

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes August 11, 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, and Larry South.

Directors absent: Bob Denend

Staff: Chief Mike Supkis, Assistant Chief Dan Daugherty and Office Manager Bonita Johnson

Public Forum: Dr. Mike Hudson present; no public comment.

Approve Minutes - Regular Board Meeting July 14, 2016.

No comments or changes.

Action: Director Hubbard moved to approve minutes of the July 14, 2016 meeting as presented. Second by Director South; the motion passed by a 4-0 vote.

Financials

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

- Director Witmer inquired about Line 6236 Worker's Compensation annual expense recorded in July (\$52,742.81). Staff reported the district worker's compensation insurance is billed on a fiscal year cycle beginning July 1. The district pays the entire premium annually to take advantage of discounts.
- Director South inquired about Line 7030 Toner & Ink Carriages one month July expense \$134.99 vs. whole year budget amount of \$400. Staff reported toner is purchased for printers two to three times a year and does not anticipate the line to go over budget.
- Director Hubbard inquired about Line 6420 EMS Billing – one month July expense of \$3,665.09 vs. \$6,500 budgeted. Staff reported expense was for the annual maintenance for the ambulance billing program. The annual budget was increased to allow for additional costs associated with upgrading the ambulance billing system when the Oregon EMS chart writing system upgrades to a new version late 2016.

Action: Director Witmer moved to pay expenses presented from 7/15/16 – 8/11/16 in

the amount of \$329,663.00 No further discussion or comments. Second, Director South; the motion passed by a 4-0 vote.

Management Reports – Reviewed.

- A. Review and discussion on call volumes, building permits – both have increased year to date. Chief Supkis reported alarms are up 10% over the prior year so far.
- B. Monthly Alarm Reports and notable incidents discussed.
 - Director South commented on the report of 7 car fires year to date and zero for the prior year.
 - 7/11 call for an emergency child birth. The patient was transported and child was born at hospital and both mom and child in good condition.
 - 7/14 a citizen stopped by station 102 and requested a fuel donation. Staff declined.
 - 7/27 water rescue at East Paulina Lake (out of fire district); District medic response only along with Sheriff Search and Rescue team.
 - After director inquiry on blood pressure checks by the district, staff reported citizens do still occasionally stop by the administrative office and/or fire stations to request a blood pressure check. Blood pressure checks are done by a medically trained district member at no charge. However, in the advent of affordable automatic home BP kits the need has diminished greatly. Most citizens who come to the fire stations now already know they are having high blood pressure episode and are seeking care.
 - Medical – 13 walk-in medical aids to fire stations; 6 of those were transported.
 - Medical – 4 calls to La Pine Clinic; all of those were transported.

Correspondence/News

A. Thank you - Mutis

B. Letter of Concern – Winge

- The directors, staff, the district's medical QA team and physician advisor, Dr. Eschelbauch, has reviewed the letter of concern about the districts triage of patients for determining the best avenue for care and transport. It has been determined the crews performed patient assessment, triage and care per existing protocols. However, the letter has alerted the district that public perception and or expectations are not in line with what should be expected (ambulance ride/taxi service vs the district's 911 advance life support and critical care service). Additional documentation is necessary (to the patient) when the district paramedics provides an assessment and determines transport of patient by ALS is not warranted (or desired by the patient) so that information and decisions made along with important patient follow up actions are in hand. The district is revising the form(s) left with the patient and family.
- Dr. Hudson commented on a doctor's training vs. emergency field personnel specialized training; stating often physicians do not have the same training and or experience of making field assessments and out of clinic protocols. He would look for the field paramedic's expertise and trust their decision for both the patient and community.

C. District landscape letter.

- Letter sent to Mayor Ken Mulenex regarding the landscape project and requesting participation from the City as directed by the board at last month's meeting. Director Hubbard inquired about any update. No response to date has been received. Staff reported the Deschutes County Road Department advised they have contracted with Little Deschutes Nursery to come up with a landscaping plan for the right of way swale in front of the admin office.

D. Grant assistance proposal – BLRB architects

- State of Oregon - Seismic Rehabilitation Grant Program. The district received a letter from BLRB Architects inquiring if the district is interested in applying for a grant; their firm would write and a complete grant application for an up-front fee of \$16,000. If successful, they would be the team for designing and managing the construction. Maximum award possible \$1.5 million per project with 20 million available statewide for all school and emergency service buildings.

E. SDAO – 2016 Safety and Security grant notice.

- Primary focus is Mitigating Exposure to Musculoskeletal Injuries. \$10,000 grant available through SDIS. Application due in December.

F. Wise Buys – Wildland/Interface Structural Assessments, summer forest use restrictions

G. Newberry Eagle – Smoke Detector Tips

- Board asked a few questions which staff answered. The district does do checks for persons at risk (elderly, families with children, disabled) and will install a smoke detector at no charge on requests. The district budgets for this project.

H. KTVZ – La Pine wildfire – Paulina Fire

Old Business

A. **Standard of Cover Resolution #16-07.**

At the July meeting, the directors gave their consensus to approve the District's Standards of Cover document by resolution. The resolution was read in its entirety by Director South. No further discussion or comment.

Action: Director South made a motion to adopt Resolution #16-07, A Resolution to Adopt Standards of Cover for the La Pine Rural Fire Protection District, dated August 11, 2016. Second by Director Hubbard; the motion passed by a 4-0 vote.

New Business

A. Miscellaneous.

Director Hubbard asked the Board to think about the recent development of the Sunriver Service District being granted \$200,000 from the Deschutes County Transient Room Tax fund. Sunriver had claimed 65% of all the County's room tax was being raised within Sunriver, for which the county provides no fire, police, or road services, Staff provided the history of Deschutes County's 8% transient room tax, that the county expects to collect \$5.6 million this FY and how it is allocated by law – only 3.75% (of the total collected) is available for “general fund” use by the county. Director Hubbard stated that greater the La Pine area (highway 97) has seen over 40% increase in traffic (per ODOT) since 2014 and the fire district may be able to tap into that resource for response to tourists and residents from outside the fire district response area.

No action taken.

Special Meetings and Workshops None

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- **Station 103 addition and remodel project update.**
 - Chief Supkis advised Deschutes County has a back log of permit applications and the permit for the Station 103 project has not been reviewed. The builder and staff have no concerns regarding approval. In the meantime, the builder is going forward with smaller projects such as window replacement and painting which do not require permits.
 - Change to scope of the project. The builder has not been comfortable with the commitment from two major modular building vendors he is working with. The builder has suggested a “stick built” dormitory vs. a modular which would allow a more favorable modification to the roof line. After a discussion, the district is not opposed to the change providing the project stays within budget and the project is completed by October 31.
- **Wildland apparatus project – update.**
 - Chief Supkis stated the apparatus committee met with Hughes Fire to finalize an order of stock Pierce wildland fire engine from the GPO bid list; total project cost \$328,000. Once the contract and required bond documents are received from the manufacturer staff will submit a reimbursement request to FEMA for the allow prepayment amount of \$56,750.
 - FEMA will require the district to take the to be replaced wildland engine out of service and sign an affidavit stating the truck will not be used for emergency service once the new truck is placed into service, which is expected sometime next summer.
- **Station 101 storm water and Pavement RFP Project update.**
 - Russell Asphalt and Paving was the only vendor who presented an interest in the

project and came to the Pre RFP meeting. RFP was announced on the central Oregon contractors site plus solicitations we sent to all the known potential vendors in the area. Proposals are due at the end of August for consideration.

- Proposed project to include storm water work (piping water running off at the front apron area to the swale in front of the admin office and a sump pump in back of station 101) and then grading, pavement replacement and/or repair.

- **Landscape project update.**

- Discussed earlier

- **New student academy begins August 18**

- Six new students will start the resident reserve academy on August 18.
- Travis Harrison is nearing completion of the program and will begin the testing process for Paramedic.

- **Miscellaneous.**

- A.C. Daugherty is scheduled to go to the Fire Academy on September 8.

Next Meeting: Regular Board Meeting on Thursday, September 8, 2016 at 9 am.

Adjourn Board Meeting

Director Hubbard made a motion to adjourn the board meeting. Second by Director Witmer, the meeting adjourned at 10:49 a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____