



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

March 14, 2022

6:00 pm

Jefferson County EMS District is offering this meeting via ZOOM.

Join via ZOOM:

<https://us02web.zoom.us/j/85416989081?pwd=UEhwalEwbUxHRmNNTko2MWhBUFRpQT09>

Passcode: 355177

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 February 14, 2022, Board Meeting Minutes
- B. Approval of payment of the bills for February 2022

- VI. Public Comments**

VII. Reports

A. Chief's Report

i. COVID-19:

1. Mask Mandate removed by March 12th, maybe sooner
2. COVID Count

Response Report		
	2021	2022
Total Responses for February	210	249
BLS Calls	13	45
ALS Calls	96	107
Specialty Care Transports	13	10
Driver for Air Ambulance	1	1
Non-Transport Calls	87	86
Agency Assist		1
Agency Assist for WSF&S	8	
Cancellations		
Blood Draws		1
Fire Standbys	4	6
Lift Assists	12	18
MVC-Non Injury	9	18
Other	10	3
Welfare Checks	44	39
Billable Miles	1971.1	2887.7
COVID-19 Inter-Facility Transports	8	19
ProMed Membership	430	440

B. Volunteer Report

C. Budget Report

	March, 2022
Checking	446,552.14
Equipment Fund	823,514.71
Investment Pool	651,644.96
Total Balance	1,921,711.81



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"

JEFFERSON COUNTY EMS DISTRICT BOARD MEETING MINUTES February 14, 2022

I. Call Board Meeting to Order

The Jefferson County EMS District Board Meeting was called to order by Mike Ahern at 06:04 p.m. on Monday February 14, 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; Joe Krenowicz, Treasurer; Janet Brown, Personnel Officer;
David Budden, Secretary

Board Members Absent:

Steve Heydon, Vice-Chair

Staff Members in Attendance or on Virtual Conference:

Chief Michael Lepin; Tina 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

There were no changes to the regular agenda.

IV. Board of Directors Consent Agenda

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:** Things are going great, next meeting 03/07/2022, Chief to update consolidation.

C. **Budget Report**

	February 2022
Checking	328,687.54
Equipment Fund	823,514.71
Investment Pool	651,644.96
Total Balance	1,803,847.21

D. **Personnel Report:** All is going well with budget, no over budget lines to report, Chief Lepin reported he has hired a couple new paramedics and new EMTs, bought an auto loader and stretcher for 2171

VII. Old Business

A. **JCEMSD-JCFD#1 Coalition Working Group:** Administrative move and partial staff move in March. Chief Lepin reported that he has not been receiving all company emails, therefore he was missed being notified of a consolidation group meeting. There was a discussion of the New Uniforms and shirts to be issued when consolidated. Chief Lepin reported that starting in March 2022 the ambulance crews will meet at station 2101 complete rig checks and maintenance then take the ambulances over to fire hall and spend days there training and running calls, then return to 2101 for the evening and the ambulance crews will sleep at 2101 until appropriate sleeping arrangements can be made at the Fire hall.

VIII. New Business

- A. **Resolution No. 21-03 Transfer of Funds for a Staff Vehicle:** Chief Lepin reported that Fire Chief Jeff Blake requested Chief Lepin to look into purchasing another vehicle for Chief Lepin to use as a command vehicle and have the white car be used by the office staff to run errands, and such as needed.

MOTION: To move \$25,000 from Line 8930 – Contingency Fund to Line 8900 – Capital Outlay for the purpose of purchasing a command vehicle.

MOVED: Janet Brown

SECONDED: Joe Krenowicz

PASSED: 4/0

IX. Good of the Order

- A. **JCEMSD-JCFD Awards Banquet:** on April 22nd at the Inn of Cross Keys Station
- B. Dr. Andrew Parker stepping down as medical director, Chief Lepin is actively looking for a replacement.
- C. After the merge with the fire department Chief Lepin stated he will be taking over the EMS training.
- D. Paul Sumner, reported that he was recently transported by JCEMS to Bend, and he stated he had excellent care and the crews were very respectful and caring. He was pleased with his care and the quality of the training of the staff.

X. Meeting Adjournment

The meeting was adjourned at 07:00 pm.

Minutes prepared by:

Reviewed by:

Tina Bolton, Office Manager

David Budden, Secretary

Jefferson County Emergency Medical Services
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking Account	301,722.30
1040 · Petty Cash	188.66
1050 · Equipment Fund	823,914.04
1060 · Deposit	64.35
1070 · Cash - Investment Pool	636,958.84
Total Checking/Savings	<u>1,762,848.19</u>
Accounts Receivable	
1100 · Accounts Receivable	418,144.17
Total Accounts Receivable	<u>418,144.17</u>
Other Current Assets	
1695 · Prepays	9,415.56
1300 · Inventory	49,378.47
1210 · Allow For Uncollectable	-60,187.18
1701 · Net OPEB Asset	2,388.55
Total Other Current Assets	<u>995.40</u>
Total Current Assets	<u>2,181,987.76</u>
Fixed Assets	
1220 · Real Property & Improvements	-187,884.95
R220 · Real Property & Improvement	187,884.95
Total Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>2,181,987.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1699 · Columbia Bank #0445	1,440.86
Total Credit Cards	<u>1,440.86</u>
Other Current Liabilities	
Accounts Payable - Other	44,579.27
2000 · Payroll Liabilities	
2010 · Federal FICA/FWT	10,534.68
2090 · Oregon Withholding	4,946.00
2060 · Oregon Unemployment	849.09
2065 · Oregon WBF Assessment	92.92
2066 · Statewide Transit Tax	72.97
2070 · PERS	17,880.48
2140 · PEN 457 Plan	100.00
2160 · Accrued Health Insurance	15,265.52
2165 · SDIS Disability & Life Ins	572.28
Total 2000 · Payroll Liabilities	<u>50,313.94</u>
Total Other Current Liabilities	<u>94,893.21</u>

Jefferson County Emergency Medical Services
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
Total Current Liabilities	<u>96,334.07</u>
Total Liabilities	96,334.07
Equity	
4100 · Fund Balance	821,243.00
3900 · Retained Earnings	975,637.82
Net Income	<u>288,772.87</u>
Total Equity	<u>2,085,653.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,181,987.76</u></u>

**Jefferson County Emergency Medical Services
Profit & Loss Budget vs. Actual
July 2021 through January 2022**

G

	<u>Jul '21 - Jan 22</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	347,503.11			
5910 · Interest Earned	5,381.54	790.00	4,591.54	681.21%
5930 · User Fees				
5931 · Recovered Bad Debts	7,292.80			
5930 · User Fees - Other	1,079,671.62	1,636,000.00	-556,328.38	66.0%
Total 5930 · User Fees	1,086,964.42	1,636,000.00	-549,035.58	66.44%
5950 · Sale of Equipment	0.00	840.00	-840.00	0.0%
5960 · Pro Med Sales	13,320.00	20,000.00	-6,680.00	66.6%
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	-12,532.14			
9000 · Credits - Other	-4.05			
Total 9000 · Credits	-12,536.19			
Total Income	1,441,588.56	2,050,593.00	-609,004.44	70.3%
Cost of Goods Sold				
50000 · Cost of Goods Sold	-5.84			
Total COGS	-5.84			
Gross Profit	1,441,594.40	2,050,593.00	-608,998.60	70.3%
Expense				
7000 · Materials and Services				
7192 · Stop the Bleed Supplies	0.00	2,500.00	-2,500.00	0.0%
7201 · Credit Card Fees	2,309.25	3,900.00	-1,590.75	59.21%
7080 · Patient Care Items	38,768.05	60,000.00	-21,231.95	64.61%
7085 · Office Supply	9,917.06	20,000.00	-10,082.94	49.59%
7090 · Uniforms and Laundry	5,011.21	7,000.00	-1,988.79	71.59%
7095 · Legal Expense	5,685.00	10,000.00	-4,315.00	56.85%
7100 · Vehicle Maintenance	23,040.00	11,000.00	12,040.00	209.46%
7110 · Audit Expense	21,250.00	20,000.00	1,250.00	106.25%
7111 · Outside Services	16,545.56	30,000.00	-13,454.44	55.15%
7112 · Advising Physician (Dr. Parker)	1,500.00	2,000.00	-500.00	75.0%
7115 · Building Maintenance	4,256.77	7,000.00	-2,743.23	60.81%
7120 · Utilities	8,864.26	17,000.00	-8,135.74	52.14%
7130 · Insurance	20,950.00	18,250.00	2,700.00	114.8%
7135 · Radio Maintenance	4,003.94	2,700.00	1,303.94	148.29%
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	3,738.58	5,000.00	-1,261.42	74.77%
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	5,075.68	7,000.00	-1,924.32	72.51%
7160 · Vehicle Fuel	15,134.10	17,000.00	-1,865.90	89.02%
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	2,002.15	3,000.00	-997.85	66.74%
7175 · Volunteer Functions, Award	0.00	2,000.00	-2,000.00	0.0%
7185 · Miscellaneous Expense	3,434.65	4,000.00	-565.35	85.87%
7186 · Travel Expenses	38.30	4,300.00	-4,261.70	0.89%

**Jefferson County Emergency Medical Services
Profit & Loss Budget vs. Actual
July 2021 through January 2022**

G

	<u>Jul '21 - Jan 22</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%
7301 · Oregon Health Auth GEMT req mat	77,479.27			
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	309,346.77	465,265.00	-155,918.23	66.49%
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	14,800.00	30,000.00	-15,200.00	49.33%
Total 8000 · Capital Outlay	31,631.36	61,500.00	-29,868.64	51.43%
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	-2,006.92			
Total 8900 · Other Expenses	-2,006.92	150,000.00	-152,006.92	-1.34%
6560 · Payroll Expenses				
6100 · Gross Wages	562,810.88	966,280.00	-403,469.12	58.25%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	15,906.18			
6130 · SUTA	5,313.84			
6135 · WBF Assessment	311.85			
6150 · SAIF	16,852.11	23,000.00	-6,147.89	73.27%
6109 · Payroll Taxes - Other	0.00	51,500.00	-51,500.00	0.0%
Total 6109 · Payroll Taxes	38,383.98	74,500.00	-36,116.02	51.52%
6600 · Employee Benefits				
6535 · Health & Wellness	347.99	4,200.00	-3,852.01	8.29%
6510 · Health Insurance	111,130.33	216,734.00	-105,603.67	51.28%
6140 · Retirement	94,548.74	149,000.00	-54,451.26	63.46%
6515 · Disability	2,409.48			
6520 · Life Insurance	1,148.48			
6530 · Dental Payments	3,070.44	7,700.00	-4,629.56	39.88%
6160 · SDI - Other, Life Ins, S/T Dis	0.00	5,500.00	-5,500.00	0.0%
Total 6600 · Employee Benefits	212,655.46	383,134.00	-170,478.54	55.5%
Total 6560 · Payroll Expenses	813,850.32	1,423,914.00	-610,063.68	57.16%
Total Expense	1,152,821.53	2,100,679.00	-947,857.47	54.88%
Net Ordinary Income	288,772.87	-50,086.00	338,858.87	-576.55%
Other Income/Expense				
Other Expense				
Suspense	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>288,772.87</u>	<u>-50,086.00</u>	<u>338,858.87</u>	<u>-576.55%</u>

**Jefferson County Emergency Medical Services
Profit & Loss Prev Year Comparison
July 2021 through January 2022**

	<u>Jul '21 - Jan 22</u>	<u>Jul '20 - Jan 21</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
5200 · General Revenue	347,503.11	255,388.99	92,114.12	36.07%
5910 · Interest Earned	5,381.54	8,258.82	-2,877.28	-34.84%
5930 · User Fees				
5931 · Recovered Bad Debts	7,292.80	0.00	7,292.80	100.0%
5930 · User Fees - Other	1,079,671.62	1,047,880.67	31,790.95	3.03%
Total 5930 · User Fees	1,086,964.42	1,047,880.67	39,083.75	3.73%
5960 · Pro Med Sales	13,320.00	11,957.87	1,362.13	11.39%
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	-12,532.14	-10,370.16	-2,161.98	-20.85%
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	-12,536.19	-9,257.99	-3,278.20	-35.41%
Total Income	1,441,588.56	1,316,161.27	125,427.29	9.53%
Cost of Goods Sold				
50000 · Cost of Goods Sold	-5.84	0.00	-5.84	-100.0%
Total COGS	-5.84	0.00	-5.84	-100.0%
Gross Profit	1,441,594.40	1,316,161.27	125,433.13	9.53%
Expense				
7000 · Materials and Services				
7200 · Bank Fees	0.00	170.25	-170.25	-100.0%
7201 · Credit Card Fees	2,309.25	2,473.90	-164.65	-6.66%
7080 · Patient Care Items	38,768.05	45,444.37	-6,676.32	-14.69%
7085 · Office Supply	9,917.06	6,926.17	2,990.89	43.18%
7090 · Uniforms and Laundry	5,011.21	5,290.77	-279.56	-5.28%
7095 · Legal Expense	5,685.00	3,075.00	2,610.00	84.88%
7100 · Vehicle Maintenance	23,040.00	9,123.97	13,916.03	152.52%
7110 · Audit Expense	21,250.00	20,250.00	1,000.00	4.94%
7111 · Outside Services	16,545.56	14,982.00	1,563.56	10.44%
7112 · Advising Physician (Dr. Parker)	1,500.00	0.00	1,500.00	100.0%
7115 · Building Maintenance	4,256.77	3,194.51	1,062.26	33.25%
7120 · Utilities	8,864.26	9,578.39	-714.13	-7.46%
7130 · Insurance	20,950.00	243.36	20,706.64	8,508.65%
7135 · Radio Maintenance	4,003.94	2,261.41	1,742.53	77.06%
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	3,738.58	4,186.00	-447.42	-10.69%
7145 · Dispatch	33,207.00	16,042.00	17,165.00	107.0%
7155 · Dues and Subscriptions	5,075.68	4,515.07	560.61	12.42%
7160 · Vehicle Fuel	15,134.10	8,947.09	6,187.01	69.15%
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	2,002.15	1,636.94	365.21	22.31%
7185 · Miscellaneous Expense	3,434.65	2,176.48	1,258.17	57.81%
7186 · Travel Expenses	38.30	179.79	-141.49	-78.7%
7301 · Oregon Health Auth GEMT req mat	77,479.27	0.00	77,479.27	100.0%
7500 · Grant Expenses\$				
7600 · Military FEMA Grant-COVID19				

**Jefferson County Emergency Medical Services
Profit & Loss Prev Year Comparison
July 2021 through January 2022**

	<u>Jul '21 - Jan 22</u>	<u>Jul '20 - Jan 21</u>	<u>\$ Change</u>	<u>% Change</u>
7601 · COVID - Medical Supplies	1,200.39	4,281.37	-3,080.98	-71.96%
7600 · Military FEMA Grant-COVID19 - Other	0.00	337.68	-337.68	-100.0%
Total 7600 · Military FEMA Grant-COVID19	1,200.39	4,619.05	-3,418.66	-74.01%
Total 7500 · Grant Expenses\$	1,200.39	4,619.05	-3,418.66	-74.01%
7000 · Materials and Services - Other	0.00	25.00	-25.00	-100.0%
Total 7000 · Materials and Services	309,346.77	172,246.07	137,100.70	79.6%
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%
8050 · Communication Equipment	0.00	2,765.91	-2,765.91	-100.0%
8070 · Building Construction	14,800.00	4,306.50	10,493.50	243.67%
Total 8000 · Capital Outlay	31,631.36	8,557.21	23,074.15	269.65%
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	-2,006.92	9,783.00	-11,789.92	-120.51%
Total 8900 · Other Expenses	-2,006.92	9,783.00	-11,789.92	-120.51%
6560 · Payroll Expenses				
6100 · Gross Wages	562,810.88	522,483.76	40,327.12	7.72%
6109 · Payroll Taxes				
6110 · Social Security & Medicare	15,906.18	12,423.99	3,482.19	28.03%
6130 · SUTA	5,313.84	3,522.62	1,791.22	50.85%
6135 · WBF Assessment	311.85	297.38	14.47	4.87%
6150 · SAIF	16,852.11	15,154.73	1,697.38	11.2%
Total 6109 · Payroll Taxes	38,383.98	31,398.72	6,985.26	22.25%
6600 · Employee Benefits				
6535 · Health & Wellness	347.99	300.00	47.99	16.0%
6510 · Health Insurance	111,130.33	99,344.77	11,785.56	11.86%
6140 · Retirement	94,548.74	85,723.07	8,825.67	10.3%
6515 · Disability	2,409.48	2,260.44	149.04	6.59%
6520 · Life Insurance	1,148.48	1,077.44	71.04	6.59%
6530 · Dental Payments	3,070.44	6,771.16	-3,700.72	-54.65%
Total 6600 · Employee Benefits	212,655.46	195,476.88	17,178.58	8.79%
Total 6560 · Payroll Expenses	813,850.32	749,359.36	64,490.96	8.61%
Total Expense	1,152,821.53	978,241.89	174,579.64	17.85%
Net Ordinary Income	288,772.87	337,919.38	-49,146.51	-14.54%
Other Income/Expense				
Other Expense				
Suspense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	288,772.87	337,919.38	-49,146.51	-14.54%