

Board Meeting Agenda

July 17, 2023

5:30 p.m.

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

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Changes**
- 5. Oath of Office for Newly Elected Board Members**
- 6. Election of Board Officers**
- 7. Minutes**
 - a. Correction of Minutes, if any – Monday, June 19, 2023
- 8. 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(631) 992-3221

AUDIO ACCESS CODE: 539-809-554

COMPUTER LINK: <https://attendee.gotowebinar.com/register/3326249605743956313>

WEBINAR ID: 422-586-147
- 9. Financial Reports**
 - a. Balance Sheets/Combined Cash Accounts as of 06/31/23
 - b. Ambulance Service Financial Report 07/01/22 to 06/31/23
- 10. Committee Reports**
 - a. Urban Renewal Report – None

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.

11. Fire Chief's Report

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

12. Correspondence

13. Old Business

14. New Business

- a. Information Sheet - Urban Renewal Agency Representative
- b. Information Sheet – Audit Engagement Agreement
- c. Information Sheet - Surplus Items

15. Good of the Order

16. Adjournment



OUR MOTTO:

Educate, Serve & Protect

OUR SHARED VISION:

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

OUR MISSION:

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

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.

MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Board member Oath of Office

BACKGROUND: Newly elected Board members shall take and subscribe to an oath of office to the Fire District.

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Legal Counsel Andrew Myers will administer the oath of office to the following elected Board members: Walter Denstedt.

MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Annual Election of Board Officers

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

BUDGET IMPLICATIONS: None

RECOMMENDATION: Comply with ORS 478.250.



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
June 19, 2023

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, Dave Peters, Corey Case, Diana Bailey, and Dick Schaffeld.

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

Others Present: Legal Counsel Andrew Meyers, Budget Committee Member Wally Wolfe and Private Citizen Walter Denstedt.

4. AGENDA CHANGES

There were no agenda changes, however Chief Palmer handed out 3 sheets for the board packet that were revised.

5. MINUTES

- a. The minutes of the May 5, 2023, special board meeting were approved as written.
- b. The minutes of the May 15, 2023, meeting stand approved as written.

6. PUBLIC COMMENT

Private citizen Walter Denstedt spoke briefly about late night transfers. He feels that the hospital is sending patients at night that don't need to be transferred until morning. He would like the district to talk to the hospital in the hopes that the late-night transfers can be stopped.



7. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts – Director Case asked why there was no transfer done from the Retirement Line to the General Fund. Chief Palmer initially thought that there had not been anyone that had retired so there was no need to

transfer, however, then realized Walt Denstedt had retired at the end of July, however, he had little to no leave accruals to cash out. The retirement line is used if there has to be a pay out of vacation and sick when someone retires. Any minimal accruals remaining were most likely absorbed by the General Fund. Chief Palmer noted he would double check to confirm this circumstance.

Ambulance Service Financial Report – No comments.

8. OPEN PUBLIC HEARING

- a. President Jacobs opened the public hearing at 5:41 p.m.
- b. There was no public in attendance or online to give testimony on the FY 2023-24 approved budget.
- c. There were no adjustments made, the approved budget stands approved as written.
- d. President Jacobs adjourned the public hearing at 5:42 p.m.

9. COMMITTEE REPORT

- a. Urban Renewal Report – Director Peters was unable to attend the meeting, he had nothing to report.

10. FIRE CHIEF'S REPORT

- a. Fire Chief's Update – Included in Board Packet. Chief Palmer read through his report giving a more detailed description to each item he included in his report. He noted MARS is unable to sign a contract with the district because of insurance issues. Chief Palmer added the district would still be able to work with them on mitigation. Chief Palmer also wanted to let the board know that he has been holding interviews with the crew. He stated that those are going well, and he is learning a lot.
- b. Monthly Report – AC Jensen. Included in board packet. Chief Jensen spoke briefly about the new dashboard/monitors that have been installed in both stations.
- c. Monthly Report – DC Beckner. Included in board packet. Chief Beckner spoke briefly about the new wildland crew (Crew 24). He added are doing a great job, ODF likes working with them, and hopes to do more training with this crew. Chief Jensen stated that Crew 24 really stepped up at the last two fires. Having the wildland crews working the fires makes it possible for the dual roles to work the medical calls. On the MP 87 fire Chief Palmer stated that the fire was kept to 150 acres. There were 7 structures lost. He stated that aircraft had been called in and was being paid for by



the State, however, they were cancelled because of the power lines in the area and the high winds.

- d. Monthly Report – DC Wood. Included in board packet. Chief Jensen wanted the board to know that the business inspections have really been going well. He stated that the district is on task to meet the standard for both training and business inspections. He stated with the crews having to go into all the businesses to do

inspections also helps with their training, and they learn the layout of the businesses.

- e. Monthly Report – DC Coleman. Included in board packet. Chief Palmer stated that Chief Coleman has been very busy doing a considerable amount of training.

11. CORRESPONDENCE

- a. Thank you letter from The Dalles Middle School
- b. Wasco County Burn Ban Proclamation
- c. Chief Palmer read a thank you letter that was submitted regarding a fire that had taken place on May 21, 2023. Chief Jensen will add the letter to the dashboard.

12. OLD BUSINESS

None.

13. NEW BUSINESS

- a. Resolution No. 2023-04 “A Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes”. President Jacobs asked if there were any questions on the Budget. He also asked Budget Committee Member Wally Wolfe if he had any additional questions, he also thanked Wally for his many years of service on the committee. Hearing that there were no additional questions, Director Bailey made a motion to approve Resolution No. 2023-04 “A resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes for FY 2023-24” with no recommended budget adjustments per Exhibit “A”. Director Case seconded. All in favor: 5 Ayes, 0 Nays, Motion carried.
- b. Resolution No. 2023-05 “A Resolution Amending Fire District Cost Recovery Fees and Adopting a Consolidated Schedule of Cost Recovery Fees and Service Charges”. Chief Palmer explained why he wanted to consolidate the cost recovery fees and service changes. Brief discussion followed. Director Case made a motion to adopt Resolution No. 2023-05 – “A Resolution amending fire district cost recovery fees and adopting a consolidated schedule of cost recovery fees and service charges. Director Bailey seconded. All in favor; 5 Ayes, 0 Nays. Motion carried.
- c. Resolution No. 2023-06 “Certificate of Election”. Director Bailey made a motion to adopt Resolution No. 2023-06 certifying the results of the Special District election held on May 16, 2023. Director Schaffeld seconded. All in favor: 5 Ayes, 0 Nays. Motion carried.



- d. Resolution No. 2023-07 “A Resolution Authorizing the Fire Chief to Execute an Intergovernmental Agreement between Mid-Columbia Fire and Rescue and Office of State Fire Marshal Concerning Distribution and Use of Grant Funds Awarded for the 2023 Community Wildfire Risk Reduction Program Grant”. Director Case made a motion to adopt Resolution No. 2023-07 “A Resolution authorizing the Fire Chief to Execute an intergovernmental agreement between Mid-Columbia Fire and Rescue and Office of State Fire Marshal concerning distribution and use of grant funds awarded for the 2023 Community Wildfire Risk Reduction Program Grant. Director Bailey seconded. All in favor; 5 Ayes, 0 Nays. Motion carried.
- e. Resolution No. 2023-08 “A Resolution Authorizing the Fire Chief to Execute an Intergovernmental Agreement between Mid-Columbia Fire and Rescue and Office of State Fire Marshal Concerning Distribution and Use of Grant Funds Awarded for the 2023 OSFM Wildfire Season Staffing Grant”. Director Peters made a motion to adopt Resolution No. 2023-08 “A resolution authorizing the Fire Chief to execute an intergovernmental agreement between Mid-Columbia Fire and Rescue and Office of State Fire Marshal concerning distribution and use of grant funds awarded for the 2023 OSFM Wildfire Season Staffing Grant. Director Schaffeld seconded. All in favor; 5 Ayes, 0 Nays. Motion carried.
- f. Information Sheet – Surplus items. There were no surplus items added, will be on added to next board packet in July.

14. GOOD OF THE ORDER

- a. Appreciation award – Director David Peters. Chief Palmer and President Jacobs presented Director Peters with an appreciation award for his time on the board.

15. ADJOURNMENT

President Jacobs adjourned the meeting at 6:23 p.m.

Board President

Board Secretary/Treasurer

MID-COLUMBIA FIRE & RESCUE
 COMBINED CASH INVESTMENT
 JUNE 30, 2023

GENERAL FUND

COMBINED CASH ACCOUNTS

01-0-1009-00	LGIP	5,714,633.53
01-0-1020-00	PAYPAL BURN PERMIT ACCOUNT	.00
01-0-1025-00	COLUMBIA BANK PAYPAL ACCOUNT	.00
01-0-1030-00	CHECKING ACCOUNT	705,971.08
01-0-1075-00	AR CASH CLEARING	.00
		<hr/>
	TOTAL COMBINED CASH	6,420,604.61
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	TOTAL UNALLOCATED CASH	6,420,604.61
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,804,235.98
20	ALLOCATION TO FF EQUIPMENT & SU	350,115.22
25	ALLOCATION TO FIREMED	2,040,840.14
30	ALLOCATION TO STACKER BUTTE	47,538.56
35	ALLOCATION TO DEBT SERVICE	84,042.84
40	ALLOCATION TO TECHNICAL RESCUE	61,652.02
45	ALLOCATION TO CAPITAL PROJECT	.00
50	ALLOCATION TO EQUIPMENT RESER	472,833.20
51	ALLOCATION TO BUILDING RESERVE	304,288.48
52	ALLOCATION TO TRAINING RESERVE	137,961.84
53	ALLOCATION TO RETIREMENT LIABILI	117,096.33
55	ALLOCATION TO BOND PRINCIPAL RE	.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUN	6,420,604.61
	ALLOCATION FROM COMBINED CASH	(6,420,604.61)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALA	.00
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MID-COLUMBIA FIRE & RESCUE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-0-4300-00 BEGINNING FUND BALANCE	.00	2,412,746.00	2,412,746.00	.00	100.0
10-0-4990-00 TAXES - PRIOR YEAR	4,232.16	160,775.73	110,000.00	(50,775.73)	146.2
10-0-4991-00 GF-INTEREST EARNED	6,900.79	100,102.74	42,000.00	(58,102.74)	238.3
10-0-4997-00 TAXES - CURRENT YEAR	72,834.32	4,168,040.16	3,940,000.00	(228,040.16)	105.8
10-0-4998-00 AMBULANCE REVENUE	140,726.72	1,639,131.11	1,350,000.00	(289,131.11)	121.4
10-0-4998-04 GEMT AMBULANCE REVENUE	44,789.76	209,318.61	606,000.00	396,681.39	34.5
10-0-4998-07 TRANSFER FROM FIREMED	.00	5,000.00	5,000.00	.00	100.0
10-0-4998-08 TRANSFER FROM RET LIAB. FUND	.00	.00	50,000.00	50,000.00	.0
10-0-4999-00 GF-MISC REVENUE	25.00	62,869.43	104,000.00	41,130.57	60.5
10-0-4999-02 GRANT PROCEEDS	34,100.00	34,100.00	35,000.00	900.00	97.4
TOTAL REVENUE	303,608.75	8,792,083.78	8,654,746.00	(137,337.78)	101.6

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
<u>ADMIN - PERSONAL SERVICES</u>						
10-1-6401-00	FIRE CHIEF	12,976.81	149,542.23	146,841.00	(2,701.23)	101.8
10-1-6402-00	ASSISTANT CHIEF	12,176.22	140,316.44	140,324.00	7.56	100.0
10-1-6402-03	DIVISION CHIEF - OPERATIONS	10,518.27	40,705.70	42,076.00	1,370.30	96.7
10-1-6402-04	DIVISION CHIEF-PREV/PUBLIC ED.	11,770.35	135,639.21	135,649.00	9.79	100.0
10-1-6402-05	DIVISION CHIEF - FEMA FUNDED	11,770.35	135,639.21	135,649.00	9.79	100.0
10-1-6403-07	OFFICE MANAGER / ADMIN. CLERK	4,847.72	56,618.71	62,617.00	5,998.29	90.4
10-1-6407-01	UNIFORMS - ADMINISTRATION	.00	3,903.44	3,000.00	(903.44)	130.1
10-1-6421-02	RETIREMENT - ADMINISTRATION	11,320.65	128,341.65	137,972.00	9,630.35	93.0
10-1-6421-03	PEHP - ADMINISTRATION	1,281.20	12,816.42	13,166.00	349.58	97.3
10-1-6422-01	WORKERS COMP - ADMINISTRATION	20.45	2,579.09	2,600.00	20.91	99.2
10-1-6423-01	LIFE INSURANCE - ADMIN	398.76	1,874.76	1,700.00	(174.76)	110.3
10-1-6424-01	HEALTH INS - ADMINISTRATION	11,172.90	125,072.02	131,900.00	6,827.98	94.8
10-1-6424-04	OCC. HEALTH - ADMINISTRATION	1,274.00	2,159.00	6,400.00	4,241.00	33.7
10-1-6426-01	LONG TERM DISABILITY - ADMIN	338.71	3,790.11	2,800.00	(990.11)	135.4
10-1-6430-02	MEDICARE - ADMINISTRATION	1,138.20	9,538.18	9,942.00	403.82	95.9
10-1-6430-03	DEFINED CONT. - ADMIN	3,052.21	32,020.82	32,204.00	183.18	99.4
10-1-6531-01	SOCIAL SECURITY - ADMIN	1,056.67	1,431.80	.00	(1,431.80)	.0
	TOTAL ADMIN - PERSONAL SERVICES	95,113.47	981,988.79	1,004,840.00	22,851.21	97.7

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - PERSONAL SRVCS</u>					
10-2-6403-02 CAPTAIN	22,909.32	294,640.65	310,000.00	15,359.35	95.1
10-2-6404-00 LIEUTENANT	19,217.61	211,609.28	272,950.00	61,340.72	77.5
10-2-6405-01 FIREFIGHTER	94,418.19	969,521.25	1,256,700.00	287,178.75	77.2
10-2-6405-02 SINGLE ROLE - EMS	11,535.34	177,255.57	337,470.00	160,214.43	52.5
10-2-6406-00 VOLUNTEER PROGRAM	1,450.00	15,086.49	20,750.00	5,663.51	72.7
10-2-6406-02 VOLUNTEER REIMBURSEMENT	.00	1,930.00	7,000.00	5,070.00	27.6
10-2-6407-00 UNIFORMS - PUBLIC SAFETY	2,551.41	33,623.99	23,880.00	(9,743.99)	140.8
10-2-6414-00 HOLIDAY	1,657.47	44,983.59	66,541.00	21,557.41	67.6
10-2-6414-01 VACATION	.00	(152.00)	30,000.00	30,152.00	(.5)
10-2-6415-00 SICK OT	14,105.16	118,569.63	90,846.00	(27,723.63)	130.5
10-2-6415-01 SICK LEAVE REDEMPTION	.00	.00	9,000.00	9,000.00	.0
10-2-6416-01 FIRE	2,080.78	35,550.68	99,890.00	64,339.32	35.6
10-2-6416-02 AMBULANCE	4,579.60	71,325.18	94,828.00	23,502.82	75.2
10-2-6416-04 TECH RESCUE	.00	.00	9,408.00	9,408.00	.0
10-2-6416-05 TRAINING	8,144.52	41,636.05	58,510.00	16,873.95	71.2
10-2-6416-06 OTHER	5,123.00	83,329.11	76,000.00	(7,329.11)	109.6
10-2-6416-07 AMBULANCE STAND-BY	952.00	10,946.26	12,000.00	1,053.74	91.2
10-2-6417-00 FLSA	4,998.85	63,148.46	103,632.00	40,483.54	60.9
10-2-6421-00 RETIREMENT - PUBLIC SAFETY	27,952.90	356,740.84	549,648.00	192,907.16	64.9
10-2-6421-01 PEHP PLAN - PUBLIC SAFETY	2,926.32	33,428.35	45,763.00	12,334.65	73.1
10-2-6422-00 WORKERS' COMPENSATION	61.29	57,851.63	70,000.00	12,148.37	82.7
10-2-6423-00 LIFE INSURANCE	3,588.84	18,452.94	16,103.00	(2,349.94)	114.6
10-2-6424-00 HEALTH INSURANCE	30,891.73	366,341.99	516,270.00	149,928.01	71.0
10-2-6424-03 OCCUPATIONAL HEALTHCARE	6,459.98	30,708.94	41,796.00	11,087.06	73.5
10-2-6426-00 LONG TERM DISABILITY	1,215.95	13,277.92	17,500.00	4,222.08	75.9
10-2-6428-00 UNEMPLOYMENT	.00	161.89	.00	(161.89)	.0
10-2-6430-00 MEDICARE	2,443.95	29,750.71	35,000.00	5,249.29	85.0
10-2-6430-01 DEFINED CONTRIBUTION	6,850.94	80,838.06	79,980.00	(858.06)	101.1
10-2-6430-02 OREGON PAID LEAVE	951.73	6,024.93	.00	(6,024.93)	.0
10-2-6531-00 PAYROLL EXPENSES / SS	.00	673.74	5,100.00	4,426.26	13.2
TOTAL PUBLIC SAFETY - PERSONAL SRVCS	277,066.88	3,167,256.13	4,256,565.00	1,089,308.87	74.4

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - MATERIALS</u>					
10-3-6434-00	GENERAL INSURANCE	342.00	79,328.30	79,700.00	371.70 99.5
10-3-6435-00	ADVERTISING, PUBLICATIONS	198.00	4,747.04	10,600.00	5,852.96 44.8
10-3-6436-00	DUES, SUBSCRIPTIONS	375.00	28,266.68	28,503.00	236.32 99.2
10-3-6437-00	ELECTIONS	7,212.92	7,212.92	7,605.00	392.08 94.8
10-3-6441-00	OFFICE EXPENSE	3,198.83	28,820.88	24,180.00	(4,640.88) 119.2
10-3-6441-01	OFFICE EQUIP MAINTENANCE	1,381.47	2,432.45	1,600.00	(832.45) 152.0
10-3-6441-02	OFFICE EQUIPMENT LEASE	4,788.88	7,418.68	3,150.00	(4,268.68) 235.5
10-3-6442-00	BANK CHARGES	139.44	3,032.44	2,400.00	(632.44) 126.4
10-3-6443-00	JANITORIAL SUPPLIES	174.76	2,687.66	3,500.00	812.34 76.8
10-3-6445-01	RESIDENCE SUPPLIES	191.95	1,511.46	1,600.00	88.54 94.5
10-3-6446-00	GAS AND DIESEL	5,705.93	65,724.53	75,000.00	9,275.47 87.6
10-3-6451-00	TIRE, BATTERIES	4,856.64	15,529.06	18,880.00	3,350.94 82.3
10-3-6453-00	EQUIPMENT MAINTENANCE	9,145.48	58,042.75	42,500.00	(15,542.75) 136.6
10-3-6453-01	TRAINING PROP MTCE & OPERATION	.00	845.00	2,000.00	1,155.00 42.3
10-3-6454-00	COMMUNICATION REPAIR	127.96	3,969.85	4,600.00	630.15 86.3
10-3-6457-02	SM EQ MAINT, SHOP SUPPLIES	156.38	927.67	1,250.00	322.33 74.2
10-3-6457-03	FIRE EQUIPMENT MAINTENANCE	.00	2,167.19	5,950.00	3,782.81 36.4
10-3-6457-04	EMS EQUIPMENT MAINTENANCE	.00	7,278.15	14,334.00	7,055.85 50.8
10-3-6457-05	EQUIPMENT TESTING	5,360.00	9,219.13	11,280.00	2,060.87 81.7
10-3-6459-00	AMBULANCE BILLING EXPENSE	8,643.46	142,471.92	188,800.00	46,328.08 75.5
10-3-6461-00	AUDIT, BUDGET	590.00	21,805.00	21,350.00	(455.00) 102.1
10-3-6462-00	LEGAL SERVICES	1,262.00	31,979.70	100,300.00	68,320.30 31.9
10-3-6462-01	PROFESSIONAL SERVICES	7,340.97	128,632.06	120,212.00	(8,420.06) 107.0
10-3-6464-00	WATER	374.73	4,175.47	4,500.00	324.53 92.8
10-3-6465-00	NATURAL GAS	185.11	14,111.57	12,000.00	(2,111.57) 117.6
10-3-6466-00	ELECTRICITY	936.31	13,896.49	14,000.00	103.51 99.3
10-3-6467-00	TELEPHONE	1,570.83	23,278.83	31,752.00	8,473.17 73.3
10-3-6468-00	SEWER	283.28	3,399.36	4,000.00	600.64 85.0
10-3-6469-00	GARBAGE	450.49	5,025.91	6,780.00	1,754.09 74.1
10-3-6477-00	EMS TRAINING SUPPLIES	90.00	5,861.00	6,155.00	294.00 95.2
10-3-6479-00	EMS DUES	915.00	2,806.00	5,990.00	3,184.00 46.8
10-3-6480-00	PHYSICIAN ADVISOR	.00	6,000.00	12,000.00	6,000.00 50.0
10-3-6481-00	AMBULANCE TRANSPORT EXP	588.00	8,400.00	11,000.00	2,600.00 76.4
10-3-6482-00	AMBULANCE EXPENDABLES	3,079.92	84,930.91	60,000.00	(24,930.91) 141.6
10-3-6482-01	AMBULANCE NON EXPENDABLE	290.86	3,116.60	5,800.00	2,683.40 53.7
10-3-6483-00	HAZARDOUS MATERIALS	.00	297.00	1,500.00	1,203.00 19.8
10-3-6485-00	FF SUPPLIES-TOOLS/EQU	5,234.63	27,217.32	19,100.00	(8,117.32) 142.5
10-3-6485-01	FIREFIGHTING SUPPLIES - PPE	1,658.16	20,250.68	35,425.00	15,174.32 57.2
10-3-6486-00	FIRE PREVENTION SUPPLIES	187.24	12,920.45	16,999.00	4,078.55 76.0
10-3-6486-01	PUBLIC EDUCATION	.00	4,739.27	20,800.00	16,060.73 22.8
10-3-6487-00	FIRE TRAINING SUPPLIES	5,040.84	11,599.74	18,055.00	6,455.26 64.3
10-3-6491-00	FIRE SUPPRESSION EXPENSE	911.25	4,055.50	10,000.00	5,944.50 40.6
10-3-6495-00	FIRE BOARD MEALS, LODGING	.00	2,500.94	6,900.00	4,399.06 36.3
10-3-6497-00	FIRE BOARD CONFERENCE	.00	2,427.50	2,800.00	372.50 86.7
10-3-6502-00	EMS SCHOLARSHIP	.00	.00	4,300.00	4,300.00 .0
10-3-6503-00	BARGAINING UNIT - VOLUNTARY	6,300.00	6,700.00	10,500.00	3,800.00 63.8
10-3-6507-00	GENERAL TRAINING - ALL	13,003.14	32,269.07	25,840.00	(6,429.07) 124.9
10-3-6508-00	ADMINISTRATION - VOLUNTARY	.00	590.00	4,000.00	3,410.00 14.8
10-3-6509-00	VOLUNTEER	2,500.00	18,538.75	34,500.00	15,961.25 53.7
10-3-6510-00	BUILDING MAINTENANCE	4,690.87	19,500.95	13,740.00	(5,760.95) 141.9
10-3-6510-01	BLDG MAINT. AGREEMENTS	154.47	7,522.69	7,000.00	(522.69) 107.5
10-3-6511-00	GROUNDS MAINTENANCE	1,080.00	3,105.00	3,150.00	45.00 98.6

MID-COLUMBIA FIRE & RESCUE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

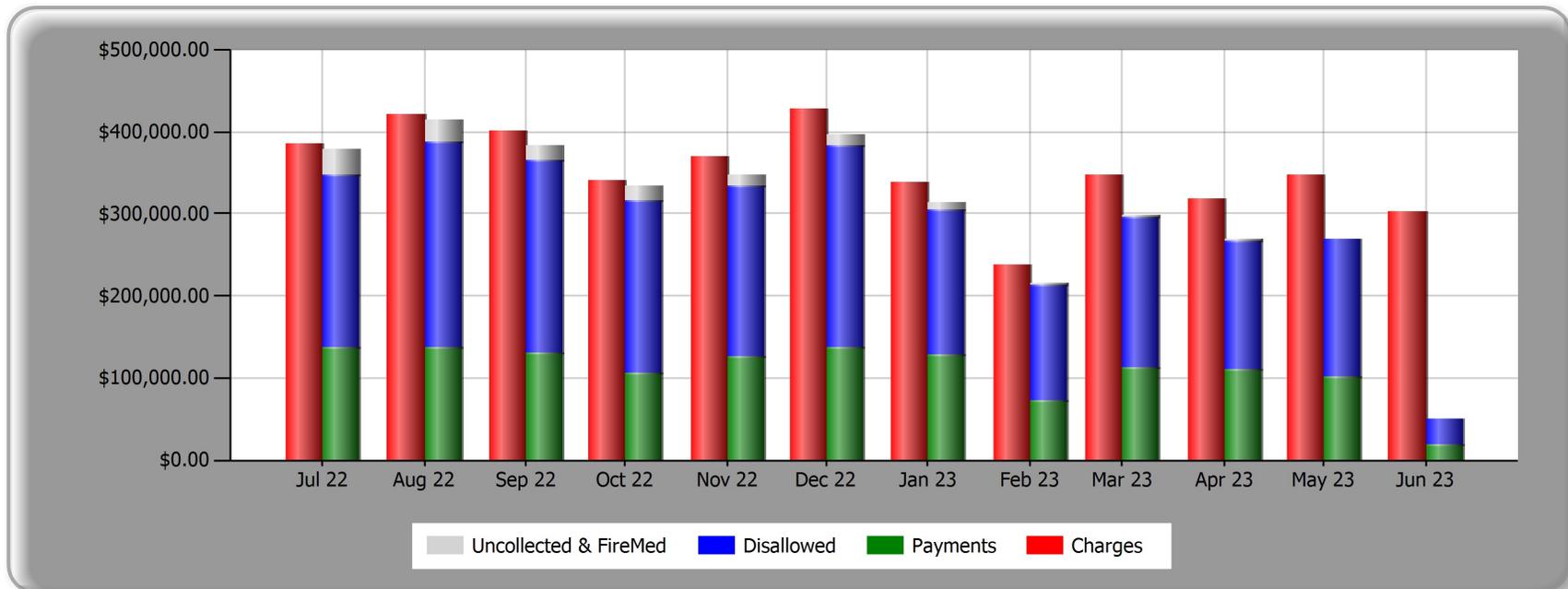
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-3-6512-00 POSTAGE, SHIPPING	31.71	2,073.09	2,372.00	298.91	87.4
10-3-6513-00 MISCELLANEOUS EXPENSE	308.11	5,071.19	7,550.00	2,478.81	67.2
10-3-6520-00 911 SERVICES	4,755.83	57,069.96	57,000.00	(69.96)	100.1
TOTAL PUBLIC SAFETY - MATERIALS	115,812.85	1,067,501.76	1,244,802.00	177,300.24	85.8
CAPITAL OUTLAY					
10-4-6533-00 FIREFIGHTING EQUIPMENT	.00	8,783.16	18,750.00	9,966.84	46.8
10-4-6533-01 OFFICE EQUIPMENT	499.00	15,817.19	12,950.00	(2,867.19)	122.1
10-4-6533-05 RADIO EQUIPMENT	.00	9,281.14	10,125.00	843.86	91.7
10-4-6533-07 FIRE HYDRANT / PREVENTION	.00	.00	1,600.00	1,600.00	.0
10-4-6533-09 EMS TRAINING EQUIPMENT	.00	2,255.94	2,300.00	44.06	98.1
TOTAL CAPITAL OUTLAY	499.00	36,137.43	45,725.00	9,587.57	79.0
OTHER & TRANSFERS					
10-6-7002-00 DUE TO FF EQUIP & SUPP	.00	57,000.00	57,000.00	.00	100.0
10-6-7003-00 DUE TO BLDG RESERVE FUND	.00	262,500.00	262,500.00	.00	100.0
10-6-7004-00 DUE TO EQUIPMENT RESERVE	.00	419,000.00	419,000.00	.00	100.0
10-6-7007-00 DUE TO STACKER BUTTE	.00	2,350.00	2,350.00	.00	100.0
10-6-7008-00 DUE TO TECHNICAL RESCUE	.00	3,710.00	3,710.00	.00	100.0
10-6-7009-00 DUE TO RETIREMENT LIABILITY	.00	5,000.00	5,000.00	.00	100.0
TOTAL OTHER & TRANSFERS	.00	749,560.00	749,560.00	.00	100.0
CONTINGENCY					
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
UNAPPROPRIATED FUND BALANCE					
10-8-8600-00 UNAPPROPRIATED ENDING FUND BAL	.00	.00	1,253,254.00	1,253,254.00	.0
TOTAL UNAPPROPRIATED FUND BALANCE	.00	.00	1,253,254.00	1,253,254.00	.0
TOTAL FUND EXPENDITURES	488,492.20	6,002,444.11	8,654,746.00	2,652,301.89	69.4
NET REVENUE OVER EXPENDITURES	(184,883.45)	2,789,639.67	.00	(2,789,639.67)	.0

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

Date Of Service	07/01/2022
Date Of Service	06/30/2023
Invoices	0
Company	Mid-Columbia Fire & Rescue

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 22	203	385,367.61	-138,543.09	36 %	-1,587.19	0 %	-210,146.13	55 %	-29,383.16	8 %	5,708.04	1 %
Aug 22	240	422,713.93	-137,692.84	33 %	-3,536.08	1 %	-250,327.51	59 %	-23,112.23	5 %	8,045.27	2 %
Sep 22	217	402,719.33	-130,774.42	32 %	-3,334.88	1 %	-235,496.86	58 %	-14,593.20	4 %	18,519.97	5 %
Oct 22	185	342,180.61	-105,898.08	31 %	-1,769.64	1 %	-209,948.68	61 %	-17,891.78	5 %	6,672.43	2 %
Nov 22	201	369,338.82	-125,829.03	34 %	-3,538.09	1 %	-209,125.28	57 %	-9,190.20	2 %	21,656.22	6 %
Dec 22	233	427,894.50	-137,569.15	32 %	-4,003.85	1 %	-246,064.92	58 %	-8,998.09	2 %	31,258.49	7 %
Jan 23	176	338,240.92	-129,188.40	38 %	-3,247.18	1 %	-176,599.61	52 %	-6,156.49	2 %	23,049.24	7 %
Feb 23	137	239,236.28	-72,211.89	30 %	-1,334.42	1 %	-142,901.08	60 %	0.00	0 %	22,788.89	10 %
Mar 23	173	348,552.80	-112,142.60	32 %	-904.06	0 %	-186,771.73	54 %	0.00	0 %	48,734.41	14 %
Apr 23	175	319,840.93	-109,949.46	34 %	-593.93	0 %	-159,695.39	50 %	0.00	0 %	49,602.15	16 %
May 23	199	348,155.86	-101,931.81	29 %	0.00	0 %	-167,212.17	48 %	0.00	0 %	79,011.88	23 %
Jun 23	169	303,449.64	-19,990.22	7 %	0.00	0 %	-31,350.83	10 %	0.00	0 %	252,108.59	83 %
		2,308	4,247,691.23	-1,321,720.99		-23,849.32	-2,225,640.19		-109,325.15		567,155.58	

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



MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Fire Chief's Report

ASA UPDATE PROCESS: No update from Wasco County as yet on ASA ordinance revision.

APPRENTICESHIP PROGRAM: We are awaiting approval from the JATC regarding the IGA between CGCC and MCFR for the related training component of the program the JATC. We are also in the process of establishing an IGA with Clackamas Community College for additional related training required by the program. The 12-week FF Apprentice recruit academy commenced on July 10th. Congratulations to the newest additions to the Fire District: FF Apprentices Nicole Clark, Tanner Fletcher, Axel O'Conner, Edmond Madrigal, Jaxson Daskalos, and Kellan Duffy.

GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM: The IGA with OHA for expense reimbursement for the period beginning on or after July 1, 2021, and ending on June 30, 2022, is complete and in place. Both the federal match and administrative fee have been submitted. We can expect reimbursement shortly.

OREGON GEMT CCO PROGRAM: The District has provided our interest notification to participate in the CY2023 GEMT CCO supplemental payment reimbursement program as directed by the OHA. OHA issued 2023 finalized initial rates, amounts of non-federal portion 'match' and administrative fees. The District has signed and submitted 2023 Intergovernmental Transfer agreements (IGT/ITA) to GEMT CCO Providers, to agree to allow for funds transfer to GEMT Providers. The District has completed attestation letters as required by OHA. OHA will issue a Payment Report in the month following non-federal funds remitted, received, and receipted for getting processed with applicable federal funds, for total supplemental payment for Qualified direct payments (QDP) with CCOs to GEMT Providers.

COMMUNITY PLANNING AND DEVELOPMENT: District representatives met with representatives from Google to discuss plans, procedures and response to their existing campus and facilities under construction. Pre-plan tours of the Google campus' have been scheduled for each shift and staff to provide the opportunity for personnel to familiarize themselves with Google's facilities.

STACKER BUTTE LEASE: The Stacker Butte lease amendment has been signed by the landlord and is now in the process of being signed by consortium members.

MID-TERM BARGAINING: The District is currently engaged in bargaining PLO with the Local. Our first meeting took place on June 2nd. Staff remains in the process of researching options to resolve the PLO issue.

OSFM COMMUNITY RISK REDUCTION GRANT: Grant funds in the amount of \$467,000.00 will be used for fuels mitigation projects for defensible space and improving hazard ignition

zones within the WUII over a two-to-three-year time span. Division Chief Beckner is assigned the lead on this project and has made contact with business and homeowners in the local region to implement this community risk reduction program.

GROUND AMBULANCE DATA COLLECTION SYSTEM (GADCS): As of July 1st, the District is now in the process of collecting data for the Medicare GADCS for FY 2023-24. Upon conclusion of the data collection process, data will be submitted to Medicare for their analysis.

BUDGET PROCESS - FY 2023-24: Complete.

MT. ADAMS RESOURCE STEWARDS (MARS) CONTRACT: MARS was unable to secure a contractual arrangement to work under the auspice of MCFR due to their inability to meet insurance limits of liability requirements. The District will still be able to utilize MARS for their services through independent contracting arrangement as needed.

PETERSBURG RURAL FIRE PROTECTION ASSOCIATION (RPFA): As you have been made aware, the Petersburg RPFA recently formed in what used to be the Columbia Rural Fire District east of The Dalles. MCFR has been engaged in discussion with Rick Fletcher from ODF to discuss coordination and interoperability of wildland resources between agencies. The District has responded with the RPFA on the MP 87, MP 93 and Vensel Road Fires in June and July. They are continuing to learn a different way of doing things. Rick Fletcher with ODF has been working with the RPFA to acquire PPE, and safety equipment as well as providing them with basic ICS, wildland, communications training. The District has established a frequency use agreement with the RPFA to organize and coordinate a communications plan. The next step will be to establish a wildland-only mutual aid agreement for cooperative response.

RECENT WILDLAND FIRE ACTIVITY:

MP 87 Fire: June 14, 2023; Jurisdiction (MCFR); 150 acres; 80 structures threatened; 8 structures damaged or destroyed; Agencies involved: MCFR, USFS, ODF, Hood River TF, Dallesport FD, Mosier FD, WC EOC, WCSO, DPD, OSP, NWCPUD, Air Resources.

MP 93 Fire: June 16, 2023; Jurisdiction (MCFR); 100' X 100'; No structures threatened; Agencies involved: MCFR, Dallesport FD; ODF and USFS.

Vensel Road Fire: July 6, 2023; Jurisdiction (MA Response with ODF); 2 acres; 2 structures threatened; 1 structure destroyed; Agencies involved: ODF, USFS, MCFR, Hood River TF, Mosier FD, Air resources.

MP 5 197 Fire: June 30, 2023; Jurisdiction (MCFR transitioned to Petersburg RPFA); 50 acres; No structures threatened; Agencies involved: MCFR, Dallesport FD, ODF, USFS, and Petersburg RPFA.

RECENT STRUCTURE FIRE ACTIVITY:

615 E. Wasco Drive: Deck fire with no extension; Value at risk: \$500,000; Property loss: \$5000; Most probable cause: Improper disposal of burning materials.

2223 E. 12th Street: Porch fire with no extension; Value at risk: \$361,000; Property loss: \$3000; Most probable cause: Smoker's carelessness.

719 W. 9th Street: Porch fire with no extension; Value at risk: \$320,000; Property loss: \$2020; Most probable cause: Smokers carelessness.

605 W. 10th Street: Deck fire with extension into attic of residence; Value at risk: \$250,000; Property loss: \$230,000; Most probable cause: Smokers carelessness.

911 STATISTICS:

911 STATISTICS				
MAY 2023			YEAR-TO-DATE	
AGENCY	CALLS	PERCENT	CALLS	PERCENT
MCFR	386	12%	1992	11%
TDPD	2117	65%	11893	65%
WCSO	740	23%	4335	24%
TOTAL	3466	100%	14977	100%

RECOMMENDATION/ACTION: Staff update.

Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

June 2023

Major Topics for June 2023

- Staffing

Dual Role- 22 of 24 currently filled.

- Of the 24 Dual Role positions, currently 1 Firefighter Paramedic and 1 Firefighter EMT position are open. The Firefighter EMT position will be filled at the next academy date by a Single Role EMT who started June 12th. One of our Firefighter EMT's will be leaving at the end of June which leave 1 more opening for Firefighter EMT. We have opened recruitment efforts to fill these positions and the application close date is July 10th. We anticipate academy to begin in late September or early October 2023.

Single-Role EMS- 4 of 6 currently filled.

- All EMT positions are filled.
- Two of our Paramedic single-role positions remain open. We are actively recruiting to fill these positions. The next significant round of Paramedic Licensure testing should take place in September/ October.

Single-Role Wildland- The crew with a goal staffing of 4-6 is currently filled with 3 as one member transitioned to the FF Apprenticeship program.

- Our single-role wildland crew remains in place. We now have room for three more already qualified firefighters. The current three-person crew is trained and working.

Apprentices- NEW Program- (19 Candidates interviewed to fill 6 positions)

- 19 candidates were interviewed to fill 6 positions. The top eight were sent to the Fire Chief's Interview of which 6 were offered and accepted positions with the District. The pre-hiring process is complete. The FF Apprentice 12-week recruit academy commenced on July 10th.

- Station Dashboard Project

The station Dashboard project is, for the most part, complete. This program is another communication tool to provide information District-wide. The system integrates a variety of information to include announcements, planned calendar activity, weather, information about our district, pass along information, projects still pending, maintenance items which have tickets pending, as well as short in-service training videos.

- Other ongoing projects/engagements in the works:

- Continuity of Operations Plan (COOP).
- Hiring processes for Firefighters and EMS personnel.
- Day to Day operations oversight.
- Daily morning briefings at both Station 1 and Station 2 for enhanced communication.
- Continued review of response and productivity metrics to ensure forward progression.
- Review of probationary firefighter evaluations and probationary officer mentoring.
- Working and assisting with the apprenticeship program committee.
- Assisting Chief Beckner in WL mitigation grant plans and Wildland Firefighter plans.
- Ongoing weekly dispatch meetings to complete the CAD RFP project with the County and City.
- Attend GEMT CCO and Fee for Service meetings with the State of Oregon

Training Division- Board Report

Fred Coleman, Division Chief

June 2023

Volunteer Training: They conduct training when on shift.

Career Training:

- SCBA masking drills
- 1st due company task performances
- 2nd due company task performances
- Type III Inservice training
- Water Tender Operations
- Engine Pumping
- Hands on IV, IO, Medication delivery lab
- 12 Lead Review

Major projects and completion status:

- Probationary training and testing for Recruit classes, 2021-04E, 2022-01E, 2022-01, 2022-02, 2023-01, 2023-02, 2023-02E
- Career officer development course-in progress, 1/2 complete
- Working on training for dispatchers- on going
- Planning for Single Role EMS orientation 2023E-02 – **Complete**
- Apprenticeship Program- 3/4 Complete
- Planning for CGTA Volunteer Structure Academy- Started
- Planning for Dual Role Academy 2023-04- 1/2 completed

- **Meetings/ Training/ District Representation**

- Chief Training June 1st , 1530
- Recruit class 2023-02 Graduation June 2nd, 1600
- S-219 Firing Operations field exercise IC June 4th 0800
- Apprenticeship Interviews June 5 0800-1600
- Apprenticeship Interviews June 6th 0800-1600
- Staff meeting June 8th, 1500
- Chief Training June 8th ,1530
- Case Reviews June 12th , 0900
- Single Role EMS Orientation June 12th-16th 0800-1700
- Meeting with Design LLC June 12th ,1100
- How to deliver and track ISO training hours June 14th, 1100-1200
- Chief Training June 15th, 1000
- Staff meeting June 15th, 1500
- Chief Training June 15th , 1530
- Board Meeting June 19th , 1730
- Overdose prevention Task force meeting June 20th , 1000
- CGTA Meeting Hood River June 21st , 1000

- Staff meeting June 22nd , 1500
- Chief Training June 22nd , 1530
- Dashboard Training June 27th ,1000
- Staff Meeting June 29th , 1500
- Chief Training June 29th ,1530

Emergency Response and Station Staffing

- All Calls-1 Rescue Response- 0
- EMS Response - 1 Duty Chief Days This month 8
- MVA Response - 1
- Fire Response – 6

Current Volunteer Levels and Status:

June 2023 Volunteers		
Position/ Qualification	Number	Volunteers
FF1/WFFT2	1	Loren Gilbert
FF1/WFFT2/EMT	1	Tristan Sheppard (on leave working for ODF)
FF1/WFF2/EMT FF1/WFFT2 FF1 FF1 / EMT FF1/Crew boss / EMT		Tanner Fletcher Student 2nd year Resigned to be Apprentice. Nicole Clark Student Resigned to be Apprentice. Kellan Duffy Student Resigned to be Apprentice. Austin Morris (on leave as he is on our Wildland Crew)
Instructor	1	Marc Crain
Support	2	Christina Buck (Medical Leave) Mark Bryan
Chaplain	2	Marilyn Roth, Paul Boehlke
Total Volunteers	7	

June Volunteer Hours= 0

Response Ready Hours= 576

Training Totals

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

8 Career Dual Role Academies

1 NFPA Driver

5 Career Single Role EMS Orientations

1 Career Single Role Wildland Academy

3 Volunteer Structure Academies with CGTA

3 Wildland Academy With CGTA

2 S-290 Intermediate Wildland Fire Behavior with CGTA 22 students

3 S-230/S-231 Crew/Engine Boss 49 Students

2 S-215 Wildland Urban Interface FF 43

1 S-219 Firing Operations 20

4 S-131 Wildland Firefighter type I

1 FI 210 Wildland investigation class

1 S-330 Strike Team Task Force Leader

120 Students for Nozzle Forward Class

40 students Irons Ready Forcible Entry

20 students Fire Ground Survival

80 students Art of Reading Smoke

1 Fire Officer I class 8 students.

1 Structure Firefighter II Academy 5 students

1 NFPA Fire & Emergency Services Instructor I- 8 Student

And we have certified the following:

- 1 Fire Officer I
- 4 NFPA Fire & Emergency Services Instructor I
- 3 NFPA Fire & Emergency Services Instructor II
- 11 NFPA Driver
- 13 Vol FF I Structure
- 6 Vol FF II Structure
- 3 Career FF II Structure
- 71+**2** Career/Vol Wildland FF II
- 54 Career/Vol Wildland FF I
- 2 Engine Boss
- 17+**2** Career Apparatus Operator Eng., Water Tender, Wildland Type's III, VI
- 14+**1** Aerial Operators
- 18 NFPA Ropes I & II
- 5 NFPA Common Passenger vehicle awareness level
- 5 NFPA Common Passenger Vehicle Operations Level
- 5 NFPA Common Passenger Vehicle Technician Level

Bold = Additions for the reporting month.

Prevention Division - Monthly Report

Jay Wood, Division Chief

June 2023

The district had eight (8) hostile fires (with monetary loss) in June 2023. There were four (4) building fires, two (2) grass/brush fires, and one (1) trash/rubbish fire. The two largest loss fires were a Wildland Fire that started next to the interstate between milepost 87 and 88, dubbed the Mile Post 87 Fire, that destroyed one (1) residence, two (2) RV's used as permanent residences, four (4) vehicles and four (4) outbuildings and damaged one (1) RV used as permanent residence. The Structure Fire started on or near a rear deck and extended into the residence. These two fires had a pre-incident value of \$1.4 million and a loss of \$1.0 million. The other fires had pre-incident values of \$1.7 million and losses of \$16,500. The Wildland Fire cause was undetermined but is most likely human caused. We ruled out cigarettes as the cause due to environmental factors outside of the known parameters of cigarettes as an ignition cause. The Structure Fire was most likely a smoldering cigarette discarded in a flowerpot with potting mix, that extended to the deck and eventually the home.

Late in June, the Wasco County Commission instituted a ban on personal use fireworks in areas unincorporated areas for the duration of wildfire season. The City of The Dalles followed suit by banning personal use fireworks within the City Limits. Fireworks sales were not banned and there were 3 tent sales locations and 4 retail store sales locations that continued to sell fireworks.

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

- Site Team – One meeting in June for a Street Vacation – No impact to MCFR
- Site Visit – All Retail Fireworks stands/stores. Hope Family Medical Clinic.
- Radio Program – Mid-Columbia Today with Mark Bailey – 15-minute program about Fireworks Safety.

Meetings/Training/Safety/Other:

- Attended Expanded Lockdown Drill at Dry Hollow Elementary
- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan

Emergency Responses/Station Staffing/Fire Investigations:

- Fire Investigation – Wildland Fires, Structure Fire.
- All Calls – 1, 10 total for the district.
- Motor Vehicle Accident Response – 1
- Fire Response – 2 Structure Fires, 2 Wildland Fires
- Duty Officer – 4 days

Division Chief - Joshua Beckner

Monthly Report

JUNE 2023

We still have bids out for a few projects for Wasco County and have coordinated efforts with ODOT to perform mitigation work along I-84 and US 30. Projects that may be on the horizon are the Foley lakes area and the potential for some work in conjunction with ODF.

Coordination with private contractors is our current focus to prepare for fuels mitigation debris removal via chipping and determining where that debris will go. As project work is completed and enough work is available, we will schedule the chipping crew to follow up behind Crew 24.

Crew 24 has finished working along the CGCC campus performing mitigation work along building 10 and the Readiness center. The Crew was able to assist with a few fires over the last month and perform additional mop-up and hazard mitigation within the burn areas.

We have training and networking opportunities lined up to bring USFS, ODF and our crew together over the next month. Additionally, the crew trains at least an hour every other shift on tactics, scenarios, and apparatus operations.

In July, we will focus on Survey123 training and Defensible Space Inspections in coordination with the Oregon State Fire Marshal program. Chenoweth, Cherry Heights, Browns Creek and west towards Rowena are the high hazard target areas.

I completed the CGCC Drone training program in June and successfully passed my FAA test at the beginning of July. This program will see considerable growth and development over the next few months. We are working with Mike Davis at CGCC and Chief Jeff Pricher from Scappoose Fire on building out an FAA approved program that will comply with all local, state, and federal requirements.

Wildfire Program [Hiring, Projects, Coordination]

- Identified preliminary sites for round one evaluation in CWPP High risk areas.
- Working on sites for NWYC
- Building out worklist for fuel reduction sites
- Lost one WFF to the Apprenticeship Program July 6th.
- Continuing work on a program document defining wildland fire program at MCFR.
- Developing maps with AC Jensen to display high risk areas prone to frequent fires threatening the population, agriculture, and critical infrastructure with an address layer to gather site Id's.

Meetings/Training/Safety/Other:

- Meeting with OSFM regarding CWDG-Community Wildfire Defense Grant
- Meeting with OSFM on Wildland Preparedness Grant
- CWPC Youth Corp collaboration on Fuels Mitigation in September - October
- Assist DC Coleman with Apparatus Operator and Firefighter training and testing.

Division Chief - Joshua Beckner Monthly Report

- Training on Policy, Procedures and Operations
- Various Staff Meetings and Weekly Planning Meetings
- Coaching and Strategy Sessions with James Rowan
- Recruit Graduation
- Board of Directors Meeting

Emergency Responses/Station Staffing/Fire Investigations:

- All Calls – 2
- Motor Vehicle Accident – 0
- Fire Response – 14th Wildland Fire, 16th Wildland Fire, 20th Structure Fire, 21st Structure Fire.
- Fire Investigation/Walkthrough – (4)
- Duty Officer – 6 Days in June

2018 - PRIORITY PLANNING PROGRESS CHART

G-1.1: Create a sound and sustainable budget for the future growth.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-1-1: Provide a balanced budget, maintain fiscal responsibility, and comply with Oregon Revised Statue.	Palmer	Complete	FY 2023-24 budget process is adopted. The Budget Resolution and LB 50 have been submitted to the Wasco County Tax Assessor.

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

OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-2.1: Maintain and update current partnerships and agreements with regional and local emergency services.	Palmer	0%	This project is planned to commence in CY 2023.
PO-2.2: Engage relationships with Oregon State Fire Marshal's office to influence funding and programs made available with WUI legislature.	Palmer/ Wood	100%	As of April 2023, four seasonal wildland FF's (Crew 24) were employed by the Fire District. A WL mitigation grant was approved by the OSFM in May 2023 and is being administered by DC Beckner.
PO 2.3: Innovate and pursue programs in cooperation with local, state, and federal agencies to offset expenditures of Fire District programs.	Palmer/Jensen	100%	In May 2023, grant funding for the FF apprenticeship program was approved. A 12 week recruit academy for 6 FF's commences on July 10th. The WL capacity grant was also approved May 2023 providing funding for upstaffing during the WL season.
PO-2.4: Develop the capacity to participate in State mobilizations.	Palmer/Jensen	90%	As of January 2023, our dual-role FF staffing increased from 21 to 24 positions and effective July 10, 2023, we employed six FF apprenticeship positions. This is a 28.5% increase in dual-role staffing which enhances our flexibility in participating in State mobs.
PO-2.5: Develop reliable and constructive communication between MCFR and all local government entities to facilitate consistent, open, and positive relationships.	All Staff	100%	As of the adoption of this strategic plan, all of staff has made a concerted effort to enhance relationships with local government and partner agencies. This is an ongoing effort which we will continue to work on and monitor.
PO-2.6: Provide annual service update to community partners, internal members, and the community at large.	Palmer/Jensen	0%	Once we have consistent and accurate data, Staffs plan is to publish a service level report in CY 2024.
PO-2.7: Meet and ensure compliance with collective bargaining contractual obligations.	Palmer/Jensen	100%	The CBA was ratified in December 2022 and will expire in June 2025. Mid-term impact bargaining was settled for the FF Apprenticeship program. We are currently bargaining the impact of PLO. CBA compliance is an ongoing process to ensure positive working relationships.

<p>PO-2.8: Develop consistent communication channels with the local, regional, and state health care community to enhance relationships and to stay informed on evolving community needs.</p>	<p>Jensen</p>	<p>100%</p>	<p>As of January 2023, channels are 100% open and our administrative relationships have improved on the local level. MCMC has also communicated they feel our relationship has improved greatly. We remain very active in ATAB #6 and continue to have a bi-weekly meeting with our regional health care facilities, EMS partners, and Oregon Health Authority. Our goal is to be a cooperative partner regionally and maintain good policy in balancing current emergencies while preparing for and maintaining adequate service levels for the next emergency. Our mission is openly conveyed with our health care partners who's sole focus is healthcare related emergencies.</p>

G-3.1: Protect our community from fire, medical and other emergencies through targeted and forward thinking CRR (Community Risk Reduction) measures.

OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-3.1: To provide fire safety and other public education to the community.	Wood	100%	We attend scheduled events with advanced notice as well as events that are one-off to engage the public and provide fire and life safety information. Ongoing program.
PO-3.2: Work with regional partners to provide education for community risk reduction.	Wood	100%	We are part of the Mid-Columbia Fire Prevention Co-Op and attend events as needed. Attend meetings. Ongoing program.
PO-3.3: Develop new and innovative methods to educate the public in community risk reduction activities.	Wood	100%	The Fire Prevention Week Theme for 2023 will be announced soon (7/23). Once announced, a plan will be developed to deliver public education to schools. Schedule will be developed shortly after school starts. Ongoing program.
PO-3.4: Provide response personnel with the information needed to mitigate an incident at commercial and residential occupancies throughout the Fire District.	Wood	100%	This includes: Company Inspections, Pre-Incident Planning, Fire Investigation (to stop future fires) and general public encounters such as Smoke Alarm Inspection/Installs, Pub Ed events, etc. Ongoing program.
PO-3.5: Ensure that commercial occupancies within the Fire District operate in a safe manner to protect life and property.	Wood	100%	Prevention Division Inspections, Company Level Inspections. Ongoing program.

PO-3.6: Investigate programs to reduce the risk of wildland fires within our Fire District.	Wood	100% January 2023	SB762 has impacted wildfire risk reduction and more info is pending in 2023. Risk Maps are pending (7/23)
PO-3.7: Investigate the origin and cause of all fires within the Fire District.	Wood	100% October 2022	8 District personnel (3 Chiefs, 2 Officers and 3 Firefighters) attended Wildland Fire Investigation Training. This will greatly increase our accuracy in determining wildland fire causes to reduce future ignitions. All fires are investigated to provide most likely fire cause.
PO-3.8: Provide innovative public outreach campaigns to minimize loss of life and property.	Wood	100%	Work with schools, social media and the Prevention Co-Op as well as attend public events. Ongoing program.

GOAL 4.1: Provide and maintain competently trained and skilled personnel which deliver fast efficient response services.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
PO-4.1: To provide quality, cost-effective training, and development designed to increase individual, and organizational productivity, enhance knowledge, develop skills, and enrich the organization.	Coleman	100%	This is an ongoing process that was started last year and continues. We are very active in classes offered to our personnel as well as our partner organizations. We have added live fire props to our training grounds and continue to look for ways to improve our training facilities and our instructors.
PO-4.2: To continue our efforts to increase the number of certified, trained, and competent emergency responders within the Fire District and to market our program within the community.	Coleman	100%	We have trained and certified numerous personnel in the region over the last 3 years and continue to be the leaders in education. 73 WF type II 54 WF type I 2 Eng. Boss, 19 FF I 9 FF II 19 AO's 15 aerial op 18 NFPA Rope I & II 1 Fire Officer I, 4 NFPA instructor I, 3 NFPA instructor II, 5 NFPA common passenger vehicle rescue technician. In the upcoming year we will continue to offer classes to allow our personnel to advance their knowledge. Our apprenticeship program is full with 6 personnel enrolled and attending classes.
PO-4.3: Evaluate current fire station locations with response data and risk analysis to determine data-driven needs for future fire stations.	Jensen	70% complete	As of April 2023, Staff commenced researching time related data relative to station locations. This GIS information is overlaid with actual demand and response type data. The goal is to get the right resources on scene within established NFPA time standards to provide a positive outcome. The location providing the greatest benefit to serve our community must be determined. We plan to have this process completed by the end of CY 2024. Once this is accomplished, land availability will be assessed.
PO-4.4: Collect, analyze, and openly report response data based on Fire District policy to internal customers.	Jensen	80% complete	Many data points are used to evaluate our response and deployment. With the upgrade in RMS by the end of 2022 and the implementation of a new CAD system by the end of 2024, the final data points will be readily accessible.

G-5.1: Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.			
OBJECTIVES:	ASSIGNED	STATUS	COMMENTS
G-5.1: Ensure that equipment, apparatus, and facilities are properly maintained and updated to provide reliable and dependable response services.	Jensen	100%	This objective was implemented in the FY 2022-23 budget and will continue in perpetuity for consecutive budgets. The fleet capital replacement is being funded as scheduled and will be ongoing. .
PO-5.2: Establish a comprehensive maintenance program which maintains the operational fleet in response ready condition.	Jensen	60%	Our new Captain has been assigned to fleet maintenance. Our current struggle is finding reliable, qualified, and available mechanics to work on our apparatus.
PO-5.3: Continue to maintain facilities in a safe and operational status.	Jensen	On schedule	Facilities are being updated as per the capital improvement schedule.
PO-5.4: Establish a comprehensive maintenance program which maintains equipment to Fire District standards.	Jensen	90%	As of January 2023, a new Captain was assigned to fleet maintenance. We continue to struggle with finding reliable, qualified, and available mechanics to work on our equipment, however, a comprehensive maintenance program is in place to maintain apparatus and equipment to fire district standards.

G-6.1: Keep pace and expand with community needs and growth to maintain our commitment to meeting the Fire Districts mission.			
OBJECTIVE:	ASSIGNED	STATUS	COMMENTS
PO-6.1: Pursue an effective fire fighting force based on Fire District historical and projected data to improve the ISO Public Protection Classification.	Jensen/Palmer	50%	In November 2022, tax revenue was deemed sufficient to add three new dual-role FF's. In July 2023, six FF apprentices were employed through an OSFM grant program. Overall, a 28.5% increase in staffing levels.
PO-6.2: Establish a seasonal wildland response force to meet the intent of becoming the foremost wildland firefighting Fire District in Eastern Oregon.	Palmer/Jensen	100%	It was our intent to hire a seasonal staff of WL FF's for the summer season of 2022 through an OSFM grant award. This did not occur due to an unforeseen issue. In April 2023, four WL seasonal FF's (Crew 24) were employed for the 2023 WL season and are an invaluable component of our workforce.
PO-6.3: Enhance the Fire District's pre-hospital response system to become the preeminent EMS agency in the State of Oregon.	Jensen	100%	For CY 2022, current response times exceed Oregon Health Authority and County ASA rules. The Cardiac Survival rate in 2021 exceeded State and National rates as well. We are still finalizing data for CY 2022. In the future, data will be conveyed through the Districts annual service level report.
PO-6.4: Study and implement competitive compensation and benefit packages to attract and retain quality personnel.	Palmer	100%	In April 2021, adjustments were made to the Office Manager and Chief Officers salary scale and incorporated into Employee Handbook. The Fire District concluded bargaining a successor contract with the Local in December 2022 which included an equitable wage and benefit package. The Admin. wage scale was adjusted accordingly to resolve disparity between steps.

G-7.1: Continuity of operations for the Fire District is maintained through emergency operations and succession planning.			
OBJECTIVE:	ASSIGNED	STATUS	COMMENTS
PO-7.1: Maintain and update a standards of cover plan based on changes to occur within the Fire District.	Jensen	60%	In February 2023 AC Jensen attended a 6 day class at the National Fire Academy on developing Standards of Coverage and Operational Deployment. The SOC is currently in the process of being updated and redrafted.
PO-7.2: Develop a continuity of operations plan.	Jensen	25%	As of April 2023, preliminary research and scope for this plan is complete and the first draft is in progress.
PO-7.3: Establish an administrative staff succession plan for anticipated retirements.	Palmer	100%	As of December 1, 2022, the succession plan is complete and is implemented.
PO-7.4: Develop an officer training plan to prepare employees for promotional opportunities.	Coleman/Jensen	75%	This plan is in draft form and is being reviewed by Operations.

MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Robert Palmer, Fire Chief

ISSUE: Appointment Board member to represent the Fire District on the Urban Renewal Agency.

BACKGROUND: Director Peters is the current representative to the Urban Renewal Agency for the Fire District. Based upon the outcome of the May 2023 Special District election, Director Peters was replaced by Director Walter Denstedt, leaving a vacant position for the Fire District on the Urban Renewal Agency. As a result, the Board must appoint a Director to represent the Fire District on Urban Renewal.

BUDGET IMPLICATIONS: None

RECOMMENDATION: Consider a motion to appoint a Board member to represent the Fire District on the Urban Renewal Board.

MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Independent Audit Review

BACKGROUND: In accordance with ORS 297.425, the accounts and fiscal affairs of every municipal corporation shall be audited and reviewed at least once each calendar or fiscal year. The audit for the FY ending 2023 is now due for review. Per an established contract, RTO & Company, formerly Friend and Reagan, will conduct the audit review. The Engagement Agreement to be signed by both the Fire Chief and Board President is attached as Exhibit "A".

BUDGET IMPLICATION: The cost for the audit process is appropriated in the 2023-24 FY budget.

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



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

July 3, 2023

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

We are pleased to confirm our understanding of the services we are to provide for Mid-Columbia Fire & Rescue for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of Mid-Columbia Fire & Rescue as of and for the year ended June 30, 2023.

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

1) Combining and Individual Budgetary Basis Fund Financial Statements

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

1) Introductory Section as listed in the Table of Contents

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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

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

Audit Procedures—Internal Control

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

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

Audit Procedures—Compliance

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

Other Services

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

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

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

Responsibilities of Management for the Financial Statements

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

the financial statements in conformity with the modified cash basis of accounting with oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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

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

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

Engagement Administration, Fees, and Other

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

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

A.J. Olson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately August 1, 2023 and to issue our reports no later than December 31, 2023.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to

reimburse us for all out-of-pocket costs through the date of termination. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Reporting

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

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

Very truly yours,



RTO & Company

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

MCFR INFORMATION SHEET

DATE: July 17, 2023

TO: Fire District Board of Directors

FROM: Bob Palmer, Fire Chief

ISSUE: Surplus Property

SYNOPSIS: The Fire District desires to declare certain items noted on the attached list as surplus property.

BACKGROUND: The Fire District has accumulated property awaiting surplus. Property of this nature is taken out of service and placed into storage for one of the following reasons:

1. The property/equipment has exceeded its life expectancy and/or is no longer of use to the Fire District.
2. The property/equipment has failed a required test and/or has been damaged beyond repair.
3. The property/equipment is too expensive to maintain.

Once approved for surplus, the property will be discarded, sold or donated in accordance with Board Policy Chapter 6, Section 6.1 (B) "Disposal of Surplus Property".

BUDGET IMPLICATION: None

RECOMMENDATION/ACTION: Motion to declare items noted on Exhibit "A".

EXHIBIT "A"

ITEM	MODEL	INVENTORY/SERIAL #	DISPOSITION
Automatic Nozzle tip	G-Force	G480150	Replaced
Automatic Nozzle tip	G-Force	G492118	Replaced
Automatic Nozzle tip	G-Force	G492121	Replaced
Automatic Nozzle tip	G-Force	G492114	Replaced
Icemaker	Scotsman	C05305W-1E	Broken
Touch pad door locks X6	Schlage	5741804-004	Replaced