

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes October 13, 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, Assistant Chief Dan Daugherty and Office Manager Bonita Johnson

Public Forum: Rob Mills, representative of Special Districts of Oregon (SDAO). The directors scheduled a board assessment to be conducted by SDAO and Mr. Mills was present to observe the meeting and conduct the assessment with the board after the regular meeting at the board workshop.

Approve Minutes - Regular Board Meeting September 8, 2016.

There was no further discussion or comments on board minutes.

Action: Director Hubbard moved to approve minutes of the September 8, 2016 board meeting as presented. 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 Hubbard inquired about:

- Line 5010 Tax Levy Current Year asking if staff had received the tax estimates for 2016. Chief Supkis stated he received the Klamath County distribution report and it shows 6.5% more than projected for Klamath County tax revenues. Deschutes County has not sent their report but he anticipates a similar increase.
- Discussion on PERS current rate and anticipated increase in July 2017. Chief Supkis reported PERS recently released the Summary of Employers Contribution Rates for 7/1/17 through 6/30/19 and the estimated average increase for La Pine Fire District is approximately 6%. He stated the district established PERS Reserve Fund in 2014 and it will have \$75,000 in reserves at the end of this fiscal year which will help, if not totally, offset the increase.

Director Witmer Inquired about:

- Revenue Line 5100 EMS Services monthly revenues in September was significantly less than July and August. Staff reported there was no particular reason known; call volume and type of payer affects the reimbursement. Bonita stated she would look closer and report back next board meeting.

Director South inquired about:

- Line 6115 Overtime Academy/Training expense for August and September and if staff expects additional expense in that line. Staff reported the line includes expenses for the planned recruit, engineer and officer academies. Staff stated the recruit and engineer academies were completed in August and September and there will be an additional small 2 or 3 day officer academy in January 2017.

Director Denend noted he had asked his budget questions of staff after the board packets were distributed.

Action: Director Witmer moved to pay expenses presented from 9/9/16 – 10/13/16 in the amount of \$393,381.94. No further discussion or comments. Second, Director Denend; 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.
 - 9/10 - two medical calls to La Pine Medical Clinic within 10 minutes.
 - 9/13 - medical call - dog attacks Deschutes County Sheriff.
 - 9/26 - no calls in a 24-hour period.
 - 9/27 - 13 medical calls within 24 hours; requested mutual aid from Sunriver Fire twice during this period.
- Director Hubbard requested staff to give a report at the November board meeting on station walk-in medical aids and how many of those walk-ins were transported.
- Staff reported the district's Physician Advisor, Dr. Eschelbach, recently met with staff. Transports vs. non-transports were discussed; new forms have been developed and implemented to clearly document medical assessment along with patient directives for non-transport.

Correspondence/News

- A. Letter –La Pine High School career job shadow program.
 - Director Denend inquired if staff heard back from the high school after the letter was sent; staff reported no response to date.

- B. SDIS Workers Comp update.
- C. Eagle – Guberif, Mayors Corner, Yellow Jackets, Hazardous fuels
- D. KTVZ –Elk Lake Fire, La Pine Brush Fire, Shop Building Fire
- E. Wise Buys Sept 13 – La Pine Brush Fire
- F. KTVZ – Firewood Blaze
- G. Wise Buys Sept 20 – Structure Fire
- H. Wise Buys Sept 27 – Brush and Wood Pile Fire
- I. Eagle – Student Program, Fire prevention Week

Old Business

A. Landscape proposal from County Road Department.

Staff has received two proposals from Little River Designs for the landscape project to the swale located at the administrative office.

1. Estimate for Mainline Installation; bringing water supply from the existing well at station 101 to the administrative office for the purpose of landscape irrigation. The quote for this project is \$2,966.93. After a discussion the directors took action to go forward with the project.

Action: Director Hubbard made a motion to approve the quote from Little River Design to hook up irrigation piping from the well at station 101 to the administrative office. Second by Director South; the motion passed by a 5-0 vote.

Further Discussion: The board requested clarification on asphalt repair at the administration office after lines are dug.

2. Estimate for Landscape and Irrigation Installation Revision 2 dated September 23, 2016. The proposal provided landscape to the swale as outlined for a total of \$8,381.00. The cost for this project will be paid for by Deschutes County and the board gave their consensus to move forward with the project as presented.

B. Station 101 Storm Water and Pavement RFP Process.

Station 101 RFP 16-02 – request for proposal for the storm water project at station 101.

Vic Russel Construction, Inc. / Finley Butte Aggregate & Paving was the sole vendor to participate in the required Pre-Submittal Conference and was later prequalified following their notice of intent to submit a response to the RFP. The proposal received complied with the design features outlined in the fire district RFP and added a new swale and catch basin to project phase 1. Staff opinion is Vic Russell Construction is a responsive proposer that meets the design criteria outline in the RFP And should be considered for completion of the project.

After a discussion action was taken:

Action: Director Hubbard moved to approve Phase 1 of the Storm Drainage & Paving Project – a redo drainage as indicated on drawing; dig a 40’ x 40’ x 6’ deep retention pond, install 38 LF of 8” SDR 35 sewer pipe and three 6-2 catch basins. Phase 1 project total \$24, 184.80. Second, Director Denend; the motion passed by a 5-0 vote.

Staff was directed to clarify the Phase 2 project notes that state the bid does not include the following: *Survey and items not listed above.*

New Business

A. Energy upgrade – LED re-lamping facilities.

After an energy audit in January 2010, by Energy Trust of Oregon and Midstate Electric, the district has been upgrading facilities with heating, cooling and lighting as recommended. The most recent project was LED lighting at station 101 which the cost was \$4,700 and the district was able to recoup \$3,976 through an Energy Trust grant and rebate through Midstate Electric.

The success of the LED re-lamp project led district staff to apply for an additional review of lighting upgrades for our facilities which was presented to the board for review and discussion. The estimated cost for Station 103 would be \$6,500 and the available grant/incentives/rebate is also \$6,500 which is zero cost to the district. The predicted energy cost and maintenance savings is over \$3,000 per year. After a discussion action was taken.

Action: Director Denend moved to give staff direction to proceed with the LED re-lamp project for Station 103 as presented. Second, by Director Hubbard; the motion passed by a 5-0 vote.

- B. SDAO Best Practices Check List.** The board worked together to completed the Best Practices Check List. Staff will submit the check list to SDAO on line today which completes the final SDAO discount opportunity for a discount of 2%.

Special Meetings and Workshops

- A. Board Training Opportunity, Central Cascades Fire, October 19th 5 pm
- B. Facilities Inspections – Monday, October 24th 9 am
- C. Oregon Fire Service Conference, Bend Riverhouse, October 27 28 and 29

Good of the Order

- National Fire Academy Report. Chief Daugherty gave an overview of the Incident Command training course he attended at the National Fire Academy in Emmitsburg, Maryland. He stated the training targeted specific types of incidents with hazmat and railroad which they worked through various training exercises. He stated it was a good experience and excellent learning tool of what can be done in Central Oregon to provide a safe environment.

Next Meeting: Regular Board Meeting on Thursday, November 10 11, 2016 at 9 am.

Executive Session for the purpose of 192.660d. Labor negotiation planning. Approximately 10 minutes.

Following Executive Session. Board Lunch and Workshop – Board Assessment from Special Districts Association of Oregon

Adjourn Board Meeting

Director Denend made a motion to adjourn the board meeting to executive session. Second by Director Hubbard, the meeting adjourned at 11:02 a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____