

Board Meeting Agenda

September 16, 2024

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, August 19, 2024
- 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(213) 929-4212

AUDIO ACCESS CODE: 337-394-664

COMPUTER LINK: <https://attendee.gotowebinar.com/register/4543484853215886426>

WEBINAR ID: 190-528-387
 - c. Information Sheet: Life-Saving Awards
- 7. Financial Reports**
 - a. Balance Sheets/Combined Cash Accounts as of 08/31/24
 - b. Ambulance Service Financial Report 09/01/23 to 08/31/24
- 8. Committee Reports**
 - a. Urban Renewal Report – Director Denstedt
 - b. EZ Report – President Jacobs

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.

9. Fire Chief's Report

- a. Fire Chiefs Update
- b. Monthly Report – AC Jensen
- c. Monthly Report – DC Coleman
- d. Monthly Report - DC Wood
- e. Monthly Report – DC Beckner
- f. Other items as needed

10. Correspondence

11. Old Business

12. New Business

- a. Information Sheet – Revisions to Policy 4 of the MCFR Board policy manual addressing changes made to the Oregon Public Meetings Law.

13. Executive Session

- a. Adjourn to Executive Session in accordance with ORS 192.660(2)(a) “To consider the employment of a public officer, employee, staff member or individual agent”.

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
August 19, 2024

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Walter Denstedt, Corey Case, and Dick Shaffeld.

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

Others Present: Legal Counsel Andrew Myers, Gordon Sletmoe with SDAO, and Dan Spatz Economic Developer with City of The Dalles via video conferencing.

4. AGENDA CHANGES

None.

5. MINUTES

- a. Minutes of July 15, 2024, Regular Board meeting stand approved as written.
- b. Minutes of the July 29, 2024, Special Board Meeting stand approved as written.

6. PUBLIC COMMENT

None.

7. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts – Chief Palmer handed out an updated page 12 showing the Zero Proof IF Allocations Balance as 0. The original sheet showed a balance of \$40,600 which was corrected after Director Case pointed the error out to Chief Palmer. He explained to the board what had happened. There were no other questions.
- b. Ambulance Service Financial Report – There were no questions asked.



8. COMMITTEE REPORTS

a. Urban Renewal Report – Director Denstedt presented a report stating that the Urban Renewal Committee is running out of funds and could be sunset in 2026. He also stated that Chief Palmer, President Jacobs and himself attended a meeting last week with Dan Spatz. The discussion was regarding the remaining funds and what the Committee hopes to achieve. Dan Spatz, Economic Officer, spoke on behalf of Urban Renewal, he outlined what the Committee hopes to finish.

- 1st Street Water Main
- Sigman’s 2nd Floor Renovation
- Maier Building 2nd Floor loft Renovation
- Last Stop 2nd Floor Renovation into residential units and a new façade.
- Canton Wok new façade.

To finish all the projects, it would take the Urban Renewal Board out to 2029 and would require more funding to finish the projects. Considerable followed with the Board unanimously stating they would like the zone to sunset in 2026.

b. EZ Report – Nothing to report.

9. FIRE CHIEF’S REPORT

- a. Fire Chief’s Report – Included in board packet.
- b. Monthly Report – AC Jensen, included in board packet.
- c. Monthly Report – DC Beckner, included in board packet.
- d. Monthly Report – DC Wood, included in board packet.
- e. Monthly Report – DC Cole, included in board packet.

10. CORRESPONDENCE

Press Release from Norcor Correctional Facility regarding the fire that threatened their facility from the fire that took place August 2, 2024.

11. OLD BUSINESS

- a. Information Sheet – Fire Chief Job Description and Selection Process. President Jacobs stated that Gordon Sletmoe had sent updated versions of the Fire Chief’s job description, scope of work, selection process timeline and recruitment announcement that the board needed to review and approve.
 1. Job Description – Version 4 (Exhibit A) President Jacobs asked if there were any changes or edits that needed to be done. Director Bailey stated that the acronyms developed need to follow all the way through. She also stated that on page 2, bullet point 3 of the job description she would like to add in hazardous materials or hazardous conditions. President Jacobs did state that the acronyms did follow through on the job description, however they did not in the Internal Recruitment document. There were no other corrections. Chief Palmer will make these corrections and will forward them to have Gordon Sletmoe.
 2. Selection process scope of work (Exhibit B) No concerns.
 3. Selection process timeline (Exhibit C) No concerns.



- 4. Recruitment announcement (Exhibit D) Director Bailey would like Mid-Columbia Fire and Rescue changed to just MCFR and follow throughout with that acronym. There were no other edits.

President Jacobs asked if there were any other edits needed, hearing none he stated he would entertain a motion, Director Case made a motion to adopt Exhibits A through D with the recommended amendments. Director Bailey seconded. All in favor; 5 Ayes, 0 Nays. Motion passed.

- b. Information Sheet – Fire Chief Wage Scale. Confirmation of Exhibit “A” wage scale chart for command staff with excerpt from Appendix “B” Employee Handbook. Chief Palmer stated that the wage scale and the Employee handbook are both up to date, have been approved already and will likely require review upon conclusion of collective bargaining.
- c. Information sheet – Proposed amendment to Board Policy 4.1, “Preparation for Board meetings” Subsection 3. Director Denstedt would like Board Policy 4.1 to be amended per Exhibit “A” in subsection 3. There was considerable discussion regarding this issue. President Jacobs did say that the policy will be changing because of House Bill 2805 which changes the rules on how the board conducts business. He also stated that the ethics commission not just rules over Executive Sessions but will rule over public meetings. Chief Palmer is already working on policy updates to this chapter. There will be training to follow on the changes. More discussion followed with Director Denstedt deciding to table the discussion on the revision for now.

12. NEW BUSINESS

- a. Information Sheet – Recommendation to fill a Civil Service Commission vacancy. Chief Palmer advised that David Peters, who was on our board, is interested in filling the vacancy left by the passing of member John Hutchinson. Director Bailey made a motion to appoint David Peters to fill the current Civil Service Commission vacancy. Director Denstedt seconded. All in favor; 5 Ayes, 0 Nays. Motion approved.

13. GOOD OF THE ORDER

None.

14. ADJOURNMENT

President Jacobs adjourned the meeting at 18:45 p.m.

Board President

Secretary/Treasurer

MCFR INFORMATION SHEET

DATE: September 16, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Life Saving Awards – Code Save

BACKGROUND: On the morning of February 1st, 2024, lineman Colton Jennings from Yates Line Construction was doing maintenance with his team on power lines near Webber Street by Kramer Field in The Dalles. Around 10:58 a.m., accidental contact with a power line gave Colton a severe electrical shock, trapping him at the top of the pole. His co-workers promptly called for emergency help upon realizing the severity of the situation.

Because the fire station was nearby, the response to the incident was prompt. Once on the scene, the fire crews evaluated the situation and collaborated with the PUD to make sure the power lines in the vicinity were de-energized. Colton's colleagues swiftly set up their rescue gear to climb the power pole, attached a harness to Colton, and safely lowered him to the ground where fire and EMS personnel could begin resuscitation efforts.

Colton's team was crucial to the rescue, offering quick access and support that allowed fire and EMS personnel to rapidly treat and transport the patient. A Life Flight helicopter was dispatched initially to the scene but, due to a delay in response time, was rerouted directly to the hospital with an estimated arrival of 20 minutes. Emergency responders provided on-site stabilization for Colton and continued care during transport in the medic unit. The Life Flight medical team collaborated with hospital staff to deliver advanced life support in the emergency room and ensure a smooth transition to specialized care.

Colton was airlifted to Legacy Emanuel Hospital in Portland for specialized treatment and care of the injuries he sustained. Due to the quick response and actions provided by everyone involved, he survived the incident and is now recovering.

On that day, Colton received rapid access CPR, EMS intervention, transportation to the local hospital and was referred for specialized care and follow-up. This system is referred to as the chain of survival. Due to the training and efforts of everyone involved, he has survived his ordeal and is currently leading a normal and productive life.

In circumstances such as these, many Americans feel helpless to act during an emergency because they do not know how to administer CPR, or they are afraid of hurting the victim. We must strive to recognize all those who stepped in to save a life.

The individuals being recognized this evening acted rapidly to rescue a co-worker, enabling fire and EMS personnel to quickly engage in the act of CPR, a critical link in the chain of survival. They have not only helped save a life within our community; they are

also partnering with emergency services to improve the survival rate of citizens who receive bystander CPR.

Bystander CPR gives EMS the upper hand in the ability to revive a patient who has experienced cardiac arrest. Quick notification of 911 incorporates Emergency Medical Dispatch protocols and the prompt dispatch and response of EMS by the dispatcher into the chain of survival. Time is of the essence in gathering the necessary information and conveying life-saving measures over the phone all while notifying EMS to get them dispatched to the emergency incident.

Upon arrival, EMS maintains the chain of survival using both basic and advanced interventions. The skills and expertise that everyone contributed to the life-saving efforts that day proved to be critical to the continuation of the chain of survival for this patient. The implementation of uninterrupted life-saving efforts provided was the key to the survival of this patient.

The efforts of both the co-workers and citizens on scene, the dispatchers, emergency service crews and hospital staff all played a part in the chain of survival and associated positive outcome. The individuals being recognized this evening all played a significant part in responding to the needs of a citizen in distress from a sudden death event. The actions taken during the incident occurring on that morning reflect their dedication to the preservation of life and is to be highly commended. It is with great pleasure that we honor these individuals this evening for their life-saving efforts by issuing each of them a certificate of commendation and commemorative life-saving challenge coin.

INCIDENT DETAILS:

Incident Information:

Date: 2/1/2024

Time: 1058 hours

Location: 1416 W. 6th Street

Patients Name:

Colton Jennings

RESCUE AND EXTRICATION:

Yates Line Construction Crew: For their immediate support and assistance in extricating and rescue of the patient from the power pole.

- The foreman and crew involved in the incident were unavailable to attend, however, we want to recognize the effort put forth by each of them in rescuing their team member.

EMERGENCY RESPONSE:

Dispatchers: For their quick actions and support in dispatching the appropriate services to help those in need.

- Dispatcher Susan Miller
- Dispatcher Marriah Veracruz

MCFR Crew Members For their bravery and expertise in executing a high-risk rescue operation.

- Division Chief Fred Coleman
- Division Chief Adam Cole
- Lt. Willy Ishizaka
- FF Oscar Anaya
- FF Cameron Debozy
- FF Obrian Daly
- FF Collin Matthias

Lifeflight Team: For providing critical medical care and ensuring Colton's safe transport to Emanuel Burn Center.

- R.N. Dana McGuire
- Paramedic Gary McQueen
- Pilot William Pielli

EMERGENCY AND POST CARDIAC ARREST CARE:

Adventist Health of The Gorge: For providing critical medical care and preparing Colton for safe transport to specialized care.

- Dr. Luke Webb- ED Physician
- Dr. Jeff Mathisen- Trauma Surgeon
- Dr. Sonia Schuemann- Hospitalist
- Mark Chambers- Anesthesia
- Laura Ellison- PVS, Registration
- Mandi Williams- House Supervisor
- Elizabeth Hinatsu- ED RN
- Aliesha Pfeifer- ED RN
- Morgan Strassheim- CPS/RT
- Jason Whitley- Pharmacist
- Sarah Payne- Lab

WE ALSO RECOGNIZE THE FOLLOWING AGENCIES WHO REQUESTED TO REMAIN IN THE BACKGROUND FOR THEIR SUPPORT AND ASSISTANCE DURING THIS INCIDENT:

Northern Wasco County PUD: For their rapid response and assistance in ensuring a safe rescue environment.

City of The Dalles Police Department and WC Sheriff's Office: For their rapid response and assistance in ensuring on-scene safety and security for rescue personnel.

The teamwork and professionalism displayed on February 1st, 2024, undoubtedly saved Colton Jennings' life, earning them or their team this Life-Saving Award.

RECOMMENDATION/ACTION: Award commendations for a job well done.

MID-COLUMBIA FIRE & RESCUE
 COMBINED CASH INVESTMENT
 AUGUST 31, 2024

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	5,329,543.30
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	25.23
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	.00
01-0-1031-00	CHECKING ACCOUNT	290,642.84
01-0-1040-00	PETTY CASH	125.00
01-0-1075-00	AR CASH CLEARING	.00
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	TOTAL COMBINED CASH	5,620,336.37
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	TOTAL UNALLOCATED CASH	5,620,336.37
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	3,612,039.34
20	ALLOCATION TO FF EQUIPMENT & SU	347,486.82
25	ALLOCATION TO FIREMED	64,237.67
30	ALLOCATION TO STACKER BUTTE	53,480.61
35	ALLOCATION TO DEBT SERVICE	123,403.25
40	ALLOCATION TO TECHNICAL RESCUE	55,303.72
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	790,401.07
51	ALLOCATION TO BUILDING RESERVE	293,869.79
52	ALLOCATION TO TRAINING RESERVE	145,468.54
53	ALLOCATION TO RETIREMENT LIABILI	134,645.56
55	ALLOCATION TO BOND PRINCIPAL RE	.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUN	5,620,336.37
	ALLOCATION FROM COMBINED CASH	(5,620,336.37)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALA	.00
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MID-COLUMBIA FIRE & RESCUE

BALANCE SHEET

AUGUST 31, 2024

GENERAL FUND

ASSETS

10-0-1000-00	CASH ALLOCATION	3,612,039.34	
10-0-1015-00	PETTY CASH	.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	
10-0-1250-00	AR BILLINGS	.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		<u>11,360,895.36</u>

LIABILITIES AND EQUITY

MID-COLUMBIA FIRE & RESCUE

BALANCE SHEET

AUGUST 31, 2024

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	(7,176,153.74)
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	(3,278.21)
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	5.50
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	744.45
10-0-2124-01	DEPENDENT CARE	.00
10-0-2124-02	UNREIMBURSED MED EXPENSES	.00
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	525.49
10-0-2160-00	WORKERS' COMP	303.78
10-0-2200-00	FEDERAL W/H TAXES PAYABLE	.00
10-0-2210-00	MEDICARE TAXES PAYABLE	453.74
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	590.65
10-0-2224-00	OREGON PAID LEAVE PAYABLE	5,906.63
10-0-2249-00	CAPITAL LEASES A/P	.00
10-0-2250-00	CAPITAL LEASES PAYABLE LT	.00

MID-COLUMBIA FIRE & RESCUE

BALANCE SHEET
AUGUST 31, 2024

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
			<hr/>
	TOTAL LIABILITIES		(7,170,901.71)
	 FUND EQUITY		
			<hr/>
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	11,630,809.68	
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	(847,868.63)	
			<hr/>
	BALANCE - CURRENT DATE	18,531,797.07	
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	TOTAL FUND EQUITY		18,531,797.07
			<hr/>
	TOTAL LIABILITIES AND EQUITY		11,360,895.36
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MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	.00	4,179,801.00	4,179,801.00	.0
10-0-4990-00 TAXES - PRIOR YEAR	5,191.29	13,027.78	130,000.00	116,972.22	10.0
10-0-4991-00 GF-INTEREST EARNED	15,983.97	33,561.87	120,000.00	86,438.13	28.0
10-0-4997-00 TAXES - CURRENT YEAR	7,632.12	37,242.13	4,486,000.00	4,448,757.87	.8
10-0-4998-00 AMBULANCE REVENUE	142,900.31	292,250.27	1,490,000.00	1,197,749.73	19.6
10-0-4998-01 FIRE PROTECTION AGREEMENTS	.00	.00	10,000.00	10,000.00	.0
10-0-4998-04 GEMT AMBULANCE REVENUE	.00	.00	500,200.00	500,200.00	.0
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	110,000.00	110,000.00	.0
10-0-4999-00 GF-MISC REVENUE	1,094.39	5,342.11	84,000.00	78,657.89	6.4
10-0-4999-02 GRANT PROCEEDS	.00	.00	35,000.00	35,000.00	.0
TOTAL REVENUE	172,802.08	381,424.16	11,150,001.00	10,768,576.84	3.4

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00 FIRE CHIEF	14,451.70	28,903.40	173,421.00	144,517.60	16.7
10-1-6402-00 ASSISTANT CHIEF	13,362.65	26,725.30	160,352.00	133,626.70	16.7
10-1-6402-03 DIVISION CHIEF - OPERATIONS	36,771.61	73,543.22	446,281.00	372,737.78	16.5
10-1-6403-07 OFFICE MANAGER / ADMIN. CLERK	5,585.12	11,170.24	69,814.00	58,643.76	16.0
10-1-6407-01 UNIFORMS - ADMINISTRATION	135.00	558.18	5,000.00	4,441.82	11.2
10-1-6414-01 VACATION ADMIN	.00	.00	81,320.00	81,320.00	.0
10-1-6415-01 SICK LEAVE REDEMPTION ADMIN	.00	.00	31,815.00	31,815.00	.0
10-1-6421-02 RETIREMENT - ADMINISTRATION	15,679.20	30,682.31	189,819.00	159,136.69	16.2
10-1-6421-03 PEHP - ADMINISTRATION	1,387.37	2,774.74	16,998.00	14,223.26	16.3
10-1-6422-01 WORKERS COMP - ADMINISTRATION	29.00	1,280.73	4,000.00	2,719.27	32.0
10-1-6423-01 LIFE INSURANCE - ADMIN	.00	622.96	2,000.00	1,377.04	31.2
10-1-6424-01 HEALTH INS - ADMINISTRATION	9,617.73	21,920.46	146,350.00	124,429.54	15.0
10-1-6424-04 OCC. HEALTH - ADMINISTRATION	.00	.00	6,750.00	6,750.00	.0
10-1-6426-01 LONG TERM DISABILITY - ADMIN	344.97	689.94	6,294.00	5,604.06	11.0
10-1-6430-01 OREGON PAID LEAVE ADMIN	218.40	436.80	3,853.00	3,416.20	11.3
10-1-6430-02 MEDICARE - ADMINISTRATION	828.89	1,657.78	12,749.00	11,091.22	13.0
10-1-6430-03 DEFINED CONT. - ADMIN	4,029.66	8,059.32	49,431.00	41,371.68	16.3
TOTAL ADMIN - PERSONAL SERVICES	102,441.30	209,025.38	1,406,247.00	1,197,221.62	14.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	27,083.40	53,250.75	361,600.00	308,349.25	14.7
10-2-6404-00 LIEUTENANT	21,354.44	40,933.53	312,500.00	271,566.47	13.1
10-2-6405-01 FIREFIGHTER	121,423.39	230,295.45	2,114,100.00	1,883,804.55	10.9
10-2-6405-02 SINGLE ROLE - EMS	9,211.45	22,376.99	135,000.00	112,623.01	16.6
10-2-6406-00 EMPLOYEE EVENTS	.00	25.98	21,250.00	21,224.02	.1
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	931.92	3,302.92	42,195.00	38,892.08	7.8
10-2-6414-00 HOLIDAY	3,177.08	7,689.20	89,039.00	81,349.80	8.6
10-2-6414-01 VACATION	.00	.00	79,181.00	79,181.00	.0
10-2-6415-00 SICK OT	30,521.18	55,582.31	96,075.00	40,492.69	57.9
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	12,500.00	12,500.00	.0
10-2-6416-01 FIRE	14,856.56	21,724.37	71,538.00	49,813.63	30.4
10-2-6416-02 AMBULANCE	8,036.15	18,153.58	53,500.00	35,346.42	33.9
10-2-6416-04 TECH RESCUE	.00	141.09	32,025.00	31,883.91	.4
10-2-6416-05 TRAINING	4,173.01	8,270.83	64,284.00	56,013.17	12.9
10-2-6416-06 OTHER	2,027.24	8,731.41	80,200.00	71,468.59	10.9
10-2-6416-07 AMBULANCE STAND-BY	930.13	2,436.01	9,500.00	7,063.99	25.6
10-2-6417-00 FLSA	5,392.46	11,619.50	73,306.00	61,686.50	15.9
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	46,250.89	88,215.42	720,156.00	631,940.58	12.3
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	3,288.81	6,384.71	55,394.00	49,009.29	11.5
10-2-6422-00 WORKERS' COMPENSATION	45.48	123,716.67	121,000.00	(2,716.67)	102.3
10-2-6423-00 LIFE INSURANCE	.00	3,530.09	19,520.00	15,989.91	18.1
10-2-6424-00 HEALTH INSURANCE	31,165.95	73,270.33	619,712.00	546,441.67	11.8
10-2-6424-03 OCCUPATIONAL HEALTHCARE	5,688.00	6,115.00	54,350.00	48,235.00	11.3
10-2-6426-00 LONG TERM DISABILITY	1,352.65	2,629.07	25,700.00	23,070.93	10.2
10-2-6430-00 MEDICARE	3,695.02	7,171.93	54,525.00	47,353.07	13.2
10-2-6430-01 DEFINED CONTRIBUTION	8,553.15	16,552.12	129,700.00	113,147.88	12.8
10-2-6430-02 OREGON PAID LEAVE	992.93	1,925.87	14,230.00	12,304.13	13.5
10-2-6531-00 PAYROLL EXPENSES / SS	1,604.36	2,864.12	11,300.00	8,435.88	25.4
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	351,755.65	816,909.25	5,473,380.00	4,656,470.75	14.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	355.00	355.00	106,466.00	106,111.00	.3
10-3-6435-00	.00	.00	7,000.00	7,000.00	.0
10-3-6436-00	984.90	12,489.58	45,290.00	32,800.42	27.6
10-3-6437-00	.00	.00	4,850.00	4,850.00	.0
10-3-6441-00	2,161.12	6,252.87	36,778.00	30,525.13	17.0
10-3-6441-01	.00	.00	1,600.00	1,600.00	.0
10-3-6441-02	.00	134.25	600.00	465.75	22.4
10-3-6442-00	121.66	209.01	3,500.00	3,290.99	6.0
10-3-6443-00	305.22	423.14	4,000.00	3,576.86	10.6
10-3-6445-01	46.97	101.56	2,500.00	2,398.44	4.1
10-3-6446-00	8,403.66	10,463.90	70,500.00	60,036.10	14.8
10-3-6451-00	4,790.17	5,576.81	18,850.00	13,273.19	29.6
10-3-6453-00	3,885.02	4,686.06	40,000.00	35,313.94	11.7
10-3-6453-01	.00	.00	3,000.00	3,000.00	.0
10-3-6454-00	764.18	764.18	4,450.00	3,685.82	17.2
10-3-6457-02	529.00	610.96	2,300.00	1,689.04	26.6
10-3-6457-03	.00	.00	9,250.00	9,250.00	.0
10-3-6457-04	1,156.44	1,156.44	12,080.00	10,923.56	9.6
10-3-6457-05	.00	.00	15,975.00	15,975.00	.0
10-3-6459-00	5,164.94	52,415.98	191,218.00	138,802.02	27.4
10-3-6461-00	.00	.00	29,740.00	29,740.00	.0
10-3-6462-00	5,510.00	6,738.50	72,800.00	66,061.50	9.3
10-3-6462-01	10,204.14	26,304.81	140,297.00	113,992.19	18.8
10-3-6464-00	324.19	500.37	4,000.00	3,499.63	12.5
10-3-6465-00	358.48	508.05	15,000.00	14,491.95	3.4
10-3-6466-00	1,438.52	2,627.20	14,500.00	11,872.80	18.1
10-3-6467-00	1,781.99	3,188.45	23,112.00	19,923.55	13.8
10-3-6468-00	283.28	566.56	4,000.00	3,433.44	14.2
10-3-6469-00	740.93	2,332.63	6,780.00	4,447.37	34.4
10-3-6477-00	.00	.00	5,380.00	5,380.00	.0
10-3-6479-00	168.75	272.75	6,050.00	5,777.25	4.5
10-3-6480-00	.00	5,000.00	24,500.00	19,500.00	20.4
10-3-6481-00	357.00	840.00	3,300.00	2,460.00	25.5
10-3-6482-00	9,960.35	13,934.04	95,000.00	81,065.96	14.7
10-3-6482-01	302.88	372.83	4,015.00	3,642.17	9.3
10-3-6483-00	.00	.00	1,500.00	1,500.00	.0
10-3-6485-00	1,055.42	2,983.11	11,950.00	8,966.89	25.0
10-3-6485-01	1,002.35	1,002.35	28,618.00	27,615.65	3.5
10-3-6486-00	.00	.00	14,600.00	14,600.00	.0
10-3-6486-01	92.00	117.00	23,850.00	23,733.00	.5
10-3-6487-00	.00	.00	12,275.00	12,275.00	.0
10-3-6491-00	4,720.77	13,458.63	277,357.00	263,898.37	4.9
10-3-6495-00	.00	355.25	6,900.00	6,544.75	5.2
10-3-6497-00	.00	.00	2,800.00	2,800.00	.0
10-3-6502-00	1,481.70	2,990.67	87,000.00	84,009.33	3.4
10-3-6503-00	.00	.00	9,000.00	9,000.00	.0
10-3-6507-00	4,404.41	5,173.70	49,700.00	44,526.30	10.4
10-3-6508-00	.00	.00	6,000.00	6,000.00	.0
10-3-6510-00	3,396.80	3,396.80	21,946.00	18,549.20	15.5
10-3-6510-01	.00	1,385.34	7,000.00	5,614.66	19.8
10-3-6511-00	290.00	580.00	3,500.00	2,920.00	16.6
10-3-6512-00	9.85	47.10	2,008.00	1,960.90	2.4

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

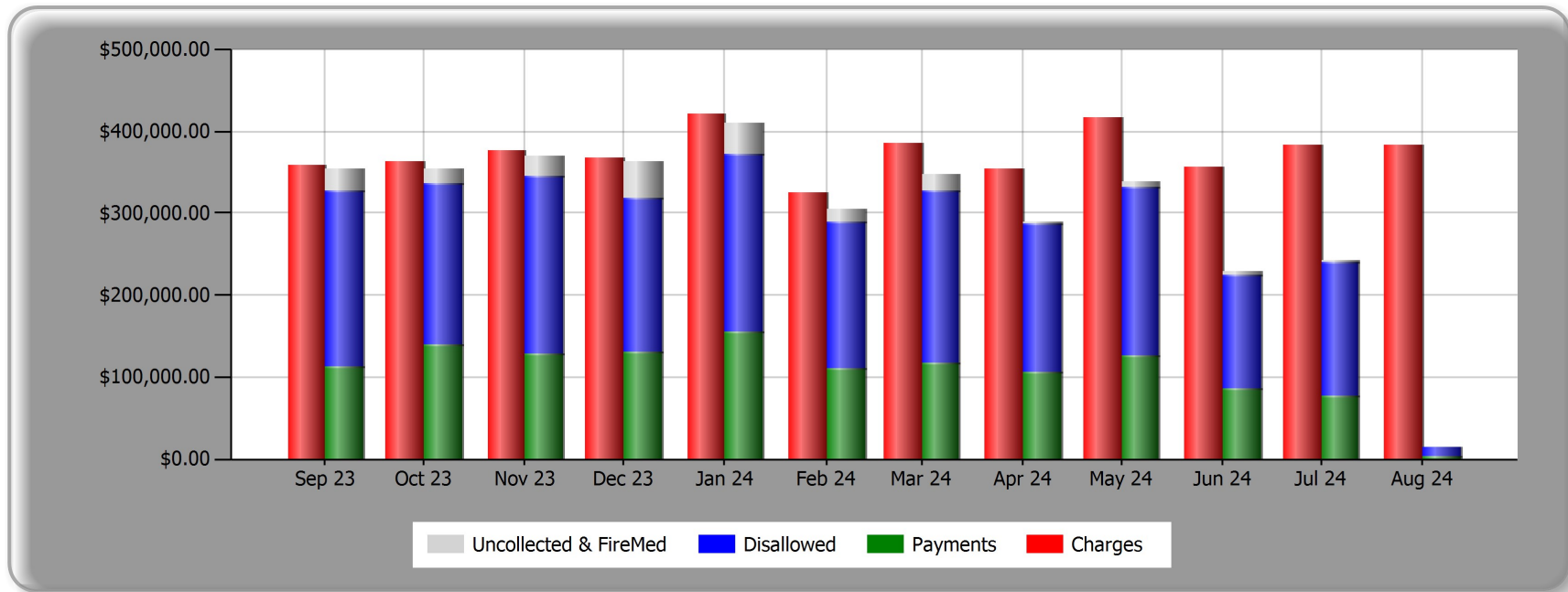
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6513-00 MISCELLANEOUS EXPENSE	337.00	417.99	5,300.00	4,882.01	7.9
10-3-6520-00 911 SERVICES	5,234.58	10,469.16	62,815.00	52,345.84	16.7
TOTAL PUBLIC SAFETY - MATERIALS	82,123.67	201,203.03	1,662,800.00	1,461,596.97	12.1
 <u>CAPITAL OUTLAY</u>					
10-4-6533-00 FIREFIGHTING EQUIPMENT	2,155.13	2,155.13	8,050.00	5,894.87	26.8
10-4-6533-01 OFFICE EQUIPMENT	.00	.00	18,025.00	18,025.00	.0
10-4-6533-05 RADIO EQUIPMENT	.00	.00	5,525.00	5,525.00	.0
10-4-6533-07 FIRE HYDRANT / PREVENTION	.00	.00	6,300.00	6,300.00	.0
TOTAL CAPITAL OUTLAY	2,155.13	2,155.13	37,900.00	35,744.87	5.7
 <u>OTHER & TRANSFERS</u>					
10-6-7002-00 DUE TO FF EQUIP & SUPP	.00	.00	61,000.00	61,000.00	.0
10-6-7003-00 DUE TO BLDG RESERVE FUND	.00	.00	40,000.00	40,000.00	.0
10-6-7004-00 DUE TO EQUIPMENT RESERVE	.00	.00	446,000.00	446,000.00	.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	4,000.00	4,000.00	.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	.00	70,000.00	70,000.00	.0
10-6-7010-00 DUE TO TRAINING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL OTHER & TRANSFERS	.00	.00	628,350.00	628,350.00	.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	1,841,324.00	1,841,324.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	1,841,324.00	1,841,324.00	.0
 TOTAL FUND EXPENDITURES	 538,475.75	 1,229,292.79	 11,150,001.00	 9,920,708.21	 11.0
 NET REVENUE OVER EXPENDITURES	 (365,673.67)	 (847,868.63)	 .00	 847,868.63	 .0

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

Date Of Service	9/1/2023
Date Of Service	8/31/2024
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Sep 23	202	358,096.79	-112,330.29	31 %	-3,118.65	1 %	-216,062.42	60 %	-22,582.07	6 %	4,003.36	1 %
Oct 23	193	363,001.34	-139,478.56	38 %	-2,363.43	1 %	-197,882.52	55 %	-15,900.11	4 %	7,376.72	2 %
Nov 23	201	376,538.62	-128,043.60	34 %	-1,522.28	0 %	-216,688.12	58 %	-23,645.27	6 %	6,639.35	2 %
Dec 23	182	369,206.95	-130,974.13	35 %	-3,623.00	1 %	-188,748.77	51 %	-41,186.36	11 %	4,674.69	1 %
Jan 24	220	422,007.66	-154,702.27	37 %	-6,839.74	2 %	-218,297.32	52 %	-30,718.18	7 %	11,450.15	3 %
Feb 24	171	325,594.97	-109,972.80	34 %	-3,076.24	1 %	-179,489.18	55 %	-12,088.93	4 %	20,967.82	6 %
Mar 24	200	386,452.19	-117,998.87	31 %	-3,200.20	1 %	-209,065.18	54 %	-18,251.13	5 %	37,936.81	10 %
Apr 24	188	354,669.43	-106,814.18	30 %	-490.76	0 %	-179,716.44	51 %	-2,453.98	1 %	65,194.07	18 %
May 24	220	416,503.79	-127,425.42	31 %	-1,107.02	0 %	-205,567.00	49 %	-4,377.18	1 %	78,027.17	19 %
Jun 24	189	357,695.95	-86,028.02	24 %	-2,065.80	1 %	-139,357.32	39 %	-1,601.52	0 %	128,643.29	36 %
Jul 24	207	383,247.12	-77,247.37	20 %	-900.00	0 %	-164,372.53	43 %	-7.46	0 %	140,719.76	37 %
Aug 24	191	382,703.34	-3,027.89	1 %	0.00	0 %	-12,506.34	3 %	0.00	0 %	367,169.11	96 %
		2,364	4,495,718.15	-1,294,043.40		-28,307.12	-2,127,753.14		-172,812.19		872,802.30	

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



MCFR INFORMATION SHEET

DATE: September 16, 2024
TO: Fire District Board of Directors
FROM: Bob Palmer, Fire Chief
ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: The ASA coordinator will submit the final ASA plan, which includes input from participants, for OHA review during the week of September 2nd. If approved by OHA, it will be presented to the Board of County Commissioners for a public hearing in October 2024.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: MCFR has made the necessary payments for both the Federal Match and OHS administrative fee and is currently waiting for reimbursement. OHA is still examining ways to correct the FMAP rates for the MAG11 and MAG13 populations and determining actions for prior SFYs 2017-2022. The Office of Financial Services is recalculating all those previous years. Once this process is finished, OHA will arrange an internal meeting to discuss possible options. The implications of this are not yet known.

OREGON GEMT CCO PROGRAM: Intergovernmental transfer agreements for CY2024 are being processed currently and we are waiting to hear from someone directly with OHA's contracts department. The initial rates developed by procedure code for January 1, 2024 to June, 2024 have not changed and are illustrated below:

2024 Rate Summary 01/01/24 to 06/30/24	Amount
A0427 (ALS)	\$842.00
A0429 (BLS)	\$888.00

The 2024 rates for the second half of CY 2024 are yet to be determined.

STACKER BUTTE LEASE PROJECT: Completed subleases include the following: 1) ODOT, 2) Klickitat County Emergency Management, and 3) USFS. WSDOT has notified me that they are still working on getting the agreement approved. I have yet to hear back from Blue Mountain Networks regarding their status.

KLICKITAT COUNTY PUD SUBLEASE: KCPUD, MCFR, ODF, and CRITFE have all endorsed the agreement, and it has been sent to the landlord for their signature.

USFS UTILITY AGREEMENT: I spoke with Katy Polluconi from USFS contracts to finalise the payment process for their Stacker Butte agreement. The Federal Government, working through Met-Tel, manages accounts payables. Katy set up the payment system with MCFR and sent contract details to Met-Tel. Joemi Perez from Met-Tel confirmed the payment method and process. Everything is now ready for invoicing and receiving payments from USFS for Stacker Butte.

STACKER BUTTE BATTERY STACK REPLACEMENT: We are awaiting a proposed plan and estimated costs from ODOT for upgrading the battery system.

WILDLAND RISK REDUCTION/MITIGATION PROGRAM: Details on this program may be referenced in DC Beckner's monthly report.

GEMT REIMBURSEMENT AND GROUND AMBULANCE DATA COLLECTION SYSTEM (GADCS) PROGRAMS: With support from Pacific Consulting Group representatives, we are advancing towards finalizing the GEMT Reimbursement and Medicare Data Collection Services process. A significant portion of the required data for this initiative has been gathered through the GEMT application process for FY 2023-24.

PARAMEDIC PROGRAM: Updates regarding this program may be referenced in Division Chief Coles monthly report.

INJURY LIST: Captain Biehn and FF Hall both remain in the injured list and are restricted from active duty.

NON-EMERGENCY INTERFACILITY TRANSFERS: On August 28, 2024, we had a productive meeting with representatives from Adventist Hospital. The hospital is still exploring their options. AC Jensen and I remain engaged in assisting Adventist as they navigate through this procedure.

MID-TERM BARGAINING: On Tuesday, August 13, 2024, the District discussed the Union's concerns about the ending interfacility transfers. The District suggested integrating this issue into regular bargaining in October, believing it to be more appropriate there. The Union agreed to consider this and will send a written response.

FIREFIGHTER RECRUITMENT: On August 14, 2024, I conducted Fire Chief interviews to fill current vacancies. Three firefighter apprentices were offered and accepted jobs. Two will start probation in December and one in January. All are training to obtain their Paramedic license. Congratulations to them all.

SYSTEMS FOR AWARD MANAGEMENT (SAM) RENEWAL:

The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. The site is used to:

- Register to do business with the U.S. Government
- Update, renew, or check the status of your entity registration
- Search for entity registration and exclusion records
- Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
- View and submit BioPreferred and Service Contract Reports
- Access publicly available award data via data extracts and system accounts

We register our entity to do business with the U.S. federal government by completing the entity registration process at SAM.gov. Active registration in SAM.gov provides MCFR with the ability to apply for federal grants or loans, bid on government contracts and manage account payables and receivables. The renewal process, which can be somewhat complex, is required annually and was recently completed to meet the October 2024 expiration deadline.

PUBLIC MEETINGS TRAINING: Please remember that all Board members and staff need to finish the public meeting training available on Vector Solutions to earn a 2% discount from SDAO on our insurance premium. If you haven't completed this training yet, it is assigned and accessible for everyone.

STORM DAMAGE: During the electrical storm on August 17, 2024, our dispatch system went down. Honeywell, our vendor, confirmed the main control board at Station 1 is damaged. Peripheral devices might also be affected but we'll know after replacing the controller. No damage was reported at Wasco County property or Station 2. Our service repair agreement with Honeywell doesn't cover storm or lightning damage. Replacing the controller costs around \$23,000.00. Except for a \$2,500.00 deductible, our insurance will cover this and any other damages from the storm.

457 DEFERRED COMPENSATION PLAN CENSUS: The 457 deferred compensation plan census has been completed and forwarded to Definiti for processing. The census is required form completion of the Form 5500 which is an annual report containing information about retirement plans, as well as health and welfare plans, provided by employers. Employers must file with the IRS and the Department of Labor. A 5500 filing includes IRS Form 5500, as well as supporting schedules and documents by the end of October 2024. The IRS and DOL use Form 5500 to ensure that companies comply with tax laws, ERISA and other regulations designed to protect employee interests.

PLO/OFLA POLICY UPDATES: Due to new Paid Leave Oregon (PLO) legislation, we had to revise our PLO Policy, OFLA Handbook, Sick Leave Policy, and Fit for Duty Policy to meet legal requirements. These revisions are being reviewed by legal counsel and will be sent to the District's policy committee once finalized.

911 STATISTICS:

911 STATISTICS				
AUGUST 2024			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	323	12%	2663	13%
TDPD	1555	59%	11995	58%
WCSO	744	29%	5923	29%
TOTAL	2622	100%	20581	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

August 2024

Major Topics for August 2024

- Staffing

- Dual Role- 22 of 26 currently filled.***

- Of the 26 Dual-Role positions, currently 4 Firefighter/Paramedic positions are open. We had a hiring process at the end of July and early August which generated 3 Firefighter/Paramedics. They are still going through the selection and background processes. We expect this round to start on shift December 1st.

- Single-Role EMS- Status Quo- 2 of 2 currently filled.***

- The budgeted Paramedic and EMT positions are filled.

- Single-Role Wildland- (5 of 6 positions filled)***

- The Wildland crew is currently filled with five wildland firefighters. Chief Beckner is putting another candidate through the background process right now, which would take us to six positions.

- Apprentices- Status Quo- Apprentice Positions 4 of 6 budgeted are filled (not currently recruiting)***

- Four Apprentice positions are filled and are working as qualified firefighters. Based on expense projections we will be able to start the apprenticeship over again with four apprentices. We are looking for funding opportunities to get our program back up to six positions. At this point we have not secured funding for this.

- Administration- 6 of 6 positions filled. (Unchanged)***

- All Administrative positions are filled.

- **Standards of Cover Update (Continued Progress)**

- The SOC Project has been moving forward. This has a great deal of data elements, and I am excited to see it progressing.

- **Dispatch CAD (Computer Automated Dispatching)**

- Currently we are in contract negotiations with the selected CAD vendor, Pro Pheonix. Contingent on successful negotiations, the projected timeline for full implementation is slated for October 2025.

- **Other Reporting Projects**

- **ISO Report-** Data Collection for ISO grading update. This report submission is due in November.

- **Medicaid Reporting Project-** Data collection and reporting to CMS for cost of ambulance transport services. This report submission is due in November.
- **GEMT-** It is GEMT season. I am collecting and reporting information to our new contractor for GEMT services. This report submission is due in November.

- **Operational Model Update (In process)**

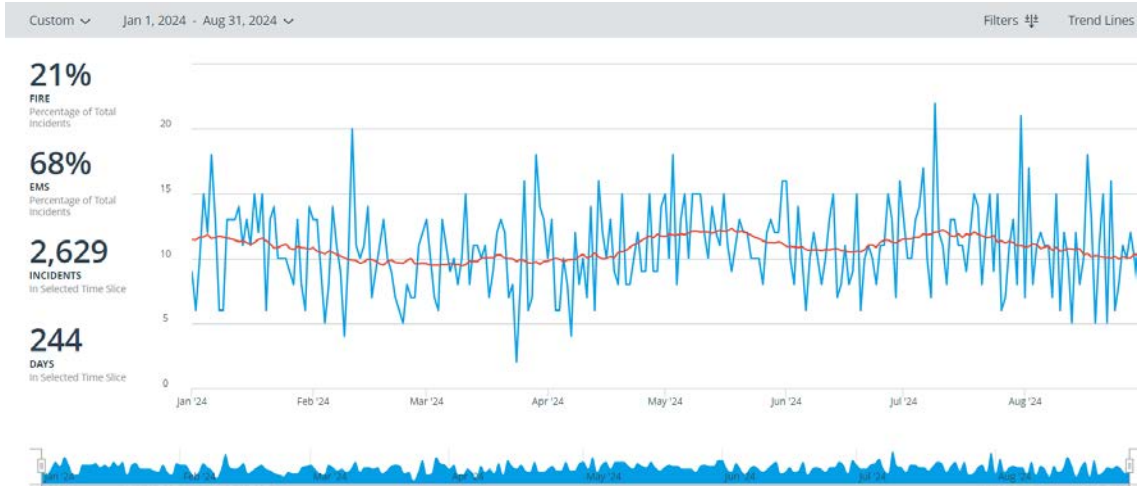
The plan comment period is now complete, and I will be having meetings with each shift to hear comments and have a discussion on what success looks like for a new operational model.

- **Other ongoing projects/engagements:**

- Updating Standards of Cover
- Continuity of Operations Plan
- Managing Day-to-Day operations
- Conducting Daily Briefings at both Station 1 and Station 2 each morning to enhance communication. Some of these are now being conducted by both Beckner and Cole to keep them involved in the day-to-day happenings.
- Reviewing response and productivity metrics to ensure forward progression.
- Reviewing evaluations on probationary firefighters and coaching probationary officers.
- Two training sessions with James Rowan (our organizational leadership coach)
- Monitoring operational budget and the grant funded lines we have currently operating.
- Continued work to implement PACE (electronic timesheet) program

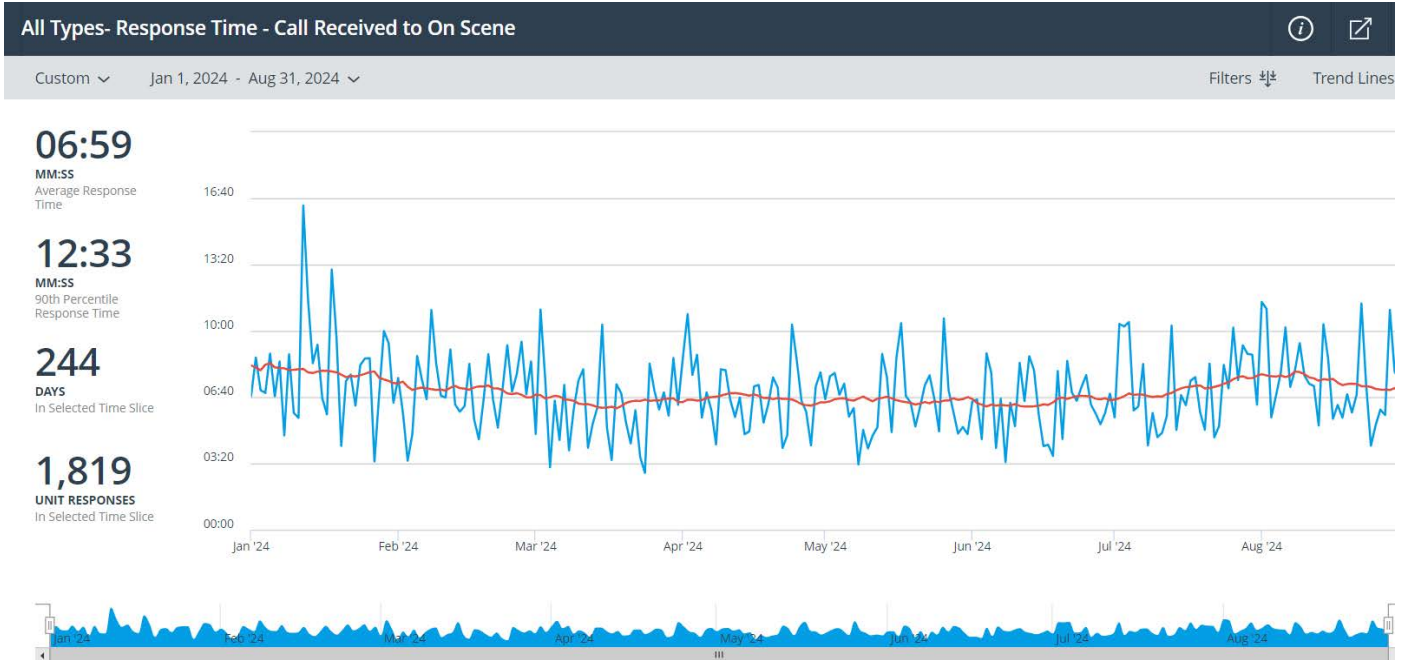
- **Response Statistics:**

January through August 2024 Calls by Type



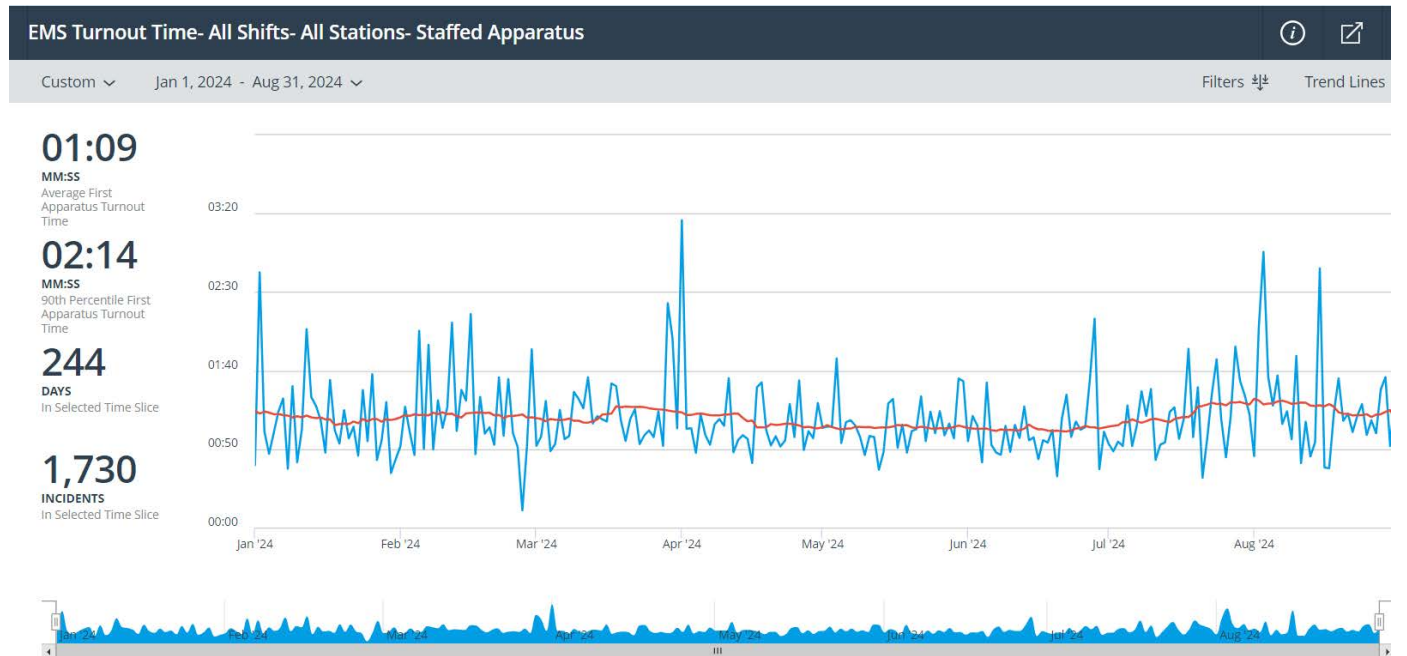
	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(10) Fire, other	1	2	2	1	1	2	1	2						12
(11) Structure Fire	3	3	1	3	7	5	1	5						28
(12) Fire in mobile property used as a fixed structure	2	1	1											4
(13) Mobile property (vehicle) fire		2	4	1	2	1	5	1						16
(14) Natural vegetation fire		1	1		5	5	11	8						31
(15) Outside rubbish fire		1	2		1	5								9
(16) Special outside fire				1	2	1	4	1						9
(17) Cultivated vegetation fire														0
(25) Excessive heat, scorch burns with no ignition	2	1						1						4
(30) Rescue, emergency medical call (EMS), other	22	30	21	14	13	13	8	2						123
(31) Medical assist	6	6	3	5	5	8	4	2						39
(32) Emergency medical service (EMS) incident	204	165	194	190	252	203	235	194						1,637
(35) Extrication, rescue		1		1										2
(40) Flammable gas or liquid condition, other		2			1									3
(41) Combustible/flamable spills & leaks		1				2		1						4
(42) Chemical release, reaction, or toxic condition	2													2
(44) Electrical wiring/equipment problem	1	2			1									4
(50) Service call, other		8		3	2		1	1						15
(51) Person in distress	1		1		1	1								4
(52) Water problem	2					1	1	1						5
(53) Smoke, odor problem						1								1
(55) Public service assistance	15	13	13	9	18	12	17	19						116
(56) Unauthorized burning		1	3	1	2	1	2	1						11
(57) Cover assignment, standby at fire station, move-up							1	1						2
(60) Good intent call, other	4	4	2		2	2	3	3						20
(61) Dispatched and canceled en route	18	6	16	12	9	9	16	10						96
(62) Wrong location, no emergency found	9	4	3	4	4	6	12	3						45
(63) Controlled burning	1	1	3	4	1	1	1							12
(65) Steam, other gas mistaken for smoke					1	1								2
(67) HazMat release investigation w/no HazMat	2			1	1									4
(70) False alarm and false call, other	3	4	2	3	7	3	10	4						36
(73) System or detector malfunction	4	3		1	1	2	2	1						14
(74) Unintentional system/detector operation (no fire)	4	1	2	3	1	2	4	3						20
(90) Special type of incident, other						1		1						2
(91) Citizen complaint	1	2		1	4	2		2						12
NULL	39	19	41	42	35	28	31	52						287
UNK								1						1
Total	346	284	315	300	379	318	370	320						2,632
Last Year To Date	289	240	277	315	345	378	376	375						2595
Percent Change	19.72%	18.33%	13.72%	-4.76%	9.86%	-15.87%	-1.60%	-14.67%						1.43%

January through August 2024 Response Performance



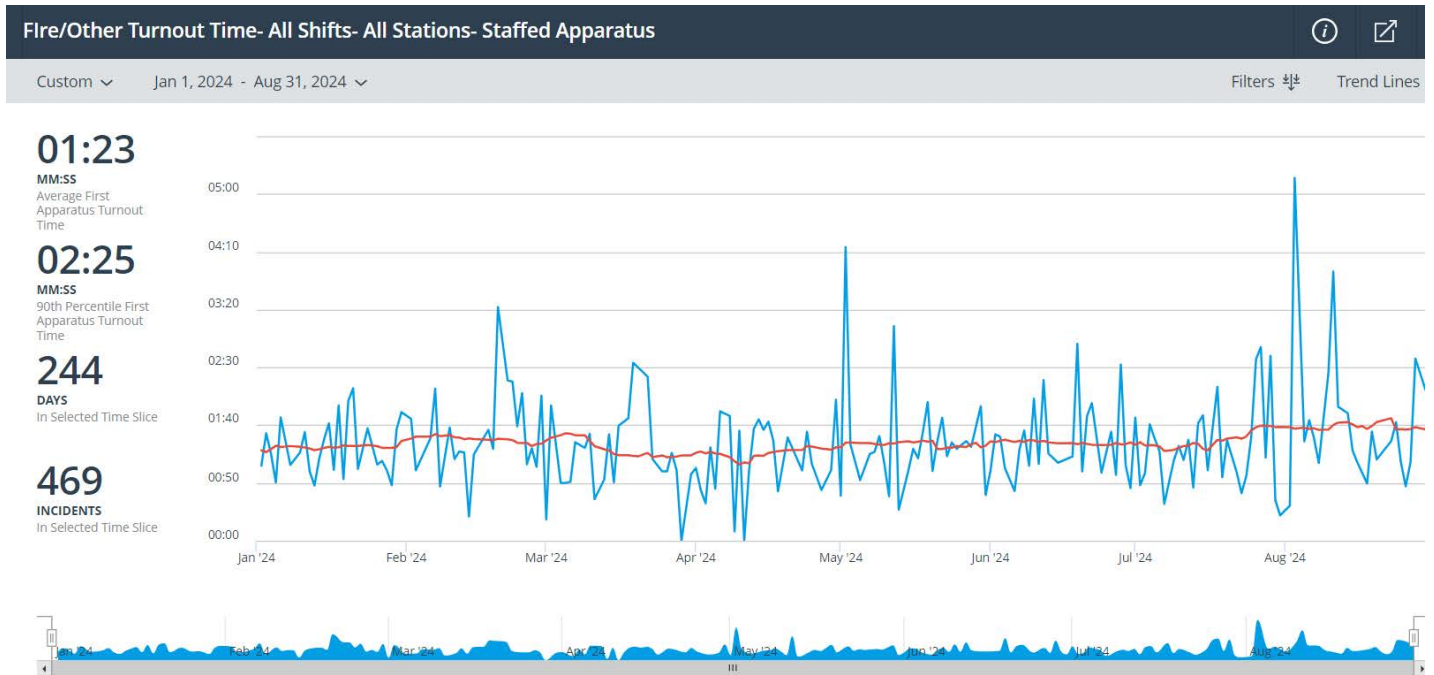
January through August 2024 Turnout Time Performance

EMS District Total



January through August 2024 Turnout Time Performance

Fire/Other District Total



Board Report

Josh Beckner, Division Chief

August 2024

During the last month, we have focused on starting the wrap-up process of scheduled projects for the mitigation season. The crew ends the season on October 11th, they will continue to take projects on until the last few weeks. With the amount of fire responses this year, some projects were delayed. Gorge Arbor Care continues to be a good partner on these projects. The build committee is nearing finalization of the PsTrax system, and we have limited access to the line right now to catch any errors we may have missed. There are numerous projects and programs pending, or in process with the majority listed below:

Programs

- **Advertising and Hiring**
 - Extended offers to (3) Candidates for Firefighter/Paramedic.
 - Next process to open September 16th for Firefighter/ Paramedic.
- **Facility Maintenance**
 - Browns Roofing provided a quote to address damage to Station 1 after the last few winter storms. The quote was missing some data, waiting for an update.
 - C&M Gutters bid on the project to repair and or replace gutters at Station 1, this work will likely occur in the fall.
 - The Fire Extinguisher company will be out in September to catch up our annual service.
 - Station 1 Generator has been repaired and is back in service.
 - Various projects, maintenance and repairs are in process.
- **Wildland Program**
 - CWRR Program for Defensible Space projects is ongoing.
 - Firewise Community in the Chenoweth area is still moving forward.
 - CWDG Grant was approved, starts in September of 2024. Actual site visit work will begin next season Spring 2025.
 - Gorge Arbor Care will continue working on projects with C24 under the CWRR grant, so far three joint projects have been completed this season.
 - Crew 24 is currently staffed with 5 members.
 - (1) Tentative employee is in background, if hired the crew will be at (6) putting us at full staff the remainder of the season.

- **PPE/SCBA/Equipment**
 - Round three of Hydro testing is coming up, then we will be caught up.
 - Regular routine PPE replacement will begin this fall/winter.
- **UAS Operations**
 - Air Data and Drone Deploy programs are the current vendors selected to meet regulatory compliance and operational needs, we will onboard them in the coming months.
- **Vehicle Maintenance**
 - Dash Cameras and DVR's are installed, still working on setting up the file transfer with the vendor and POA.
 - AA&L and Hughes Fire Equipment is working on various other projects.
 - Our new Brush Engine is currently being built; the final product should be done in Spring of 2025.
 - PSTRAX system is being finalized to go-live for apparatus checks and maintenance tracking.
- **Meetings/Training/Safety/Other**
 - Meeting with OSFM regarding CWDG-Community Wildfire Defense Grant
 - Meeting with OSFM on Wildland Preparedness Grant
 - Meetings with ODF/USFS
 - Assist DC Cole with Apparatus Operator and Firefighter training and testing.
 - Various Staff Meetings and Weekly Planning Meetings
 - Coaching and Strategy Sessions with James Rowan
 - Meetings & Training regarding UAS Program
 - NWCSO Drills and CWRR Projects
 - Board of Directors Meeting
 - PsTrax Build Meeting
 - City Code Enforcement and Vegetation Management Meeting
 - AAR Microwave Fire
 - Caselle Meeting to review Online PO's
- **Emergency Response /Staffing/ Fire Investigations**
 - All Calls – 2
 - Motor Vehicle Accidents – 1

- Fire Response – 4
- Fire Investigation – 0
- Duty Officer – 5 days in August

Prevention Division- Board Report

Jay Wood, Division Chief

August 2024

The district had five (5) fires with loss in August 2024. A fire in a transient camp on the west side damaged the belongings of an individual, fire cause undetermined. A shed fire, confined to the shed, caused by a malfunctioning electric bicycle or charger. A fire in a residential garage that self-extinguished with an unknown cause. A residential structure fire started on the exterior of the home, extending to the interior. The cause for this fire was not determined. A grass fire that extended into a storage facility burned 61 storage units and extended to other areas from embers flying with the wind. This was a major fire loss at over \$1.5 million at the storage facility alone. The cause of the fire was ruled human caused by the Oregon State Fire Marshals Office. Total value at risk in August was approximately \$6,125,000 with an overall loss of approximately \$2,025,000. District personnel also responded to two Mutual Aid fires, one grass fire and one structure fire.

For Public Education Events in August, DC Beckner filled in for me speaking to the Kiwanis Club regarding general Fire Safety topics. Chief Beckner spoke to a group of 25 individuals. The National Night Out event was held at City Park and Chief Officers, the on-duty personnel and Crew 24 all attended. Unofficial estimates put this event at over 400 attendees. The big event for us in August was the Touch-a-Truck event for Wonderworks Children's Museum. The official number of attendees is 900, however, that number is likely closer to 950 as not all attendees came through the entrance gate. We also participated in the annual Shop-with-a-Hero event pairing needy children in the community with Law Enforcement Officers from various agencies across the region and Firefighters to help them shop for school clothing. MCFR had the largest turnout of all with 10 personnel from Chief Palmer down to Crew 24 members. A good turnout for sure, contacting 57 children and their family members (about 125 total).

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

- Site Team – There was a single meeting in August for one project. This project was seeking approval to construct an 82-lot subdivision on the east side of town. A similar project on the same site came before Site Team about 2 years ago but the project didn't move forward then due to various factors. This project will be 82 town homes in a duplex style development, two units per building.
- Site Visit – Occupancy question at a local church for ancillary purposes.
- Other – Along with different City of The Dalles departments, DEQ and City Police, I participated in a warrant service to inspect an east side commercial property to investigate various city code compliance issues as well as Fire Code and environmental concerns. The warrant was delivered to the heirs of the deceased property owner without complications.

Meetings/Training/Safety/Other:

- Staff Meetings and Weekly Planning Meetings
- Board Meeting
- Coaching and Strategy Session with James Rowan
- Get Ready Preparedness Event Planning Meeting
- Met with new POA Sales Rep – Equipment Purchasing Final Meeting

Emergency Responses/Station Staffing/Fire Investigations:

- EMS/Motor Vehicle Accident Response – 0
- Fire Response – 0 plus one Fire Investigation
- Duty Officer – 4 days (scheduled for 8 but ill required coverage from other chiefs)



Firefighter Hunter Negele from Crew 24 helps a kid spray water on an imaginary fire at Touch-a-Truck August 24, 2024

Board Report

Adam Cole, Division Chief

August 2024

- **Training Cadre**

In recent months, the training cadre completed the first draft of the comprehensive Firefighter Probation Manual. With this milestone achieved, we are now focusing on developing additional training manuals that will support our long-term training goals and ensure continuous improvement within our agency.

- **Apparatus Driver Testing**

This month, we also completed the last apparatus testing of five personnel to wrap up their driver training and testing. This is a milestone in their careers with Mid- Columbia Fire Rescue.

- **Wildland Training**

Wildland Season has been an active one, and we will be hosting classes to ensure our personnel are well-prepared to not only help finish out this year but also build on next year's cadre of firefighters. Our ongoing 2-year plan includes offering Wildland classes ranging from basic-level through Task Force Leader.

- **Maintenance Recertification Process**

The biennial Maintenance Re-Certification of the district's personnel with DPSST is nearing its completion. This renewal ensures our personnel maintain the necessary training to uphold their certifications.

- **Paramedic Student Training**

All seven students are moving through their studies. We currently have three students in Nebraska, who are diligently applying their knowledge in real-world scenarios.

Other Programs & Projects

Major projects and completion status:

- Career officer development course-in progress
- Working on training for dispatchers- ongoing
- Apprenticeship Program- ongoing.
- Probation Manual- Training Cadre- Completed

Meetings/Training/Safety/Other

- Testing of Firefighters for Aerial Apparatus Operator
- Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan

- CGTA Meetings to discuss training in the area and at MCFR.
- Board of Directors Meeting

Emergency Response /Staffing/ Fire Investigations

- All Calls – 1
- Motor Vehicle Accidents – 1
- Fire Response – 3
- Fire Investigation – 1
- Duty Officer – 4 Days

MCFR INFORMATION SHEET

DATE: September 16, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Update of Board Policy Manual, Policy 4 addressing changes made to the Oregon Public Meetings Law.

SYNOPSIS: Revisions to Policy 4 of the Board policy manual are being recommended to comply with Oregon Public Meetings Law.

BACKGROUND: In the 2023 session, the Legislative Assembly passed HB 2805, which gives the Oregon Government Ethics Commission (OGEC) the authority to enforce Oregon's Public Meetings Law (ORS 192.610 to 192.705). HB 2805 updated and made the following changes to the state's Public Meetings Law:

- 1) The law defines "convening" as including electronic communication between participants, such as email chains, phone calls, and video calls.
- 2) The law requires training for governing bodies with expenditures over \$1 million per fiscal year, but excludes state government governing bodies. Only trainings approved by the Oregon Government Ethics Commission (OGEC) will fulfill the requirement, which only needs to be completed once per term.
- 3) The law creates a system of accountability for violations of the Public Meetings Law. The OGEC is now authorized to investigate violations, make findings, and impose penalties. For example, if the OGEC finds that a governing body member failed to attend a required training or violated the law, they may be assessed a civil penalty of up to \$1,000. The penalty is personal to the violator, and the governing body is not allowed to pay or indemnify the fine.
- 4) The law also creates mandatory prerequisites for filing complaints with the OGEC. For example, complainants must first make a written grievance with the public body whose governing body is alleged to have violated the law. This gives the governing body the opportunity to correct any decisions made in violation.

Chief Palmer and President Jacobs have finalized their review of Policy 4 in the Board Policy manual to verify that the District adheres to the updated public

meetings law. Attached as Exhibit "A" are the suggested revisions to Policy 4 for the Board's evaluation and consideration.

BUDGET IMPLICATION: None
RECOMMENDATION/ACTION:

Option 1: Motion to adopt recommended revisions to the Mid-Columbia Fire and Rescue Board Policy 4.

Option 2: Motion to adopt recommended revisions to the Mid-Columbia Fire and Rescue Board Policy 4 based on additional input from the Board.

Option 3: Table adoption of Mid-Columbia Fire and Rescue Board Policy 4 for further discussion and revision.

POLICY 4.1: PREPARATION FOR BOARD MEETINGS

A. DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

1. The Agenda, Fire Chief's Report, Financial Report, and other required reports in the Board Packet shall be given to each member of the Board of Directors, and Attorney of Record, at least ~~three~~four (34) days prior to any regularly scheduled Board meeting.
2. At the same time, the Fire Chief shall provide Board members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.
3. At the discretion of the Board President any individual may request that matters be placed on the meeting agenda. In order to ensure consideration at the next regular meeting, requests shall be submitted in writing to the Board President or Fire Chief at least ten business days prior to the next regular meeting.
4. Roberts Rules of Order, newly revised, shall serve as a guide on questions of procedure in parliamentary law not otherwise provided for by these rules and regulations.
5. Items of business may be suggested to the Board President by District Board members, the Fire Chief or his designee in his absence, to be included in the Agenda.

B. DISTRIBUTION OF AGENDA TO THE PUBLIC

The proposed Agenda will simultaneously be distributed to local news media, and posted at one or more locations considered convenient for review by District personnel and the public.

POLICY 4.2: BOARD MEETING AGENDA

A. MEETING AGENDA

The Clerk of the Board shall draft the Agenda after conferring with the President of the Board. The following general order shall be observed:

1. Call to order.
2. Pledge of allegiance.
3. Roll call.
4. Agenda changes.
5. Correction of minutes, if any.

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- 6. Public Comment.
- 7. Financial Reports.
- 8. Committee Reports.
- 9. Fire Chief’s Report.
- 10. Correspondence.
- 11. Old Business.
- 12. New Business.
- 13. Good of the Order

~~13.~~

- 14. Executive Session (if necessary, include reference to statutory authority)

~~15.~~

- ~~16.~~15. Adjournment.

POLICY 4.3: NOTICE AND LOCATION OF MEETINGS

A. APPLICATION

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirementsquorum requirements, take votes, and form recommendations as a body for presentation to the Board of Directors.

B. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, 705, and 192.990, a copy of which appears as an Appendix to this Manual.

C. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

D. MEETINGS HELD BY TELEPHONE ELECTRONIC MEANS

~~Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum, ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public, ORS 192.670(2). The media shall be~~

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~~provided access to a listening location whenever executive sessions are conducted electronically unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).~~

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

E. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the Third Monday of each month, with the exception of January and ~~February~~February, which fall on federally recognized holidays. For these two months the board meetings will be held on the fourth Monday of the month. Such meetings shall be held at such places and times as the Board may designate from time to time.

F. SPECIAL MEETINGS

The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours' public notice.

G. EMERGENCY MEETINGS

1. Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.
2. At the beginning of any emergency meeting, the ~~Director~~ Officer or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least

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24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

H. NOTICE OF MEETINGS

1. Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting.
2. Written notice may also be sent to any persons who the District knows may have a special interest in a particular action unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued to the media; and interested persons shall be notified by e-mail or telephone. For emergency meetings, the District shall give as much notice as possible under the circumstances but at a minimum will contact local ~~local~~ media to inform them of ~~the meeting~~ the meeting. ~~attempt to contact local media and other interested persons by telephone to inform them of the meeting.~~

I. EXECUTIVE SESSIONS

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special, and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

J. INTERPRETERS FOR THE HEARING IMPAIRED

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

1. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
2. If a meeting is held upon less than 48 hours' notice, the District shall make

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reasonable efforts to have an interpreter present.

3. The requirement for an interpreter does not apply to emergency meetings.
4. The Fire Chief shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

POLICY 4.4: ~~CONDUCT OF BOARD MEETINGS~~ CONDUCT

A. PRESIDING OFFICER

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, the Secretary/Treasurer of the Board shall preside.

B. AUTHORITY TO CONDUCT MEETINGS

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the ~~President or other~~ presiding officer at the meeting may be overridden by a majority vote of the Board.

C. PUBLIC PARTICIPATION

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked, or required to leave. ~~Any individual who fails to leave the premises when asked when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.~~ Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual. ~~Persons failing to comply will become trespassers.~~

D. ELECTRONIC EQUIPMENT

The authority to control the meetings of the District Board extends to control over equipment such as cameras, ~~tape recorders~~ and ~~microphones~~ electronic recording devices. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

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E. RECORDING OF VOTES

Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

F. QUORUM REQUISITES

~~A majority of the positions on the Board (filled or vacant) shall constitute a quorum. Therefore a minimum of three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action. A tie vote among four members voting and not abstaining shall constitute a rejection of the matter.~~

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G. VOTE EXPLANATIONS

Members of the Board may append to the record, at the time of voting, a statement indicating the reason for their vote. A member of the Board shall append to the record, at the time of voting, a statement indicating the reason for an abstention.

H. CONFLICT OF INTEREST/EX PARTE CONTACTS

~~In the event of a conflict of interest, a member of the Board shall declare such conflict and shall consider abstaining from voting. Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. In the event any member of the Board has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter.~~

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I. SMOKING

~~Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and additionally prohibits smoking on all District properties other than buildings.~~

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~~Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe, or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special, or emergency meetings at which the Board intends to exercise or advise in the~~

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~~exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.~~

~~1. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is "rented, leased or owned" by the State or a political subdivision, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.~~

~~2.1. Smoking Reminder: Whenever members of the public are in attendance at a meeting, the presiding officer may remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.~~

J. ADJOURNMENT

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, the presiding officer has discretion to adjourn the meeting with or without taking a vote or as a result of the loss of a quorum.

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POLICY 4.5: EXECUTIVE SESSIONS

A. NOTICE

Public notice of executive sessions shall be provided in accordance with Policy 4.3.

B. NO FINAL DECISIONS

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

C. AUTHORIZED PURPOSES

Executive sessions shall be held only for the following purposes: ~~outlined in ORS 192.660.~~

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

A. The District has advertised the vacancy;

B. The Board has adopted regular hiring procedures;

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C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and

D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

(1) The filling of a vacancy in an elective office.

(2) The filling of a vacancy on any public committee, commission or other advisory group.

(3) The consideration of general employment policies.

(4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

(i) Electricity;

(ii) Gas in liquefied or gaseous form;

(iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);

(iv) Petroleum products;

(v) Sewage; or

(vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

D. CONDUCT OF EXECUTIVE SESSION

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Prior to the executive session, all members of the general public and staff shall be directed to leave the meeting area except for members of the news media and those individuals whose attendance is requested by the Board. Once the executive session has been convened, the ~~President~~

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~~Presiding~~ Presiding Officer shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

POLICY 4.6: MINUTES OF MEETINGS

A. WRITTEN MINUTES

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings may be taken in writing or by digital recording and shall include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. ~~Subject to ORS 192.410—192.505 relating to public records, A~~ reference to any document discussed at the meeting.

B. MINUTES OF EXECUTIVE SESSIONS

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by digital recording. If minutes of an executive session are kept by ~~digital tape~~ recording, written minutes are not required, unless otherwise provided by applicable law, ~~ORS 192.650(2)~~.

C. DISCLOSURE OF EXECUTIVE SESSION MATTERS

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board, ~~ORS 192.650(2)~~.

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D. RETENTION

Any digital recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by the State Archivist pursuant to ORS 192.105.

E. AVAILABILITY TO THE PUBLIC

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

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