

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

Open Meeting Director Cox opened the meeting at 9:00 a.m. and led the flag salute.

Roll Call

Directors Present Doug Cox, Jerry Hubbard, Bob Denend, Larry South and Joel Witmer.
Directors Absent None
Staff Present Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Bonita Johnson.

Public Forum There was no public present.

Approval of Minutes Regular Board Meeting September 14, 2017. Due to not having a quorum present at the October meeting no board action on approval was taken. No changes or discussion.

Action: Director South moved to approve the information minutes of the September 14, 2017 meeting as presented. Second, by Director Hubbard; the motion passed by a 5 – 0 vote.

Regular Board Meeting October 12, 2017.
No changes or discussion.

Action: Director Hubbard moved to approve minutes of the October 12, 2017 meeting as presented. Second, by Director South; 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 6100 Overtime. Inquired about year to date overtime expense at 75.4% of the budget. Chief Supkis reported the district has been hit with overtime expense due to family leave (two child births) and a time loss injury which has required OT. The district normally trends high to low through the years. In high years the Contingency funds are an option to transfer into the Personnel Services category as needed.

- Line 6020 Administrative Assistant. Inquired if she was full time and if so why her monthly wages were different month to month. Staff reported the position is full time but hourly. The position works four days a week and hours can vary slightly each week.
- Line 6845 FireMed Contract Admin Fees Inquired if payment was received. No. Staff advised Life Flight of Oregon normally remits monthly membership revenues the third week after the end of the month.
- Line 8453 Career Staff General Uniforms and 8454 Career Staff PPE. Inquired about the year to date expenses in both lines. Chief Supkis reports staff begins to purchase annual PPE needs out of both lines in October (when tax receipts start coming in) and anticipates to expenses to be within the allocated budget. Project manager has a history of being very resourceful and astute budget management. Staff will do an audit with the project manager to be sure expenses are recorded in the appropriate expense line.
- Inquired about the overhead door issue at station 102. Chief Supkis stated the door has been temporarily fixed and bids to replace doors were received and accepted to replace the three front bay doors at Station 102 for about \$7500. Fund will need to come out of facility maintenance. The old doors were the original ones installed 21 years ago and get cycled 12 to 20 times a day. Staff has moved apparatus around so the problematic overhead door won't be used as frequently until the old ones are replaced.
- Line 8705 District Liability. Inquired about the expense listed as annual and complete. Staff reported the \$476 July expense was the premium to increase liability insurance for the new dorm addition at Station 103. The liability insurance will be due January 2018 as an annual payment.
- Director South inquired about:
 - Line 6240 Medical Evaluations. Inquired about the \$1,825.50 expense in October and if there will be adequate funding in that line this year. Chief Daugherty reported the expense is primarily used for the recruits for the student program, new hires, and career staff random (district required) evaluations. Student recruitment and new hire has been completed for this year and the district does not anticipate to go over budget.
 - Line 8105 Breakdowns. Inquired about the \$4,472.68 expenditure in the month of October. Staff reported there were several issues with the medic units (motor issue in the newer ambulances – AC compressors went out in two ambulances, alternator controller, siren, batteries, on-going medication refrigerator issue, brake replacement and other issues).
- Director Hubbard inquired about:
 - Line 6855 Hose Testing. Made comment that the district's hose testing expense this year was \$3,168. Sunriver Fire recently entered into a contract to have hose testing for over \$6,000 per the Sunriver Scene. Staff stated the district previously contracted out the service years ago and paid over \$5,000. The district made a decision to include hose testing as part of the annual recruit academy (hands on experience) and all reserve staff has the opportunity to participate.

- Line 8409 – Rescue. Inquired if this line includes the new water rescue equipment? Staff confirmed the water rescue system is included in that line and most equipment is in operation with a lot of new small pieces recently purchased. There will be more training conducted in the spring of 2018 as the district gets up to par on this discipline.
- Director Witmer Inquired about:
 - Commented on line 7110 Class A Foam vs. firefighting expenses. Staff stated that line was combined with Line 7135 Firefighting Supplies and the expense will be moved accordingly.

Action: Director Denend moved to approve monthly expenses presented from 9/15/17 – 11/9/17 in the amount of \$698,393.65. No further discussion or comments. Second, Director South; the motion passed by a 5-0 vote.

Management Report

A. Review and discussion - Call volumes, building permits.

B. Monthly Alarm Reports and some notable incidents discussed.

- Year to date transports increased by 105.
- Unauthorized burning calls have increased by 52. The change is likely due to the mid-season campfire ban this year and also nervousness about fire hazards thus calling in permitted campfires etc.
- The City of La Pine is planning to hire an engineer firm to develop infrastructure that will provide adequate water and sewer utilities that will accommodate growth of the city. Ground breaking is planned for July 2019 with plans to add a new well, water system that will provide adequate water and sewer resources. The district has invited the city manager to give the Board a presentation at the December board meeting.
- Multiple alarms at the same address listed as high frequency.
- Average daily alarms – 6.5 per day.
- Increased alarms set the consideration of staffing a third ambulance 24/7 in the future as funding allows.
- Emergency Generator at Station 102 failed to start after a power outage. The issue was an electronic sensor which has been replaced. Generator is tested every week and serviced professionally twice a year.
- The medics are aging and are having more issues as the miles rack up. Two new ones are on order per the replacement plan.
- FEMA area wide radio grant. The board and staff discussed the county wide grant for radio replacement that was recently awarded through Bend Fire. Chief Supkis stated the district is participating and will have a 10% grant match. However, will move slow and cautiously on this project and will keep the legacy system that still works reasonably well, still very affordable, and that ODOF, Walker Range, USFS Klamath

Fire & EMS, and others use. The district recognizes though the importance to be to communicate with those who think their denser metropolitan areas need more of high tech system. The main concern of our district will to be to keep a reasonable foot in both worlds (possible by the grant) and the repeater moved from Spring Butte to Sugar Pine Butte for improved area communications.

Correspondence / News

- A. KTVZ Highway 97 3 Vehicle Crash
- B. Wise Buys –Board meeting
- C. KTVZ Woodstove Fire Damages La Pine Home

Old Business

- A. Station 103 New Dorm Project Close Out.** The district considers Station 103 project to be complete however not everything on the desired project was completed due to costs of the project and available budget. The County has finalized the building permits and issued an occupancy. The district has paid the contractor, Prinz Construction, \$350,700 to date. The initial project was bid at \$290,000 and approved by the Board for up to \$320,000. In July of this year, the Board approved up to an additional \$30,000 as requested by the contractor for the project after Deschutes County required the district to replace the existing septic system. Chair Doug Cox discussed with staff the disappointment with attention to detail and efficiency in the project management from the permitting process to the final inspections and how the district can insure better contractor performance on future projects.
The final project at Station 103 is the installation of a new 4' x 18' powder coated aluminum outdoor sign with reflective lettering.
- B. Update SCBA & Air Compressor Project.** FEMA awarded the district a \$298,000 grant for air packs and air compressor. Cascade Fire Equipment worked with the district to keep the cost within the grant amount by taking the old air packs in on trade and has ordered those on the State bid process. The air compressor is approximately \$58,600 and staff is working with the vendor regarding a possible trade-in. The district is required to match is 10% of the total grant. The district is looking at a total project completion by early Spring.

New Business

- A. Operational Local Option Levy.** The five-year local option levy for operations and staffing will expire on June 30, 2019. The Board and staff discussed strategies and levy renewal planning. Staff recommended placing a ballot measure for voter consideration in 2018 for a 5-year renewal starting in 2019, as was presented to the voters five years ago and passed with a State record high 82% approval rate. The May election is a major

statewide election date and requires a simple majority to pass. The consensus of the Board was to move forward and place the 5-year local option levy renewal on May 2018 ballot.

B. Review SDAO Best Practices. Staff reported the 2017 SDAO Best Practices checklist was completed and submitted on line. The board reviewed each category without question or modification.

C. Miscellaneous.

Surplus property. Last year the district received a FEMA grant to replace one of the wildland fire engines. One of the grant requirements was to decommission from emergency fire service the replaced engine. The district proposes to disassemble and donate the engine driven fire/CAF pump, body, tank, and other firematic parts. District also proposes to retain the chassis and install a flatbed unit on the back and snow plow on the front for a utility/yard vehicle sometime in the future. Staff stated past district practice has to first donated fire apparatus and equipment to other neighboring and/or smaller agencies. Walker Range has shown an interest to utilize the decommissioned equipment and will remove the self-contained fire pump and water tank from the truck. After the discussion the board took action.

Action: Director Hubbard moved to deem the old engine 142, 1994 freightliner/BMC, self-contained fire pump and water tank as surplus and transfer ownership to Walker Range Fire Patrol Association. Second, Director Witmer; the motion passed by a 5-0 vote.

Special Meeting and Workshops - None

Good of the Order

- Career Firefighter Paramedic Recruitment Update – Testing November 11.
- Oregon Fire Service Conference Ashland Report. Director Hubbard gave a conference update. Very good classes and handed out his notes.
- Facilities and Equipment Inspection Report. Director Hubbard and staff conducted the inspection. The inspection went well with a few minor items to fix. Station 102 is next that could use a remodel. The station has three restrooms but only one shower. To eliminate carcinogen exposure, move turnout outs from the inside hallway to bays and build a storage room in the hallway.

Next Meeting – Regular Board Meeting – Station 101 – Thursday, December 14, 2017 at 9 a.m.

Adjourn Board Meeting – Director Cox adjourned the board meeting at 11:10 a.m.

Respectfully Submitted,
Bonita Johnson
Office Manager

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____