

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

**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, Jerry Hubbard, Joel Witmer and Larry South.

Directors absent: Bob Denend (out of state traveling and not available to call in)

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

**Public Forum:** Bob Grossfield, representative from the Oregon Observatory, attended the meeting to discuss the upcoming total eclipse of the sun which will occur Monday, August 21. The main concern is awareness and preparedness. NASA has identified Madras to be one of the top five places to view the eclipse which will be an influx of tourists in Jefferson, Crook and Deschutes counties a week before and after the event. The total eclipse will occur at approximately 10:12 a.m. and will be viewable at 100% in the Madras area and 99.6% in South Deschutes County.

Chief Supkis states the Central Oregon Fire Chiefs, County Emergency Managers and State and Federal agencies have been discussing this unique event. Worldwide solar eclipses happen 2-5 times a year with a total eclipse every two or so. The main focus is the number of additional people in the area, not unlike a holiday weekend, the Pacific Crest Event or what Eugene or Corvallis deal with on fall weekends. Challenges will be adequate accommodations in remote areas and traffic. Another concern is August is peak wildland fire season.

**Approve Minutes - Regular Board Meeting February 9, 2017.**

**Action:** Director Witmer moved to approve minutes of the February 9, 2016 board meeting as presented. Second by Director South; the motion passed by a 4-0 vote.

**Financials**

**A. The Monthly Bills.** Staff answered questions regarding expenditures and current revenue & expense statement.

Director Hubbard inquired about:

- Line 9600 Grant Income. Inquired which grant(s) were included in the line. Chief Supkis stated the line was the FEMA SAFER Grant that was awarded for the student reserve program which includes tuition, books and miscellaneous expenses.

Director Witmer Inquired about:

- Lines 6105 Overtime Line Staff. Inquired about year to date expense and projection for the remainder of the fiscal year. Chief Supkis stated staff overtime is relatively on track but training overtime is over a bit and will see one more event the all staff drill. Overall for both lines together they will be close to budget. If not contingency is an option to offset overages.
- Line 6305 Legal Fees. Inquired about the year to date expense (\$350). Chief Supkis stated the expense was associated with salary surveys conducted by the Oregon Fire Chiefs Association which will be used for negotiations purpose. The attorneys have begun the negotiation process and next month there will be other legal fees forthcoming.
- Line 6420 EMS Billing - Tri Tech. Inquired about multiple expense in a line that was designated as an annual expense. Staff reported the July expense was for the annual maintenance agreement for the ambulance billing software. Addition fees are associated with software upgrades to allow compatibility with the Oregon EMS Bridge electronic report writing system. The ambulance software (vender Tri-Tec) is now a web-based program. The expense in November and February expenses were for implementation and additional annual maintenance fees. Next year there will be one annual maintenance fee.
- Line 6815 Computer Service/Repair. Inquired about the line expended at 132% of the budget. Staff report the board took action at the February board meeting to contract with Velox to provide monthly server and email support, upgrade server RAM, replace server back-up and to install the two new workstations at the administrative office. The expenditure is a reflection of that service which may need to be offset by contingency.
- Line 8105 Breakdowns. Inquired about no expense report in February. Staff stated the bills from Sunriver shops were not received before the packets were completed.

Director Cox Inquired about:

- Line 8305 Structural Maintenance. Inquired about the line expended at 109% of the budget. Staff reported the harsher than normal winter has taken a toll on the facilities and also may be offset by contingency if not offset by less expenditures in the outside maintenance line.

Director South Inquired about:

- Lines 6115 Overtime Academy/Training. Inquired about the line expended at 112% of budget. Staff reported the majority of the cost in this line is associated with the academy and training for student reserves. There is yet to be two more trainings scheduled – officer academy and all staff- that will increase the expense.

## **Action:**

Director Hubbard moved to pay expenses presented from 2/10/17 – 3/9/17 in the amount of \$211,030.20. No further discussion or comments. Second, Director Witmer; the motion passed by a 4-0 vote.

## **Management Reports – Reviewed.**

- A. Review and discussion on call volumes, building permits.
  - Over all call volume down from the January high. February was also a short month with 28-days. January was an all-time record high month for EMS alarms.
- B. Monthly Alarm Reports and notable incidents discussed.
  - 2/26 – 3 MVAs on highway 97
  - Station 101 front door glass broken with snow blower.

## **Correspondence/News**

- A. Thank you - Sunriver
- B. Thank you – Henry, Toys for Tots
- C. SDIS Best Practices – 2017 Board Training Opportunities
- D. Deschutes County – Burgess and Day Road Intersection
- E. WHA Insurance – 2017 budgeting Forecasts
- F. Oregonian- Two Strangers- La Pine Student Firefighter
- G. Sunriver Scene - Snowmageddon
- H. Wise Buys- Student Scholarships - Feb 7 and Feb 14
- I. KTVZ – LRPD Winter Safety Tips & Vial of Life
- J. Eagle – La Pine Firefighters Climbing to the Top
- K. Eagle – Help us Help You
- L. KTVZ – La Pine Duplex Fire

## **Old Business**

- A. **Surplus Property - Fire District Snow Machines.** The 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 has been advertised for sale. Chelan County Sheriff's Office, Chelan Washington has committed to buy the equipment.

### **Action:**

Director Hubbard moved to declare the district's two 2007 Artic Cat Bear Cat Wide Track snow machines, Orion Rescue Sled and Haulmark V-Track fully enclosed snow machine trailer surplus property, and authorize transfer to the Chelan Sheriff Office, Washington (another public agency), as publicly advertised, and a fair & reasonable asking price of \$21,357. Funds

will be deposited in the district's Capital Reserve Account to be available for future budget process and Board consideration in meeting the needs of the La Pine Rural Fire Protection District. Second, Director South; the motion passed by a 4-0 vote.

### **New Business**

- A. **Updated Board Policy #01-02 Travel**. The Board and staff discussed the recommended changes to this policy. Chiefs Supkis stated that the draft updates were based on the most current 2017 state guidance and a change from one size fits all. The draft policy recognizes that public employees are held to a higher level of accountability than just regular business travel. In addition the draft policy recognizes what is equitable for both the employee and the district tax payer. After a discussion, the Board opted to table action to the April meeting to allow each director to digest the policy and staff to make some grammatical and clarifications that were pointed out during the review.
- B. **Review District Services Priorities**. Chief Supkis stated that the board prompted to put this item on the agenda as the current list was drafted and prioritized in 2010 and the board since has added several new members with possibly new perspectives. The list was used in developing the current Strategic Plan and recently the District Standard of Cover. Director Witmer and Director South said the list was a bit overwhelming at first glance. Director Hubbard noted that the top priorities are what drive the Strategic Plan. Director South indicated he would find it helpful to know how the professionals (staff) would prioritize the services. Discussions and the consensus was to table the service priorities list review for a future time, and possibly a workshop, to allow the newer board members time to review the list and the process.

### **Special Meetings and Workshops** – None.

### **Good of the Order**

- SDAO Annual Conference Report. Chief Supkis report he and Director Denend attended the conference in Portland and reported it was a good conference. Some of the highlights:
  - PERS bill – several modifications are pending but per the lobbies not likely to go far in this session.
  - Urban Renewal Bill. Adds a provision for the taxing district to have a seat on the UR board to help insure taxpayer funds go to real development assistance and not City pet projects or items that do not directly help development.
  - Revenue Recovery Bill – pertains Medicare and Medicaid reimbursement.
  - SDIS health plan looking at merging with the OFCA health plan.
- Seattle Stair Climb, March 12, 2017. La Pine Fire has 10 firefighters and students attending.
- OFDDA/OFCA Joint Fall Conference will be held at Ashland.
- Chief Daugherty stated the officer academy will be held on March 30 and invited board members to participate.

**Next Meeting:** Regular Board Meeting on Thursday, April 13, 2017, 2016 at 9 am.

**Adjourn Board Meeting**

Director Cox adjourned the board meeting at 11:05 am.

Executive Session    192.660.d Labor Negotiations with District Counsel.  
                                 192.660.i Employee Performance Reviews

Respectfully Submitted,

Bonita Johnson  
Office Manager

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

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

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