



## 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

January 10, 2022

6:00 pm

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Jefferson County EMS District is offering this meeting via ZOOM.

**Join via ZOOM:**

<https://us02web.zoom.us/j/85334235238?pwd=emRLVW42dIVQUjFNQ1FVNnVFWUkVndz09>

Passcode: 629762

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

- VI. Public Comments**

## VII. Reports

### A. Chief's Report

#### i. COVID-19:

<b>Response Report</b>		
	<b>2020</b>	<b>2021</b>
<b>Total Responses for December</b>	<b>398</b>	<b>256</b>
BLS Calls	137	66
ALS Calls	153	89
Specialty Care Transports	18	14
Driver for Air Ambulance		
<b>Non-Transport Calls</b>	<b>87</b>	<b>87</b>
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

### C. Budget Report

	<b>December 2021</b>
Checking	80,601.62
Equipment Fund	823,162.93
Investment Pool	651,366.60
<b>Total Balance</b>	<b>1,555,131.15</b>

### D. Personnel Report:

**VIII. Old Business**

- A. **JCEMSD-JCFD#1 Coalition Working Group:** Meeting January 5<sup>th</sup>. Jeff Blake is the new Fire Chief.

**IX. New Business**

- A.

**X. Good of the Order**

- A.

**XI. Meeting Adjournment**



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*"We are the Warmth of Promise"*

**JEFFERSON COUNTY EMS DISTRICT  
BOARD MEETING MINUTES  
December 13, 2021**

**I. Call Board Meeting to Order**

The Jefferson County EMS District Board Meeting was called to order by Chair Mike Ahern at 07:00 p.m. on Monday December 13, 2021, 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:**

Steve Heydon

**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:**

Elaine Budden, Mick Knobel, Auditors from Price and Fronk, Heather McMeekin and Margi Heater

**ZOOM Participants:**

No Participants

**III. Changes/Additions to Regular Agenda**

There were no changes to the regular agenda.

#### **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 November 8, 2021, Board Meeting Minutes

B. Approval of payment of the bills for November 2021

MOTION: That we approve the consent agenda as presented.

MOVED: Joe Krenowicz

SECONDED: Dave Budden

PASSED: 4/0

Janet Brown made a motion to reconsider the minutes of the Oct 11, 2021 minutes. The names Jake Schwab and Gretchen Schlie, appointed alternate, be corrected and Bob Buckner representing the Lake Billy Chinook Fire District.

Joe Krenowicz seconded the motion

Correction was passed 4/0

#### **V. Public Comments**

##### **New Business:**

Auditors presented their Audit of fiscal year 07/01/2020 thru 06/30/2021.

Motion was made to approve the audit by Dave Budden

Motion 2<sup>nd</sup> by Joe Krenowicz

Passed 4/0

Mick Knobel discussed with the board the reasons for some deficits in the budget and the corrective process being taken in the future. Mick states that we overspent in material and services because we were netting the cost of GEMT in the wrong line item in quick books. He has subsequently created another line item in cost and expenses so this will show on the audit correctly in the future.

#### **VI. Reports**

##### **A. Chief's Report**

Investment Pool	651,017.39
<b>Total Balance</b>	<b>1,539,955.95</b>

We made our payment of \$64,566.06 for GEMT, paid our quarterly dispatch bill and bill for our audit. Per Chief Lepin the budget year of 21-22 is on track.

**D. Personnel Report:**

Janet Brown inquired about staffing out at the Culver Station, per Chief Lepin with all the maintenance issues being done on the ambulances and extra mileage going to Culver puts on the ambulances, he had put a hold to having a crew stage in Culver. New Shift change in January, will be staging in Culver from 2:00 to 7:00 pm daily, seven days a week.

**VII. Old Business**

- A. **JCEMSD-JCFD#1 Coalition Working Group:** The working group is moving forward with a goal of a functional merge starting July 1, 2022.
- B. **OHA Variance:** We have been approved for the variance. The variance is approved by an annual basis so we will need to renew next year.

**VIII. New Business**

- A. **Audit:** report moved to beginning of meeting

**IX. Good of the Order**

- A. **Ambulance 2171:** This ambulance has some mechanical issues that makes it undesirable for the college. The Chief is asking that we sell it instead by means of a silent bid

Janet Brown made a motion that the board approve the sale of the old ambulance by silent bid with a minimum bid.

Motion 2<sup>nd</sup> by Mike Ahern

Passed 4/0

- B. **ZOOM:** Joe Krenowicz brought up that the zoom meeting link is not accessible through the company web site. Chief Lepin stated he'd be looking into why the link is not working
- C. **Meeting Time:** Joe Krenowicz made a motion that the board consider moving the meeting time up to 6:00 pm from 7:00 pm, Janet Brown 2<sup>nd</sup> the motion

**Jefferson County Emergency Medical Services**  
**Balance Sheet**  
 As of November 30, 2021

	Nov 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Checking Account	130,186.80
1040 · Petty Cash	188.66
1050 · Equipment Fund	823,162.93
1060 · Deposit	64.35
1070 · Cash - Investment Pool	651,366.60
<b>Total Checking/Savings</b>	1,604,969.34
<b>Accounts Receivable</b>	
1100 · Accounts Receivable	543,818.51
<b>Total Accounts Receivable</b>	543,818.51
<b>Other Current Assets</b>	
1695 · Prepays	9,415.56
1300 · Inventory	49,378.47
Accounts Receivable - Other	-1,450.90
1210 · Allow For Uncollectable	-65,197.91
1701 · Net OPEB Asset	2,388.55
<b>Total Other Current Assets</b>	-5,466.23
<b>Total Current Assets</b>	2,143,321.62
<b>Fixed Assets</b>	
1220 · Real Property & Improvements	-187,884.95
R220 · Real Property & Improvement	187,884.95
1240 · Vehicles	53.94
1260 · Office Furniture & Machines	15.30
<b>Total Fixed Assets</b>	69.24
<b>TOTAL ASSETS</b>	<b>2,143,390.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
1699 · Columbia Bank #0445	195.69
<b>Total Credit Cards</b>	195.69
<b>Other Current Liabilities</b>	
Accounts Payable - Other	44,579.27
<b>2000 · Payroll Liabilities</b>	
2010 · Federal FICA/FWT	11,729.80
2090 · Oregon Withholding	5,147.00
2060 · Oregon Unemployment	1,302.19
2065 · Oregon WBF Assessment	179.78
2066 · Statewide Transit Tax	149.29
2070 · PERS	17,472.13
2140 · PEN 457 Plan	100.00
2160 · Accrued Health Insurance	14,947.04

Jefferson County Emergency Medical Services  
**Balance Sheet**  
As of November 30, 2021

	<u>Nov 30, 21</u>
2165 · SDIS Disability & Life Ins	647.62
Total 2000 · Payroll Liabilities	<u>51,674.85</u>
Total Other Current Liabilities	<u>96,254.12</u>
Total Current Liabilities	<u>96,449.81</u>
Total Liabilities	96,449.81
Equity	
4100 · Fund Balance	821,243.00
3900 · Retained Earnings	975,757.06
Net Income	249,940.99
Total Equity	<u>2,046,941.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,143,390.86</u></u>



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

	<u>Jul - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5205 · Uncompensated Medicaid GEMT Svc	0.00	250,000.00	-250,000.00	0.0%
5200 · General Revenue	55,216.92			
5910 · Interest Earned	3,813.00	790.00	3,023.00	482.66%
5930 · User Fees				
5931 · Recovered Bad Debts	4,487.07			
5930 · User Fees - Other	904,667.93	1,636,000.00	-731,332.07	55.3%
<b>Total 5930 · User Fees</b>	<b>909,155.00</b>	<b>1,636,000.00</b>	<b>-726,845.00</b>	<b>55.57%</b>
5950 · Sale of Equipment	0.00	840.00	-840.00	0.0%
5960 · Pro Med Sales	8,340.00	20,000.00	-11,660.00	41.7%
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	605.00			
9000 · Credits				
9060 · Refund Overpayment	-4,434.14			
9000 · Credits - Other	-4.05			
<b>Total 9000 · Credits</b>	<b>-4,438.19</b>			
<b>Total Income</b>	<b>972,877.41</b>	<b>2,050,593.00</b>	<b>-1,077,715.59</b>	<b>47.44%</b>
<b>Gross Profit</b>	<b>972,877.41</b>	<b>2,050,593.00</b>	<b>-1,077,715.59</b>	<b>47.44%</b>
<b>Expense</b>				
7000 · Materials and Services				
7192 · Stop the Bleed Supplies	0.00	2,500.00	-2,500.00	0.0%
7201 · Credit Card Fees	1,781.70	3,900.00	-2,118.30	45.69%
7080 · Patient Care Items	29,042.10	60,000.00	-30,957.90	48.4%
7085 · Office Supply	6,810.48	20,000.00	-13,189.52	34.05%
7090 · Uniforms and Laundry	3,922.81	7,000.00	-3,077.19	56.04%
7095 · Legal Expense	4,415.00	10,000.00	-5,585.00	44.15%
7100 · Vehicle Maintenance	17,188.15	11,000.00	6,188.15	156.26%
7110 · Audit Expense	0.00	20,000.00	-20,000.00	0.0%
7111 · Outside Services	10,860.00	30,000.00	-19,140.00	36.2%
7112 · Advising Physician (Dr. Parker)	1,000.00	2,000.00	-1,000.00	50.0%
7115 · Building Maintenance	3,664.97	7,000.00	-3,335.03	52.36%
7120 · Utilities	6,346.99	17,000.00	-10,653.01	37.34%
7130 · Insurance	0.00	18,250.00	-18,250.00	0.0%
7135 · Radio Maintenance	3,668.94	2,700.00	968.94	135.89%
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	2,143.63	5,000.00	-2,856.37	42.87%
7145 · Dispatch	16,603.50	66,415.00	-49,811.50	25.0%
7150 · Pro Med Expense	0.00	500.00	-500.00	0.0%
7155 · Dues and Subscriptions	3,518.70	7,000.00	-3,481.30	50.27%
7160 · Vehicle Fuel	11,176.15	17,000.00	-5,823.85	65.74%
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	1,016.37	3,000.00	-1,983.63	33.88%
7175 · Volunteer Functions, Award	0.00	2,000.00	-2,000.00	0.0%
7185 · Miscellaneous Expense	1,403.66	4,000.00	-2,596.34	35.09%
7186 · Travel Expenses	0.00	4,300.00	-4,300.00	0.0%

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

	<u>Jul - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	608.69			
Total 7600 · Military FEMA Grant-COVID19	608.69			
7500 · Grant Expenses\$ - Other	0.00	130,000.00	-130,000.00	0.0%
Total 7500 · Grant Expenses\$	608.69	130,000.00	-129,391.31	0.47%
Total 7000 · Materials and Services	131,107.39	465,265.00	-334,157.61	28.18%
8000 · Capital Outlay				
8010 · Medical Equipment	16,816.83	15,000.00	1,816.83	112.11%
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	16,816.83	61,500.00	-44,683.17	27.34%
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	3,088.81			
Total 8900 · Other Expenses	3,088.81	150,000.00	-146,911.19	2.06%
6560 · Payroll Expenses				
6100 · Gross Wages	396,622.46	966,280.00	-569,657.54	41.05%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	11,225.20			
6130 · SUTA	3,831.11			
6135 · WBF Assessment	219.33			
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	26,747.87	74,500.00	-47,752.13	35.9%
6600 · Employee Benefits				
6535 · Health & Wellness	300.00	4,200.00	-3,900.00	7.14%
6510 · Health Insurance	78,315.40	216,734.00	-138,418.60	36.13%
6140 · Retirement	65,692.70	149,000.00	-83,307.30	44.09%
6515 · Disability	1,713.96			
6520 · Life Insurance	816.96			
6530 · Dental Payments	1,714.04	7,700.00	-5,985.96	22.26%
6160 · SDI - Other, Life Ins, S/T Dis	0.00	5,500.00	-5,500.00	0.0%
Total 6600 · Employee Benefits	148,553.06	383,134.00	-234,580.94	38.77%
Total 6560 · Payroll Expenses	571,923.39	1,423,914.00	-851,990.61	40.17%
Total Expense	722,936.42	2,100,679.00	-1,377,742.58	34.41%
Net Ordinary Income	249,940.99	-50,086.00	300,026.99	-499.02%
Net Income	249,940.99	-50,086.00	300,026.99	-499.02%

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

	<u>Jul - Nov 21</u>	<u>Jul - Nov 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5200 · General Revenue	55,216.92	254,988.99	-199,772.07	-78.35%
5910 · Interest Earned	3,813.00	6,154.95	-2,341.95	-38.05%
5930 · User Fees				
5931 · Recovered Bad Debts	4,487.07	0.00	4,487.07	100.0%
5930 · User Fees - Other	904,667.93	854,984.49	49,683.44	5.81%
<b>Total 5930 · User Fees</b>	<b>909,155.00</b>	<b>854,984.49</b>	<b>54,170.51</b>	<b>6.34%</b>
5960 · Pro Med Sales	8,340.00	8,897.87	-557.87	-6.27%
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	605.00	315.00	290.00	92.06%
9000 · Credits				
REIMBURSEMENT CONTRACT	0.00	-104.04	104.04	100.0%
9060 · Refund Overpayment	-4,434.14	-7,327.64	2,893.50	39.49%
9010 · Bad Debt	0.00	1,418.20	-1,418.20	-100.0%
9000 · Credits - Other	-4.05	-0.85	-3.20	-376.47%
<b>Total 9000 · Credits</b>	<b>-4,438.19</b>	<b>-6,014.33</b>	<b>1,576.14</b>	<b>26.21%</b>
<b>Total Income</b>	<b>972,877.41</b>	<b>1,120,944.88</b>	<b>-148,067.47</b>	<b>-13.21%</b>
<b>Gross Profit</b>	<b>972,877.41</b>	<b>1,120,944.88</b>	<b>-148,067.47</b>	<b>-13.21%</b>
<b>Expense</b>				
7000 · Materials and Services				
7201 · Credit Card Fees	1,781.70	1,029.52	752.18	73.06%
7080 · Patient Care Items	29,042.10	38,211.57	-9,169.47	-24.0%
7085 · Office Supply	6,810.48	4,711.48	2,099.00	44.55%
7090 · Uniforms and Laundry	3,922.81	4,716.27	-793.46	-16.82%
7095 · Legal Expense	4,415.00	1,865.00	2,550.00	136.73%
7100 · Vehicle Maintenance	17,188.15	3,912.63	13,275.52	339.3%
7110 · Audit Expense	0.00	11,500.00	-11,500.00	-100.0%
7111 · Outside Services	10,860.00	11,691.00	-831.00	-7.11%
7112 · Advising Physician (Dr. Parker)	1,000.00	0.00	1,000.00	100.0%
7115 · Building Maintenance	3,664.97	2,883.83	781.14	27.09%
7120 · Utilities	6,346.99	6,127.39	219.60	3.58%
7130 · Insurance	0.00	243.36	-243.36	-100.0%
7135 · Radio Maintenance	3,668.94	1,439.28	2,229.66	154.92%
7136 · Computer Maintenance	1,120.00	913.00	207.00	22.67%
7163 · Rent	1,760.04	1,691.70	68.34	4.04%
7140 · Training	2,143.63	3,936.00	-1,792.37	-45.54%
7145 · Dispatch	16,603.50	16,042.00	561.50	3.5%
7155 · Dues and Subscriptions	3,518.70	3,509.09	9.61	0.27%
7160 · Vehicle Fuel	11,176.15	6,009.50	5,166.65	85.98%
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	1,016.37	541.99	474.38	87.53%
7185 · Miscellaneous Expense	1,403.66	1,591.36	-187.70	-11.8%
7186 · Travel Expenses	0.00	179.79	-179.79	-100.0%
7500 · Grant Expenses\$				
7600 · Military FEMA Grant-COVID19				
7601 · COVID - Medical Supplies	608.69	3,618.13	-3,009.44	-83.18%
<b>Total 7600 · Military FEMA Grant-COVID19</b>	<b>608.69</b>	<b>3,618.13</b>	<b>-3,009.44</b>	<b>-83.18%</b>

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

	<u>Jul - Nov 21</u>	<u>Jul - Nov 20</u>	<u>\$ Change</u>	<u>% Change</u>
Total 7500 · Grant Expenses\$	608.69	3,618.13	-3,009.44	-83.18%
7000 · Materials and Services - Other	0.00	25.00	-25.00	-100.0%
Total 7000 · Materials and Services	131,107.39	129,842.89	1,264.50	0.97%
8000 · Capital Outlay				
8010 · Medical Equipment	16,816.83	0.00	16,816.83	100.0%
8040 · Vehicle Purchase	0.00	1,484.80	-1,484.80	-100.0%
Total 8000 · Capital Outlay	16,816.83	1,484.80	15,332.03	1,032.6%
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	0.00	38,296.25	-38,296.25	-100.0%
8900 · Other Expenses				
8950 · Bad Debt	3,088.81	13,006.31	-9,917.50	-76.25%
Total 8900 · Other Expenses	3,088.81	13,006.31	-9,917.50	-76.25%
6560 · Payroll Expenses				
6100 · Gross Wages	396,622.46	370,530.48	26,091.98	7.04%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	11,225.20	8,468.69	2,756.51	32.55%
6130 · SUTA	3,831.11	2,347.07	1,484.04	63.23%
6135 · WBF Assessment	219.33	207.01	12.32	5.95%
6150 · SAIF	11,472.23	10,039.76	1,432.47	14.27%
Total 6109 · Payroll Taxes	26,747.87	21,062.53	5,685.34	26.99%
6600 · Employee Benefits				
6535 · Health & Wellness	300.00	0.00	300.00	100.0%
6510 · Health Insurance	78,315.40	70,960.55	7,354.85	10.37%
6140 · Retirement	65,692.70	61,705.13	3,987.57	6.46%
6515 · Disability	1,713.96	1,614.60	99.36	6.15%
6520 · Life Insurance	816.96	769.60	47.36	6.15%
6530 · Dental Payments	1,714.04	7,477.96	-5,763.92	-77.08%
Total 6600 · Employee Benefits	148,553.06	142,527.84	6,025.22	4.23%
Total 6560 · Payroll Expenses	571,923.39	534,120.85	37,802.54	7.08%
Total Expense	722,936.42	716,751.10	6,185.32	0.86%
Net Ordinary Income	249,940.99	404,193.78	-154,252.79	-38.16%
Net Income	249,940.99	404,193.78	-154,252.79	-38.16%



**EMERGENCY MANAGEMENT**

511 Washington Street, Suite 102 • The Dalles, OR 97058

p: [541] 506-2790 • f: [541] 506-2791 • [www.co.wasco.or.us](http://www.co.wasco.or.us)

*Pioneering pathways to prosperity.*

Chief Michael Lepin  
Jefferson County EMS District  
360 SW Culver Hwy  
Madras, OR 97741

Dear Chief Lepin,

Our records indicate that the Ambulance Service Contract between Jefferson County EMS District and Wasco County has expired and a renewal application is needed. Wasco County would like you to respond to the solicitation on the Wasco County Webpage, for the Ambulance service for Ambulance Service Area (ASA) 5. If Jefferson County EMS District would like to continue being the ASA Provider for ASA 5, a renewal application will need to be received no later than 17 January 2022. If Jefferson County EMS District wishes to vacate, a one-hundred and eighty days (180) written notice would need to be received as stated in Section 7.4 in the ASA plan.

The required documentation (Financial Responsibility Form, Proposal Document, Bid Work Sheet, ASA application) can be found in Appendix B in the ASA Plan. The normal deadline of receiving the documentation of 45 days prior to January 2<sup>nd</sup> has been waved; the application and documentation are now requested to be received no later than 17 January 2022. All applications and supporting documentation or a letter notifying Wasco County that the ASA provider wishes to no longer provide the service and vacate the ASA shall be submitted by first-class mail addressed to:

Wasco County Ambulance Service Area Coordinator  
Wasco County Emergency Management  
511 Washington Street Suite 102  
The Dalles, Oregon 97058

Respectfully,

  
Sheridan McClellan, Emergency Manager  
Wasco County Ambulance Service Area Coordinator  
Wasco County Emergency Management  
Email: [sheridanm@co.wasco.or.us](mailto:sheridanm@co.wasco.or.us)  
Phone: 541-506- 2790