



Jefferson County Emergency Medical Services District

360 SW Culver Hwy, Madras, Oregon 97741

Business Phone: (541) 475-7476 Fax: (541) 475-7654

"We are the Warmth of Promise"

Board Meeting

February 14, 2022

6:00 pm

Jefferson County EMS District is offering this meeting via ZOOM.

Join via ZOOM:

<https://us02web.zoom.us/j/84586642140?pwd=UTFQR0VFeDRpQlMzSzRlbVhuU3UxQT09>

Passcode: 513929

JEFFERSON COUNTY EMS DISTRICT BOARD MEETING AGENDA

- I. Call Board Meeting to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Changes/Additions to Regular Agenda**
- V. Board of Directors Consent Agenda**

All matters listed within the Consent Agenda have been distributed to every member of the District Board for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of January 10, 2021, Board Meeting Minutes
- B. Approval of payment of the bills for January 2022

VI. Public Comments

VII. Reports

A. Chief's Report

i. COVID-19:

1. Mask Mandate removed by March 31st, maybe sooner
2. COVID Count

Response Report		
	2021	2022
Total Responses for January	182	227
BLS Calls	21	40
ALS Calls	85	95
Specialty Care Transports	13	15
Driver for Air Ambulance		2
Non-Transport Calls	63	75
Agency Assist	2	4
Agency Assist for WSF&S	5	
Cancellations	1	1
Blood Draws		1
Fire Standbys	7	7
Lift Assists	4	8
MVC-Non Injury	14	16
Other	4	2
Welfare Checks	26	36
Billable Miles	1901.09	2383
COVID-19 Inter-Facility Transports	16	25
ProMed Membership	431	442

B. Volunteer Report

C. Budget Report

	December 2021
Checking	328,687.54
Equipment Fund	823,514.71
Investment Pool	651,644.96
Total Balance	1,803,847.21



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"We are the Warmth of Promise"

**JEFFERSON COUNTY EMS DISTRICT
BOARD MEETING MINUTES
January 10, 2022**

I. Call Board Meeting to Order

The Jefferson County EMS District Board Meeting was called to order by Mike Ahern at 1800 p.m. on Monday January 10, 2022, in the JCEMSD meeting room, 360 SW Culver Hwy, Madras, Oregon.

II. Roll Call

Board Members in Attendance or on Virtual Conference:

Mike Ahern, Chair; Steve Heydon, Vice-Chair; Joe Krenowicz, Treasurer; Janet Brown, Personnel Officer; David Budden, Secretary

Board Members Absent:

None

Staff Members in Attendance or on Virtual Conference:

Chief Michael Lepin; Justina Bolton, Office Manager; Paul Sumner, Attorney

Visitors in Attendance or on Virtual Conference:

Present in Conference Room:

Elaine Budden

ZOOM Participants:

None

III. Changes/Additions to Regular Agenda

Corrections to December 2021 minutes, Steve Hayden was marked as present, but was actually absent, and the start time for the board meetings was voted on and passed 4/0 (this was omitted on December 2021 minutes)

IV. Board of Directors Consent Agenda

All matters listed within the Consent Agenda have been distributed to every member of the District Board for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of December 13, 2021, Board Meeting Minutes
- B. Approval of payment of the bills for December 2021

MOTION: That we approve the consent agenda as presented.
 MOVED: Janet Brown
 SECONDED: Joe Krenowicz
 PASSED: 5/0

V. Public Comments

There were no public comments.

VI. Reports

A. Chief's Report

- i. COVID-19: We are still getting COVID transports from Madras to Bend but they have decreased.

Response Report		
	2020	2021
Total Responses for September	398	256
BLS Calls	137	66
ALS Calls	153	89
Specialty Care Transports	18	14
Driver for Air Ambulance		
Non-Transport Calls	87	87
Agency Assist		1

Agency Assist for WSF&S	4	
Cancellations	1	5
Blood Draws		1
Fire Standbys	5	3
Lift Assists	25	6
MVC-Non Injury	11	16
Other	6	11
Welfare Checks	35	44
Billable Miles	3631.7	2536.9
COVID-19 Inter-Facility Transports	39	9
ProMed Membership	471	471

B. **Volunteer Report:** Volunteer meeting was cancelled due to weather

C. **Budget Report**

	October 2021
Checking	80,601.62
Equipment Fund	823,162.93
Investment Pool	651,366.60
Total Balance	1,555,131.15

D. **Personnel Report:** Janet Brown, reported that she looked at the new dummy used for training. Staff meeting went well.

VII. Old Business

- A. **JCEMSD-JCFD#1 Coalition Working Group:** The group met on January 5th and met the new Fire Chief, Jeff Blake.
- B. Warm Springs has hired new leadership at Warm Springs Fire and Safety, the new leadership will be in place soon and the pressure will be taken off JCEMS to help provide coverage.

VIII. New Business:

- A. Paul Sumner indicated that there is no agreement in place Jefferson County Fire District and Jefferson County EMS on sharing costs in place.

MOTION: We authorize our attorney to work with the attorney for the Fire District in coming up with an agreement that indicates the districts will share equally in the costs associated with the consolidation group and including but not limited to the Special District facilitator.

MOVED: Joe Krenowicz

SECONDED: Steve Hayden

PASSED: 5/0

IX. Good of the Order

A. ASA Renewal Contract with Wasco County has been completed.

X. Meeting Adjournment

The meeting was adjourned at 1840 pm.

Minutes prepared by:

Reviewed by:

Tina Bolton, Office Manager

David Budden, Secretary

Jefferson County Emergency Medical Services
Balance Sheet
 As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking Account	63,669.10
1040 · Petty Cash	188.66
1050 · Equipment Fund	823,514.71
1060 · Deposit	64.35
1070 · Cash - Investment Pool	651,644.96
Total Checking/Savings	1,539,081.78
Accounts Receivable	
1100 · Accounts Receivable	465,631.67
Total Accounts Receivable	465,631.67
Other Current Assets	
1695 · Prepays	9,415.56
1300 · Inventory	49,378.47
1210 · Allow For Uncollectable	-57,244.19
1499 · Undeposited Funds	12,280.00
1701 · Net OPEB Asset	2,388.55
Total Other Current Assets	16,218.39
Total Current Assets	2,020,931.84
Fixed Assets	
1220 · Real Property & Improvements	-187,884.95
R220 · Real Property & Improvement	187,884.95
Total Fixed Assets	0.00
TOTAL ASSETS	2,020,931.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1699 · Columbia Bank #0445	1,864.96
Total Credit Cards	1,864.96
Other Current Liabilities	
Accounts Payable - Other	44,579.27
2000 · Payroll Liabilities	
2010 · Federal FICA/FWT	13,007.28
2090 · Oregon Withholding	5,662.00
2060 · Oregon Unemployment	1,935.83
2065 · Oregon WBF Assessment	272.00
2066 · Statewide Transit Tax	231.05
2070 · PERS	18,202.25
2140 · PEN 457 Plan	100.00
2160 · Accrued Health Insurance	15,877.63
2165 · SDIS Disability & Life Ins	703.63
Total 2000 · Payroll Liabilities	55,991.67

Jefferson County Emergency Medical Services
Balance Sheet
As of December 31, 2021

	Dec 31, 21
Total Other Current Liabilities	<u>100,570.94</u>
Total Current Liabilities	<u>102,435.90</u>
Total Liabilities	102,435.90
Equity	
4100 · Fund Balance	821,243.00
3900 · Retained Earnings	975,637.82
Net Income	121,615.12
Total Equity	<u>1,918,495.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,020,931.84</u></u>

Jefferson County Emergency Medical Services
Profit & Loss Budget vs. Actual
July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
5205 · Uncompensated Medicaid GEMT Svc	0.00	250,000.00	-250,000.00	0.0%
5200 · General Revenue	70,627.10			
5910 · Interest Earned	4,563.88	790.00	3,773.88	577.71%
5930 · User Fees				
5931 · Recovered Bad Debts	4,487.07			
5930 · User Fees - Other	1,013,841.73	1,636,000.00	-622,158.27	61.97%
Total 5930 · User Fees	1,018,328.80	1,636,000.00	-617,671.20	62.25%
5950 · Sale of Equipment	0.00	840.00	-840.00	0.0%
5960 · Pro Med Sales	9,900.00	20,000.00	-10,100.00	49.5%
5970 · Refunds Received	135.68	7,923.00	-7,787.32	1.71%
5980 · Grant Income	0.00	130,000.00	-130,000.00	0.0%
5990 · Miscellaneous Income	50.00	5,040.00	-4,990.00	0.99%
5995 · CPR/ACLS Training	770.00			
9000 · Credits				
9060 · Refund Overpayment	-6,604.14			
9000 · Credits - Other	-4.05			
Total 9000 · Credits	-6,608.19			
Total Income	1,097,767.27	2,050,593.00	-952,825.73	53.53%
Cost of Goods Sold				
50000 · Cost of Goods Sold	-603.94			
Total COGS	-603.94			
Gross Profit	1,098,371.21	2,050,593.00	-952,221.79	53.56%
Expense				
7301 · Oregon Health Auth GEMT req mat	77,479.27			
7000 · Materials and Services				
7192 · Stop the Bleed Supplies	0.00	2,500.00	-2,500.00	0.0%
7201 · Credit Card Fees	2,117.88	3,900.00	-1,782.12	54.31%
7080 · Patient Care Items	33,993.26	60,000.00	-26,006.74	56.66%
7085 · Office Supply	8,756.87	20,000.00	-11,243.13	43.78%
7090 · Uniforms and Laundry	4,818.05	7,000.00	-2,181.95	68.83%
7095 · Legal Expense	5,315.00	10,000.00	-4,685.00	53.15%
7100 · Vehicle Maintenance	21,578.58	11,000.00	10,578.58	196.17%
7110 · Audit Expense	18,000.00	20,000.00	-2,000.00	90.0%
7111 · Outside Services	14,657.00	30,000.00	-15,343.00	48.86%
7112 · Advising Physician (Dr. Parker)	1,000.00	2,000.00	-1,000.00	50.0%
7115 · Building Maintenance	3,948.49	7,000.00	-3,051.51	56.41%
7120 · Utilities	8,221.53	17,000.00	-8,778.47	48.36%
7130 · Insurance	0.00	18,250.00	-18,250.00	0.0%
7135 · Radio Maintenance	3,833.16	2,700.00	1,133.16	141.97%
7136 · Computer Maintenance	1,120.00	2,500.00	-1,380.00	44.8%
7163 · Rent	1,760.04	3,200.00	-1,439.96	55.0%
7140 · Training	3,663.63	5,000.00	-1,336.37	73.27%
7145 · Dispatch	33,207.00	66,415.00	-33,208.00	50.0%
7150 · Pro Med Expense	0.00	500.00	-500.00	0.0%
7155 · Dues and Subscriptions	4,678.51	7,000.00	-2,321.49	66.84%
7160 · Vehicle Fuel	13,156.75	17,000.00	-3,843.25	77.39%
7165 · Medical Equip. Maintenance	482.17	5,000.00	-4,517.83	9.64%
7170 · Elections	2,573.34	2,000.00	573.34	128.67%
7173 · Community Outreach/Dept Morale	1,795.98	3,000.00	-1,204.02	59.87%
7175 · Volunteer Functions, Award	0.00	2,000.00	-2,000.00	0.0%
7185 · Miscellaneous Expense	2,898.37	4,000.00	-1,101.63	72.46%

Jefferson County Emergency Medical Services
Profit & Loss Budget vs. Actual
July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7186 · Travel Expenses	38.30	4,300.00	-4,261.70	0.89%
7190 · Vaccinations and Certifica	0.00	1,000.00	-1,000.00	0.0%
7195 · Advertising	0.00	1,000.00	-1,000.00	0.0%
7500 · Grant Expenses\$				
7600 · Military FEMA Grant-COVID19				
7601 · COVID - Medical Supplies	1,200.39			
Total 7600 · Military FEMA Grant-COVID19	1,200.39			
7500 · Grant Expenses\$ - Other	0.00	130,000.00	-130,000.00	0.0%
Total 7500 · Grant Expenses\$	1,200.39	130,000.00	-128,799.61	0.92%
Total 7000 · Materials and Services	192,814.30	465,265.00	-272,450.70	41.44%
8000 · Capital Outlay				
8010 · Medical Equipment	16,831.36	15,000.00	1,831.36	112.21%
8030 · Office Equipment				
8030.1 · Office Equip - Comm Paramedic	0.00	9,500.00	-9,500.00	0.0%
8030 · Office Equipment - Other	0.00	7,000.00	-7,000.00	0.0%
Total 8030 · Office Equipment	0.00	16,500.00	-16,500.00	0.0%
8070 · Building Construction	0.00	30,000.00	-30,000.00	0.0%
Total 8000 · Capital Outlay	16,831.36	61,500.00	-44,668.64	27.37%
8900 · Other Expenses				
8930 · Other Expense				
Fund Transfer-Equipment	0.00	150,000.00	-150,000.00	0.0%
Total 8930 · Other Expense	0.00	150,000.00	-150,000.00	0.0%
8950 · Bad Debt	-4,864.91			
Total 8900 · Other Expenses	-4,864.91	150,000.00	-154,864.91	-3.24%
6560 · Payroll Expenses				
6100 · Gross Wages	484,111.74	966,280.00	-482,168.26	50.1%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	13,900.34			
6130 · SUTA	4,464.75			
6135 · WBF Assessment	265.39			
6150 · SAIF	11,472.23	23,000.00	-11,527.77	49.88%
6109 · Payroll Taxes - Other	0.00	51,500.00	-51,500.00	0.0%
Total 6109 · Payroll Taxes	30,102.71	74,500.00	-44,397.29	40.41%
6600 · Employee Benefits				
6535 · Health & Wellness	347.99	4,200.00	-3,852.01	8.29%
6510 · Health Insurance	94,854.04	216,734.00	-121,879.96	43.77%
6140 · Retirement	80,278.03	149,000.00	-68,721.97	53.88%
6515 · Disability	2,086.56			
6520 · Life Insurance	994.56			
6530 · Dental Payments	1,720.44	7,700.00	-5,979.56	22.34%
6160 · SDI - Other, Life Ins, S/T Dis	0.00	5,500.00	-5,500.00	0.0%
Total 6600 · Employee Benefits	180,281.62	383,134.00	-202,852.38	47.05%
Total 6560 · Payroll Expenses	694,496.07	1,423,914.00	-729,417.93	48.77%
Total Expense	976,756.09	2,100,679.00	-1,123,922.91	46.5%
Net Ordinary Income	121,615.12	-50,086.00	171,701.12	-242.81%
Net Income	121,615.12	-50,086.00	171,701.12	-242.81%

Jefferson County Emergency Medical Services
Profit & Loss Prev Year Comparison
July through December 2021

Ordinary Income/Expense	<u>Jul - Dec 21</u>	<u>Jul - Dec 20</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5200 · General Revenue	70,627.10	254,988.99	-184,361.89	-72.3%
5910 · Interest Earned	4,563.88	7,225.96	-2,662.08	-36.84%
5930 · User Fees				
5931 · Recovered Bad Debts	4,487.07	0.00	4,487.07	100.0%
5930 · User Fees - Other	1,013,841.73	1,000,667.74	13,173.99	1.32%
Total 5930 · User Fees	1,018,328.80	1,000,667.74	17,661.06	1.77%
5960 · Pro Med Sales	9,900.00	10,397.87	-497.87	-4.79%
5970 · Refunds Received	135.68	3,352.00	-3,216.32	-95.95%
5990 · Miscellaneous Income	50.00	-1,734.09	1,784.09	102.88%
5995 · CPR/ACLS Training	770.00	315.00	455.00	144.44%
9000 · Credits				
REIMBURSEMENT CONTRACT	0.00	-305.18	305.18	100.0%
9060 · Refund Overpayment	-6,604.14	-10,106.54	3,502.40	34.66%
9010 · Bad Debt	0.00	1,418.20	-1,418.20	-100.0%
9000 · Credits - Other	-4.05	-0.85	-3.20	-376.47%
Total 9000 · Credits	-6,608.19	-8,994.37	2,386.18	26.53%
Total Income	1,097,767.27	1,266,219.10	-168,451.83	-13.3%
Cost of Goods Sold				
50000 · Cost of Goods Sold	-603.94	0.00	-603.94	-100.0%
Total COGS	-603.94	0.00	-603.94	-100.0%
Gross Profit	1,098,371.21	1,266,219.10	-167,847.89	-13.26%
Expense				
7301 · Oregon Health Auth GEMT req mat	77,479.27	0.00	77,479.27	100.0%
7000 · Materials and Services				
7200 · Bank Fees	0.00	120.25	-120.25	-100.0%
7201 · Credit Card Fees	2,117.88	1,663.45	454.43	27.32%
7080 · Patient Care Items	33,993.26	42,564.01	-8,570.75	-20.14%
7085 · Office Supply	8,756.87	5,984.93	2,771.94	46.32%
7090 · Uniforms and Laundry	4,818.05	5,290.77	-472.72	-8.94%
7095 · Legal Expense	5,315.00	2,440.00	2,875.00	117.83%
7100 · Vehicle Maintenance	21,578.58	8,406.62	13,171.96	156.69%
7110 · Audit Expense	18,000.00	18,500.00	-500.00	-2.7%
7111 · Outside Services	14,657.00	13,873.00	784.00	5.65%
7112 · Advising Physician (Dr. Parker)	1,000.00	0.00	1,000.00	100.0%
7115 · Building Maintenance	3,948.49	2,937.82	1,010.67	34.4%
7120 · Utilities	8,221.53	8,246.09	-24.56	-0.3%
7130 · Insurance	0.00	243.36	-243.36	-100.0%
7135 · Radio Maintenance	3,833.16	1,597.19	2,235.97	139.99%
7136 · Computer Maintenance	1,120.00	913.00	207.00	22.67%
7163 · Rent	1,760.04	2,537.55	-777.51	-30.64%
7140 · Training	3,663.63	3,936.00	-272.37	-6.92%
7145 · Dispatch	33,207.00	16,042.00	17,165.00	107.0%
7155 · Dues and Subscriptions	4,678.51	4,502.08	176.43	3.92%
7160 · Vehicle Fuel	13,156.75	7,319.31	5,837.44	79.75%
7165 · Medical Equip. Maintenance	482.17	3,454.00	-2,971.83	-86.04%
7170 · Elections	2,573.34	0.00	2,573.34	100.0%
7173 · Community Outreach/Dept Morale	1,795.98	1,636.94	159.04	9.72%
7185 · Miscellaneous Expense	2,898.37	1,630.36	1,268.01	77.78%

Jefferson County Emergency Medical Services
Profit & Loss Prev Year Comparison
July through December 2021

	<u>Jul - Dec 21</u>	<u>Jul - Dec 20</u>	<u>\$ Change</u>	<u>% Change</u>
7186 · Travel Expenses	38.30	179.79	-141.49	-78.7%
7500 · Grant Expenses\$				
7600 · Military FEMA Grant-COVID19				
7601 · COVID - Medical Supplies	1,200.39	3,981.37	-2,780.98	-69.85%
7600 · Military FEMA Grant-COVID19 - Other	0.00	321.71	-321.71	-100.0%
Total 7600 · Military FEMA Grant-COVID19	<u>1,200.39</u>	<u>4,303.08</u>	<u>-3,102.69</u>	<u>-72.1%</u>
Total 7500 · Grant Expenses\$	<u>1,200.39</u>	<u>4,303.08</u>	<u>-3,102.69</u>	<u>-72.1%</u>
7000 · Materials and Services - Other	0.00	25.00	-25.00	-100.0%
Total 7000 · Materials and Services	<u>192,814.30</u>	<u>158,346.60</u>	<u>34,467.70</u>	<u>21.77%</u>
8000 · Capital Outlay				
8010 · Medical Equipment	16,831.36	0.00	16,831.36	100.0%
8040 · Vehicle Purchase	0.00	1,484.80	-1,484.80	-100.0%
8070 · Building Construction	0.00	3,411.50	-3,411.50	-100.0%
Total 8000 · Capital Outlay	<u>16,831.36</u>	<u>4,896.30</u>	<u>11,935.06</u>	<u>243.76%</u>
8100 · Debt Services				
8042 · Vehicle Payments	0.00	35,460.00	-35,460.00	-100.0%
8041 · Interest	0.00	2,836.25	-2,836.25	-100.0%
Total 8100 · Debt Services	<u>0.00</u>	<u>38,296.25</u>	<u>-38,296.25</u>	<u>-100.0%</u>
8900 · Other Expenses				
8950 · Bad Debt	-4,864.91	10,497.73	-15,362.64	-146.34%
Total 8900 · Other Expenses	<u>-4,864.91</u>	<u>10,497.73</u>	<u>-15,362.64</u>	<u>-146.34%</u>
6560 · Payroll Expenses				
6100 · Gross Wages	484,111.74	445,300.37	38,811.37	8.72%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	13,900.34	10,595.60	3,304.74	31.19%
6130 · SUTA	4,464.75	2,539.73	1,925.02	75.8%
6135 · WBF Assessment	265.39	252.33	13.06	5.18%
6150 · SAIF	11,472.23	10,039.76	1,432.47	14.27%
Total 6109 · Payroll Taxes	<u>30,102.71</u>	<u>23,427.42</u>	<u>6,675.29</u>	<u>28.49%</u>
6600 · Employee Benefits				
6535 · Health & Wellness	347.99	300.00	47.99	16.0%
6510 · Health Insurance	94,854.04	85,152.66	9,701.38	11.39%
6140 · Retirement	80,278.03	72,827.72	7,450.31	10.23%
6515 · Disability	2,086.56	1,937.52	149.04	7.69%
6520 · Life Insurance	994.56	923.52	71.04	7.69%
6530 · Dental Payments	1,720.44	6,512.36	-4,791.92	-73.58%
Total 6600 · Employee Benefits	<u>180,281.62</u>	<u>167,653.78</u>	<u>12,627.84</u>	<u>7.53%</u>
Total 6560 · Payroll Expenses	<u>694,496.07</u>	<u>636,381.57</u>	<u>58,114.50</u>	<u>9.13%</u>
Total Expense	<u>976,756.09</u>	<u>848,418.45</u>	<u>128,337.64</u>	<u>15.13%</u>
Net Ordinary Income	<u>121,615.12</u>	<u>417,800.65</u>	<u>-296,185.53</u>	<u>-70.89%</u>
Net Income	<u>121,615.12</u>	<u>417,800.65</u>	<u>-296,185.53</u>	<u>-70.89%</u>

JEFFERSON COUNTY EMS DISTRICT
RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS
FOR FISCAL YEAR 2021/2022
WITH A FUND IN ACCORDANCES WITH ORS 294.450(1)

RESOLUTION No. 21-03

BE IT RESOLVED that the Board of Directors of the Jefferson County Emergency Medical Services District hereby APPROVES this transfer of appropriations required as a result of unforeseen expenses regarding capital outlay occurring subsequent to the adoption of the budget for fiscal year beginning July 1, 2021, and ending June 30, 2022, and in accordance with ORS 294450(1).

BE IT RESOLVED that the following transfer be made:

General Fund

Transfer from:

8930 Contingency (General Fund)	25,000
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Transfer to:

8900 Capital Outlay	25,000
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The above resolution was passed and adopted by the Jefferson County EMS District Board on February 14, 2022.

X _____
Signature: Mike Ahern, Chair, Board of Directors

X _____
Attest to: David Budden, Secretary, Board of Directors