

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes January 11, 2018**

Open Meeting Director Cox opened the meeting at 9:02 a.m. and led the flag salute.

Roll Call

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

Public Forum No public present.

Approval of Minutes Regular Board Meeting December 14, 2017. Director Denend requested three small grammatical corrections, no other discussion.

Action: Director Hubbard moved to approve minutes of the December 14, 2017 meeting as corrected. 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 Hubbard inquired about:
 - Line 6000. Inquired about the payroll being higher for the month of December. Staff stated there were three payrolls in the month of December instead of the usual two. This happens two times a year depending on the calendar.
 - Line 6500 – Directors. Inquired about being over budget on Training/Conferences and under budget on legal fees. Director Denend would like to go to conference in Seaside and was encouraged to go by Director Hubbard since there was a surplus in Miscellaneous. Denend questioned why there was not a separate line item for uniforms. Director Witmer noted all Director expenses had minimal line items to more accurately track Board expenses. It was recommended by Director Cox to determine at beginning of

each year which conferences will be attended and by whom and budget accordingly.

- Director Hubbard noted that Firehouse Subs Foundation gives grants for equipment and we may want to pursue that.
- Line 9935 – Meszaros Fund. Inquired about \$3000 donation. Staff reported a community member that had been served by our medics on several occasions donated that amount as a gesture of gratitude and it will be used for continued staff training.
- Director Denend Inquired about:
 - Line 6240 – Medical Evaluations. Inquired about the overage on budget. Staff reported we had more evaluations due to more students entering program, as well as an additional hire due to the first hire being let go, and the department added several procedures to the testing process. Rates for the evaluations were increased by the provider as well. The department will increase the budget for this line item next year.
 - Line 6430 – iPad Maintenance. Staff reported this is a new project, with Apple Corporation donating 2 new iPads, which are used by the duty officer and Station 102 lieutenant. They are connected to Deschutes County and CAD and work in real time, there is a mapping component, and preplans can be uploaded when fighting a fire. Most fire departments are utilizing them now. New parts were needed to mount them to vehicles and there is also a monthly charge through 911 for the phone lines. Cost has been slightly higher than 911 quoted. Captains and Lieutenants have been trained on them and we may receive additional iPad donations from Apple in their next rollout.
 - Line 6855 – Hose Testing. Inquired if Hose Testing was complete for budget year. Staff reported that testing is complete for this year and all hose is in good condition.
 - Line 8413 – Individual Training Bank. Inquired what training plans are for staff and expressed concerned over the amount of money “just sitting there.” Staff explained that line crew typically lets their amounts grow over several years so they can attend a larger conference. This fund was created to fulfill the Board’s request for more staff training. Director Cox asked if the National Fire Academy Conference in Maryland goes under this line? AC Daugherty noted it is paid through the Academy and all staff can attend, including options for office staff. Also discussed was how staff is notified of training options and how training is approved. The Directors suggested a cap per staff member and a way of documenting staff intent to train and in what areas. Last year the average training cost was \$1,406.00. Director Hubbard inquired about a succession plan for retiring captains. Staff explained that we target those who have an interest. Staff is asked each year through annual evaluation process what direction they want to advance in and how to get there, i.e. what classes, training, etc. Department has a promotion process and lieutenants would go through a Board Assessment Center. It’s not time and cost effective with our slow turnover to do regular examinations and lists for advancement.

- Director South inquired about:
 - Line 6310 – Audit Fees. Inquired when would we receive the audit bill? Staff reported we have received the final bill but auditor has not yet provided the journal entries. Directors were in agreement that the District will issue payment for half the bill now, and pay remainder when work is complete
 - Line 8105 – Vehicle Breakdowns. Inquired about new expenses. Staff reported there have been additional issues in the last month with the medic units, including unit 173 now permanently out of service. Staff reported our new unit may now be delivered earlier than March, possibly mid-February. Director Witmer suggested putting Line 6520 surplus to Breakdown line.

Action: Director Witmer moved to approve monthly expenses presented from 12/15/17 – 1/11/18 in the amount of \$270,156.81. No further discussion or comments. Second, Director Denend; the motion passed by a 5-0 vote.

Management Report

A. Review and discussion.

- Director Denend inquired about development growth at Gordy's. General understanding is that water is a problem and the city's water/sewer project will alleviate this problem.
- Coats were donated by Second Turn to go into support vehicle for families to keep warm during fire responses.
- St. 101 outside red phone is working at the moment, but has not been operational the past two weeks. Phones are very old, we are waiting for the new ones to come in from Bendtel.
- Director Hubbard inquired about overdose (OD) protocol training. Fentanyl is a common drug now and recently there was an incident where a EMS driver showed symptoms of exposure from touching something in the home of a drug OD patient, and the training was to increase awareness with staff.
- Director Witmer inquired about megacodes. Staff explained megacodes are cardiac arrest scenarios, different algorithms that determine what treatment path is taken.
- Director Cox inquired about pre-planning. Staff noted we continually participate in walk-throughs of buildings with shifts to create formal pre-plans.

B. Monthly Alarm Reports and some notable incidents discussed.

- Walk in St 103 – homeless person wanted a blanket and ride.
- Significant amount of motor vehicle accidents this month. Medivac was related to a MVA involving a rollover with extrication. Fair amount of mutual aid from Sunriver and Crescent due to number of calls.
- Two medical responses to same address on 12/22. First call was cardiac death, DCSO requested us to come back due to spouse experiencing physical symptoms from distress.

Correspondence / News

- A. Thank you – Hoffman
- B. Thank you – Converse. Board would like copy of department thank you responses in future reports.
- C. Deschutes County Road Department – Day Road ROW process notice. This is in regards to acquisition of land for intersection safety upgrades at corner of Burgess and Day. Chief Supkis has informed county that department has completed upgrades recently including leechlines and it is platted with county. Director Denend asked if county would pay for moving of department sign and fencing, and if there will be a payment from the county for land taken by imminent domain. Unknown at this time.
- D. Midstate Electric – Capital Credit
- E. DPSST Accreditation
- F. Wise Buys – Board Meeting
- G. KTVZ – Hwy 97 crash
- H. Bend Bulletin – Hwy 97 rollover crash
- I. Wise Buys – Motor Vehicle Crash – Board Meeting
- J. KTVZ – Hwy 97 head-on crash
- K. KTVZ – Fire destroys N. Klamath Co home
- L. Newberry Eagle – La Pine firefighters Stair Climb
- M. KTVZ – RV fire
- N. KTVZ – Freezing rain Hwy 97 semi flips

Old Business - None

New Business

- A. **District 2018 Insurance Update – Jeff Griffin, WHA**. Staff did not hear from Jeff Griffin and he did not attend the meeting. Staff will follow up with him.

Miscellaneous

- AC Daugherty shared that a mutual aid request came from Klamath County for a wildland fire. We were occupied by other calls, and sent a tender with student crew of two and they were first engine on scene. They did a great job and we received kudos from Crescent fire chief.

Special Meeting and Workshops - SDAO Annual Conference, Seaside Feb 9-11

Good of the Order - None

Next Meeting – Regular Board Meeting – Station 101 – Thursday, February 8, 2018 at 9 a.m.

Adjourn Board Meeting – Director Hubbard moved to adjourn the board meeting; Second by Director South; the motion passed by a 5 – 0 vote. The meeting adjourned at 10:18 a.m.

Respectfully Submitted,
Joyce Engberg
Administrative Assistant

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____