

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes February 11, 2016

Open Meeting Board President Doug Cox called the meeting to order at 8:58 am and led the flag salute.

Roll Call

Directors present: Doug Cox, Joel Witmer, Jerry Hubbard. Hank Kelley and Bob Denend

Directors absent: None

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

Public Forum: Larry South, citizen of the fire district and current member of La Pine RFPD Budget Committee, expressed his interest in a future board position. Director Kelley stated he is considering retiring from his elected position this year and stated he would consider continuing his service on the budget committee.

Approve Minutes - Regular Board Meeting January 14, 2016.

Corrections: (1) Change to the fourth bullet under Old Business A. Audit Report. The word manufacturing should be manufacturer. (2) Financials; Line item 6450 Res. Volunteers should be 6250.

Action: Director Hubbard moved to approve minutes of the January 14, 2016, Regular Board Meeting with corrections as noted. Second, by Director Witmer 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:
 - Inquired about the negative entries in the Klamath County Interest Line. Staff reported tax revenues are collected and held by the Klamath County Treasurer's Investment Pool temporarily until distributed to districts. When the investment pool has a loss not offset by investment gains, interest rates fluctuate from positive to negative.
 - Inquired about Line 5435 Miscellaneous Income - Fire Suppression & Rescue Fees. Staff reported the line item 5435 was consolidated to 5400 last fiscal year and the

December entry for \$112.50 will be moved to 5400.

- Inquired why the chiefs and administrative staffs monthly wage amount was less in January than other months. Staff reported in January District payroll changed from monthly to bi-weekly (14 days) and the monthly wage will be based on the number of pay dates that month.
- Line 6030 FireMedics & Captains. Inquired why January had a significant increase. Staff reported the payroll conversion from a monthly to bi-weekly had an additional two week pay period posted in January.
- Line 6305 Legal Fees. Inquired about any additional expense for legal fees. Chief Supkis reported legal fees should be 99% complete.
- Line 6041 Reserve Monthly Response Reimbursement. Inquired about no expense in January. Staff reported reimbursement logs were received after the board packets were prepared.
- Line 6110 Administrative Staff Overtime. Chief Supkis stated the expense was associated with additional hours worked to process retro pay and will not continue nor will be needed to be included in future budgets.
- Line 6435 PCR/Image Trend. Inquired why this line was not budgeted. Staff reported it was an oversight last year and will be included in the next fiscal budget.
- Line 6405 Accounting/QuickBooks. Inquired about no expense year to date. Staff reported this is an annual expense which will be paid within the next month.
- Line 6715 New Hire Testing. Inquired about using this line for overtime wages paid for new hiring testing. Chief Supkis replied all wages are paid in the personnel services category and all other associated new hire testing expense is posted to this line.
- Line 6825 Copier Lease. Inquired about line with all zeros. Staff will investigate.
- Line 6845 FireMed Contract Administrative Fees. Inquired about the monthly expense and no budgeted amount. Staff reported the last three years there was no expense. That changed this year and the expense posted was for FireMed administrative fees and will be included in the 2016/17 budget process.
- Line 6875 Postage Machine. Inquired about the September and December expense and no budget amount. Staff reported there was no expense the prior year and was not anticipated and will be included in the 2016/17 budget process.
- Line 8130 Tires. Inquired about the expense in January. Staff reported the January expense was voided after board packets were prepared. The check issued in November was lost in the mail and the bill was re-paid by Visa appearing as a duplicate charge.
- Line 8315 Overhead Door. Inquired about the line being over budget. Staff reported there was unanticipated expense (damage) this year and the next fiscal year budget amount will be evaluated by staff.
- Line 8815 Assistant Chief Training. Inquired about the expense incurred for travel after weather prevented Chief Daugherty from attending the Fire Academy. Staff reported the Visa card has been credited which has a credit balance at this time. The expense should

balance on the next statement.

- Inquired about the \$60 expense paid to BOLI. Staff reported the expense was for required labor-law posters.

Director Hubbard inquired about:

- Inquired about the Farmers fire grant opportunities. Chief Supkis stated he was contacted by Karen Brannon, a local insurance agent, who stated Farmers has a scholarship/grant opportunity that is designed to build relationships with local agencies. The grant would be \$100 per month that could be used for cooperative projects that would benefit the community.

Director Kelley inquired about:

- Line 6105 Overtime. Inquired about the year to date overtime expense at 109.39% of the budget. Chief Supkis stated unanticipated overtime was generated by three conflagrations in August, staff family leave and one firefighter vacancy for the past few months. Staff reported the reimbursement revenue received from the conflagration could be moved by journal entry from miscellaneous income into line staff wages (regular and overtime).
- Made comment and discussed his concerns about the 2017 changes and increases to the PERS system.
- Line 6242 Health & Wellness. Inquired about the \$761.75 expense in January. Staff reported elevation masks were purchased.
- Line 6625 Electricity. Inquired about the increased charges in January. Chief Supkis reported when the bill came in for station 102 he noticed it was much higher than anticipated. After an investigation it was found the breaker for the electric heaters in the bay was inadvertently flipped on which caused the “backup” electric heaters to run instead of the propane heaters. The issue was corrected and staff notified.
- Line 8215 Firefighter Tools & Equipment. Inquired about a \$2.59 expense. Staff reported a whisk broom was purchased for one of the apparatus.
- Line 8235 SCBA Repairs. Inquired about the \$730 expense in January. Staff report an air pack was out of service due to corrosion to the electronic circuit board and had to be repaired. Staff also reported that the SCBA compressor is undergoing a major repair but that bill had not been received.
- Inquired why there was \$7,195 charge on the chief’s visa card for tires. Staff reported the check sent to Les Schwab in November was lost in the mail. A stop payment was issued and Visa was used to settle the account.

Director Witmer inquired about:

- Line 6115 Overtime Academy/Training. Inquired about the line and if the budget for 2016/17 should be increased. Staff reported yes, the line will be increase during the next budget process.
- Line 6310 Audit Fees. Inquired about the expense year to date. Staff reported the auditor gave a \$1,000 discount due to timeliness of completion and all expenses have

been paid. The auditor was invited to attend the 2016 budget committee meetings to become more familiar with district process.

- Line 8550 Due-Notices-Subscription – Other. Inquired about the use of the number. Staff reported the expense will be moved to line 8560 Dues.

Action: Director Hubbard moved to pay expenses presented from 1/15/16 – 2/11/16 in the amount of \$431,128.46. No further discussion or comments. Second, Director Kelley; the motion passed by a 5-0 vote.

Break 10:25

Reconvene 10:32

Management Report – Reviewed.

- A. Monthly Alarm Report and notable incidents discussed.
 - Staff was requested to review and verify the year to date numbers are correct.
 - Residential building permits are down in January
 - 1/15 three calls within seven minutes and multiple patients
 - MVA Hwy 97 MP 159
 - MVA Hwy 97 MP 157 (mutual aid from Sunriver)
 - Medical / Hwy 97 (mutual aid to Crescent-ALS intervention)
 - 1/20 Mutual aid to Crescent at station 101 (one transport)
 - 1/24 MVA/medical/snow machine vs. tree. 10 mile snow park Paulina Road. SAR rescue
 - Received mutual aid from Sunriver five times in January
 - Standby electric bay heaters found on at station 102 – tagged out.

Correspondence/News

- A. 2016 Budgeting Forecast for Insurance Renewals
 - Director Hubbard inquired if there was an insurance policy for EMS fees that are uncollectible. Chief Supkis stated he would contact Jeff Griffin to inquire.
- B. 2016 SDIS Best Practices Program
 - Director Denend would like SDAO to review the Best Practices Assessment.
- C. House Bill 4030
 - Awareness/discussion
- D. Fire District Letter –Thank you Peterson
- E. OFDA Membership Letter
 - Discussion on membership costs vs. value to district.
- F. Wise Buys, KTVZ Student Scholarship Program
- G. Wise Buys, Hwy 97 & Drafter Road Crash
- H. KTVZ, Eugene Man Injured in Hwy 97 Head - on
- I. KTVZ, Paulina Lake Snowmobiler Hits Tree

J. Bend Bulletin, Women Injured in Snowmobiling Accident

K. Bend Bulletin, St. Charles Plans Clinic in La Pine

- Country Commissioner Tammy Baney contacted Chief Supkis stating she would like to hold a private meeting with SCMC, La Pine Community Clinic, La Pine Fire District and Deschutes County Commissioners to discuss a variety of topics. Medical necessity, delayed transportation, local urgent care facility, higher level of care, along with other areas of concern. Director Hubbard stated he would attend the meeting with Chief Supkis.

L. Bend Bulletin, Opinion - Urban Renewal

Old Business

- A. **ASA District Renewal – Klamath County.** A draft letter of intent was presented to the board for review. The district's intent is to renew the Klamath County Ambulance Service Area (ASA) within the boundaries of the La Pine Rural Fire District (RFPD). For all other ambulance service franchise areas outside of the La Pine RFPD the district will not be reapplying for ASA reassignment. This move is in support of our partner fire district in North Klamath County to develop a cooperative North Klamath County fire and ambulance service area.
- B. **Board Identification.** The board request information on identification for directors. Chief Supkis did research and present different badge options. After a discussion, the board consensus was to not require badge identification and leave it as individual preference. A request was made to review and update the board policy: Meetings, Duties and Relationships of the Board of Directors.

Action: Director Hubbard made a motion that the fire district may provide an official name badge for a director for use while conducting official district business and to revise the board of director's duties policy. No further discussion or comments. Second, Director Denend; the motion passed by a 5-0 vote.

New Business

- A. **Report on station 103 project planning and scoping.**

Staff presented a draft scope for the remodel project for station 103. The project includes:

- Remodel the existing living area replacing fixtures, cabinets, appliances and flooring.
- Remodel existing bathrooms replacing fixtures, cabinets, appliances and flooring.
- Add a 28 x 80 modular dorm unit on the west side of the station that would provide eight bedrooms, four baths, open space and storage utility space.
- rebuild of the water-well pump house
- enlarge existing dry well for storm water
- replace windows and upgrade insulation
- roof repair as needed
- exterior siding repair or replace as needed and repaint

Chief Daugherty stated he would present an RFP at the next board meeting for review and potential approval The board discussed with staff to pre-qualify contractors before reviewing full RFPs.

B. Appoint 2016/2017 Budget Officer.

Action: Director Kelley made a motion to appoint Chief Supkis as the 2016/2017 Budget Officers. No further discussion or comments. Second, Director Hubbard; the motion passed by a 5-0 vote.

C. Adopt 2016/2017 Budget Calendar.

Action: Director Hubbard made a motion to approve the 2016/2017 Budget Calendar as presented. No further discussion or comments. Second, Director Denend; the motion passed by a 5-0 vote.

D. Employee Accrued Comp Time Cash out Option. Staff discussion the collective bargaining agreement that allows for accrual of comp time, using comp time and cash-out option. After a discussion the topic was tabled; staff was requested to provide the board a total cost of current available comp time and overall cost to the district if cashed it out.

Special Meetings and Workshops – Director Denend stated he would like to reschedule the Christmas dinner that was cancelled due to adverse weather on February 20.

Good of the Order

A. SDAO Annual Conference Report.

- Director Denend, Director Witmer, and Chief Supkis attended the conference in Sunriver. Director Denend gave a report.
- He was very pleased with the support system to boards. He recommended staff and board member to consider reading the book “Water the Bamboo”.
- Updates on Best Practices and recommended that the board go through with SDAO an audit and “accreditation” process. This helps “fireproof” the board and district by keeping district policies and practices up to date.
- Requested to have a sign made that advises anyone who attends a board meeting that the meeting is recorded. It is stated at the open of the meeting now and recordings only are kept for writing actual minutes.

B. Student FF scholarship application due March 11 for the 2016/17 academic year.

- Firefighter Jerome is working with COCC on this project.
- Applications and information is on the website. Deadline to apply is March 11.

C. Update on new FF recruitment. Prior student firefighter reserve Brett Hulstrom was number one on the hiring list after the recruitment process. The top three candidates were all former La Pine RFPD student firefighter reserves. Brett will start his employment on March 29.

D. Seattle Stair Climb March 6, 2016. Six La Pine RFPD firefighters (career and reserves) are scheduled to participate in the Seattle Stair Climb on March 6. Proceeds support The Leukemia & Lymphoma Society.

Next Meeting: Regular Board Meeting - Station 101 on Thursday, March 10, 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 12:04 p.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____