

## **LA PINE RURAL FIRE PROTECTION DISTRICT**

Board of Directors Regular Meeting  
51550 Huntington Road, La Pine, Oregon  
Meeting Minutes January 14, 2016

**Open Meeting** Board President Doug Cox called the meeting to order at 9:05 am and led the flag salute.

### **Roll Call**

Directors present: Doug Cox, Bob Denend and Jerry Hubbard

Directors absent: Hank Kelley and Joel Witmer

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

**Public Forum:** Maidie Kenney and George Kocher, property owners from the Hainer Park subdivision area attending to see how their fire district board functions.

### **Change in Agenda Order: Old Business A. Audit Report**

John Barnett with Barnett & Company CPAs presented the District's 2014/2015 fiscal year audit.

Overview:

- The Independent Auditor's Report. There were no significant findings or issues with internal controls.
- Management Discussion and Analysis prepared by the Auditor.
- Each financial statement was reviewed individually.
- GASB-68 is a change to audit rules that require new disclosure that pertains to pensions which reflects the proportionate share of employers liability based on PERS annual actuarial report.
- EMS revenue and bad debt owed to the district was discussed. The auditor and staff discussed the bad debt annual percentage and are working on alternate ways to calculate for the next audit period.
- Staff and auditor went to bank safety deposit box to review vehicle titles as part of inventory. It was noted the Certificate of Origin for the 1994 Freightliner wildland engines were not properly signed off by the manufacturer. Staff is working with the manufacturer to get a duplicate bill of sale and will file for Oregon Titles on all three engines.
- Overall the auditor commended the Directors for the district financial management, remaining debt free and not taking a loan for operating expenses for the first quarter of the fiscal year until tax revenues are distributed.
- The Directors invited John to attend a budget planning session to become more familiar with our budget process.

## **Approve Minutes - Regular Board Meeting December 10, 2015.**

No corrections, further discussion or comments.

**Action:** Director Hubbard moved to approve minutes of the December 10, 2015, Regular Board Meeting as submitted. Second, by Director Denend the motion passed by a 3-0 vote.

## **Financials**

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

- Director Denend Inquired about:
  - 5200 FireMed Membership Revenue. Inquired about no revenue recorded in December. Staff reported revenues are received the third week after the month end.
  - 5435 Miscellaneous Income Fire Suppression & Rescue Fees. Inquired about revenue. Staff report the income should be recorded on the 5400 Line and will be moved.
  - 6115 Overtime Academy/Training. Inquired about no expense recorded in December. Staff report there was no training hours submitted on the December time sheets. There will be an officer's academy upcoming for 3 days at the end of March and a few various individual training opportunities staff will be attending.
  - 6210 SUTA. Inquired about no expense recorded in December. Staff reported SUTA is state unemployment tax paid by the district and are calculated and based on a maximum earning of \$36,900 in a calendar year. All employees exceeded that amount in December therefore no assessment was due in December.
  - 6250 Res. Volunteers Tuition & Books. Inquired about the December expense. Staff reported the majority of the tuition & books reimbursement was received after the board reports were generated and will reflect on the January report.
  - 6535 Natural Gas/Propane. Inquired about the significant increase in December. Staff report increase is cold weather related.
  - 6815 Computer Service Repair. Inquired about the December expense. Staff report a computer monitor failed and needed to be replaced.
  - 6845 FireMed Contract Administration Fees line with expense and no budget amount. Staff stated cost is associated with the contract renewal with Life Flight of Oregon to administer the district FireMed program. The expense will be included in the next fiscal budget if appropriate or possible the district will take program in house (after board review later this year).
  - 6945 Audit Filing Fees. Inquired about the \$250 expense. Staff reported the fee is required by the State of Oregon for the privilege of sending in the annual audit filing.
  - 7300 EMS Supplies. Inquired about the different vendors the district purchases supplies from. Staff reported the district purchases EMS supplies from a variety of vendors; the main vendors are Bound Tree Medical and Arrow.

- Inquired about the Visa Card expenses listed as breakdowns and shipping expense. Staff reported breakdown expense was paid to Red Hot Interiors of Bend for hose bed cover repairs; the rescue shipping expense was for air lift bag regulators returned for repair and upgrades.
- Line 8400 Training. Expressed a concern that so many lines in that category have no expense year to day. Chief Supkis replied many special training opportunities for staff are coming up and anticipates the entire budget amount will be expended with no problem.
- Line 8840 Reference Books. Inquired about the \$405 expense in December. Staff reported a Medicare Reference Manual (for billing) was purchased from the American Ambulance Association.
- Line 8905 Service Recognition. Inquired about December expense. Staff report December expense was annual recognition breakfast for Support Services. There is no staff length of service awards needed this year.

Director Hubbard inquired about:

- Line 5100 EMS Service fees at 51.68% of budget. Staff reported billing and collections is on target and that Sue is doing an excellent job to stay on top of the billing process. The large payees especially the VA and federal government processing often comes in lump batches.
- Line 6305 Legal Fees. Inquired if all of the legal fees have been processed for the recent finalized labor agreement process. Chief Supkis states the majority of billings have been received and paid but does expect another smaller bill or two for any miscellaneous items that may come up. Director Cox inquired about the fire district keeping attorney, Todd Lyons, on retainer. Chief Supkis stated the Board had already indicated to Mr. Lyon, their willingness to have him continue his services for the next CBA process and Mr. Lyon had indicated likewise. At the appropriate time the district can investigate the possibility of retainer vs. hourly rate.
- The FEMA SAFER Grant processing and billing for reimbursement. Staff stated billing will occur on a quarterly basis and reimbursement will be posted to unanticipated grant income this fiscal year and in grant income the next three fiscal years to mid 2019.

**Action:** Director Hubbard moved to pay expenses presented from 12/11/15 – 1/14/16 in the amount of \$411,802.63. No further discussion or comments. Second, Director Denend; the motion passed by a 3-0 vote.

**Break**            **10:15**

**Reconvene**    **10:25**

## **Management Report** – Reviewed.

- A. Monthly Alarm Report and notable incidents discussed.
  - 74 calls to the same residence within the past year
    - Crew active in resolving the issue which may have been resolved and the citizen getting into the appropriate care situation.
  - 81 calls in the matter of days and multiple MVA's on Hwy 97 mostly due to winter snow and weather conditions.
  - Water/Ice rescue at Lazy River – Low frequency but high impact type call. Crews did well. Chief Supkis to put ideas about strengthen district program in next year's budget
  - Training – the art of reading smoke. Directors asked about. Chief Supkis explained.
  - New plow truck and new snow blowers
    - New plow for truck 192 (stationed at 102)
    - Old plow will be serviced and used for a backup (stationed at 101 shop)
    - New snow blowers (101 and 102)
      - Old snow blowers will use parts to make one good unit and keep at station 103.

## **Correspondence/News**

- A. Thank you - Dodd
- B. SDIS/SDAO Grant Award Letter
- C. Fire District – Hainer Park Roads and Planning
- D. Ready Set Go 2015 Program Member
- E. Midstate Capital credit refund
- F. Wise Buys, Shop Fire and Board Meeting Notices
- G. Newberry Eagle, Shop Fire
- H. KTVZ, Ice Rescue Little Deschutes
- I. Bulletin, Boy Falls through Ice
- J. KTVZ, Fire Destroys Trailer Home
- K. Wise Buys, Fire District Responds to Structure Fire

## **Old Business**

### **A. FY 2014/15 Annual Audit presentation and review – Barnett & Company CPA's**

Moved up on agenda

- ### **B. Continue deliberations on emergent transports and ASA district renewals.** Staff has met with Crescent RFPD Chief Brandon Hamilton who is working on a possible North Klamath Fire Authority (or at least coordination) regarding Ambulance Service Area (ASA) boundaries in Klamath County. The District is willing to work with all agencies involved if it will help the

creation and sustainability of a North Klamath County “Fire Authority”. A letter of intent must be submitted to Klamath County by April 2016.

### **New Business**

- A. Report on FY 2015/16 Capital Projects.** At the request of Director Witmer from the last Board meeting, Chief Supkis presented an update for current capital projects for this FY. All are ahead of schedule and under budget. The chief requested the Directors to consider moving up (on the capital replacement plan) the replacing the three (3) 40 year old float pump on the wildland apparatus which have been failing at an increasing rate and one is currently out-of-service out of this FY capital projects utilizing available fund left in the fire hose and appliances replacement projects. The district has about \$15,000 available in this project category due to the very responsive bids received and the addition would cost between \$8,000 - \$9,000. After a discussion the Director consensus was for the chief to move forward and replace the float pumps under this year’s capital replacement project.

**Special Meetings and Workshops** – SDAO Annual Conference in Sunriver February 2016.

### **Good of the Order**

- A.** Director Hubbard distributed a news article that was mailed out by St. Charles Foundation. St. Charles plans to build a facility in La Pine possibly by 2017. Chief Supkis attended a local meeting regarding this topic in La Pine. Staff will plan to attend future meetings as invited.
- B.** Director Hubbard requested statistics for Bend Fire Response.
- C.** Director Denend request to discuss EMS Collectibles and contractual write-off at a future meeting.
- D.** Director Denend inquired about badges for Directors for identification purposes when in public. The issue was brought up at the fire district association meeting in Seaside he had attended last fall. Topic discussed but no board decision made. Chief Supkis will get some information and cost etc.
- E.** Firefighter/Paramedic recruitment testing January 16 and 17; interviews February 6 and 7.

**Next Meeting:** Regular Board Meeting - Station 101 on Thursday, February 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 11:29 a.m.

Respectfully Submitted,

Bonita Johnson  
Office Manager

*Date Presented to Board and Approved* \_\_\_\_\_

*Board Secretary* \_\_\_\_\_

*Board President* \_\_\_\_\_