

**LA PINE RURAL FIRE PROTECTION DISTRICT**  
Board of Directors Regular Meeting  
51550 Huntington Road, La Pine, Oregon  
Meeting Minutes April 14, 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 and Larry South.  
Bob Denend was not present but attended via speaker phone.

Directors absent: None

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

**Oath of Office**

Larry South took the Oath of Office as La Pine RFPD Director. He was appointed to the position at the March board meeting to fill the vacancy after Henry Kelley retired from his elected position.

**Officers**

Director Cox stated Henry Kelley was the board secretary and the position is now vacant and opened nominations to fill that position. Director Witmer expressed an interest.

**Action:** Director Cox made a motion to nominate Joel Witmer to fill the position of Board Secretary. Second, by Director Hubbard; the motion passed by a 5-0 vote.

**Public Forum:**

Dr. Mike Hudson, resident from River Meadows subdivision and retired physician, was present to observe the meeting and possibly become involved with the fire district.

Janet Burton, South Deschutes County Economic Development Coordinator.

- Janet Burton gave a background on the Sunriver Business Park and Spring River Plaza idea of development of an Enterprise Zone and an overview of the effects on the fire district (as well as all taxing districts) for three to five years of property tax abatement.

Tony DeBone, Deschutes County Commissioner.

- Commissioner DeBone gave an overview and his support of the economic development zone idea with recognition of now knowing the potential impacts to especially the fire district that they did not know before. In conversation, with the Board and Chief Supkis, the importance to the whole community and all businesses of having these properties fire sprinklered to qualify for the tax abatement. Commissioner DeBone also spoke to the Deschutes County 911 upcoming ballot measure on the May primary election to establish a new permanent tax rate. The combined current tax rate

is 36.5 cent per \$1,000 of assessed value and the proposed rate is 42.5 cent per \$1,000 which is an additional six (6) cents per \$1,000.

### **Approve Minutes - Regular Board Meeting March 10, 2016.**

- Director Witmer stated the March 10, 2016 minutes did not capture all the discussion that occurred between directors and staff on Correspondence Items B. Letter – Complaint/concern – England. The discussion was that of what are expectations of the community and the charging for advance life support services and assessments as is currently district policy and that this is an area may want Board needed to reevaluate since the last determination about five years ago along with the challenges of providing a paramedic level advanced life support service in a remote rural community with few if any other medical care options.
- Director Denend inquired about the action for the Best Practices Assessment. Chief Supkis stated the Board, as a body, to date has not provided direction on the desire and to schedule the assessment. After a discussion the consensus of the Board was for the chief to contact SDAO for more information and indicate an interest in the Board in participating in such later in the year.

**Action:** Director Hubbard moved to approve minutes of the March 10, 2016, Regular Board Meeting with additional documentation to be included in the April minutes for items discussed. 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:
  - Line 9600 Grant Income. Inquired what grants were included in that line. Staff reported FEMA Safer Grant-supplemental funding for the student program; SDAO summer intern grant; SDAO Safety and Security Grant for improved storm water drainage away from Station 101.
  - Line 9450 Contingency. Inquired that nothing has been expended year to date. Staff advised the board will move funds by resolution in June.
  - Line 8215 Firefighter Tools & Equipment. Inquired about the \$668.35 expense? Staff reported the expense was for new replacement batteries for the district's four thermal imaging cameras.
  - Line 8235 – SCBA /Air Compressor. Inquired about the repair expenditure. Chief Supkis stated the 10-year old air packs are now having a more frequent electronic board failures and each computer board is fairly expensive. The packs are scheduled on the capital replacement list at 15 years of use. Director Cox asked about does these electronics cause the air packs to quit working. Chief Supkis stated actually – no - the air regulators are all mechanic and “fail safe” open (stay working). It is the other (NFPA

required) features such as low air and movement alarms, heads up displays and gauges that are the electronics.

- Inquired about Grant Expense. Staff reported the grant income and grant expense lines are designated for grants received and the expenditure of those grants.
- Inquired about the refund for DMAP. Staff reported DMAP is Department Medical Assistance Program for clients who are enrolled in the Oregon Medicaid program. The refund in question was a processing error by DMAP; they processing a claim that included 32 patient loaded miles as 320 miles. When staff finds an error is made a refund is processed promptly.

Director Hubbard inquired about:

- Line 5030 Tax Revenue Prior Years. Inquired about the year to date percentage of revenue at 61.99% and where staff anticipated the ending balance will be on June 30. Staff stated the anticipation is to collect 100% of the projection by June 30.
- Line 7300 EMS Supplies. Inquired about the line being 111.98 % of the budget amount and three month remaining in this fiscal year. Staff reported medical supplies, more specifically drugs costs, have skyrocketed which has affected the bottom line. Overall, the total supply category will be under budget this fiscal year and staff has increased the EMS budget line accordingly for 2016/17.

Director Witmer inquired about:

- Line 6035 Line Staff FLSA Mandated Overtime and 6105 Overtime. Inquired about the line expended over budget and if related to retro pay and conflagrations. Staff reported yes and a supplemental budget resolution will be presented to the Board for approval in June that will allow the district to expend additional tax revenue, miscellaneous income and to adjust line items (line staff, overtime, attorney expenses, etc.) where necessary.
- Line 6700 Civil Service. Inquired about budgeting for this line in the future. The chief stated the district has little turnover and unless a new hire is expected funds will not be allocated in that category. If someone leaves the district, the plan is to cover expense with Contingency.

**Action:** Director Witmer moved to pay expenses presented from 3/11/16 – 4/14/16 in the amount of \$402,350.33. No further discussion or comments. Second, Director Hubbard; the motion passed by a 5-0 vote.

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

- A. Review and discussion on call volumes, building permits.
- B. Monthly Alarm Report and notable incidents discussed.
  - Multiple alarms are up 25%. When asked by the board, staff reported an the increases are for generalized medical and “sick person” calls as opposed to fires, rescue, trauma and critical medical – heart, non-breathing, stroke, shock etc.
  - There was one period where no ambulances were available in the district or by 1<sup>st</sup> and 2<sup>nd</sup> due mutual aid. Call was covered by 112 and 111 with QRU equipment.

### **Correspondence/News**

March 10, 2016 board meeting discussion on correspondence item that was not included in the approved minutes.

B. Letter – Complaint/concern - England

C. Fire District Letter - England

The Board discussed the complaint letter from the wife of a potential chest pain patient who stopped at station 102 for assessment. The patient had a history of cardiac problems and was experiencing chest pain, the family stopped by station 102 to talk with a medic to assess him prior to driving to St. Charles Medical Center in Bend. The crew did a full ALS assessment of the patient which included a 12-lead ECG and offered to transport the patient to the hospital via ambulance, which he declined. The patient's wife was extremely upset when they later received the district's standard charge for \$125 for the ALS assessment. Her opinion was the service should be done without charge since the fire district is tax based. The patient is a retired fire chief from the valley and owns property in the fire district and is a part-time resident. Chief Supkis stated that in 2011 the Board did do a full medical cost studies and also reviewed the history when the district assumed the responsibility of the paramedic service - that no new tax dollars were provided and by the will of the voters the service was to be fee based- and the fire district is not a typical high tax based metropolitan area. It is unique in trying to provide a critical lifesaving service in a remote rural community with very limited health care options and resources. Director Cox stated in the past the district had also had problem in people using the district as a medical clinic rather than go down to the street to the La Pine Clinic or willing to drive into Bend. He asked staff does that still happen, and Chief Daugherty responded the stations do see 1 - 2 or more walk-ins a week. Director Witmer expressed his initial thoughts were not to charge patients who walk in for assessment unless they are abusing the system.

Director Denend recommended the paramedic staff advise people prior to assessment that they will be a charge if certain procedures are done. Staff advised some time ago a decision was made for the staff not to discuss costs of service or transports with a patient and focus on what was right for the patient at that time and place. This was due to complaints of patients perception the cost of service was place before their care.

After a discussion the consensus was for staff to keep a tally of verbal complaints for non-transport charges and to review walk in medical aids statistics to determine if a change needs to be made for billing for walk in/no transports.

#### **April 14, 2016 Correspondence.**

A. Thank you – AARP- Mealer

B. Thank you – Alfalfa Fire District - Kathman

C. SDAO Membership, guide and annual report

D. Bend Bulletin – March 13 Hwy 97 crash

E. KTVZ – Hwy 97 two semis jackknife

F. Bend Bulletin – BLM forest thinning project

G. KTVZ – Hwy 97 head on crash

H. Bend Bulletin – Hwy 97 crash

F. KTVZ – La Pine area wildfire fuels grants for residents

## Old Business

- A. **Standard of Cover.** Director Hubbard acknowledged Chief Supkis for the work he put into this document stating it was well done. Directors and staff discussed various topics including the community decision by ballot/vote to bill a user fee for emergency medical services instead of a tax based service. The consensus of the Board was to continue reviewing the document and come back to the board at a future meeting to discuss and adoption.
- B. **Surplus District Property – fire hose donation.** Staff presented an update on surplus fire hose donated to other fire agencies. Chief Supkis stated there is 6,000 foot of hose remaining and requested direction how to proceed. The consensus of the board was to continue to take inquires and donate hose to fire department over the next month and revisit the topic.
- C. **RFP Specification Review Station 103 Upgrades - update.** Chief Daugherty stated the request for proposal was completed and he met on site with four vendors of interest to discuss pre-qualification. Seven had initially inquired to the RFP. The pre-qualification documents are due by April 15; he presented an overview of the draft Design/Building Project for Station 103.

## New Business

- A. **Rural Enterprise Zones.** This business item was initially discussed during the open forum and continued with the Board. The consensus of the Board was to draft a letter and send to the Deschutes County Commissioners and the Deschutes County Rural Enterprise Zone (REZ).
- Board supports the REZ concept and living wage jobs.
  - Board does not support tax abatement for free fire (and other public) services which leaves the risk to the fire district not the Rural Enterprise Zone.
  - Anticipated loss of revenue for the La Pine Urban Renewal District is projected at over a million dollars over a twenty year period, the REZ will add to that deficit.
  - The fire district is in a critical position with a good fire insurance rating for residential properties. Added new commercial properties will require additional fire resources and/or cause a fire insurance increase to all property owners commercial and residential.
  - To offset the fire district will require new businesses within the REZ to install sprinkler systems so these establishments do not cause insurance rate to increase for all other businesses.

The Board requested staff to work with members and draft a letter with the previous points for review and comment before Board signature and sending.

- B. **FireMed Program.** The directors and staff discuss the district's FireMed membership program. In 2002 the district outsourced the administration of the FireMed program to AirLink/St. Charles Medical Center. When AirLink sold four years ago the District opted to change administrators to Life Flight of Oregon who contracted with zero administration fees

for the first three years. In June 2015 the three year period was up and the district now pays 25% of the membership fees for plan administration. Director Hubbard stated his opinion is it would not be cost effective to bring the membership back in house. After a discussion the consensus of the board was to continue with Life Flight of Oregon for one more year and discuss options in 2017.

**C. Wampus Butte Radio Repeater Site Lease Transfer Proposal.** Prior history of the repeater site lease agreement was discussed with the latest revision in May 2015. In March 2016, Deschutes County 911 and Oregon Department of Transportation have proposed a revision of the 2015 agreement. As part of the revision they have proposed to add the La Pine Fire District to the 911 District agreement and terminate the previous La Pine Fire Agreement by transferring the property rights and responsibility to the 911 District. The 911 District is in favor of this move. After a discussion, the consensus of the Board was to table further discussion until the June board meeting.

**D. Secretary of State FY 14/15 Audit Report Review.**

The district received a letter dated April 7, 2016 from the Oregon Secretary of State Audit Division which stated they reviewed the audit report (by Barnett & Company CPAs) for the period of July 1, 2014 through June 30, 2015, in accordance with the provisions of ORS 297.465(3). The letter included eight points, six of which represented the lack of notes or clarifying information that would support auditing figures or findings. Two points were incorrect reporting by the auditor (1) cash equivalents balance reported in the management discussion and analysis instead of the beginning fund balance and (2) reporting the capital reserve fund was over expended. The capital reserve fund was not over expended and the audit report was incorrect.

Last year was the first year the district used Barnett and Company CPAs for the audit. The district encountered difficulties with communication, timeliness and follow through. Staff has contacted the auditor about the audit letter and is waiting for a response.

Staff will draft a letter to the Oregon Secretary of State Audit Division to address the audit error as it pertains to the Capital Reserve Fund.

**E. FY 2016/17 Proposed Budget Review.**

Chief Supkis gave the Board a preliminary overview of the 2016/17 proposed budget.

**Special Meetings and Workshops**

First Budget Committee Meeting: April 21, 6 p.m. at station 101.

**Good of the Order**

- All staff training April 23 and 24
- April is scheduled for a spring clean-up. Staff will conduct facilities and equipment inspections

on May 2 and invited board members to attend the walk-thru.

**Next Meeting:** Regular Board Meeting - Station 101 on Thursday, May 12, 2016 at 9 am.

**Adjourn Board Meeting**

Director Hubbard made a motion to adjourn the board meeting. Second by Director Witmer, the meeting adjourned at 12:04 p.m.

Respectfully Submitted,

Bonita Johnson  
Office Manager

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

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

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