planned to begin on May 15th and extend through October 15, 2022; 6) Increase Office Capital to purchase a computer for the new Division Chief position;

SUMMARY OF PROPOSED CHANGES						
Amounts shown below are both detailed and revised totals in those funds being modified						
DATE:	1/23/2023					
FUND:	General Fund					
	RESOURCE	INCREASE	ADJUSTED BUDGET TOTAL	EXPENDITURE (Org. Unit/Prog. & Activity and Object Class)	INCREASE	ADJUSTED BUDGET TOTAL
1				Captain - Pub. Safety	\$ 15,420.00	\$ 310,000.00
2				Training OT - Pub. Safety	\$ 10,000.00	\$ 58,510.00
3				Other OT - Pub. Safety	\$ 20,000.00	\$ 76,000.00
4				Ambulance OT - Pub. Safety	\$ (26,300.00)	\$ 94,828.00
5				Social Security - Pub. Safety	\$ 2,600.00	\$ 5,100.00
6				FF Supplies PPE	\$ 2,000.00	\$ 35,425.00
7				Capital Outlay - Office	\$ 1,750.00	\$ 12,950.00
8				General Fund Transfers	\$ 220,000.00	\$ 749,560.00
9						
10						
11						
12						
REVISED TOTAL FUND RESOURCES:			\$ -	REVISED TOTAL FUND REQUIREMENTS:	\$ 1,342,373.00	
TOTAL RESOURCES (ALL PAGES):			\$ 2,412,746.00	FUND REQUIREMENTS (ALL PAGES):	\$ 2,276,196.00	

EXPLANATION OF CHANGES: Page 2 of 2

7) Increase GF transfers out by \$220,000 for a total of \$749,560 the purpose of which will be used increase revenue within the Building Reserve Fund; 8) Admin. positions had a projected increase which was a percentage based on the entire line, whereas, the Asst. Chief does not receive longevity pay, so the percentage increase adjustment anticipated has a lower dollar value (buffer) in the A/C line. This is the reason the A/C line shows a slight increase over the other Admin. positions.

SUMMARY OF PROPOSED CHANGES						
Amounts shown below are both detailed and revised totals in those funds being modified						
DATE:	1/23/2023					
FUND:	Building Reserve					
	RESOURCE	INCREASE	ADJUSTED BUDGET TOTAL	EXPENDITURE (Org. Unit/Prog. & Activity and Object Class)	INCREASE	ADJUSTED BUDGET TOTAL
1	GF Beginning Fund Balance	\$ 220,000.00	\$ 262,500.00	Building Reserve Fund	\$ 220,000.00	\$220,000
2				Unappropriated Ending Fund Balance		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
	REVISED TOTAL FUND RESOURCES:		\$ 262,500.00	REVISED TOTAL FUND REQUIREMENTS:		\$ 220,000.00

EXPLANATION OF CHANGES:	Page 1 of 2
Additional recourses have been realized during mid-term of FY 2022-23. A portion of these unanticipated resources will be used to increase capital outlay revenue within the Building Reserve Fund.	

NOW THEREFORE, BE IT RESOLVED, by the Mid-Columbia Board of Directors as follows:

Section 1. The district hereby adopts the Supplemental Budget for FY 2022-23, increasing revenues and making appropriations in the General Fund as follows:

1. That the FY 2022-23 General Fund Revenue is increased by the amount of \$350,634.00, increasing total General Fund resources to \$8,654,746.00.
2. That the FY 2022-23 General Fund appropriation for line 6401-00 Fire Chief is hereby increased by \$7799.00 to \$146,841.00.
3. That the FY 2022-23 General Fund appropriation for line 6402-00 Assistant Chief is hereby increased by \$8,609.00 to \$140,324.00.00.
4. That the FY 2022-23 General Fund appropriation for line 6402-03 Division Chief is hereby increased by \$42,076.00 to \$42,076.00.
5. That the FY 2022-23 General Fund appropriation for line 6402-04 Division Chief is hereby increased by \$7,095.00 to \$135,649.00.
6. That the FY 2022-23 General Fund appropriation for line 6402-05 Division Chief is hereby increased by \$7,095.00 to \$135,649.00.

Resolution No. 2023-03
January 23, 2023

7. That the FY 2022-23 General Fund appropriation for line 6421-02 Retirement – Admin. is hereby increased by \$13,970.00 to \$137,972.00.
8. That the FY 2022-23 General Fund appropriation for line 6421-03 PEHP - Admin. is hereby increased by \$1,356.00 to \$13,166.00.
9. That the FY 2022-23 General Fund appropriation for line 6423-01 Life Insurance – Admin. is hereby increased by \$200.00 to \$1,700.00.
10. That the FY 2022-23 General Fund appropriation for line 6424-04 Health Insurance – Admin. is hereby increased by \$8,800.00 to \$131,900.00.
11. That the FY 2022-23 General Fund appropriation for line 6424-04 Occupational Health – Admin. is hereby increased by \$900.00 to \$6,400.00.
12. That the FY 2022-23 General Fund appropriation for line 6430-02 Medicare – Admin. is hereby increased by \$1,017.00 to \$9,942.00.
13. That the FY 2022-23 General Fund appropriation for line 6430-03 Defined Contribution – Admin. is hereby increased by \$3,023.00 to \$32,204.00.
14. That the FY 2022-23 General Fund appropriation for line 6403-02 Captain - Public Safety is hereby increased by \$15,420.00 to \$310,000.00.
15. That the FY 2022-23 General Fund appropriation for line 6416-02 Ambulance Overtime – Public Safety is hereby decreased by \$26,300.00 to \$94,828.00.
16. That the FY 2022-23 General Fund appropriation for line 6416-05 Training Overtime – Public Safety is hereby increased by \$10,000.00 to \$58,510.00.
17. That the FY 2022-23 General Fund appropriation for line 6416-06 Other Overtime – Public Safety is hereby increased by \$20,000.00 to \$76,000.00.
18. That the FY 2022-23 General Fund appropriation for line 6531-00 Social Security - Public Safety is hereby increased by \$2,600.00 to \$5,100.00.
19. That the FY 2022-23 General Fund appropriation for line 6485-01 Firefighting Supplies - PPE is hereby increased by \$2,000.00 to \$35,425.00.
20. That the FY 2022-23 General Fund appropriation for line 6532-02 GF Transfers Out is hereby increased by \$220,000.00 to \$749,560.00.
21. That the FY 2022-23 General Fund appropriation for line 6533-01 Capital Outlay - Office is hereby increased by \$1,750.00 to \$12,950.00.
22. That the FY 2022-23 General Fund Requirement is increased by \$350,634.00 to \$8,654,746.00 increasing the ending fund balance by \$3,224.00 to \$1,253,254.00.

Resolution No. 2023-03
January 23, 2023

Section 2. The district hereby adopts the Supplemental Budget for FY 2022-23, increasing appropriations within the Building Reserve Fund as follows:

1. That the FY 2022-23 General Fund appropriation for line 4877-00 Building Reserve Fund – Transfer from GF is hereby increased by \$220,000.00 to \$262,500.00.
2. That the FY 2022-23 Building Reserve Fund Unappropriated Ending Fund Balance is hereby increased from \$0 to \$220,000.00.

Section 3. Resolution No. 2022-09 is hereby rescinded and shall be replaced by Resolution No. 2023-03.

Section 4. Resolution No. 2023-03 shall become effective upon adoption by the Mid-Columbia Fire and Rescue Board of Directors and shall remain in effect until receipt and acceptance of the FY 2022-23 audit report.

Approved and adopted this 23rd day of January 2023, by the Board of Directors of Mid-Columbia Fire and Rescue.

Ayes: _____

Nayes: _____

Board President or Presiding Officer

Attest: _____
Secretary/Board of Directors

Approved as to Form: _____
Attorney of Record

Resolution No. 2023-03
January 23, 2023

MCFR INFORMATION SHEET

DATE: January 23, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Resignation of Board Representative to the Urban Renewal Committee.

BACKGROUND: Director Bailey is the current appointed Board representative to the Urban Renewal Committee. Due to added commitments, Director Bailey has found it necessary to re-prioritize these responsibilities and as a result resign her appointment from this Committee. This action, in turn, will require the Board to consider and appoint another Board representative to the committee.

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Board to consider and appoint another Board representative to fill the Fire District's seat on the Urban Renewal Committee.

MCFR INFORMATION SHEET

DATE: January 23rd, 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
Zoll Autopulse battery conditioner and charger	Charger	09010810	No longer of use
Physio Control AC Power Adapter	AC charger	090387	No longer of use
3'X4' Book Shelf	N/A	n/a	No longer of use
60"x24" table	n/a	n/a	No longer of use
60"x24' table	n/a	n/a	No longer of use
Motorola 2 way handheld radio Spare battery/charger and mic	CP200	04-17	No longer of use
Motorola 2 way handheld radio Spare battery/charger and mic	CP200	04-13	No longer of use
Motorola 2 way handheld radio Spare battery/charger and mic	CP200	04-11	No longer of use
Office desk with partitions	Office furniture	n/a	No longer of use
File Cabinet	2 drawer file cabinet	n/a	No longer of use
File Cabinet	4 drawer file cabinet	MCFR # 11258	No longer of use