

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes May 12, 2016

Open Meeting Board President Doug Cox called the meeting to order at 9:04 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: No public present

Approve Minutes - Regular Board Meeting April 10, 2016.

Discussion:

Director Hubbard inquired about the letter received from the Secretary of State Audits Division. Staff reported the letter was generated after the District's 2014 - 2015 audit was selected for a random audit review with the audit division. The letter addressed eight items that were considered reporting deficiencies and recommendations. The most concerning item was both the Capital Reserve Fund and the PERS Reserve Fund was stated as over expended in 2014-2015. Staff contacted the auditor who researched to find an error when he included the \$3,400 MAC fire engine restoration fund as a Capital project. The district donated the MAC fire engine and the restoration fund balance (donations from the community members of La Pine) to the Oregon Fire Museum. The PERS fund was reported properly with \$10 interest and \$10 expense for bank charges which the state noted as over expended which actually it was not. The items that require corrections will be corrected in the 2015-2016 audit. Staff will write a letter to the audit's division in response to their letter and review findings.

Director Denend inquired about the surplus fire hose project. Staff reported Alfalfa, Silver Lake, Keating, Sixes River, Crescent, Central Cascades, and Outback Fire have picked up surplus fire hose and some misc. fittings. A few hundred feet of old fire hose remain to be donated.

Correction to minutes: New Business A. Rural Enterprise Zones. The statement anticipated loss of revenue for the La Pine Urban Development should be La Pine Urban Renewal District.

Action: Director Hubbard moved to approve minutes of the April 14, 2016, Regular Board Meeting with correction stated. Second, by Director Denend 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 8115 Routine Maintenance. Inquired about the \$3,053 expense in April. Staff reported the expense includes annual maintenance on several of the apparatus starting with the 140 series wildland engines and continuing with the 130 series water tenders.
 - Line 6815 Computer Service/Repair. Inquired about the \$371 expense in April. Staff reviewed line 6815 and 6415 and the actual expense in April reflected a \$194 credit that should have been listed under line 6415. The actual April Expense for line 6815 is \$565 and line 6415 has a credit balance of \$112. Staff requested Weston Technologies to review charges the 2016 monthly spam filters which appeared to be a significant overcharge. Weston issued a credit.
 - Line 8305 – Structural Maintenance. Inquired about the \$1,040.83 expense for April. Staff reported the largest portion of the expense was for HVAC repairs/fan replacement at the administration office, quarterly maintenance to station 102 water system, along with a few miscellaneous items.
 - Line 8325 Generator Maintenance. Inquired about the line being over budget. Staff reported the line was for annual maintenance and one of the units required additional repairs to the block heater.
 - Line 8401 Training EMS. Inquired about the \$2,700 expense for April. The district provided training for ACLS recertification which is a requirement for paramedics.
 - Line 8905 Service Recognition. Inquired about the \$399.55 expense for April. Staff report expense was associated with the recent all-staff training where lunch was provided for the whole department.
- Director South inquired about:
 - Line 6240 Medical Evaluation. Inquired about expenses paid. Staff stated the April expense \$39.40 was associated with the district requiring an employee to provide a doctor's note after taking more than three consecutive scheduled work shifts off as sick leave. Per the Oregon Sick Leave Act, (newly effective Jan 2016) the District is required to reimburse the employee reasonable expenses associated with obtaining this documentation (e.g. insurance copays and mileage) when at the request of the employer. The District has had a long standing policy when this documentation is required and we recently had an individual with circumstance that triggered such an event
 - Line 8000 Fuel. Inquired about the line overall. Staff reported the District projects cost based on projected fuel market pricing and fuel prices have been down over the past year which is reflected in the year to date expense. Staff expects prices to moderate back to the \$50/barrel range on the world market over the next year.

Action: Director Hubbard moved to pay expenses presented from 4/15/16 – 5/12/16 in the amount of \$274,372.46. No further discussion or comments. Second, Director Denend; 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.
 - Increased alarms in April. Eight days with 8 to 13 calls per day.
 - April 21 - 3 calls in a one hour period another 3 calls within a 24 minute period.
 - Question on preplans for Sunriver Brewing Facility – yes this may have been a popular preplanning event.

Correspondence/News

May 12, 2016 Correspondence.

- A. Thank you – AARP- Mealer
- B. Thank you – Brown
- C. SDAO Awards Program
- D. La Pine Student Expectations
- E. KTVZ – Hwy 97 MVA
- F. KTVZ - La Pine area residents NRCS wildfire grants
- G. Bend Bulletin – Wildfire prevention funds available
- H. KTVZ Body in Home 5 months
- I. Bend Bulletin – Enterprise Zone proposed for Sunriver
- J. Bend Bulletin – La pine women extricated after crash

Old Business

- A. **Standard of Cover.** The directors discussed grammatical revisions and adding page numbers to the document. When approved the document will be placed on the website. The consensus was to table approval until the June meeting.

- B. **RFP Station 103 upgrades - update.** The pre-certification process was completed. The district has identified two potential and qualified vendors. Both vendors have met with district staff and have reviewed the project site. The remaining process includes a May 23, 2017 deadline for vendors to complete and submit their sealed RFP documents for consideration. The Board requested to be notified when proposals arrive to be active in the review process the week of May 23. Director Hubbard said he was available to help review proposals. Staff stated anticipation to present all proposals and recommendations at the June meeting.

- C. **Rural Enterprise Zone.** Develop and review draft letter to the Economic Development for Central Oregon (and State of Oregon Business Development Department) on the District's position on the deference of public safety tax dollars and the needed accommodations to insure public safety and protect all taxpayers in the fire district.

Action: Unanimous consensus of the Board to sign the letter after final printing.

- D. **SDAO Board Practices Assessment.** At the request of the directors, staff contacted SDAO regarding a board practices assessment. Staff stated the actual process takes approximately an hour and a half with a question and answer session with the board. Chief Supkis recommended having SDAO come to one of the District board meetings (to observe processes etc.) and then the district would host a lunch and have the review afterwards (making for a longer than normal Board session). The Board consensus was to wait until after summer and focus on a possible October assessment.

- E. **Miscellaneous.** Director Hubbard recommended the District consider landscaping at the corner of Huntington and First Street to match the ODOT landscape on First Street. Chief Supkis stated he will contact the County and inquire about their plans to landscape around the swale (County ROW) and then put together a district plan. Chief Supkis also reminded the Board the district has contracted with a professional applicator to spray weeds in the area this year to promote the natural bunch grasses and pine trees.

New Business

- A. **Board member authorization for bank account signature.** Update signature cards for bank accounts at Washington Federal Bank after change of board members. 1. Remove Henry Kelley as a signer. 2. Add Larry South as a signer.

Action:

1. Director Hubbard moved to remove Henry Kelley as a signer on the Washington Federal bank accounts and Safe Deposit Box. Second, by Director Denend the motion passed by a 5-0 vote.

2. Director Hubbard moved to add Larry South as a signer on the Washington Federal bank accounts. Second, by Director Denend the motion passed by a 5-0 vote.

- B. **Spring facilities and equipment inspections report.** Chief Supkis gave a facilities and equipment update after he and Chief Daugherty conducted spring inspections. He stated overall the inspection went well and facilities and equipment appear to be very good condition and they found very few small issues to address as crews did a fine job with attention to detail. The bigger items were outside, the pavement at station 101 needs repair or to be replaced. Station 102 had a concrete expansion joint that has a gap and will require repairs. Station 103 has some kitchen issues that will be address with the facility upgrade project next fiscal year.

- C. **Miscellaneous.** Director Hubbard addressed the White Paper that was developed to address and support the cost of EMS services. He requested to place the topic on a future agenda to discuss

further and see if updates are needed. Staff discussed GMT HB 4030 that recently passed the legislature and governor signed into law. It will be effective immediately - but rules and process for any additional cost recovery will not be in place until July of 2017.

Special Meetings and Workshops

Budget Committee Workshop: May 19, 6 p.m. at station 101.

Good of the Order

- Project Wildfire Fire Free Yard Disposal:
 - Sunriver Compost May 13 & 14;
 - La Pine Transfer May 20 & 21

Next Meeting: Regular Board Meeting and Budget Hearing - Station 101 on Thursday, June 12, 2016 at 9 am.

Adjourn Board Meeting

Director Hubbard made a motion to adjourn the board meeting. Second by Director South, the meeting adjourned at 10:50 a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____