

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes February 9, 2017

Open Meeting Board President Doug Cox called the meeting to order at 9:02 am and led the flag salute.

Roll Call

Directors present: Doug Cox, Jerry Hubbard and Joel Witmer

Directors absent: Larry South (out medical); Bob Denend (out of state)

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

Public Forum: No public present at meeting.

Approve Minutes - Regular Board Meeting December 8, 2016.

Note: The January 12, 2017 board meeting was cancelled due to adverse weather conditions.

Action: Director Hubbard moved to approve minutes of the December 8, 2016 board meeting as presented. Second by Director Witmer; the motion passed by a 3-0 vote.

Financials

A. The Monthly Bills. Staff answered questions regarding expenditures and current revenue & expense statement. Due to adverse weather conditions expenses reviewed for this meeting was from the period of December 9, 2016 through January 12, 2017 and January 13, 2017 through February 9, 2017.

Director Hubbard inquired about:

- Tax Revenue Lines. Inquired about taxes received through 12/31/16 at 92.02% of revenue budget and does staff anticipate collecting 100%? Chief Supkis reported the majority of the tax revenue is received in November however, the district will continue to receive monthly tax distributions through June; at this time the district does anticipate to receive 100% of the budgeted revenue.
- Increased payroll expense in December. Staff reported the district pays bi-weekly and twice a year there are three pay period in one month. December had three pay periods.
- Inquired about Integrity Auto expense for Ford F450 \$3,400. Staff reported Medic 173 required a replacement of the inverter-charger.

- Inquired about expense payable to Law Office of David Givot for \$2,300. Chief Supkis stated an instructor was hired for the mandatory all staff training in April. David Givot is an attorney who specializes in defense cases for fire departments and ambulance services. He will provide presentations to our staff about report writing/documentation, the pitfalls, exposures and how best to protect themselves and the district from legal action.

Director Witmer Inquired about:

- Line 8215 Firefighting Tools & Equipment. Inquired about a \$183.89 credit balance in December. Staff reported Cascade Fire issued a credit for an invoice that was paid and later determined to be covered under warranty.
- Line 8453/8454 Uniforms/Career Staff General & Career Staff PPE. Staff reported the majority of uniform and PPE replacement orders occurs after tax revenues are received in November and are on track as budgeted.
- Line 8305 Structural Maintenance. Inquired about the total line over budget. Staff reported winter weather has caused several issues with roofs, water, and heating systems that has hit this line.
- Line 9950 PERS Reserve Revenue. The PERS Reserve Fund budgeted amount will be transferred into the fund prior to June 30. Funds are available and will be used, when needed, to offset future increases to PERS employer contributions.

Director Cox Inquired about:

- Line 6420. EMS Billing TriTech. Inquired about the line item. Staff reported this is an annual maintenance contract to support the ambulance billing software. The renewal was in August and additional funds were budgeted for the district to convert to newest TriTech on-line services to be compatible with changes to the State of Oregon Fire Bridge EMS writing program.

Action:

12/9/16 – 1/12/17. Director Witmer moved to pay expenses presented from 12/9/16 – 1/9/17 in the amount of \$417,197.47. No further discussion or comments. Second, Director Hubbard; the motion passed by a 3-0 vote.

1/13/17 – 2/9/17. Director Hubbard moved to pay expenses presented from 1/13/17 – 2/9/17 in the amount of \$364,872.09. No further discussion or comments. Second, Director Witmer; the motion passed by a 3-0 vote.

Management Reports – Reviewed.

- A. Review and discussion on call volumes, building permits.
 - The monthly alarm report was adjusted to include transports, non-transports billable and non-transports not billable along with other EMS alarms.
 - The January 2017 EMS alarms were 45 more than January 2016.
 - January 2017 the district set an all-time high with 90 ambulance transports in one month.

- Discussion on adding a 4th medic to the fleet. Chief Supkis reported staff will propose purchasing a new ambulance during the 2017-18 budget process (per the capital replacement plan). The apparatus committee has been meeting with different ambulance vendors on the west coast. The committee will draft a spec sheet and a request for proposal that meets district needs.
 - Discussion on career staffing.
 - The current collective bargaining agreement allows the use of a paramedic student for a part time position (floater) to cover vacations to keep staffing at seven per shift. Our most recent student to complete the full Fire/Paramedic program, Travis Harrison, was put on as a part time resource this past month – the first to date. However, within a week he had a part-time paramedic work with a full-time offer pending, in John Day and has not been available to take any shifts.
- B. Monthly Alarm Reports and notable incidents discussed.
- Adverse weather conditions increased responses in January.

Correspondence/News

- A. Thank you - Sunriver
- B. Deschutes County Clerk – Director Elections (May 16, Filing period – 2/2 to 3/16)
- C. Ready, Set, Go
- D. ODOT Hwy 97 Comment period and open house
- E. Bend Bulletin – La Pine basin forest conservation grants
- F. KTVZ – Hwy 97 fatal crash
- G. Bend Bulletin – Fires damage three homes
- H. KTVZ – Fire damages La Pine home
- I. KTVZ –La Pine area woodland owner grants
- J. Eagle – Help the fire department – snow and access
- K. Eagle - Fire prevention space heaters
- L. KTVZ – Student firefighter scholarships

Old Business

- A. **Update Station 103 Project.** The remodel of Station 103 is now complete and the students have moved back in. Once the snow melts the dormitory addition project will start (projected date April 1). The septic system design is pending; county is requiring a new ATM tank and new drain fields.
- B. **Fire District Snow Machines Options.** The district currently owns two 2007 Artic Cat Bear Cat Wide Track snow machines, one Orion Rescue Sled and one Haulmark V-Track fully enclosed snow machine trailer along with a variety of snow rescue equipment. Local snow

mobile clubs and search & rescue has been contacted and neither were interested in the equipment for local use. After a discussion, the consensus of the board of directors was to advertise the equipment for 50% of the purchase price and come back to the board with a proposal to purchase.

New Business

A. Appoint 2017/18 Budget Officer.

Action: Director Hubbard made a motion to appoint Chief Supkis as the 2017/18 Budget Officer. Second by Director Witmer; the motion passed by a 3-0 vote.

B. Adopt 2107/18 Budget Calendar.

Action: Director Hubbard made a motion to approve the 2017/18 Budget Calendar as presented. Second by Director Witmer; the motion passed by a 3-0 vote.

C. District Information Technology Support.

The district has worked with Little d Technology to provide computer and network (IT) support for the past ten years. After a close review of the current system, risks to district operations, finances, data and repeated issues, the district recognized the need for IT support that specializes in commercial/public safety network system support 24/7. Staff contacted four companies in the Bend area and obtained a network assessment and two written quotes for services. Staff also contacted Deschutes County 9-1-1 who is currently providing some IT services for two local fire agencies and studying plans to extend that service to other agencies in the future.

The network assessment showed the District is in need of a couple of upgrades, a new back-up system as soon as possible, to reduce immediate risks.

The district recently purchased two new computers for the administrative office which needed to be set up and move an existing computer to a third workstation as was budgeted for this new position. It was our current IT support suggested this could be a good time to evaluate the districts needs and setting up the new workstation would be a good introduction to the districts network.

After a review of the documentation provided in the quotes and services to be provided staff was given direction to work with Velox Systems of Bend for current fiscal year services. Future services will be included in the 2017-18 budget year planning.

Action: Director Hubbard moved to enter into an agreement with Velox Systems to provide Basic+ monthly computer support through June 30, 2017 and to update server hardware per proposal (server update, back up security and RAM) not to exceed \$10,000. No further discussion or comments. Second, Director Witmer; the motion passed by a 3-0 vote.

Special Meetings and Workshops – SDAO Annual Conference February 10-12, 2017 in Portland – Chief Supkis and Bob Denend attending.

Good of the Order

- Student Scholarship Applications due March 1, for 2017/18 academic year.
- Seattle Stair Climb, March 9, 2017. La Pine Fire has 10 students and firefighters attending.

Next Meeting: Regular Board Meeting on Thursday, March 9, 2017, 2016 at 9 am.

Adjourn Board Meeting

Director Cox adjourned the board meeting at 11:42 am.

Executive Session – 192.660.d Labor Negotiations with District Counsel.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____