

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes January 9, 2020**

Open Meeting Director Cox opened the meeting at 9:05 a.m. and led the flag salute.

Roll Call

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

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

Public Forum

Present: Glen Kearney from Accuity, Dick Swails.

Director Cox welcomed the guests and moved the FY 2018-19 Audit Report presentation up from New Business so Mr. Kearney could leave in a timely manner for his next client.

2018-19 Audit Report presented by Glen Kearney of Accuity, LLC.

- Mr. Kearney noted they did not find issues that required a modified opinion, which is a positive finding.
- Page 10 is where the Financials start and show that the District has good government wide liquidity with \$4.9 million in assets and \$4.6 million in liabilities for a net position of \$1.8 million. The biggest liability is the projected PERS obligation of \$4.1 million. The District has no control over PERS and rates, but have been pro-active in creating a cushion with the PERS Reserve Fund, and is in a net positive position.
- Page 11 shows the District's government wide position \$223k less than the previous year, which is mostly depreciation of equipment and buildings.
- Page 12 is the Governmental Funds Balance Sheet.
- Mr. Kearney noted the District had excellent staff, especially in the person of Bonita Johnson, and the condition, availability and order of records was commendable.
- Mr. Kearney noted the only reportable item to the state was the lack of multiple bids for one purchase. Labor and equipment combined fell over the \$10k threshold, and the purchaser was unaware the costs needed to be combined. The purchase probably falls under the category of sole-source procurement, and Glen has provided staff with guidance and forms for future documentation.
- Sole sourcing type of purchases needs to go to Board for approval.
- Director Hubbard inquired about the total cost new apparatus? Chief Supkis responded \$170k total for the QRU and \$375 for the pumper and they were purchased sole-sourced and on group purchasing with the Board's review some months back.

- Director Landles inquired if the sale of the District clubhouse fell under the multiple bid criteria? Staff responded yes; an RFP was completed for selecting an agent on the public property sale.
- The Board thanked Mr. Kearney for his good work and clear presentation.

Approval of Minutes

Regular Board Meeting – December 12, 2019.

Level of staffing discussion, the minutes do not say that the Board does has a policy where the district will attempt to always have one crew in district at all times.

- Director Hubbard asked for an addition to page 5 after “staffing at 50%” to include “and at least one crew in district at all times.” He also inquired if Station 102 was not staffed in the past. Chief Supkis responded that over a decade ago during the era of losing staff, it had been shuttered as well as Station 103.

Action: Director South moved to approve the minutes of the December 12, 2019 meeting as amended. Second by Director Landles; the motion passed by a 5-0 vote.

Financials

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

- Director South inquired about:
 - Line 6030 – FireMedics & Captains. Inquired if the higher amount was due to there being three payrolls in December. Staff answered yes.
- Director Hubbard inquired about:
 - Line 6100- Overtime. Noted that OT costs were down substantially. Chief Supkis responded that was largely due to not having many “life events” or injuries this year and having adequate staffing through additional regular crew which the district has been consistently increasing over the years.
 - Line 8456 – Reserve PPE (Personal Protection Equipment). Suggested when creating the next budget, increasing that line to \$16k.
- Director Witmer inquired about:
 - Line 8456 – Reserve PPE. Noted the costs seem very high this year. Chief Supkis responded that it was mostly protective gear that needed replaced and also some extended sizes were needed for the growing diversity of uniform sizes needed for RVs. Turnout life expectancy is 5 years. Director Witmer asked if the students could use the old PPE. Staff answered they do. Older PPE is used during the first weeks of Academy as it gets used hard every day. RV’s are treated as Firefighters after they complete academy and then they need better PPEs.
- Director Cox inquired about:
 - Line 8456 – Reserve PPE. Inquired if used PPE can be donated when District is done with them? Chief Supkis responded that it is possible theoretically but in reality, they are usually too worn by the time the District is done with them.

Monthly Expense by Vendor.

- Director Hubbard inquired about the DPSST payment. Staff answered it was for fingerprint based FBI related background checks for crew training certifications.

Action: Director Witmer moved to approve monthly expenses presented from 12/13/2019 – 1/9/2020 in the amount of \$279,721.48. No further discussion or comments. Second, Director South; the motion passed by a 5-0 vote.

Management Report

A. Monthly Alarm Report.

- Chief Supkis noted that transports are up 140 over last year. The whole community is affected by the increased need. 150+ transports were initiated by St. Charles, LPCHC (La Pine Community Health Center) and Prairie House. It is apparent that with increasing frequency patients cannot get the care they need at local health facilities.
- Budget Board member Dick Swails asked if there was any response or affect to the new District ordinance. Staff noted the District has not received a single call or letter to date in response to the fourteen letters that went out six week ago notifying health care providers of the new ordinance.
- Director Cox inquired if Airlink was involved in this? Chief Supkis responded the District is in conversations with Airlink and Life Flight about their response times and when best to transport critical patients to them. Recently there have been some weather issues.
- Chief Supkis shared that the district has been in conversations with CMT (Cascade Medical Transport). CMT relayed they are often being called for transport, but when they provided a 15 or 25 minute estimate of arrival the attending health care professional stated “not quick enough” and deferred to 911 and local EMS. The most recent case was a teen with an arm fracture from a school activity that the patient’s mother brought into the facility. The attending health care professional demanded that they go by paramedic to Bend and wasn’t willing to wait the 20 minutes for CMT or allow the mother to continue transport. At the same time and facility, a possible heart patient walked in and the same health care provider wanted a second paramedic unit for that patient.
- Director South noted phone calls from clinics will probably start after bills go out. Chief Supkis responded the District foresaw this whole issue years ago and brought the issue to the health facilities multiple times and they said “we hear you, no problem.”
- Chief Supkis noted that years ago La Pine was one of the first districts in the country to allow their paramedics to fully triage and determine what is best for both the patient and the community, and now is working on this new Ordinance to make sure we have sufficient paramedic crews in district for the true critical ALS calls - either by increased revenue and adding more crews - or a more efficient use of current resources by the clinics. The District is not questioning that patients in the clinics need medical attention or even transport, but we want our resources to be available when there is a heart attack or stroke, car crash, or even fire and that person has no help whatsoever.
- Director Witmer inquired if with a “only one left” rule the District would transport a St. Charles patient if the other medic is out of district? Chief Supkis responded that when a medic is dispatched to a residence, the District of course responds regardless, and the

paramedics weigh the best interest of both the patient and community on what to do next. But when a patient is already in a higher level of care such as at the clinics with a physician, the health care facility will need to be able to care for patient and wait until the other medic is back in district and we are staffed at 50%.

- Director Witmer inquired if 911 dispatches at Code A, B, C, D levels? Chief Supkis responded yes, and if there is an Echo or Delta, the District is coming, but it is can often be manipulated by the caller, answering yes to the most serious questions - as in when the cut thumb that had been sutured by the health care facility was called in as a C/D with “uncontrolled bleeding”.
- Director Witmer inquired if the District has sent the secondary medic unit to St Charles Hospital so both are out of district at the same time? Chief Supkis responded at times yes, when the call originates at a residence with no other higher level of care options, but tries not to when patient is in a clinic and already in a higher level of care. When both medics are out of district, 911 is asked to communicate to clinic that transport will be pending next available unit.
- Director Witmer inquired how the District has billed under the new Ordinance so far? Chief Supkis stated that staff forwards all health care center 911 call reports to him with information whether they were true emergency transport or not by our protocols based on the patients actually needs. Of the five transports this week, four are being billed to the clinics. The heart of this whole effort is to have the resources to be able to provide care when care is needed and do right by the patient both in terms of care and the patients’ rights of self-determination. The patient often thinks these inter-facility transports are covered by insurance when they often are not.
- Of note, it is the District’s belief that 40-50% of patients being transported from professional health care facilities are not residents or taxpayers of the fire district.
- Director Witmer inquired if St Charles La Pine has an Office Manager? Staff responded yes, but the clinic manager has limited control over their independent health care providers. Most are on contract and obviously do not have the support systems they need to treat and or hold patients in house.
- Director Hubbard inquired how many times has District transported for the St Charles clinic where the patient did not need ALS transport? Chief Supkis responded approximately 90%. The District is not arguing medical need for these transports but level of need. Our crew continually trains to save lives under any condition and of being 30 minutes or more away from the hospital. We are not focused on BLS (Basic Life Support) or intra-facility transports, but on critical ALS (Advanced Life Support).
- Guest Dick Swails inquired if the clinics could subsidize CMT? Chief Supkis responded it could happen but CMT has to have a contract and resources in place to keep its business viable, just as the District does. Chief Supkis noted the Redmond pilot program of visiting paramedics worked well, but the health care community was not interested in subsidizing it even though it proved effective at reducing re-admits, and subsequently it evaporated. Is it the taxpayers’ responsibility to subsidize the clinics?
- Director Hubbard noted that then County Commissioner Tammy Baney, who was in charge of the regional transportation project with the county, came down several years ago and said if the District could come up with a region wide project, we could submit a grant request for consideration. Chief Supkis responded grants are always a short-term possibility but the real fix is adequate health care within our community.

- Director South inquired if La Pine District communicates with other districts on this matter? Chief Supkis responded we do and all are getting pinched by the patient and cost shifting to a central distant location, especially the rural EMS providers because of their transport distances.
- B. Multiple Alarm & Building Permit/Valuation Report.
- Valuation for building permits in December 2019: Commercial \$35,000 and Residential \$1,116,713.
 - Director Witmer noted the total under residential needed amended which was corrected in real time and is reflected correctly in amount above.
- C. Notable Incidents.
- Director Hubbard inquired what code 99 -RSC means? Staff responded it is a call for full cardiac arrest that we successfully resuscitate.
 - Director South inquired about the 12/21 call. Staff responded it was a fall through the ice. Patient was up to armpits in ice over mud and had no phone but a hiker heard his calls for help. Main issue was not being able to extract himself from the mud and the cold exposure.
- D. Equipment and facilities.
No comments.
- F. Training.
No comments.
- G. Other.
No comments.

Correspondence / News

- A. Letter – Deschutes County Planning Commission – Public hearing
- B. Ready Set Go
- C. Special Districts of Oregon SDIS Grant
- D. DPSST Women’s Fire Camp Grant
- E. Donation - Russell
- F. Donation – Converse
- G. Donation – Lewis
- H. Midstate 2002 /2003 capital credits
- I. Ameri Title – Final closing statement
- J. KTVZ – Wagon Trail Ranch – Firewise community
- K. Wise Buys - Wagon Trail Ranch – Firewise community
- L. Newberry Eagle – Three Firefighters

- Director Hubbard inquired if the District had received any response from the letter sent to the county planning commission? Chief Supkis responded no, but the District has received letters from HOA. For background, they want to develop Haner Park, an old summer camp that was divided up into lots, and now they want to divide the common

ground into more lots, and that's basically a new subdivision which requires proper year-round maintained roads which meet state codes for fire egress and access, but the area currently only has forest service roads and trails.

Old Business

A. District Ordinance #2019-04, Adopting 2019 Oregon Fire Code

Action: Director Cox entered Ordinance #2019-04, Adopting 2019 Oregon Fire Code, into record for the 2nd Reading. No comments.

New Business

A. Board Policy #90-01 District Capital Expenditures Update

- Chief Supkis requested the Board update Policy #90-01. Proposed changes are based on the recommendation of Glen Kearney from Accuity to update District capitalization limit from \$2k to \$5k, and to change the title "Expenditure" to "Assets."

Action: Director Hubbard moved to approve the Board Policy #90-01 District Capital Expenditures Update. Second, Director Witmer; the motion passed by a 5-0 vote.

B. DEQ Air Quality Monitoring Site Lease

- Chief Supkis shared that the DEQ would like to install an air quality measurement system at Station 103.
- Director Hubbard inquired if there will be a separate circuit breaker? Chief Supkis responded the energy used will be the equivalent of a 40w light bulb. The District will be responsible for the monthly electrical cost but the DEQ will hire an electrician to add outlet to the pumphouse.
- Director Cox noted more people are burning garbage and the DEQ is trying to collect info on smoke from trash.

Action: Director South moved to approve allowing DEQ to install an air quality monitor at Station 103. Second, Director Hubbard; the motion passed by a 5-0 vote.

C. Surplus Radio Equipment

- Chief Supkis recommended the Board donate the old radios in storage to the Outback Fire District as they have serious need.

Action: Director Landles moved to donate decommissioned radios to Outback Rural Fire Protection District. Second, Director Hubbard; the motion passed by a 5-0 vote.

D. Board Policy #02-03, Medical Services Billing

- Chief Supkis recommended adding the wording and rate for facility transfers to the policy. The rate is the same as non-resident, non-taxpayer rate of \$2,013 plus \$20 a mile. Lift assists are \$125 to a facility. If a private residence has excessive lift assists (more than three in one year), the District may charge them. The first charge of the

year was a lift assist for Baird Funeral Home. They were cremating a 600 lb. body from Bend.

- Director Hubbard inquired why the non-transport rate had a range? Chief Supkis responded the variance is dependent on how involved the treatment is, i.e. a diabetic treatment or 12-lead read. Rate range is from \$125 to half of the base rate.
- Guest Dick Swails inquired if the fee to a professional care facility for a lift assist is \$125? Staff responded, yes. Dick inquired what is our actual cost? Chief Supkis responded substantially more. Rates have not been updated since the Board created a white paper in 2011. It is due for an update and the District and Board will review in the future after the newer policies have been in place for a time.

Action: Director South moved to approve the changes to Policy #02-03, Medical Service Billing Rate Schedule, dated January 9, 2020 as presented. Second, Director Hubbard; the motion passed by a 5-0 vote.

E. Other

- Director Hubbard inquired if the District should consider selling the unused land attached to Station 103. Chief Supkis and Director Cox noted there are several lots nearby that have not sold but further discussion on selling part of the land could happen during strategic planning.

Special Meetings and Workshops

- Chief Supkis inquired if January 23rd at 9:00 am would work for the Board of Directors to meet for the executive annual evaluation and strategic planning. The Directors all agreed to the date and time.
- Director Cox inquired if spreadsheets could be utilized as was done several years ago. Chief Supkis answered yes.

Good of the Order

- Chief Supkis noted line crew overtime is fortunately only at 14% of budget. New staffing has helped reduce that number greatly and should the District now consider a shift minimum of seven on duty instead of the six currently required?
- Director Cox inquired when would the District add the next crew member? Chief Supkis responded possibly next July in the new fiscal year if it can fit in the budget. The District has to absorb the cost of the student reserve program since that grant has run out, and the District needs to see how the revenue for transports and GEMT come in. The other main expenditures on the radar for next year will be facilities and 1.5 years from now the District may propose replacing two medics (ambulances). The next year a replacement rescue truck, and the third year out a replacement engine.
- Cycle out old medics to students. Medics have a life span of 260K miles.
- Director Hubbard asked if the \$95k GEMT payment is recurring? Chief Supkis responded yes, hopefully \$75k-\$100k per year, but the District will have to wait and see if it's really there each year.

- Director Witmer inquired if District had pursued just hiring two crew members for peak hours. Chief Supkis responded that was looked at and discussed with union but due to current contract language peak staffing may be doable but we still need to pay the full wage so our staffing and operating cost are the same as 24hours.
- Director Witmer asked Bonita if there will be fluctuations in GEMT payments? Bonita answered yes, next year is projected to be lower if but the Coordination of Care payment is rolled out that increase could be substantial.

Next Meeting

Regular Board Meeting at Station 101 – Thursday, February 13, 2019, at 9 a.m.

Adjourn Regular Board Meeting

Action: Director Hubbard moved to adjourn meeting. Second, Director South; the motion passed by a 5-0 vote.

Director Cox adjourned the board meeting at 11:25 a.m.

Respectfully Scribed and Submitted
 La Pine Rural Fire Protection District
 Administrative Staff

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____