

REDMOND FIRE & RESCUE  
BOARD MEETING MINUTES  
September 9, 2015

BOARD PRESENT: President Carroll Penhollow, Vice President Carrol McIntosh, Member Gary Ollerenshaw, Member Pam Steinke, and Member Craig Unger

STAFF PRESENT: Fire Chief Tim Moor, Deputy Chief Dave Pickhardt, Chief Financial Officer Melinda Nichols, Office Administrator Diane Cox, Fire Marshal Traci Cooper, Division Chief Doug Kelly, Battalion Chief Jake Campbell, Battalion Chief Jon Wood, Captain Ron Hawkins, Captain Steve Pengra, Captain Jeff Puller, Captain Garrick Terry, Captain Bill Welch, Captain Andrew White, Engineer Devon Bowen, Engineer Josh Clark, Engineer Dusty Miller, Firefighter Eric Fisher, Volunteer Jade Ames, and Administrative Assistant Kari Jepson

PUBLIC PRESENT: County Commission Chair Tony DeBone, Commissioner at Large Tammy Baney, Commissioner at Large Alan Unger, County Administrator Tom Anderson, Deputy County Administrator Erik Kropp, 9-1-1 Administrator Steve Reinke, Mrs. Laura White, Mr. Sawyer White

CALL TO ORDER: President Penhollow called the meeting to order at 9:35 am.

ROLL CALL: Member Carrol McIntosh arrived at 9:37, Commissioner at Large Tammy Baney arrived at 9:57

AGENDA CHANGES: None

CONSENT AGENDA: Board Member Steinke made a motion to approve the minutes of the August 12, 2015 board meeting. The motion was seconded by Board Member Unger and approved by unanimous vote.

PUBLIC COMMENTS: None

CAPTAIN PROMOTION PRESENTATION:

1. Captain Promotion Recognition
  - a. Andrew White started his firefighting career in La Pine in 1998 and joined Redmond Fire & Rescue in 2001. Chiefs Moor and Pickhardt, on behalf of the district, thanked Mr. White for his work with new members, students and interns, and for his dedication and extra time spent investing in Redmond Fire & Rescue. Andrew's wife Laura and son Sawyer were thanked for being present for Andrew's promotion ceremony from Engineer to Captain.

PUBLIC PRESENTATION: RFR/COUNTY COMMISSION COOPERATIVE MEETING

1. 9-1-1 Levy and Strategic Plan
  - a. County Administrator Anderson shared that Director Reinke is here to help give a good understanding of the scope of the permanent levy request that will go to voters. Administrator Anderson believes this project comes at a critical

time for public safety. County Commissioners shared their support of Director Reinke's strategic plan.

- b. Director Reinke outlined the strategic plan for the radio project, starting with a 13 million dollar working estimate. Partnering with the state and leasing to cellular companies could bring the estimated cost down to 5.4 million. Owning sites would keep us from being priced out of access. Director Reinke outlined cost details, which include long term staffing of dispatch, radio system costs and equipment, adding capacity to the radio system, saving for replacement equipment, and developing district sites to provide better local signal density. Existing debt from the sheriff radio system would also be retired. Final capital costs are not necessary to determine the proposed levy rate because this money is in the bank, however, long term funding is needed for staffing and maintenance. The levy amount decision will be made in the next 2-3 months in hopes of getting the resolution on the May 2016 ballot. There must be a cushion to guard against inflation and other rising costs as we do not want to request this of the public twice. County Commissioners, Redmond Fire & Rescue Board and Administrators, and Director Reinke shared a discussion on how to best work together to present this to the public.

## 2. Future Fire Station Site

- a. Chief Moor introduced the strategic plan draft, specifically noting that one goal is to develop new station sites. This growth is necessary in order to meet response time requirements as the city grows. Data shows that best placement for a station is to the south and on the east side of the railroad tracks. Discussion on future station sites included zoning and the county's future plans for land use. It was noted that the fire department needs to be able to service areas of future growth. It was agreed that development planning must include a discussion on fire department access and response times.

## 3. EMS Update

- a. Chief Kelly and staff demonstrated the Lucas device and shared that Redmond Fire & Rescue is always looking for ways to deploy better and enhance our quality of care. The Lucas device is one way to accomplish these goals while staying at the technological front of our field.
- b. The Community Paramedic program, currently on a 1 year grant, will end on September 30<sup>th</sup>. Right now Redmond Fire & Rescue along with Pacific Source Community Solutions is looking at patient data in order to support funding as this program moves forward. Once the grant ends, there is no revenue stream identified in order to continue this service which provides higher quality of life for patients as well as cost savings for the patient, health care providers, and insurance carriers. The budget for this must come from a tri county global coordinated care organization budget and sustainability must be considered. Other states have created a billing modifier for this service and Oregon must move toward doing the same. Chief Kelly answered questions outlining the differences between Community Paramedics and other in-home services.
- c. Chiefs Moor and Kelly thanked the commissioners for their work on the ambulance service area. Chief Kelly mentioned that discussion regarding a reciprocity solution between Airlink and Life Flight is ongoing and he

welcomes any direction the commissioners would like to give. The hope is to solve the issue without the need for legislation, however, this is confusing the public which does not serve them well.

4. Land Use
  - a. County Commissioners updated the board and staff on current land projects including area south of the fairgrounds, the fair and expo center, and Pronghorn hotel. Paving the back road to the hotel was discussed.
5. Marijuana Management
  - a. Greenhouses on county property have increased electrical use and distilling is very volatile. These issues create hardship with fire and rescue response. Attention to public safety will be key as marijuana productivity increases. Chief Cooper shared a concern that distilleries will be coded as agricultural when they should be considered industrial buildings. State fire marshals and building officials are currently working on these concerns.
6. Chief Moor thanked Administrator Anderson for the outstanding work of him and his staff. Commissioners thanked Redmond Fire and Rescue staff for their hard work and for the time spent away from their families in order to provide safety for residents.

#### DIVISION REPORTS:

Chief Financial Officer Melinda Nichols

1. Monthly Financial Review
  - a. Officer Nichols highlighted some areas of the dashboard including revenue received. Overtime is at 25.7%, however, much of this is due to conflagration which is reimbursed. In the future the report will show a breakdown of different kinds of overtime.
  - b. A conservative cash flow projection for September and October was shared.
2. Check Approvals
  - a. Boundtree      \$14,994.92
  - b. Moda             \$67,971.23
3. Credit Card
  - a. Officer Nichols notified the board that district credit cards were changed. All cards now have a chip that provides extra security. Previous cards have been destroyed. There were no questions.

Office Administrator Diane Cox

1. Review of the August 2015 Ambulance Billing Dashboard and FireMed Revenue
  - a. Administrator Cox discussed monies being collected through Tritech, the previous billing program, and those being billed and collected through Sansio, the new billing program. She provided an outline of billing according to insurance company for the board's information.
  - b. Chief Moor discussed with the board some proposed state legislation which would allow us to recoup some of the payment which is adjusted down by Medicaid. Redmond Fire & Rescue is working with Tualatin Valley Fire & Rescue and other organizations to achieve this goal. The hope is that the legislation will go before the state in February and be passed. Chief Moor and Administrator Cox will keep the board informed of progress.

Deputy Chief Dave Pickhardt

1. Monthly Response Report

- a. Chief Pickhardt highlighted response numbers overall and per station.
- b. 497 total responses in August made it our busiest month in a long time. About 50% of calls out of the Terrebonne station were transfers. There were no airport incidents or structure fires in August.
- c. There were 6 brush fires in our district. Chief Pickhardt commended our crews for their response times and hard work keeping these from becoming larger.

2. Mutual Aid

- a. We gave mutual aid 6 times and were helped by others 3 times. We sent staff to Warm Springs, Jefferson County, and John Day. There will be more data and education on conflagration next month.
- b. Discussion was held on the virtues of focusing on public relations when we become aware of stories such as Captain White and Engineer Waterman saving the life of a volunteer fire fighter while out on conflagration.

3. Illegal Open Burns

- a. We had 21 illegal open burn responses in July and 28 in August. About 50% of these turn out to be legal burns. There were about a dozen people with burn barrels. It is difficult to discern actual bark dust fires. These usually happen more in springtime. This may be an issue at Eagle Crest soon because landscapers are placing bark dust against buildings.

4. Hiring Process

- a. The candidate list needs to be certified by the Civil Service Committee. It will then be posted. Some candidates did not pass the on-site test. The list will be kept for up to 30 months but may be expired sooner.

EMS/Training Division Chief Doug Kelly

1. Expired Medication Policy Review

- a. This policy has become irrelevant because it addresses the issue of expired medications that cannot be replaced quickly. Chief Kelly recommended that we delete this policy and then readdress the issue if we have major shortages. We have two shortages right now that we solved without needing to use expired medications. This issue should be solved on a case by case basis with input from the board and medical director. Board Member Steinke made a motion that this policy be archived. Board Member McIntosh seconded the motion and it was approved by unanimous vote.
- b. Discussion was held on the process for re-implementing an archived policy. It was shared that archived policies are kept for 7 years and then destroyed. This process should be in a policy and include the necessity for keeping the original draft and dates it was effective. When pulling a policy from archives, a new draft should be written.

Fire & Life Safety Division Chief Traci Cooper

1. Intentional Fire Setting

- a. The source of the recent intentional fire setting was found but they cannot be forced to come through the Junior Fire Setter educational program because they are underage and their parents will not volunteer to bring them. The juvenile department does not become involved until subjects are age 10.
- 2. July stats were shared.
  - a. The ODOT grant is going well with \$363.87 remaining. We are currently looking for more help with the car seat clinics because the ODOT staff member helping will be leaving and they may remove this task from the job description.
  - b. Plan reviews continue to have a large impact on the Fire & Life Safety division. Each plan review includes many meetings, phone calls, and people trying to get information on a walk in basis. This month 13 plans were reviewed.

#### Training/Volunteer Battalion Chief Jake Campbell

- 1. Student/Volunteer Update
  - a. Chief Campbell shared training and volunteer hours statistics.
  - b. The focus for training was the strut and airbag systems.
- 2. Training Center Update
  - a. Please feel free to visit the new training center. The final inspection is tomorrow. DPSST has moved in to their offices. The only item left on the remodel is for an electrician to make a few changes.
- 3. Flags for 9/11
  - a. We will be helping set out flags at 6:00 am this Friday. They will be picked up at 6:00 pm. There will be a dinner barbeque at 401. The sheriff's office and police department will be helping with this task.

#### FIRE CHIEF REPORT: Chief Tim Moor

- 1. Letter of Agreement
  - a. We are entering into a letter of agreement with the city for use of the training center. There is no money involved. This is a month to month agreement with a 12 month warning clause if they want us to vacate. Chief Campbell did a great job with the facility. DPSST has been a great partner in this project.
- 2. Strategic Plan
  - a. Chief Moor tabled this discussion until the October board meeting.

NEW BUSINESS: None

OLD BUSINESS: None


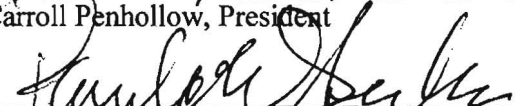
BOARD MEMBER COMMENTS: Chief Moor answered questions regarding fire department accreditation. There is a national accreditation available but there is some controversy regarding benefit vs. cost. We are heavily accredited in the area of state training. Chief Moor will bring the results of his continued research to the board for consideration.

The Hope Playground ribbon cutting is scheduled for 4:00 pm on October 15<sup>th</sup>.

BOARD PRESIDENT COMMENTS: None

ADJOURN: Being no further business, Board Member Ollerenshaw moved to adjourn. The motion was seconded by Board Member McIntosh and was approved by unanimous vote. The meeting was adjourned at 1147.

Approved:

	October 14, 2015
Carroll Penhollow, President	Date
	October 14, 2015
Pam Steinke, Secretary/Treasurer	Date

Attest:

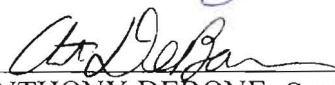
	October 14, 2015
Kari Jepson, Administrative Assistant	Date

DATED this 9<sup>th</sup> Day of March 2016.

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON


ALAN UNGER, Chair


TAMMY BANEY, Vice Chair


ANTHONY DEBONE, Commissioner

ATTEST:


Recording Secretary



REDMOND FIRE & RESCUE  
BOARD MEETING AGENDA  
September 9, 2015 @ 9:30 am

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA CHANGES**
5. **CONSENT AGENDA**
  - a. Meeting Minutes
6. **PUBLIC COMMENTS**
7. **PUBLIC PRESENTATIONS**
  - a. Captain Promotion Recognition
  - b. Deschutes County Commissioners
    - i. Future Fire Station Site
    - ii. Ambulance Service Area/Community Paramedic
    - iii. Future County Projects That Impact Redmond Fire & Rescue
8. **DIVISION REPORTS**

**BUSINESS/FINANCIAL – CFO Melinda Nichols**

- a. Monthly Financial Review
- b. Check Approvals
- c. Credit Card Update

**AMBULANCE BILLING – Office Administrator Diane Cox**

- a. July/August Ambulance Dashboard and Fire Med Revenue Review

**OPERATIONS – Deputy Chief Pickhardt**

- a. Monthly Response Report
- b. Hiring Process Update

**EMS/TRAINING – Division Chief Kelly**

- a. Community Paramedic Update
- b. Expired Medication Policy Review

**FIRE & LIFE SAFETY – Division Chief Cooper**

- a. Monthly Statistical Report

**TRAINING/VOLUNTEERS – Battalion Chief Campbell**

- a. Volunteer/Student Update

**9. FIRE CHIEF REPORT – Chief Moor**

- a. City of Redmond Letter of Agreement for Old Public Works Facility
- b. Redmond Fire & Rescue Strategic Plan

**10. NEW BUSINESS**

**11. OLD BUSINESS**

**12. BOARD MEMBER COMMENTS**

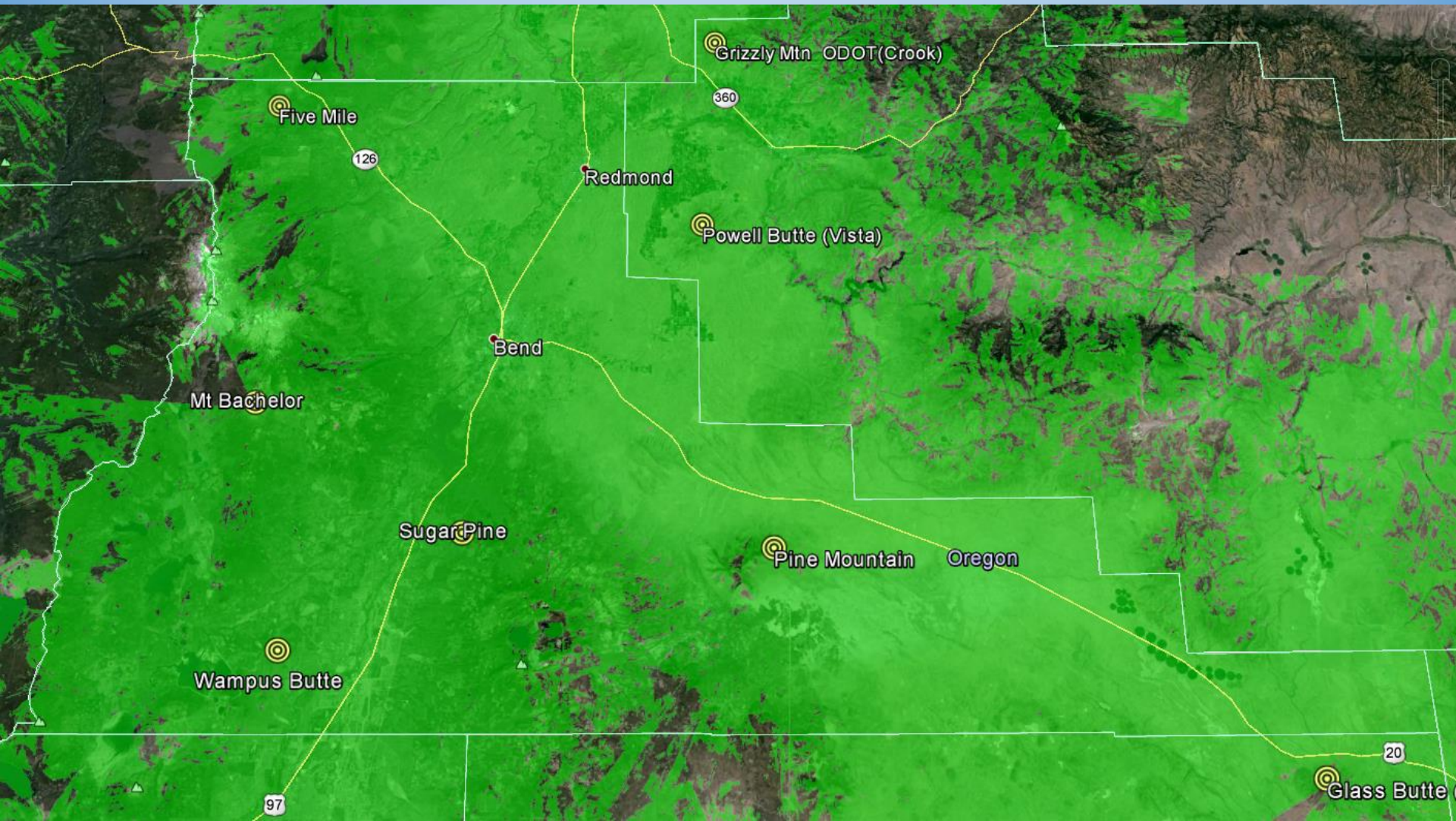
**13. BOARD PRESIDENT COMMENTS**

**14. ADJOURN**

Anyone needing accommodation to participate in the meeting must notify Diane Cox at least 48 hours in advance of the meeting at 541-504-5020 or [diane.cox@redmondfireandrescue.org](mailto:diane.cox@redmondfireandrescue.org). Redmond Fire & Rescue does not discriminate on the basis of disability status in the admission or access to treatment, employment or in its programs or activities.

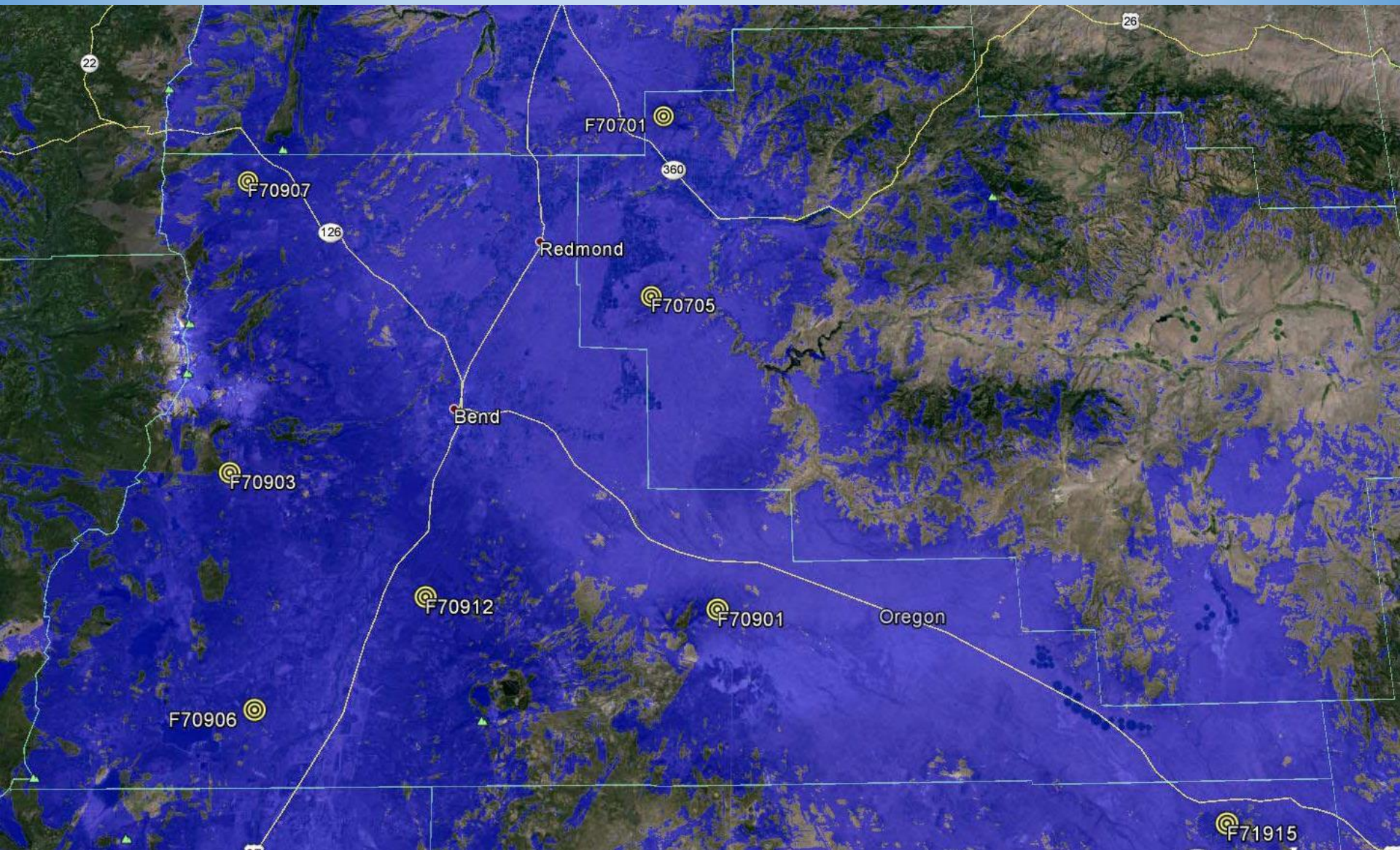


# State Radio Project (SRP) Mobile Coverage



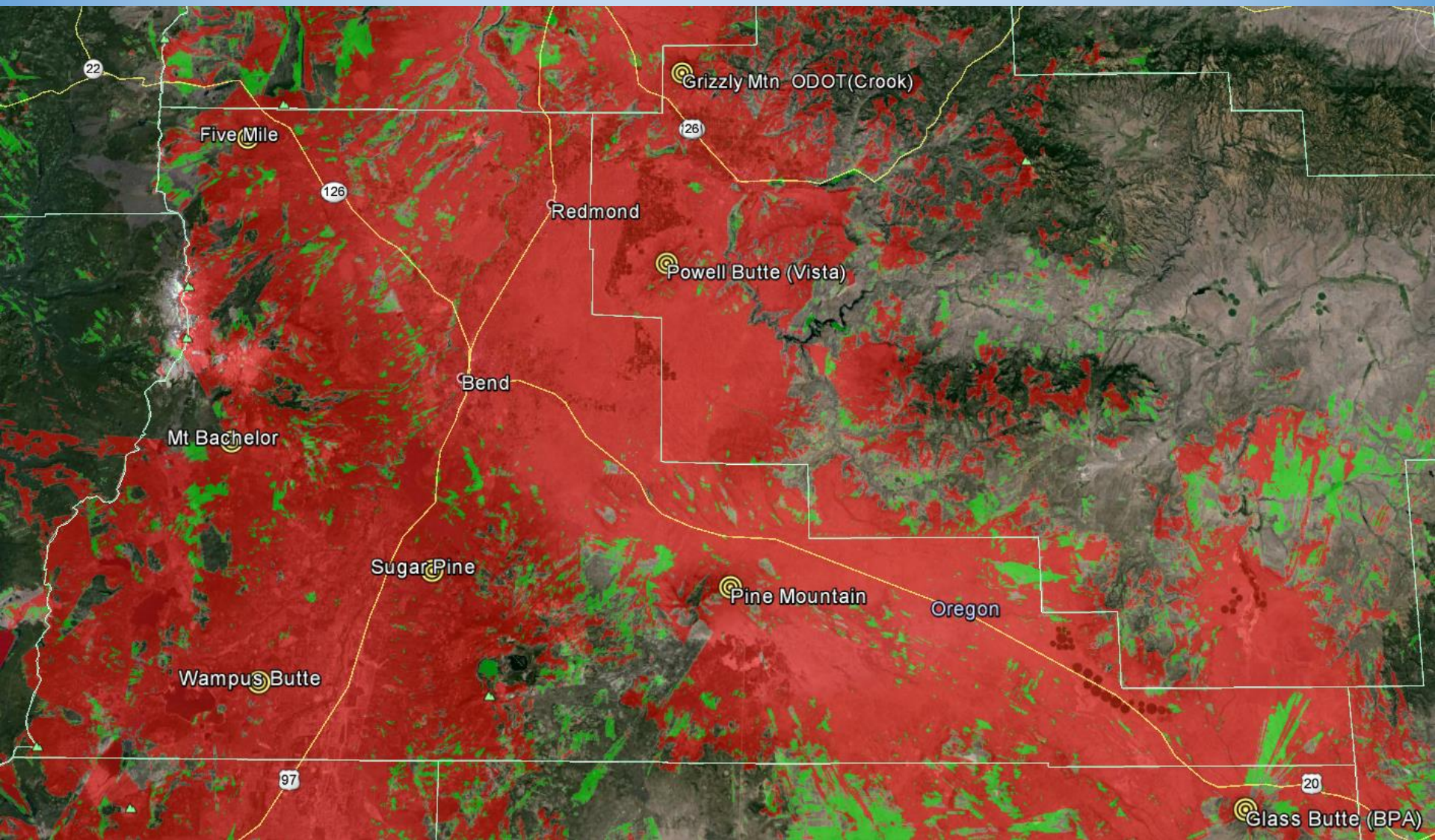


# SRP Street Level Portable Coverage



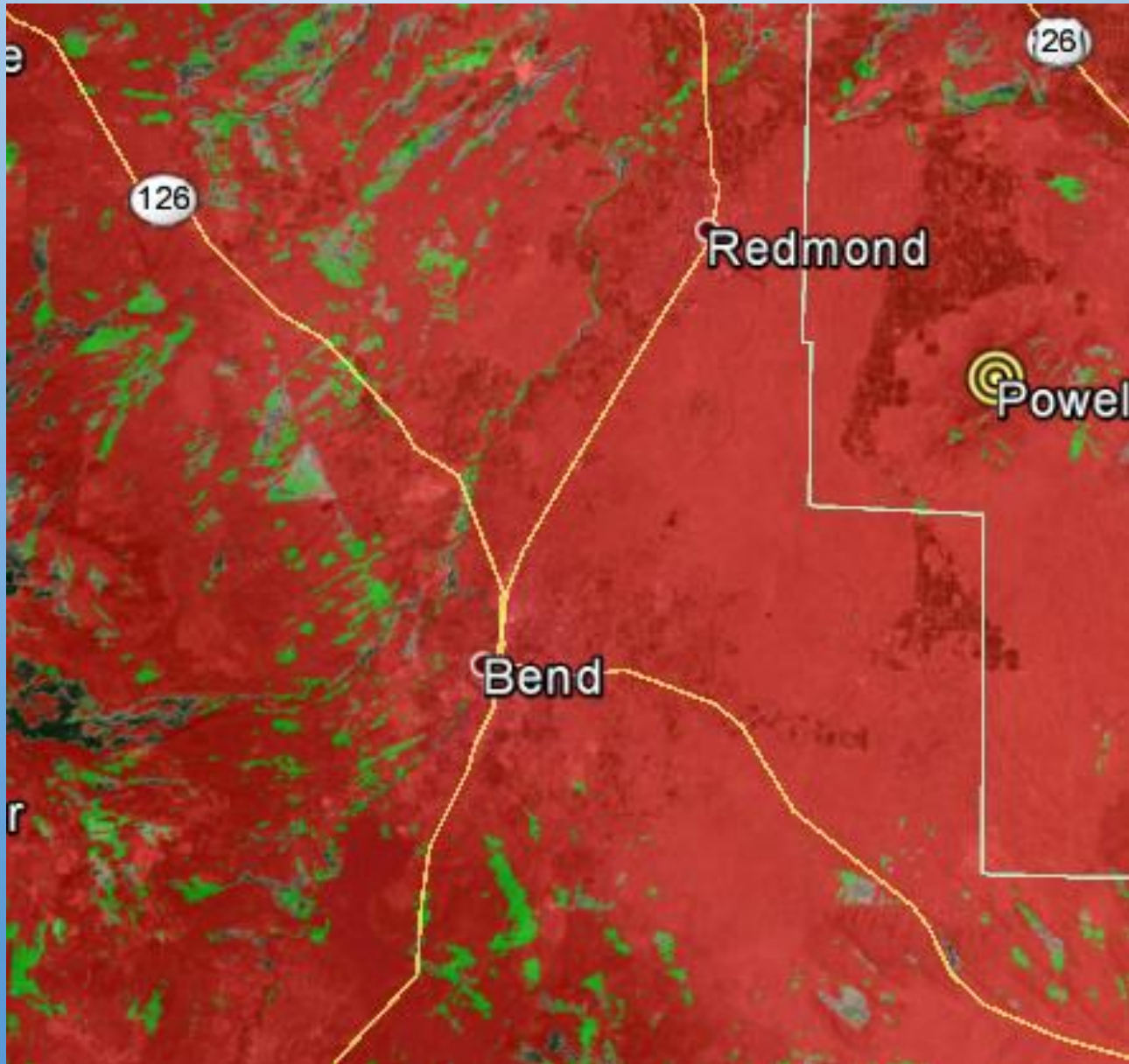


# SRP Portable Coverage (-18 dB)





# Zoom of -18 dB Coverage



# **Radio Project – Capital Cost Items**

- Add capacity to the state system.
- Develop District sites to provide better local signal density.
- Dispatch radio console electronics.
- Contingency.
- Construct site at Hoodoo (optional).
- Retire existing debt.

# Radio Project – **DRAFT** Capital Costs

Description	
Add Capacity to State Radio Sites	500,000
Develop District Radio Sites	2,000,000
Dispatch Radio Consoles	850,000
Contingency	350,000
Construct Hoodoo Radio Site	800,000
Retire Existing Debt Service	900,000
<b>Estimated Capital Expenditure</b>	<b>5,400,000</b>

**Final capital costs are not necessary  
to determine the proposed levy rate.**

# Three Levy Components

- **PSAP Operations**

- Line Ops / Tech Services / Admin

- **Radio System M & O**

- Partnering with the state radio project will save over \$7,000,000 in capital costs
- The replacement system will be built with existing capital reserve funds.

- **Equipment Replacement Reserve**

- Annual contribution of \$400,000

# Goals for Line PSAP Operations

- LE dispatchers should only answer 9-1-1 calls as a last resort.
- LE data channel 12 hours per day.
- Two fire dispatchers 24 x 7 x 365.
- Supervision 24 x 7 x 365.
- Deploy staff to align with the activity level demand curve.
- Achieve OAA accreditation.



# Radio Project – Maintenance

- Major components:
  - Personnel – 4.4 FTEs
    - Tech Services Manager – 0.4 FTE
    - Tech Services Supervisor – 1 FTE
    - Tech Services Specialists – 2 FTEs
    - Administrative Supervisor – 1 FTE
  - Radio site maintenance.
  - Leases, power and generator fuel.
  - State switch maintenance and licenses.
  - Contingency.
  - Reserves for equipment replacement.

# Radio Project – Maintenance

Radio Maintenance Personnel	744,149
Radio Site Maintenance	226,282
Leases / Power / Generator Fuel	27,154
State Switch Maintenance & Licenses	56,570
Other / Contingency	56,570
<b>Radio Maintenance Estimate (2021)</b>	<b>1,110,725</b>
<b>System Replacement Reserve</b>	<b>400,000</b>

# Levy Rate Forecast Assumptions

- Ops hiring not complete until 2020.
- 2.5% Annual CPI growth.
- 2.5% Annual AV growth.
- 6.0% Annual medical cost growth.
- 18 – 24% PERS rate based on year.
- 94% Property tax collection rate.