

Board Meeting Agenda

August 19, 2024

5:30 p.m.

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

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Agenda Changes

5. Minutes

- a. Correction of Minutes, if any – Monday, July 15, 2024 (Regular Board meeting)
- b. Correction of Minutes, if any – Monday, July 29, 2024 (Special Board meeting)

6. Public Comment

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

TELEPHONE NO. +1 (914) 614-3221

AUDIO ACCESS CODE: 909-013-696

COMPUTER LINK: <https://attendee.gotowebinar.com/register/680335355260029788>

WEBINAR ID: 849-691-323

7. Financial Reports

- a. Balance Sheets/Combined Cash Accounts as of 07/31/24
- b. Ambulance Service Financial Report 08/01/23 to 07/31/24

8. Committee Reports

- a. Urban Renewal Report – Director Denstedt
- b. EZ Report – President Jacobs

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

9. Fire Chief's Report

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

10. Correspondence

- a. Press Release – NORCOR Correctional Facility

11. Old Business

- a. Information Sheet - Fire Chief Job Description and Selection Process
 - 1) Draft job description – Version 4 (Exhibit “A”)
 - 2) Draft selection process scope of work (Exhibit “B”)
 - 3) Draft selection process timeline (Exhibit “C”)
 - 4) Draft recruitment announcement (Exhibit “D”)
- b. Information Sheet – Fire Chief Wage Scale
- c. Information Sheet – Proposed amendment to Board Policy 4.1, “Preparation for Board Meetings” Subsection 3.

12. New Business

- a. Information Sheet – Recommendation to fill a Civil Service Commission vacancy

13. Good of the Order

14. Adjournment

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 MOTTO:

Educate, Serve & Protect

OUR SHARED VISION:

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

OUR MISSION:

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

OUR VALUES:

P-rofessionalism

R-espect

I-ntegrity

D-uty

E-ngaged

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



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
July 15, 2024

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, and Walter Denstedt.

Absent: Dick Schaffeld and Corey Case.

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

Others Present: Legal Counsel Andrew Myers.

4. AGENDA CHANGES

There were no agenda changes, however Chief Palmer did state that he would be handing out an updated Job Description for Fire Chief.

5. ELECTION OF BOARD OFFICERS

President Jacobs indicated his readiness to consider a candidate for the position of Board President. David Jacobs was then nominated by Director Bailey, with Director Denstedt providing a second. The motion passed unanimously with 3 Ayes and 0 Nays. Subsequently, Diana Bailey was nominated for the role of Vice-President by Director Denstedt, which President Jacobs seconded, and the nomination was approved with 3 Ayes and no opposition. There was an inquiry by Director Bailey about the possibility of nominating Director Case for Secretary/Treasurer in their absence, to which President Jacobs agreed. Corey Case was thus nominated by Director Bailey for Secretary/Treasurer, with Director Denstedt seconding the nomination, which also passed unanimously with 3 Ayes and 0 Nays.

6. MINUTES

Minutes of the June 17, 2024, meeting stand approved as written.



7. PUBLIC COMMENT

There was no public comment either on-line or present.

8. FINANCIAL REPORT

- a. Balance Sheet/Combined Cash Accounts – There were no comments.
- b. Ambulance Service Financial Report – There were no comments.

9. COMMITTEE REPORT

- a. Urban Renewal Report – Director Denstedt presented a report discussing the potential replacement of the water main on First Street and the associated costs. Additionally, the city issued a survey to solicit public opinions regarding the future development of the former Tony's site.
- b. EZ Report – President Jacobs reported on the status of the SIP funds and their potential use. He inquired if the board had deliberated about them, to which Director Bailey responded that there hadn't been significant discussion, although they were aware of a city survey regarding the funds. Jacobs expressed his desire for the board to determine how they would prefer the funds to be utilized and announced another committee meeting set for July 23rd. After distributing a financial projection sheet, Jacobs sought a collective decision on allocating community service funds. While some sponsors favored an endowment fund, Director Bailey advocated for direct use in community needs. President Jacobs expressed his interest in each board member completing the community survey individually to share their opinions. Following extensive discussion and individual board member surveys, no concrete decision was reached.

10. FIRE CHIEF'S REPORT

- a. Fire Chiefs Report – Included in board packet. Chief Palmer asked if there were any questions regarding his report. Director Bailey asked about the ground transport GEMT, wanting to know if the money owed to us was not going to be settled. Chief Palmer explained the process. Chief Palmer also wanted the board to know that the meeting set up with Adventist on the ground transports will take place on August 28th not on August 30th. Chief Palmer also wanted the board to know that there was an ASA Committee meeting today to review the ASA plan and the ordinance, he stated they went through every ASA participating agency commits, he said they were all taken in to consideration and now the committee will finalize the documentation and come back for one more final review and will also go to OHA for review then will come back to the commission for final approval. He spoke about a couple different fires that took place. Director Denstedt asked a question on the ASA, wanting to know once the ASA agreement is finalized how many paramedics with MCFR be required to have. Chief Palmer stated there was nothing in the ASA agreement that states how many paramedics MCFR needs to have. Lots of discussions followed.
- b. Monthly Report – AC Jensen; included in board packet. Director Bailey would like to see a comparison from 2023 to 2024 on the call volume.
- 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 the board packet. Chief Cole discussed the ongoing academy, noting that two of our single-role staff are attending, along with Brandon Rands who is on track to complete his paramedic internship within three months. The academy will continue until August 2nd. In response to Director Denstedt's inquiries about educational affiliations, Chief Cole clarified that we have a partnership with a college in Boston. Participants are currently engaging in online coursework but will attend a two-week intensive boot camp in Boston, followed by an internship with AMR upon their return. Additionally, three individuals are enrolled in an accelerated 3-month program in Nebraska, after which they too will undertake internships.
- f. Strategic Plan Update – Chief Palmer reviewed the strategic plan, outlining which objectives have been accomplished and which remain. He mentioned that Chief Jensen is in the process of identifying a location for constructing a future fire station, while the Standards of Coverage are yet to be finalized. Director Denstedt expressed keen interest in the placement of a future fire station, seeking the need for the board's opinion prior to finalizing a location. Chief Palmer assured that once the necessary data and the Standards of Coverage are consolidated, a comprehensive report will be presented to the board for examination.

11. CORRESPONDENCE

Thank you letter from the Thompson Fire.

12. OLD BUSINESS

None.

13. NEW BUSINESS

- a. Information Sheet – Fire Chief Job Description and Selection Process
George Dunkel from SDAO outlined their role in aiding the board to establish transparency and clear guidelines for the fire chief recruitment process. He detailed hiring procedures and collaboration with Chief Palmer on crafting an accurate job description. George presented options for internal or external postings and emphasized the need for public meetings, a clear process, and a salary-inclusive job description. With some directors not informed about recent updates, Director Bailey called for a special session before proceeding, scheduled by President Jacobs for July 29th at 5:30 PM. The session will review the updated job description and succession planning. Chief Palmer provided a cover letter summarizing the few changes made to the job description, which is also included in the board packet for members to review ahead of the special meeting that SDAO will attend.
- b. Information Sheet – Audit Engagement Agreement - The signature of the Fire Chief and Board President is required on the Audit Engagement Agreement to move forward with the audit by RTO. Director Bailey proposed a motion for both the Fire Chief and the board president to sign the Engagement Agreement, which Director



Denstedt seconded. The motion received unanimous approval; 3 Ayes, 0 Nays, and was thus passed.

- c. Information Document – Suggested revision to Board Policy 4.1 “Preparation for Board Meeting,” particularly in Subsection 3. The amendment originated from Director Denstedt, who expressed his desire to modify the wording of board policy 4.1 and elaborated on the reasons for seeking this alteration. Director Bailey emphasized that the board’s role is policymaking rather than administration. After extensive deliberation, it was collectively agreed to table this agenda item for the August 2024 board meeting.
- d. Information Sheet – Audit Related Parties Questionnaire – Chief Palmer distributed the Related Parties Questionnaire and requested that the board members fill it out and submit it to the office manager. The office manager will then send the completed questionnaires to RTO.

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. Adjourned to Executive Session at 6:57 p.m.

15. GOOD OF THE ORDER

None.

16. ADJOURNMENT

President Jacobs adjourned the meeting at 7:55 p.m.

Board President

Secretary/Treasurer



MINUTES
Mid- Columbia Fire and Rescue
Special Board Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
July 29, 2024

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Dick Schaffeld, Corey Case. Walter Denstedt arrived at 5:32 p.m., after the meeting had convened.

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

Others Present: Gordon Sletmoe with SDAO and Attorney Mark Sandri standing in for Andrew Myers.

4. AGENDA CHANGES

None.

5. PUBLIC COMMENT

None.

6. FINANCIAL REPORTS

a. None.

7. COMMITTEE REPORTS

a. None.

8. MINUTES

None.



9. OLD BUSINESS

- a. Information Sheet – Fire Chief Job Description and Selection Process along with Succession plan for Chief Jensen. President Jacobs opened the floor for discussion on Version 3 of the job description. Director Bailey stated that she thought the job description was too long, needs to be more concise. Director Case felt the same way. Also, the wording “may set policy” needs to be changed. The Board sets the policies. Director Case asked if other fire chiefs job descriptions are as long as this one. Gordon Sletmoe from SDAO addressed the issues the Board noted. Sletmoe stated he had reviewed the draft job description and agreed some reorganization was needed. He stated there are 3 steps to follow.

1. Set standard for hiring.
2. Evaluate the fire chief once a year making the job description part of the employment agreement.
3. If a situation arises where the Board and fire chief need to part ways for any reason, you go back to the job description.

The consensus was the draft job description should be more concise. Legal Counsel Sandri stated that the job description and the job contract need to be similar. The Board provided direction for Sletmoe to reorganize and clean up the current job description. Sletmoe will work on the job description and will have it back to Chief Palmer by the week of August 12th. He stated it would be ready to go for the August 19th Board meeting.

- b. Succession Plan – Chief Palmer included a succession plan in the agenda packet. Chief Palmer noted that Assistant Chief Jensen has expressed an interest in the Fire Chief position. The attached succession plan reflects what has been accomplished in preparing Assistant Chief Jensen for this opportunity. President Jacobs stated he would like the Board's input into the recruitment process. He added the Board could directly appoint to the position or could interview other in-house candidates who qualify and apply for the position. There was considerable discussion as to whether the Board should just have internal candidates or go external and advertise. Sletmoe explained the process if the Board decided to go external which could take up to 6 months. The following steps will be necessary:

1. An updated job description
2. Development and approval of the job posting
3. The Chief's salary may need to be updated within employee handbook.

He added that an advertisement could be launched in late August and would need to remain open for 4 weeks. The applications would go to SDAO (Sletmoe) who would



review and enter them into a spreadsheet. He would compare the applicants to the job description and then contact them to set up interviews. The Board would then interview and make a decision.

Sletmoe stated the new chief would likely start in mid-January or early February if this is the direction the Board decided to take. Director Schaffeld made comment that he would like to stay internal and not go outside. Director Case stated he did not want to just appoint someone; however, he would be open to just going internal. Director Denstedt stated he was open to either way. President Jacobs felt they should give the internal candidate a chance to prove they are qualified. Director Bailey would like to interview the internal candidate and hear what his vision is for the fire department. President Jacobs asked for a motion addressing whether to stay internal or to go external.

Director Schaffeld made a motion to conduct an internal recruitment process for fire chief. Director Case seconded; however, he would like more discussion before the vote. After considerable discussion, the Board voted on the motion. The motion passed with 5 Ayes, 0 Nays. Additionally, the job description must be completed, and the Board will need to review fire chief's salary for job posting.

Sletmoe stated that there needs to be an in-house ad or announcement stating anyone can apply for the fire chief position if interested. Sletmoe added there were 4 questions that needed to be determined.

1. How long will the job be posted for? The Board decided 2 weeks.
2. How will applications be processed? The Board decided if there are multiple applications, they will decide if the applicant is qualified for the position.
3. Will the process include an assessment center process or Board interviews. The Board decided an interview process would be most appropriate, not assessment center.
4. Will it be the Board only or will there be stakeholders panel that will interview the candidate first, then the Board interviews? The Board decided on a 5–10-member stakeholder panel that will interview the candidate first, then the Board will conduct a second interview process.

President Jacobs asked if SDAO had interview questions the Board can use. Gordon stated that they had 30 questions that the Board can choose from. The Board can have their own bank of questions to ask each candidate, however they ask the same questions to each individual.



It was decided that the Board will vote on the job description and the process to proceed at the Monday, August 19, 2024, Board meeting. The job description will be included in the agenda packet.

10. NEW BUSINESS

None.

11. ADJOURNMENT

President Jacobs adjourned the meeting at 7:50 p.m.

Board President

Secretary/Treasurer

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

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	5,640,972.54
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	(24.13)
01-0-1031-00	CHECKING ACCOUNT	356,602.19
01-0-1040-00	PETTY CASH	125.00
01-0-1075-00	AR CASH CLEARING	.00
	 TOTAL COMBINED CASH	 <u>5,997,689.93</u>
	 TOTAL UNALLOCATED CASH	 <u><u>5,997,689.93</u></u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,015,367.01
20	ALLOCATION TO FF EQUIPMENT & SU	360,887.17
25	ALLOCATION TO FIREMED	61,213.66
30	ALLOCATION TO STACKER BUTTE	53,336.97
35	ALLOCATION TO DEBT SERVICE	121,973.21
40	ALLOCATION TO TECHNICAL RESCUE	55,059.21
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	789,656.55
51	ALLOCATION TO BUILDING RESERVE	301,920.48
52	ALLOCATION TO TRAINING RESERVE	144,825.40
53	ALLOCATION TO RETIREMENT LIABILI	134,050.27
55	ALLOCATION TO BOND PRINCIPAL RE	.00
	 TOTAL ALLOCATIONS TO OTHER FUN	 <u>6,038,289.93</u>
	ALLOCATION FROM COMBINED CASH	<u>(5,997,689.93)</u>
	 ZERO PROOF IF ALLOCATIONS BALA	 <u><u>40,600.00</u></u>

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
JULY 31, 2024

GENERAL FUND

ASSETS

10-0-1000-00	CASH ALLOCATION	4,015,367.01
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
		11,764,223.03
	TOTAL ASSETS	11,764,223.03

LIABILITIES AND EQUITY

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
JULY 31, 2024

GENERAL FUND

LIABILITIES

10-0-2010-00	GENERAL FUND A/P	.00
10-0-2010-02	AMBULANCE BILLING PAYABLE	.00
10-0-2011-00	LIFE FLIGHT A/P	.00
10-0-2012-00	RETAINAGE PAYABLE	.00
10-0-2015-00	ACCRUED COMP ABSENCE	.00
10-0-2015-01	ACCRUED WAGES	.00
10-0-2023-00	SHORT TERM HOLDING ACCOUNT	.00
10-0-2060-00	DEF REVENUE	.00
10-0-2065-00	OFFSET BEGINNING BALANCE	(7,176,153.74)
10-0-2100-00	BONDS PAYABLE LT	.00
10-0-2105-00	PAYROLL LIABILITIES	.00
10-0-2106-00	CHILD SUPPORT PAYABLE	.00
10-0-2107-00	GARNISHMENTS PAYABLE	.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	(1,511.15)
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	496.17
10-0-2160-00	WORKERS' COMP	154.82
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	287.86
10-0-2224-00	OREGON PAID LEAVE PAYABLE	2,878.33
10-0-2249-00	CAPITAL LEASES A/P	.00
10-0-2250-00	CAPITAL LEASES PAYABLE LT	.00

MID-COLUMBIA FIRE & RESCUE
BALANCE SHEET
JULY 31, 2024

GENERAL FUND

10-0-2251-00	AERIAL LEASE LT DEBT	.00	
10-0-2252-00	AERIAL LEASE LT	.00	
10-0-2253-00	COPIER LEASE LT	.00	
10-0-2254-00	LAPTOP LEASE LT	.00	
10-0-2255-00	BLUMENTHAL REPAYMENT LOAN	.00	
10-0-2256-00	2005 BONDS PAYABLE LT	.00	
10-0-2300-00	457 CLEARING	.00	
		.00	
	TOTAL LIABILITIES		(7,173,847.71)
	<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	11,671,409.68	
10-0-3570-00	CAPITAL ASSETS	7,748,856.02	
10-0-3570-01	RESTATED MODIFIED CASH	.00	
10-0-3900-00	RETAINED EARNINGS	.00	
10-0-3999-99	UNAPPROPRIATED FUND BALANCE	.00	
	REVENUE OVER EXPENDITURES - YTD	(482,194.96)	
		18,938,070.74	
	BALANCE - CURRENT DATE		18,938,070.74
	TOTAL FUND EQUITY		18,938,070.74
	TOTAL LIABILITIES AND EQUITY		11,764,223.03

MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	.00	4,179,801.00	4,179,801.00	.0
10-0-4990-00 TAXES - PRIOR YEAR	7,836.49	7,836.49	130,000.00	122,163.51	6.0
10-0-4991-00 GF-INTEREST EARNED	17,577.90	17,577.90	120,000.00	102,422.10	14.7
10-0-4997-00 TAXES - CURRENT YEAR	29,610.01	29,610.01	4,486,000.00	4,456,389.99	.7
10-0-4998-00 AMBULANCE REVENUE	149,349.96	149,349.96	1,490,000.00	1,340,650.04	10.0
10-0-4998-01 FIRE PROTECTION AGREEMENTS	.00	.00	10,000.00	10,000.00	.0
10-0-4998-04 GEMT AMBULANCE REVENUE	.00	.00	500,200.00	500,200.00	.0
10-0-4998-07 TRANSFER FROM FIREMED	.00	.00	5,000.00	5,000.00	.0
10-0-4998-08 TRANSFER FROM RET LIAB. FUND	.00	.00	110,000.00	110,000.00	.0
10-0-4999-00 GF-MISC REVENUE	4,247.72	4,247.72	84,000.00	79,752.28	5.1
10-0-4999-02 GRANT PROCEEDS	.00	.00	35,000.00	35,000.00	.0
TOTAL REVENUE	208,622.08	208,622.08	11,150,001.00	10,941,378.92	1.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>					
10-1-6401-00 FIRE CHIEF	14,451.70	14,451.70	173,421.00	158,969.30	8.3
10-1-6402-00 ASSISTANT CHIEF	13,362.65	13,362.65	160,352.00	146,989.35	8.3
10-1-6402-03 DIVISION CHIEF - OPERATIONS	36,771.61	36,771.61	446,281.00	409,509.39	8.2
10-1-6403-07 OFFICE MANAGER / ADMIN. CLERK	5,585.12	5,585.12	69,814.00	64,228.88	8.0
10-1-6407-01 UNIFORMS - ADMINISTRATION	423.18	423.18	5,000.00	4,576.82	8.5
10-1-6414-01 VACATION ADMIN	.00	.00	81,320.00	81,320.00	.0
10-1-6415-01 SICK LEAVE REDEMPTION ADMIN	.00	.00	31,815.00	31,815.00	.0
10-1-6421-02 RETIREMENT - ADMINISTRATION	15,003.11	15,003.11	189,819.00	174,815.89	7.9
10-1-6421-03 PEHP - ADMINISTRATION	1,387.37	1,387.37	16,998.00	15,610.63	8.2
10-1-6422-01 WORKERS COMP - ADMINISTRATION	1,251.73	1,251.73	4,000.00	2,748.27	31.3
10-1-6423-01 LIFE INSURANCE - ADMIN	622.96	622.96	2,000.00	1,377.04	31.2
10-1-6424-01 HEALTH INS - ADMINISTRATION	12,302.73	12,302.73	146,350.00	134,047.27	8.4
10-1-6424-04 OCC. HEALTH - ADMINISTRATION	.00	.00	6,750.00	6,750.00	.0
10-1-6426-01 LONG TERM DISABILITY - ADMIN	344.97	344.97	6,294.00	5,949.03	5.5
10-1-6430-01 OREGON PAID LEAVE ADMIN	218.40	218.40	3,853.00	3,634.60	5.7
10-1-6430-02 MEDICARE - ADMINISTRATION	828.89	828.89	12,749.00	11,920.11	6.5
10-1-6430-03 DEFINED CONT. - ADMIN	4,029.66	4,029.66	49,431.00	45,401.34	8.2
TOTAL ADMIN - PERSONAL SERVICES	106,584.08	106,584.08	1,406,247.00	1,299,662.92	7.6

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	26,167.35	26,167.35	361,600.00	335,432.65	7.2
10-2-6404-00 LIEUTENANT	19,579.09	19,579.09	312,500.00	292,920.91	6.3
10-2-6405-01 FIREFIGHTER	108,872.06	108,872.06	2,114,100.00	2,005,227.94	5.2
10-2-6405-02 SINGLE ROLE - EMS	13,165.54	13,165.54	135,000.00	121,834.46	9.8
10-2-6406-00 EMPLOYEE EVENTS	25.98	25.98	21,250.00	21,224.02	.1
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	2,371.00	2,371.00	42,195.00	39,824.00	5.6
10-2-6414-00 HOLIDAY	4,512.12	4,512.12	89,039.00	84,526.88	5.1
10-2-6414-01 VACATION	.00	.00	79,181.00	79,181.00	.0
10-2-6415-00 SICK OT	25,061.13	25,061.13	96,075.00	71,013.87	26.1
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	12,500.00	12,500.00	.0
10-2-6416-01 FIRE	6,867.81	6,867.81	71,538.00	64,670.19	9.6
10-2-6416-02 AMBULANCE	10,117.43	10,117.43	53,500.00	43,382.57	18.9
10-2-6416-04 TECH RESCUE	141.09	141.09	32,025.00	31,883.91	.4
10-2-6416-05 TRAINING	4,097.82	4,097.82	64,284.00	60,186.18	6.4
10-2-6416-06 OTHER	6,704.17	6,704.17	80,200.00	73,495.83	8.4
10-2-6416-07 AMBULANCE STAND-BY	1,505.88	1,505.88	9,500.00	7,994.12	15.9
10-2-6417-00 FLSA	6,227.04	6,227.04	73,306.00	67,078.96	8.5
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	41,964.53	41,964.53	720,156.00	678,191.47	5.8
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	3,095.90	3,095.90	55,394.00	52,298.10	5.6
10-2-6422-00 WORKERS' COMPENSATION	123,671.19	123,671.19	121,000.00	(2,671.19)	102.2
10-2-6423-00 LIFE INSURANCE	3,530.09	3,530.09	19,520.00	15,989.91	18.1
10-2-6424-00 HEALTH INSURANCE	42,104.38	42,104.38	619,712.00	577,607.62	6.8
10-2-6424-03 OCCUPATIONAL HEALTHCARE	427.00	427.00	54,350.00	53,923.00	.8
10-2-6426-00 LONG TERM DISABILITY	1,276.42	1,276.42	25,700.00	24,423.58	5.0
10-2-6430-00 MEDICARE	3,476.91	3,476.91	54,525.00	51,048.09	6.4
10-2-6430-01 DEFINED CONTRIBUTION	7,998.97	7,998.97	129,700.00	121,701.03	6.2
10-2-6430-02 OREGON PAID LEAVE	932.94	932.94	14,230.00	13,297.06	6.6
10-2-6531-00 PAYROLL EXPENSES / SS	1,259.76	1,259.76	11,300.00	10,040.24	11.2
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	465,153.60	465,153.60	5,473,380.00	5,008,226.40	8.5

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	.00	.00	106,466.00	106,466.00	.0
10-3-6435-00	.00	.00	7,000.00	7,000.00	.0
10-3-6436-00	11,504.68	11,504.68	45,290.00	33,785.32	25.4
10-3-6437-00	.00	.00	4,850.00	4,850.00	.0
10-3-6441-00	4,091.75	4,091.75	36,778.00	32,686.25	11.1
10-3-6441-01	.00	.00	1,600.00	1,600.00	.0
10-3-6441-02	134.25	134.25	600.00	465.75	22.4
10-3-6442-00	87.35	87.35	3,500.00	3,412.65	2.5
10-3-6443-00	117.92	117.92	4,000.00	3,882.08	3.0
10-3-6445-01	54.59	54.59	2,500.00	2,445.41	2.2
10-3-6446-00	2,060.24	2,060.24	70,500.00	68,439.76	2.9
10-3-6451-00	786.64	786.64	18,850.00	18,063.36	4.2
10-3-6453-00	801.04	801.04	40,000.00	39,198.96	2.0
10-3-6453-01	.00	.00	3,000.00	3,000.00	.0
10-3-6454-00	.00	.00	4,450.00	4,450.00	.0
10-3-6457-02	81.96	81.96	2,300.00	2,218.04	3.6
10-3-6457-03	.00	.00	9,250.00	9,250.00	.0
10-3-6457-04	.00	.00	12,080.00	12,080.00	.0
10-3-6457-05	.00	.00	15,975.00	15,975.00	.0
10-3-6459-00	47,251.04	47,251.04	191,218.00	143,966.96	24.7
10-3-6461-00	.00	.00	29,740.00	29,740.00	.0
10-3-6462-00	1,228.50	1,228.50	72,800.00	71,571.50	1.7
10-3-6462-01	16,100.67	16,100.67	140,297.00	124,196.33	11.5
10-3-6464-00	176.18	176.18	4,000.00	3,823.82	4.4
10-3-6465-00	149.57	149.57	15,000.00	14,850.43	1.0
10-3-6466-00	1,188.68	1,188.68	14,500.00	13,311.32	8.2
10-3-6467-00	1,406.46	1,406.46	23,112.00	21,705.54	6.1
10-3-6468-00	283.28	283.28	4,000.00	3,716.72	7.1
10-3-6469-00	1,591.70	1,591.70	6,780.00	5,188.30	23.5
10-3-6477-00	.00	.00	5,380.00	5,380.00	.0
10-3-6479-00	104.00	104.00	6,050.00	5,946.00	1.7
10-3-6480-00	5,000.00	5,000.00	24,500.00	19,500.00	20.4
10-3-6481-00	483.00	483.00	3,300.00	2,817.00	14.6
10-3-6482-00	3,973.69	3,973.69	95,000.00	91,026.31	4.2
10-3-6482-01	69.95	69.95	4,015.00	3,945.05	1.7
10-3-6483-00	.00	.00	1,500.00	1,500.00	.0
10-3-6485-00	1,927.69	1,927.69	11,950.00	10,022.31	16.1
10-3-6485-01	.00	.00	28,618.00	28,618.00	.0
10-3-6486-00	.00	.00	14,600.00	14,600.00	.0
10-3-6486-01	25.00	25.00	23,850.00	23,825.00	.1
10-3-6487-00	.00	.00	12,275.00	12,275.00	.0
10-3-6491-00	8,737.86	8,737.86	277,357.00	268,619.14	3.2
10-3-6495-00	355.25	355.25	6,900.00	6,544.75	5.2
10-3-6497-00	.00	.00	2,800.00	2,800.00	.0
10-3-6502-00	1,508.97	1,508.97	87,000.00	85,491.03	1.7
10-3-6503-00	.00	.00	9,000.00	9,000.00	.0
10-3-6507-00	769.29	769.29	49,700.00	48,930.71	1.6
10-3-6508-00	.00	.00	6,000.00	6,000.00	.0
10-3-6510-00	.00	.00	21,946.00	21,946.00	.0
10-3-6510-01	1,385.34	1,385.34	7,000.00	5,614.66	19.8
10-3-6511-00	290.00	290.00	3,500.00	3,210.00	8.3
10-3-6512-00	37.25	37.25	2,008.00	1,970.75	1.9

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

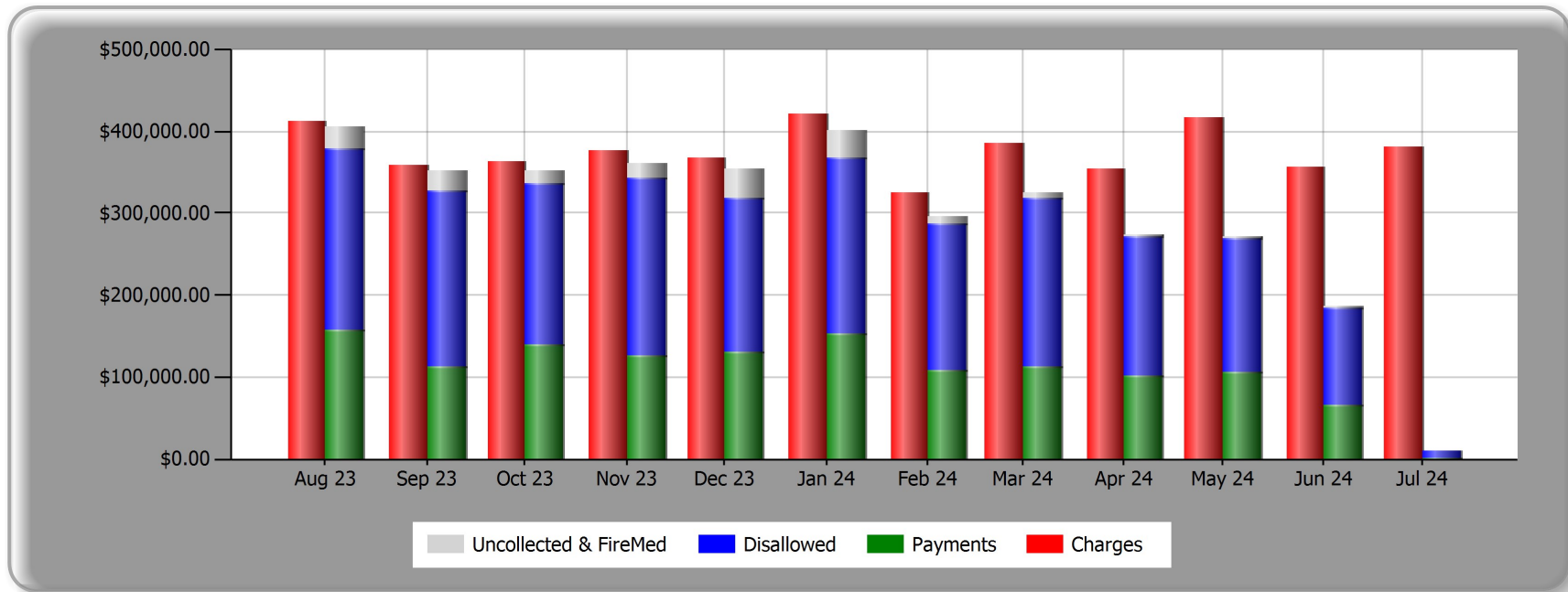
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6513-00 MISCELLANEOUS EXPENSE	80.99	80.99	5,300.00	5,219.01	1.5
10-3-6520-00 911 SERVICES	5,234.58	5,234.58	62,815.00	57,580.42	8.3
TOTAL PUBLIC SAFETY - MATERIALS	119,079.36	119,079.36	1,662,800.00	1,543,720.64	7.2
<u>CAPITAL OUTLAY</u>					
10-4-6533-00 FIREFIGHTING EQUIPMENT	.00	.00	8,050.00	8,050.00	.0
10-4-6533-01 OFFICE EQUIPMENT	.00	.00	18,025.00	18,025.00	.0
10-4-6533-05 RADIO EQUIPMENT	.00	.00	5,525.00	5,525.00	.0
10-4-6533-07 FIRE HYDRANT / PREVENTION	.00	.00	6,300.00	6,300.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	37,900.00	37,900.00	.0
<u>OTHER & TRANSFERS</u>					
10-6-7002-00 DUE TO FF EQUIP & SUPP	.00	.00	61,000.00	61,000.00	.0
10-6-7003-00 DUE TO BLDG RESERVE FUND	.00	.00	40,000.00	40,000.00	.0
10-6-7004-00 DUE TO EQUIPMENT RESERVE	.00	.00	446,000.00	446,000.00	.0
10-6-7007-00 DUE TO STACKER BUTTE	.00	.00	2,350.00	2,350.00	.0
10-6-7008-00 DUE TO TECHNICAL RESCUE	.00	.00	4,000.00	4,000.00	.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	.00	70,000.00	70,000.00	.0
10-6-7010-00 DUE TO TRAINING FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL OTHER & TRANSFERS	.00	.00	628,350.00	628,350.00	.0
<u>CONTINGENCY</u>					
10-7-8000-00 CONTINGENCY	.00	.00	100,000.00	100,000.00	.0
TOTAL CONTINGENCY	.00	.00	100,000.00	100,000.00	.0
<u>UNAPPROPRIATED FUND BALANCE</u>					
10-8-8600-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	1,841,324.00	1,841,324.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	1,841,324.00	1,841,324.00	.0
TOTAL FUND EXPENDITURES	690,817.04	690,817.04	11,150,001.00	10,459,183.96	6.2
NET REVENUE OVER EXPENDITURES	(482,194.96)	(482,194.96)	.00	482,194.96	.0

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

Date Of Service	8/1/2023
Date Of Service	7/31/2024
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Aug 23	213	411,904.15	-158,186.95	38 %	-1,483.18	0 %	-220,606.30	54 %	-26,960.20	7 %	4,667.52	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	-139,403.56	38 %	-2,363.43	1 %	-197,882.52	55 %	-11,976.75	3 %	11,375.08	3 %
Nov 23	201	376,538.62	-126,312.64	34 %	-1,522.28	0 %	-216,688.12	58 %	-17,722.47	5 %	14,293.11	4 %
Dec 23	182	369,206.95	-130,949.13	35 %	-3,623.00	1 %	-188,448.77	51 %	-31,702.26	9 %	14,483.79	4 %
Jan 24	220	422,007.66	-152,235.33	36 %	-6,131.90	1 %	-216,738.64	51 %	-27,517.18	7 %	19,384.61	5 %
Feb 24	171	325,594.97	-109,333.91	34 %	-3,076.24	1 %	-178,361.87	55 %	-6,691.40	2 %	28,131.55	9 %
Mar 24	200	386,452.19	-114,016.92	30 %	-3,200.20	1 %	-205,676.70	53 %	-1,807.47	0 %	61,750.90	16 %
Apr 24	188	354,669.43	-101,865.72	29 %	-482.24	0 %	-172,107.79	49 %	0.00	0 %	80,213.68	23 %
May 24	220	416,503.79	-107,325.24	26 %	-507.02	0 %	-163,951.58	39 %	0.00	0 %	144,719.95	35 %
Jun 24	189	357,695.95	-66,317.47	19 %	-2,001.84	1 %	-117,868.02	33 %	-1,597.60	0 %	169,911.02	48 %
Jul 24	206	381,464.22	-2,122.14	1 %	0.00	0 %	-8,646.46	2 %	0.00	0 %	370,695.62	97 %
		2,385	4,523,136.06	-1,320,170.26		-27,509.98	-2,102,269.91		-148,419.02		924,766.89	

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



MCFR INFORMATION SHEET

DATE: August 19, 2024
TO: Fire District Board of Directors
FROM: Bob Palmer, Fire Chief
ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: An ASA committee meeting was held on July 15, 2024 to present the final drafts of the ASA Ordinance and Plan to the ASA providers and solicit their input. Changes to each document were reviewed in detail and final revisions will be made based on input received. Once finalized, the Ordinance and Plan will be considered by the County Board of Commissioners for adoption.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: 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. Because the GEMT program was set up, since the beginning, with the wrong FMAP rates for the MAGI1 and MAGI3 populations, OHA must figure out what will be done for the prior SFYs 2017-2022. The Office of Financial Services is in the process of recalculating all those prior years. Once this has been completed, OHA will schedule an internal meeting to discuss their options. They do not know what this will mean at this time.

OREGON GEMT CCO PROGRAM: Our intent to participate for CY 2024 has been submitted receipt has been confirmed by OHA. OHA has wrapped up payment reports and activity for the first half of 2023 and we are awaiting payment reports for the second half of 2023. Questions for 2024 agreements have been submitted by MCFR to OHA. A check-in meeting to update participating agencies regarding the GEMT CCO program was conducted on July 15, 2024. Attestation agreements for CCO's have been completed and forwarded to OHA as required. MCFR is awaiting an agreement from OHA to confirm GEMT CCO program participation. All minimum requirements have been met by MCFR for the program. Initial rates developed by procedure code for January 1, 2024 to June, 2024 are illustrated below:

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

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

STACKER BUTTE LEASE PROJECT: Completed subleases: 1) ODOT; and 2) Klickitat County Emergency Management. The USFS utility agreement is currently back in their hands awaiting signature. I plan to follow up with Blue Mountain Networks, and WSDOT to determine the status of these lease agreements once the USFS agreement is signed and complete.

KLICKITAT COUNTY PUD SUBLEASE: KCPUD has reviewed and signed the sublease agreement to locate radio and camera equipment at the Stacker Butte Radio Site. The agreement must now be signed by each consortium member and the property landlord.

STACKER BUTTE BATTERY STACK REPLACEMENT: The Communications Consortium awaits a proposed plan with associated costs to upgrade the battery system from ODOT.

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

GEMT REIMBURSEMENT AND GROUND AMBULANCE DATA COLLECTION SYSTEM (GADCS) PROGRAMS: AC Jensen and I met with representatives of Pacific Consulting Group to start the GEMT Reimbursement and Medicare Data Collection Services process. A second meeting has been scheduled for August 14, 2024 at 10:30 to establish timelines for completing this project. Much of the data required for this project has already been accumulated through the GEMT application process for FY 2023-24.

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

INJURY LIST: We have been informed the injury FF Hall sustained will require surgery. She is currently restricted from active duty. Upon consulting with a SAIF RTW consultant, the District will be looking into bringing FF Hall back to modified duty in the near future. Finally, Captain Biehn recently went on the injured list as well pending further assessment. His date of return is currently unknown.

NON-EMERGENCY INTERFACILITY TRANSFERS: A meeting has been scheduled with Adventist for August 28, 2024. In the meantime, AC Jensen and I will continue to work with Adventist to assist them with researching their options.

MID-TERM BARGAINING: The District will meet with Union representatives on Tuesday, August 13, 2024 to further discuss the Local's concerns regarding bargaining impacts they feel are associated with the District's decision to discontinue interfacility transfers. The Union has provided a proposal which is currently under review by the District. We will keep the Board updated as to this process.

MICROWAVE TOWER FIRE: Located 5 miles west of Mosier, the Microwave Tower Fire started on July 22, 2024. It burned through a combination of brush, timber, grass and eventually into the wildland interface. Several homes were threatened which required Level 1, 2, and 3 evacuations being activated. At the height of the fire, approximately 170 FF's were on scene along with engines, dozers, tenders and aircraft to engage in firefighting operations. The size of the fire is listed at 1311 acres and the cause of the fire is currently listed as undetermined.

911 STATISTICS:

911 STATISTICS				
JULY 2024			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	370	13%	2340	13%
TDPD	1584	57%	10440	58%
WCSO	818	30%	5180	29%
TOTAL	2771	100%	17960	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

July 2024

Major Topics for July 2024

- Staffing

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

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

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

- The budgeted Paramedic and EMT positions are filled.

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

- The Wildland crew is currently filled with 5 wildland firefighters. Chief Beckner is still open and recruiting to fill the last budgeted position for the crew this season.

- 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 committee of The Dalles City Police, Wasco County Sheriff's Office, Wasco County Dispatch, and Mid- Columbia Fire and Rescue visited departments which had implemented the specific CAD system vendor we are in price and contract negotiations with. Chief Beckner and I traveled to Milwaukee and met with 3 different organizations to see their implementation success and issues. This was a very productive trip, and we gained a great deal of knowledge from these agencies. We are excited to move forward with the project.

- **Operational Model Update (In process, still seeking feedback and ideas from crews)**

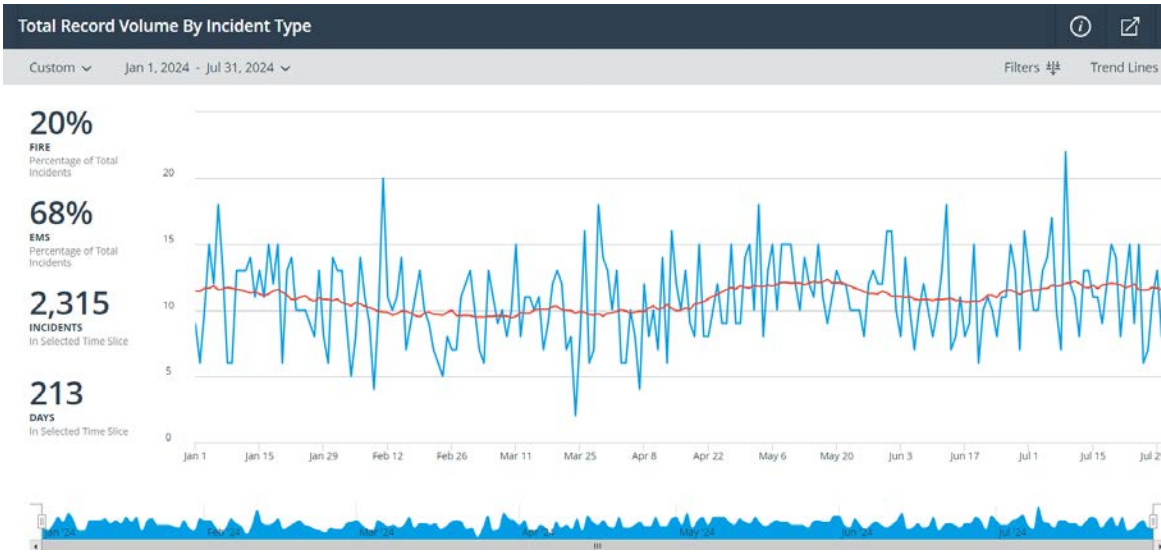
The plan to update our response model received feedback from the officers and AIC's which was then consolidated, and questions were addressed in a revised draft of the plan. It was then sent out to all the line staff to view and comment on any needs or stumbling blocks they may see from the line position perspective. This comment period is still open.

- **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

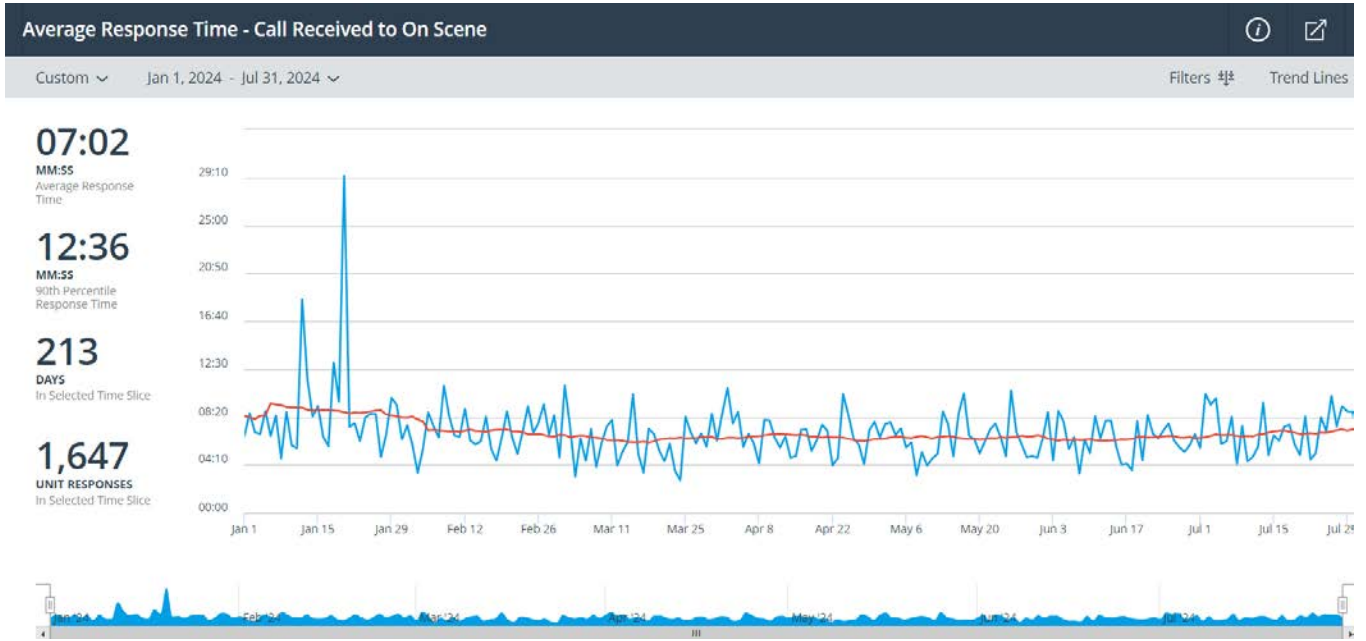
- **Response Statistics:**

January through July 2024 Calls by Type



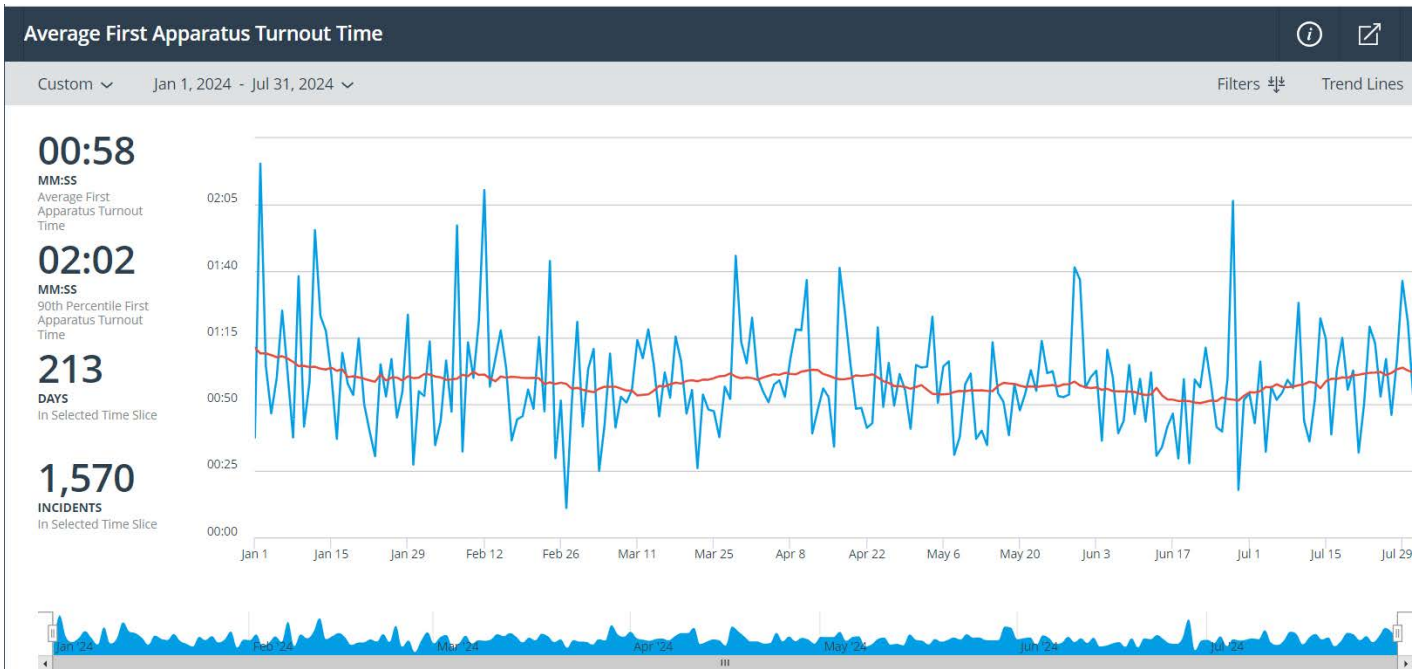
	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(10) Fire, other		1	2	2	1	1	2	1						10
(11) Structure Fire		3	3	1	3	7	5	1						23
(12) Fire in mobile property used as a fixed structure		2	1	1										4
(13) Mobile property (vehicle) fire			2	4	1	2	1	5						15
(14) Natural vegetation fire			1	1		5	5	10						22
(15) Outside rubbish fire			1	2		1	5							9
(16) Special outside fire					1	2	1	4						8
(25) Excessive heat, scorch burns with no ignition		2	1											3
(30) Rescue, emergency medical call (EMS), other		22	30	21	14	13	13	8						121
(31) Medical assist		6	6	3	5	5	8	4						37
(32) Emergency medical service (EMS) incident		204	165	194	190	252	195	218						1,418
(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		1						14
(51) Person in distress		1		1		1	1							4
(52) Water problem		2					1	1						4
(53) Smoke, odor problem							1							1
(55) Public service assistance		15	13	13	9	18	12	17						97
(56) Unauthorized burning			1	3	1	2	1	2						10
(57) Cover assignment, standby at fire station, move-								1						1
(60) Good intent call, other		4	4	2		2	2	3						17
(61) Dispatched and canceled en route		18	6	16	12	9	9	16						86
(62) Wrong location, no emergency found		9	4	3	4	4	6	12						42
(63) Controlled burning		1	1	3	4	1	1	1						12
(65) Steam, other gas mistaken for smoke						1	1							2
(67) HazMat release investigation w/no HazMat		2			1	1								4
(70) False alarm and false call, other		3	4	2	3	7	3	10						32
(73) System or detector malfunction		4	3		1	1	2	2						13
(74) Unintentional system/detector operation (no fire)		4	1	2	3	1	2	4						17
(90) Special type of incident, other							1							1
(91) Citizen complaint		1	2		1	4	2							10
NULL		39	19	41	42	35	40	49						265
Total		346	284	315	300	379	322	370						2,316
Total- Last Year		289	240	277	315	345	378	376						2,220
Percent Change Year over Year		19.72%	18.33%	13.72%	-4.76%	9.86%	-14.81%	-1.60%						4.32%

January through July 2024 Response Performance



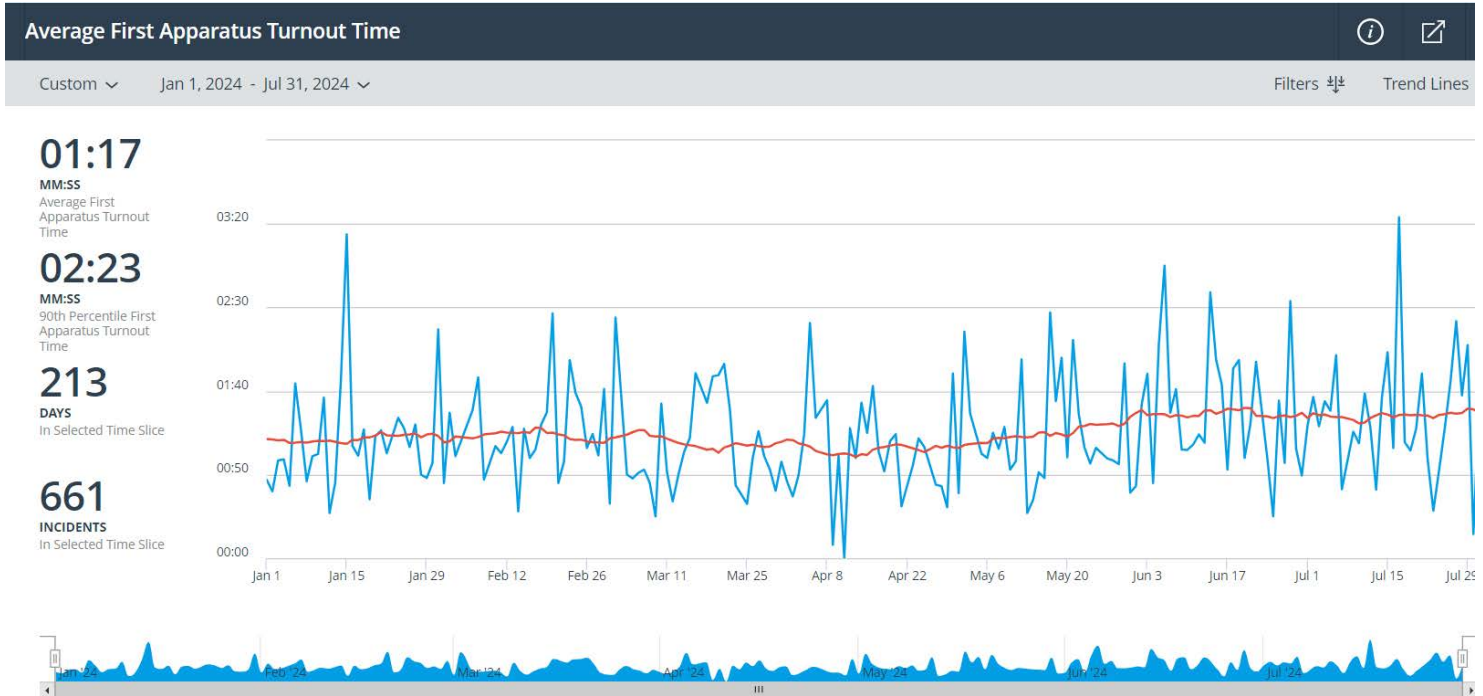
January through July 2024 Turnout Time Performance

EMS District Total



January through July 2024 Turnout Time Performance

Fire/Other District Total



Board Report

Josh Beckner, Division Chief

July 2024

July was another busy month. We continued working through the CAD Vendor process and evaluating the systems that bid. We started the implementation of PSTRAX a system that will help us achieve a high level of efficiency in completing Controlled Medication DEA checks and monitoring, Fleet checks and maintenance, SCBA tracking and regulatory checks amongst many other functions that will benefit the District. Our EMS inventory system Intelliview will also see updates to streamline intake of items, inventory and restocking to maintain an efficient user friendly system for the crews.

Programs

- **Advertising and Hiring**
 - Firefighter/ Paramedic has closed, and the process is pending with (5) candidates.

- **Facility Maintenance**
 - Browns Roofing provided a quote to address damage to Station 1 after the last few winter storms. The quote was missing some data, waiting for an update.
 - C&M Gutters bid on the project to repair and or replace gutters at Station 1, this work will likely occur in the fall.
 - Station 1 Generator has been repaired.
 - 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 still moving forward.
 - CWDG Grant was approved, starts in September of 2024. Actual site visit work will begin next season Spring 2025.
 - 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, so far two joint projects have been completed this season.
 - Crew 24 is currently staffed with 5 members.

- **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 this fall/winter.

- **UAS Operations**
 - Air Data and Drone Deploy are the current vendors selected to meet regulatory compliance and operational needs.
 - Oregon Aviation Board Application was approved for UAS Operations and ID # for the Drone has been updated.
 - We have successfully integrated this equipment into use on a few fires this season.

- **Vehicle Maintenance**
 - Dash Cameras and DVR's are installed, still working on setting up the file transfer with the vendor.
 - Tires replacements are ongoing with various apparatus.
 - AA&L and Hughes Fire Equipment is working on various other projects.
 - Our new Brush Engine is currently being built; the final product should be done in Spring of 2025.
 - PSTRAX system is being built for apparatus checks and maintenance tracking.

- **Meetings/Training/Safety/Other**
 - Meeting with OSFM regarding CWDG-Community Wildfire Defense Grant
 - Meeting with OSFM on Wildland Preparedness Grant
 - Meetings with ODF/USFS
 - Assist DC Cole with Apparatus Operator and Firefighter training and testing.
 - Various Staff Meetings and Weekly Planning Meetings
 - Coaching and Strategy Sessions with James Rowan
 - Meetings & Training regarding UAS Program
 - NWCSO Drills and CWRR Projects
 - Board of Directors Meeting
 - CAD Vendor Trip back East occurred in July.

- **Emergency Response /Staffing/ Fire Investigations**
 - All Calls – 2
 - Motor Vehicle Accidents – 3
 - Fire Response – 4
 - Fire Investigation – 0
 - Duty Officer – 8 days in July

Prevention Division- Board Report

July 2024

The district had five (5) fires with loss in July 2024. A passenger vehicle fire at the edge of the district where the driver swerved to miss a deer, running off the road and striking a tree. The car started to burn and fully consumed the vehicle and ignited a grass fire. Mosier was dispatched on Automatic Aid and assisted with the grass fire while MCFR personnel extinguished the vehicle fire. A hidden fire in an attic space was producing smoke within the attic. The fire location was determined by a thermal imaging camera from below, the ceiling opened and the fire extinguished. The fire started in an overheated electrical junction box, igniting insulation and framing. Damage was kept to a minimum due to the use of thermal imaging camera technology. A vehicle fire, caused by an electrical malfunction destroyed the vehicle. A semi-truck fire in the cab area, caused by an electrical malfunction, ended with extensive damage to the semi-tractor. There was a grass fire that exposed a large retail store causing loss of retail goods and damage to a lighted sign as well as damage to ODOT signs and guardrail. There were seven (7) other fires that caused no damage (most were brush/grass fires). Total value at risk in July was approximately \$29,000,000 with an overall loss of approximately \$125,000.

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. Shift personnel and I conducted tours to four different groups of kids from preschool through 3rd grade (continuation of June's tours). We had approximately 20-25 kids in each session 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. We also conducted our first quarterly Community CPR class. Despite having confirmations from a nearly full class of six students (8 is maximum for one instructor), only one student attended. Three cancelled the day before class while the other two were no-shows. We'll work to improve accountability in these free community classes. Planning continues for the Get Ready Preparedness Event in September.

- **Community Risk Reduction [Prevention, Public Education, Code Enforcement]**
 - Site Team – There was a single meeting in July for one project. This project was for a downtown building where the owners want to add four apartments to the upper floor while remodeling the main retail space on the ground floor. Sprinklers will have to be added to the building should the project move from planning to construction.
 - Site Visit – GOR1 Fire Lane and Sign Placement Walk-Thru

- **Meetings/Training/Safety/Other:**
 - Various Staff Meetings and Weekly Planning Meetings
 - Board Meeting and Special Board Meeting
 - Coaching and Strategy Session with James Rowan
 - Get Ready Preparedness Event Planning Meeting
 - Wildland Training with Marc Crain
 - Met with new POA Sales Rep – Equipment Purchasing

- **Emergency Responses/Station Staffing/Fire Investigations:**
 - EMS/Motor Vehicle Accident Response – 0
 - Fire Response – 1
 - Duty Officer – 7 days



A MCFR Firefighter teaches kids to not be afraid of Firefighters in Full Protective Equipment during a July 16, 2024 Fire Station Tour

Board Report

Adam Cole, Division Chief
July 2024

- **Training Cadre**

Over the past couple of months the training Division has developed a key group of firefighters and officers to assist with the implementation of training and providing input into the future of training. The formation of this group was intended to ensure all aspects of training in our agency get better and better. One of the first projects underway by this group is the development of a comprehensive Firefighter Probation Manual. We are about 90% complete with this project and excited to see its implementation.

- **New Hire Recruit Academy**

In July, we completed a four-week academy for three new recruits who are set to graduate on August 9th. We tried some new things this academy in terms of areas of focus with the time we have allotted. We are now evaluating the effectiveness of this academy so we can apply what we learned to the next academy.

- **Wildland Training**

In July, we concluded the final Wildland Firefighter 2 (basic firefighter) class for CGTA at our facility. Our ongoing 2-year plan includes offering Wildland classes ranging from basic-level through Task Force Leader.

- **Maintenance Recertification Process**

It is time to begin the biennial Maintenance Re-Certification of the district's personnel with DPSST. This renewal documents how our personnel maintain the necessary training to uphold their certifications.

- **Paramedic Student Training**

The District currently has seven employees enrolled in Paramedic Programs. Three apprentices will be departing for Nebraska in August to attend Paramedic School, with their return scheduled for early November.

Other Programs & Projects

Major projects and completion status:

- Career officer development course-in progress
- Working on training for dispatchers- ongoing
- Apprenticeship Program- ongoing.
- Probation Manual- Training Cadre
- Paramedic education for our EMT's- **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

Emergency Response /Staffing/ Fire Investigations

- All Calls – 2
- Motor Vehicle Accidents – 2
- Fire Response – 3
- Fire Investigation – 1
- Duty Officer – 6 Days



NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
201 Webber Street
The Dalles, OR 97058
541-298-1576
Fax 541-298-1082



FOR IMMEDIATE RELEASE

August 5, 2024

Contact: Nichole Biechler, Business Manager
nbiechler@norcor.co

NORCOR Expresses Deep Gratitude to Local Fire, Emergency Responders and Partner Agencies

THE DALLES, OR. – NORCOR would like to extend its heartfelt appreciation to the brave individuals of our local fire and emergency response teams for their exceptional efforts during the recent fire in our vicinity.

On Friday, August 2, 2024, a fire broke out in the grassland located just north of the NORCOR jail and detention facilities. Thanks to the swift and professional response from our local firefighters and emergency personnel, the situation was brought under control with remarkable efficiency and courage. Their quick actions not only contained the blaze but also ensured the safety of our community and minimized damage.

“Our community owes a tremendous debt of gratitude to the fire and emergency responders who worked tirelessly to protect us,” said Nichole Biechler, NORCOR Business Manager. “Their dedication, skill, and bravery were evident throughout this crisis, and we are incredibly thankful for their unwavering commitment.”

The coordinated efforts of the multiple fire departments, wildland firefighters, City of The Dalles Public Works, The Dalles School District Transportation Office, and support staff were crucial in managing the situation and providing protection of life and property. Their resilience and professionalism during such a challenging time are a testament to their dedication to the safety of the community, employees, and individuals served within NORCOR.

Once again, we extend our deepest thanks to all the fire and emergency responders who played a critical role in handling this emergency. Your commitment to protecting and serving our community is truly appreciated.

For more information or to get involved in supporting our local fire and emergency services, please contact Nichole Biechler, nbiechler@norcor.co or 541-298-1576.

MCFR INFORMATION SHEET

DATE: August 19, 2024

TO: Fire District Board of Directors

FROM: Robert Palmer

ISSUE: Follow-up on Fire Chief Job Description and Recruitment process

BACKGROUND: The agenda entry initially presented at the July 15, 2024 Board meeting regarding the draft Fire Chief Job Description and associated selection process has been scheduled for additional discussion for this evening's meeting.

Following Chief Palmer's retirement announcement effective year-end, the Board will decide on a successor Fire Chief selection process for the District's future leadership. SDAO consultant Gordon Sletmoe is working with the Board to finalize and implement this process. The following documents have been attached for the Boards discussion and consideration:

Attachment "A" – Draft Fire Chief's job description (Version 4);

Attachment "B" - Draft Updated "Scope of Work" matching the process decided upon by the Board;

Attachment "C" - Draft Recruitment process timeline;

Attachment "D" – Draft recruitment announcement

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

RECOMMENDATION: Adoption of attachments "A" through "D" based upon review and revision as appropriate.



ASSIGNMENT:	FIRE CHIEF
REPORTS TO:	BOARD OF DIRECTORS
FLSA STATUS:	EXEMPT
PAY GRADE:	GROUP V
CIVIL SERVICE STATUS:	NO
BARGAINING UNIT:	NO
ADOPTED:	Draft v.4 08/19/2024
REVISED:	

SUMMARY DESCRIPTION:

The Fire Chief functions as the Chief Executive and Budget Officer of Mid-Columbia Fire and Rescue (MCFR). The Fire Chief is responsible for providing administrative direction for all functions, operations, and personnel of MCFR through the supervision of subordinate staff and review of their activities. The Fire Chief receives general supervision from the Board of Directors, who reviews their performance based on overall results achieved. The Fire Chief shall 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 MCFR.

SUPERVISION RECEIVED:

The Board of Directors appoints the Fire Chief. The Fire Chief serves at the pleasure of the Board of Directors and receives general administrative direction within established goals, budget, and boundaries set by MCFR policy, and all applicable laws.

SUPERVISORY RESPONSIBILITY:

The Fire Chief is responsible for the full oversight of all MCFR staff.

JOB SCOPE:

The Fire Chief performs a variety of technical, administrative, and supervisory work while maintaining regular contact with others both inside and outside the organization. The Fire Chief is responsible for the overall direction of MCFR including the management, planning, organizing, and overseeing of all fire suppression, prevention, investigation, and emergency medical services.

ESSENTIAL FUNCTIONS:

The duties listed 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.

- Provides oversight of all MCFR operations including fiscal, human resources, fire suppression, fire prevention, public education, training, and emergency medical services.
- Responsible for developing, interpreting, and directing the implementation of Standard Operating Procedures, MCFR policies, directives, and rules and regulations as adopted or delegated by the Board of Directors.
- Responsible for reviewing the general operation of MCFR to determine efficiency; provide direction on major projects or problem areas; and ensure operational preparedness for response to fire, rescue, and emergency medical emergencies.
- Establishes and maintains productive working relationships with staff, board members, community organizations, other partner agencies, and the general public.
- Exercises strategic and visionary thinking that will have long-term, organization-wide application and impact including the development and presentation of short and long-term planning for continued stable operations of MCFR. This may include the development and maintenance of ‘Standard of Cover’ and ‘Continuity of Operations’ plans or other plans designed to maintain efficiency and responsiveness.
- Acts as the public relations representative for MCFR to the general public and civic organizations; informs public groups on the plans, programs, and goals of MCFR; and represents MCFR with effective verbal and written presentations.
- Functions as the MCFR Budget Officer in planning, organizing, coordinating, preparing, administering, and monitoring the budget; and is responsible for developing short and long-range financial goals and capital improvement or replacement schedules.
- Responsible for all personnel matters, which include employment, promotion, and termination of all personnel; administers the performance appraisal system; administers the labor relations program; and administers the wage and benefits package as adopted by the Board of Directors and within the adopted budget.
- 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 MCFR; and is responsible for records retention, public records requests, and HIPAA compliance.
- Coordinates with the State Fire Marshal, County Planning and City Building Officials and other agencies in the enforcement of applicable fire prevention laws and codes.
- Participates as MCFR representative in local, county, regional and State meetings and planning groups related to fire and safety issues.
- Directs, conducts, or assists in the investigation of fires, to determine cause, origin, and circumstances.
- Responds to emergency incidents as required to either directly deliver services or assume command or other ICS position; supervises the use of personnel and equipment.
- Performs other duties and tasks as directed by the Board of Directors.

KNOWLEDGE , SKILLS AND ABILITIES:

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

- Knowledge of the policies, guidelines, rules and regulations of MCFR and applicable collective bargaining agreement, applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.

- Knowledge of modern methods, techniques and theories used in fire suppression; emergency medical services; code development and enforcement; fire prevention; public education; arson/fire investigation; hazardous materials; disaster management; and terrorism.
- Knowledge of principles, practices, methods and techniques in all areas relating to management of emergencies including principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management Systems.
- Knowledge of principles, methods and practices in the area of public-sector finance administration, with particular reference to accounting and budgeting, including all applicable laws, ordinances and regulations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of modern management techniques; human resources and supervisory practices; labor/union relations and negotiations; and personnel evaluation methods.
- Excellent leadership, management and team building skills including strategic planning, personnel management, project management, problem analysis, delegation, decision making, critical thinking, judgment, conflict resolution, adaptability/flexibility, stress tolerance and time management.
- Strong presentation, oral, and written communication skills with the ability to communicate and present complex ideas and information, and apply appropriate communication techniques to various audiences.
- Strong negotiation and partnering skills with the ability to establish and maintain cooperative and effective working relationships with the Board of Directors, command staff, assigned personnel, union representatives, other MCFR employees, various professional, civic and government officials, and the general public under both regular business and adverse or emergency conditions.
- Ability to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
- Ability to oversee the development and execution of strategic and operational plans, while maintaining an effective organizational structure, to support both growth and maintenance of MCFR.
- Ability to investigate, gather and evaluate information, identify problems, and make logical decisions; project consequences of actions; clearly articulate findings and opinions.
- Ability to institutionalize and promote safety principles and safety awareness as a culture for MCFR members and external customers.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with a major in Fire Science, Business Administration, Public Administration, or related field.
 - Ten (10) years of increasingly responsible experience in a career or combination fire department including five (5) years of experience at a Chief Officer rank with progressive responsibility, including administrative, supervisory, and budgetary.
- Or -**

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

Required Licenses and Certificates:

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

DESIRED QUALIFICATIONS:

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

SPECIAL QUALIFICATIONS:

- Must pass MCFR’s background check; medical and work capacity requirements; and drug screen.
- Must reside within MCFR’s jurisdictional boundaries. (An exception may be made upon approval of the Board of Directors)
- Must be bondable and insurable through MCFR’s insurance agent for fiscal responsibilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Working Environment:

- 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 the 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 MCFR’s boudaries, occasional travel outside MCFR’s boudaries, and working long hours.
- 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.
- Appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus may be required during an emergency incident.
- The work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

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; operating emergency vehicles and apparatus; keeping records; operating a computer, and performing office work; maintaining station and equipment. Vision must be sufficient to meet MCFR 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 MCFR Wellness/Fitness program criteria.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract.

The Board of Directors has the exclusive right to alter this job description at any time without notice.

Employee Print/Signature Date
(The signature of the Fire Chief indicates this document has been read and is understood.)

Board of Directors Print/Signature Date
(The signature of the Board of Directors designee confirms the assignment of work to the Fire Chief.)

**Special Districts Association of Oregon
Consulting Services Program
Mid-Columbia Fire and Rescue
Fire Chief Recruitment Facilitation Process**

1. Meet with Board of Directors and Fire Chief to discuss process:
 - Confirm position description is finalized. (Board of Directors)
 - Confirm salary and benefit package is finalized. (Board of Directors)
 - Develop process timeline. (SDAO)
 - Discuss how evaluation points will be applied. (SDAO/Board of Directors)
 - Assist Board of Directors with development of interview/selection process.
 - Panel Interviews (i.e. community, technical, and/or MCFR stakeholders)
 - Board of Directors interviews
 - The Board of Directors is ultimately responsible for the selection of candidates, semi-finalists, and the finalist. SDAO only facilitates the process.
2. Develop internal recruitment announcement. (SDAO)
3. Ensure recruitment announcement is adequately distributed to all MCFR members. (MCFR Staff).
4. Receive applications, letters of interest, and resumes. (SDAO)
 - Review to ensure completeness.
 - Pre-screen applicants against MCFR requirements.
 - Apply Veteran Preference Points.
 - Prepare applicant review for presentation to Board of Directors.
5. Meet with Board of Directors to discuss candidate review process and select candidates advancing to interview process.
 - Invite selected candidates to interview process. (SDAO)
 - Contact the candidates that will not move forward in the hiring process. (SDAO)
6. Facilitate interviews and selection process at site determined by Board of Directors. (SDAO)
7. Assist Board of Directors with final selection of new Fire Chief.
 - Conditional job offer letter.
 - Background/Reference checks as requested. (SDAO to assist MCFR in requesting)

8. Assist Board of Directors with on-boarding new Fire Chief. (SDAO)
 - Final job offer letter.
 - Assist with employment agreement negotiations.
 - Consider SDAO mentorship program if applicable.

Mid-Columbia Fire and Rescue Fire Chief Recruitment and Hiring Process

July 15, 2024**	Informational meeting with Board Members and Fire Chief
July 29, 2024*	Position description and hiring process discussion
August 19, 2024**	Board approval of scope of work, hiring process and timeline, position description, salary and benefits, and internal recruitment announcement
August 26, 2024	Recruitment Period Opens - MCFR posts internal recruitment announcement and position description Districtwide in a manner approved by Board
September 9, 2024	Recruitment Period Closes
September 16, 2024**	SDAO to prescreen applicants and facilitate the Board of Directors selection process
September 23, 2024*	Stakeholder and Board Interview process
September 23, 2024*	Conditional job offer; reference/stakeholder checks; employment agreement development (<u>actual date of conditional offer based on Board decision</u>)
October 21, 2024**	Final job offer/employment agreement presented (<u>actual date of final offer based on Board decision</u>)
December 1, 2024	Fire Chief start date

*Special Board Meeting

**Regularly scheduled Board of Directors meeting



**Internal Recruitment
for
Fire Chief**

\$152,716 - \$168,369

plus benefits

Application Deadline: September 9, 2024



Fire Chief Position Details

Full-Time

FLSA Exempt

Salary: \$152,716 - \$168,369 per year (exact placement within the salary range dependent on qualifications)

Benefits: Benefits include comprehensive benefit package as provided for in Mid-Columbia Fire and Rescue Employee Handbook and Fire Chief's employment agreement.

The Position

The Fire Chief functions as the Chief Executive and Budget Officer of Mid-Columbia Fire and Rescue (MCFR). The Fire Chief is responsible for providing administrative direction for all functions, operations, and personnel of MCFR.

The Fire Chief performs a variety of technical, administrative, and supervisory work while maintaining regular contact with others both inside and outside the organization. The Fire Chief is responsible for the overall direction of MCFR including the management, planning, organizing, and overseeing of all fire suppression, prevention, investigation, and emergency medical services.

The normal work schedule is 40+ hours per week however, it is generally understood that the Fire Chief will dedicate as much time as needed to assure the needs of the District are met including participating in the duty officer rotation and attending meetings, special events, and emergency responses outside of normal office hours.

The Ideal Candidate

The ideal candidate will possess the following core skills and abilities at a minimum:

- Knowledge of the policies, guidelines, rules and regulations, ordinances and codes affecting fire and emergency response services.
- Knowledge of modern methods, techniques and theories used in fire suppression; emergency medical services; code development and enforcement; fire prevention; public education; arson/fire investigation; hazardous materials; disaster management; and terrorism.
- Knowledge of principles, methods and practices in the area of public-sector finance administration.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of modern management techniques; human resources and supervisory practices; labor/union relations and negotiations; and personnel evaluation methods.
- Excellent leadership, management and team building skills.
- Strong presentation, oral, and written communication skills with the ability to communicate and present complex ideas and information.

- Strong negotiation and partnering skills with the ability to establish and maintain cooperative and effective working relationships.
- Ability to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
- Ability to investigate, gather and evaluate information, identify problems, and make logical decisions.
- Ability to institutionalize and promote safety principles and safety awareness as a culture.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.

Required Education and Experience

- Valid driver's license.
 - NFPA Fire Officer 3 certification (or equivalent).
 - NFPA Instructor 2 certification (or equivalent).
 - ICS 100, 200, 300, 400, 700 and 800 certifications.
 - A minimum of an Oregon EMT Basic license (or equivalent).
 - NFPA Emergency Vehicle Driver Training (or equivalent).
 - HazMat Incident Commander in accordance with 29 CFR 1910.120 (or equivalent).
 - Bachelor's degree from an accredited college or university with a major in Fire Science, Business Administration, Public Administration, or related field.
 - Ten (10) years of increasingly responsible experience in a career or combination fire department including five (5) years of experience at a Chief Officer rank with progressive responsibility, including administrative, supervisory, and budgetary.
- Or-**
- Any combination of education, training, and/or experience that demonstrates equivalent qualifications may be considered at the discretion of the Board of Directors.

Special Requirements

- Must pass MCFR's background check; medical and work capacity requirements; and drug screen.
- Must reside within MCFR's jurisdictional boundaries. (An exception may be made upon approval of the Board of Directors)
- Must be bondable and insurable through MCFR's insurance agent for fiscal responsibilities.

See position description for full position details and requirements.

Recruitment and Hiring Timeline

(Dates subject to change)

Recruitment Period Opens: August 26, 2024

Recruitment Period Closes: September 9, 2024

Interview Process: September 23, 2024

Tentative Start Date: December 1, 2024

This recruitment is open to current MCFR employees only. To be considered as a candidate, please submit a completed and signed **application**, **resume**, and **cover letter** to the address and/or email listed below. ***Electronic submission is preferred.***

Attn. Shanta Carter
Mid-Columbia Fire and Rescue – Fire Chief
Special Districts Association of Oregon
PO Box 23879, Tigard, Oregon 97281
Email: scarter@sdao.com

Questions regarding the position or the selection process can be directed to Senior Consultant Gordon Sletmoe at gsletmoe@sdao.com

MCFR INFORMATION SHEET

DATE: August 19, 2024

TO: Fire District Board of Directors

FROM: Robert Palmer

ISSUE: Fire Chief recruitment process and associated wage scale

BACKGROUND: In the process of hiring for the Fire Chief position, the SDAO consultant pointed out that the Board needed to confirm the salary range for this job category. Attached as Exhibit "A" is the wage scale chart for command staff, which is excerpted from Appendix "B" of the Employee Handbook approved by the Board on November 1, 2022. This chart shows the salaries for command staff over a three-year period starting from July 1, 2022, until June 30, 2025. To ensure these scales remain current, they are updated regularly to reflect cost of living adjustments and to preserve equitable wages among the different MCFR job classifications.

The Fire Chief position is classified under Group V and includes three potential step increases determined by job performance. The wage scale for all command staff, indicated in Exhibit "A", is up-to-date and reflects what is applicable to recruiting for the Fire Chief role. Following this fiscal year, a review of both Command and Office Staff wages should be conducted by the Board to ensure classification equity and that salaries remain competitive with similar fire organizations.

BUDGET IMPLICATIONS: Expenses related to recruiting a Fire Chief, as well as the accompanying salary and benefits for the role, are included in the fiscal year 2024-25 budget.

RECOMMENDATION: Acknowledgement from the Board that the existing pay scale for the Fire Chief classification, as shown in Exhibit "A" and further excerpted as Exhibit "B" from the Employee Handbook, represents the salary standard to be applied during the recruitment process for the Fire Chief position.

APPENDIX “B”

EXEMPT EMPLOYEE WAGE SCALE Revised November 21, 2022

**COMMAND STAFF
JULY 1, 2022 – JUNE 30, 2023**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	\$11,596.40	12,176.22	\$12,785.03	10
IV	Assistant Fire Chief	\$10,044.19	11,596.40	\$12,176.22	7
III	Division Chief	\$10,518.27	\$11,044.19	\$11,596.40	7

**COMMAND STAFF
JULY 1, 2023 – JUNE 30, 2024**

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

**COMMAND STAFF
JULY 1, 2024 – JUNE 30, 2025**

GROUP	CLASSIFICATION	STEP 1	STEP 2	STEP 3	E-Days
V	Fire Chief	\$12,726.34	\$13,362.65	\$14,030.78	10
IV	Assistant Fire Chief	\$12,120.32	\$12,736.34	\$13,362.65	7
III	Division Chief	\$11,543.16	\$12,120.32	\$12,726.34	7

**OFFICE STAFF
JULY 1, 2022 – JUNE 30, 2023**

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

**OFFICE STAFF
JULY 1, 2023 – JUNE 30, 2024**

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

**OFFICE STAFF
JULY 1, 2024 – JUNE 30, 2025**

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

MCFR INFORMATION SHEET

DATE: August 19, 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: The agenda entry initially presented at the July 15, 2024 Board meeting has been scheduled for additional deliberation for this evening's meeting. Attached as Exhibit "A" is Director Denstedt's proposal. Furthermore, for the Board's review, Page 21 from the Board Policy Manual that details Policy 4.1, "Preparation for Board Meetings," including its relevant Subsections, is provided as Exhibit "B."

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: August 19, 2024

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Confirmation of Appointment of Civil Service Commission member

BACKGROUND: The Civil Service Commission currently has a vacancy due to the recent passing of member John Hutcheson.

The commission is comprised of three members who are appointed or endorsed by the governing body of the District, with the current sitting members being John Willer and Chuck Covert. It is the MCFR Board of Directors' responsibility to appoint new individuals to the commission.

Chief Palmer has looked into potential candidates for the empty seat and has identified David Peters as a prospective member willing to take on the role.

Mr. Peters brings valuable experience as a former Fire District Board member and knowledge in the district's policies and procedures, qualifying him as an appropriate choice for the position.

Should the Board agree, this appointment will require the Board's confirmation to complete the process.

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION:

Option 1: Motion to appoint David Peters to fill the current Civil Service Commission vacancy. **Recommended**

Option 2: Continue to research additional candidates for consideration in filling this vacancy.