

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes June 9, 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 comment

Approve Minutes - Regular Board Meeting May 12, 2016.

No further discussion.

Action: Director Hubbard moved to approve minutes of the May 12, 2016, Regular Board Meeting as presented. 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 5200 FireMed Memberships. Inquired about no recorded FireMed Revenue in May. Staff reported Life Flight of Oregon processes the monthly report and distributes on the 15th of the following month.
 - Line 6041 Reserve Monthly Response. Inquired about no recorded expense in May. Staff reported time logs were not received prior to board meeting.
 - Line 6115 Overtime Academy/Training. Inquired about the \$4,746.42 expense for May. Staff reported the expense was for the annual mandatory all staff training day held.
 - Line 6415 Computers. Inquired about the \$112 credit in April. Staff reported Weston issued a credit for over charges for monthly charges for spam filtering the first three months of the year.
 - Line 6640 Repeater Site. Inquired about expense being annual or semi-annual. Staff

reported expense is now annual and the description will be changed to annual.

- Line 6845 FireMed Contract Fees. Inquired about no expense in May. Staff reported expenses are recorded after the 15th of the month when Life Flight of Oregon report and disbursement is received.
 - Line 6870 Physician Advisor. Inquired about expense. Staff reported the Physician advisor is paid twice a year (December and June).
 - Line 6940 Miscellaneous Other Charges. Inquired about no expense year to date and if line is necessary. Staff requested to leave the line active for a place to record miscellaneous unexpected fees.
 - Line 8105 Breakdowns. Inquired about the \$8,013.57 expense for May. Staff reported the expense was for medic 173 and engine 123 breakdowns and repair.
 - Line 8215 Firefighting Tool & Equipment. Inquired about the \$1,127.31 expense for May. Staff reported a chain saw blade and sharpening tools were purchased for each wildland unit as well as a bench tool so FF's could sharpen saws after each use. Chief Supkis stated the line was increased \$500 for the next fiscal year.
 - Line 8400 Training. Inquired about 8402 EMS Training Aids & Supplies, 8410 Fire Corp (SST), 8411 Reserve Firefighters - no expense record year to date and if the district plans to use. Chief Supkis stated training is planned, and several groups are going to classes this month and anticipates each line will be expended this fiscal year. He also stated the district has conducted more in house training which helps keeps expenses down.
 - Line 8565 Meeting Notices. Inquired about line over expended by \$65.73. Staff reported the line covers required annual budget notices that are placed in The Bend Bulletin. The expense did exceed the projected budget.
 - Line 9605 Grant Expense. Inquired about the \$100 expense year to date. Staff reported Karen Brannon Farmers Insurance gave a \$100 grant in February which was used for rescue training for firefighter Ryan. District expects another Farmers grant for provisions.
 - Inquired about the \$1 expense for propane tank rental. Staff reported Stations 102 and 103 propane tanks are owned by the vendor Ed Staubs and they charge a minimal annual rental fee.
 - Inquired about the La Pine Tire Factory expense for \$200. Staff reported one of the crews has an incident while backing which punctured the sidewall of the medic tire by hitting a metal stake and needed an emergency field repair.
- Director Cox inquired about the SCBA air compressor status. Chief Supkis reported the air compressor is old but not worn out as it has about 500 hrs. on it and the compressor maintenance specialist the district contracts with says it is a good quality compressor and the main compressor block components should easily run 2,000 or more hrs. The district has applied for a FEMA AFG grants to replace the compressor because of the smaller parts reliability and to fill the higher pressure next generation SCBAs.

Action: Director Denend moved to pay expenses presented from 5/13/16 – 6/9/16 in the amount of \$202,419.50. No further discussion or comments. Second, Director

South; 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.
 - Question on air evac that was cancelled on a call – availability not timely. Staff reported in this incidence the 1st due air evac was not available, and by the time the 2nd due air evac could make it that day, it was faster to transport by ground medic.
 - Comment of five medical calls to La Pine Community Clinic. Chief Supkis stated the community still struggles with proving local care. Some of the calls warranted emergency transports to the hospital while the others were because there was no other care alternative, which unfortunately takes an ALS emergency medic out unit of service.
 - Question on new air drop to station 102. Staff explained it is an air hose that connects to apparatus to pre-pressurize the air brake system.

Correspondence/News

- A. Thank you – Turner/Willard
- B. Thank you – Malkmus
- C. Thank you – Juranek – Sunriver Anglers
- D. Alfalfa Fire – Newsletter –Thank you fire hose
- E. SDAO 2016 Intern Grant (not funded).
 - Staff reported the district has been a recipient of the “one time” SDAO Intern Grant for the past six years and student reserves have been utilized for various district projects during the summer months. The past two years interns have been doing district structural evaluations. The project is 2/3 completed and staff has budgeted to continue that project.
- F. ODF -2016 VFA forestry grant (not funded)
- G. FEMA -2015 AFG Vehicle Grant Award – EMW-2015-FV-00183
- H. District Letter –Economic Development for Central Oregon
- I. Project Wildfire Invite
- J. Wise Buys – LRFPD Pediatric Program, Budget Meetings
- K. KTVZ – New System to Save Young Lives
- L. Newberry Eagle – LRFPD New Pediatric Program, Debris Burning Closed, School Fire station Tour.

Break 9:50

Reconvene 9:58

Old Business

- A. **Station 103 RFP review and potential award – FY 2016-17. Station 103 addition and remodel.** Discussion: Two vendors were prequalified to participate in the RFP process on April

25, 2016. Following the prequalification notices, staff met with both vendors where project priorities were discussed, ideas shared, and clarification was provided. Staff and Director Jerry Hubbard met to evaluate the two (2) RFP responses from JP Prinz Co. and Premier Construction on May 26, 2016. After meeting with both vendors the opinion of staff and Director Hubbard was JP Prinz Co. contained the best initial proposal for the design, pricing, and capability to complete the project, and therefore the most responsive proposer.

Possible Actions: (1) take no action; (2) direct staff to re-evaluate RFP responses; (3) direction to staff to provide most responsive proposer a notice of bid acceptance and to begin to finalize and administer contract.

Action: Director Denend made a motion to take action #3 giving staff direction to staff go forward and accept the RFP and to bring back to the board of directors a contract not to exceed \$320,000 with JP Prinz Co. for the remodel project at station 103. Second by Director Witmer; and the motion passed by a 5-0 vote.

Further discussion: Staff reported the district plans to do septic evaluation and soil testing at station 103 in this fiscal year budget to prepare for the project.

- B. **Standard of Cover.** The consensus of the board of directors was to table this topic until the July meeting.

- C. **Klamath County Ambulance Service Areas.** Chief Daugherty stated the ASA boundary change project has been recommended by the Klamath County ASA Board and is pending Klamath County approval and he will keep the Board informed. La Pine Rural Fire Protection District Ambulance boundaries are to be aligned with fire district boundaries.

New Business

- A. **Resolution #16-01.** Establish PERS Reserve Fund. The Budget Committee unanimously voted to establish a PERS Reserve Fund during the 2014-2015 budget process. The resolution formally establishes the fund.

Action:

Director Denend moved to adopt Resolution #16-01; A Resolution to Establish a Public Employees Retirement System (PERS) Reserve Fund. Second, by Director Hubbard; the motion passed by a 5-0 vote.

- B. **Resolution #16-02.** Renew Capital Reserve Fund. Per ORS 294.346 the governing body must review a reserve fund every ten years to decide if it should be continued or abolished.

Action:

Director Denend moved to adopt Resolution #16-02; A Resolution Extending the Facilities, Equipment & Apparatus Reserve Fund. Second, by Director South; the motion passed by a 5-0 vote.

- C. **Resolution #16-03.** Adopt Supplemental Budget for FY 2015/16. The district received higher than expected tax revenue of \$45,921; miscellaneous income from conflagrations of \$44,000;

and the district was awarded a FEMA Safer Grant receiving \$32,598. The District had higher than expected cost in Personnel Services FireMedic/Line staff of \$102,519 associated with contract negotiation and retro-active pay; and higher than expected cost in EMS supplies due to higher run volumes and higher medication costs of \$20,000.

Action:

Director Denend moved to adopt Resolution #16-03; A Resolution Adopting the 2015-2016 Supplement Budget. Second, by Director Witmer; the motion passed by a 5-0 vote.

- D. **Resolution #16-04.** Make appropriations for FY 2015/16 Supplemental Budget. The appropriation for the 2015/16 fiscal year budget is as follows: FireMedics/Line Staff \$11,519; FLSA Mandated OT Line Staff \$18,000; Line/Emergency Call Back \$65,000; Training/Academies/All Staff \$8,000; EMS Supplies \$20,000. The total appropriation is \$122,519.

Action:

Director Denend moved to adopt Resolution #16-04 A Resolution Making Appropriations 2015-2016 Supplemental Budget. Second, by Director Witmer; the motion passed by a 5-0 vote.

- E. **Resolution #16-05.** FY 2015/16 Contingency Transfer. The General Funds has \$50,000 with no immediate liabilities. Professional Fees (Legal) had a beginning budget amount of \$20,000 and the district incurred additional legal fees associated with the collective bargaining agreement process causing an over expenditure of \$34,000. The District did not anticipate expense for FireMed Administrative Fees and beginning budget amount was zero; the projected fiscal year expenditure is \$16,000.

Action:

Director South moved to adopt Resolution #16-05 A Resolution Authorizing a Transfer from the General Fund Contingency Line to the Professional Fee Line - Legal (\$34,000); and the Contract Services Line – FireMed Administrative Fees (\$16,000). Second, by Director Denend; the motion passed by a 5-0 vote.

- F. **FEMA Grant Award EMW-2015-FV-00183.** The US Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Assistance to Firefighter (AFG) Fire Prevention Grants awarded La Pine RFPD a \$227,000 grant for replacement of one of its heavy wildland engines. The estimated cost of a wild land engine to the common type III – 34 D specification, and meeting the capacities of current old apparatus has, is \$330,000. Acceptance of this grant would require the District to match of at least 10%. After a discussion action was taken.

Action: Director Hubbard made a motion that authorizes staff to accept the DHS/FEMA AFG grant and modify the FY 2016/2017 capital budget by accepting the \$227,000 federal grants and matching with \$100,000 and gave direction for staff to meet with qualifying vendors and bring a proposal(s) to the board at the July or August board meeting. Second, by Director Witmer; the motion passed by a 5-0 votes.

10:33 Adjourn Regular Board Meeting

10:33 Open Public Budget Hearing

Budget Hearing - June 9, 2016 - 10:33 a.m.

Public Comment. There was no public present.

Approve Minutes from the May 19, 2016 Budget Committee Meeting.

Correction: time listed as 6:00 a.m. - changed to 6:00 p.m.

Action: Director South moved to approve minutes of the May 19, 2016, Budget Committee Meeting with correction stated. Second, by Director Denend the motion passed by a 5-0 vote.

Board Discussion: General Fund 2016/17 Fiscal Year Budget as approved by Budget Committee.

Director Denend was unable to attend budget committee process due to surgery and requested clarification on the following line items: 6105 Overtime Line Staff/Emergency/Call Back/Reg.Mtgs/Other; 6115 Overtime-Training/Academies/All Staff; 6250 Reserve Students/Tuition & Books; 6420 EMS Billing Software; 6855 Hose Testing-Annual; 7110 Class A Foam; 6715 Testing/Hiring Expense; 7125 General Supplies House; 8205 Communication Repairs; 8305 Facility Maintenance; 8315 Overhead Door; 8403 Fire Training; 8412 Instructor.

Director Hubbard commended staff preparation for the budget and clarification.

Board Discussion: Capital Reserve Fund 2016/17 Fiscal Year Budget as approved by Budget Committee.

Discussion on capital reserve budget changes after action to accept the FEMA AFG grant to purchase a wildland fire engine.

Change:

Resources Approved \$736,324; modify to include \$228,000 FEMA Grant

Total resources \$964,324.

Expenditures Approved \$400,000; modify to include \$330,000 expenditure for Wildland Fire Apparatus.

Total expenditures \$730,000

Action: Director Denend moved to approve Resolution # 16-06 dated June 9, 2016 A Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Levy as read. Second, Director Hubbard; the motion passed by a 5-0 vote.

Action: Director Denend moved to approve LB 20 – General Fund 2016-17; LB 30 – General Fund 2016-17; LB 11 – Capital Reserve Fund 2016-17; LB 10 – Mike Meszaros Memorial Fund 2016-17; LB 50 – 2016-17 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property as presented. Second, Director South; the motion passed by a 5-0 vote.

11:13 Budget Public Hearing Adjourned

11:14 Board Meeting Reconvened

Special Meetings and Workshops None

Good of the Order

- Project Wildfire BBQ Sunriver SHARC June 15 at 5:30 p.m.
- July 4th Frontier Days. Breakfast, Parade, Fire District has joint booth with Walker Range, ODOF and Midstate Electric.
- Update on June 8 city council meeting
- UDRC Meeting

Next Meeting: Regular Board Meeting and Budget Hearing - Station 101 on Thursday, July 14, 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 11:24 a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____