

LA PINE RURAL FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes November 10, 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:

Vic Russell, owner and operator of Vic Russell Construction and Finley Butte Aggregate, was present to answer Board questions for Phase 2 of the Storm Drain and Resurfacing Project at Station 101. Vic Russell Construction and Finley Butte Aggregate was the sole bidder for this project and has been awarded the RFP for Phase 1. Phase 2 is pending award for clarification of the proposal.

Director Inquires

- Which is better asphalt or concrete (cost and durability)?
 - Maintenance wise asphalt is much cheaper than concrete.
- What about the uneven surface issues?
 - The drainage issue is the reason for uneven (wavy) surface. He stated the district opted not to resolve the drainage issue 20 years ago when station 101 was resurfaced by Finley Butte Aggregate. Once the drainage issue is resolve 95% of the uneven ground problem should be resolved.
- Per Chief Supkis, the project manager bid to resurface with an 8” of base gravel, compacted to DOT spec; fabric underlayment; and then 4” DOT standard grade asphalt in the front apron; and 2” DOT asphalt in other areas. Current pavement thought to be 2” or less on no or little base and compaction.
- Clarification on the RFP bid for Phase 2 – Resurface Project; the footnote stated the bid did not include other items not listed above and survey.
 - Other items would be any additional requested items other than what was listed on the bid.
 - Survey costs would include anything other than the project

- required itself.
 - At this time there are no known additional costs and project is expected to be as bid.
- Vic Russell asked what the district plans to do with the new stormwater swale they are installing?
 - Staff stated the swale is for drainage for the Station 101 area. Vic recommends the district to consider planting turf with decorative bunch grass around the swale to avoid erosion in the pumice type of soil.
- The directors thank Mr. Russell for taking the time to come and answer questions.

Approve Minutes - Regular Board Meeting October 13, 2016.

There was no further discussion or comments on board minutes.

Action: Director Hubbard moved to approve minutes of the October 13, 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.

At the September board meeting Director Witmer inquired why the September EMS revenue was significantly lower than previous months. Staff stated they would research and report back. Bonita presented an EMS revenue detail from July 2014 to current stating there was no significant finding why the revenue was lower in September 2016. Looking back there were other random months revenues were low and higher, the thing that affects revenue is (1) call volume, (2) primary payor, and (3) mandated contractual write offs. The board thanked staff for doing the research.

Director Hubbard inquired about:

- Line 6050 Intern. Is the Wildland Structure Risk Assessment Project for the district now complete? Staff reported the project is two thirds to three quarters done and hopes to continue work on it next year. The main area that has not been completed is the core area of the district the Day Road / Meadow Lane area. The property assessment results are posted on the Oregon Ready Set Go website (oregonrsg.org) as they are completed.
- Line 8413 Individual Training Bank. Inquired about charges in September and October. Staff stated the Individual Training Bank (ITB) was budgeted this fiscal year; \$300 per year for each career staff was designated for training. The unused portion carries forward from year to year. To date two employees have used their ITB account for fire and rescue training.

Director Witmer Inquired about:

- Line 6105 Overtime Line Staff. Commented on overtime being significantly less in October. Staff reported no major “life” events (e.g. sick leave, family leave, and training) which typically cause an increase in that line.

Director South inquired about:

- Line 6115 Overtime Academy/Training Line. Inquired about the line currently over budget and what additional expense staff expects in the current fiscal year. Chief Supkis stated the main expense in this line is for the annual recruit academy for student reserves and the engineers academy, which are the major expenses on this line and both have been completed for this FY. There is a small 2 to 3 day officer academy scheduled in January. Staff will increase that line in the 2017/18 budget.

Director Denend:

- Thanked staff for included a list of the Miscellaneous Income in the board packets.
- Inquired about the refund from the State of Oregon Consumer Protection Settlement. Staff reported there was a settlement from a class action lawsuit that pertained to flat screen computer monitors that was distributed to all public agencies.
- Line 6920 Merchant (credit card) Fees. Inquired about the expense for \$245.10 in October and \$10 in September. Staff will check dates for merchant card statements and correct if necessary.
- Line 8105 Breakdowns. Inquired about October maintenance expense \$3,557.24. Staff reported expense was mostly for two repairs. Engine 123 Compressed Air Foam System was overheating, using oil and in need of service; the three major dump valves on Tender 133 were leaking and required a rebuild.
- Inquired about the Monthly Expense Report Detail that lists the Type as “Liability Check”. Staff reported liability checks are the expenses paid through the QuickBooks payroll module. The Monthly Expense Report reflects all expenses paid by check or electronic transfer out of the general fund.

Action: Director Witmer moved to pay expenses presented from 10/14/16 – 11/10/16 in the amount of \$392,118.37. No further discussion or comments. Second, Director South; 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.
 - La Pine Community Clinic is adding a 5,000 sq. ft. addition.
 - 10/18 – teenager assaults a 25 y.o. at La Pine Skate Park.
 - 10/18 – mutual aid from Sunriver Fire to La Pine Community Clinic.
 - Five extrication training vehicles removed from station 101.
 - Grants writing. Chief Supkis advised he just completed writing three grant applications.

- Two from FEMA for (1) apparatus/ brush truck and (2) air compressor/air pack replacement, and a SDAO Safety Grant – application for a new power gurney that promotes safety in back and lifting to prevent injury.
- Walk-in medical aids (this topic will be covered under new business)

Correspondence/News

- A. Thank you – Olsen Family
- B. Thank you – Linda Pyle
- C. KTVZ – Wildfire Season Ends, Debris Burning Opens
- D. KTVZ –Community Paramedic
- E. SDAO - Invite to Legislative Day

Old Business

- A. **Station 101 Storm Water and Pavement Project.** Discussion moved up to Open Forum for Public Contact. No further discussion – action taken.
Action: Director Hubbard made a motion to approve the RFP bid from Vic Russell Construction, Inc. /Finley Butte Aggregate & Paving for Phase 2 of the La Pine Rural Fire Protection District Storm Drainage and Paving Project not to exceed \$100,000 based on funding as available from the 2016/2017 fiscal year Contingency Line. Second by Director Denend; the motion passed by a 5-0 vote.

- B. **Update Station 103 Project.** The contractor is still waiting for permits to be issued by Deschutes County for the addition and septic upgrade at station 103. The contractor is ready to move forward when permits are issued. In the meantime, the contractor is working on the building interior remodel (permits are not required); the kitchen and bathroom have been gutted and the timeline for completion has been pushed out. The sewer permit is also pending. Deschutes County is requiring the district to put in an ATM (monitored) septic system. The intent is to blend the septic update with the current septic system and install new leech lines.

- C. **Update on Landscape Project.** Little River Design is working on a water line from the well at station 101 to the administrative office for irrigation purposes. They are also starting the project to landscape the swale in front of the administration office which was approved and funded by Deschutes County Road Department.

- D. **Update on Wildland Fire Apparatus Project.** Chief Supkis and Lt. Rigney went to Springfield for an apparatus pre-build meeting with Hughes Fire. Most of the changes were minor and many of the cost will be absorbed by the manufacturer. The changes the district made includes (1) adding a “crow’s nest” storage over the pump housing and (2) changing the stock light bar to match the light bars on existing apparatus. The additional cost to the district

for changes is approximately \$4,500. The project is ahead of schedule and the truck will be put in production after the pre-building meeting.

- E. **Miscellaneous.** System Development Fees discussion. Staff reported the district can impose a system development fee by ordinance and but it has a limit to the amount that it can charge. Fees are limited to what is required for capital impacts on the fire district and must be supported by a documented capital needs plan (which the district has). The needs are annual capital requirements as the district grows and not operational such as personnel and/or supplies. The consensus was to continue to research and draft a document to begin the process.

New Business

A. **Surplus Property.**

- Staff proposed to the board to surplus the 2000 Durango SUV. The vehicle has been available for district members for travel and a utility vehicle since being replaced in 2014. However it only has been used ~ 400 miles in the last two years and has frequent reliability issues. Recently it was at the shop twice to troubleshoot an electrical issue and currently needs to be jumped to start if not run daily.
- Staff proposed to surplus the old kitchen appliances from Station 103. The portable dishwasher will be kept in reserve for station 102.
- Staff would recommend, based on past Board preferences, to first offer surplus items to an organized local public fire agency, after that sale by public announcement, and then if still no takers donate to a local La Pine charity.
- All items are “as is condition”. The accepting fire district agrees to place the vehicle in service for their fire district and maintain them.

After a short discussion action was taken.

Action: Director Hubbard moved to surplus the district’s 2000 Durango to a local fire department and donate the used appliances to Habitat for Humanity. Second, by Director South; the motion passed by a 5-0 vote.

- B. **Medical walk- ins, non-transport and cost recovery (billing).** Per Board Policy #02-03, the district bills to achieve cost recovery for medical care provided for non-transport patients. This includes walk in patients to the district fire stations. The district bills for all medical care provided due to a 1987 referendum in which the voters of the La Pine Rural Fire Protection District voted to operate an advanced life support paramedic service and have that service fee based. The fire district charges \$125 for medical services such when full medical assessments are performed and/or treatments are provided, but the patient is not transported to the hospital. Federal Medicare and most other insurance carriers do not cover these type of non-transport charges.

The directors requested staff to research the number of walk-in medical calls and how many of

those calls were transported. Findings: 126 walk-in year to date; 36 were transported; 62 were not transported or charged; 28 were treated and charged \$125 for services. The overall revenue is approximately \$4,000 per year which 50% is not paid and often referred to a collection agency. Office staff fields complaints for charges for those who walk-in and are charged.

Chief Supkis asked Dr. Mike Hudson to review the packet and his impression was the impact of public relations vs. cost benefit was important but from a medical perspective he didn't have any strong feelings either way.

The consensus of the board was to direct staff to modify Board Policy #02-03 that states the district will no longer charge for walk-in emergency medical services when a patient is not transported. Staff will revise the policy and present at the December board meeting for discussion and approval.

Action: Director Hubbard made a motion that La Pine Rural Fire Protection District modify Board Policy #02-03, Medical Services Billing Rate Schedule, dated January 1, 2012 Item 2.4b and eliminate the \$125 service charge for EMS services when patients comes to a fire station for medical assessment and are not transported effective 11/11/2016; the board will re-evaluate the number of walk-ins by July 2017 to determine if the policy needs to be modified. Second by Director South; the motion passed by a 5-0 vote.

Special Meetings and Workshops – Veteran's Day Parade on November 11; chili feed afterwards

Good of the Order

A. Facilities Inspection Report.

- Director Denend and the chiefs conducted facility inspections on October 24. A list was developed for needed repairs and/or replacements.

B. Oregon Fire Service Conference Report. Director Hubbard and Director South attended the OFDDA Fire Service Conference at the Bend Riverhouse. Topics for discussion:

- Emails – Directors should reply to individuals and not “reply to all” to avoid a potential public meeting law violation. Discussions have to take place in a public meeting. Note Staff can push information out to all Board members.
- Use and liability when a director uses their personal computer for emails. If an issue were to come up a personal computer could be subject for disclosure under a court order.
- Are district ordinances up to date? Staff reported, yes they are: e.g. Oregon fire code adoption.
- Compensation separation for exempt vs. non-exempt employee (specifically chiefs and captains) and that competent fire CEOs are in very short supply. Chief Supkis stated the district has a policy matrix goal in place for the percentage between wages for captains, assistant chief and fire chief.

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

Adjourn Board Meeting

Director Cox adjourned the board meeting at 11:11 am.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____