

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

Open Meeting

Due to the COVID-19 crisis, the board meeting was held via Zoom. Director Cox opened the meeting at 9:05 a.m. and led the flag salute.

Roll Call

Directors Present: Doug Cox

Directors Present
via Zoom or phone: 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 via Zoom: Charla DeHate, CEO of La Pine Community Health Center.

Approval of Minutes

Regular Board Meeting – March 12, 2020.

- Director Hubbard noted that on page 3 the last bullet had a mis-spelling. He also stated he thought that 10 pages of minutes was too much to go through. Chief Supkis noted staff would explain at the next workshop/executive session why they continued to be detailed.

Action: Director Hubbard moved to approve the minutes of the March 12, 2020 board meeting minutes as amended. 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 and expense statement.
- Director South inquired about:
 - Line 6650 – Telephone. Inquired what the higher charge reflected? Staff answered it was for BendTel to do some phone programming.
 - Line 8105 – Breakdowns. Noted the higher amount. Chief Supkis responded the District is having difficulties with the two older medics and has spent \$30K in repairs on them in the last two months.

- Director Hubbard inquired about:
 - Line 6940 – Miscellaneous. Inquired what the amount was for? Staff answered it was the liability payment for the Bridge Street fire. The check was sent to La Pine Fire District and the District disbursed portions to the other agencies who responded.
 - Line 9915 – PERS Reserve. Inquired what amount should District budget for? Chief Supkis responded there are no increases next year, the increases are biennial. The following year and start of the next biennium is an open question at this time.

B. Monthly Expenses by Vendor.
No comments.

C. Monthly Expense Report.
No comments.

Action: Director Witmer moved to approve monthly expenses presented from 3/13/2020 – 4/9/2020 in the amount of \$657,848.07. No further discussion or comments. Second, Director South; the motion passed by a 5-0 vote.

Management Report

A. Monthly Alarm Report.
No comments.

B. Multiple Alarm & Building Permit/Valuation Report.

- Valuation for building permits in March 2020: Commercial \$0 and Residential \$3,155,281.01. No comments.

C. Notable Incidents

- Director Hubbard noted three calls in several days to same address on Findley Butte Rd. He also noted two calls to same address on Hwy 97 and asked if the patient was elderly? Chief Supkis responded it was two different patients on the Hwy 97 calls and they are not elderly. Because folks are now isolated, even more patients use 911 as their first line medical resource in place of having and seeing an established care provider.

D. Equipment and facilities
No comments

Correspondence / News

- A. Letter – Donation - Heiney
 - B. Newberry Eagle – COVID-19
 - C. SDAO – Annual Membership
- No comments.

Old Business

Tabled for this month.

New Business

Tabled for this month.

Staff Updates

A. COVID-19 Response, Planning and Staff Health

- Chief Supkis shared that he and AC Daugherty are keeping updated on the situation every day. All crew and office staff wear masks while on duty. The public has donated around 500 cloth masks. The virus numbers are expected to peak in two to three weeks and there is no idea of how long it will continue. The PPE (Personal Protection Equipment) situation is improving: staff is wearing the donated homemade masks inside the facilities and saving medical PPEs for calls.

B. 2020 Annual IT Review

- Chief Supkis shared that the administrative staff met with the District IT provider, Velox. The District received a B+ for security and IT. No big changes in the coming year, may address better WiFi coverage and MFA (multi-factor authorization) security in the future.

C. Strategic Planning

- Chief Supkis noted a workshop was not able to be held yet and discussions will happen when a workshop can be scheduled. He included both the Board's and his input on what the District priorities should be, and highlighted where there was more than a two-point difference. He would say that on 95% of it, the District is dialed in.
- Director Landles inquired if there was movement on the timeline to get the budget completed? Chief Supkis responded the first budget committee meeting was scheduled for April 21st and the budget should be completed by June 1st to go on to the public hearing and Board approval at the June 14th scheduled meeting. The strategic planning process has a self-set December deadline.

D. Facilities Concepts for Stations 101 and 102

- Director Hubbard noted the architect shows a generator room in each building and inquired if the generator was being moved. AC Daugherty responded no and Chief Supkis responded that the building plans given to the architects were the originals, thus the mislabeled location. The generators have been placed in different locations since that design was drawn.
- Director South inquired when the drawn plan would be updated? Staff responded that the next step is cost estimate figures which are expected in May. The District can then decide to move forward and put more resources into detailed drawings.
- Director Witmer inquired if the District was looking for approval on either 101 or 102 concept designs? Chief Supkis responded not yet, the information provided was just for review. Director Witmer asked if the pedestal sinks were being changed to cabinet-style sinks and Chief Supkis responded they can be.

E. New QRU 191 and Wildland Engine 141

- Chief Supkis shared that after a two-year effort mostly due to a manufacturing wait, the new QRU (Quick Response Unit -191) is now in service. The new wildland unit (141) has also been delivered and will be in service sometime in the next few weeks.

Special Meeting and Workshops

First Budget Board meeting is April 21, 2020 at 6:30 pm at Station 101.

- Chief Supkis shared the meeting will be held online via Zoom and telephone due to declared COVID-19 emergency. The admin staff will be reaching out to the Budget Committee to facilitate Zoom access. The public will be welcome to join online. Chief Supkis also noted the more conservative 4% budget is what will be presented.
- Director Witmer suggested the District invest in a Zoom membership before the budget meeting so meeting length is not limited. Joyce stated the monthly cost is \$14.99 and she will look into the terms.
- Director Landles inquired if new grants are available due to the COVID crisis? Chief Supkis responded yes, there several right now, a CARES stimulus and a stimulus AFG \$100k for PPEs. The District is also tracking its COVID related costs in case we are able to present to FEMA for declared disaster reimbursements.

Good of the Order

- Guest Charla DeHate stated she would like to make sure patients are not too scared to go to the hospital or clinic and that we all need to encourage them to go to the hospital if needed.

Next Meeting

Regular Board Meeting scheduled at Station 101 – Thursday, May 14, at 9 a.m., pending the current COVID protocols at the time or Zoom may be used again.

Adjourn Regular Board Meeting

Director Cox adjourned the board meeting at 9:30 a.m.

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

Date Presented to Board and Approval _____

Board Secretary _____

Board President _____