

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes July 14, 2016

Open Meeting Board President Doug Cox called the meeting to order at 9:00 am and led the flag salute.

Roll Call

Directors present: Doug Cox, Joel Witmer, Jerry Hubbard, Bob Denend and Larry South.

Directors absent: None

Staff: Chief Mike Supkis and Office Manager Bonita Johnson

Public Forum: Jacob Obrist, the new City of La Pine Public Works Manager. Jacob introduced himself to the Directors and updated the fire Board about the City water & sewer, rate increases, and future planning goals. Director Cox thanked Jacob for the update and inquired if the City was ever going to return the district's water meter it purchased? Jacob was unaware of the issue.

Approve Minutes - Regular Board Meeting June 9, 2016.

Director Denend talked with staff prior to the meeting regarding a couple of grammatical changes.

Action: Director Hubbard moved to approve minutes of the June 9, 2016 as revised. Second by Director South; the motion passed by a 5-0 vote.

Amended: Director Hubbard made an amendment to the previous motion to approve the June 9, 2016, Regular Board Meeting Minutes and the 2016/17 Budget Hearing Minutes. Second by Director South; the motion passed by a 5-0 vote.

Financials

A. The Monthly Bills. Staff answered questions regarding expenditures and current revenue & expense statement.

- Director Denend Inquired about:
 - Revenue Line 9601 Ending Fund Balance Per Audit. Staff stated this line is based on the year-end general fund balance stated in the prior year's audit. The revenue is recorded as income (line 9601 ending fund balance per audit) and also recorded as an

expense (line 9400 unappropriated ending fund balance). The unappropriated ending fund balance is designated for operating expense from July 1 through November when the tax revenues are received.

- Line 6030 Firemedics & Captain. Inquired about the June expense listed as a third more than April and May. Staff reported June had three pay periods and April and May both had two pay periods.
- Line 6505 Director Reimbursement. Inquired about how mileage reimbursement is expensed. Staff reported mileage is expensed using line 8000 Fuel.
- Line 8105 Breakdowns. Inquired about the June expense of \$9,713.11. Staff reported some significant breakdowns. Medic 173 required a rear suspension rebuild, brakes, and fuel injector replacements. Medic 171 got brakes and u joints, Engine 123 required a new alternator and multiple smaller repairs.
 - Line 8950 Award Recognition (A). Inquired about the use of this line and if it is still considered and annual expense. Staff reported in prior years this line was used for an annual awards banquet. In recent years the line staff service recognition has been done during the annual all staff training. The line is also used for expense associated with appreciation breakfasts for the Support Service Team.
 - Line 6885 Administrative Assistant Training. Inquired about \$399 June expense. Staff reported the expense is for registration fees to attend an EMS billing workshop.
- Director South inquired about Line 8215 Firefighting Tools & Equipment. Staff reported the line is used for district purchases of various tools as needed. Recently forestry adapters were purchased.
- Director Hubbard inquired about the vendor Integrity Auto and where the shop is located. Staff reported Integrity Auto is owned by Jeremy Johnson who resides within the fire district. He started with a mobile service that came to the stations to do oil changes, routine maintenance and repairs to smaller trucks and medics. Earlier this year he opened a shop north of Gordy's and the district has been pleased with his attention to detail and service to date.

Action: Director Denend moved to pay expenses presented from 6/10/16 – 7/11/16 in the amount of \$475,152.43. No further discussion or comments. Second, Director Witmer; the motion passed by a 5-0 vote.

Management Reports – Reviewed.

- A. Review and discussion on call volumes, building permits.
- B. Monthly Alarm Reports and notable incidents discussed.
 - Director South inquired about the Monthly Alarm report under EMS Calls/Other EMS. Staff reported other EMS includes calls that were dispatched for medical services that were transported and/or billed for services. The Other EMS line was added late in 2015 to properly record non-billable minor EMS related alarms such as lift assists. These were previously were recorded under Service Calls unrelated to EMS which was not an accurate representation. Chief Supkis pointed out the prior year-to-date column reflects the net gain/loss of the changes to both lines.

- Director Denend asked if it was possible to identify monthly building permits and valuation within the La Pine Urban Renewal District. Staff will investigate reporting options with the County.
- 11 walk-in medicals to stations.
- 8 calls to La Pine Community Clinic.

Correspondence/News

A. City Of La Pine – Water Rate Notice

- July 1 rate increases; Water 3% Sewer 10%.
- Discussion with Public works Director Obrist about the City’s booster station and was it on line to increase pressure for commercial fire flows and system enhancement. Mr. Obrist state it was not but the tank has been repaired and progress is being made. Chief Supkis stated to the Board that the City had committed to have this completed by the start of summer so new developments could meet the State’s Fire Code flow requirements and thus be built.

B. SDAO - Legislative Issues

C. SDIS - Board of trustees Applications

D. KTVZ – Rollover Crash

E. KTVZ – Hwy 97 Crash

- Discussion on crew debriefing after a deaths related to a major highway crash. Staff reported that La Pine fire personal involved had a couple debriefing opportunities within their shifts and with district leadership and police chaplains. In addition, a multi-agency operational after action review was performed after this call.

F. Bend Bulletin – Structure Fire

G. Bend Bulletin – Pile Burn Starts Brush Fire

H. KTVZ- Brush Fire Stopped Small

I. KTVZ – Wildland Interface Structural Assessments

J. Fire Rescue News –California Fire Department Billings

Old Business

A. Standard of Cover.

Director South recognized Chief Supkis for the time and effort put into developing the Standard of Cover. Chief Supkis thanked Director Denend for reviewing the document for grammar and mechanics and stated when the document is adopted it will be placed on the district’s website.

Action: Director Denend made a motion to adopt the La Pine Rural Fire Protection District Standard of Cover dated January 2016. Second by Director Witmer. After a discussion it was determined the action needs to be made by resolution, therefore, the motion was withdrawn and a resolution will be drafted for the August board meeting.

B. Station 103 Addition and Remodel Project Update.

County Permits have been applied for and will take 6 – 8 weeks (or more) due to process backlog at the County Planning and Development office.

The existing septic system will require an inspection (\$2,000 was authorized in the 2015/16 budget to begin septic evaluation) however no action has happen due to County permit backlog.

Remodel on the existing station includes requirements for ADA handicap parking and sidewalks.

Target date of completion is project is still October 31, 2016.

C. Miscellaneous

Discussion on the landscape in front of the administration office. Director Hubbard asked if the District can be doing anything more and he would like to see some nice trees and grass. Staff reported the swale and corner is County right of way. They have met with the Deschutes County Road Superintendent this past spring to discuss improving landscape around the swale in front of the administrative office; the County was agreeable but no action has occurred to date. Staff also noted that when the City came to the District Board, to promote the downtown urban renewal two years ago, they said projects like the specific example of the right of way swale out front was what those funds would be directed towards.

The consensus of the directors was for the District to re-contact the City of La Pine, La Pine Urban Renewal District and Deschutes County to participate in the project and put the offer of \$1,000 (from outside maintenance funds as budgeted) toward any project. Director Hubbard stated he would like to see an improvement by October. After a discussion action was taken.

Action: Director Hubbard made a motion to direct staff to communicate with the City of La Pine, La Pine Urban Renewal District and Deschutes County in regards to landscaping the corner of First Street and Huntington Road and for La Pine RFPD to contribute \$1,000 toward the project. Second by Director South. The motion passed by a 5-0 vote.

Break 10:35

Reconvene 10:43

New Business

- A. **State of Oregon Intergovernmental Agreement – Frequency Access.** The proposed Intergovernmental agreement allows the state to program the La Pine Fire frequency into its state police units. This will assist the normally single officer staffed police units some direct interoperability with on scene fire units when the trunked system is not operational or out of coverage. There is no cost to the fire district.

Action:

Director Hubbard moved for La Pine Rural Fire Protection District to enter into an Intergovernmental Agreement with State of Oregon Department of Transportation – Radio Frequency Access for the Wampus Butte site. Second, by Director Witmer; the motion passed by a 5-0 vote.

B. Wildland Apparatus Order Agreement.

Staff reported that the attached purchase agreement was the result of the following work to date. The AFG grant was submitted for basically a stock type III/model 34 style wildland engine to replace one of the existing 22 year old engines and to be purchased from a competitive state/group/processing agreement such as GPO and per the fire district's purchasing policy. Chief Supkis stated that the district was going with a standard design that was being used in Sunriver, Bend, and also with 100's across California and the western states. The apparatus committee has worked together in recent weeks to review the wildland engine specification listed on the GPO as offered by Pierce manufacturing and has made some basic adjustments to bring the project in as was initially proposed at \$328,000. That detailed proposal is also in the board packets for review. The FEMA grant award is \$228,000 to purchase a wildland engine. The approved 2016/17 Capital Reserve Fund included \$100,000 for the District's match. The production time is 11 to 12 months from the date of order.

Chief Supkis asked, that after board review and any questions, that the district Board authorize staff to sign a purchase agreement not to exceed the budget price of \$328,000 and meeting the requirements of the district purchasing policy and FEMA AFG requirements.

Action:

Director Denend moved to authorize staff to enter into an agreement with Pierce Manufacturing in the amount of \$328,000 for a new brush truck. Second, by Director Witmer; the motion passed by a 5-0 vote.

C. System Development Fees.

Background and discussion. ORS 223.297 allows local government, by ordinance, to provide equitable funding for the orderly growth and development in Oregon's communities and to establish one time charges to new developments that may be used only for capital improvement based on an existing capital improvement plan. Often used for water/sewer, streets, and parks, and now more fire districts in Oregon, this tool is to insure public safety needs (such as new fire stations and apparatus) of the community are appropriately funded, especially in times of accelerated new growth. Crook County Fire District has just passed a policy on impact fees and Jefferson County Fire is working on the same. Attached is Crook County Fire's new policy.

The La Pine Rural Fire Protection District does have a capital improvement plan and it is underfunded. The capital plan shows that to maintain what the district has it needs to be investing ~\$480,000 per year into capital infrastructure. Currently the sustainable average is ~\$320,000. This is exacerbated by two factors. One, the sweeping of new tax payer funds in "urban renewal zones" initially designated for public safety and property tax exemptions to promote economic development, which creates the second liability: the need for more and specialized equipment to properly protect this new development especially when it is commercial type.

System development fees help keep tax payer rates low, especially for existing tax payers and to protect community public safety from increased demand in services from new developments without corresponding revenue support due to "special" and often political exemptions.

No action required at this time just for consideration and discussion. The District will continue to research.

Special Meetings and Workshops None

Good of the Order

- Chief Supkis stated he met with the owner of Cascade Medical Transport (CMT) who advised they are working with the La Pine Community Clinic to provide non-emergency transportation for patients who are relatively stable but cannot be treated at the clinic and or require an inter facility transfer.

Next Meeting: Regular Board Meeting on Thursday, August 11, 2016 at 9 am.

Adjourn Board Meeting

Director Hubbard made a motion to adjourn the board meeting. Second by Director Denend, the meeting adjourned at 11: a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____