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

Directors Present: Larry South, Jerry Hubbard, Doug Cox, and Joel Witmer.

Directors Absent: None (position #4 vacant)

Staff Present: Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Bonita Johnson (left early for appointment), Administrative Assistant Joyce Engberg.

Board President Cox acknowledged the two visitors in the audience. Dick Swails and Jim Landles were present due to interest in the open Director seat.

Jim is retired; Lives on Bridge Drive, now as a full time resident. He was with the Clackamas County Sheriff’s office for 20+ years, and then operated a security company after retirement. Outgoing Director Bob Denend had nominated Jim to fill his board vacancy.

Dick Swails is retired after 35 years as a banker in Portland. Moved to the River Meadows neighborhood in 2015 and was recruited by Jerry Hubbard for interest in serving with the Fire Board.

The Board stated past practice was to fill the position with the person nominated by the departing elected board member, and that position is also automatically on the ballot the next election cycle. Director Witmer asked Mr. Swails if he would be interested in serving on the District Budget Committee, and Mr. Swails answered in the affirmative. Director Witmer encourage both nominees to run for the office when it is up before voters next May.

Action: Director Hubbard moved to appoint Jim Landles to the LPRFPD Board position #4 for the remainder of the term. Second by Director Witmer; the motion passed by a 4 – 0 vote.
Director Landles was sworn in by Board President Cox and was seated in Position #4 with the Board for the remainder of the meeting.

**Approval of Minutes**  Regular Board Meeting – September 14, 2018 (No meeting in October).

**Action:** Director Witmer moved to approve the minutes of the September 14, 2018 board meeting as presented.  **Second** by Director Hubbard; the motion passed by a 5 – 0 vote.

**Financials**

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

- Director South inquired about:
  - Line 5100 – EMS Service Fees. Inquired about increase in revenues shown for the month? Staff responded the increase was due to the VA starting to pay a bit faster, which had been historically very slow.
  - Line 5500 – Interest Income. Inquired why October showed zero interest. Staff responded the previous month’s bank statements showing interest had not arrived by the Board meeting packet dates.
  - Line 6041 – Reserve Monthly Response Reimbursement. Inquired why zero amount for October? Staff responded again due to the board meeting date the reimbursement forms were not in for the previous month.

- Director Hubbard inquired about:
  - Inquired what date Resolution #18-04, modifying the 2018-19 approved budget, was adopted? Chief Supkis stated at the September Board meeting and shared for benefit of Director Landles that the district had approximately $180K additional revenue in EMS fees above the budgeted amount towards the end of the last budget year and after the budget process was completed, so Resolution #18-04 moved those funds to the FY 18/19 Budget - Personnel line in September to accelerate the hiring of needed staff.
  - Line 6705 – New Hire Expense. Inquired about details of expense? Staff responded it was advertising for the current new hiring process and for July’s new hire Firemedic Lachance’s physical.
  - Line 6950 – Safe Deposit Box Rent. Inquired what is kept in safe deposit box? Chief Supkis responded the district has had a safety deposit box as long as he can determine and it has district property deeds, easements, vehicle titles, and historical formation documents.
  - Line 7205 – Address Signs/Smoke Detectors. Inquired how many home owners have the green address signs? Chief Supkis responded a good estimate would be 60-70% of homes within the district. The county now requires new homes to have them and the district as of lately produces about 4-6 a week on request for both new and existing homes.
  - Line 8325 – Generator Maintenance. Inquired if Station 103 is hooked up to a generator. Chief Supkis responded no on two points. The military (ONG) is in the
process of taking back the distributed surplus generators obtained a couple of years ago because they didn’t get the proper clearance to surplus them though the state. And since the surplus generators were over 20 years old the cost to refurb and hook up would likely be close to a simple and basic new one. Stations 101 and 102 do have full size emergency standby automatic generators that were installed via a grant about 15 years ago and are serviced twice a year. Station 103 is set up with emergency lights, battery backup for radios, and mechanical release doors. Director Witmer followed up with question on how urgent is our need for the generator? Chief Supkis responded the district has not had a standby generator at this location for 40 years so comfortable waiting for the appropriate budget cycle and priority with the very basic loss of power provisions already in place.

- Line 8505 – Elections. Inquired when we would get a bill from the county and what will board elections in May 2019 cost? Chief Supkis responded there are no bills currently since the District did not have any issues on the November 2018 ballot, last measure was May 2018 and in the 17/18 FY. The cost of next board election (June 2019) is unknown at this point but assumed to be similar to other District board election years.
- Line 8625 – EMT/Paramedic Certification. Inquired when will the next certification occur? Assistant Chief Daugherty responded in May or June near the end of this budget year.

- Director Witmer inquired about:
  - Line 6520 – Director Miscellaneous Expenses. Inquired what this line item covered to date? Staff responded it is for MASA subscription renewal for the Board. Director Hubbard followed up with inquiry how has MASA payed out? Staff answered MASA has been responsive to the few ground bills the district has submitted per covered citizens over the past year or so. It is a supplemental emergency medical transport (air and ground) membership program that pays whatever the main medical insurance doesn’t cover so there is no deductible or out of pocket cost to the MASA member.

**B. Expense by Vendor Report**

- Director Hubbard inquired about:
  - Page 9 – Vic Russel Construction $9,100. Staff explained it was for the pavement repair of the helipad and seal coating of the helipad as well as all of the new paved surfaces around Station 101 that were replaced last year.

- Director Witmer inquired about:
  - Page 5 – Integrity Auto. Inquired about what appeared to be repetitive charges? Staff responded that the two 2013 Fords medic units are our older high mileage medics and have had several similar issues to repair on each. Other expenses include routine maintenance based on time and mileage. Medics go through routine maintenance 2-3 times a year, while other major apparatus such as engines just once a year. Director Witmer followed up with question should the
2013 medics be replaced? Chief Supkis responded the district has them planned out at approximately 2020/21. The district this past year put two new 2018 Ram/Northstar medics into service first out at stations 101 and 102. The 2013’s been moved to second line and are in use when the district has student staffing for a 3rd medic at 103 and/or as backups when the first lines are undergoing maintenance or repair.

**Action:** Director Hubbard moved to approve monthly expenses presented from 09/14/2018 – 11/08/2018 in the amount of $666,464.56. No further discussion or comments. **Second,** Director South; the motion passed by a 5-0 vote.

**Management Report**

**A. Monthly Alarm Report.**

- Director Hubbard inquired if we should add a line on report that shows calls to St. Charles and La Pine clinics as well as Prairie House. Staff responded they are itemized in the Chief’s report. Director Hubbard followed up with statement that the month’s calls to these staffed medical facilities are costing around $40K a month and 3-4 hours’ time per call that our firefighter/paramedics are not available to the citizens of the district. Chief Supkis reported that the La Pine Clinic is doing the best of the three in triaging their calls that needing emergency medical intervention not available at their facility; Prairie House seems to needs a reminder every six months due to new and or understaffing and then shifting issues to 911. St. Charles Urgent Care had made a “improvement” since Chief Supkis met with them and their Bend administration in July, however still are seeing multiple calls a week, if not every day - seems like again dependent on the facility particular staffing that day. St. Charles claims to have seen a 22% bump in patients with the addition of their new satellite check-in facility in La Pine, many coming from out of the south county immediate area and driving in from Klamath and Lake Counties.

- Shared a news article about McMinnville is considering a $1,500 direct charge to health care facilities and clinics that are over relying on 911. The district has a policy that allows the paramedic crew make to make the appropriate emergency transport decisions for both the immediate patient needs and the community at large. Director Cox inquired if the new potential 40 hour BLS (Basic Life Support) discussed at previous board meetings still an option to help ease the demand. Chief Supkis responded it is, but still comes down to who will be paying for the resources required for the service which under the current medical reimbursement structures (federal, state and private insurance) fall heavily on community tax payers – so it is a budget and funding issue, which the district has been looking at every possible option - but can only move as resources allows, due to the reimbursement rates will always deplete more resources than can be recovered by billing. Providing 911 emergency ALS, although lifesaving when needed, is very inefficient for non-emergent patents just needing a ride between medical facilities. Also the firefighters union has backed away from the proposed day time addition of staff of hours being just 40 per week instead of 56 without being paid for the full 56 as is required in the current CBA. The district has also proposed.
brainstorming with Sunriver on long range cooperative staffing for additional day time units.

- Chief Supkis note on related issues the district has initiated new auto aid scenarios with Sunriver and also the district is planning (later board action) loaning its 4th (standby) medic unit to Sunriver FD while their second unit is being refurbish at the factory.

B. Multiple Alarm & Building Permit/Valuation Report.
- Valuation for building permits in September: Commercial $0 and Residential $6,418,804.44. Valuation for building permits in October: Commercial $0 and Residential $5,211,104.40.

- A 19 townhome project has been approved and being built by Habitat for Humanity.

C. Notable Incidents
None discussed other than the previous multiple emergency 911 calls to the medical and care facilities

D. Equipment and facilities
No comments

**Correspondence / News**
A. Thank you – Hanson
B. Donation – Philipp. The John Philipp estate left $39,778.65 to LPRFPD.
C. Newberry Eagle – October Fire Prevention Month – Board meeting
D. KTVZ – Logging yard forest debris pile burns
E. Yamhill News Register – Care centers should shoulder cost of unnecessary 911 calls

Meeting suspended for break at 10:30 am.

Meeting resumed at 10:38 pm.

**Old Business**
A. **Update on Firefighter/Paramedic positions recruitment.**
District has hired one in-house firefighter/paramedic, Alex Mason. Alex has completed the fire district student program, COCC fire science and paramedic programs, and is currently a limited duration part time employee covering for full time career members as needed, as well as continuing his reserve service. District did not receive enough outside applications to hold a testing and assessment process so the recruitment period has been extended to February 14, 2019. All current applications are still valid.
B. **Update on FY 18/19 capital project QRU 191 replacement.**

Chief Supkis stated the district is still working with the vendor for a firm and complete proposal. The Ram chassis that the district uses is currently not available for order until at least January due to manufacturing moves and deliveries are projected up to a year out. Working with the budget and wants versus needs. The new Ram/Northstar medics are holding up better than the previous Ford chassis models to date.

C. **Other**

- Director Hubbard inquired what was the cause of all the alarms the previous day around 3 pm. Staff responded they were medical/diabetic issues and a vehicle fire.
- Director Hubbard inquired if district has received a response on the Board letter to the County Commissioners in regard to increased river use and safety. Chief Supkis stated there has been no response. Call volume to river incidents has quadrupled in the last decade. The Board suggested that Chief Supkis invite new commissioners to a future board meeting as well as the Sunriver Fire Chief. Perhaps a joint workshop with Sunriver and commissioners.

**New Business**

A. **Review SDAO Best Practices 2018**

Director Hubbard inquired if the District reached the full 10% discount? Staff answered yes and the reports of the items accomplished this year were attached for Board review. Board and staff training and conferences are the main best practices items, as well as policy reviews and updates. The district did well this year and the policies suggested for review had been previous updated.

B. **Mutual Aid Agreement – Oregon Outback Fire.**

Chief Supkis shared we now have agreements with all agencies north and south of the district as well as Central Oregon Fire Chiefs (Deschutes, Jefferson and Crook Counties), and the State and Federal cooperative agreements. Outback Fire is very small agency with limited resources, but working hard, and both agencies may be able to provide limited assistance to help each corresponding communities in certain emergencies as well as training and other cooperative measures. The district in the past has also helped with surplus fire hose, generators and other minor equipment to help outfit the new Outback District.

**Action:** After review, Director South moved to approve Mutual Aid Agreement between La Pine Rural Fire Protection District and Oregon Outback Rural Fire Protection District, dated November 8, 2018. No further comment or discussion. Second, Director Landles; the motion passed by a 5-0 vote.
C. **CBA 2/IAFF 3387 MOU – Section 11.6 modification – overtime list.**

Proposed Memo of Understand (MOU) matches Collective Bargaining Agreement (CBA) language with current practices. Director Hubbard inquired if the MOU relates to the Overtime (OT) issues. Staff responded that had been several grievances between crew members on how OT was being assigned. Assistant Chief Daugherty met with union and agreed to clarify CBA language. District administrators approve OT and the line crew figures out how to fill the OT per their processes.

**Action:** Director Hubbard **moved** to approve the Memorandum of Understanding, Revision of Current Collective Bargaining Agreement between La Pine Rural Fire Protection District and La Pine Professional Firefighters IAFF 3387, July 1, 2017 through June 30, 2021, Section 11.6 modification of over time, dated November 8, 2018. No further comment or discussion. **Second,** Director Landles; the motion passed by a 5-0 vote.

D. **FY 19/20 Capital Project Wildland Engine 141 Replacement.**

- The District replaced Engine 142 last year with an Assistance to Firefighter’s Grant (AFG) and matching district funds; the project took over a year and a half from start date to in-service date. The capital project plan has replaced Engine 141 in FY 2019/20 however will take 12-14 months to build and deliver after an order is placed. Chief Supkis is requesting the district pre-order now instead of the next fiscal year July 1 so the district can receive the unit basically a year earlier. District will not pay until delivery and the next fiscal year in which it is currently budgeted.
- Director Hubbard inquired if the order will require a deposit. Staff responded it will not require a deposit.
- Director South inquired what is price of new wildland engine. Chief Supkis responded in the $350K range with a total project budget currently at $375K that will be fully funded by capital fund receipts in that FY year. It’s also advantageous to lock in a purchase now before inflation and all the new federal tariffs on metal add to the cost.

**Action:** Director South **moved** to approve the pre order of FY 19/20 Capital Project Wildland Engine 141 Replacement to be received in the FY 19/20 fiscal year as planned. No further comment or discussion. **Second,** Director Witmer; the motion passed by a 5-0 vote.

E. **Medic 174 loan to Sunriver.**

Board agreed with staff to allow Sunriver Fire Department to borrow the district Medic 174 no charge in the best interest of both communities who work closely together while the Sunriver unit is being refurbished. Sunriver will also insure and license with state. They would be obligated to fix any user caused damage or by neglect. As it is an older unit our district is still responsible for long term maintenance and repair. Unit has been fully evaluated and serviced recently as was discussed previously in the meeting.

**Special Meeting and Workshops**

- Report on Fire District Directors Conference.
• Director Hubbard shared he learned if a public budget changes goes over 15% of the total budget, we need to reconvene budget committee and process. Staff responded budget officers are aware of that very important requirement and the department has not historically had that issue; the few budget changes by the Board, i.e. acceptance of unforeseen grants or revenue, have been under the 15%, and are check by the auditors each year.
• Director Hubbard also inquired if our budget is available to the public in our office? Staff responded in the affirmative: the full FY budget is located on the public counter.
• Director Hubbard stated there was an excellent keynote address from Portland Fire Department Chief.
• He also stated the Board needs to be careful about meeting individually one-on-one and to discuss and/or decide policy in person, by phone or email. Emails between board members should include all and reply to all. Chief Supkis affirmed that policy and encouraged continued public transparency and that all Board decisions must be made at a public meeting.

B. Report on Fire Office Administrators Conference
   Administrative Assistant Joyce Engberg reported all three office personnel attended the annual conference which was in Bend this year. They found it very worthwhile, with topics including office safety, state surplus purchasing, new pay equity law, billing for conflagrations, and teamwork.

Good of the Order
A. Fall Facilities and Equipment Inspection Report
   • Chief Supkis reported the inspection went very well. There were some minor issues but overall everything was in great shape and running well crews are really paying attention to detail. The inspections get better every year

B. Director Cox inquired if district had any middle schooler visits for fire prevention month. Staff responded no. District has the younger area elementary classes visit the station in fall for a program and pre-K students in the spring.

C. Director Hubbard shared he was able to obtain donated office furniture from PGE for station 102.

Executive Session – Pursuant to ORS 192.660(2)(h),
Adjourn to Executive Session at 11:27 a.m.
Reconvene after Executive Session at 11:47 a.m.
No action taken after Executive Session
**Next Meeting**
Regular Board Meeting Station 101 – Thursday, December 13, 2018, at 9 a.m.

**Adjourn Board Meeting**
Director Cox adjourned the meeting at 11:48 a.m.

Respectfully Submitted,
Joyce Engberg
Administrative Assistant

\[
\begin{align*}
\text{Date Presented to Board and Approval} & \quad \text{________________________} \\
\text{Board Secretary} & \quad \text{________________________} \\
\text{Board President} & \quad \text{________________________}
\end{align*}
\]