

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes July 13, 2017

Open Meeting

Director Cox opened the meeting at 8:57 a.m. and led the flag salute.

Roll Call

Directors Present
Directors Absent
Staff Present

Doug Cox, Jerry Hubbard and Larry South.
Joel Witmer and Bob Denend.
Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Bonita Johnson and Administrative Assistant Joyce Engberg.

Public Forum

New Business Item C. Proposal to add an employee benefit for medical transportation, MASA Medical Transport Solutions. Representatives from Bancorp Insurance (located in La Pine), Valerie Bert and Cheri Martinen, were in attendance to present an option for the District to participate in MASA Medical Transport Solutions' annual membership program which covers out of pocket expense for ground and air transportation in all 50 of the United States. Membership is offered through an employer only; the cost for the basic plan is \$99 per year; those who join through the District's plan has coverage for themselves and to all members residing within the same household. All district members, including board members and reserves, are eligible to participate. Career staff would have the option for a payroll deduction for monthly or annual membership fees.
Action taken later in the meeting.

Agenda Order Change -Old Business A. Station 103 construction update - Joe Prinz Contractor.

Mr. Prinz gave an update on the construction project and Deschutes County's requirement for the district to install a new ATM septic system. The contractor explained the ATM system and that the cost would exceed the project budget for septic repair of \$7,500. After a discussion, the board took action.

Action: Director Hubbard moved to direct staff to modify the construction contract with JP Prinz Construction to add an AdvanTex AX-RT Treatment System as required by Deschutes County with a budget increase of up to \$30,000 for the Station 103 addition project. Second, by Director South; the motion passed by a 3 – 0 vote.

The board discussed the roof repairs and outside paint needed at Station 103. The consensus of the board was to authorize JP Prinz to have their

roofer do the repairs to Station 103 main building at the same time they roof the addition and to obtain an estimate to paint the main building. The outside paint estimate is \$3,500.

Approval of Minutes Regular Board Meeting June 8, 2017.

No further discussion.

Action: Director South moved to approve minutes of the June 8, 2017 meeting as presented. Second, by Director Hubbard; the motion passed by a 3 – 0 vote.

Financials

- A. The monthly Bills. Staff answered questions regarding expenditure and current revenue & expense statement.
- Director South inquired about:
 - Line 5100 EMS Fees year to date collections \$32,097.10 over budget. Staff reported that line is estimated each year and will fluctuate with the number of EMS calls. Kudos were given to ambulance billing staff, Sue Curl, for her persistent action to collect on accounts.
 - Line 6305 Legal Fees year to date expense \$335.76 over budget. Inquired if staff anticipates additional expense related to contract negotiations. Chief Supkis stated most are in but stated he does expect another invoice for legal matters.
 - Inquired about the LED lighting project – if all stations were complete. Staff reported Stations 101, 102 and admin were complete. Station 103 is pending.
 - Director Hubbard inquired about:
 - Line 8235 SCBA Air Pack Repairs expense is significantly under budget. Staff reported the budget was increased this fiscal year in anticipation of replacing mask and other maintenance on the air packs that did not occur.
 - Line 8413 Individual Training Bank significantly under budget. Staff reported the individual training bank is a \$300 allotment for each employee to use for job related training. This is the first year for this line and employees have the option to use (when approved) or carryover the unused portion of their account over to the next year for training. This year most employees opted to carry over their allotment.
 - Line 9952 PERS Fund Interest Income. Noted the actual interest accrued was \$529.95 more than the budget estimate.
 - Director South gave recognition to the staff for the 2016-17 budget process and keeping the numbers within the budget.

Action: Director South moved to approve monthly expenses presented from 6/9/17 – 7/13/17 in the amount of \$528,380.85. No further discussion or comments. Second, Director South; the motion passed by a 3-0 vote.

Management Report

- A. Review and discussion call volumes, building permits.
- B. Monthly Alarm Reports and some notable incidents discussed.
 - Water rescue – assist after fall from a standup paddle board on the Deschutes River near Wild River Way.
 - Paulina Lake Lodge – medical.
 - RV fire in shed. Total loss of the RV.

Correspondence / News

- A. Thank you – King
- B. Thank you – Adams
- C. Complaint – from IOB warning notice – 56712 Bandley Road
- D. KTVZ – Hwy 97 pickup – tanker crash
- E. Wise Buys – Board meeting notice
- F. Wise Buys - Board meeting notice; MVA Burgess Road
- G. KTVZ – Crash at Burgess, Day Roads
- H. May 16 Official Election Results and Certification
- I. 2017 VFA Grant Award

Old Business

- A. **Station 103 Construction Update – Prinz Construction.** Discussion and action taken earlier in meeting.
- B. **Ambulance RFP Review.** Staff sent out a request for proposal (RFP) to four ambulance vendors known to have sales in Oregon; three vendors returned a RFP. After review by the district’s apparatus committee, staff recommends to entered into a contract with Braun NW, Chehalis Washington for two ambulances as the most responsive proposal, cost \$179,300 each; one to be delivered in the 2017-18 fiscal year and the other in the 2018-19 fiscal year. After a discussion action was taken.

Action: Director Hubbard moved to approve the RFP from Braun NW, Chehalis, Washington, to purchase two ambulances at the proposal price of \$179,300 each. One ambulance is scheduled to be delivered in the current fiscal year (2017-18) and the other to be delivered in the next fiscal year (2018-19). Second, by Director South; the motion passed by a 3 – 0 vote.

New Business

- A. **2017-2021 Tentative CBA with Professional Firefighters Local 3387.** Staff presented a copy of the tentative collective bargaining agreement between La Pine Professional Firefighters IAFF Local 3387 and La Pine Rural Fire Protection District for July 1, 2017 through June 30, 2021.

Action: Director South moved to ratify the Collective Bargaining Agreement Between La Pine Professional Firefighters IAFF Local 3387 and La Pine Rural Fire Protection District dated July 1, 2017 through June 30, 2021 and to authorize Doug Cox, board president, and Joel Witmer, secretary, to sign the contractual agreement. Second, by Director Hubbard; the motion passed by a 3 – 0 vote.

- B. **Board Policy #100-06 Discriminatory and Workplace Harassment.** This is a new policy recommended by SDAO Best Practices. After board review and discussion action was taken.

Action: Director South moved to adopt Board Policy #100-06, Discriminatory and Workplace Harassment, as presented. Second, by Director Hubbard; the motion passed by a 3 – 0 vote.

- C. **Proposal to add two new payroll deduction options for employees – State Savings Plan and Fire Med.** The consensus of the board was for staff to move forward and implement district employee options to participate in MASA (transportation membership) and the Oregon Savings Growth Plan (an additional deferred compensation pay). Discussion on providing MASA option for all volunteers and board members. Board will continue that discussion if so and how best to at next meeting.

D. **Miscellaneous.**

- Director Hubbard has been working with staff to obtain wall mounted filing cabinets for the administrative office. He stated PG & E, in Portland, has agreed to donate the file cabinets. Staff thanked Director Hubbard for his participation in this project.
- Director Hubbard inquired about House Bill 4030 - Ground Emergency Medical Transport. Chief Supkis stated the bill passed in the 2016 legislative session and implementation is pending the completion of operational guidelines for processing by the Oregon Health Authority. It was to be complete by July 2017, obviously it is past that deadline.

Special Meeting and Workshops - None

Good of the Order - Chief Supkis stated due to a death in his family he will be out of town for a week but will be available by cell phone.

Next Meeting – Regular Board Meeting – Station 101 – Thursday, August 10, 2017 at 9 a.m.

Adjourn Board Meeting – Director Cox adjourned the board meeting at 10:58 a.m.

Respectfully Submitted,
Bonita Johnson
Office Manager

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____