

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes February 8, 2018

Open Meeting Director Cox opened the meeting at 8:56 a.m. and led the flag salute.

Roll Call

Directors Present Larry South, Jerry Hubbard, and Doug Cox.

Directors Absent Joel Witmer out of town, and Bob Denend at the SDAO Conference

Staff Present Chief Mike Supkis, Assistant Chief Dan Daugherty, and Administrative Assistant Joyce Engberg. Office Manager Bonita Johnson on personal leave.

Public Forum No public present. Firefighter Lohner sat in on the meeting.

Approval of Minutes Regular Board Meeting January 11, 2018.

Action: Director Hubbard moved to approve minutes of the January 11, 2018 meeting. Second by Director South; the motion passed by a 3 – 0 vote.

Financials

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

- Director Hubbard inquired about:
 - Line 5100 - Noted EMS revenues have exceeded projections already due to increased number of calls. Staff reported the number of calls has increased this year. Staff reported the billing specialist has been aggressive in pursuing the VA outstanding bills. Also, the number of calls has increased this year, but the District keeps numbers conservative to not overspend. Any excess funds will be needed to compensate for the many unexpected repair costs this year.
 - Line 5200 – FireMed Fees. Appears to be heading to a deficit this year. Staff reported the program has been slowing down over the last 10 years, as well as competition from programs like MASA.

- Line 5500 – Interest Income. Staff reported the budget is based on the previous year’s actual numbers, so it is a conservative number. Other agencies have over-estimated to their budget detriment in the past.
 - Line 6100 – Overtime. Stated district is over projections and will need to look at that for next budget year. Staff reported that we had hired an employee that would have filled some those shifts at straight time, but because the employee had to be let go due to not completing his FTO satisfactorily, those shifts had to be filled by current staff on an overtime basis. We now have a new employee that should help as planned with overtime costs moving forward.
 - Line 8310 – Outside Facilities Maintenance. Inquired if we could use the remaining funds for more landscaping at the administration building and station 101? Staff reported fund is also used as a contingency buffer for essential Facilities Maintenance. As district gets closer to the end of the fiscal year, it will look at balance and if there are enough funds, can proceed with the landscaping.
 - Line 8325 – Generator Maintenance. Inquired if remaining funds can go to Station 103 generator hookup. Staff reported it is possible as well as putting in the required transfer switch. However, there is still one more maintenance cycle coming in the budget. Staff has requested Russell Construction to lay more gravel and then the generator can be moved back into place.
- Director South inquired about:
 - Line 6242 – Health and Wellness. Inquired about entry for \$9,863.79. Staff reported that is a journal entry mistake by auditor and district is waiting for his correction. It most likely needs to be posted to line 6310 – Audit Fees.
 - Line 6250 – Tuition and Books. Inquired what this line item covers. Staff reported it is the cost of tuition and textbooks for our student reserve program. FEMA funds these expenses and it comes from line 9600.
 - Line 7135 – Firefighting Supplies. Inquired about January credit of \$490.83. It is a credit for an overpayment on same purchase billed with two invoice numbers from Cascade Fire.
 - Line 8105 – Breakdowns. Inquired about January expenses. Staff reported expectation to see continued costs as the medics are racking up miles (calls are up 10%), along with issues with the engine emissions controls becoming more problematic. In addition, local unmaintained “roads” are very hard on the district vehicles. Examples of recent costs include engine work on 173 (before it totally failed a week later)replacement of transmission electronic module and an exhaust sensor on 171, brakes on 192, District is borrowing medic unit from Crescent, due to the 173 failure. Crescent declined a rental offer based on good inter-district relationship. LPRFPD will be replacing the tires on the unit when returned as a goodwill gesture. Staff noted that the district does have two new medics on order one is due around the first of March and the second the first of July.

Action: Director South moved to approve monthly expenses presented from 01/12/2018 – 2/08/18 in the amount of \$346,210.23. No further discussion or comments. Second, Director Hubbard; the motion passed by a 3-0 vote.

Management Report

A. Review and discussion.

- Director Hubbard inquired about new radio repeater at Sugar Pine site. Staff reported that the site is now up and operating well on the legacy system. The district did get a grant for new radios for the new P25 system and they have been ordered. The P25 system has been very problematic for area PDs and expectation it may be a while before fire is brought on board and only when it is fully operational and functioning properly. District will keep both radio systems and use which ever works best depending on circumstances. Right now it looks like the Legacy system most of the time. Also the new system will NOT be able to communicate with the US Forest Service, Oregon Department of Forestry, Walker Range or any Klamath Co units - all our major wildland fire partners.
- Director Cox inquired about Crescents new PL code? Staff reported Klamath County reprogrammed radio codes and did not notify LPRFPD or Walker Range, which created communication problems when helping them. Codes have been updated and communication restored.
- Director Hubbard inquired about progress of painting at Station 102? Staff reported building is ready for interior painting and it will commence in the next few weeks.
- Director Hubbard inquired about FEMA grants? Staff reported they have been submitted per the districts most pressing priorities that fit the grant criteria. One is to obtain a wildland bush truck replacement (141) and the other is for AEDs for all engines, including wildland, and a defibrillator/monitor, including co monitoring, for a fourth medic and FF rehab unit.
- Director Hubbard inquired about the road realignment the County is putting in at intersection of Day and Burgess Roads? Staff stated the project started as a round a bout then morph into a realignment. County will be acquiring some district property at Station 103 for the new road easement. Chief Supkis has walked the site with the County Engineer, indicating the new septic system approved by the County in the area, and told them the District may be willing to simply exchange land needed in exchange for the County putting in irrigation and landscaping the finished corner with the project.
- Director Hubbard inquired what is FTO? Staff reported it stands for Field Training Officer. New hires are paired up with FTO for a probationary period of several months, during which time the FTO mentors and trains the new hire in the field to ensure they are equipped and able to complete any work needed per this districts SOPs. Usually the entire shift will join the training, which benefits the District.
- Director Hubbard asked if we placed recent news articles on the district website? Staff reported that could be done and will look into building a page for it.

- Director Cox noted that many in the community are unaware of our student training program. Staff shared that there is an upcoming student training that 25-28 potential recruits are attending. Our student coordinator also works for COCC on the program and has stated our students are far ahead of students from other area programs. Our students receive on call experience and day-to-day mentoring. Two of our students have recently been hired by Lake Oswego and our last three hires were also previous students.
- New SCBA air compressor arrived at Station 101 on 2/7/18 and Directors are encouraged to view it. Scheduled to be installed 2/27.

B. Monthly Alarm Reports and some notable incidents discussed.

- Director South inquired about toothache call that the district went to twice? Staff reported patient was in pain after seeing the dentist that day and called ambulance back to transport to St. Charles, stating they did not have other transport option.
- Director South inquired if district tells patients the cost of transport to help them determine what is the best course of action they want? Staff reported the District ceased to doing so a few years ago due to concerns of patients misinterpreting intent and paramedic keeps the dialog focused on the best patient care options.

Correspondence / News

- A. Thank you – Hanson
- B. Ready Set Go
- C. KTVZ – Man taken to hospital after kitchen fire
- D. KTVZ – Feds fund S. Deschutes wildfire project
- E. Wise Buy – Recreational vehicle fire
- F. Wise Buys – Board Meeting
- G. KTVZ – Fire destroys garage-shop
- H. Newberry Eagle – La Pine Student Firefighter Program
- I. Newberry Eagle – 2,379 Fire District Emergency Responses in 2017
- J. Newberry Eagle – Local man shoots himself

Old Business

- A. **Update on Ambulance vehicle fleet.** Chief Supkis emailed Directors a link to follow progress on new ambulance build. Unit is expected to be ready in March and a second medic unit arriving in early July. District lost its backup (3rd) medic, which threw a piston rod through the motor block a week after the engine had a major service and new head gaskets installed. The Ford 6.0 motor is, and has been, very problematic for this District and many agencies. This one is now beyond reasonable repair after at least 3 replacements. Bend is getting Rams with Cummings motors, as well as large cities such

as LA, and several districts in Alaska have had them since 2013 and they seem to be performing well. We are watching to see how they hold up over time for those districts.

LPRFPD is currently borrowing medic unit from Crescent as mentioned earlier, and it is being used strictly a backup. Director South inquired what district could expect to sell broke down unit for? Staff guessed \$5000 to \$6000 for parts value, if a buyer can be found for it, but it is not promising at this point. Staff has shopped it around to ambulance dealers and rebuilders.

New Business

A. Appoint 2018/2019 Budget Officer. No discussion.

Action: Director Hubbard moved to appoint Chief Mike Supkis as the La Pine Rural Fire Protection District Budget Officer. Second, Director South; the motion passed by a 3-0 vote.

B. Adopt 2018/2019 Budget Calendar. Chief Supkis proposed making change to calendar from last year, due to being on personal leave in April for family estate administration, moving the first budget board meeting up a week. Expect budget will be very similar to last year, with the exception of adding funds for one new additional firefighter/paramedic.

Action: Director South moved to adopt La Pine Rural Fire Protection District 2018/2019 Budget Calendar. Second, Director Hubbard; the motion passed by a 3-0 vote.

C. Renewal of local option operations levy – May 15, 2018. The current levy expires in July 2019 and the new proposed levy is identical and continues current tax rates and keeping them the same. The district has two forms to fill out this year, forms 803 and 805. The 803 is a preliminary notice of intent to file with the 805 the official filling. The 803 had been filed with the county clerk with no objections. The 805 ballot form is due March 15th to the county Clerks Office. Directors discussed their intent to write a joint Argument in Support and will personally fund the statement with the other directors. There is also a local PAC being formed by the firefighters and interested parties. In the past the PAC has gotten other community leaders, such as the mayor, to offer statements of support. Director Hubbard inquired how the estimated taxes are determined? Staff reported it is based on the projected assessed valuation of homes per state taxation law.

Action: Director Hubbard moved to approve La Pine Rural Fire Protection District's Request for Ballot Title, Deschutes County, Form SEL 805 as written. Second, Director South; the motion passed by a 3-0 vote.

C. FTO program MOU with IAFF. Over the last six months the District has met with our Fire Fighter's Union Local 3387 to draft a Memorandum of Understanding on how to operate our Field Training Program (FTO) for new career firefighter/paramedics and in addition to create an agreement to add Field Training Officer Pay to current contract to recognize and compensate employees who are assigned as FTO's to train probationary Firefighters and Paramedics as part of their assigned duties. The memorandum allows for a 5% hourly pay increase, based on the individual's hourly base pay when the individual who (and is certified to do so) is actually performing the FTO duties. There is only one FTO per trainee. There are two MOUs, one for Firefighter Training and one for Paramedic Preceptor. Staff reported the MOU creation process with the Firefighters and Union was a very good example of a reasonable and collaborative mutual effort to make the District better. Director Hubbard inquired if district has a FTO program document in place? Staff reported that the district does have document in place and Chief Daugherty is currently in process of recruiting from crew to build a base of future FTO's. Chiefs and several crew members have been through a FTO course, which is also beneficial to mid-level management training. Projected cost to implement is \$2,000 to \$3,000 per year. Director Hubbard inquired who is the Emergency Medical Coordinator? Staff reported Captain Mark Pautz is the EMC. Director Cox inquired if Board should delay vote to include other Directors. Director Denend had called Chief Supkis before the meeting to indicate his support. Directors decided to proceed with vote.

Action: Director South moved to approve Memorandums of Understanding between La Pine Rural Fire Protection District and La Pine Professional Fire Fighters Union Local 3387 for selection and designation as a Field Training Officer, and also for selection and designation of a Paramedic Preceptor. Second, Director Hubbard; the motion passed by a 3-0 vote.

Miscellaneous

Special Meeting and Workshops

- SDAO Annual Conference, Seaside Feb 8-11. Director Denend is attendance.

Good of the Order

- Student Scholarship Applications due March 1 for the 2018/19 academic year.
- Two crew members are participating in the Seattle Stair Climb on March 11, 2018, to benefit Leukemia research.

Next Meeting – Regular Board Meeting – Station 101 – Thursday, March 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 3 – 0 vote. The meeting adjourned at 10:34 a.m.

Respectfully Submitted,
Joyce Engberg
Administrative Assistant

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____