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

Roll Call
Directors Present: Larry South, Jerry Hubbard, Joel Witmer and Jim Landles.
Directors Absent: Doug Cox (medical).

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

Public Forum
Dick Swails and Mike Lee, Budget Committee members, were in attendance to observe the meeting.

Approval of Minutes
Regular Board Meeting – March 14, 2019.
Action: Director South moved to approve the minutes of the March 14, 2019 board meeting with two minor grammatical changes. Second by Director Witmer; the motion passed by a 4 – 0 vote.

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

- Director South inquired about:
  o Line 6105 – Overtime Line Staff. Inquired about the large increase in March. Staff explained it was due to three crew members being out with off-the-job injuries, and other crew needing to fill in for them.
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- Line 6815 – Computer Repair Cost. Inquired about March costs. Staff answered it was for setting up the office laptop and the printer at Station 103.

- Line 7135 – Firefighting Supplies. Inquired as to March expenses. Chief Supkis answered the amount was large due to purchasing class A foam concentrate, which happens approximately every four years.

- Line 8401 – EMS Training. Inquired as to March expenses. Staff answered the all-staff training is coming up at the end of April. Some costs have been paid, some are still pending.

- Line 9935 – Mezaros Fund. Inquired what it will be used for. AC Daugherty answered it is used for training per Board resolution - the District banks the principal and uses earnings when and as appropriate. Chief Supkis stated it was started in memory of volunteer firefighter Mike Mezaro for the purpose of training, and all district donations are placed in the fund. It grew substantially this year due to a large donation from an estate.

- Director Hubbard inquired about:
  - Line 6041 – RV Reimbursement. Inquired why it takes so long to see reimbursements on the fiscals. Staff answered the students turn in their forms and receipts after the end of the month, after which it takes some time for FM Jerome to review, then makes it way to Chief to review and approve, at which point the office staff is able to pay. The board fiscal sheets are produced the first week of the month for board packets, so several “monthly items” are missing until the next month.
  - Line 8453 – Career Staff General Uniforms. Inquired as to why it was over budget. Chief Supkis answered Eng. Leehmann does a good job of keeping the overall uniform budget in line, and is given the freedom to purchase what is actually needed and those costs are tracked to the appropriate line. This is then balanced in another sub-category in the uniform/PPE budget lines.
  - Line 8455 – Reserves General Uniforms. Inquired why RV General Uniforms was $3,800 over. Staff pointed out the next line, RV PPE, was $4,000 under and there was more of a uniform need this year - such as winter coats. Rather than move line item expenses, the District likes to keep them in the true column to help us understand spending patterns and to inform budget planning for following year. Again, as long as total uniform/PPE costs stay at or below budget, all is well and the program manager has done very well at that over the years.
  - Line 8910 – Newsletter. Inquired if the line should be reduced for coming year? Staff answered that could be considered. The funds were not used this year as last year’s cost was over $5k and significantly higher than budgeted. As of now the District does not plan to do another newsletter in the near future, but there is currently some funding in case it is decided to start another newsletter cycle.

- Director Witmer inquired about:
  - Line 8115 – Routine Vehicle Maintenance. Inquired as to higher expenses in March. Staff answered there were significant annual periodic as well as routine expenses on the medics and QRUs. Chief Supkis also stated this line is likely to be
overspent because not only has the District stepped up maintenance of the small vehicle fleet, but all the large fire apparatus will be undergoing a major annual periodic maintenance with the factory vendor this spring. If costs exceed category budgets, a request to move contingency can be made in June. Our maintenance cost is still less than 1% of the total capitalization value of the fleet.

- Director Witmer encouraged Directors to remember the bottom line for each category. The District does not move expenses around to line items with more cushion – it provides honest numbers to budget successfully the next year.

- Director Hubbard asked how Carson Oil (the cardlock fuel) is tracked. Staff answered each vehicle has a fuel card, and crew must enter a pin and the vehicle’s mileage. After fueling the crew has to fill out a slip with pertinent information, attach the receipt to it, and turn into the office.

**Expenses by Detail**
No questions

**Action:** Director Witmer moved to approve monthly expenses presented from 3/15/2019 – 4/11/2019 in the amount of $644,874.71. No further discussion or comments. **Second,** Director South; the motion passed by a 4-0 vote.

**Management Report**

A. **Monthly Alarm Report.**
   - Director Hubbard inquired about:
     - 11 calls to Prairie House. Chief Supkis answered that as discussed at previous Board meeting, Portland is now charging $500 if they get called to care facilities for non-emergencies, such as lift assists. When adequate medical staff is not present, the care facility resorts to 911 for what would be otherwise considered routine medical issues. This is something to consider for the future.
     - 7 days of heavy calls in March: does District stick to policy of always having staff in District (when there are multiple medic transports)? Staff answered yes at least the Captain in the QRU (191), and hopefully a Lieutenant at 102 in the second QRU (192). When all medics are out of district the District will also do a 911 PC (personnel call back request for any available staff). Weather (cold and deep snow) is thought to directly impact the high numbers. Both February and March were record months.
     - Does District have plans to add to the water rescue services? Chief Supkis answered yes, the District has a fledgling water rescue program and will have its third water rescue training coming up at the end of April. The proposed 19-20 FY budget may also have additional capital request to add to the District equipment cache.
- What is FTO. Staff answered Field Training Officer and the program where new employees are closely mentored and evaluated on the essential tasks and skills of the position.

- Forklift. Chief Supkis answered the District staff have been looking for several years for a loader to use mainly for the fire training grounds and for fire logistics such as loading pallets of foam and hose. The District was on the federal surplus list coordinated by State Forestry and an older military M10A all-terrain loader became available for the cost of shipping only. It is in great condition and District will share with ODOT in exchange for their helping with maintenance. After two years of care, it will officially become the District’s.

- Director Landles stated he was in the ER the previous Thursday and they let him go due to overflow problems. Chief Supkis stated our medics are more commonly having to wait even to unload and transfer patients at St Charles due to ER overflow. This is not good for the patient nor those in the district who may next need the crew’s services.

- Director South inquired about:
  - What happened to looking into using other transport for non-ALS transports. Chief Supkis answered that St Charles does have a transport call system but it gets booked up and they turn to 911. CMT (a private provider from Bend) is also in this system but they too run out of resources due to demand.
  - How does St Charles train new staff to know when it is appropriate to call District? Staff answered they are supposed to call their own transport coordinator, who in turn decides. However, District paramedics still evaluate every patient to determine if they need ALS transport. The District also contacts the clinic(s) when needed and they have made improvements in determining when best to use District ALS resources.

- Guest Dick Swails inquired about:
  - Transports to St Charles last year from local clinics. Chief Supkis answered that many transports are from those who live Klamath and Lake Counties and use the new St Charles clinic in La Pine for “Hospital” purposes. In March we had sixteen transports from St Charles clinic and three transports from La Pine Community Health clinic. Although all needed to go to the hospital at some point by some means, approximately only 1/3 of the calls to both clinics are legitimate ALS emergencies. The rest are due to the lack of other, better transport and/or care options.
  - Do we get a lot of water rescue calls? Chief Supkis answered that last year the District rescued seven people and one dog. Sheriff Search and Rescue (SAR) is an hour out from La Pine, and District obviously can arrive on scene earlier than SAR within the district boundaries. There has been a 500% increase in water rescues in the last 10 years. This Board has written a letter to the Deschutes County Commissioners about increased float traffic and resulting issues.

- Guest Mike Lee inquired what level of water rescue training the line staff is at. Chief Supkis answered they are at basic level: all are able to do land-based (reach /throw), and some can do in-water rescue. The district has cold water suits and a RDC (Rapid Deployment Craft).
• Chief Supkis noted the Board had authorized up to two hires in 2018/19. District hired one new FF/paramedic on January 1\textsuperscript{st}, and has recently completed a second recruitment process and created the list for subsequent hires pending the appropriate budget.

B. Multiple Alarm & Building Permit/Valuation Report.
• Valuation for building permits in March 2019: Commercial $30,205 and Residential $1,648,997.

C. Notable Incidents
   No comments

D. Equipment and facilities
   No comments

E. Other
   No comments

**Correspondence / News**
• A. Thank you - Sunriver
• B. Thank you - Hoak
• C. Thank you – La Pine Chamber
• D. SDAO 2019 Membership
• E. SDAO 2019 Best Practices Program
  Chief Supkis noted that District gets discount on insurance when Board Members complete online training. The District will also be revisiting its records policy as suggested this year.
• F. SDAO 2019 Regional Trainings
• G. Wise Buys – Help us Help you –La Pine Fire Winter tips
• H. Wise Buys – La Pine Fire College Scholarships

**Old Business**
A. **Ordinance #2019-01 Automatic Fire and Medical Alarms – First consideration for the public record**

The Board unanimously agreed to read Ordinance #2019-01, An Ordinance to Adopt Rules and Regulations to Govern Conditions for Use of Automatic Fire and/or Medical Alert Alarms and Devices, into public record for the first reading, on April 11, 2019.

**New Business**
A. **Annual Budget Projections.**
  • Chief Supkis shared that the auditor has finally fixed some errors where they put some numbers in wrong categories. The District has close to $2 million in carry...
forward reserves, used to fund the District until tax payments arrive. The Board passed an ordinance several years ago to keep 31-35% of the approved budget total as cash on hand to cover expenses from July to November when tax revenue begins to come in.

- Chief Supkis presented Budget History and Projections. Two-thirds of revenue comes from tax assessment and one-third from EMS transport fees and a few miscellaneous items. The District has added four full-time personnel in the last four years. The District’s revenue has been at 6% growth and the Chief anticipates that will continue for the year but could be slowing. The District’s output growth is increasing at 20%, which means in future years a more conservative approach will likely be needed to balance the budget. The new budget proposes adding the 5th new staff member and a 25% increase by PERS, as well as a 10% increase in health insurance.

- The District facilities and equipment are in reasonably good shape. The Chief would like to address several more items in the coming year to ready the District for a potential smaller Materials and Services budget in subsequent years.

- District can count on a minimum of a 3% annual increase in tax revenue unless there is a major recession. EMS funds have been difficult with federal caps that especially hurt rural providers. EMS funds do not provide for the full cost of service – less than half.

- The state has a tax rate cap for how much property owners can be taxed in total. This limits governments in going back to the taxpayer for ever increasing wants and needs.

- The La Pine City Urban Renewal District (URD) takes tax funds that would otherwise go to the District (as well as schools, libraries, roads, sheriff, etc.). It is only about $7k now but in 20 years will be closer to a million dollars in loss to District.

B. District Information Technology Systems Annual Review

- Chief Supkis presented Velox’s annual review on District technology. Issues noted by Velox are actively being addressed. Wi-Fi and passwords are currently being upgraded to a more secure system, and old computers will be replaced by end of the year.

Special Meeting and Workshops

First Budget Board Meeting on Tuesday, April 16, 6:30 PM, at Station 101 in Conference room.

Good of the Order

A. All staff training weekend April 27 and 28.
B. Oregon Fire Chiefs May 1 and 2 in Redmond.
C. Spring facilities and equipment inspections. Board members are invited for the walk-through.
D. On April 18, there will be an all-day wildfire simulation at the Deschutes County Fairgrounds, titled “Central Oregon, the next Paradise?”
• Director Hubbard inquired if the District has heard anything on the security or intern grants, and if the Firewise survey of homes has been completed. Staff answered there is no word yet on the grants, and the home inspections are about 75% complete. Crew member FM Hargous is on light duty and carrying out business inspections.

Next Meeting
Regular Board Meeting Station 101 – Thursday, May 9, 2019, at 9 a.m.

Adjourn Regular Board Meeting
Director Hubbard adjourned the board meeting at 10:40 a.m.

Respectfully Submitted,
Joyce Engberg
Administrative Assistant

Date Presented to Board and Approval ____________________________

Board Secretary ____________________________

Board President ____________________________