**Jefferson County Fire and EMS**

**Board of Directors Meeting Minutes**

**September 10th, 2024**

**Meeting called to Order:** 5:30 PM

**Pledge of Allegiance lead by:** Led by Director DuPont

**Roll Call:**

**Fire:** Board President Kim Stout, Director Chris DuPont, Secretary Dusty Miller

**Fire Members Absent:** Director Ryan Boyle, Vice President Rob Galyen

**Fire staff:** Fire Chief Blake, Deputy Chief Skaar, Deputy Chief Earnest, Admin. Assistant LeeAnn Bowman, Finance Manager Kristy, Fire Attorney Tim Gassner

**Community Members:**

**Agenda approval/adjustment:** Chief Blake presented a supplement to resolution #1 2024-2025. The bank would like to add items. Director DuPont stated that we should add it under Old Business Item D. Director Miller motioned to approve the agenda with the amendment of Item D under Old Business. Director Miller seconded the motion. The motion passed unanimously.

**Presenter:** No presentation.

**Citizens Input:** No citizens input.

**Minutes from previous meeting:** Director Miller made a motion to approve the August 13th, 2024, board meeting minutes as typed. Director Miller seconded. The motion passed unanimously.

**Old Business**

**EMS/Fire Consolidation:** Chief Blake went over the billing report that Billing Manager Danielle Peckham provided. It was a basic interpretation of the workflow for EMS calls to billing from FY 24 July 1st, 2023- June 30th, 2024, = 2496 calls.

Chief Blake noted that we could possibly update this item to “New Business Billing.”

**Old Business**

**Building Expansion:** Chief Blake stated that there has been no building expansion progress. We are in a hold. We have a $15,000.00 expense we would need to do to complete the bidding. He stated we should be funded by this Thursday (9/12/2024.) If we wait to start bidding we would start in October on bidding. If we wait longer we will not start until Spring of 2025.

Chief Blake asked the board for guidance on what they would like to do from here. The bond advisory meeting is tomorrow at 5:30 pm.

Director DuPont clarified that we are receiving bond funds this Thursday (9/12) and that we will be able to pay for the bidding with the bond funds. Chief Blake stated that was correct. Director Miller asked if we should wait until we get a recommendation from the bond committee prior to making a decision. Chief Blake stated that they do not have to wait, tomorrow's bond advisory meeting will be more of an introduction.

Director DuPont stated that we will have to expend those funds regardless so it may be time to start going out for bids and we can use it for the capital funding request. Chief Blake stated that we do not want to go out and not do the project because it will be harder to find subcontractors. At that point they may up their bids.

Director Miller stated he is comfortable with it considering we will recoup the funds. Director DuPont said he is in support of it as well. Blake stated to clarify we are just moving ahead with bidding.

**Old Business**

**Bond Advisory Board Members:** The bond advisory group will be meeting at the fire station at 5:30 PM tomorrow (9/11.) Tomorrow will be a meet and greet; we have good representation from around the community. Jeff. Co Fire & EMS Board Vice President Rob Galyen, Jefferson County Fire & EMS Board President Kim Stout, Angela Kruger, Travis Feigner, Evan Thomas Jr., Shawn Young, Jennifer Townsen, and Jeff Jordan.

**Old Business**

**Supplement to Res. 2024-2025 #1:** Tim Gassner read Supplement to Resolution No. 2024-2025 #1 into the record with the new language. Director DuPont made a motion to approve the supplement to the resolution as read. Director Miller seconded the motion. The motion passed unanimously.

**New Business**

**Finance Update/EMS Audit:** Kristal gave an update on the finances. She stated that we will also have a choice to make regarding the EMS audit. She did state that there is no repercussion with the state to not filing an audit with a district that is dissolved. After three years it dissolves, and it is reported to the county. She does caution that if there is no audit the assets will not be clear on what was transferred to Fire.

Chief Blake said he spoke with Jason Jansy, Director Boyle and Vice President Galyen about the EMS audit. He stated that it is $20,000.00 a year on the audits to file, it would save funds if we did not. Chief Blake stated that SDAO recommended we do not proceed with the audit and let it dissolve completely.

Director Miller asked if not filing the audits would impact billing in any way. Chief Blake reassured him that it would not.

Director DuPont then inquired about the benefits of obtaining clearer advice on their financial standing. Kristal explained that she primarily uses the audits to compare budget to actuals. Given how many years have passed, she doesn’t believe it would significantly affect them now. She noted that while audits help in planning future budgets, they’re not as crucial for their current situation. However, she highlighted that without the audits, they wouldn’t be able to secure a private loan and obtaining their recent bank loan was possible because they provided all necessary information. For a line of credit, audits would be required.

Director DuPont questioned the necessity of a line of credit. Kristal acknowledged they had discussed it before, but Director DuPont expressed hesitance about spending funds if it wasn't needed. Still, he recognized that two years of audits would be essential if they decided to pursue a line of credit.

Chief Blake advocated for moving forward with the audits, citing the possibility of needing a line of credit soon. He asked if the auditors could do a reviewed statement for the EMS for the first year and then conduct a full audit later. Kristal confirmed that this was a possibility they could explore.

To wrap up, Chief Blake mentioned they would follow up on the audit findings in the next meeting. Kristal reported they have about $170,000 coming in from accounts receivable billing, with LeeAnn reviewing $80,000 of that. Kristal also noted that reviewing contracts is next on her to-do list.

**New Business**

**Fire Ops.:** Deputy Chief Skaar reviewed the Jefferson County Fire & EMS August 2024 Monthly Report. He stated that there was an increase in transfers this month, therefore the hours of utilization goes up. Turn out times, calls per shift, ect. Were all reviewed.

Deputy Chief Skaar also informed us that the ARFF we received from Port Of Portland is also here.

We responded to two immediate responses that have turned into conflags. Chief Blake stated we are upwards of 1.8 million acres this year with fires. Deputy Chief Skaar asked if there were any questions on the monthly report. Director DuPont asked how staff were holding up with the fires. Deputy Chief Skaar stated that he believes everyone across the board is ready for the season to slow down. He also stated that the fires on the pie graph do not include the assignments that staff members were on.

Deputy Chief Skaar stated that we will also be doing a burn to learn this month on the 28th- if weather permits. He also stated that Captain Johnson will be doing a pumper class as well. We also have been getting more interest in the volunteer program.

Chief Blake stated crews have been going through inventory of turn outs as well. He also stated he is reaching out to Bend Fire to see if they have any to donate.

**New Business**

**Fire Prevention:** Deputy Chief Earnest went over the August 21- Sept. 21, 2024 report. He stated that with the call volume we have not had a whole lot of prevention. With school back in session we have been receiving interest in school tours, he will be doing a quarterly reading at the schools with the kids, latino fest will be this weekend.

Building has slowed but subdivisions have gone up. Business license inspections have been rolling in. Deputy Chief Earnest will be going back to do reinspections. He will be going through the Bunk House and the Inn at Cross Keys as we have received many complaints. Ericksons will be put back into session as well.

Director DuPont inquired about the brewery going in. Deputy Chief Earnest stated by next month they are trying to get it up and running.

**New Business**

**EMS Report:** Deputy Chief Lepin was not in attendance. Chief Blake stated he is looking into a matrix on transfers.

**New Business**

**Chief Update:** Chief Blake stated that we have spent more funds in payroll this month due to fires and and overtime that we can recoup costs for the fire.

He also stated that PGE came to an agreement, they will be paying for fire protection.

Chief Blake stated that we have asked staff for a volunteer student position to take the workload off Captain Johnson. We have six people interested in this position. They will do an interview process and a written.

He also stated that we know we have individuals testing out to move on to other dept. We have nobody that has given official notice yet. There is a lot of fire jobs out there currently. He stated that we have a good stance on transfers currently, if we were to go back to what we used to be we may have a mass exit of employees.

Chief Blake stated that the governor’s fire service policy board has made some changes to ems funding and other funding that has to do with EMS funding. He continues to talk to the county about impact fees. We will continue to look at long-term funding for the organization. We will have to look at an operational levy potentially and will start conversations with board members on that in the next week.

**Monthly Bank Accounts:** LeeAnn Bowman went over the bank accounts.

**Pay Bills:** Director Miller made a motion to pay the bills. Director DuPont seconded the motion. Motion passed unanimously.

**Citizens Input:** No citizens input.

**Additional Comments/Concerns:** There was none.

**Adjourn Meeting:** 6:40 PM