

**LA PINE RURAL FIRE PROTECTION DISTRICT**  
Board of Directors Regular Meeting  
51550 Huntington Road, La Pine, Oregon  
Meeting Minutes April 13, 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

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

**Public Forum:** There was no public present at this meeting

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

**Action:** Director Witmer moved to approve minutes of the April 13, 2017 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 5030 Tax Revenue Prior Years. Inquired about the year to date revenues at 54.74% of the projected budget. Staff reported each tax revenue line was projected based on past experience and anticipates the overall tax revenues to come in at and/or just a bit more than the total budget amount for 2016-17 fiscal year.
- Inquired about the revenue from the surplus sale of equipment (snow machines and trailer). Staff reported the revenue is recorded in the capital reserve lines. After a discussion staff stated another line will be added to the Capital Reserve Revenue for Miscellaneous Income for clarity.

**Action:**

Director Hubbard moved to pay expenses presented from 2/10/17 – 3/9/17 in the amount of \$369,060.05. No further discussion or comments. Second, Director Witmer; the motion passed by a 4-0 vote.

**Management Reports** – Reviewed.

Review and discussion on call volumes, building permits. Monthly Alarms Report and notable

incidents discussed.

- 3/4 Structure fire Heath Drive – General Alarm – Mutual aid from Sunriver.
- 3/4 Mutual Aid from Crescent Fire. Medical - La Pine committed to structure fire.
- 3/23 Three calls in twelve minutes – All transports.
- 3/23 Mutual Aid from Crescent Fire – Medical
- 3/31 Medical call and MVA on Snow Goose
- 3/31 Nine calls within 24 hours, 2 within 30 minutes three times.
- New medic specification and RFP
- Phantom night time caller on fax line was resolved by BenTel programming phones at Station 101 not to ring between the hours of 10 pm and 7 am.

### **Correspondence/News**

- A. SDAO Membership
- B. SDIS Longevity Credit
- C. KTVZ La Pine Fire Reminder – Defensible Space
- D. Wise Buys – Spring is the Time – Clear Clutter – Make Defensible Space
- E. Eagle - Spring is the Time – Clear Clutter – Make Defensible Space
- F. Eagle – La Pine Fire Med
- G. Eagle –County Road Dept. – La Pine Fire Landscaping Project
- H. Eagle – Board meeting; PT Admin Job Announcement
- I. KTVZ – Hwy 97 SUV - Semi Crash
- J. Wise Buys - Spring is the Time – Clear Clutter – Make Defensible Space
- K. Email from Travis Harrison advising he accepted full time job in John Day as lead paramedic. Travis completed the resident student program at La Pine Fire over the past three years.
- L. SDIS Best Practices Information.

### **Old Business**

- A. Board Policy #01-02-Travel.** The board discussed the policy revisions at the March 9 board meeting; the consensus was to table until the April meeting to allow more time for review and a few grammatical edits. There was no further comments or questions.

**Action:**

Director South moved to approve Board Policy #01-02 Travel Expense and Per Diems as revised effective April 13, 2017. Second, Director Witmer South; the motion passed by a 4-0 vote.

- B. Review District Service Priorities.** Directors inquired about staff involvement and input. Chief Supkis stated the staff is comfortable with the current service levels desired by the district and the intention of the process was to interact with and include newer board members for their perspectives and input. Director Witmer stated he was willing to review and condense the list into a more manageable document that could be used for an annual review and discussion at the board level. The consensus was for Director Witmer to proceed with that project.

### C. Miscellaneous.

- Director Hubbard inquired on the water rescue project. Chief Supkis stated the project is pending as the rescue coordinator Matt Ryan is developing a training plan. The district is being deliberate to get the level of training correct and equipment to meet the district's actual needs. A water rescue professional trainer has been contacted to meet with the Operations group this month and one thought is to bring in and train with the Captains who in turn would train staff. After initial training staff will have a more appropriate idea of what specific equipment they will need and to best serve the fire district.
- Update on Station 103. Staff stated the dorm construction project has restarted; the pad is poured and framing will begin next week. The remodel in the station day room, dormitory and bathrooms is complete. No work has been done on well house and patio pending how the budget does on the main addition. There has been no change in the required (by the county) septic work. More will be known as the project moves along but right now it is assumed a rebuild of the current system to a full ATM.
- HB4030 Ground Emergency Medical Transport reimbursement. Oregon Health Authority is still working on the rules of this bill which is anticipated to take effect not before July 1, 2017 and is be retroactive to March 2016. To date nothing has been released.
- 911 upgrades. ODOT tower, mobile paging status update. Staff reported the tower project is in progress to move from the existing tower from Spring Butte to Sugar Pine Butte by 911. The switch will be interoperable at the tower which will allow both older and newer radios systems to work.
- Directors Cox and Hubbard terms are up on June 30. Director South was appointed to fill the position after Hank Kelley resigned last June and is required to run for election this year. All three will be running unopposed on the May ballot.
- Inquiry about winter jackets for directors. Chief Supkis stated staff will work on this project. The district uniform officer is looking at new winter coats for all and the Board will be part of the order once the details are finalized. The uniform officer is looking at a Carhartt style work jacket that is made in the USA, rugged, and the district can customized locally for emergency services rather than purchase "emergency" gear at 3x's the cost and often sourced off shore.
- Noted that Budget Committee member Robert Juliannus resigned. A local citizen and business owner, Robin Mirrasoul, has sent a letter of interest to serve on the committee. Robin has been affiliated with La Pine Fire District in the past serving as a volunteer firefighter and medic, and district hiring boards. She is familiar with the fire district and the budget process. After a discussion action was taken.

**Action:** Director South moved to appoint Robin Mirrasoul to the 2017-18 budget committee. Second, Director Witmer; the motion passed by a 4-0 vote.

### New Business

#### A. Budget History and Projections.

- Chief Supkis distributed an updated fire district budget history and projection and gave a presentation on where the district has been, current financial status, and projections for ten or so years out.

- Preview of the proposed general fund 2017-18 budget. Chief Supkis gave a PowerPoint presentation of the highlights of what staff will be presenting at the upcoming Budget Board meeting. Biggest challenge will be the PERS increase. New additions are staff salary increases and a hope for new fire paramedic position.
- Preview of the proposed capital reserve projects and 2017-18 budget. Staff will be proposing adding a 4<sup>th</sup> ambulance vehicle to the fleet, complete 101 paving project, and some facilities improvements.

**Special Meetings and Workshops**

Budget Workshop - April 18, 2017 - 6 pm - Station 101.

**Good of the Order**

- All Staff Training April 22 & 23.
- Spring facilities and equipment inspections. May 1. Directors are invited to attend. Meet at the administrative office at 9 am.

**Next Meeting:** Regular Board Meeting on Thursday, May 11, 2017, 2016 at 9 am.

**Adjourn Board Meeting**

Director Cox adjourned the board meeting at 10:55 am.

Executive Session     192.660.d Labor Negotiations update  
                                  192.660.i Employee Performance Reviews

Respectfully Submitted,

Bonita Johnson  
 Office Manager

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

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

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