

## **Board Meeting Agenda**

July 18, 2022

5:30 p.m.

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

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Changes**
- 5. Election of Board Officers**
- 6. Minutes**
  - a. Correction of Minutes, if any – Monday, June 20, 2022
- 7. Public Comment**
  - a. During this portion of the meeting, a citizen may speak on any subject upon being recognized by the Board President. The citizen must state their name, address, and their discussion topic for the minutes. Five minutes per person will be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
  - b. The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:  
  
TELEPHONE NO. +1 (415) 655-0052  
  
AUDIO ACCESS CODE: 527-434-854  
  
COMPUTER LINK:  
<https://attendee.gotowebinar.com/register/8293777161257493772>  
  
WEBINAR ID: 138-650-203
- 8. Financial Reports**
  - a. Caselle Update – Angie Wilson, City of The Dalles
  - b. Financial Report
  - c. Ambulance Service Financial Report
  - d. Ambulance Service Payer Production Statistics
- 9. Committee Reports**
  - a. Urban Renewal Report - Director Bailey
  - b. Enterprise Zone Report – Director Jacobs

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

**10. Fire Chief's Report**

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

**11. Correspondence**

- a. No correspondence

**12. Old Business**

**13. New Business**

- a. Resolution No. 2022-06 "Notice of Designation of Special District Registered Office of Registered Agent."
- b. Information Sheet - SDIS Best Practices program
- c. Information Sheet – Audit engagement process

**14. Good of the Order**

**15. Adjournment**



**OUR MOTTO:**

*Educate, Serve & Protect*

**OUR SHARED VISION:**

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

**OUR MISSION:**

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

**OUR VALUES:**

*P*-rofessionalism

*R*-espect

*I*-ntegrity

*D*-uty

*E*-ngaged

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

## MCFR INFORMATION SHEET

**DATE:** July 18, 2022

**TO:** Fire District Board President and Board Members

**FROM:** Robert Palmer, Fire Chief

**PREPARED BY:** 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 8<sup>th</sup> Street, The Dalles, OR 97058  
June 20, 2022

**1. CALL MEETING TO ORDER**

Board President David Jacobs called the June 20, 2022, meeting of the Mid-Columbia Fire and Rescue to order at 5:30pm.

**2. PLEDGE OF ALLEGIANCE**

President Jacobs led the Pledge of Allegiance.

**3. ROLL CALL**

Directors Present: David Jacobs, Diana Bailey, Dave Peters, Corey Case. Dick Shaffield was out of town.

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

Others Present: Legal Counsel Andrew Myers.

**4. AGENDA CHANGES**

Chief Palmer stated there were no agenda changes, however he did advise the board that Angie Wilson was scheduled to provide an update on Caselle, however, she is still working things out with Caselle is therefore not able to give the report tonight. She plans on giving a report at the July 18, 2022, meeting. Chief Palmer also handed out some additional sheets relative to the budget pointing out updates and changes.

**5. MINUTES**

The minutes of the May 16, 2022, regular meeting stand approved as edited.

**6. PUBLIC COMMENT**

None.

**7. FINANCIAL REPORTS**

- a. Caselle Update – Postponed until the July 18, 2022, board meeting.
- b. Financial Report - Chief Palmer advised that once Caselle is completely on board, the new reports should be better than what we are currently receiving through QuickBooks. Chief Palmer stated that the only page in the report that may not be



available would be the summary page. Chief Jensen stated that the reports would be real time not a week out like they are in QuickBooks.

- c. Ambulance Service Financial Report – Director Bailey asked how we track the CCO payments. Chief Palmer stated that OHA will be sending out a report detailing the payments. Chief Palmer stated he would contact Michelle with OHA to find out when the report will be coming. Brief discussion concerning the CCO payments and the GEMT.

## **8. OPEN PUBLIC HEARING**

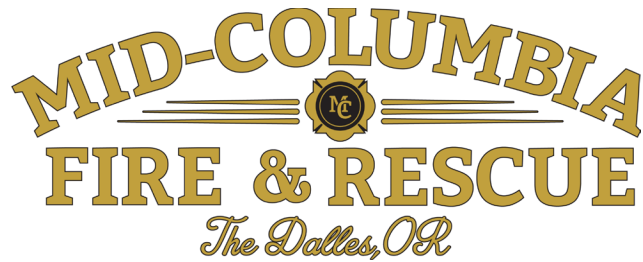
- a. Open Public Hearing – President Jacobs opened the public hearing at 5:51pm.
- b. Board of Directors to consider public testimony on the approved budget. President Jacobs asked if there was any public testimony on the FY 2022-23 budget. There was no public testimony or anyone on the phone line.
- c. Board of Directors to consider and incorporate any proposed budget adjustments. Chief Palmer gave a summary on the budget committee meeting and then went on to explain the different line items and the proposed adjustments. There was a brief discussion that followed. Chief Palmer stated that the Staff is recommending that the Board approve and adopt Option B.
- d. Adjournment to regular meeting – President Jacobs adjourned the Public Hearing at 6:01pm.

## **9. COMMITTEE REPORTS**

- a. Urban Renewal Report – Director Bailey stated that the Urban Renewal committee passed their budget, stated that the meeting was lengthy but had nothing more to report.
- b. Enterprise Zone Report – President Jacobs stated that there was nothing new to report. Chief Palmer made a comment that he spoke to Kate Franco with Google regarding the Emergency Response Plan, he was told they are waiting on the land sale.

## **10. FIRE CHIEF'S REPORT**

- a. Fire Chief's Update – Chief Palmer read through his report, which was included in the board packet, he gave a brief summary on each of the items he included in his report. President Jacobs questioned why the district is doing a mutual aid agreement with Clackamas. Chief Palmer gave a brief explanation of the justification for establishing this mutual aid relationship. Discussion followed on mutual aid.
- b. Monthly Report – AC Jensen – Included in board packet.
- c. Monthly Report – DC Wood – Included in board packet.
- d. Monthly Report – DC Coleman – Included in board packet.
- e. Other items as needed – Chief Palmer did state that we hired a single role EMT who started today, his name is Oscar Anaya.



1. Board member e-mail address transition. Chief Palmer stated that the board the District now has the capacity to change Board e-mail addresses so they could access District emails through Outlook now. President Jacobs asked if all the emails from the past can also be moved. This will need to be researched. Legal Counsel Myers stated that emails should be kept for 2 years. Office Manager Ziegler will investigate and confirm the rule on how long emails are to be kept. Chief Wood stated that the process for setting up the emails is still a couple of months out. The board would like to see a demo first before the switch. Discussion followed on the pros and cons of the new email system.

#### **11. CORRESPONDENCE**

- a. Wasco County Burn Ban Proclamation – Chief Palmer stated he received a Proclamation from Wasco County, which he included in the board packet stating that the County made the determination based on determination of the local fire agencies to ban all burning in Wasco County effective June 15, 2022.
- b. Wasco County Fireworks Ban Proclamation – Chief Palmer stated that he had received a Proclamation from Wasco County, which he included in the board packet stating that the County made the determination to ban all personal fireworks. He added that the City of The Dalles followed and banned all personal fireworks in the city limits. There was no input from MCFR on either ban. He stated that MCFR does patrol but will not enforce, and it would be the city's and county's responsibility to enforce the bans.

#### **12. OLD BUSINESS**

There was no Old Business.

#### **13. NEW BUSINESS**

- a. Resolution No. 2022-04 “ A Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes”. Director Case made a motion to adopt Resolution No. 2022-04 (Option B) “ A resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes for the FY 2022-23” based upon recommended budget adjustments, in compliance with local budget law. Director Peters seconded. All in favor: 4 Ayes, 0 Nays, motion carried.
- b. Resolution No. 2022-05 “A Resolution Authorizing the Transfer of Funds from Operational Contingency to Selected General Fund Administration Expenditure Lines”. Director Peters made a motion to adopt Resolution No. 2022-05, “A Resolution authorizing the transfer of funds from Operational Contingency to Certain General Fund Administration Expenditure Lines. Director Bailey seconded. All in favor: 4 Ayes, 0 Nays. Motion carried.
- c. Information Sheet – Surplus Items. The Fire District desires to declare certain items noted on Exhibit “A” as surplus property. Director Bailey made a motion to declare



items noted on Exhibit "A" as surplus. Director Peters seconded. All in favor: 4 Ayes, 0 Nays. Motion carried.

**14. GOOD OF THE ORDER**

President Jacobs informed the board of Walter Denstedt's retirement party, he stated that the party will be held on two different days, August 20<sup>th</sup>, and August 21<sup>st</sup> so that all employees will be able to attend if they wish. Director Case asked about the water rescue incident. Chief Palmer explained what had happened and that the incident had a favorable outcome.

**15. ADJOURNMENT**

President Jacobs adjourned the meeting at 6:32pm.



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Board President

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Board Secretary/Treasurer

**General Fund Revenue / Expense Recap  
Cash Accounts Summary**

Month Ending: **6/30/2022**

Month	Projected Revenue	Actual Revenue	Month Variance	Cumulative Variance	Projected Expense	Actual Expense	Month Variance	Cumulative Variance
July	192,421	161,901	(30,520)	(30,520)	506,340	547,423	41,083	41,083
August	166,459	133,471	(32,988)	(63,508)	437,459	333,310	(104,150)	(63,066)
September	168,492	153,616	(14,876)	(78,384)	460,156	368,860	(91,296)	(154,362)
October	209,048	155,155	(53,893)	(132,278)	426,060	504,579	78,520	(75,842)
November	2,311,105	3,189,710	878,605	746,328	432,880	331,683	(101,197)	(177,039)
December	848,781	347,700	(501,081)	245,247	456,188	412,233	(43,955)	(220,994)
January	263,266	447,936	184,670	429,917	507,669	405,643	(102,026)	(323,020)
February	145,642	157,723	12,081	441,997	445,002	345,772	(99,230)	(422,250)
March	298,060	191,852	(106,208)	335,789	447,785	441,593	(6,192)	(428,442)
April	163,717	150,765	(12,952)	322,837	463,993	368,620	(95,372)	(523,814)
May	188,937	146,116	(42,821)	280,017	419,672	451,513	31,841	(491,973)
June	299,725	403,694	103,969	383,986	477,178	503,885	26,707	(465,266)
<b>Total</b>	<b>5,255,654</b>	<b>5,639,640</b>	<b>383,986</b>	<b>383,986</b>	<b>5,480,380</b>	<b>5,015,114</b>	<b>(465,266)</b>	<b>(465,266)</b>
<b>Budgeted Transfers from General Fund to Reserve Funds</b>								
<b>Total All Expenses and Transfers</b>					<b>5,480,380</b>	<b>5,015,114</b>		

0

YTD Revenue			YTD Expenses		
Projected	Actual	% of Projected	Projected	Actual	% of Projected
5,255,654	5,639,640	107.31%	5,480,380	5,015,114	91.51%

CASH SUMMARY						
<b>General Fund</b>			<b>Building Reserve Fund</b>		<b>Equipment Reserve Fund (Apparatus)</b>	
Beg Balance	2,289,433.51		Beg Balance	107,984.94	Beg Balance	944,433.87
Deposits	114,584.21		Deposits	68.06	Deposits	753.80
Disbursements	(505,891.76)		Disbursements	(22,954.00)	Disbursements	(2,700.00)
From Other Funds			From General Fund	-	From General Fund	-
To Other Funds			To General Fund	-	To General Fund-ST Loan	-
Ending Balance	<b>1,898,125.96</b>		Ending Balance	<b>85,099.00</b>	Ending Balance	<b>942,487.67</b>
<b>Training Reserve</b>			<b>Cash on Hand</b>		<b>Debt Service Fund</b>	
Beg Balance	158,645.93		Beginning Balance	125.00	Beg Balance	49,611.91
Deposits	4,180.23		Deposit	-	Deposits	7,504.87
Disbursements			Disbursements	-	Disbursements/trsfr	
To General Fund	-		To General Fund	-	To General Fund	-
From Gen Fund	-		From Gen Fund	-	From Gen Fund	-
Ending Balance	<b>162,826.16</b>		Ending Balance	<b>125.00</b>	Ending Balance	<b>57,116.78</b>
<b>Technical Rescue Reserve Fund</b>			<b>Checking</b>		<b>FF Equipment Reserve Fund</b>	
Beg Balance	59,645.16		Beg Balance	137,203.36	Beg Balance	320,701.94
Deposits	47.74		Deposits	923,079.59	Deposits	256.70
Disbursements			Disbursements	(544,042.74)	Disbursements	
From Gen Fund	-		From Gen Fund	-	From Gen Fund	-
Ending Balance	<b>59,692.90</b>		Ending Balance	<b>516,240.21</b>	Ending Balance	<b>320,958.64</b>
<b>Stacker Butte Fund</b>			<b>FireMed Fund</b>		<b>Retirement Liability Fund</b>	
Beg Balance	40,537.37		Beg Balance	73,470.37	Beg Balance	109,245.52
Deposits	842.01		Deposits	1092.14	Deposits	87.44
Disbursements	(427.70)		Disbursements		Disbursements	
From Gen Fund	-		To General	-		
Ending Balance	<b>40,951.68</b>		Ending Balance	<b>74,562.51</b>	Ending Balance	<b>109,332.96</b>
					<b>Capital Projects Fund</b>	
					Beginning Balance	-
					Deposits	
					Disbursements	-
					Ending Balance	-

**Total Cash on Hand - All Accounts: 4,267,519.47**



Mid-Columbia Fire and Rescue  
Current Month Expenses - All Funds  
June 2022

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	Jun 22
Ordinary Income/Expense	
Expense	
6330 · 00 · Personal Services	
6400-00 · Administrative Personnel	
6401-00 · Fire Chief	11,174.31
6402-00 · Assistant Chief	10,585.70
6402-03 · Division Chief - Operations	0.00
6402-04 · Division Chief-Prev/Public Ed.	10,331.28
6402-05 · Division Chief - FEMA Funded	10,331.28
6403-07 · Office Manager / Admin. Clerk	4,272.67
	46,695.24
Total 6400-00 · Administrative Personnel	
6403-00 · Career Personnel	
6403-02 · Captain	29,151.37
6404-00 · Lieutenant	26,097.12
6405-01 · Firefighter	147,241.64
	202,490.13
Total 6403-00 · Career Personnel	
6406-10 · Volunteer & Related	
6406-00 · Volunteer Program	124.44
	124.44
Total 6406-10 · Volunteer & Related	
6410-00 · Insurance & Retirement	
6421-00 · Retirement - Public Safety	33,391.66
6421-01 · PEHP Plan - Public Safety	4,092.79
6421-02 · Retirement - Administration	2,824.00
6421-03 · PEHP - Administration	933.91
6423-00 · Life Insurance	3,290.70
6423-01 · Life Insurance - Administration	375.00
6424-00 · Health Insurance	25,046.88
6424-01 · Health Ins - Administration	9,245.71
6424-03 · Occupational Healthcare	1,577.00
6424-04 · Occ. Health - Administration	517.00
6426-00 · Long Term Disability	969.61
6426-01 · Long Term Disability - Admin	274.32
6430-00 · Medicare	983.61
6430-01 · Defined Contribution	8,265.27
6430-02 · Medicare - Administration	3,841.54
6430-03 · Defined Cont. - Admin	2,302.57
6531-00 · Payroll Expenses / SS	443.45
	98,375.02
Total 6410-00 · Insurance & Retirement	
6410-01 · Employee Benefits	
6407-00 · Uniforms - Public Safety	1,149.95
6414-00 · Holiday	7,875.61
	9,025.56
Total 6410-01 · Employee Benefits	
6416-00 · Overtime	
6415-00 · Sick	33,762.51
6416-01 · Fire	2,764.24
6416-02 · Ambulance	12,751.01
6416-04 · Tech Rescue	797.16
6416-05 · Training	5,662.71
6416-06 · Other	1,700.07
6416-07 · Ambulance Stand-By	1,773.63
6417-00 · FLSA	15,422.12
6416-00 · Overtime - Other	-8,608.80
	66,024.65
Total 6416-00 · Overtime	

Mid-Columbia Fire and Rescue  
Current Month Expenses - All Funds  
June 2022

	Jun 22
Total 6330 · 00 - Personal Services	422,735.04
6433 · Materials & Services	
6441-10 · Office, Admin. & Related	
6436-00 · Dues, Subscriptions	40.00
6441-00 · Office Expense	4,605.58
6441-01 · Office Equip Maintenance	158.60
6441-02 · Office Equipment Lease	239.36
6442-00 · Bank Charges	265.90
6512-00 · Postage, Shipping	115.01
Total 6441-10 · Office, Admin. & Related	5,424.45
6446-00 · Gas and Diesel	5,933.04
6452-00 · Mtce., Repairs & Supplies	
6443-00 · Janitorial Supplies	64.78
6445-01 · Residence Supplies	194.75
6453-00 · Equipment Maintenance	8,599.38
6457-02 · Sm Eq Maint, Shop Supplies	5.98
6457-05 · Equipment Testing	950.00
6510-00 · Building Maintenance	274.16
6510-01 · Bldg Maint. Agreements	149.25
Total 6452-00 · Mtce., Repairs & Supplies	10,238.30
6457-10 · Ambulance & EMS Expenses	
6457-04 · EMS Equipment Maintenance	2,300.80
6459-00 · Ambulance Billing Expense	13,473.44
6481-00 · Ambulance Transport Exp	861.00
6482-00 · Ambulance Expendables	4,278.69
6482-01 · Ambulance Non Expendable	254.34
Total 6457-10 · Ambulance & EMS Expenses	21,168.27
6457-11 · Fire & Related Expenses	
6485-01 · Firefighting Supplies - PPE	886.70
6487-00 · Fire Training Supplies	796.59
6491-00 · Fire Suppression Expense	496.44
Total 6457-11 · Fire & Related Expenses	2,179.73
6460-00 · Professional Expenses	
6462-00 · Legal Services	3,238.60
6462-01 · Professional Services	16,241.42
Total 6460-00 · Professional Expenses	19,480.02
6463-10 · Utilities	
6464-00 · Water	165.35
6465-00 · Natural Gas	2,373.89
6466-00 · Electricity	1,060.82
6467-00 · Telephone	4,111.30
6468-00 · Sewer	283.28
6469-00 · Garbage	919.70
Total 6463-10 · Utilities	8,914.34
6501-00 · Training	
6495-00 · Fire Board Meals, Lodging	308.43
6503-00 · Bargaining Unit - Voluntary	195.00
6507-00 · General Training - ALL	1,180.37
Total 6501-00 · Training	1,683.80
6513-00 · Miscellaneous Expense	3.00

Mid-Columbia Fire and Rescue  
Current Month Expenses - All Funds  
June 2022

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	Jun 22
6520-00 · 911 Services	6,125.00
Total 6433 · Materials & Services	81,149.95
6534 · Reserve/Special Funds Expense	
6534-00 · Stacker Butte Mtls & Svcs	427.70
6535-00 · Capital Outlay Apparatus	2,700.00
6536-00 · Capital Outlay Building	22,954.00
Total 6534 · Reserve/Special Funds Expense	26,081.70
Total Expense	529,966.69
Net Ordinary Income	-529,966.69
Net Income	-529,966.69

**Mid-Columbia Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
July 2021 through June 2022

	Jul '21 - Jun...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4800 · FF Equipment Reserve				
4801-00 · Interest Earned-FF Reserve	1,583.87	2,500.00	-916.13	63.4%
4802-00 · X-fer FROM GF To FF Equip	54,780.00	54,780.00	0.00	100.0%
Total 4800 · FF Equipment Reserve	56,363.87	57,280.00	-916.13	98.4%
4810 · FireMed Income				
4812-00 · Interest Earned FM	351.38	1,000.00	-648.62	35.1%
4812-02 · FireMed Fees	42,022.25	40,000.00	2,022.25	105.1%
Total 4810 · FireMed Income	42,373.63	41,000.00	1,373.63	103.4%
4825 · Stacker Butte				
4825-00 · X-fer General Fund to SB	2,350.00	2,350.00	0.00	100.0%
4825-01 · Sub-Lease & Rental Fees	14,611.48	19,170.00	-4,558.52	76.2%
4825-03 · SB Interest	219.44	1,000.00	-780.56	21.9%
4825-04 · Stacker Butte Reimbursement	3,118.83	9,625.00	-6,506.17	32.4%
Total 4825 · Stacker Butte	20,299.75	32,145.00	-11,845.25	63.2%
4830 · Debt Service Revenue				
4831-00 · Current Year Taxes DSF	294,503.57	285,450.00	9,053.57	103.2%
4832-00 · DSF Prior Year Taxes	8,656.36	4,000.00	4,656.36	216.4%
4833-00 · Interest Earned DSF	797.37	2,000.00	-1,202.63	39.9%
Total 4830 · Debt Service Revenue	303,957.30	291,450.00	12,507.30	104.3%
4840 · Technical Rescue Fund				
4841-00 · Interest Earned TR	321.70	1,000.00	-678.30	32.2%
4844-00 · X-fer FROM GF To Tech Rescue	3,710.00	3,710.00	0.00	100.0%
Total 4840 · Technical Rescue Fund	4,031.70	4,710.00	-678.30	85.6%
4850-00 · Capital Project Fund				
4856-00 · Interest Earned	0.00			
Total 4850-00 · Capital Project Fund	0.00			
4860 · Equipment Reserve Income				
4863-00 · Interest Earned ER	4,193.50	3,500.00	693.50	119.8%
4864-00 · X-fer FROM GF To Equip (App...	280,000.00	280,000.00	0.00	100.0%
Total 4860 · Equipment Reserve Income	284,193.50	283,500.00	693.50	100.2%
4870 · Building Reserve Income				
4871-01 · Bldg Reserve Other Revenue	0.00	2,500.00	-2,500.00	0.0%
4873-00 · Interest Earned BR	478.25	1,200.00	-721.75	39.9%
4874-00 · Xfer FROM GF To Bld Rsv	42,500.00	42,500.00	0.00	100.0%
Total 4870 · Building Reserve Income	42,978.25	46,200.00	-3,221.75	93.0%
4880 · Training Reserve Income				
4881-00 · Training Res Income from Classe	7,425.00	3,000.00	4,425.00	247.5%
4882-00 · Training Res Other Revenue	56,847.17	56,000.00	847.17	101.5%
4883-00 · Int Earned, Training	925.60	2,000.00	-1,074.40	46.3%
4884-00 · Xfer FROM GF To Training	5,090.00	5,090.00	0.00	100.0%
Total 4880 · Training Reserve Income	70,287.77	66,090.00	4,197.77	106.4%
4885-00 · Retirement Liability Fund				
4886-00 · Interest Earned Ret. Liability	588.35	1,000.00	-411.65	58.8%
4887-00 · XFer from GF to Ret. Fund	7,000.00	10,000.00	-3,000.00	70.0%
Total 4885-00 · Retirement Liability Fund	7,588.35	11,000.00	-3,411.65	69.0%
4900 · General Fund Income				
4990-00 · Taxes - Prior Year	116,104.73	110,000.00	6,104.73	105.5%
4991-00 · GF-Interest Earned	12,743.26	42,000.00	-29,256.74	30.3%
4997-00 · Taxes - Current Year	3,404,574.75	3,400,754.00	3,820.75	100.1%
4998-00 · Ambulance Revenue				
4998-04 · GEMT Ambulance Revenue	359,797.02	509,000.00	-149,202.98	70.7%

**Mid-Columbia Fire and Rescue**  
Profit & Loss Budget vs. Actual  
July 2021 through June 2022

	Jul '21 - Jun...	Budget	\$ Over Budget	% of Budget
4998-00 · Ambulance Revenue - Other	1,687,148.79	1,380,000.00	307,148.79	122.3%
Total 4998-00 · Ambulance Revenue	2,046,945.81	1,889,000.00	157,945.81	108.4%
4998-01 · Fire Protection Agreements	0.00	900.00	-900.00	0.0%
4998-07 · Transfer from FireMed	5,000.00	5,000.00	0.00	100.0%
4998-08 · Transfer from Ret Liab. Fund	0.00	10,000.00	-10,000.00	0.0%
4999-00 · GF-Misc Revenue	119,612.26	84,000.00	35,612.26	142.4%
4999-02 · Grant Proceeds	96,592.00	88,000.00	8,592.00	109.8%
Total 4900 · General Fund Income	5,801,572.81	5,629,654.00	171,918.81	103.1%
Total Income	6,633,646.93	6,463,029.00	170,617.93	102.6%
Gross Profit	6,633,646.93	6,463,029.00	170,617.93	102.6%
<b>Expense</b>				
6330 · 00 - Personal Services				
6400-00 · Administrative Personnel				
6401-00 · Fire Chief	129,799.90	129,800.00	-0.10	100.0%
6402-00 · Assistant Chief	122,965.70	122,966.00	-0.30	100.0%
6402-03 · Division Chief - Operations	0.00			
6402-04 · Division Chief-Prev/Public Ed.	120,009.35	120,009.00	0.35	100.0%
6402-05 · Division Chief - FEMA Funded	120,009.35	120,009.00	0.35	100.0%
6403-04 · Administrative Assistant	0.00			
6403-07 · Office Manager / Admin. Clerk	50,957.12	49,960.00	997.12	102.0%
6403-08 · Background Investigator	4,234.01	9,900.00	-5,665.99	42.8%
Total 6400-00 · Administrative Personnel	547,975.43	552,644.00	-4,668.57	99.2%
6403-00 · Career Personnel				
6403-02 · Captain	278,855.90	283,866.00	-5,010.10	98.2%
6404-00 · Lieutenant	255,388.81	264,793.00	-9,404.19	96.4%
6405-00 · Engineer	0.00			
6405-01 · Firefighter	1,035,958.34	1,140,910.00	-104,951.66	90.8%
6405-02 · Single Role EMS	105,760.00	192,489.00	-86,729.00	54.9%
Total 6403-00 · Career Personnel	1,675,963.05	1,882,058.00	-206,094.95	89.0%
6406-10 · Volunteer & Related				
6406-00 · Volunteer Program	11,002.09	24,750.00	-13,747.91	44.5%
6406-02 · Volunteer Reimbursement	2,511.66	20,000.00	-17,488.34	12.6%
Total 6406-10 · Volunteer & Related	13,513.75	44,750.00	-31,236.25	30.2%
6410-00 · Insurance & Retirement				
6421-00 · Retirement - Public Safety	456,609.30	456,130.00	479.30	100.1%
6421-01 · PEHP Plan - Public Safety	43,180.25	37,650.00	5,530.25	114.7%
6421-02 · Retirement - Administration	33,998.93	113,815.00	-79,816.07	29.9%
6421-03 · PEHP - Administration	14,062.25	10,855.00	3,207.25	129.5%
6422-00 · Workers' Compensation	46,622.59	69,220.00	-22,597.41	67.4%
6422-01 · Workers Comp - Administrat...	1,930.21	2,500.00	-569.79	77.2%
6423-00 · Life Insurance	14,768.70	15,796.00	-1,027.30	93.5%
6423-01 · Life Insurance - Administration	1,500.00	1,500.00	0.00	100.0%
6424-00 · Health Insurance	387,492.22	520,200.00	-132,707.78	74.5%
6424-01 · Health Ins - Administration	119,018.93	109,568.00	9,450.93	108.6%
6424-03 · Occupational Healthcare	28,073.14	55,915.00	-27,841.86	50.2%
6424-04 · Occ. Health - Administration	2,463.00	4,100.00	-1,637.00	60.1%
6426-00 · Long Term Disability	10,014.54	17,500.00	-7,485.46	57.2%
6426-01 · Long Term Disability - Admin	3,014.83	2,800.00	214.83	107.7%
6428-00 · Unemployment	192.21			
6430-00 · Medicare	30,121.40	33,773.00	-3,651.60	89.2%
6430-01 · Defined Contribution	69,773.55	67,219.00	2,554.55	103.8%
6430-02 · Medicare - Administration	7,638.95	8,050.00	-411.05	94.9%
6430-03 · Defined Cont. - Admin	24,254.18	18,708.00	5,546.18	129.6%
6531-00 · Payroll Expenses / SS	2,354.63	4,900.00	-2,545.37	48.1%
6531-01 · Social Security - Admin	0.00	1,000.00	-1,000.00	0.0%
Total 6410-00 · Insurance & Retirement	1,297,083.81	1,551,199.00	-254,115.19	83.6%
6410-01 · Employee Benefits				
6407-00 · Uniforms - Public Safety	25,628.49	26,615.00	-986.51	96.3%

**Mid-Columbia Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	Jul '21 - Jun...	Budget	\$ Over Budget	% of Budget
6407-01 · Uniforms - Administration	1,709.55	3,800.00	-2,090.45	45.0%
6414-00 · Holiday	44,745.86	55,541.00	-10,795.14	80.6%
6414-01 · Vacation	152.00			
6414-02 · Funeral Leave	6,235.44			
6415-02 · Sick Leave Used	140.00			
<b>Total 6410-01 · Employee Benefits</b>	<b>78,611.34</b>	<b>85,956.00</b>	<b>-7,344.66</b>	<b>91.5%</b>
6416-00 · Overtime				
6415-00 · Sick	118,821.52	87,150.00	31,671.52	136.3%
6416-01 · Fire	27,222.36	62,250.00	-35,027.64	43.7%
6416-02 · Ambulance	116,034.16	105,513.00	10,521.16	110.0%
6416-04 · Tech Rescue	13,139.31	22,908.00	-9,768.69	57.4%
6416-05 · Training	28,561.94	25,896.00	2,665.94	110.3%
6416-06 · Other	28,000.38	44,000.00	-15,999.62	63.6%
6416-07 · Ambulance Stand-By	12,842.40	9,375.00	3,467.40	137.0%
6417-00 · FLSA	70,684.78	78,078.00	-7,393.22	90.5%
<b>Total 6416-00 · Overtime</b>	<b>415,306.85</b>	<b>435,170.00</b>	<b>-19,863.15</b>	<b>95.4%</b>
<b>Total 6330 · 00 - Personal Services</b>	<b>4,028,454.23</b>	<b>4,551,777.00</b>	<b>-523,322.77</b>	<b>88.5%</b>
6433 · Materials & Services				
6434-00 · General Insurance	72,372.23	68,000.00	4,372.23	106.4%
6441-10 · Office, Admin. & Related				
6435-00 · Advertising, Publications	2,972.67	4,000.00	-1,027.33	74.3%
6436-00 · Dues, Subscriptions	22,196.32	24,350.00	-2,153.68	91.2%
6441-00 · Office Expense	16,479.89	28,024.00	-11,544.11	58.8%
6441-01 · Office Equip Maintenance	1,175.23	3,150.00	-1,974.77	37.3%
6441-02 · Office Equipment Lease	3,507.58	3,150.00	357.58	111.4%
6442-00 · Bank Charges	2,065.91	800.00	1,265.91	258.2%
6512-00 · Postage, Shipping	1,419.02	2,372.00	-952.98	59.8%
<b>Total 6441-10 · Office, Admin. &amp; Related</b>	<b>49,816.62</b>	<b>65,846.00</b>	<b>-16,029.38</b>	<b>75.7%</b>
6446-00 · Gas and Diesel	54,802.93	40,000.00	14,802.93	137.0%
6452-00 · Mtce., Repairs & Supplies				
6443-00 · Janitorial Supplies	2,613.77	3,500.00	-886.23	74.7%
6445-01 · Residence Supplies	1,135.96	1,000.00	135.96	113.6%
6451-00 · Tire, Batteries	9,094.91	8,500.00	594.91	107.0%
6453-00 · Equipment Maintenance	38,599.24	37,000.00	1,599.24	104.3%
6453-01 · Training Prop Mtce & Operat...	834.78	2,000.00	-1,165.22	41.7%
6454-00 · Communication Repair	959.02	4,600.00	-3,640.98	20.8%
6457-02 · Sm Eq Maint, Shop Supplies	832.74	2,000.00	-1,167.26	41.6%
6457-03 · Fire Equipment Maintenance	660.00	5,950.00	-5,290.00	11.1%
6457-05 · Equipment Testing	5,441.21	11,280.00	-5,838.79	48.2%
6510-00 · Building Maintenance	10,202.65	9,200.00	1,002.65	110.9%
6510-01 · Bldg Maint. Agreements	6,571.62	7,000.00	-428.38	93.9%
6511-00 · Grounds Maintenance	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6452-00 · Mtce., Repairs &amp; Supplies</b>	<b>76,945.90</b>	<b>95,030.00</b>	<b>-18,084.10</b>	<b>81.0%</b>
6457-10 · Ambulance & EMS Expenses				
6457-04 · EMS Equipment Maintenance	8,445.43	13,684.00	-5,238.57	61.7%
6459-00 · Ambulance Billing Expense	158,797.56	183,121.00	-24,323.44	86.7%
6477-00 · EMS Training Supplies	5,864.99	11,890.00	-6,025.01	49.3%
6479-00 · EMS Dues	1,805.00	800.00	1,005.00	225.6%
6480-00 · Physician Advisor	6,000.00	12,000.00	-6,000.00	50.0%
6481-00 · Ambulance Transport Exp	9,135.00	10,500.00	-1,365.00	87.0%
6482-00 · Ambulance Expendables	68,195.56	59,000.00	9,195.56	115.6%
6482-01 · Ambulance Non Expendable	2,562.42	1,300.00	1,262.42	197.1%
<b>Total 6457-10 · Ambulance &amp; EMS Expen...</b>	<b>260,805.96</b>	<b>292,295.00</b>	<b>-31,489.04</b>	<b>89.2%</b>
6457-11 · Fire & Related Expenses				
6483-00 · Hazardous Materials	297.00	1,500.00	-1,203.00	19.8%
6485-00 · Firefighting Supplies-Tools/...	15,465.46	18,400.00	-2,934.54	84.1%
6485-01 · Firefighting Supplies - PPE	17,091.76	30,070.00	-12,978.24	56.8%
6486-00 · Fire Prevention Supplies	12,792.36	15,150.00	-2,357.64	84.4%

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Cash Basis

**Mid-Columbia Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	Jul '21 - Jun...	Budget	\$ Over Budget	% of Budget
6486-01 · Public Education	7,467.44	21,000.00	-13,532.56	35.6%
6487-00 · Fire Training Supplies	3,851.00	8,730.00	-4,879.00	44.1%
6491-00 · Fire Suppression Expense	5,985.27	10,000.00	-4,014.73	59.9%
<b>Total 6457-11 · Fire &amp; Related Expenses</b>	<b>62,950.29</b>	<b>104,850.00</b>	<b>-41,899.71</b>	<b>60.0%</b>
6460-00 · Professional Expenses				
6461-00 · Audit, Budget	20,400.00	19,850.00	550.00	102.8%
6462-00 · Legal Services	55,820.85	100,300.00	-44,479.15	55.7%
6462-01 · Professional Services	53,475.21	55,132.00	-1,656.79	97.0%
6460-00 · Professional Expenses - Other	89.90			
<b>Total 6460-00 · Professional Expenses</b>	<b>129,785.96</b>	<b>175,282.00</b>	<b>-45,496.04</b>	<b>74.0%</b>
6463-10 · Utilities				
6464-00 · Water	2,124.99	4,500.00	-2,375.01	47.2%
6465-00 · Natural Gas	13,534.50	12,000.00	1,534.50	112.8%
6466-00 · Electricity	13,952.64	14,000.00	-47.36	99.7%
6467-00 · Telephone	25,998.78	30,504.00	-4,505.22	85.2%
6468-00 · Sewer	3,399.36	4,000.00	-600.64	85.0%
6469-00 · Garbage	5,764.18	6,440.00	-675.82	89.5%
<b>Total 6463-10 · Utilities</b>	<b>64,774.45</b>	<b>71,444.00</b>	<b>-6,669.55</b>	<b>90.7%</b>
6501-00 · Training				
6495-00 · Fire Board Meals, Lodging	553.47	6,900.00	-6,346.53	8.0%
6497-00 · Fire Board Conference	0.00	2,800.00	-2,800.00	0.0%
6502-00 · EMS Scholarship	1,360.00	4,300.00	-2,940.00	31.6%
6503-00 · Bargaining Unit - Voluntary	7,904.73	10,500.00	-2,595.27	75.3%
6507-00 · General Training - ALL	35,192.42	41,850.00	-6,657.58	84.1%
6508-00 · Administration - Voluntary	1,083.87	4,000.00	-2,916.13	27.1%
6509-00 · Volunteer	3,326.37	20,500.00	-17,173.63	16.2%
<b>Total 6501-00 · Training</b>	<b>49,420.86</b>	<b>90,850.00</b>	<b>-41,429.14</b>	<b>54.4%</b>
6513-00 · Miscellaneous Expense	2,950.82	7,550.00	-4,599.18	39.1%
6520-00 · 911 Services	103,887.00	73,500.00	30,387.00	141.3%
<b>Total 6433 · Materials &amp; Services</b>	<b>928,513.02</b>	<b>1,084,647.00</b>	<b>-156,133.98</b>	<b>85.6%</b>
6530-00 · Capital Outlay Expense				
6533-00 · Firefighting Equipment	11,665.68	18,720.00	-7,054.32	62.3%
6533-01 · Office Equipment	2,718.00	14,650.00	-11,932.00	18.6%
6533-05 · Radio Equipment	2,722.72	7,575.00	-4,852.28	35.9%
6533-06 · Fire Training Equipment	0.00	1,500.00	-1,500.00	0.0%
6533-09 · EMS Training Equipment	13,312.50	14,000.00	-687.50	95.1%
<b>Total 6530-00 · Capital Outlay Expense</b>	<b>30,418.90</b>	<b>56,445.00</b>	<b>-26,026.10</b>	<b>53.9%</b>
6532-00 · Fund Transfers				
6532-02 · General Fund Transfers	395,430.00	398,430.00	-3,000.00	99.2%
<b>Total 6532-00 · Fund Transfers</b>	<b>395,430.00</b>	<b>398,430.00</b>	<b>-3,000.00</b>	<b>99.2%</b>
6534 · Reserve/Special Funds Expense				
6534-00 · Stacker Butte Mtls & Svcs	21,481.92	28,510.00	-7,028.08	75.3%
6534-01 · Stacker Butte Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
6535-00 · Capital Outlay Apparatus	12,901.08	962,226.00	-949,324.92	1.3%
6536-00 · Capital Outlay Building	63,129.21	203,158.00	-140,028.79	31.1%
6537-00 · Capital Outlay Training	0.00	53,000.00	-53,000.00	0.0%
6537-02 · Training Tower Loan Principal	50,807.73	50,808.00	-0.27	100.0%
6537-03 · Training Tower Loan Interest	10,257.04	10,282.00	-24.96	99.8%
6538-00 · Capital Outlay FF Equip	0.00	332,840.00	-332,840.00	0.0%
6539-00 · FireMed Mtls & Services	0.00	1,000.00	-1,000.00	0.0%
6539-01 · FM Capital Outlay	0.00	14,700.00	-14,700.00	0.0%
6539-02 · X-fer FireMed to General Fund	5,000.00	5,000.00	0.00	100.0%
6550-01 · Transfer to General Fund	0.00	10,000.00	-10,000.00	0.0%
<b>Total 6534 · Reserve/Special Funds Expense</b>	<b>163,576.98</b>	<b>1,676,524.00</b>	<b>-1,512,947.02</b>	<b>9.8%</b>
6540 · Technical Rescue				
6540-01 · Capital Outlay Tech Rescue	0.00	57,971.00	-57,971.00	0.0%

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 Cash Basis

**Mid-Columbia Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through June 2022

	<u>Jul '21 - Jun...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6540-02 · Tech Rescue MIs & Services	12.99	1,000.00	-987.01	1.3%
Total 6540 · Technical Rescue	12.99	58,971.00	-58,958.01	0.0%
6560 · Debt Service Expense				
6561-00 · Interest Expense DSF	90,249.00	90,450.00	-201.00	99.8%
6562-00 · Principal Expense DSF	195,000.00	195,000.00	0.00	100.0%
Total 6560 · Debt Service Expense	285,249.00	285,450.00	-201.00	99.9%
Total Expense	5,831,655.12	8,112,244.00	-2,280,588.88	71.9%
Net Ordinary Income	801,991.81	-1,649,215.00	2,451,206.81	-48.6%
Net Income	801,991.81	-1,649,215.00	2,451,206.81	-48.6%



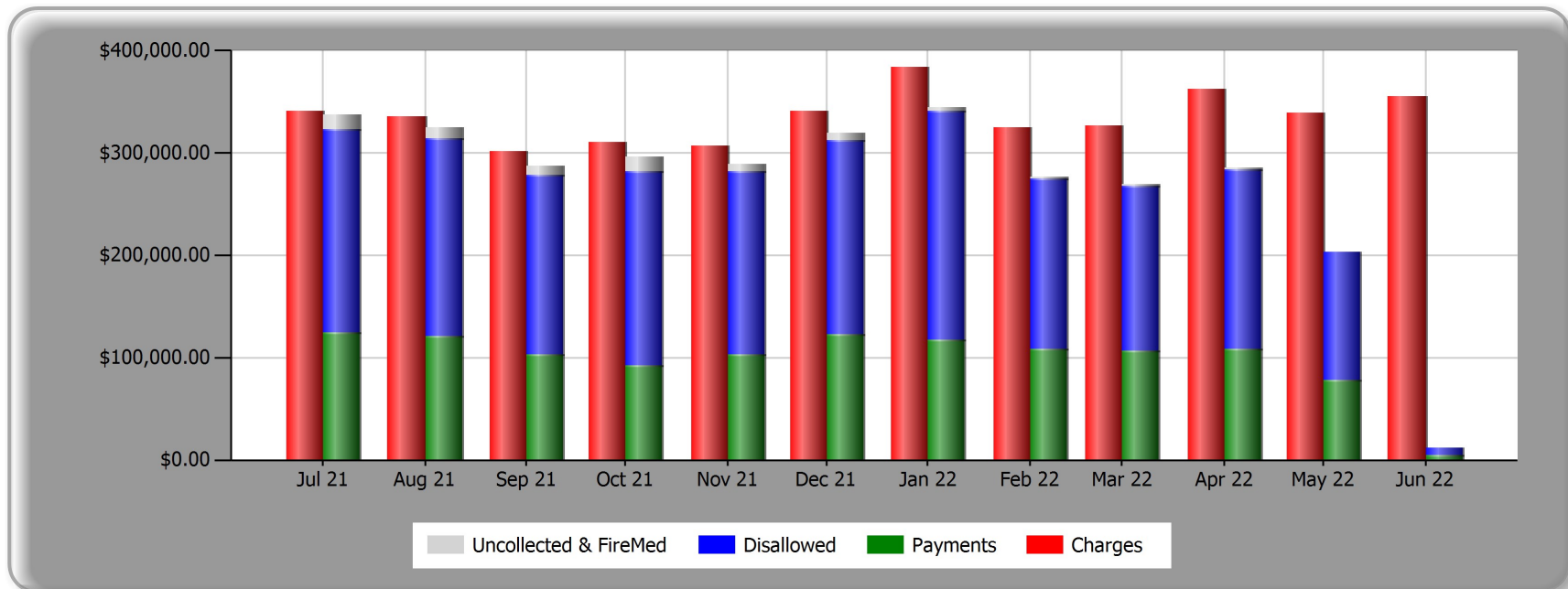
**Mid-Columbia  
ANNUAL COLLECTION STATISTICS**

Company	Mid-Columbia
Date Of Service	7/1/2021
Date Of Service	6/30/2022
Invoices	0

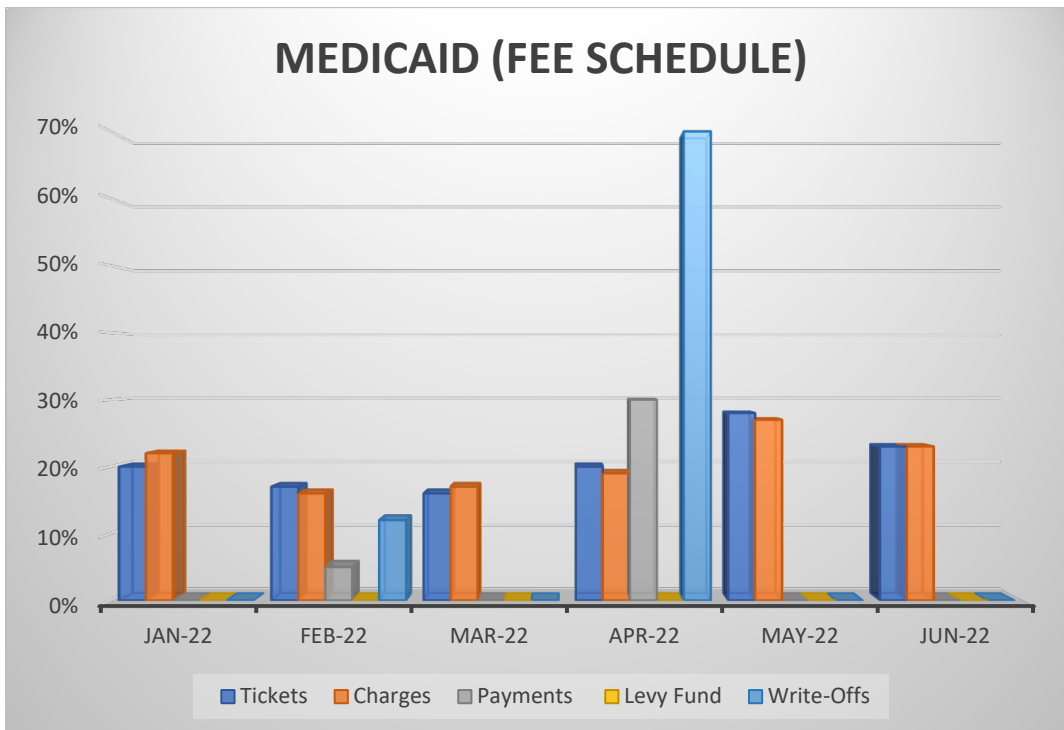
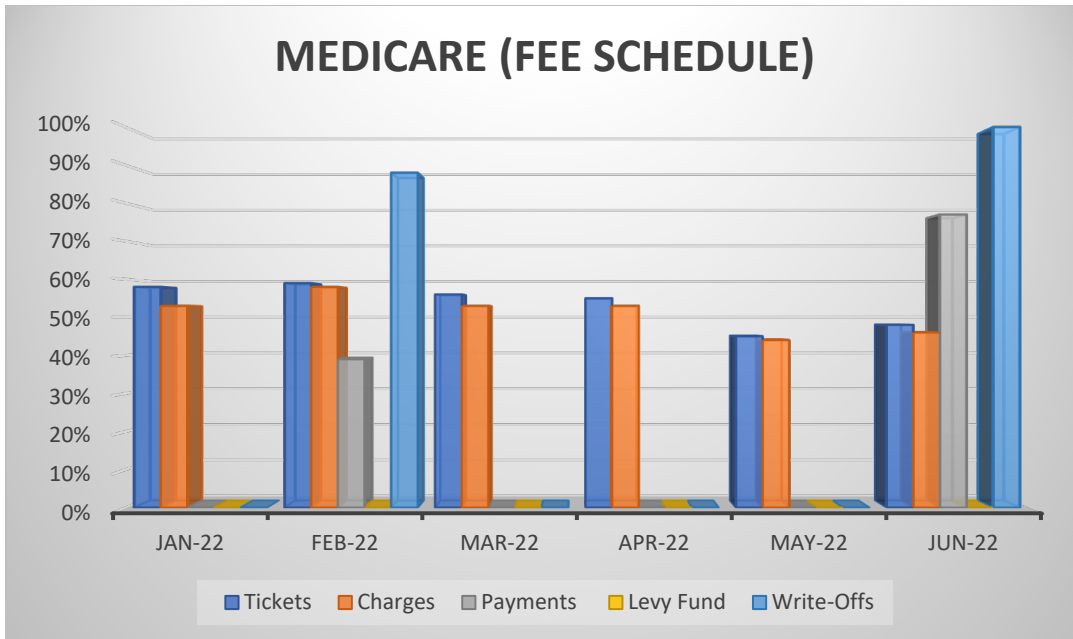
Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 21	195	341,253.77	-124,030.68	36 %	-3,126.74	1 %	-198,503.81	58 %	-11,552.44	3 %	4,040.10	1 %
Aug 21	188	336,110.16	-120,311.38	36 %	-30.35	0 %	-194,451.01	58 %	-9,906.28	3 %	11,411.14	3 %
Sep 21	171	301,225.79	-103,078.74	34 %	-2,364.53	1 %	-175,172.43	58 %	-6,712.89	2 %	13,897.20	5 %
Oct 21	165	311,502.80	-91,416.79	29 %	-1,368.90	0 %	-189,826.92	61 %	-13,161.51	4 %	15,728.68	5 %
Nov 21	153	307,370.03	-102,233.39	33 %	-1,834.47	1 %	-179,370.75	58 %	-5,619.12	2 %	18,312.30	6 %
Dec 21	185	340,726.13	-123,108.31	36 %	-340.14	0 %	-188,836.95	55 %	-6,996.19	2 %	21,444.54	6 %
Jan 22	212	384,409.19	-117,765.33	31 %	-2,642.40	1 %	-223,326.73	58 %	-1,705.88	0 %	38,968.85	10 %
Feb 22	175	325,274.99	-108,313.56	33 %	-300.00	0 %	-167,285.04	51 %	0.00	0 %	49,376.39	15 %
Mar 22	176	326,499.44	-107,177.39	33 %	-1,425.00	0 %	-160,259.91	49 %	0.00	0 %	57,637.14	18 %
Apr 22	196	362,604.34	-109,054.62	30 %	-2,471.13	1 %	-174,790.68	48 %	0.00	0 %	76,287.91	21 %
May 22	184	340,103.13	-78,231.36	23 %	0.00	0 %	-125,533.64	37 %	0.00	0 %	136,338.13	40 %
Jun 22	192	356,041.19	-4,293.56	1 %	0.00	0 %	-7,158.53	2 %	0.00	0 %	344,589.10	97 %

**2,192      4,033,120.96      -1,189,015.11      -15,903.66      -1,984,516.40      -55,654.31      788,031.48**

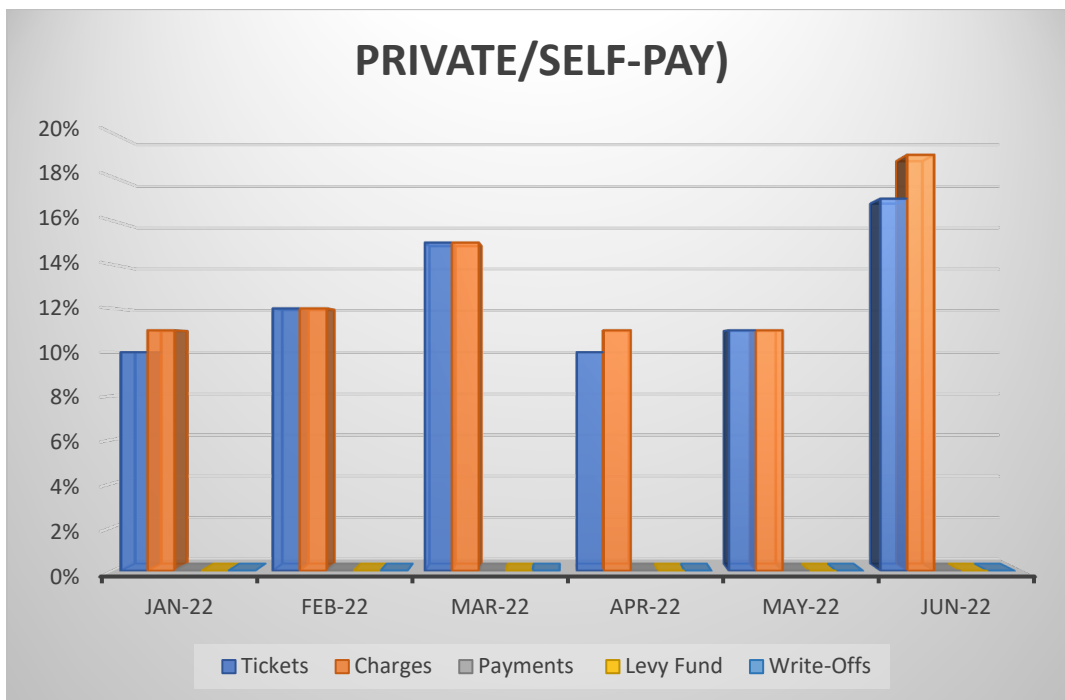
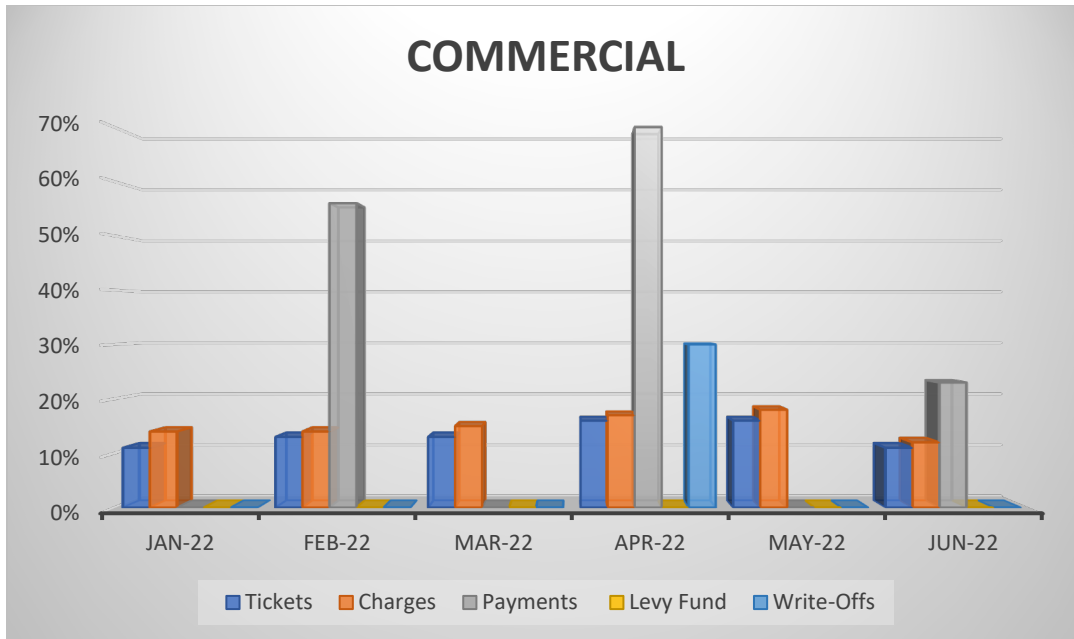
**All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports**



PAYER PRODUCTION STATISTICAL CHARTS  
 JANUARY THRU JUNE 2022



PAYER PRODUCTION STATISTICAL CHARTS  
 JANUARY THRU JUNE 2022



**Mid-Columbia  
Payer Production Statistics**

Company	Mid-Columbia
Date Of Service	1/1/2022
Date Of Service	1/31/2022
Invoices	0

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	95	45 %	150,024.10	39 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicare - HMO	28	13 %	54,224.70	14 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>123</b>	<b>58 %</b>	<b>204,248.80</b>	<b>53 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	6	3 %	14,956.11	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--OR-Mgd Care	36	17 %	66,081.33	17 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--WA	1	0 %	3,759.94	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>43</b>	<b>20 %</b>	<b>84,797.38</b>	<b>22 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Commercial</b>																					
Federal Prison	1	0 %	3,487.77	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
Miscellaneous Insurance	8	4 %	15,144.66	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
Regence	3	1 %	4,755.12	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
Veterans Administration	9	4 %	19,542.35	5 %	0.00	0 %	0.00	0 %	0.00	0 %											
Workers Comp	3	1 %	11,178.60	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>24</b>	<b>11 %</b>	<b>54,108.50</b>	<b>14 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Private/Self-pay</b>																					
Insurance Research	11	5 %	18,425.95	5 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	11	5 %	22,828.56	6 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>22</b>	<b>10 %</b>	<b>41,254.51</b>	<b>11 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table border="0"> <tr> <td></td> <td><b>212</b></td> <td></td> <td><b>384,409.19</b></td> <td></td> <td><b>0.00</b></td> <td></td> <td><b>0.00</b></td> <td></td> <td><b>0.00</b></td> <td></td> </tr> </table>												<b>212</b>		<b>384,409.19</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>212</b>		<b>384,409.19</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>												

**Mid-Columbia  
Payer Production Statistics**

Company	Mid-Columbia
Date Of Service	2/1/2022
Date Of Service	2/28/2022
Invoices	0

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	73	42 %	130,551.62	40 %	-2,717.44	33 %	0.00	0 %	-7,027.01	76 %											
Medicare - HMO	29	17 %	58,438.56	18 %	-413.26	5 %	0.00	0 %	-1,115.80	12 %											
<b>Group Total</b>	<b>102</b>	<b>59 %</b>	<b>188,990.18</b>	<b>58 %</b>	<b>-3,130.70</b>	<b>39 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-8,142.81</b>	<b>88 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	3	2 %	4,710.56	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--OR-Mgd Care	23	13 %	38,780.54	12 %	-420.62	5 %	0.00	0 %	-1,157.64	12 %											
Medicaid--WA	3	2 %	7,098.55	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>29</b>	<b>17 %</b>	<b>50,589.65</b>	<b>16 %</b>	<b>-420.62</b>	<b>5 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-1,157.64</b>	<b>12 %</b>											
<b>Commercial</b>																					
Miscellaneous Insurance	8	5 %	16,032.37	5 %	0.00	0 %	0.00	0 %	0.00	0 %											
Regence	3	2 %	6,979.81	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
Veterans Administration	11	6 %	22,240.24	7 %	-4,570.80	56 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>22</b>	<b>13 %</b>	<b>45,252.42</b>	<b>14 %</b>	<b>-4,570.80</b>	<b>56 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Private/Self-pay</b>																					
Insurance Research	6	3 %	10,563.00	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	15	9 %	28,296.84	9 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>21</b>	<b>12 %</b>	<b>38,859.84</b>	<b>12 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"><b>174</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>323,692.09</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>-8,122.12</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>0.00</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>-9,300.45</b></td> <td style="width: 10%;"></td> </tr> </table>												<b>174</b>		<b>323,692.09</b>		<b>-8,122.12</b>		<b>0.00</b>		<b>-9,300.45</b>	
	<b>174</b>		<b>323,692.09</b>		<b>-8,122.12</b>		<b>0.00</b>		<b>-9,300.45</b>												

**Mid-Columbia  
Payer Production Statistics**

Company	Mid-Columbia
Date Of Service	3/1/2022
Date Of Service	3/31/2022
Invoices	0

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	78	44 %	141,814.60	43 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicare - HMO	20	11 %	32,349.94	10 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>98</b>	<b>56 %</b>	<b>174,164.54</b>	<b>53 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	5	3 %	12,057.43	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--OR-Mgd Care	21	12 %	37,826.54	12 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--WA	2	1 %	3,984.41	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>28</b>	<b>16 %</b>	<b>53,868.38</b>	<b>17 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Commercial</b>																					
Auto	1	1 %	1,505.88	0 %	0.00	0 %	0.00	0 %	0.00	0 %											
Miscellaneous Insurance	5	3 %	11,277.32	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
Regence	5	3 %	11,332.51	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
Veterans Administration	12	7 %	25,171.14	8 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>23</b>	<b>13 %</b>	<b>49,286.85</b>	<b>15 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Private/Self-pay</b>																					
FireMed	1	1 %	1,468.79	0 %	0.00	0 %	0.00	0 %	0.00	0 %											
Insurance Research	10	6 %	20,015.66	6 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	16	9 %	27,588.08	8 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>27</b>	<b>15 %</b>	<b>49,072.53</b>	<b>15 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"><b>176</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>326,392.30</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>0.00</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>0.00</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>0.00</b></td> <td style="width: 10%;"></td> </tr> </table>												<b>176</b>		<b>326,392.30</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
	<b>176</b>		<b>326,392.30</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>												

**Mid-Columbia  
Payer Production Statistics**

Date Of Service	4/1/2022
Date Of Service	4/30/2022
Invoices	0
Company	Mid-Columbia

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	76	39 %	138,004.73	38 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicare - HMO	31	16 %	54,507.17	15 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>107</b>	<b>55 %</b>	<b>192,511.90</b>	<b>53 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	10	5 %	17,134.21	5 %	-311.42	4 %	0.00	0 %	-1,559.35	14 %											
Medicaid--OR-Mgd Care	26	13 %	43,796.49	12 %	-1,884.70	26 %	0.00	0 %	-6,024.11	56 %											
Medicaid--WA	3	2 %	7,639.60	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>39</b>	<b>20 %</b>	<b>68,570.30</b>	<b>19 %</b>	<b>-2,196.12</b>	<b>30 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-7,583.46</b>	<b>70 %</b>											
<b>Commercial</b>																					
Miscellaneous Insurance	10	5 %	22,873.97	6 %	-600.17	8 %	0.00	0 %	-3,220.04	30 %											
Regence	6	3 %	12,404.44	3 %	-1,396.34	19 %	0.00	0 %	0.00	0 %											
Veterans Administration	14	7 %	25,930.54	7 %	-3,149.05	43 %	0.00	0 %	0.00	0 %											
Workers Comp	1	1 %	1,601.44	0 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>31</b>	<b>16 %</b>	<b>62,810.39</b>	<b>17 %</b>	<b>-5,145.56</b>	<b>70 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-3,220.04</b>	<b>30 %</b>											
<b>Private/Self-pay</b>																					
Insurance Research	2	1 %	7,082.62	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	17	9 %	31,629.13	9 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>19</b>	<b>10 %</b>	<b>38,711.75</b>	<b>11 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table border="0"> <tr> <td></td> <td><b>196</b></td> <td></td> <td><b>362,604.34</b></td> <td></td> <td><b>-7,341.68</b></td> <td></td> <td><b>0.00</b></td> <td></td> <td><b>-10,803.50</b></td> <td></td> </tr> </table>												<b>196</b>		<b>362,604.34</b>		<b>-7,341.68</b>		<b>0.00</b>		<b>-10,803.50</b>	
	<b>196</b>		<b>362,604.34</b>		<b>-7,341.68</b>		<b>0.00</b>		<b>-10,803.50</b>												

**Mid-Columbia  
Payer Production Statistics**

Date Of Service	5/1/2022
Date Of Service	5/31/2022
Invoices	0
Company	Mid-Columbia

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	56	31 %	102,765.18	31 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicare - HMO	26	14 %	46,022.44	14 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>82</b>	<b>45 %</b>	<b>148,787.62</b>	<b>44 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	5	3 %	12,510.49	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--OR-Mgd Care	42	23 %	69,299.83	21 %	-1,160.66	61 %	0.00	0 %	-5,926.30	54 %											
Medicaid--WA	4	2 %	8,920.64	3 %	-735.89	39 %	0.00	0 %	-5,075.11	46 %											
<b>Group Total</b>	<b>51</b>	<b>28 %</b>	<b>90,730.96</b>	<b>27 %</b>	<b>-1,896.55</b>	<b>100 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-11,001.41</b>	<b>100 %</b>											
<b>Commercial</b>																					
Kaiser	1	1 %	2,141.46	1 %	0.00	0 %	0.00	0 %	0.00	0 %											
Miscellaneous Insurance	9	5 %	20,055.23	6 %	0.00	0 %	0.00	0 %	0.00	0 %											
Regence	4	2 %	10,247.71	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
Veterans Administration	16	9 %	28,111.71	8 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>30</b>	<b>16 %</b>	<b>60,556.11</b>	<b>18 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Private/Self-pay</b>																					
Insurance Research	7	4 %	14,879.74	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	13	7 %	21,750.81	6 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>20</b>	<b>11 %</b>	<b>36,630.55</b>	<b>11 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"><b>183</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>336,705.24</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>-1,896.55</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>0.00</b></td> <td style="width: 10%;"></td> <td style="width: 10%;"><b>-11,001.41</b></td> <td style="width: 10%;"></td> </tr> </table>												<b>183</b>		<b>336,705.24</b>		<b>-1,896.55</b>		<b>0.00</b>		<b>-11,001.41</b>	
	<b>183</b>		<b>336,705.24</b>		<b>-1,896.55</b>		<b>0.00</b>		<b>-11,001.41</b>												



**Mid-Columbia  
Payer Production Statistics**

Date Of Service	6/1/2022
Date Of Service	6/30/2022
Invoices	0
Company	Mid-Columbia

	Tickets	%	Charges	%	Payments	%	Levy Fund	%	Write Offs	%											
<b>Medicare (Fee Schedule)</b>																					
Medicare	66	34 %	119,254.25	33 %	-2,705.31	63 %	0.00	0 %	-6,138.00	86 %											
Medicare - HMO	27	14 %	44,950.09	13 %	-594.82	14 %	0.00	0 %	-1,020.53	14 %											
<b>Group Total</b>	<b>93</b>	<b>48 %</b>	<b>164,204.34</b>	<b>46 %</b>	<b>-3,300.13</b>	<b>77 %</b>	<b>0.00</b>	<b>0 %</b>	<b>-7,158.53</b>	<b>100 %</b>											
<b>Medicaid (Fee Schedule)</b>																					
Medicaid--OR	3	2 %	7,725.81	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--OR-Mgd Care	37	19 %	64,570.13	18 %	0.00	0 %	0.00	0 %	0.00	0 %											
Medicaid--WA	4	2 %	9,179.11	3 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>44</b>	<b>23 %</b>	<b>81,475.05</b>	<b>23 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Commercial</b>																					
Kaiser	1	1 %	1,582.90	0 %	0.00	0 %	0.00	0 %	0.00	0 %											
Miscellaneous Insurance	9	5 %	18,433.67	5 %	-993.43	23 %	0.00	0 %	0.00	0 %											
Regence	5	3 %	8,160.43	2 %	0.00	0 %	0.00	0 %	0.00	0 %											
Veterans Administration	7	4 %	13,094.05	4 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>22</b>	<b>11 %</b>	<b>41,271.05</b>	<b>12 %</b>	<b>-993.43</b>	<b>23 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<b>Private/Self-pay</b>																					
Insurance Research	11	6 %	26,264.37	7 %	0.00	0 %	0.00	0 %	0.00	0 %											
Private	22	11 %	42,826.38	12 %	0.00	0 %	0.00	0 %	0.00	0 %											
<b>Group Total</b>	<b>33</b>	<b>17 %</b>	<b>69,090.75</b>	<b>19 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>											
<table border="0"> <tr> <td></td> <td><b>192</b></td> <td></td> <td><b>356,041.19</b></td> <td></td> <td><b>-4,293.56</b></td> <td></td> <td><b>0.00</b></td> <td></td> <td><b>-7,158.53</b></td> <td></td> </tr> </table>												<b>192</b>		<b>356,041.19</b>		<b>-4,293.56</b>		<b>0.00</b>		<b>-7,158.53</b>	
	<b>192</b>		<b>356,041.19</b>		<b>-4,293.56</b>		<b>0.00</b>		<b>-7,158.53</b>												

## MCFR INFORMATION SHEET

**DATE:** July 18, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Fire Chief's Report

**ASA UPDATE PROCESS:** No update from ASA Coordinator.

**STUDENT INTERN PROGRAM:** CGCC is on schedule to start the Paramedic program in the Fall of 2022. We view this as an opportunity to attract more students to the Fire District's student intern program.

**GROUND EMERGENCY TRANSPORT (GEMT) FFS PROGRAM:** We are currently preparing for both the WA and OR FY 2021-22 GEMT reimbursement process. Since the OR GEMT FFS program commenced in FY 2017-18, the District has realized \$769,260.91 in reimbursed funds. Additionally, the WA GEMT/FFS program reimbursed the District \$99,803.02 for FY 2020-21.

**OREGON GEMT CCO PROGRAM:** As noted previously, the OHA has received approval and is currently moving forward with the 2022 GEMT CCO Supplemental Payment Program of which we are currently preparing. For FY 2020-21, the District realized \$258,862.00 in CCO reimbursement.

**COMMUNITY PLANNING AND DEVELOPMENT:** Google representative Heather Hafey is in the process of coordinate a meeting with the District to discuss the emergency response plan for this new development.

**COVID-19 PANDEMIC RESPONSE:** On June 30, 2021, Governor Kate Brown rescinded Executive Order 20-66 and many other executive orders that directed the Oregon Health Authority (OHA) to issue enforceable guidance for various sectors of the state regarding COVID-19 restrictions. Entities must continue to follow all applicable federal or state statutes, regulations and rules, and local ordinances.

**STRATEGIC PLAN STATUS:** A progress update will be forthcoming at the October 2022 Board meeting.

**STACKER BUTTE LEASE:** I am awaiting a response from Janelle Depolo regarding the status of the lease for the Stacker Butte radio site based our most recent discussion in June.

**POLICY REVISION:** No change. Two policies remain under review in the bargaining process. All other policies have been TA'd.

**FY 2022-23 BUDGET PROCESS:** The FY 2022-23 budget document as approved at the May 17, 2022, budget committee meeting was adopted by the Board at the June 20,

2022, Board meeting. All documents have been submitted to the Wasco County Tax Assessor and County Clerk. The budget book and LB forms have been updated and distributed to the Board members.

**COLLECTIVE BARGAINING PROCESS:** The June 14<sup>th</sup> process was cancelled due to scheduling conflicts among the Local's bargaining team. Our next bargaining session is scheduled for July 12<sup>th</sup>.

**PATCH PROJECT:** The new patches are ordered. Upon arrival, they will be issued to members so they may transition from the old version to the new patch.

**OSFM GRANT AWARD:** The 2022 Wildfire Season Staffing Grant will enable MCFR to increase the availability of local firefighters through October 1, 2022. These grant funds have been appropriated in the 2022-23 FY budget to provide for supplemental staffing as necessary to meet the intended purpose of this grant.

**HIRING UPDATE:** The recently made job offers to three candidates from the firefighter register each of whom have provided letters of acceptance. Recently, based on qualifications, one of these individuals accepted a Lt. position with the District. I recently appointed Lt. Blumenthal to the position of Shift Captain and Firefighter Wright to the position of Lt. We remain in the process of filling two dual-role firefighter vacancies and two single-role EMS vacancies. AC Jensen has posted recruitment advertisements for both positions and is making very good process in his efforts to fill these positions. Swearing in of new FF's will take place upon commencement of the training academy. Swearing in of new officers will take place at the August 15<sup>th</sup> Board meeting.

**AMBULANCE RATE ADJUSTMENT:** The CPI rate for May was confirmed and the rates have been adjusted accordingly. The adjusted rates have been forwarded to Systems Design to maintain billing continuity.

**911 STATISTICS:**

JUNE 2022 911 STATISTICS		
AGENCY	CALLS	PERCENT
MCFR	359	12%
TDPD	1993	65%
WCSO	730	24%
TOTAL	3082	100%

**RECOMMENDATION/ACTION:** Staff update.

# Assistant Fire Chief- Board Report

David Jensen, Assistant Fire Chief

June 2022

## Major Topics for June 2022

- Staffing

The single role program still has two paramedic openings which are budgeted to be filled. The open EMT position was filled by Oscar Anaya who began work on June 20<sup>th</sup>. We are extremely happy to have him aboard!

Prior to posting for officers, the District had three open Firefighter Paramedic positions. The District posted and found seven qualified applicants. One of those candidates accepted a position prior to the test date. One more could not make the test date or alternative date. Five candidates tested and three passed the assessment center process. They will begin fire academy on August 8<sup>th</sup>.

Due to the retirement of Lieutenant Joel Brown and Capt. Ryan moving on to Portland, the District posted to establish a Captain and Lieutenant list. After testing, Lt. Blumenthal will be moved to Captain of B shift, and Firefighter Erik Wright will move to Lieutenant. With Blumenthal's upward move to Captain, this left a second vacancy for Lieutenant and so an outside candidate (who was also one of the firefighter new hires starting in August) was selected for the second Lieutenant position. With, Erik Wright's move to Lieutenant and our new firefighter now starting in our District at the position of Lieutenant, this leaves two more firefighter paramedic positions to fill. The District has posted for these positions which will close on August 8<sup>th</sup>.

To summarize, all Captain, Lieutenant, Firefighter EMT, and Single Role EMT positions are filled. We are now in search of two more Firefighter/Paramedic candidates and two single-role paramedics.

- Type 3 Purchasing Process (Update)

Boise Mobile Equipment now expects our chassis to be delivered to their build plant in Boise, ID the second week of July. We are hopeful this project will be completed in fall 2022.

- Continuity of Operations Plan (COOP) (continuing project)

As a result of our newly adopted Strategic Plan, I have begun to develop the Continuity of Operations Plan for the District. This document will include action plans for any various types of disasters, natural and human caused. The total document will be completed by several people internal to MCFR. Initially, we had planned to contract out this work however, with further research it was determined that this project will take significant time and commitment by the

district even if we used a contractor to complete the work. The plan now is to complete the project internally.

- **Records Management System (RMS) Transition**  
The District's Record Management System must transition to a new provider. This is due to Emergency Reporting (our current provider) merging into ESO. The current price we pay for records management will not change this year, but if we choose to stay with ESO after the transition, we will see a significant increase in access costs (20k plus). This will be a budget item for 2023/24 FY. As an urgent wrinkle in this project, we are transitioning away from the current EMS reporting software as it will be out of compliance at the end of 2022. ESO estimates this will take 60 -90 days which includes training our members.
- **Firefighter Completing Probation**  
Congratulations to Firefighters Joe Russel, and Uriel Barrios-Gonzales. They have both worked very hard and completed probation.
- **Computer Aided Dispatching RFP**  
The District is in partnership with Wasco County and the City of The Dalles to develop a Request for Proposal (RFP) to replace the Computer-Aided Dispatching system (CAD). Wasco County has begun to use a grant writing consultant to see if we can help offset the costs. It is currently estimated by Wasco County Finance that we will be able to pay for the majority of this project through reserve funds at County 911, which we pay into through fees. It would be good to keep those reserve funds and use grant funding, but we are moving forward regardless of the grant outcome as it is an essential service.
- **Turnout Time Metrics**  
In June, the lull of May response times was improved as expected. With increased staffing, I expect this to increase further. The goal is 90% response time compliance. The biggest highlight of June was that all shifts improved their turnout times to EMS calls.

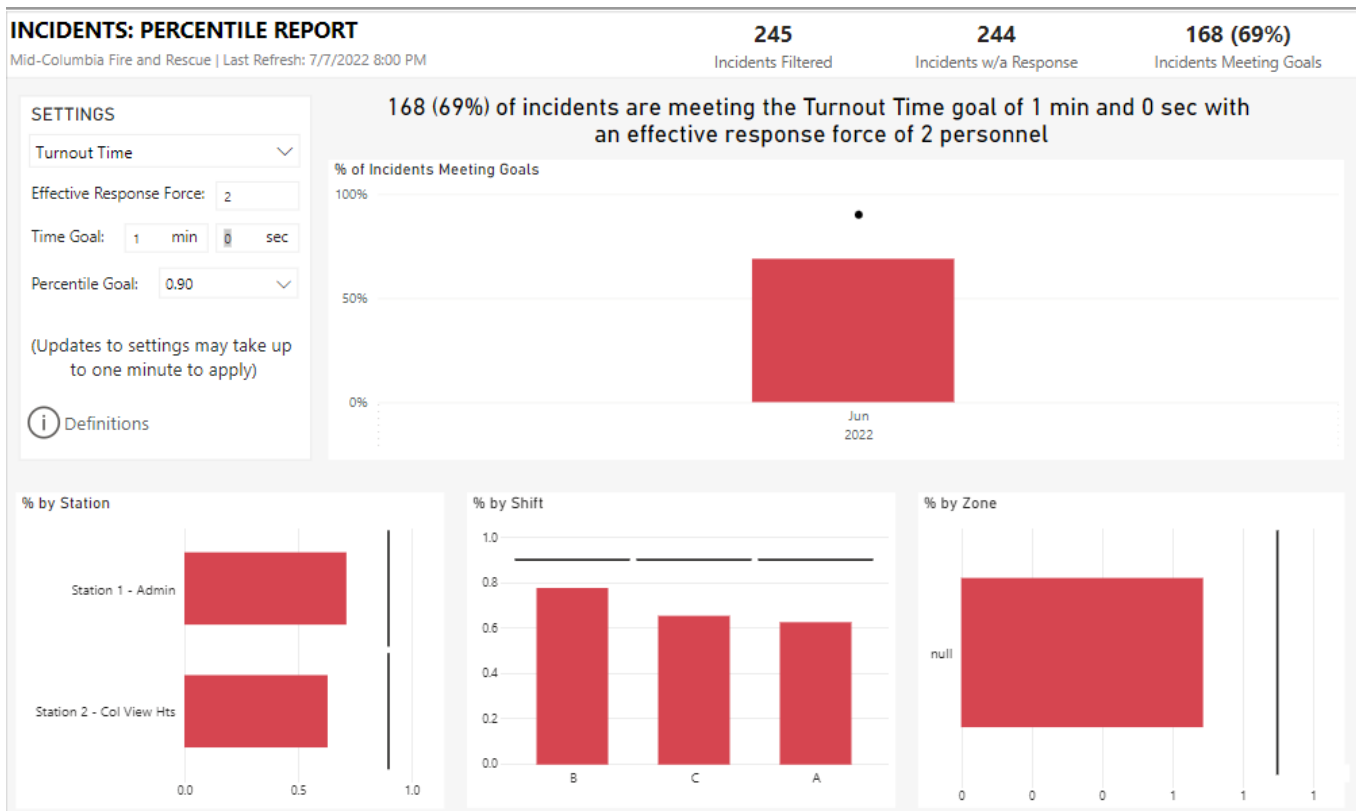
## EMS Calls for Service June 2022

Percentage of *EMS Calls* Meeting 60 Second Response Compliance:

*A Shift*- 62.92% flat from 62.31%, *B Shift*- 78.05% up from 68.7%, *C Shift*- 65.75 up from 59.72%

Station 1 overall- 71.43% down from 75.3%, Station 2 overall- 63.16% up from 59.3%

Districtwide 68.9% up from 63.8%



## Fire and Other Calls for Service June 2022

Percentage of *Fire/Other Calls* Meeting 80 Second Response Compliance:

*A Shift*- **74.07%** from March 72.72%, *B Shift*- **48.15%** down from 55.5%, *C Shift*- **73.68%** down from 53.3%

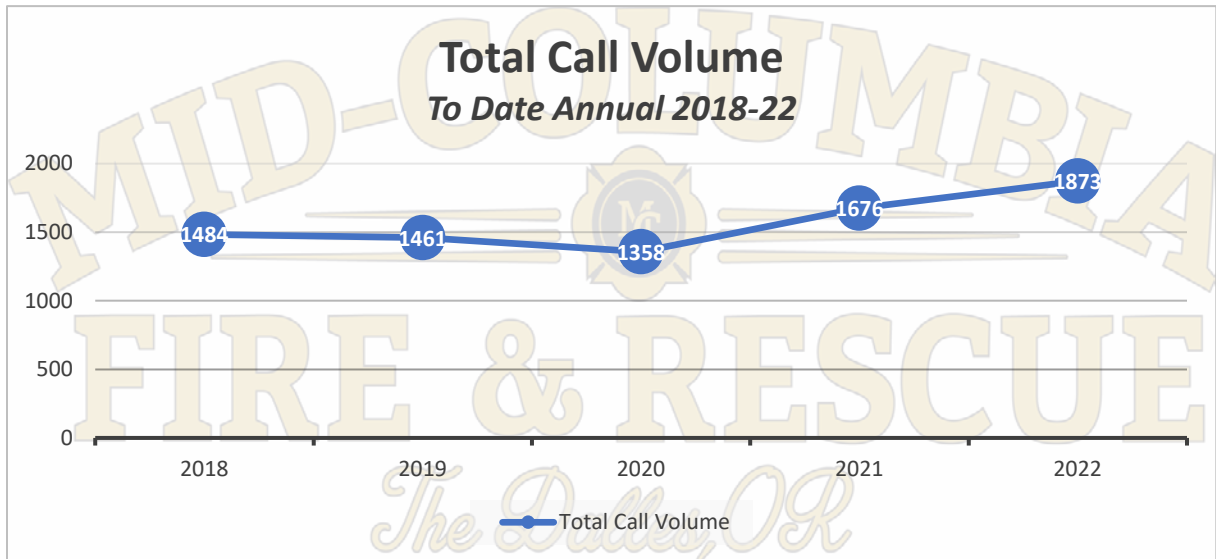
Station 1 overall- **63.83%** down from 63.04%, Station 2 overall- **66.67%** up from 53.8%

Districtwide **64.9%** up from 61.8%



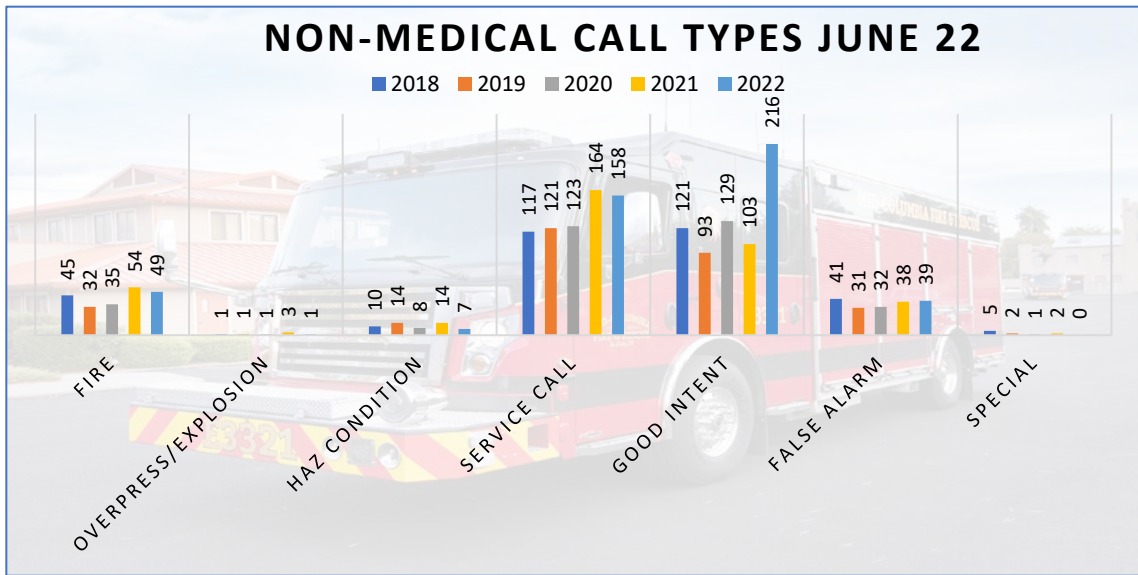
## District Response Metrics

Below are the current statistics year-over-year, January 1<sup>st</sup> through June 30<sup>th</sup>

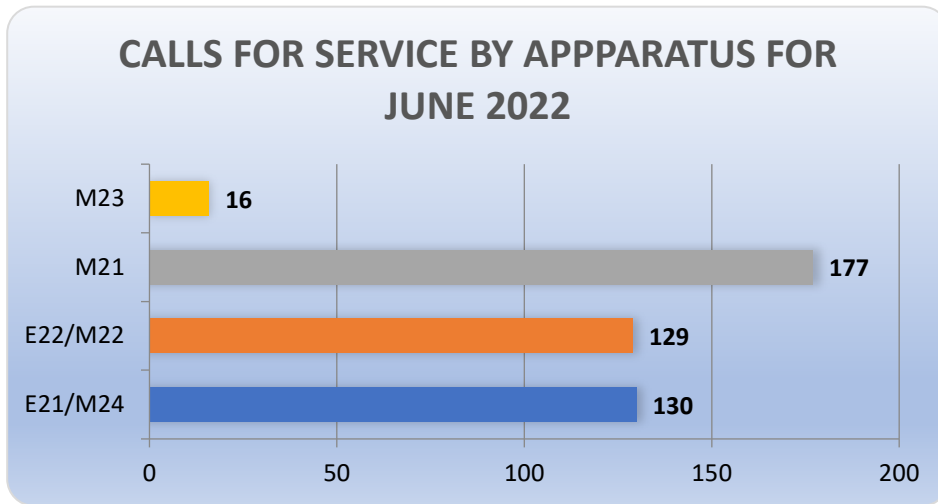


Call Types Jan-June 2018-22					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>EMS/Rescue</b>	1144	1166	1027	1298	1403
<b>Fire</b>	45	32	35	54	49
<b>Overpressure/Explosion</b>	1	1	1	3	1
<b>Haz Condition</b>	10	14	8	14	7
<b>Service Call</b>	117	121	123	164	158
<b>Good Intent</b>	121	93	129	103	216
<b>False Alarm</b>	41	31	32	38	39
<b>Special</b>	5	2	1	2	0





**Call Distribution by Apparatus for June 2022**



# Prevention Division- Board Report

Jay Wood, Division Chief

June 2022

With the selection of Pacific Office Automation (POA) as our new IT Managed Services provider, I had a significant amount of work to accomplish in June that needed to be completed so that POA could start moving our personnel and users over to the new system. Through this process, I learned terms like “Network Shares”, “File Shares” and “Security Groups”. I also had to determine which users had what level of Microsoft Office 365; who would need remote access, emails, etc. While we are that much closer to being completely managed by POA, there is still a bit of work on our end. We’re nearly there and I believe we will have a more robust, secure and modern IT system for many years to come.

The district had four hostile fire events (with monetary loss) for June 2022 with an estimated total of \$2,200,000 in property at risk. The total loss of property and contents was \$260,000. The fires were: Vehicle fire in town (unknown cause); Porta-potty fire (unknown cause); Hay hauler fire (unknown cause) and a fire at Mid-Columbia Forest Products (suspicious in nature).

Public Education in May consisted of a Fire Engine Ride to School that was purchased at a local fundraising event. Three school age kids enjoyed a ride to school with the A-Shift crew from Station 1. We typically “donate” three or four ride certificates to area organizations as a fundraising item. The kids get educated about fire safety and receive kids fire helmets and stickers for the ride. These Engine Rides are always a big hit with the kids. At this time, we’re still on track to host the Get Ready Event on September 17<sup>th</sup>.

Shift personnel have completed inspections and are on track for the year, for the most part. With the resignation of one Captain and one Lieutenant, those shifts are a bit behind, but the new officers will make a concerted effort to catch up and complete their required inspections for the year. There were 14 fire system reports completed for June 2022, with 9 Compliant Systems and 5 with deficiencies.

The company/software that we use for our Fire and EMS Records Management (Emergency Reporting or ERS) was purchased by another company called ESO. ESO will be discontinuing the EMS records portion of ERS and we will be moving to ESO, at least in the interim. With that, Assistant Chief Jensen has tasked me with evaluating whether to stay with ERS/ESO or move to another system. I attended a demo of one such company in June with others scheduled for July. What we do know at this time is that there will be a cost increase for our records management after June 2023, we just don’t know what that will be at this time.

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

- Site Visits/Code Questions – Did a future home site visit to discuss the access driveway and possible home site relating to the Wasco County Fire Self-Certification process for defensible space, home hardening, etc.
- Site Team – 2 Meetings with two minor partitions; one subdivision application (postponed from an earlier meeting); a multi-family mixed-use building downtown; two conditional use permits at a large industrial/commercial development to include potable water pumping station and sewer lift station.
- Plan Review/Code Research – For Site Team, the mixed-use building downtown required a few hours of code research.

### **Meetings/Training/Safety/Other:**

- Various Staff Meetings and Weekly Planning Meetings
- Board Meeting and Budget Committee Meeting
- Coaching and Strategy Sessions with James Rowan

### **Emergency Responses/Station Staffing/Fire Investigations:**

- All Calls – 0 on my duty shifts, 5 for the district.
- Motor Vehicle Accident – 3
- Fire Response – 0
- Duty Officer – 5 days



# Training Division- Board Report

Fred Coleman, Division Chief

June 2022

## Recruiting:

## Volunteer Training:

- Water Tenders, Small Pumps, and Porta tanks
- Type VI drafting, pumping, and hose lays
- Single Eng. Task performances
- Multi Eng. Task performances

## Career Training:

- SCBA masking drills
- Single Eng. Task performance
- Multi Eng. Task performance
- Mega Codes

## Major projects and completion status:

- Probationary training and testing for Recruit Class 2021-01, 2021-02, 2021-03E, and 2021-04E
- Career officer development course-in progress, ½ complete
- Working on getting an instructor I for our region-started ¾ complete
- Working on Instructor II for region- ¾ complete- scheduled
- Working on training for dispatchers- on going
- Working on the volunteer recruitment process- Started ¾ complete
- County wide Haz Mat drill through EOC- **complete**
- Setting up Car Live Fire prop. – ¾ complete
- Working on planning scheduling Single Orientation 2022-01E- **complete**
- Planning and scheduling the 1-year probation period for class 2202-01E- ¼ complete
- Planning and Scheduling Dual Role academy 2022-01- ½ complete
- Planning the 1-year probationary period for class 2202-01- ½ complete
- Planning and scheduling Officers Academy 2022-01O- ¼ complete
- Planning the 1-year probationary period for class 2022-01O- ¼ complete
- Planning for May 2023 MCFR Fire School- ¼ complete

### **Meetings/ Training/ District Representation**

- Staff Meeting June 2<sup>nd</sup>, 1500
- Officer development Rowan June 2<sup>nd</sup>, 1530
- County wide HAZ MAT drill June 3<sup>rd</sup> 0800
- EMS Case Reviews Dr. Burnham June 7<sup>th</sup>, 0830
- Final Probationary hands-on evaluations for PFF Russell June 7<sup>th</sup> -1000
- Final Probationary hands-on evaluation for PFF Barrios June 13<sup>th</sup> -1500
- Volunteer Drill June 8<sup>th</sup>, 1900-2100
- Staff meeting June 9<sup>th</sup>- 1500
- Officer Development Rowan June 9<sup>th</sup>, 1530
- Duty Chief June 13<sup>th</sup> – 17<sup>th</sup>
- Trauma class MCMC June 13<sup>th</sup>-0800
- Chiefs Training June-16<sup>th</sup> -1000
- Board Meeting June 20<sup>th</sup> - 1730
- Overdose Task Force June 21<sup>st</sup>, 1000
- Lieutenant's & Captains assessment center June 22<sup>nd</sup> - 1200
- Responded to Grass fire I-84 MP 82 WB June 23<sup>rd</sup>- 1530

Total Duty Chief days in June- 7

### **Emergency Response and Station Staffing**

- All Calls- 2
- EMS Response - 3
- MVA Response -
- Fire Response – 4

### **Current Volunteer Levels and Status:**

<b>June 2022 Volunteers</b>		
<b>Position/ Qualification</b>	<b>Number</b>	<b>Volunteers</b>
Lieutenant/FF2/WFFT2	<b>1</b>	<b>Eric Pyles</b>
FF2/WFFT2	<b>2</b>	Loren Gilbert, Chuck Laochumnanvanit
FF1/WFFT2/EMT	<b>1</b>	Tristan Sheppard (Leave of Absence)
FF1/WFF2/ EMT	<b>1</b>	Tanner Fletcher student
FF1/WFFT2/Paramedic	<b>1</b>	Dave Bandel
Apparatus Operator	<b>2</b>	Jeff Holland, Jesse Witkowski
Support	<b>1</b>	Christina Buck (Medical Leave)
Chaplain	<b>3</b>	Marilyn Roth, Doug Marquardt, Paul Boehlke
Total Volunteers	<b>12</b>	

**June Volunteer Hours**

**Training Hours= 40**

**Response Ready Hours= 240**

**Total Hours= 280**

**Training Totals**

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

3 Career Dual Role Academies

**3** Career Single Role EMS Orientations

2 Volunteer Structure Academies with CGTA

2 Wildland Academy With CGTA

1 S-290 Intermediate Wildland Fire Behavior with CGTA 7 students

1 S-230/S-231 Crew/Engine Boss 19 Students

1 S-215 Wildland Urban Interface FF 27 students including 12 remotely taught in Wamic

2 S-131 Wildland Firefighter type I

55 Students for Nozzle Forward Class

**We have certified the following:**

6 Vol FF I Structure

4 Vol FF II Structure

1 Career FF II Structure

47 Career/Vol Wildland FF II

29 Career/Vol Wildland FF I

2 Engine Boss

9 Career Apparatus Operator Eng., Water Tender, Wildland Type's III, VI

11 Aerial Operators

18 NFPA Ropes I & II

**Bold** = Additions for the reporting month.

# MCFR INFORMATION SHEET

**DATE:** July 18, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Resolution No. 2022-06 "Notice of Designation of Special District Registered Office of Registered Agent."

**BACKGROUND:** ORS 198.340 specifies that a special district shall designate a registered office and a registered agent. The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served. A registered agent shall be an individual resident of this state whose address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district.

As of January 1, 2022, Tom Peachey of Peachey, Davies, and Myers, P.C retired as legal counsel for MCFR. Based on this occurrence, Attorney Andrew Myers, who is associated with the same firm was appointed as the successor legal counsel for the Fire District. Tom Peachey was the designated registered agent during his tenure with MCFR and is currently listed as such. Based on his retirement, the District must change our designated registered agent. It would be most prudent to designate Attorney Andrew Myers as the successor registered agent for MCFR.

The district may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk of each county in which located a statement setting forth:

- a) The name of the district.
- b) If the address of its registered office is changed, the address to which the registered office is to be changed.
- c) If its registered agent is changed, the name of its successor registered agent.
- d) That the address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
- e) That such change was authorized by resolution duly adopted by the district board.

The statement shall be subscribed and sworn to by the secretary, financial officer, or chairperson of the district board.



The “Notice of Designation of Special District Registered Office of Registered Agent” for is attached as Exhibit “A” for your reference.

**BUDGET IMPLICATION:** No budget implications.

**RECOMMENDATION/ACTION:** Adopt Resolution No. 2022-06 “Notice of Designation of Special District Registered Office of Registered Agent.”

EXHIBIT "A"

NOTICE OF DESIGNATION  
OF SPECIAL DISTRICT  
REGISTERED OFFICE AND REGISTERED AGENT

I, \_\_\_\_\_, (Secretary) (Financial Officer)  
(Chairman of the Board) of this district, a municipal corporation, organized under the provisions  
of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this  
district is:

\_\_\_\_\_  
(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

\_\_\_\_\_  
(Name of Registered Agent)

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by  
the (Secretary) (Financial Officer) (Chairman of the Board) of the District this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of District)

By: \_\_\_\_\_  
(Secretary) (Financial Officer) (Chairman of the Board)

STATE OF OREGON )  
) ss.  
County of \_\_\_\_\_ )

Signed before me on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Oregon  
My Commission Expires: \_\_\_\_\_

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the  
registered office. There is no fee for filing this form. Please send the form to:

Secretary of State  
Archives Division  
800 Summer St. NE  
Salem, OR 97310

## MID-COLUMBIA FIRE AND RESCUE

### RESOLUTION NO. 2022-06

#### “Notice of Designation of Special District Registered Office of Registered Agent.”

**WHEREAS**, Attorney Tom Peachey is currently listed as the designated registered agent for MCFR through the Secretary of State and Wasco County, and

**WHEREAS**, Attorney Tom Peachey retired as legal counsel for Mid-Columbia Fire & Rescue (MCFR), and

**WHEREAS**, Attorney Andrew Myers has been appointed as legal counsel for MCFR, and

**WHEREAS**, ORS 198.340 specifies that a special district shall designate a registered office and a registered agent, and

**WHEREAS**, the Fire District may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk, and

**WHEREAS**, the Board of Directors of Mid Columbia Fire & Rescue has determined it to be reasonable and prudent to designate Attorney Andrew Myers as the successor registered agent for MCFR.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors of Mid-Columbia Fire and Rescue to authorize the following action:

1. That Mid-Columbia Fire and Rescue designates Attorney Andrew Myers of Peachey, Davies and Myers, P.C., 401 E. 3<sup>rd</sup> Street #105, The Dalles, Oregon, 97058 as the successor registered agent for the Fire District.
2. That the Fire Chief, or their designated alternate, will take those actions as necessary to execute this change.

Approved and adopted this 18<sup>th</sup> day of July 2022, by the Board of Directors of Mid-Columbia Fire and Rescue.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
President/Board of Directors

Attest: \_\_\_\_\_  
Secretary/Board of Directors

Approved as to form: \_\_\_\_\_  
Andrew J. Myers

# MCFR INFORMATION SHEET

**DATE:** July 18, 2022

**TO:** Fire District Board of Directors

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** SDIS Best Practices Program

**BACKGROUND:** The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. MCFR can receive credits on its property/casualty insurance contributions and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year by fully participating in this program.

The information attached in Exhibit "A" outlines the five credit opportunities for this year's program which focus on Affiliate Organization Membership, Board Duties and Responsibilities Policy, Board Duties and Responsibilities Checklist, SDAO/SDID Training and Board Member Education Program.

Two of the requirements are already met as the District is affiliated with the OFCA and OFDDA and we have a Board Policy Manual in place. I am currently working through and completing the Board Duties and Responsibilities checklist of which certain items require addressing to fully complete this document. Two items that will require attention from the Board will be attending SDAO/SDIS Training and two members enrolling in the Board Member Education Program. Once each of the requirements are met, the District may then receive the full 10% credit on our general liability, auto liability, and property insurance contributions for the 2023 policy year. Exhibit "A" attached further describes the details of the Best Practices Program. Exhibit "B" attached illustrates the current status of where the District sits relative to the Best Practices survey. The deadline to complete the survey is November 4, 2022.

**BUDGET IMPLICATION:** A 10% reduction in the Fire Districts general liability, auto liability, and property insurance contributions for the 2023 policy year.

**RECOMMENDATION/ACTION:** To fully participate in the SDIS Best Practices Program.

## EXHIBIT "A"

# Best Practices Program

## 2022 SDIS Best Practices Program

*Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions for the 2023 policy year.*

### Complete the Survey!

- Sign in at [www.sdis.org](http://www.sdis.org)
- Then, click on Insurance located on the left
- Next, click on Best Practices located on the left
- Click Take Survey
- Once in the survey, check all of the applicable boxes. After you have completed, **click Save at the *top right* of the screen.**

After clicking Save, the survey has been submitted. If you refresh the survey and the boxes are still checked, we have the information. Did you forget to check a box or later complete a requirement? No worries. You can come back and edit the survey all the way until the **November 4th deadline**.

---

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Your district can receive credits on its property/ casualty insurance contributions and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year. The following information outlines the five credit opportunities for this year's program.

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. Please note, each district is responsible for completing their own survey online. **The deadline to complete the survey is Nov. 4, 2022.**

## EXHIBIT "A"

### 1. **Affiliate Organization Membership** – *Credit: 2%*

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals and Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- Oregon Fire Chiefs Association
- Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito and Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

As we have several district types, this is *not* a comprehensive list. If you have any questions, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com).

### 2. **Board Duties and Responsibilities Policy** – *Credit: 2%*

In order to receive the 2% credit, your district must have adopted a policy regarding board duties and responsibilities. A sample policy is available for download here:

- [Sample Board Policy](#)

### 3. **Board Duties and Responsibilities Checklist** – *Credit: 2%*

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey located on the SDIS Insurance Site ([www.sdis.org](http://www.sdis.org)). The checklist can be viewed once you have opened the survey. The survey will go live on the Insurance Site in spring of 2022.

### 4. **SDAO/ SDIS Training** – *Credit: 2%*

You must certify that ALL members of the board have attended one online or in person class regarding board members duties and responsibilities or the board can engage in a Board Practices Assessment conducted by a SDAO consultant.

## EXHIBIT "A"

- SDAO Board of Directors and Management Staff Regional Training
- Board Duties and Responsibilities Pre-Conference Training (This training will be streamed on February 10th during the 2022 SDAO Annual Conference on the virtual conference platform.)
- OFDDA/ OFCA board trainings sponsored by SDAO
- Boardsmanship 301 – (Online training video viewable at [www.sdao.com/training-videos](http://www.sdao.com/training-videos))
- Boardroom Dancing – (Online training video viewable at [www.sdao.com/training-videos](http://www.sdao.com/training-videos))

*To sign up for a Board Practices Assessment, please contact Shanta Carter, Consulting Services Administrator, at [scarter@sdao.com](mailto:scarter@sdao.com)*

### 5. Board Member Education Program – Credit: 2%

To receive the credit in this category, at least two (2) members of the board will need to **enroll** in the SDAO Board Leadership Academy (all district types) OR in the SDAO/ OFDDA Fire District Directors Academy (applicable to fire districts). There is **no cost** to enroll in these board education programs.

***\*\*Special Note: Board members do NOT need to complete any trainings in the Academy for the district to receive credit in this category. They simply need to enroll.\*\****

Eligible individuals will need to complete an enrollment form located on the SDAO website at <https://www.sdao.com/sdao-board-leadership-academy> or [www.sdao.com/sdao-ofdda-fire-district-directors-academy](http://www.sdao.com/sdao-ofdda-fire-district-directors-academy) and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll.

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or 800.285.5461 ext. 122.



# SDIS 2023/2023 Best Practices Survey

SDIS 2023/2023

**Entity Name**

Mid-Columbia Fire and Rescue

**Contact Name**

Robert Palmer

**Contact Email**

rpalmer@mcfcr.org

**Contact Phone**








541-296-9445













**Total Discount %**

4

**Check Yes if completed**    **Yes**    **Help**    **More Information**




**Affiliate Membership - 2% Credit. Is your organization a member of:**


- |   |  |                                     |   |   |
|---|--|-------------------------------------|---|---|
| 1 | Oregon Fire District Directors Association (OFDDA)?  | <input checked="" type="checkbox"/> |   |  ( <a href="http://www.ofdda.com">http://www.ofdda.com</a> )             |
| 2 | Oregon Fire Chiefs Association (OFCA)?               | <input checked="" type="checkbox"/> | ? |  ( <a href="http://www.ofca.org">http://www.ofca.org</a> )               |
| 3 | Oregon Water Resources Congress (OWRC)?              | <input type="checkbox"/>            |   |  ( <a href="https://www.owrc.org/">https://www.owrc.org/</a> )           |
| 4 | Oregon Mosquito and Vector Control Association?      | <input type="checkbox"/>            |   |  ( <a href="http://www.omvca.org">http://www.omvca.org</a> )             |
| 5 | Oregon Recreation and Park Association (ORPA)?       | <input type="checkbox"/>            |   |  ( <a href="https://www.orpa.org">https://www.orpa.org</a> )             |
| 6 | Oregon Public Ports Association (OPPA)?              | <input type="checkbox"/>            |   |  ( <a href="http://www.oregonports.com">http://www.oregonports.com</a> ) |
| 7 | Oregon Association of Clean Water Agencies (ORACWA)? | <input type="checkbox"/>            |   |  ( <a href="http://www.oracwa.org">http://www.oracwa.org</a> )           |

	Check Yes if completed	Yes	Help	More Information
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 ( <a href="https://oacd.org">https://oacd.org</a> )
9	Cemetery Association of Oregon?	<input type="checkbox"/>		 ( <a href="http://www.oregoncemeteries.com">http://www.oregoncemeteries.com</a> )
10	Oregon APCO-NENA?	<input type="checkbox"/>		 ( <a href="http://www.oregonapconena.org/">http://www.oregonapconena.org/</a> )
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 ( <a href="http://www.oregontransit.com">http://www.oregontransit.com</a> )
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 ( <a href="http://www.opuda.org/">http://www.opuda.org/</a> )
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 ( <a href="http://www.oawu.net">http://www.oawu.net</a> )
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		 ( <a href="http://www.olaweb.org">http://www.olaweb.org</a> )
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 ( <a href="http://www.oedd.org/">http://www.oedd.org/</a> )
16	Oregon PRIMA?	<input type="checkbox"/>	?	 ( <a href="http://orprima.org">http://orprima.org</a> )
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		 ( <a href="http://www.oahhs.org/">http://www.oahhs.org/</a> )
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 ( <a href="http://www.policechief.org">http://www.policechief.org</a> )
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 ( <a href="https://orha.wildapricot.org">https://orha.wildapricot.org</a> )

**Board Duties and Responsibilities Checklist - 2% Credit**

20	Does your district have written board duties and responsibilities of officers?	<input checked="" type="checkbox"/>		
21	Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?	<input checked="" type="checkbox"/>		 ( <a href="https://oregon.public.law/statutes/ors_chapter_198">https://oregon.public.law/statutes/ors_chapter_198</a> )

	Check Yes if completed	Yes	Help	More Information
22	Do you distribute a copy of Oregon Government Ethics Law to each board member?	<input checked="" type="checkbox"/>		 ( <a href="https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf">https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf</a> )
23	Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?	<input checked="" type="checkbox"/>		
24	Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?	<input checked="" type="checkbox"/>		
25	Does the frequency of board meetings comply with the Oregon statute regulating your type of district?	<input checked="" type="checkbox"/>		
26	Do you have a procedure for election of board officers?	<input checked="" type="checkbox"/>		
27	Does your district follow ORS 198 or other authorizing statute for filling board vacancies?	<input checked="" type="checkbox"/>		 ( <a href="https://oregon.public.law/statutes/ors_198.320">https://oregon.public.law/statutes/ors_198.320</a> )
28	Does your Board file the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually review the submitted notice to ensure that information is current?	<input checked="" type="checkbox"/>		 ( <a href="https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx">https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx</a> )

	Check Yes if completed	Yes	Help	More Information
29	Does your district have an established Budget Committee? (For districts not governed by Oregon Budget Law, hold at least one budget work session.)	<input checked="" type="checkbox"/>		
30	Does your district approve an annual budget?	<input checked="" type="checkbox"/>		
31	Does your district annually review the board approved personnel policies?	<input checked="" type="checkbox"/>		
32	Does your district have an adopted public meetings and records policy and have you trained your board members on public meetings and records laws?	<input checked="" type="checkbox"/>		
33	Has your board engaged in a Board Practices Assessment with the SDAO Consulting Services Program?	<input checked="" type="checkbox"/>		 ( <a href="https://www.sdao.com/consulting-services-program">https://www.sdao.com/consulting-services-program</a> )






**Board Duties and Responsibilities Policy - 2% Credit**

34	Does your district have an adopted policy regarding board duties and responsibilities?	<input type="checkbox"/>		 ( <a href="https://sdaoresourcelibrary.com/download/2022-board-duties-policy/">https://sdaoresourcelibrary.com/download/2022-board-duties-policy/</a> )
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**Board Member Education Program - 2% Credit. At least two (2) members of the board have enrolled in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy:**

35	SDAO Board Leadership Academy	<input type="checkbox"/>	?	 ( <a href="https://www.sdao.com/sdao-board-leadership-academy">https://www.sdao.com/sdao-board-leadership-academy</a> )
36	SDAO/OFDDA Fire District Directors Academy (applicable to fire districts)	<input type="checkbox"/>	?	 ( <a href="https://www.sdao.com/sdao-ofdda-fire-district-directors-academy">https://www.sdao.com/sdao-ofdda-fire-district-directors-academy</a> )

**SDAO-SDIS Training - 2% Credit. ALL board members must attend a training OR complete a BPA. Mark the appropriate box(es) below to indicate which were attended.**

	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		 ( <a href="https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series">https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series</a> )
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	 ( <a href="https://www.sdao.com/annual-conference">https://www.sdao.com/annual-conference</a> )
39	OFDDA/OFCA board training sponsored by SDAO	<input type="checkbox"/>		 ( <a href="https://www.sdao.com/trainings">https://www.sdao.com/trainings</a> )
40	Boardmanship 301	<input type="checkbox"/>	?	 ( <a href="https://www.sdao.com/training-videos">https://www.sdao.com/training-videos</a> )
41	Boardroom Dancing	<input type="checkbox"/>	?	 ( <a href="https://www.sdao.com/training-videos">https://www.sdao.com/training-videos</a> )

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## MCFR INFORMATION SHEET

**DATE:** July 18, 2022

**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 2021 is now due for review. Per an established contract, Friend and Reagan will conduct the audit review. The Board of Directors Planning Letter is attached as Exhibit "A". The Engagement Agreement to be signed by both the Fire Chief and Board President is attached as Exhibit "B".

**BUDGET IMPLICATION:** The cost for the audit process is appropriated in the 2022-23 FY budget.

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



**FRIEND & REAGAN, P.C.**  
Certified Public Accountants

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

July 5, 2022

Board of Directors  
Mid-Columbia Fire & Rescue  
1400 West 8<sup>th</sup> St  
The Dalles, OR 97058

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Mid-Columbia Fire & Rescue for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

- 1) Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute assurance that the financial statements are free of material misstatement.
- 2) As part of our audit, we will consider the internal control of Mid-Columbia Fire & Rescue. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning internal control.
- 3) We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

As stated in our engagement letter dated July 5, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Our audit of the financial statements does not relieve you or management of your responsibilities.

We have been engaged to report on the Combining and Individual Budgetary Basis Fund Financial Statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the Introductory Section as listed in the Table of Contents, which accompanies the financial statements but is not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the

difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk of material misstatement as part of our audit planning:

Improper revenue recognition due to fraud and management override of controls.

We expect to begin our audit on approximately August 1, 2022 and issue our report no later than December 31, 2022. 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.

This information is intended solely for the use of Board of Directors and management of Mid-Columbia Fire & Rescue and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Friend & Reagan, P.C.





**FRIEND & REAGAN, P.C.**  
Certified Public Accountants

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

July 5, 2022

Chief Palmer and Board of Directors  
Mid-Columbia Fire & Rescue  
1400 West 8<sup>th</sup> 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, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Mid-Columbia Fire & Rescue as of and for the year ended June 30, 2022.

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 about 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 opinions 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 accounting records and other procedures we consider necessary to enable us to express our 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 or noncompliance 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, any fraudulent financial reporting, or misappropriation of assets that come 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 financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of 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 internal control relevant to the audit, 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. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. 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 provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures 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 financial statements, and related notes 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 statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those 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 (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with the modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements).

You are also 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) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit; (3) additional information that we may request for the purpose of the audit; and (4) 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; compliance with laws, regulations, contracts, and grant agreements; 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, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, 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 written 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.

We will provide copies of our reports to the fire district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

A.J. Olson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately August 1, 2022.


Our fee for these services will be in accordance with our contract dated May 4, 2022. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. 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. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

**Reporting**

We will issue written reports 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 issue reports, or we may 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,

  
Friend & Reagan, P.C.

**RESPONSE:**

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

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_