

**LA PINE RURAL FIRE PROTECTION DISTRICT**  
Board of Directors Regular Meeting  
51550 Huntington Road, La Pine, Oregon  
Meeting Minutes March 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. Hank Kelley and Bob Denend

Directors absent: None

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

**Public Forum:** There was no public present at meeting.

**Approve Minutes - Regular Board Meeting February 11, 2016.**

**Action:** Director Hubbard moved to approve minutes of the February 11, 2016, Regular Board Meeting as present. Second, by Director Kelley 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 notes on the Income and Expense statement referring to Journal Entries that reduced Miscellaneous Income and credited Line 6030 Firemedics & Captains and 6105 Overtime Line Staff. Staff reported the salary portion of the conflagration reimbursement was credited to reduce line staff salaries. After a discussion Chief Supkis stated he was considering voiding the journal entries and leaving the funds in miscellaneous income to avoid confusion.
  - Inquired about Line 6110 Administrative Overtime. He stated his understanding the overtime reported in January was all of the administrative overtime associated with retro pay for line staff. Staff reported the overtime for recalculating retro pay was completed in January but time worked crossed two different pay periods and was paid out in January and February.
  - Line 6200 Employee Maintenance. Inquired why the employee maintenance lines were

over budget. Staff reported the PERS section was over due to retro pay per the new CBA that went back 1.5 years.

- Line 6620 Disposal. Inquired why the February expense was 461.08. Staff reported additional monthly expense was associated with charges to empty bio-hazard waste bins at all stations.
- Line 7115 Fire Extinguisher Service. Inquire why there has been no expenditure year to date. Chief Supkis reported the extinguisher service is for servicing extinguishers that have been used on calls during the year, which none had to date. Annual service cost is placed into regular facilities and equipment maintenance lines as was done in October.
- Line 8235 SCBA Repairs. Inquired about the 2,975.73 expense in February. Staff reported in January the SCBA compressor had a major repair (3<sup>rd</sup> stage compressor coil) and bill was not received until February.
- Line 8409 Rescue Training. Inquired about the training line being over budget. Staff reported the training line is over for various types of rescue training and due to replacing the rescue coordinator but the overall training category is under budget.
- Made comment that he appreciated the additional notes staff made on the Statement of Revenue & Expense for clarity.

Director Hubbard inquired about:

- Line 6242 Health & Wellness Fund. Inquired about the 3,339.00 expense in February. Staff reported spin cycles were purchased for the stations.

Director Kelley inquired about:

- Line 6035 Line Staff FLSA Mandated Overtime. Inquired about the over budget. Chief Supkis stated he will be preparing a supplemental budget and will present it for review and approved at the budget committee meeting in April. The supplemental budget proposal will adjust all the personal services lines due to the new CBA retro pay agreed to in November and paid in January and the extra hours due to conflagrations last summer in which the fire district did receive some reimbursement for in miscellaneous income.
- Line 6845 FireMed Administrative Fees. Inquired why there was no expense in February. Staff reported the FireMed revenue and expense report/payment is received after the 15<sup>th</sup> of the month and is reported the following month.
- Inquired about capital reserve fund expenditures to Cascade Fire. Staff reported expense was for the budgeted Hose Washer/Roller and the SCBA face piece project.

Director Witmer inquired about:

- Line 6625 Electricity. Inquired about the way monthly expenses are recorded. Staff bills are recorded by the month or by the date the bill cuts off. Sometimes the bill cuts off on the first day of the month therefore a month could appear inflated. Staff will watch cut offs dates closer and try to keep the monthly balanced with four charges per month.
- Line 8105 Breakdowns. Inquired about the \$3,969.34 February expense. Staff reported

the majority of the expense was for Medic 171; the check engine light came on and it was taken to Wright Ford for repair. It was found to be an air leak in the turbo unit which needed to be replaced. The unit was over the 100,000 warranty period; however the replacement part is warranted for the lifetime.

**Action:** Director Kelley moved to pay expenses presented from 2/12/16 – 3/10/16 in the amount of \$302,409.69. No further discussion or comments. Second, Director Witmer; the motion passed by a 5-0 vote.

### **Management Reports** – Reviewed.

- A. Review and discussion on call volumes, building permits and the effect of the new La Pine Urban Renewal District on the fire district's tax base.
- B. Monthly Alarm Report and notable incidents discussed.
  - o Multiple alarms on February 5 & 6 at same residence. Staff reported patient has a chronic health condition; lives alone and activates a life-alert. DHS has been contacted.
  - o Discussion on Capital Reserve Projects completed.
  - o Inquiry about "after action report". Staff's reviews after a major incident occurs.
  - o Directors inquired on what is OJT? Staff reported - On Job Training - is the monthly all day drill for the student and on duty staff. Discussed.
  - o FYI on Seattle Stair Climb event and employee/student reserves participation.

### **Correspondence/News**

- A. La Pine Chamber of Commerce
- B. Letter – Complaint/concern - England
- C. Fire District Letter - England
- D. SDIS – Safety Grant Award
- E. SDIS – Longevity rebate
- F. Wise Buys, Student Scholarship Program, Board Meeting Notices

### **Old Business**

- A. **Budget Committee Appointments.** The budget committee has one vacant position and Director Denend made a recommendation to appoint Robert Julianus. After a discussion action was taken.  
**Action:** Director Denend made a motion to appoint Robert Julianus to the budget committee. Second, Director Hubbard; the motion passed by a 5-0 vote.
- B. **Employee Accrued Comp. Time Cash Out.** Chief Supkis presented a document for all accrued comp time and associated cost to the district if all were to be cashed out as per last month's discussions and board agenda item. The most recent collective bargaining agreement (CBA) made changes to number of regular hours worked and the District strictly follows BOLI/FLSA rules when calculating hours worked in excess of 212 in a pay period to calculate

an additional “half time” wage. Hours worked outside of the regular scheduled shift are considered overtime and are the only hours that qualify to be banked as comp time. The district current liability is relatively small and it is to the district advantage to reduce it sooner rather than later at potential hirer earning rate. On the employee side this would give them at their option to when to cash out as since the new CBA there is no longer a potential compounding advantage to the employee.

**Action:** Board consensus was they we not opposed to the district offering the cash out policy in according to the CBA and laws at the employee’s discretion.

- C. **RFP Specification Review Station 103 Upgrades.** Chief Daugherty presented an overview of the draft Design/Building Project for Station 103.

**Action:** After discussion the board consensus was to accept the RFP process calendar and for the district to qualify each builder prior through the advertised process prior to accepting design/build RFPs for the project.

## **New Business**

- A. **Board Policy #95-01 Meetings, Duties, and Relationships of the Board of Directors.**

Chief Supkis reviewed the revisions made to Board Policy #95-01. Policy #95-01 had no policy on director apparel. A new section was added to address such. After discussion action was taken.

**Action:** Director Hubbard made a motion to approve Board Policy #95-01 Meetings, Duties and Relationships of the Board of Directors, dated March 10, 2016. Second, Director Denend; the motion passed by a 5-0 vote.

- B. **Board Policy #100-04 Ethics (new).** Chief Supkis stated the district has a robust policy manual, and ethic rules are already in State law. However, SDAO recommends as a best practice having an ethics policy in one place to help ensure success. This draft policy was based on a boiler plate template recommended by SDAO. After review and discussion action was taken.

**Action:** Director Denend made a motion to adopt Board Policy #100-04, Fire Districts Ethics Policy, dated March 10, 2016. No further discussion or comments. Second, Director Kelley; the motion passed by a 5-0 vote.

- C. **Surplus District Property (Fire Hose).** Chief Supkis reported the 2015/16 capital project for fire hose replacement is very near complete. He provided a report that the district has approximately 21,000 feet of old hose 7 to 44 years of age that could be deemed surplus and be sold, or donated to other fire district, and/ auctioned or given to the tax payers of the district. After a discussion the consensus of the directors was to offer and donate the surplus fire hose to other small fire districts within Oregon first.

**Action:** Director Hubbard made a motion to declare the 21,000 of old fire hose surplus and donate the surplus fire hose to other small fire districts in Oregon as appropriate. Second, Director Denend; the motion passed by a 5-0 vote.

- D. SDO Summer Intern Grant for 2016.** Chief Supkis stated SDAO is offering the SDAO Internship Grant Program again this year. The district has been a recipient of this grant the past five years and has accomplished several different projects using student reserves. The grant is a \$3,000 maximum and requires a match by the district.

**Action:** The consensus of the board was for the district to apply for the grant again.

- E. Standard of Cover.** Chief Supkis presented this draft document and stated it was a task assigned when he was hired and has been in the works for several years. SOC attempt to quantify for the district and the public it services the risk present and levels of service to be provided along with the resources that are necessary to provide that service. The draft document mirrors what the direction and previous work by the board and the district on setting service priorities and strategic planning Director Denend asked to table a discussion today to allow the board a chance to review the comprehensive document in detail and discuss at a future meeting.

**Action:** The consensus of the board was delay discussion till next board meeting.

- F. Miscellaneous.** Director Kelley stated he has served on the board for many years, the district is in a very good place, and it is time for him to retire from his position to pursue a bit more travel. He verbally submitted his resignation as Director to be effective Friday, March 11, 2016 and made a recommendation the board appoint Larry South to fill his vacancy. Director Kelley stated Larry is a current budget committee member and that he is willing to serve on the Budget Committee for this next fiscal year.

**Action:** Director Hubbard made a motion to accept Director Kelley's resignation as Director for La Pine RFPD effective March 11, 2017. Second, Director Denend; the motion passed by a 5-0 vote.

**Action:** Director Denend made a motion to appoint Larry South to fill the La Pine RFPD Director vacancy effective April 14, 2014. Second, Director Witmer; the motion passed by a 5-0 vote.

**Action:** Director Witmer made a motion to appoint Henry Kelley to La Pine RFPD Budget Committee. Second, Director Denend; the motion passed by a 5-0 vote.

### **Special Meetings and Workshops** – none

### **Good of the Order**

- Chief Supkis and Director Hubbard attended a meeting held at the fire district administrative office with Deschutes County Commission Tammy Baney and representatives from St. Charles Medical Center (SCMC) and La Pine Community Clinic. The consensus was La Pine region does have a need for an urgent care clinic and the district would like to see an Emergency

Department with the ability to receive lower acute transport cases. The district emphasizes the challenges and cost to transport 35 miles to SCMC bend and how that negatively impacts health care in the community. The county has signed an agreement with SCMC for property use off Huntington, near Memorial Drive to build a facility. The timeline per SCMC is hopefully 18 months or mid-2017.

- State of Oregon passes new Senate Bill 4030 that will assist with ambulance transportation cost for Medicaid clients. Rules will not be in place till July of 2017.
- At the board's request Chief Supkis contacted Jeff Griffin about insurance policies that would cover losses for ambulance bad debt recovery. Jeff had stated "yes" there are policies available but advised that insurance companies are in business to make money and paid-out claims would generate increase premiums to cover all losses, and in this case there are guaranteed losses every year, so premiums would be high and it would be a wash at best.
- Director Denend discussed the Board Best Practices Assessment by SDAO. Recommend to the board that the district undertake this offer.

**Next Meeting:** Regular Board Meeting - Station 101 on Thursday, April 14, 2016 at 9 am.

**Adjourn Board Meeting**

Director Kelley made a motion to adjourn the board meeting. Second by Director Denend, the meeting adjourned at 11:10 a.m.

Respectfully Submitted,

Bonita Johnson  
Office Manager

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

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

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