

BOARD MEETING

April 9, 2024

PUBLIC NOTICE

The Lebanon Fire District Board of Directors will hold a board meeting open to the public at 5:30 p.m., Tuesday, April 9, 2024, at Station 31, 1050 W. Oak Street, Lebanon, Oregon 97355. The agenda for the meeting will be as follows:

CALL MEETING TO ORDER

FLAG SALUTE

MINUTES: APPROVAL OF March 12, 2024 MINUTES

CITIZEN COMMENTS
(Limited to 3 minutes per speaker)

AGENDA ITEM #1 – GOOD SAMARITAN RECOGNITION

AGENDA ITEM #2 – STATION 31 UPDATE

AGENDA ITEM #3 – LEVY UPDATE

AGENDA ITEM #4 – FINANCIAL REPORT

AGENDA ITEM #5 – LEGISLATIVE UPDATE(S)

AGENDA ITEM #6 – NON-REPRESENTED STAFF ADDRESS THE BOARD

AGENDA ITEM #7 – UNION ADDRESS THE BOARD

AGENDA ITEM #8 – VOLUNTEERS ADDRESS THE BOARD

AGENDA ITEM #9 – FIRE CHIEF REPORT

OTHER AGENDA ITEMS

ADJOURN REGULAR SESSION

Join Zoom Meeting
<https://us02web.zoom.us/j/87161865168?pwd=NENJdVNvdWs1eUpyclRiQiBHNiRUZz09>

Meeting ID: 871 6186 5168 Passcode: 577974
Dial by your location
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LEBANON FIRE DISTRICT
BOARD MEETING MINUTES
March 12, 2024

Robert Taylor, Board President
 Dale White, Vice President
 Wyatt King, Secretary/Treasurer
 Allen Forster, Member
 Tim Mueller, Member

Joseph Rodondi, Fire Chief
 John Tacy, DC of Operations
 Ken Foster, Fire Marshal
 Mark Fitzwater, DC of Training
 Desiree Barker, Chief Administrative Officer
 Michael Perkins, Recruitment Lt.

CALL MEETING TO ORDER

The meeting was called to order and the flag salute was led by Fire Chief Rodondi at 5:30pm at Station 33.

MINUTES: APPROVAL OF FEBRUARY 13, 2024 MINUTES

- Minutes were reviewed and approved with a clarifying statement regarding social media added to Agenda Item #4.
- **Member King made a motion to approve the minutes with modification. Member White 2ND, all in favor, motion approved.**

CITIZEN COMMENTS

There were no citizen comments.

AGENDA ITEM #1 – EMS BILLING SERVICES CONTRACT

Chief Rodondi reviewed the financial crisis of the last few years and its impact to the District's reserves. He stated that we cannot defer expenses much longer. After payroll and operational costs, there is little left for discretionary spending. Staff's focus has had to turn to the revenue streams to try to improve the District's financial position. Our ambulance billing returns a low percentage of what we bill due to Medicare programs, however it is our next large income source. Chief mentioned his attendance at ambulance billing conferences. Chief reviewed the processing capacity limitations we operate with having only 1 FTE. Tactical Business Group (TBG) handles our GEMT billing and also is an outsourcing ambulance biller. We've reviewed other vendors. TBG has demonstrated the trust of many agencies in our region. Transferring our ambulance billing to TBG increases our billing staff from 1 FTE to 5 FTE. Their services can generate 20% or more revenue annually. That translates to approximately \$500,000 in additional revenue. This is no reflection on our Administrative Assistant. This is economics to increase our revenue. Annually the contract will exceed \$100,000 per year and therefore requires Board approval. The transition to TBG will begin now, with an anticipated start date of July 1, 2024.

Chief Rodondi introduced Blake Jamison who attended over Zoom. Blake's Jamison provided a background summary of his experience and his staff's. Mr. Jamison was a wildland firefighter who transferred to billing and Medicaid CCO administration. Mr. Jamison has extensive experience with GEMT and helped OHA begin the GEMT program in Oregon. He then began TBG. Mr. Jamison hired an experienced staff that have over 25 years in billing. Mr. Jamison considers security a number one priority. TBG added Zoll, a top-notch cloud-based software. Zoll has a multifactor authentication. Additionally, Zoll is linked to most major credit bureaus, hospital networks, and networks that allow extensive research on patient information to assist in bill collecting.

TBG is also different in the method they use to collect. Daily phone calls produce a better result than the bills sent monthly through the mail. Mail can be sent to wrong address, and phone calls produce a better result overall. Patients may have more than one insurance coverage, and TBG bills all of them, not just the primary insurance company.

Deductible monitoring is another method TBG employs that has great success. Billing the patient after the deductible has been met is preferable as it forces the deductible to the medical facility, who then can attempt the deductible from patient. This method increases revenue because the insurance companies pay us consistently.

TBG has increased their client base from 4 to 16 in a few short years with great success in the revenues generated.

Member Mueller posed a question to Mr. Jamison about the Choice of Forum in the contract relating to court proceedings. Mr. Jamison explained that the lawyers retained by TBG prefer to practice in the counties listed. Chief Rodondi informed the Board that our lawyers reviewed and approved the language in the contract.

LFD staff recommends moving forward.

Member King made a motion to move forward with Tactical Business Group. Member Mueller 2nd, all in favor, motion approved.

AGENDA ITEM #2 – OSHA UPDATE

Chief updated the board on the non-existent settlement offer from OSHA. OSHA believes they'd win in an official court movement and so offered us no reduction. Chief requested a more detailed response from Jeff Green, OSHA mediator, to support their decision. Chief spoke directly with Mr Green and followed up in writing at Mr. Green's request. Chief believes we've gained traction for positive change in the recommendations by the manufacturer, however there was no change to OSHA's decision. NFPA standards are a recommendation but not always obtainable. Without changing the potential OSHA changes, we'd likely have to hire a compliance officer at the cost of a firefighter. These changes will impact the fire service at the national level.

DC Fitzwater shared the high cost of the new radios and the operational issues. OSHA standards are so high that small districts cannot afford them. Older radios are no longer supported by the manufacturer even though they are operational. The new radio's manual is a 40 to 50-page document. Additionally, the new radios require a sequence protocol that is too lengthy and distracting when at a fire. We are joining with our partners in the State to provide a response.

The professionalism of the OSHA inspector is creating an adversarial relationship with the regional OSHA office. That is in opposition to what it should be.

AGENDA ITEM #3 – LEVY UPDATE

The levy is 22-202 on the May 21st ballot. We have a busy presentation month for outreach. Chief encouraged the Board to reach out to the community. Our social media is focusing on the facts in our response times, the simultaneous calls, and the increased calls and our ability to respond. We have released three 1-minute videos that share factual information.

AGENDA ITEM #4 – FINANCIAL REPORT

Chief Administrative Officer Barker updated the Board and responded to Member King's questions on the debt service fund amount that is for less than \$1. This is a small charge \$.05 per month bank fee. Member King's inquiry on Federal grants was also addressed. We have and are applying for Federal grants, but we do not have any at this time.

Member King asked for information on the increase to the prevention income. Fire Marshal Foster attributes that to the new homes and City construction. He also mentioned the alignment of processes with the other agencies, by creating a document all can follow.

CAO Barker reviewed the current budget status. She noted it is in line with the timing of the year. We have made small adjustments within funds and in compliance with ORS, for things like additional spending needs in uniforms.

Fees charged by the prevention office was covered to explain the increase in income. It is attributed to additional homes and City construction. We've aligned with the County and that has improved services with all the county entities. Over the last 8 months, we've created a document for all to follow.

Chief Rodondi added the LFD is a regional leader that encourages everyone to have better systems.

AGENDA ITEM #5 – LEGISLATIVE UPDATE(S)

Chief Rodondi summarized the legislative updates. A positive change is the national recognition of special districts. It is improving. Chief recommends sending a letter to our Representative. It is a great time to be heard. Additionally, he recommended talking to County Commissioners, local Legislators and anyone that could have a conversation to influence Congress. Chief reminded us that Special Districts received no money during COVID, though other agencies did to assist with hazard pay or additional expenses. The increase in medication need had a big impact on our reserves.

AGENDA ITEM #6 – NON-REPRESENTED STAFF ADDRESS THE BOARD

There were no non-represented staff present to address the Board.

AGENDA ITEM #7 – UNION ADDRESS THE BOARD

There were no union members present to address the Board.

AGENDA ITEM #8 – VOLUNTEERS ADDRESS THE BOARD

DC Fitzwater noted that the April academy will have 5 new attendees. We hope they become paramedics in the future. Two more staff members have almost completed their Paramedic certificates, and more are expected in the near future.

AGENDA ITEM #9 – FIRE CHIEF REPORT

Chief Rodondi updated the Board on the progress of moving into Station 31. Our firefighters have moved the modified response team into the station. Unpacking has commenced and Phase 2 is beginning. Disassembling the shop begins tomorrow. The Station construction should wrap up in April or early May. The flag raising and open house will start our 140th anniversary kick-off. Dedicating the new station for that event is exciting.

The newly designed badges with a more traditional look are now available for staff to purchase.

The website will be upgraded to the top tier. Staff discovered the cheapest tier was very limiting and would create future issues. This adds 4-5 months to the website build. Chief will send the example website for the board to review to see the differences. It will be more mainstream and user-friendly. Our social media and marketing is going well and receiving positive feedback.

OTHER AGENDA ITEMS

There were no other agenda items.

ADJOURN REGULAR SESSION

- Adjourn Regular Session at 6:38 pm.

Robert Taylor, Board President

Joseph Rodondi, Fire Chief



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
020	GENERAL FUND						
201	FIRE SUPPRESSION						
	REVENUE						
	Property Taxes	2,931,049	70,351	2,789,487	95%	141,562	5%
	Donations	150	5	140	93%	10	7%
	Interest on Investment	40,000	-	61,741	154%	(21,741)	-54%
	Miscellaneous Revenue	12,000	495	44,782	373%	(32,782)	-273%
	Beginning Balance	764,298	-	-	0%	764,298	100%
	Bond Proceeds	13,532,250	-	5,708,808	42%	7,823,442	58%
	Revenue	17,279,747	70,852	8,604,958	50%	8,674,789	50%
	Expense						
	PERSONAL SERVICES	3,006,597	234,045	2,096,765	70%	909,832	30%
	MATERIALS & SERVICES	338,400	10,266	243,021	72%	95,379	28%
	CAPITAL	13,934,750	1,115,982	7,918,632	57%	6,016,118	43%
	Expense	17,279,747	1,360,293	10,258,418	59%	7,021,329	41%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

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202 FIRE PREVENTION

REVENUE							
	Property Taxes	527,953	12,668	502,785	95%	25,168	5%
	Fees	3,200	1,800	9,292	290%	(6,092)	-190%
	Revenue	531,153	14,468	512,077	96%	19,076	4%
PERSONAL SERVICES							
		464,553	34,578	312,178	67%	152,375	33%
	MATERIALS & SERVICES	66,600	5,428	47,762	72%	18,839	28%
	Expense	531,153	40,006	359,940	68%	171,213	32%

203 LEGISLATIVE

REVENUE							
	Property Taxes	51,795	1,249	70,076	135%	(18,281)	-35%
	Revenue	51,795	1,249	70,076	135%	(18,281)	-35%
Expense							
	MATERIALS & SERVICES	51,795	2,457	50,846	98%	949	2%
	Expense	51,795	2,457	50,846	98%	949	2%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
204 FINANCE							
REVENUE							
	Current Property Taxes	719,733	17,272	685,507	95%	34,226	5%
	Revenue	719,733	17,272	685,507	95%	34,226	5%
Expense							
	PERSONAL SERVICES	261,953	17,128	221,817	85%	40,136	15%
	MATERIALS & SERVICES	457,780	10,937	395,367	86%	62,413	14%
	Expense	719,733	28,065	617,184	86%	102,549	14%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
205 MAINTENANCE							
REVENUE							
	Property Taxes	398,625	9,569	379,776	95%	18,849	5%
Expense							
	MATERIALS & SERVICES	378,625	18,419	222,967	59%	155,658	41%
	CAPITAL	20,000	-	-	0%	20,000	100%
	Revenue	398,625	9,569	379,776	95%	18,849	5%
	Expense	398,625	18,419	222,967	56%	175,658	44%

206 TRAINING							
REVENUE							
	Current Property Taxes	364,342	8,741	346,933	95%	17,409	5%
Expense							
	PERSONAL SERVICES	253,942	17,924	170,773	67%	83,169	33%
	MATERIALS & SERVICES	110,400	16,141	81,975	74%	28,425	26%
	Revenue	364,342	8,741	346,933	95%	17,409	5%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
	Expense	364,342	34,065	252,749	69%	111,593	31%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
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207

VOLUNTEERS

REVENUE							
	Federal Grants	100,000	-	-	0%	100,000	100%
	Current Property Taxes	369,191	8,862	351,710	95%	17,481	5%
	Revenue	469,191	8,862	351,710	75%	117,481	25%
Expense							
	PERSONAL SERVICES	271,091	18,347	180,819	67%	90,272	33%
	MATERIALS & SERVICES	198,100	5,087	100,015	50%	98,085	50%
	Expense	469,191	23,433	280,834	60%	188,357	40%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
210 OPERATING DEBT & CONTINGENCY							
REVENUE							
	Beginning Balance	1,350,271	-	-	0%	1,350,271	100%
	Revenue	1,350,271	-	-	0%	1,350,271	100%
Expense							
	CONTINGENCY	500,000	-	-	0%	500,000	100%
	TRANSFERS & DEBT	688,271	-	-	0%	688,271	100%
	SPECIAL PAYMENTS	162,000	-	90,326	56%	71,674	44%
	Expense	1,350,271	-	90,326	7%	1,259,945	93%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
030	DEBT SERVICE FUND						
000	Department						
	REVENUES						
	Property Taxes-Bonds	905,455	21,740	865,555	96%	39,900	4%
	Interest on Investment	75,000	-	204,967	273%	(129,967)	-173%
	Beginning Balance	13,532,250	-	-	0%	13,532,250	100%
	Revenue	14,512,705	21,740	1,070,522	7%	13,442,183	93%
	Expense						
	MATERIALS & SERVICES	35	-	1	2%	34	98%
	TRANSFERS & DEBT	14,512,670	-	6,044,689	42%	8,467,981	58%
	Expense	14,512,705	-	6,044,690	42%	8,468,015	58%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
040	ENTERPRISE FUNDS						
410	AMBULANCE						
	REVENUE						
	Fire-Med Subscriptions	85,000	1,980	30,780	36%	54,220	64%
	Ambulance Fees Current	2,600,000	266,068	2,115,089	81%	484,911	19%
	Ambulance Fees Collect	29,000	-	22,930	79%	6,070	21%
	Miscellaneous	500	2,583	4,607	922%	(4,107)	-822%
	From Fire Fund	688,271	-	-	0%	688,271	100%
	GEMT Revenue	850,000	-	407,414	48%	442,586	52%
	Revenue	4,252,771	270,631	2,580,821	61%	1,671,950	39%
	Expense						
	PERSONAL SERVICES	3,269,046	250,569	2,332,134	71%	936,912	29%
	MATERIALS & SERVICES	699,725	14,020	361,467	52%	338,258	48%
	CAPITAL	284,000	-	552,116	194%	(268,116)	-94%
	Expense	4,252,771	264,590	3,245,717	76%	1,007,054	24%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	%
070	RESERVE FUNDS						
701	BUILDING						
	REVENUE						
	Donations	-	-	130	0%	(130)	0%
	Beginning Balance	510,000	-	-	0%	510,000	100%
	REVENUE	510,000	-	130	0%	509,870	100%
	Revenue	510,000	-	130	0%	509,870	100%
	Expense						
	CAPITAL						
	Expense	510,000	-	-	0%	510,000	100%
	Expense	510,000	-	-	0%	510,000	100%



Lebanon Fire District Financial Statements

Fiscal Year 2024 March

Account Number	Description	Total Budget	This Period Amount	YTD Amount	YTD %	Budget Remaining	% Remaining
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703 EMPLOYEE BENEFIT

REVENUE							
	Beginning Balance	500,000	-	-	0%	500,000	100%
	REVENUE	500,000	-	-	0%	500,000	100%
Expense							
	SPECIAL PAYMENTS	500,000	-	-	0%	500,000	100%
	Expense	500,000	-	-	0%	500,000	100%

705 EQUIPMENT

REVENUE							
	Beginning Balance	442,750	-	-	0%	442,750	100%
	Revenue	442,750	-	-	0%	442,750	100%
Expense							
	MATERIALS & SERVICES	442,750	-	-	0%	442,750	100%
	Expense	442,750	-	-	0%	442,750	100%