

Board Meeting Agenda

July 15, 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. Election of Board Officers**
- 6. Minutes**
 - a. Correction of Minutes, if any – Monday, June 17, 2024
- 7. 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 (562) 247-8422

AUDIO ACCESS CODE: 519-365-060

COMPUTER LINK: <https://attendee.gotowebinar.com/register/7671363436115116128>

WEBINAR ID: 959-766-323
- 8. Financial Reports**
 - a. Balance Sheets/Combined Cash Accounts as of 06/31/24
 - b. Ambulance Service Financial Report 07/01/23 to 06/31/24
- 9. 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.

10. 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
 - 1) Strategic Plan Update

11. Correspondence

- a. Thank you, letter, – Thompson Family

12. Old Business

13. New Business

- a. Information Sheet - Fire Chief Job Description and Selection Process
- b. Information Sheet – Audit Engagement Agreement
- c. Information Sheet – Proposed amendment to Board Policy 4.1, "Preparation for Board Meetings" Subsection 3.
- d. Information Sheet – Audit Related Parties Questionnaire

14. Executive Session

- a. Adjourn to Executive Session in accordance with ORS 192.660(2)(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.

15. Good of the Order

16. 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."

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.

OUR VALUES:

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

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MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Annual Election of Board Officers

BACKGROUND: **ORS 478.250 Meetings and officers of board.** *(2) At the organizational meeting the board shall choose from the members a president, vice president, secretary, and a treasurer. The board may choose as secretary and treasurer the same person. Officers shall hold their offices until the first regular meeting in July following or until their successors are elected and qualified. They shall have the powers and perform the duties usual in such cases. In the absence of the president, the vice president or, in the absence of both, any other member of the board may preside at any meeting.*

BUDGET IMPLICATIONS: None

RECOMMENDATION: Comply with ORS 478.250.



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
June 17, 2024

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice-President Bailey led the Pledge of Allegiance.

3. ROLL CALL

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

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

Others Present: Legal Counsel Andrew Meyers. Members of Adventist Health Columbia Gorge Hospital. Lt. Brian Johnson and members of his family.

4. AGENDA CHANGES

Chief Palmer advised that there would not be an executive session for the Chiefs evaluation because President Jacobs was absent, the executive session would be moved to July. Chief Palmer also advised that there is a letter from him that would be under New Business Part (d).

Per Legal Counsel, a motion is required to not hold the executive session. Director Case made a motion to change the agenda and move the executive session to July. Director Schaffeld seconded. All in favor; 4 Ayes, 0 Nays. Motion carried.

5. MINUTES

Minutes of the May 20, 2024, meeting, stand approved as written.

6. PUBLIC COMMENT

Director Bailey read the public comment rules. There were three individuals from Adventist Health Columbia Gorge hospital that spoke regarding the interfacility transfers issue. They



included: Michele Spatz, 17 Sparrow Ln, White Salmon WA, Dr. Luke Webb, 642 Highline Dr, Hood River OR, and Dr. Jeff Mathisen, 1407 E 21st St, The Dalles OR.

After the 3 individuals spoke, Director Bailey asked if there were any others that wished to speak, and also asked if there were any questions from anyone online. There were no other questions. Director Bailey stated that she would direct our leadership to continue to meet with the leadership of Adventist Health Columbia Gorge to resolve the interfacility transfer issue.

Swearing in of Lieutenant Brian Johnson – Chief Palmer officially appointed and swore in FF Johnson to Lieutenant. He then read “A Firefighter’s Ambition”. Chief Palmer then presented Lt. Johnson with his certificate and had Lt. Johnson’s wife come up and pin Brian with his Lieutenant’s badge.

7. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts – Director Case had a question concerning Health insurance. He had noticed there was a credit showing for health insurance. Chief Palmer stated he would investigate the credit. There were no other questions.
- b. Ambulance Service Report – There were no questions.

8. OPEN PUBLIC HEARING

- a. Director Bailey opened the public hearing at 5:59 p.m. to receive citizen’s testimony on the FY 2024-25 budget approved by the MCFR Budget Committee.
- b. Board of Directors to consider public testimony in-person and online regarding the approved budget. There was no in-person or online testimony.
- c. Board of Directors to consider and incorporate any proposed budget adjustments. Chief Palmer advised that an adjustment of \$750.00 in the administrative line and an adjustment of \$34,500 to the Public Safety line for Workers Compensation. The adjustment was less than 10 percent so no additional process steps other than the budget hearing are required to affect the recommended adjustment.
- d. Budget hearing closed at 6:01 p.m. adjourned to regular board meeting.

9. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Denstedt gave a report on the Urban Renewal meeting. Director Bailey asked if any decisions had been made on the old Tony’s building site. Director Denstedt stated that it would be on the agenda for the June 18th meeting.
- b. SIP Enterprise Zone Funds Report – President Jacobs, Chief Palmer and Director Denstedt attended SIP a work session between the city and county. This meeting was an informational meeting only, there was no testimony allowed. The meeting was to determine how they would utilize the funds they will be receiving. The funds are from the initial project fees and GAP funds. Chief Palmer went on to discuss what took place at the meeting. Considerable discussion followed.



10. FIRE CHIEF’S REPORT

- a. Fire Chief’s Report – Included in board packet. Chief Palmer did not read through his report he asked if there were any questions on his report. Director Denstedt asked about the EZ we received. Chief Palmer stated that it would be addressed under the Supplemental Budget of the current year.
- 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. Chief Palmer informed the board that Chief Cole had just graduated with his bachelor's degree in Fire Science.

11. CORRESPONDENCE

- a. Wasco County Burn Ban Proclamation from Wasco Co.
- b. Wasco Country Fireworks Ban
- c. ODF Declaration of Fire Season.
- d. Received notes of appreciation from Adalynn and Emerie for protecting their home from the E. 19th structure fire.
- e. Received a note of appreciation from Linda and Jeramiah Urban regarding the fuels mitigation work done by Crew 24.
- f. Received a note of appreciation from Med Quest camp organizers regarding the fire station tour and associated BLS training.
- g. Received a thank you letter from City of Dundee Fire Department.

12. OLD BUSINESS

None.

13. NEW BUSINESS

- a. Resolution No. 2024-03 “ Adopting a Supplemental Budget for FY 2023-24, Making Appropriations and Authorizing Expenditures from and within the General Fund of the Mid-Columbia Fire and Rescue Adopted Budget”. Director Bailey opened the floor for a motion. Director Case made a motion to Adopt Resolution 2024-03 “Adopting a Supplemental Budget for FY 2023-24, making appropriations and authorizing expenditures within the general fund of the Mid-Columbia Fire and Rescue adopted budget. Director Schaffeld seconded. Director Bailey asked if there was any discussion on the motion. Chief Palmer explained that the supplemental budget was less than 10% of the general fund so there was no need for a public hearing. \$35,400 will be allocated to 2 projects. Chief Jensen was asked to explain the projects. Considerable discussion followed. Once the discussion concluded Director Bailey called for a vote; 4 Ayes, 0 Nays. Motion passed.
- b. Resolution 2024-04 – Resolution adopting the budget. Director Bailey asked for a motion. Director Case made a motion that the Board of Directors of Mid-Columbia Fire and Rescue hereby adopt the budget for fiscal year 2024-2025 in the amount of \$14,315,684.00 to include the adjustment of Workers Comp. as recommended by



- Chief Palmer. Director Schaffeld seconded. There was no other discussion. All in favor; 4 Ayes, 0 Nays. Motion passed.
- c. Information Sheet – Renewal of Wasco County GIS IGA. Chief Palmer gave a brief explanation regarding the IGA. Director Case made a motion to authorize the Fire Chief to sign the IGA between Wasco County and MCFR for continuation of GIS services. Director Denstedt seconded. There was no additional discussion. All in favor; 4 Ayes, 0 Nays. Motion passed.
 - d. Letter from Chief Palmer. Chief Palmer handed out a letter to the board members regarding his retirement on December 4, 2024. Chief Palmer explained what he has done with his succession plan. Chief Palmer and Director Jacobs has been in contact with Special Districts. His intention is to have Chief Jensen succeed him in his position after his retirement. He stated after talking to Special Districts there is a process that needs to take into effect, and he also had Legal Counsel speak regarding Special Districts. Chief Palmer stated that since we are members with Special Districts, we have the ability to contract with them to look into a successor. Legal Counsel explained what would need to happen with the hiring procedures. Special Districts can help with all of the hiring processes. Chief Palmer has been working with Chief Jensen on the succession plan and will make sure the board has the succession plan before the July board meeting. Director Bailey asked if there should be a consensus to hire Special Districts. The contract with Special Districts has been budgeted. There was a consensus to move forward with Special Districts.

14. EXECUTIVE SESSION

The executive session was moved to the July board meeting.

15. GOOD OF THE ORDER

None.

16. ADJOURNMENT

Director Bailey adjourned the meeting at 6:45 p.m.

Board President

Secretary/Treasurer

MID-COLUMBIA FIRE & RESCUE
 COMBINED CASH INVESTMENT
 JUNE 30, 2024

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	6,086,561.17
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	14.33
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	157,778.41
01-0-1031-00	CHECKING ACCOUNT	330,602.31
01-0-1040-00	PETTY CASH	125.00
01-0-1075-00	AR CASH CLEARING	.00
	TOTAL COMBINED CASH	<u>6,555,081.22</u>
	TOTAL UNALLOCATED CASH	<u>6,555,081.22</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,507,029.73
20	ALLOCATION TO FF EQUIPMENT & SU	360,244.89
25	ALLOCATION TO FIREMED	57,584.47
30	ALLOCATION TO STACKER BUTTE	52,237.69
35	ALLOCATION TO DEBT SERVICE	118,683.45
40	ALLOCATION TO TECHNICAL RESCUE	54,818.21
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	866,775.59
51	ALLOCATION TO BUILDING RESERVE	300,598.92
52	ALLOCATION TO TRAINING RESERVE	144,244.76
53	ALLOCATION TO RETIREMENT LIABILI	133,463.51
55	ALLOCATION TO BOND PRINCIPAL RE	.00
	TOTAL ALLOCATIONS TO OTHER FUN	<u>6,595,681.22</u>
	ALLOCATION FROM COMBINED CASH	<u>(6,555,081.22)</u>
	ZERO PROOF IF ALLOCATIONS BALA	<u>40,600.00</u>

MID-COLUMBIA FIRE & RESCUE

BALANCE SHEET

JUNE 30, 2024

GENERAL FUND

ASSETS

10-0-1000-00	CASH ALLOCATION	4,507,029.73	
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>12,255,885.75</u>

LIABILITIES AND EQUITY

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
JUNE 30, 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	.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	.00
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	437.99
10-0-2160-00	WORKERS' COMP	568.98
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	978.77
10-0-2224-00	OREGON PAID LEAVE PAYABLE	9,788.05
10-0-2249-00	CAPITAL LEASES A/P	.00
10-0-2250-00	CAPITAL LEASES PAYABLE LT	.00

MID-COLUMBIA FIRE & RESCUE

BALANCE SHEET

JUNE 30, 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	
	TOTAL LIABILITIES			(7,164,379.95)
	<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	7,176,153.77		
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	4,495,255.91		
	BALANCE - CURRENT DATE		19,420,265.70	
	TOTAL FUND EQUITY			19,420,265.70
	TOTAL LIABILITIES AND EQUITY			12,255,885.75

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	4,763,407.74	4,571,157.00	(192,250.74)	104.2
10-0-4990-00 TAXES - PRIOR YEAR	3,048.63	154,938.80	110,000.00	(44,938.80)	140.9
10-0-4991-00 GF-INTEREST EARNED	18,592.90	248,924.64	60,000.00	(188,924.64)	414.9
10-0-4997-00 TAXES - CURRENT YEAR	75,466.82	4,349,046.04	4,250,000.00	(99,046.04)	102.3
10-0-4998-00 AMBULANCE REVENUE	141,572.20	1,687,226.12	1,575,000.00	(112,226.12)	107.1
10-0-4998-01 FIRE PROTECTION AGREEMENTS	.00	.00	40,000.00	40,000.00	.0
10-0-4998-04 GEMT AMBULANCE REVENUE	.00	403,875.57	505,000.00	101,124.43	80.0
10-0-4998-07 TRANSFER FROM FIREMED	.00	5,000.00	5,000.00	.00	100.0
10-0-4998-08 TRANSFER FROM RET LIAB. FUND	.00	30,000.00	91,242.00	61,242.00	32.9
10-0-4999-00 GF-MISC REVENUE	58.55	188,593.18	188,000.00	(593.18)	100.3
10-0-4999-02 GRANT PROCEEDS	.00	35,000.00	35,000.00	.00	100.0
TOTAL REVENUE	238,739.10	11,866,012.09	11,430,399.00	(435,613.09)	103.8

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00	13,828.47	165,941.64	165,946.00	4.36	100.0
10-1-6402-00	12,786.38	153,436.56	153,444.00	7.44	100.0
10-1-6402-03	11,597.63	134,679.21	134,760.00	80.79	99.9
10-1-6402-04	12,542.84	150,514.08	150,521.00	6.92	100.0
10-1-6402-05	11,045.36	150,185.54	150,521.00	335.46	99.8
10-1-6403-07	5,344.61	63,626.30	63,632.00	5.70	100.0
10-1-6407-01	24.00	4,594.24	5,000.00	405.76	91.9
10-1-6414-01	.00	29,621.58	40,785.00	11,163.42	72.6
10-1-6415-01	.00	.00	15,957.00	15,957.00	.0
10-1-6421-02	15,003.11	187,590.69	171,451.00	(16,139.69)	109.4
10-1-6421-03	1,327.54	16,251.14	16,377.00	125.86	99.2
10-1-6422-01	203.74	1,509.90	3,960.00	2,450.10	38.1
10-1-6423-01	.00	1,196.28	1,750.00	553.72	68.4
10-1-6424-01	9,617.73	142,566.40	163,100.00	20,533.60	87.4
10-1-6424-04	1,006.00	3,672.13	6,000.00	2,327.87	61.2
10-1-6426-01	342.93	4,170.34	4,141.00	(29.34)	100.7
10-1-6430-01	208.31	2,834.11	3,400.00	565.89	83.4
10-1-6430-02	792.23	10,997.11	12,283.00	1,285.89	89.5
10-1-6430-03	3,855.89	46,739.14	47,580.00	840.86	98.2
TOTAL ADMIN - PERSONAL SERVICES	99,526.77	1,270,126.39	1,310,608.00	40,481.61	96.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	24,589.88	344,564.84	335,000.00	(9,564.84)	102.9
10-2-6404-00 LIEUTENANT	17,835.16	285,583.20	297,900.00	12,316.80	95.9
10-2-6405-01 FIREFIGHTER	104,292.45	1,447,355.57	1,829,450.00	382,094.43	79.1
10-2-6405-02 SINGLE ROLE - EMS	15,684.32	161,426.05	368,000.00	206,573.95	43.9
10-2-6406-00 VOLUNTEER PROGRAM	1,432.75	13,307.03	22,250.00	8,942.97	59.8
10-2-6406-02 VOLUNTEER REIMBURSEMENT	.00	7,270.00	7,000.00	(270.00)	103.9
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	1,413.83	25,578.14	43,320.00	17,741.86	59.0
10-2-6414-00 HOLIDAY	12,246.35	56,563.22	76,017.00	19,453.78	74.4
10-2-6414-01 VACATION	.00	.00	44,058.00	44,058.00	.0
10-2-6414-02 FUNERAL LEAVE	.00	5,718.08	.00	(5,718.08)	.0
10-2-6415-00 SICK OT	9,669.70	101,916.40	88,200.00	(13,716.40)	115.6
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	13,000.00	13,000.00	.0
10-2-6416-01 FIRE	4,380.41	66,266.38	100,827.00	34,560.62	65.7
10-2-6416-02 AMBULANCE	10,387.56	139,606.97	86,520.00	(53,086.97)	161.4
10-2-6416-04 TECH RESCUE	.00	18,301.61	34,760.00	16,458.39	52.7
10-2-6416-05 TRAINING	1,385.47	49,285.49	109,201.00	59,915.51	45.1
10-2-6416-06 OTHER	2,953.20	61,205.62	76,000.00	14,794.38	80.5
10-2-6416-07 AMBULANCE STAND-BY	2,495.50	29,386.01	12,000.00	(17,386.01)	244.9
10-2-6417-00 FLSA	6,331.17	83,573.19	116,565.00	32,991.81	71.7
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	46,959.97	531,933.46	663,205.00	131,271.54	80.2
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	3,093.68	40,342.68	52,300.00	11,957.32	77.1
10-2-6422-00 WORKERS' COMPENSATION	23,822.97	86,485.44	86,520.00	34.56	100.0
10-2-6423-00 LIFE INSURANCE	.00	10,766.52	18,128.00	7,361.48	59.4
10-2-6424-00 HEALTH INSURANCE	63,613.57	478,483.60	688,258.00	209,774.40	69.5
10-2-6424-03 OCCUPATIONAL HEALTHCARE	3,308.60	24,396.83	47,195.00	22,798.17	51.7
10-2-6426-00 LONG TERM DISABILITY	1,342.59	16,707.54	21,929.00	5,221.46	76.2
10-2-6430-00 MEDICARE	3,164.72	41,116.08	51,905.00	10,788.92	79.2
10-2-6430-01 DEFINED CONTRIBUTION	7,692.61	128,976.98	132,600.00	3,623.02	97.3
10-2-6430-02 OREGON PAID LEAVE	847.07	10,929.96	14,500.00	3,570.04	75.4
10-2-6531-00 PAYROLL EXPENSES / SS	963.85	7,524.94	9,600.00	2,075.06	78.4
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	369,907.38	4,274,571.83	5,446,208.00	1,171,636.17	78.5

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	.00	90,224.64	94,046.00	3,821.36	95.9
10-3-6435-00	337.40	5,758.57	6,000.00	241.43	96.0
10-3-6436-00	14,342.50	44,833.65	47,276.00	2,442.35	94.8
10-3-6441-00	920.44	24,230.67	32,350.00	8,119.33	74.9
10-3-6441-01	314.98	1,622.60	1,600.00	(22.60)	101.4
10-3-6441-02	.00	829.95	.00	(829.95)	.0
10-3-6442-00	172.40	2,704.00	3,600.00	896.00	75.1
10-3-6443-00	794.51	3,147.87	4,000.00	852.13	78.7
10-3-6445-01	94.43	2,101.92	1,600.00	(501.92)	131.4
10-3-6446-00	5,006.55	62,322.96	75,000.00	12,677.04	83.1
10-3-6451-00	1,540.67	17,583.19	15,700.00	(1,883.19)	112.0
10-3-6453-00	10,159.44	52,694.73	42,500.00	(10,194.73)	124.0
10-3-6453-01	.00	504.24	3,000.00	2,495.76	16.8
10-3-6454-00	.00	3,504.71	4,600.00	1,095.29	76.2
10-3-6457-02	274.15	1,946.61	1,250.00	(696.61)	155.7
10-3-6457-03	1,613.27	5,602.42	6,100.00	497.58	91.8
10-3-6457-04	.00	6,346.49	14,334.00	7,987.51	44.3
10-3-6457-05	1,541.00	6,261.63	11,266.00	5,004.37	55.6
10-3-6459-00	5,385.12	169,996.51	191,218.00	21,221.49	88.9
10-3-6461-00	.00	21,830.00	22,910.00	1,080.00	95.3
10-3-6462-00	1,380.50	18,243.00	72,800.00	54,557.00	25.1
10-3-6462-01	45,767.39	179,373.58	201,472.00	22,098.42	89.0
10-3-6464-00	212.28	3,016.66	4,500.00	1,483.34	67.0
10-3-6465-00	264.06	12,323.76	16,500.00	4,176.24	74.7
10-3-6466-00	1,065.42	12,493.84	14,500.00	2,006.16	86.2
10-3-6467-00	2,141.10	19,836.82	18,028.00	(1,808.82)	110.0
10-3-6468-00	283.28	3,399.36	4,000.00	600.64	85.0
10-3-6469-00	563.22	6,681.56	6,780.00	98.44	98.6
10-3-6477-00	.00	6,281.00	6,275.00	(6.00)	100.1
10-3-6479-00	1,729.00	4,822.00	1,775.00	(3,047.00)	271.7
10-3-6480-00	.00	12,500.00	22,000.00	9,500.00	56.8
10-3-6481-00	441.00	9,639.00	11,000.00	1,361.00	87.6
10-3-6482-00	11,207.35	89,289.96	95,000.00	5,710.04	94.0
10-3-6482-01	.00	8,286.74	10,560.00	2,273.26	78.5
10-3-6483-00	243.98	540.98	1,500.00	959.02	36.1
10-3-6485-00	5,052.57	11,457.72	32,935.00	21,477.28	34.8
10-3-6485-01	194.19	25,720.77	31,600.00	5,879.23	81.4
10-3-6486-00	.00	12,952.34	16,400.00	3,447.66	79.0
10-3-6486-01	184.20	8,870.03	25,500.00	16,629.97	34.8
10-3-6487-00	1,171.15	10,587.15	19,855.00	9,267.85	53.3
10-3-6491-00	1,318.76	14,787.99	325,000.00	310,212.01	4.6
10-3-6495-00	.00	2,547.39	6,900.00	4,352.61	36.9
10-3-6497-00	.00	790.00	2,800.00	2,010.00	28.2
10-3-6502-00	.00	2,800.00	3,200.00	400.00	87.5
10-3-6503-00	.00	1,406.00	10,500.00	9,094.00	13.4
10-3-6507-00	835.27	59,580.48	92,650.00	33,069.52	64.3
10-3-6508-00	10.19	3,257.08	5,400.00	2,142.92	60.3
10-3-6509-00	.00	33,080.25	33,000.00	(80.25)	100.2
10-3-6510-00	701.25	9,828.22	17,154.00	7,325.78	57.3
10-3-6510-01	159.88	7,702.26	7,000.00	(702.26)	110.0
10-3-6511-00	290.00	3,319.96	3,500.00	180.04	94.9
10-3-6512-00	.00	1,162.89	2,372.00	1,209.11	49.0

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

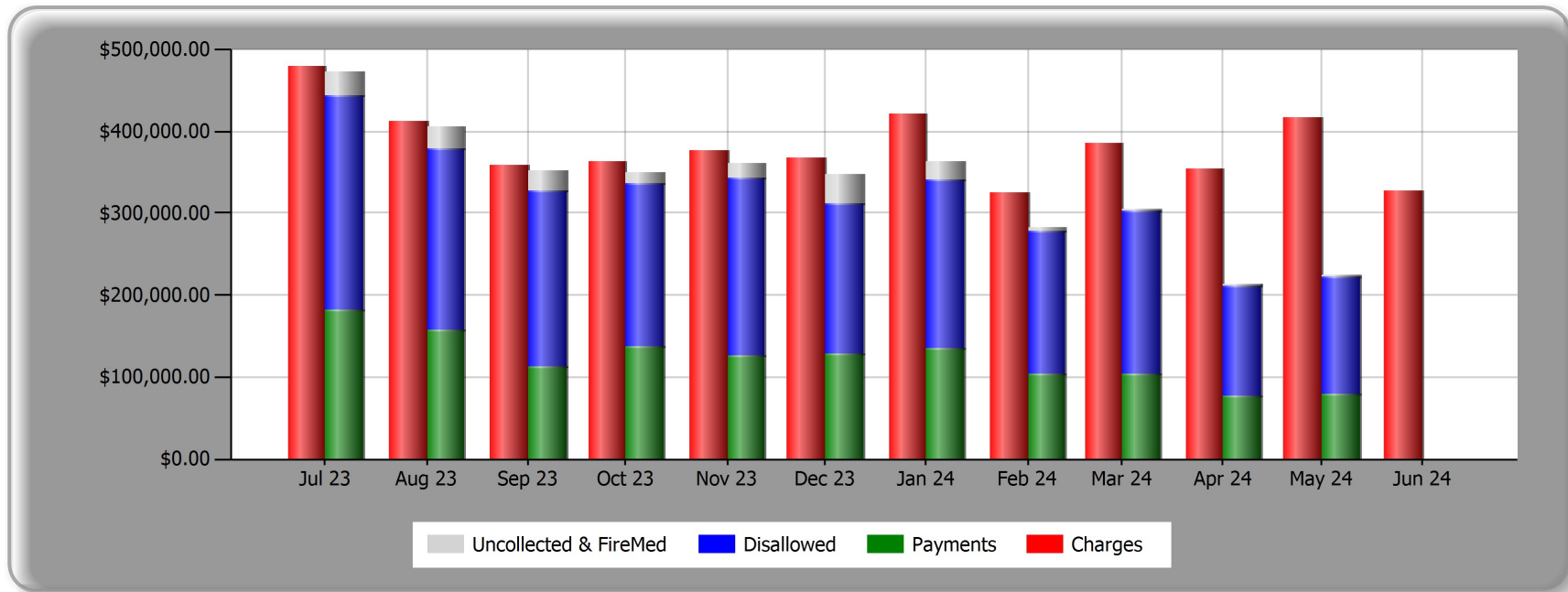
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6513-00 MISCELLANEOUS EXPENSE	108.96	4,406.77	7,550.00	3,143.23	58.4
10-3-6520-00 911 SERVICES	4,764.00	57,168.00	59,000.00	1,832.00	96.9
TOTAL PUBLIC SAFETY - MATERIALS	122,585.86	1,182,200.92	1,767,356.00	585,155.08	66.9
 <u>CAPITAL OUTLAY</u>					
10-4-6533-00 FIREFIGHTING EQUIPMENT	.00	79,680.31	102,230.00	22,549.69	77.9
10-4-6533-01 OFFICE EQUIPMENT	.00	3,935.74	4,000.00	64.26	98.4
10-4-6533-05 RADIO EQUIPMENT	.00	5,729.99	6,875.00	1,145.01	83.4
10-4-6533-06 FIRE TRAINING EQUIPMENT	.00	33,661.00	36,750.00	3,089.00	91.6
TOTAL CAPITAL OUTLAY	.00	123,007.04	149,855.00	26,847.96	82.1
 <u>OTHER & TRANSFERS</u>					
10-6-7002-00 DUE TO FF EQUIP & SUPP	.00	57,000.00	57,000.00	.00	100.0
10-6-7003-00 DUE TO BLDG RESERVE FUND	.00	42,500.00	42,500.00	.00	100.0
10-6-7004-00 DUE TO EQUIPMENT RESERVE	.00	419,000.00	419,000.00	.00	100.0
10-6-7007-00 DUE TO STACKER BUTTE	.00	2,350.00	2,350.00	.00	100.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	.00	40,600.00	40,600.00	.0
TOTAL OTHER & TRANSFERS	.00	520,850.00	561,450.00	40,600.00	92.8
 <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	2,094,922.00	2,094,922.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	2,094,922.00	2,094,922.00	.0
 TOTAL FUND EXPENDITURES	 592,020.01	 7,370,756.18	 11,430,399.00	 4,059,642.82	 64.5
 NET REVENUE OVER EXPENDITURES	 (353,280.91)	 4,495,255.91	 .00	 (4,495,255.91)	 .0

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

Date Of Service	07/01/23
Date Of Service	06/30/24
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 23	245	480,809.02	-181,934.64	38 %	-2,818.22	1 %	-261,334.65	54 %	-27,538.90	6 %	7,182.61	1 %
Aug 23	213	411,904.15	-157,791.34	38 %	-1,483.18	0 %	-220,606.30	54 %	-26,960.20	7 %	5,063.13	1 %
Sep 23	202	358,096.79	-112,101.25	31 %	-3,118.65	1 %	-215,293.14	60 %	-22,443.69	6 %	5,140.06	1 %
Oct 23	193	363,001.34	-138,198.93	38 %	-2,363.43	1 %	-197,531.37	54 %	-11,976.75	3 %	12,930.86	4 %
Nov 23	201	376,538.62	-126,480.46	34 %	-1,522.28	0 %	-216,440.20	57 %	-17,722.47	5 %	14,373.21	4 %
Dec 23	182	369,206.95	-129,045.80	35 %	-3,623.00	1 %	-183,164.12	50 %	-31,590.91	9 %	21,783.12	6 %
Jan 24	220	422,007.66	-135,679.07	32 %	-6,131.90	1 %	-204,920.48	49 %	-16,685.91	4 %	58,590.30	14 %
Feb 24	171	325,594.97	-103,376.32	32 %	-3,076.24	1 %	-175,692.72	54 %	-1,962.56	1 %	41,487.13	13 %
Mar 24	200	386,452.19	-103,904.53	27 %	-3,200.20	1 %	-199,145.46	52 %	-2.11	0 %	80,199.89	21 %
Apr 24	188	354,669.43	-76,860.16	22 %	-212.24	0 %	-135,899.97	38 %	0.00	0 %	141,697.06	40 %
May 24	220	416,503.79	-79,537.92	19 %	-325.00	0 %	-143,980.25	35 %	0.00	0 %	192,660.62	46 %
Jun 24	174	328,524.46	0.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %	328,524.46	100 %
		2,409	4,593,309.37	-1,344,910.42		-27,874.34	-2,154,008.66		-156,883.50		909,632.45	

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



MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: No update has been received from Wasco County as of this report.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: OHA received the updated version of the Accounts Payable form from The Office of Financial Services. OHA is using the AP form to submit the accounts payable requests and will start the payment process for the program where they left off. MCFR submitted signed contract documents with supporting information for the period beginning on or after July 1, 2021 and ending on June 30, 2023 for GEMT reimbursement. MCFR has made the required payments for both the Federal Match and OHS administrative fee. The Office of Financial Services continues to discuss what needs to be done for the GEMT FFS previous state fiscal years 2017-2022. It has been decided a final settlement process will not take place for SFY 2023.

OREGON GEMT CCO PROGRAM: We forwarded our intent to participate on March 29, 2024 and OHA confirmed receipt of our e-mail and plan to follow-up the week of June 10, 2024. OHA has wrapped up payment reports and activity for the first half of 2023. Rates for the second half of 2023 are finalized and in the process of being wrapped up as well. A check-in meeting to update participating agencies regarding the GEMT CCO program has been scheduled for July 15, 2024.

STACKER BUTTE LEASE PROJECT: The ODOT sublease is complete. Klickitat County Emergency Management's sublease finally made it through the USPS system and into our landlords hands for her signature. The USFS utility agreement is currently making its rounds for agency signatures. I plan to follow up with Blue Mountain Networks, and WSDOT to determine the status of their lease agreements.

KLICKITAT COUNTY PUD SUBLEASE: The draft sublease agreement for KCPUD to locate at the Stacker Butte Radio Site has been reviewed by legal counsel. I have incorporated both his and my changes into the agreement. I am awaiting further information from KCPUD to finalize the draft before forwarding it to them for their consideration.

STACKER BUTTE BATTERY STACK REPLACEMENT: The Communications Consortium is awaiting a proposed plan from ODOT with associated costs.

WILDLAND RISK REDUCTION/MITIGATION PROGRAM: Details on our mitigation program and Crew 24, may be referenced in DC Beckner's monthly report.

GEMT REIMBURSEMENT And GROUND AMBULANCE DATA COLLECTION SYSTEM (GADCS) PROGRAMS: Due to recent challenges encountered with timelines and reporting, we have transitioned from Frontier Reimbursement to Systems Design West for handling the GEMT Reimbursement and Medicare Data Collection Programs. The District took the opportunity to amend our agreement with Systems Design West to incorporate Pacific Consulting Group which

is a contracting service they provide to their customers for GEMT Reimbursement and Medicare Data Collection Services. This arrangement is far more practical based upon the current relationship we have with Systems Design as our third-party billing service.

BUDGET PROCESS - FY 2024-25: The budget was adopted by the District Board on June 17, 2024. The required documents have been submitted to the Wasco County Treasurer and Clerk as required by Oregon budget law.

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

BANK TRANSITION: The Umpqua Bank checking account was closed out on July 5, 2024.

INJURY LIST: EMT Asher returned to full active duty as of July 3, 2024. We have been informed the injury FF Hall sustained will require surgery. She will remain restricted to both full and modified duty pending recovery.

NON-EMERGENCY INTERFACILITY TRANSFERS: A meeting has been scheduled with Adventist for August 30, 2024. In the meantime, AC Jensen and I plan to follow-up work with Adventist to assist them with research their alternatives.

MID-TERM BARGAINING: The Union and District met on Thursday, June 13, at 9:00 a.m. to discuss the Local's concerns regarding bargaining impacts they feel are associated with the District's decision to discontinue interfacility transfers. The Union provided a proposal which is currently under review by the District. The parties will be planning a second meeting shortly to discuss the Unions proposal. We will keep the Board updated as to this process.

AMBULANCE RATE UPDATE: By policy, the District, as of July 1 of each year, adjusts the ambulance rates to a minimum of 1.5% to a maximum of 3.0%, based upon the cost-of-living increase using the Consumer Price Index (CPI), All Urban Consumers, West, as computed by the LGPI from April 30th to May 31st for the comparison year. The ambulance rates for 2024 were adjusted the beginning of July by a maximum 3% based on the actual May 2024 CPI of 3.3%. The revised rates have been forwarded to Systems Design West for implementation into their billing system.

911 STATISTICS:

911 STATISTICS				
JUNE 2024			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	322	13%	1,970	13%
TDPD	1,463	56%	8,856	58%
WCSO	798	31%	4,362	29%
TOTAL	2,573	100%	15,188	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

June 2024

Major Topics for June 2024

- Staffing

Dual Role- 20 of 24 currently filled.

- Of the 24 Dual-Role positions, currently 4 Firefighter/Paramedic positions are open. We have one Firefighter/Paramedic position being filled by a new employee who will be in our District academy in July and will complete his internship portion of his paramedic licensure following the academy. We expect him to complete all portions in late October.
- We have posted a short Firefighter/Paramedic posting which will be open for two weeks and all of our Apprentices will be eligible to apply since they are all in paramedic programs. We are excited about this process since our apprentices are outstanding and if they choose to apply, we will have a great crop for selection. We do have 4 apprentices and 4 openings.
- 2 EMT positions are being converted into Firefighter EMT positions. Our total Firefighter FTEs will then be 26.

Single-Role EMS- 4 of 6 currently filled. (Unchanged)

- All EMT positions are filled.
- Two of our Paramedic single-role positions are open, but we are currently not recruiting to fill these positions.
- On July 11th, two of the EMT positions are being converted to Firefighter positions. 2 unfilled positions will be left vacant this fiscal year so our EMS FTE positions will be 2.

Single-Role Wildland- (4 of 6 positions filled)

- The Wildland crew is currently filled with 4 wildland firefighters. Chief Beckner is still recruiting to fill the last budgeted positions for the crew this season, and we have a candidate who expects to start in Early July. Our Wildland Specific Firefighters will then have staffing of 5.

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

- Four Apprentice positions are filled and are working as qualified firefighters. Following the current full-time firefighter recruitment, we will assess when we can begin a new apprenticeship program and determine how many people we can afford. We are aiming for a January or February academy.

Administration- 6 of 6 positions filled. (Unchanged)

- All Administrative positions are filled.
- **Standards of Cover Update (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)**
The Computer-Aided Dispatch system proposals were evaluated and a top candidate, ProPhoenix has been notified. The CAD Committee is visiting departments and dispatch centers in Wisconsin in early July to see the finalist CAD vendor in action and to get pros and cons from actual end users.
- **Operational Model Update**
I have sent out an operational plan update to Officers and Acting in Capacity Qualified firefighters for input and feedback on a draft plan to update response zones and apparatus deployments. Some of the feedback received was useful, some was not. Next, I will consolidate the comments and questions, address the questions in a new draft of the plan, and then send the plan out to the line firefighters to view any needs or stumbling blocks they may see from a firefighter perspective.

We are constantly looking for ways to improve our effectiveness and I am excited to see some of our company level leadership and firefighters take an active role in change.
- **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 June 2024 Calls by Type

20%

FIRE
Percentage of Total Incidents

67%

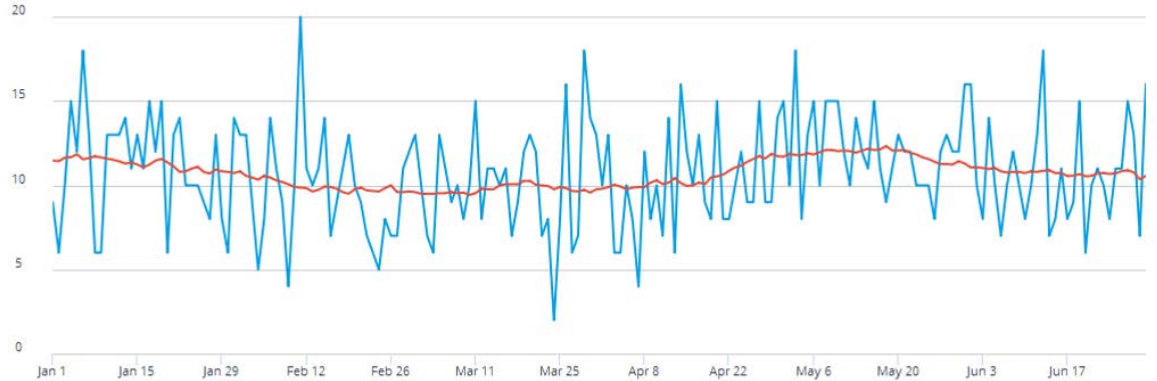
EMS
Percentage of Total Incidents

1,945

INCIDENTS
In Selected Time Slice

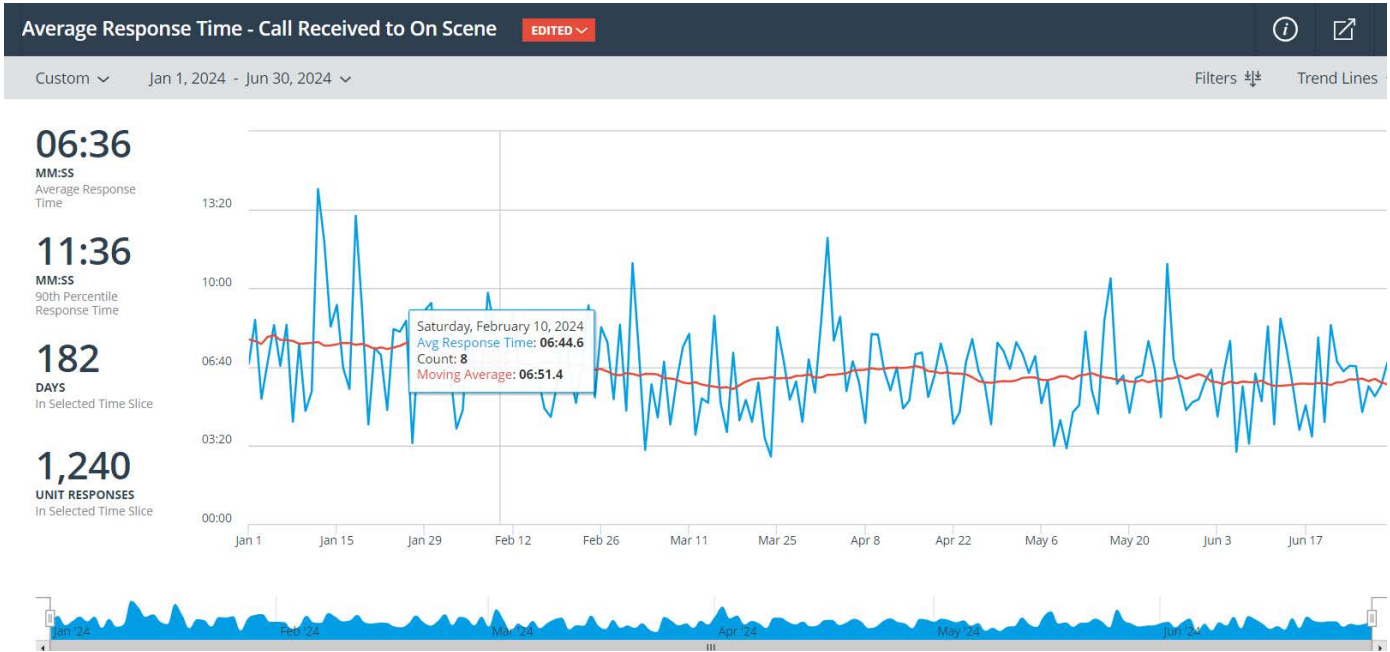
182

DAYS
In Selected Time Slice



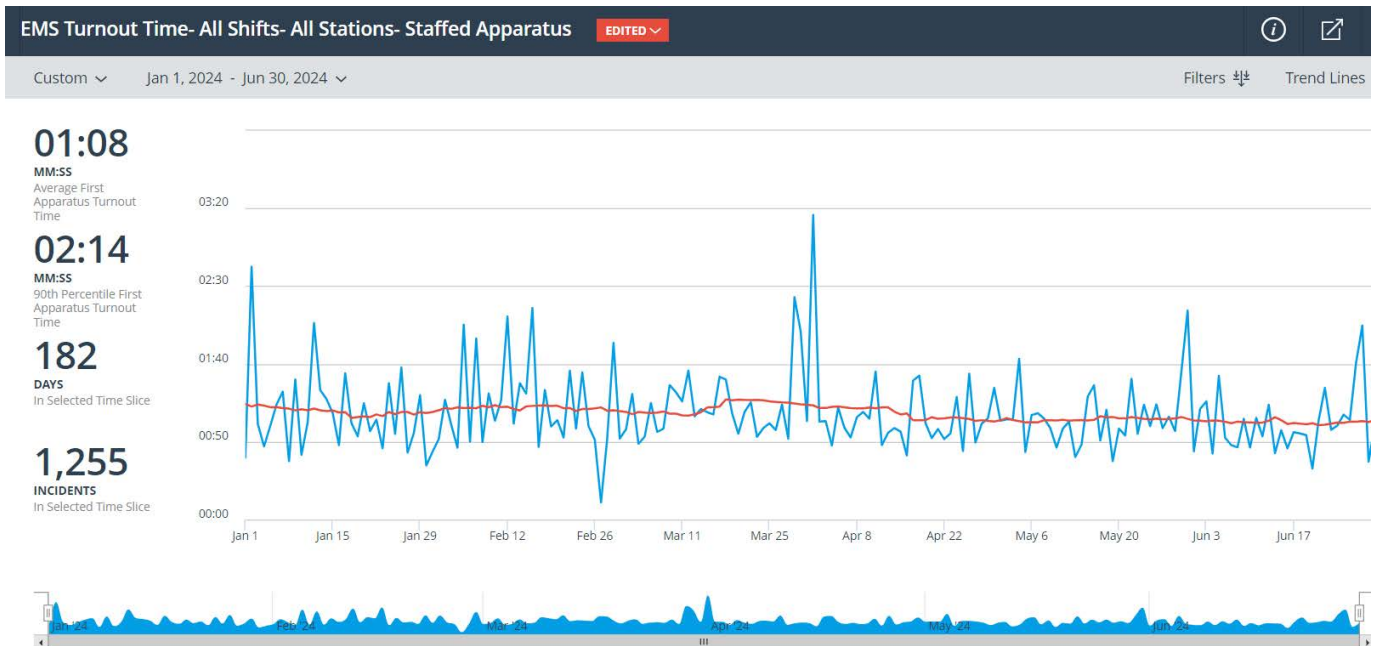
	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(10) Fire, other	1	2	2	1	1	2								9
(11) Structure Fire	3	3	1	3	7	5								22
(12) Fire in mobile property used as a fixed structur	2	1	1											4
(13) Mobile property (vehicle) fire		2	4	1	2	1								10
(14) Natural vegetation fire		1	1		5	5								12
(15) Outside rubbish fire		1	2		1	5								9
(16) Special outside fire				1	2	1								4
(25) Excessive heat, scorch burns with no ignition	2	1												3
(30) Rescue, emergency medical call (EMS), other	22	30	21	14	13	13								113
(31) Medical assist	6	6	3	5	5	8								33
(32) Emergency medical service (EMS) incident	204	165	194	186	231	173								1,153
(35) Extrication, rescue		1		1										2
(40) Flammable gas or liquid condition, other		2			1									3
(41) Combustible/flammable spills & leaks		1				2								3
(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									13
(51) Person in distress	1		1		1	1								4
(52) Water problem	2					1								3
(53) Smoke, odor problem						1								1
(55) Public service assistance	15	13	13	9	17	12								79
(56) Unauthorized burning		1	3	1	2	1								8
(60) Good intent call, other	4	4	2		2	2								14
(61) Dispatched and canceled en route	18	6	16	12	9	9								70
(62) Wrong location, no emergency found	9	4	3	4	4	6								30
(63) Controlled burning	1	1	3	4	1	1								11
(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								22
(73) System or detector malfunction	4	3		1	1	2								11
(74) Unintentional system/detector operation (no fir	4	1	2	3	1	2								13
(90) Special type of incident, other						1								1
(91) Citizen complaint	1	2		1	4	2								10
NULL	39	19	41	46	57	62								264
Total	346	284	315	300	379	322								1,946

January through June 2024 Response Performance



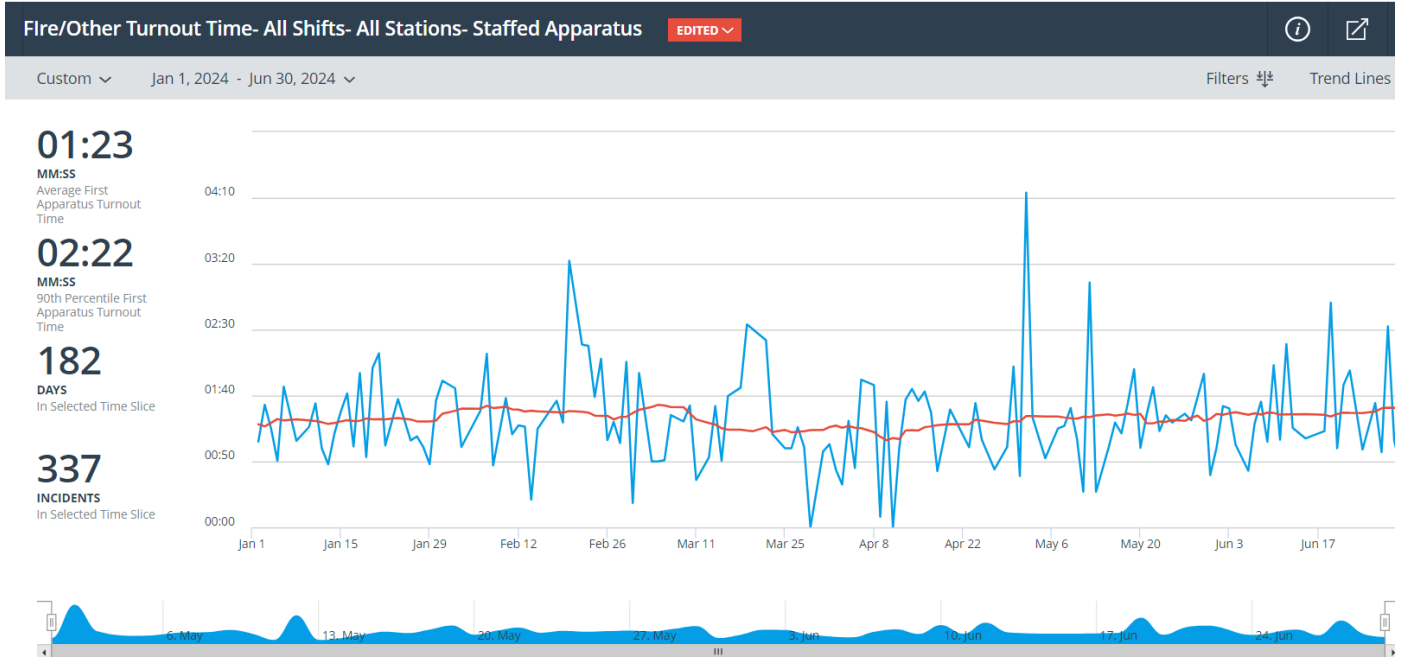
January through June 2024 Turnout Time Performance

EMS District Total



January through June 2024 Turnout Time Performance

Fire/Other District Total



Board Report

Josh Beckner, Division Chief
June 2024

June was busy wrapping up numerous projects to close out the year. Below highlights some of the projects and work being done. Considerable effort has been put in by Greg Haner, Patrick Foss, Amy Asher and Jaxon Daskalos to help build out the components of the new PSTRAX system. I know others have assisted these members as well. We thank them all for helping collectively build a new system that will work for everyone. We will utilize this for apparatus checks, Equipment Maintenance, SCBA Inspections, Controlled Medication tracking, PPE inspections and Asset Management.

Programs

Advertising and Hiring

- One candidate that will begin Academy in July.

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.
- Planning for generator repairs, likely a replacement project moving forward.
- Station 1 front office project is finished.
- 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 moving forward.
- CWDG Grant was approved, starts in September of 2024.
- Planning for roadway address sign installs with Crew 24 and DC Wood.
- Gorge Arbor Care will begin working on projects with C24 under the CWRR grant.

PPE/SCBA/Equipment

- We have received our second batch of SCBA bottles back from Hydro Testing. Our in-house technicians have been making considerable progress on getting our SCBA maintenance and repairs done.
- Regular routine PPE replacement will begin likely in the fall.

UAS Operations

- We have found the software we will utilize for data, maintenance, and operational tracking. This will begin in July.
- Oregon Aviation Board Application was approved for UAS Operations and ID # for the Drone has been updated.

Vehicle Maintenance

- Dash Cameras and DVR's are installed.

- Tires were partially or completely replaced on Engine 21, Truck 21.
- AA&L is working on various other projects.

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
- CGCC Meetings & Training regarding UAS Program
- NWCSO Drills
- Wasco County Chiefs Meeting
- Board of Directors Meeting

Emergency Response /Staffing/ Fire Investigations

- All Calls – 2
- Motor Vehicle Accidents – 0
- Fire Response – 4
- Fire Investigation – 2
- Duty Officer – 5 days in June

Prevention Division- Board Report

Jay Wood, Division Chief

June 2024

The district had five (5) fires with loss in June 2024. Two were residential building fires. One was in the city in Station 2's First Due area. An official cause was not determined. The other was in the southwestern, rural part of our district, which was also an undetermined cause. A vehicle fire on Hwy 197 was due to an unknown mechanical issue. A fire behind a local shopping mall caused damage to machinery and electrical equipment. A brush fire caused damage to fencing adjacent to the interstate at the west end of The Dalles. There were 10 other fires that caused no damage (most were brush/grass fires). Total value at risk in June was approximately \$2,800,000 with an overall loss of approximately \$436,000.

This year, we have partnered with Columbia Gorge Discover Center-Gorge Ecology to provide Station Tours and Fire Safety Education for children of migrant/local agricultural workers while their parents are working in the orchards. We have scheduled five sessions that started in June and will continue through July. The grade levels are preschool through 3rd grade. We can expect up to 50 children each session and the shift personnel are helping out with these events. Our first session, at the end of June, had 22 kids who got to see a firefighter in full gear and SCBA (so they learn not to be scared), learned about firefighting tools and equipment, wildland firefighting and other emergency service information.

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

- Site Team – There were two meetings in June. Projects included a six-lot subdivision on the westside. A two lot development of a duplex and an accessory dwelling unit on each of the two lots. A refresh of a project that was already before Site Team last year (expired deadline) and a second project that was also before Site Team two years ago that had some major issues that delayed development. Finally, there were two projects that were both Minor Partitions.

Meetings/Training/Safety/Other:

- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Session with James Rowan
- Get Ready Preparedness Event Planning Meeting
- Wildland Tabletop Exercise with other Chiefs and Adventist Health CG
- Site Visit – Local restaurant/business expansion – Fire Alarm and Sprinkler System
- Dry Hollow – Field Day – Water Demonstration (soaking kids) with Wildland Crew
- Met with new POA Sales Rep – Billing Issues, Equipment Purchasing Backorder Issue
- Site Visit – Local Nursing Facility for Fire Safety and Pre-Incident Planning
- Fire Extinguisher Training and Train the Trainer
- Meeting with ESO and DC Cole – ESO Training Module Setup and Usage

Emergency Responses/Station Staffing/Fire Investigations:

- EMS/Motor Vehicle Accident Response – 0
- Fire Response – 1

- Duty Officer – 5 days



Firefighters from MCFR, Oregon Department of Forestry and Col. Gorge Scenic Area mopping up a fire on West 2nd Street, June 12, 2024

Board Report

Adam Cole, Division Chief
June 2024

All programs are progressing as planned. I am developing a course for company officer development for our organization. This month I began to create a new hire firefighter academy. I am working on setting up testing and probation task book for recruit firefighters. This month we also finished our final Wildland Firefighter class here for CGTA. I will be doing DPSST biennial Maintenance Re-Certification for the department's training. We have 7 people in a Paramedic Program who are doing well in their classes. We will send 3 apprentices to Paramedic class in Nebraska this August and they will come back in November. Our new hire Academy begins July 8th.

Programs & Projects

Major projects and completion status:

- Career officer development course-in progress
- Recruit training and testing
- Working on training for dispatchers- ongoing
- Apprenticeship Program- ongoing.
- Working on Paramedic education for our EMT's- 3/4 completed

Meetings/Training/Safety/Other

- Testing of Firefighters for Apparatus Operator and End of probation testing
- 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
- Inservice on new rope rescue equipment

Emergency Response /Staffing/ Fire Investigations

- All Calls – 5
- Motor Vehicle Accidents – 1
- Fire Response – 2
- Fire Investigation – 1
- Duty Officer – 8 Days

2018 - PRIORITY PLANNING PROGRESS CHART

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 Statute.	Palmer	Ongoing for duration of plan.	The FY 2024-25 budget is in process.

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	100%	Cooperative agreements (MA and AA) are complete.
PO-2.2: Engage relationships with Oregon State Fire Marshal's office to influence funding and programs made available with WUI legislature.	Palmer/ Wood	100%	As of April 2023, four seasonal wildland FF's (Crew 24) were employed by the Fire District. A WL mitigation grant was approved by the OSFM in May 2023 and is being administered by DC Beckner.
PO 2.3: Innovate and pursue programs in cooperation with local, state, and federal agencies to offset expenditures of Fire District programs.	Palmer/Jensen	100%	In May 2023, grant funding for the FF apprenticeship program was approved. A 12 week recruit academy for 6 FF's commences on July 10th. The WL capacity grant was also approved May 2023 providing funding for upstaffing during the WL season.
PO-2.4: Develop the capacity to participate in State mobilizations.	Palmer/Jensen	100%	As of January 2023, our dual-role FF staffing increased from 21 to 24 positions and effective July 10, 2023, we employed six FF apprenticeship positions. This is a 28.5% increase in dual-role staffing which enhances our flexibility in participating in State mobs. Teh addition of Crew-24 provides more flexibility of sending out a mob. task force.
PO-2.5: Develop reliable and constructive communication between MCFR and all local government entities to facilitate consistent, open, and positive relationships.	All Staff	100%	As of the adoption of this strategic plan, all of staff has made a concerted effort to enhance relationships with local government and partner agencies. This is an ongoing effort which we will continue to work on and monitor.
PO-2.6: Provide annual service update to community partners, internal members, and the community at large.	Palmer/Jensen	75%	Service level data is currently being pushed out both internally and externally thorough the Board report. The transition to a new CAD system will provide a more comprehensive, reliable and efficient database. The SOC is currently in the process of being completed.
PO-2.7: Meet and ensure compliance with collective bargaining contractual obligations.	Palmer/Jensen	100%	The CBA was ratified in December 2022 and will expire in June 2025. Mid-term impact bargaining was settled for the FF Apprenticeship program. We are currently bargaining the impact of PLO. CBA compliance is an ongoing process to ensure positive working relationships.
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.	Jensen	100%	As of January 2023, channels are 100% open and our administrative relationships have improved on the local level. MCMC has also communicated they feel our relationship has improved greatly. We remain very active in ATAB #6 and continue to 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 preparing for and maintaining adequate service levels for the next emergency. Our mission is openly conveyed with our health care partners who's sole focus is healthcare related emergencies.

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	100%	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. Ongoing program.
PO-3.2: Work with regional partners to provide education for community risk reduction.	Wood	100%	We are part of the Mid-Columbia Fire Prevention Co-Op and attend events as needed. Attend meetings. Ongoing program.
PO-3.3: Develop new and innovative methods to educate the public in community risk reduction activities.	Wood	100%	The Fire Prevention Week Theme for 2023 will be announced soon (7/23). Once announced, a plan will be developed to deliver public education to schools. Schedule will be developed shortly after school starts. Ongoing program.
PO-3.4: Provide response personnel with the information needed to mitigate an incident at commercial and residential occupancies throughout the Fire District.	Wood	100%	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. Ongoing program.
PO-3.5: Ensure that commercial occupancies within the Fire District operate in a safe manner to protect life and property.	Wood	100%	Prevention Division Inspections, Company Level Inspections. Ongoing program.

PO-3.6: Investigate programs to reduce the risk of wildland fires within our Fire District.	Wood	100% January 2023	SB762 has impacted wildfire risk reduction and more info is pending in 2023. Risk Maps are pending (7/23)
PO-3.7: Investigate the origin and cause of all fires within the Fire District.	Wood	100% October 2022	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. All fires are investigated to provide most likely fire cause.
PO-3.8: Provide innovative public outreach campaigns to minimize loss of life and property.	Wood	100%	Work with schools, social media and the Prevention Co-Op as well as attend public events. Ongoing program.

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 several years ago 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 3 years and continue to be the leaders in education. 73 WF type II 54 WF type I 4 Eng. Boss, 22 FF I 9 FF II 21 AO's 21 aerial op 20 NFPA Rope I & II 1 Fire Officer I, 5 NFPA instructor I, 3 NFPA instructor II, 8 NFPA common passenger vehicle rescue technician. In the up coming year we will continue to offer classes to allow our personnel to advance their knowledge . Our apprenticeship program is full with 6 personnel enrolled and attending classes.

<p>PO-4.3: Evaluate current fire station locations with response data and risk analysis to determine data-driven needs for future fire stations.</p>	<p>Jensen</p>	<p>70% complete</p>	<p>As of April 2023, Staff commenced researching time related data relative to station locations. This GIS information is overlaid with actual demand and response type data. The goal is to get the right resources on scene within established NFPA time standards to provide a positive outcome. The location providing the greatest benefit to serve our community must be determined. We plan to have this process completed by the end of CY 2024. Once this is accomplished, land availability will be assessed.</p>
<p>PO-4.4: Collect, analyze, and openly report response data based on Fire District policy to internal customers.</p>	<p>Jensen</p>	<p>90% complete</p>	<p>Many data points are used to evaluate our response and deployment. With the upgrade in RMS by the end of 2023 and the implementation of a new CAD system by the end of 2024, the final data points will be readily accessible.</p>

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	100%	This objective was implemented in the FY 2022-23 budget and will continue in perpetuity for consecutive budgets. The fleet capital replacement is being funded as scheduled and will be ongoing.
PO-5.2: Establish a comprehensive maintenance program which maintains the operational fleet in response ready condition.	Jensen	80%	Our current struggle is finding reliable, qualified, and available mechanics to work on our apparatus. Captain Blumenthal and DC Beckner have taken on coordination of vendors and keep ing a more reliable system with the vendors we do have. Progress is being made.
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	90%	As of January 2024, Chief Beckner has been coordinating and working with many department personnel to ensure maintenance and checks are being conducted in a thorough and timely fashion. Chief Beckner is making great progress.

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	80%	In November 2022, tax revenue was deemed sufficient to add three new dual-role FF's. In July 2023, six FF apprentices were employed through an OSFM grant program. Overall, a 28.5% increase in staffing levels. We will continue our pursuit of this objective throughout the life of the strategic plan. We continue to look for opportunities to fill current vacancies.
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	100%	It was our intent to hire a seasonal staff of WL FF's for the summer season of 2022 through an OSFM grant award. This did not occur due to an unforeseen issue. In April 2023, four WL seasonal FF's (Crew 24) were employed for the 2023 WL season and are an invaluable component of our workforce.
PO-6.3: Enhance the Fire District's pre-hospital response system to become the preeminent EMS agency in the State of Oregon.	Jensen	100%	For CY 2022, current response times exceed Oregon Health Authority and County ASA rules. The Cardiac Survival rate in 2021 exceeded State and National rates as well. We are still finalizing data for CY 2022. In the future, data will be conveyed through the District's annual service level report.

<p>PO-6.4: Study and implement competitive compensation and benefit packages to attract and retain quality personnel.</p>	<p>Palmer</p>	<p>100%</p>	<p>In April 2021, adjustments were made to the Office Manager and Chief Officers salary scale and incorporated into Employee Handbook. The Fire District concluded bargaining a successor contract with the Local in December 2022 which included an equitable wage and benefit package. the Admin. wage scale was adjusted accordingly to resolve disparity between steps.</p>
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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 SOC is currently in the process of being updated and redrafted to match the standard format and contents of the Center for Public Safety Excellence. During this quarter we will be completing our community expectations survey and staffing needs assessment.
PO-7.2: Develop a continuity of operations plan.	Jensen	25%	Preliminary research and scope for this plan is complete and the first draft is in progress. This project will follow the completion of the SOC.
PO-7.3: Establish an administrative staff succession plan for anticipated retirements.	Palmer	100%	As of December 1, 2022, the succession plan is complete and is implemented.
PO-7.4: Develop an officer training plan to prepare employees for promotional opportunities.	Cole/Jensen	90%	This is an ongoing process, we are currently offering all classes and educational needs to have the ability to promote within the District.

June 24, 2024

Our Family would like to thank you for all of the times you came to assist Dale Thompson, with dignity, when he had fallen. It means more than you really can know.

The Thompson Family

Thompson
1312 W. 10th #20 PORTLAND OR 972
The Dalles OR 97058



Mid-Columbia Fire
and Rescue
1400 W. 8th Street
The Dalles OR 97058



MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Robert Palmer

ISSUE: Fire Chief Selection Process

BACKGROUND: Following Chief Palmer's retirement announcement effective year-end, the Board must decide on a successor Fire Chief selection process for the District's future leadership. Management consultant George Dunkel from SDAO has been hired by the District to aid the Board and will be attending the meeting virtually this evening. His goals tonight include: 1) collaborating with the Board to update the job description for the Fire Chief role; and 2) assisting the Board in establishing a procedure to appoint a new Fire Chief.

Considering these goals, attached are two documents for the Board's review: Exhibit "A" presents an initial version of the fire chief's job description for the Board to consider and adopt, pending a review from SDAO's human resources team to confirm it meets all federal and state laws. Exhibit "B" outlines an up-to-date succession plan that Chief Palmer and AC Jensen have developed over the past three years, showcasing the work done in preparation for Assistant Chief Jensen to potentially step into the role of Fire Chief.

To summarize, the commencement of choosing a new Fire Chief must begin by when the Board adopting an updated job description and deciding on the method of selection. The attached succession plan (Exhibit "B") demonstrates the presence of a qualified internal applicant who has the necessary training, education, and experience for the role. There is no need to take any action concerning this plan at this time.

BUDGET IMPLICATIONS: SDAO consulting fees not to exceed \$6000.00 have been appropriated in the 2024-25 budget for completing this process.

RECOMMENDATION: 1) A motion to approve the updated job description for the Fire Chief position pending its evaluation and amendment by SDAO human resources; and 2) A motion to establish a selection methodology, whether from within the organization or through external recruiting, aimed at appointing a suitable candidate for the upcoming vacancy of the Fire Chief.

EXHIBIT "A"

FIRE CHIEF

Mid-Columbia Fire and Rescue

ASSIGNMENT:	ADMINISTRATION/CHIEF EXECUTIVE OFFICER
REPORTS TO:	GOVERNING BOARD
SUPERVISION EXERCISED:	RESPONSIBLE FOR DIRECT OVERSIGHT OF ALL FIRE DISTRICT STAFF
FLSA STATUS:	EXEMPT/AT WILL
SALARY/WAGE STATUS:	EMP. HANDBOOK GROUP V/ADMINISTRATIVE CONTRACT
CIVIL SERVICE STATUS:	NO
BARGAINING UNIT:	NO
ADOPTED:	
REVISED:	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job classification.

SUMMARY DESCRIPTION

The Fire Chief functions as the Chief Executive and Budget Officer of the Fire District and is responsible to provide administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

The Fire chief is responsible for budgeting, planning, coordination, and implementation of all policies established by the Board of Directors; coordinates working relationships with local fire protection agencies and other governmental agencies; reviewing the general operation of the Fire District to determine efficiency, providing direction on major projects or problem areas, developing and implementing operational and administrative policies and procedures, administration of the performance appraisal system; administration of the labor relations program; providing policy guidance, ensures operational preparedness for response to fire, rescue, and emergency medical emergencies; may function as a Duty Officer and take command at emergency scenes, and performs other duties and tasks as directed by the Board of Directors.

Additionally, the Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District to achieve the adopted vision and mission of the Fire District.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Board of Directors appoints the Fire Chief. The Fire Chief serves at the pleasure of the

Governing Board and receives general supervision from the Board of Directors, who reviews performance based on overall results achieved. The Fire Chief may consult with the Board of Directors on problems relating to policy planning but works independently in supervising global operations and is responsible for the proper administration of all affairs of the Fire District.

ESSENTIAL FUNCTIONS

- Provides oversight of all Fire District Operations to include Fiscal, Human Resources, Fire Prevention/Public Education, Fire Suppression, Training, and Emergency Medical Services.
- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the general public.
- Represent the Fire District with effective verbal and written presentations.
- Inform public groups on the plans, programs, and goals of the Fire District.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency services. Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.
- Coordinate Fire District activities in accordance with federal, state, and local emergency services organizations, city and county departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget.
- Responsible for all personnel matters, which include employment and termination of all district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Resolve complex problems involving diverse functional areas.
- Analyze information, statistics, and reports on district activities.
- Develop plans designed to maintain district efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develop and implement policies and procedures applicable to administrative functions and provides policy guidance.
- Maintain a professional and collective relationship with Fire District membership in the labor/management process with the membership of the Union.
- Work more than 40-hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

TYPICAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responsible for the development and presentation of short and long-term planning for continued stable operations of the Fire District.
- Develops, interprets, and directs the implementation of Standard Operating Procedures, Department Policies, Directives, and Department Rules and Regulations as adopted or delegated by the Board of Directors.
- Ensures the operational readiness of the Fire District, including personnel, apparatus, and equipment readiness.
- Recommends to the Board of Directors and upon approval, maintains effective automatic aid and mutual aid agreements with allied agencies.
- Maintains effective working relationships with allied agencies and community partners.
- Acts as the communications link and maintains information and statistics as directed for the Board of Directors and prepares reports as required.
- Ensures that Board of Directors' meeting agendas and related documents are prepared and distributed in a timely basis.
- Attends Fire District Board of Directors meetings and workshops.
- Identifies operational and administrative needs, organizes projects/programs and delegates work assignments and responsibilities; directs and manages tasks.
- Administers performance reviews and administers the wage and benefits package as adopted by the Board of Directors and within the adopted budget.
- Functions as the Budget Officer and/or Investment Officer for the District in planning, developing, and projecting Fire District budgets.
- Administers the budget in a manner which brings value to the Fire District and in compliance with applicable laws and Fire Board policy and direction.
- Projects and communicates budget status, identifies any obstacles/shortfalls with regard to the budget and makes recommendations to the Board of Directors.
- Ensures that required financial audits are performed, completed and submitted to appropriate agencies on a timely basis.
- Ensures that required records and reports are created and submitted to appropriate agencies as required. Maintains appropriate files and records relating to the function of the Fire District.
- Responsible for records retention, Public Records requests and HIPAA compliance.
- Responsible for developing short and long-range departmental goals and capital improvement or replacement schedules.
- Ensures development and maintenance of a 'Standard of Cover' and 'Continuity of Operations Plan.'
- Refines existing work methods, develops new techniques, concepts or programs within established limits including Board of Director's policies and all State/Federal/County guidelines, rules, and statutes.

- Tracks and monitors Federal/State/County and other jurisdictional activities that may impact District policy, procedures, or programs.
- Coordinates with the State Fire Marshal, County Planning and Building Officials and other agencies in the enforcement of applicable fire prevention laws and codes.
- Responds on emergency incidents as required to either directly deliver services or assume command or other ICS position as needed; supervises the use of personnel and equipment.
- Directs, conducts, or assists in the investigation of fires, when necessary, to determine cause, origin, and circumstances.
- Participates as a District representative in local, county, regional and State meetings and planning groups related to fire and safety issues.
- Acts as the Public Relations representative for the District with regard to the general public and civic organizations.
- Ensures public information relating to incidents or other departmental news for the media and other organizations if accurately and appropriately disseminated.
- Attends conferences, specialized schools, seminars, and other functions as necessary to keep abreast of new developments in subjects relating to the operation and functions of the Fire District.
- Performs other duties and functions as the Board of directors may require or direct.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Job Scope:

The Fire Chief is required to manage the general administrative functions of the Fire District. This position further involves continual contact with others both inside and outside the organization as they perform a wide variety of complex duties and responsibilities under general supervision of the Governing Board. Though this position works mostly in an office setting, exposure may be required as needed during firefighting, medical and investigative activities to hazards such as fumes, chemicals, body fluids, and other hazards encountered within his/her job scope. The job may also require exposure to adverse environmental conditions including inclement weather, extreme temperatures, noise, dust, dim lighting, and other conditions that may be present while performing any of the essential functions. May involve working in stressful situations, frequent travel inside the District, occasional travel outside the District, and working long hours to meet the District's needs. Employees in this class are required to reside within the jurisdictional boundaries of the fire district.

Knowledge, Skills and Abilities:

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of the modern principles and practices of human resources.

- Knowledge of governmental organizational management.
- Knowledge of the principles and practices of effective administration with particular attention to short-and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire and medical services.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Knowledge of the Incident Command System (ICS), emergency incident management, and principles of incident safety to include but not limited to; structural, wildland, EMS, hazardous materials, confined space, and technical rescue incident management.
- Knowledge of building construction principles and fire prevention codes.
- Knowledge of modern fire loss, fire prevention, public education and fire investigation principles, methods and practices.
- Knowledge of laws and regulations pertaining to fire and emergency medical services operations.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective verbal and written presentations.
- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies, and the general public.
- Ability to perform competently in dynamic, highly stressful situations; command fire District staff and operate vehicles and radios.
- Ability to work extended hours and days to meet administrative and operational needs.
- Ability to effectively work with contractors and manage contract agreements.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to meet and deal tactfully and effectively with the public in all types of situations.
- Ability to react quickly and calmly in all types of emergency situations.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to operate modern office equipment and computers.
- Ability to interpret and apply federal, state and local policies, laws and regulations.

- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to work cooperatively with other agencies, local partners, and outside agencies.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work within the incident command system and to work irregular hours as determined by the District's needs.
- Ability to prepare and present accurate, reliable reports containing findings and recommendations.
- Ability to perform a wide variety of responsibilities with accuracy and speed under deadline pressure.
- Ability to perform all aspects of the position with minimal instruction, frequently utilizing independent personal judgement.
- Ability to communicate in English, both orally and in writing; as well as to effectively perform public speaking.
- Ability to put into practice and display a high level of leadership, communication, and motivational skills.

Education, Training and Experience:

- Requires minimum bachelor's degree from an accredited college or university with a major in Fire Science, Business Administration, Public Administration, or related field.
- Requires ten (10) years of increasingly responsible experience in an agency providing a full range of public protection related services including extensive experience at minimum rank of a Chief Officer (five (5) years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or District. (Additional education or experience at a lower rank cannot substitute for this requirement);

OR

- Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Governing Board.

Licenses and Certificates:

- Valid driver's license.
- NFPA Fire Officer III certification.
- NFPA Instructor II certification.
- ICS 100, 200, 300, 400, 700 and 800 certifications.
- Minimum of an Oregon EMT Basic certificate or equivalent required.
- Emergency Vehicle Driver Training.
- Training equivalent to HazMat Incident Commander in accordance with 29 CFR 1910.120.

Desirable Qualifications:

- MA/MS degree in a public protection field from an accredited college or university; National Fire Academy EFO certification.
- NFPA Fire Officer IV
- Chief Fire Officer Certification
- Experience in interagency coordination with wildland protection agencies.

Special Requirements:

- Must pass the Fire District's background check, medical and work capacity requirements including drug screen.
- Must reside within the jurisdictional boundaries of the fire District.
- Must be bondable and insurable through the Fire District's insurance agent for fiscal responsibilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to excessive noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, explosives and blood-borne pathogens; and all types of weather and temperature conditions; occasionally works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; exposure to vibration from equipment and vehicles; operation of foot controls or repetitive foot motion; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; wear appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus; may be required to work extended hours including evenings and weekends and may be required to travel outside District boundaries to attend meetings. The work schedule is typically 5/8 or a 40-hour workweek with longer or irregular hours required to meet the District's needs.

The work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is usually performed indoors in the office, and in meeting rooms.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment and to respond to emergency alarms:

CONTINUOUS sitting and upward and downward flexion of neck; side-to-side turning of neck; reaching below the shoulders; fine finger dexterity; light to moderate finger pressure to

manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils.

FREQUENT walking and twisting at the waist; lifting and carrying objects weighing up to 10 pounds.

OCCASIONAL standing, running, climbing, balancing, and squatting; walking on uneven ground; bending at the waist; reaching at and above shoulder height; pushing and pulling; power grasping to pick up equipment; lifting and carrying objects weighing 11-100 pounds; may lift and carry objects weighing more than 100 pounds with or without assistance; operate a vehicle to travel to various locations; operate fire suppression and medical response, equipment, apparatus, and tools; verbally communicate to exchange information.

VISION is necessary for performing essential job tasks; responding to incidents, providing care; operate emergency vehicles and apparatus; keep records, operate a computer, and perform office work; maintain station and equipment. Vision must be sufficient to meet Fire District Wellness/Fitness program criteria.

HEARING is necessary to sense instructions, radio messages, emergency tones, alarms and other warning devices sufficient to perform essential job tasks. Hearing must be sufficient to meet Fire District Wellness/Fitness program criteria.

MANAGER/SUPERVISOR EXPECTED BEHAVIOR

The Fire Chief is expected to embrace, support, and promote the Fire District's vision, mission, core values, beliefs, and culture, which include, but are not limited to, the following:

- Encourage professionalism, respect, integrity, duty and engagement to instill pride in our members.
- High ethical standards.
- Train, develop, nurture, and mentor all employees to include suppression, EMS, and administrative staff.
- Encourage teamwork, and participation by all employees
- Lead by example.
- Institutionalize and promote safety principles and safety awareness as a culture for Fire District members and external customers.
- Provide outstanding customer service to internal and external customers.
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. The Fire Chief will comply with any other instructions, direction, and perform any other related duties as may be required by the governing board. Performance of other essential functions may depend upon work location, assignment, or shift.

The Fire District is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Selection Guidelines:

Selection will typically be conducted by a competitive process in accordance with a process determined otherwise by the Governing Board.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change based upon the needs and requirements of the job.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Governing Board Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)

SUCCESSION PLAN

EMPLOYEE NAME: David Jensen

DESIRED POSITION: Fire Chief

SUPERVISOR COMPLETING: Robert Palmer, Fire Chief

____ Employee has met all job prerequisites as described on the Fire District's job description for the desired position.

Employee has met most of the job prerequisites as described in the Fire District's job description for the desired position, however, should work on the listed objectives to be fully prepared:

- *Objective: Continue establishing and building relationships with partner agencies (City, County, Regional, State, Federal, etc.)*
- *Objective: Establish opportunities in working with the Board (e.g., compile Board packets, involvement in Board meetings, public meetings, etc.)*
- *Objective: Provide additional education on budget, public meetings, and records laws.*
- *Objective: Provide additional information on MA/AA agreements, contracts, business agreements/arrangements, Association memberships, pending projects, etc.*
- *Objective: Provide information on SAIF and OSHA reporting processes.*

____ Employee is actively working towards meeting the job prerequisites as described in the Fire District's job description for the desired position.

____ Employee has done little work towards meeting the job prerequisites as described in the Fire District's job description for the desired position.

TRAINING PREREQUISITES

Employee has met all training prerequisites as described in the Fire District's job description for the desired position. ***Training achieved for desired position: Fire Officer IV, EMT Intermediate; ICS 100-800; Fire Inst. III; Hazmat IC; Emergency Vehicle Operations Course; WL Task Force Leader.***

____ Employee has met most of the training prerequisites as described in the Fire District's job description for the desired position, however, should work on the listed objectives to be fully prepared.

____ Employee is actively working towards meeting the training prerequisites as described in the Fire District's job description for the desired position.

____ Employee has done little work towards meeting the training prerequisites as described in the Fire District's job description for the desired position.

FORMAL EDUCATION PREREQUISITES

Employee has met all education prerequisites as described in the Fire District's job description for the desired position. **Reference the information provided below.**

Employee has met most of the education prerequisites as described in the Fire District's job description for the desired position, however, should work on the listed objectives to be fully prepared:

Objective:

Objective:

Objective:

Employee is actively working towards meeting the education prerequisites as described in the Fire District's job description for the desired position.

Employee has done little work towards meeting the education prerequisites as described in the Fire District's job description for the desired position.

EDUCATION	EXPERIENCE	CERTIFICATES
<input type="checkbox"/> Less than 30 units <input type="checkbox"/> 30+ Units <input type="checkbox"/> 45+Units <input type="checkbox"/> 60+ Units <input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input checked="" type="checkbox"/> MA <input type="checkbox"/> Doctorate <input type="checkbox"/> Other	Years in emergency Service: <u>18</u> Years in current Position: <u>A/C 3 yrs. 5 mos.; D/C 2 yrs. 2 mos.</u>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Management: NFPA FO IV <input checked="" type="checkbox"/> Executive: NFA EFO CPSE Chief Fire Officer

SUGGESTED TRAINING AND EDUCATION

The following training and educational courses are suggested to increase your overall job knowledge and to better prepare yourself for the position that you desire:

Topic: Receive additional in-service re: operational aspects of the Stacker Butte and Fire South communications consortiums.

Topic: Recieve additional in-service on bank accounts, LGIP account, fire district investment accounts (e.g., D/C 457(b) plan, PEHP plan, PERS, VEBA, LOSAP plan, CMS/Noridian, PECOS and eCams, etc.).

Topic: Start attending SDAO, OFCA and OFDDA conferences.

Topic: This individual's plan is to pursue a Doctorate Degree in a related field.

SUPERVISOR COMMENTS AND SUGGESTIONS

AC Jensen has expressed the desire to move into the fire district's Fire Chief (CEO) position upon Chief Palmer's retirement. He has certainly prepared himself to succeed in the position based on acquired education, certifications, and training and recently received his Chief Fire Officer designation with the commission on Profession credentialing.

This plan will continue to provide additional mentoring opportunities to further prepare AC Jensen to succeed in the position of CEO (Fire Chief) of the Fire District when the opportunity arises.

AC Jensen is ready to step into the desired position when the time comes. The Board must decide if it is their desire to adopt and continue with this succession plan as recommended. If the Board chooses to proceed down this path, a selection process will enable the Board to further assess and confirm their decision. The performance appraisal process will further provide the Board with needed information as to successor performance.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Independent Audit Review

BACKGROUND: In accordance with ORS 297.425, the accounts and fiscal affairs of every municipal corporation shall be audited and reviewed at least once each calendar or fiscal year. The audit for the FY ending 2024 is now due for review. Per an established contract, RTO & Company will conduct the audit review. The Engagement Agreement to be signed by both the Fire Chief and Board President is attached as Exhibit "A".

BUDGET IMPLICATION: The cost for the audit process is appropriated in the 2024-25 FY budget.

RECOMMENDATION/ACTION: That the Fire Chief and Board President endorse the Engagement Agreement" to proceed with the audit process.



305 E. Fifth Street
 The Dalles, OR 97058
 phone [541] 296.2000
 fax [541] 296.5636
 www.rto.cpa

July 8, 2024

Chief Palmer and Board of Directors
 Mid-Columbia Fire & Rescue
 1400 West 8th St
 The Dalles, OR 97058

We are pleased to confirm our understanding of the services we are to provide for Mid-Columbia Fire & Rescue for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of Mid-Columbia Fire & Rescue as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information other than RSI that accompanies Mid-Columbia Fire & Rescue's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Combining and Individual Budgetary Basis Fund Financial Statements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Introductory Section as listed in the Table of Contents

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental

regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mid-Columbia Fire & Rescue's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting with oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain

audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will also assist in preparing the financial statements, and related notes of Mid-Columbia Fire & Rescue in conformity with the modified cash basis of accounting based on information provided by you, propose adjusting journal entries (if applicable), and prepare the depreciation schedule.

We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of RTO & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an applicable regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RTO & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to an applicable regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

A.J. Olson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately July 15, 2024 and to issue our reports no later than December 31, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or

more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Reporting

We will issue a written report upon completion of our audit of Mid-Columbia Fire & Rescue's financial statements. Our reports will be addressed to management and the governing board of Mid-Columbia Fire & Rescue. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Mid-Columbia Fire & Rescue and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



RTO & Company

RESPONSE:

This letter correctly sets forth the understanding of Mid-Columbia Fire & Rescue.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Walter Denstedt, Director

THRU: David Jacobs, Board President

ISSUE: Proposed amendment to Board Policy Manual, Policy 4.1, "Preparation for Board Meetings", Subsection 3.

BACKGROUND: Director Denstedt's proposal has been attached as Exhibit "A". Page 21 of the Board Policy Manual outlining Policy 4.1, "Preparation for Board Meetings" with associated Subsections has been attached as Exhibit "B" for Board reference.

BUDGET IMPLICATIONS: None

RECOMMENDATION: None

EXHIBIT "A"

MCF@R BOARD POLICY MANUAL PROPOSED CHANGE 7-1-2024

Policy 4.1 Preparation for Board Meetings

A: Distribution of materials to Board Members

The Proposed Change would affect the third part affecting matters placed on the meeting agenda. Below is the wording I am requesting.

3. Any Board Member may have matters placed on the meeting agenda for consideration at the next regular meeting. Requests shall be submitted in writing to the Board President or the Fire Chief at least ten business days prior to the next regular meeting.

The reason for this change is simply placing a subject on the agenda does no force the Board to take any action. If the majority of the board does not wish to deliberate the item before them the Board can in a unified voice decide to move on to the next subject.

Director Denstedt

EXHIBIT "A"

Re: Board of Directors Policy Manual (Agenda requests)

David, Jacobs <djacobs@mcfcr.org>

Fri 6/7/2024 12:14 PM

To:Walter Denstedt <wdenstedt2@mcfcr.org>;Bob Palmer <rbpalmer@mcfcr.org>

Director Denstedt:

I am fine with including this subject on a future Agenda as it clearly deals with Board Policy rather than any Operational Issues.

It would be preferred that we have it on the July Agenda as this June's Agenda we have a lot to cover with the Budget Hearing, Distribution of Google monies by the City and County, and the Chief plans on having his annual evaluation as well which will require an Executive Session.

So that the Board can be fully informed I ask that you prepare an information sheet detailing the reasons for any changes you propose to the Board Policy manual and why, as well as any proposed written changes for the Board to review. Have this information to the Chief at least 10 days prior to the July meeting, and the Chief will add it to the July Agenda along with your information sheet.

Thank you

Regards

David Jacobs

From: Walter Denstedt <wdenstedt2@mcfcr.org>

Sent: Thursday, June 6, 2024 4:21 PM

To: David, Jacobs <djacobs@mcfcr.org>

Subject: Board of Directors Policy Manual (Agenda requests)

I am requesting that part of the Board Policy Manual be placed on either the June or the July agenda. Policy 4.1 A #3. I feel that any Board member should be able to place an item on the agenda as long as they give written notice 10 days in advance.

EXHIBIT "B"

Mid-Columbia Fire & Rescue Board of Directors Policy Manual

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 (3) 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.

MCFR INFORMATION SHEET

DATE: July 15, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Related Parties Questionnaire

BACKGROUND: In accordance with ORS 297.425, the accounts and fiscal affairs of every municipal corporation shall be audited and reviewed at least once each calendar or fiscal year. The audit for the FY ending 2024 is now due for review. In connection with the audit of our financial statements, each Director will receive a related parties questionnaire for you to complete. Instructions are noted on the cover letter from the District. Once you have completed the questionnaire, you may either mail it to RTO turn into me for submission to RTO. If you should have any questions regarding the questionnaire, please do not hesitate to contact Chief Palmer.

BUDGET IMPLICATION: None.

RECOMMENDATION/ACTION: Complete and forward the questionnaire to RTO as requested.