

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes November 12, 2020**

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

Roll Call

Directors Present: Jerry Hubbard, Larry South and Jim Landles
Directors Absent by
Prior Arrangement: Doug Cox, Joel Witmer
Staff Present: Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Tracy Read

Public Forum

Present: Courtney Ignazzitto, La Pine Community Health Center
Charla DeHate, La Pine Community Health Center
Dick Swails, Budget Committee Member
Oliver Tate – St. Charles Health System
Unidentified -St. Charles Health System
Patrick Hannon – Cascade Medical Transport
Rhonda Adams

Note: Due to COVID -19 emergency health and safety restrictions meeting space was only able to accommodate 6 public in attendance. Several more than six persons showed up and were asked to sign in, fill out a comment request card, and wait outside until called for comment and/or switch out with another observer within the room. If that accommodation was not agreeable to all the meeting would be postponed.

Public Comment

Charla DeHate: Reviewed a LCHC patient encounter from earlier this week. DeHate stated that patient reported she had called 911 earlier in the day because she had passed out in her home. Patient stated to LCHC staff that paramedics told her she maybe dehydrated and needed to see her primary care provider. Patient presented to LCHC with reported abnormal EKG as well as many other things. LCHC staff called 911. DeHate stated she wanted the board to be aware of this and further stated that if the clinic is billed for this it will be “like turfing” and EMS “did not take care of that person in the home”. She further stated “they did what they do and provided an assessment.” She asked the Board why EMS did not call CMT. She feels there is an issue of EMS not taking care of the patient in their home and that this is the third time this has

happened in the last four months, to her knowledge. She also expressed a desire to “go back to how things used to be done” and “have conversations” rather than going through a billing and an appeal process.

Board responded this call will be reviewed under the District’s QA process.

Charla DeHate: Community workgroup continues to work on a revised ASA plan and is hopeful that private companies will be allowed to transport for franchisees. Patrick Hannon, CEO of Cascade Medical Transport (CMT), stated CMT would need 3 – 4 transports per day to station a unit full time in the area. To have a unit stationed in the Bend area in order to respond in the District they would need 1 – 2 transports per day. DeHate asked how many 911 calls there were where the patient was not transported. Chief responded that of the approximately 2200 annual calls, 1800 – 1900 are EMS calls. Of that, fifty to sixty percent are transported so forty to fifty percent are not transported. Chief added that each patient who is not transported by paramedics is given a two-page document containing the paramedic’s assessment, further care options, contacts, patient rights, instructions, and even call back information which the paramedic reviews with the patient and then both sign before the paramedics leave. He further stated that even though not all EMS calls require an ALS emergency transport to the ED, there often needs to be some other level of care follow up as there was a reason why these folks called 911 in the first place. Patients are left with these clear written instructions so they do not have to rely on memory and to be able to provide background information to other care providers. It would be very beneficial for professional medical care providers to ask for this documentation rather than rely on hearsay.

Courtney Ignazzitto: Inquired regarding when and where publication of meeting agendas where an ordinance is being considered. Director Hubbard responded staff will look into this and report back to the Board.

No other Public comment was made or asked to be made.

Approval of Minutes from the October 8 2020 Board of Directors Regular Meeting

Action: Director South moved to approve the minutes of the October 8, 2020 Board of Directors Regular Meeting. Second by Director Landles. All in favor. Motion passed on a 3 – 0 vote.

Financials

- A. Monthly Bills** Staff answered questions regarding current revenues and expenditures.
- 6900 – Property taxes – First installment has been received and was posted after the Board report was prepared.
 - 6105 – Line Staff OT – Question from Director South on the bump up? Chief responded the increase in this line was due to putting on extra staffing to protect the community

during area wildfires in September. Conditions were extreme and no other help could be expected.

- 6220 - PERS – Larger than normal amount? Staff replied the increase was due to OT and 3 pay periods in October.
- 7300 – EMS Supplies – Board noted increase in this line, Chief responded that expenses have increased substantially due to purchasing COVID supplies; however, some of that will be reimbursed by grants.
- 7020 – Printing and Reproduction increase? Staff noted due to EMS forms printed this past month (the ones mentioned prior). Chief Daugherty stated this occurs about once a year.
- 8120 – Shop Tools – Board noted line is at 220% of projection (\$600.00 over)? Staff responded a hand truck and pallet jack was purchased due to the amount of supplies needing to be moved and stored. Also replaced snow shovels at the stations this year. Discussion to note increasing this line in future budgets.
- 9473 – Capital Reserve Expenditures – Increase expenditure is expected as was planned for the facilities alteration for new showers project. Most of the cost to date have been for architectural and engineering services. There will be month-to-month increases as contractor progress is made and bills are received.

B. Monthly Expenses by Vendor

No comments.

C. Monthly Expense Report

No comments.

Action: Director South moved to approve monthly expenses presented from 10/9/20/20 – 11/12/20 in the amount of \$468,823.14. Second by Director Landles. All in favor. Motion passed on a 3-0 vote.

Question by Charla DeHate: Inquired about expenses year to date on the District's personnel staffing and EMS Supplies.

Chief responded: The District's Personnel Services is budgeted at \$2,563,154.00 and have expended 35.31 %YTD; Overtime is budgeted at \$124,500 and have expended 23.55%, and Employee Benefits and Other Costs is budgeted at \$1,731,963.00 and have expended 39.27% YTD. EMS Supply expense lines is budgeted at \$84,000.00 and have expended 62.31% YTD.

Charla DeHate asked for the breakdown between fire and ems. Chief Supkis said there is no breakdown between the District's fire paramedics – the one EMS crew is the one Fire crew.

Management Report

A. Monthly Alarm Report

- Board inquired as to the rise in service calls and what are they. Staff responded it is a catch-all category mostly when the call was not clearly Fire, EMS, Rescue, or Hazmat. It could be something like a non-injury lift assist at a private home or non-fire smoke alarm check or install.

B. Multiple Alarm & Building Permit/Valuation Report

- General discussion regarding increase in monthly simultaneous multiple alarms – from 20 to 28 double alarms up to 45 – including multiple alarms of four or more. Seventeen calls last month experienced some kind of a delayed response due to resources not being immediately available as a result of this increase.
- Director Hubbard noted that residential building permits continued to remain strong.

C. Management and Activity Report

- It was noted that there was a delayed response to La Pine CHC on October 22 due to multiple alarms, Sunriver was able to assist. Staff reported that in this case the call was dispatched as an Echo response which necessitated an expedited response. Because Sunriver has only one medic unit, this left residents in that area with no EMS unit available to respond. As a result, Sunriver and La Pine was left with no paramedic ambulance coverage. The District has the ability to request mutual aid from Crescent or other agencies, however those agencies are not obligated to respond and are often in a one and out situation leaving their communities without any coverage. DeHate asked about the District staffing a third unit? Chief responded that is the District's intent but existing revenues do not currently allow this, mainly because not all outstanding receivable accounts are being paid. Paramedics have the ability to triage calls based on severity.
- Budget member Swails asked how many multiple alarm responses were true emergencies. Chief responded it is often difficult to determine based on the information available at the time of dispatch, however in the end approximately 10% of all EMS calls are critical per the District's definition and intensive ALS and speed was required for patient survival. Chief reminded the Board of the incident in September where a patient expired at home while awaiting a delayed response from EMS when both fire paramedic crews were already transporting patients considered more stable from the local professional medical care facilities.

Correspondence / News

- OFCA grant was noted. Staff reported this was a health and wellness grant which was used to replace nonfunctioning fitness equipment.

- PERS increase of beginning in July 2021 will be .18%, 2.5% and 2.3% respectively for the different tier groups. Director Hubbard inquired about the District PERS Reserve Fund. The District's budget includes a small PERS contingency and should be in a fair position to manage this next biennial increase.

Old Business

- A. Station 101 and 102 alteration projects – Staff provided an update on the project and stated the architect is meeting all agreed-upon deadlines to date. Over a dozen contractors were present at the pre bid and the District received seven general contractor bid documents for the project. Chief Daugherty directed the Board's attention to the Responsible Bidder Qualification Evaluation Form, included in the packet. The three lowest bids were considered and reviewed. The lowest bidder was 2KG Construction with a bid of \$237,000. Staff followed up to collect references for 2KG. All references stated they would work with this company again. Several public service agencies provided references. Also reviewed were the company's OSHA and State licensing records. Chief stated there will be one more meeting to review timelines for the project.
- Chief Daugherty stated DKA is working on a draft contract with 2KG. Staff noted the project needs to take current COVID restrictions into consideration which may affect the timeline for the project. The goal is to have the contract for the Board to review in December, with the construction to begin thereafter.
- Chief noted that costs resulting from potential change orders, such as the fire sprinkler systems are not included in this bid, however the total is still expected to be within the tight budget.

Action: Landles moved to grant staff the authority to accept the bid from 2KG Contractors, Inc. and enter into a contract in the amount of \$237,000. Second by South. All in favor. Motion passed on a 3 – 0 vote.

- A. **Second Review of Update to Policy Board Policy #100.02 – District Information Technology, Network, Computer, Social Media**

Staff reviewed changes to the Policy including the inclusion of new types of technology as well as clarification of all IT equipment is the property of the District and the District has the right to audit the equipment at any time. No questions or discussion.

Action: Motion by Hubbard to approve Board Policy #100.02 – District Information Technology, Network, Computer, Social Media. Second by Landles. All in favor. Motion passed on a 3 – 0 vote.

- B. **PPP/ASA Updates:**

Chief Daugherty attended an ASA Advisory Committee meeting earlier this month, at that time they stated the proposed language change in the ASA to clarify the franchisee to be able to use additional private resources within their franchise is still in review by County

Commissioners. Chief has contacted that office for an update but has not had a response. The District has not seen a draft of the document.

New Business

A. Medic Fleet Replacement FY 21/22

Chief reviewed long-term equipment replacement planning and requested Board input on meeting with the District's selected medic vendor via previous RFP and award process. Current demand on the fleet of four medics is 30,000 – 40,000 miles per year. Chief requested authorization to pre-order two new medic units, due to assembly times being up to a year out and more, as the district has experienced in the past. A pre-order would allow two new medics to be on site by the end of 2021 or early 2022. Maintenance and repair costs on the current medics are substantial due to the miles driven, especially the 7-year-old units. A pre-order would allow for cancellation and there is no deposit required. Expense for the most recent medic replacements was \$205,000 each; with an inflation rate of 5% the replacement cost would likely be a \$425,000 range project for two medics, which is what the District's capital funding allows each year. All four district medics units would be very similar. The two current front-line units would go to reserve status and the District would rebuild those the next replacement cycle as it has done in the past.

Action: Motion by Director Hubbard directing staff to move forward to pre-order two medics for FY 21-22 (corrected). Second by South. All in favor. Motion passed on a 3-0 vote.

B. St. Charles Appeal to Board – Invoice #19 – Call # 1695

Oliver Tatom, Clinical Manager at St. Charles Family Care La Pine, spoke to the patient's condition and treatment received at the facility which in their staff's determination warranted emergency transport. Chief directed the Board's attention to the written staff response based on the actual paramedic's written documentation. The patient denied EMS transport earlier in the day, at which time paramedics strongly advised patient in writing to see their provider; patient then went to St. Charles for care. St. Charles Call 911 for EMS. Paramedics provided care and patient was transported Code 1.

Director Hubbard reviewed the Board's position on facility transfers and cost to the District including potential future lost revenue, which could exceed \$5.4 million. He asked for input from the other members of the Board of Directors.

Action: Director South requested action be deferred to the next board meeting. All members present in agreement.

C. St. Charles Appeal to Board – Invoice #23 – Calls # 1762, 1779 and 1790.

Call 1762 - St. Charles staff reviewed the patient's condition.

Calls 1779 and 1790 – St. Charles staff reviewed patients' conditions, stating their staff's determination warranted EMS transport in each case.

Action: Board determination to defer a decision until the next board meeting.

- D. CBA Negotiations – Chief stated the CBA is up June of 2021 and negotiations should begin soon, and requests Board approval to engage Mr. Lyons and request that he contact IAFF's counsel so contract discussions can begin possibly in January. Chief stated previous involvement by the Mr. Lyons and the Board was viewed as positive by all involved. The District does not foresee any major issues; however, staffing is obviously a concern for all, and of course maintaining economics. Chief feels it will also be important to incorporate new employment leave law mandates into the contract language. Half the expected legal fees have been budgeted this fiscal year, and the remainder will be in the next fiscal year. Director Witmer participated in the previous contract negotiations; staff felt his background lent well to the discussion and will discuss whether he would be willing to participate again.

Action: Board directed staff to move forward and to contact Mr. Lyons.

Special Meetings and Workshops

- A. Board Strategic Planning Workshop – Wednesday, November 25, 9 a.m.

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- B. Fall inspections; Chief stated staff knocked it out of the park. A few small issues were found and will be addressed, including soft spots in roofs at 101 and 102. Evaluations have been performed and there is a bid of \$4,800 to repair both roofs. Staff is moving forward with that repair project. Equipment, PPE, facilities all in good order. Chief stated he was very appreciative of everyone's efforts.

Next Meeting

Regular Board Meeting scheduled at Station 101 – Thursday, December 10, 2020, at 9 a.m.

Charla DeHate made a request to be placed on the agenda for the next Board meeting to present the Community Workgroup progress, and offered the LCHC meeting room should a larger space be needed.

Chief asked the request be submitted in writing and to provide information for the Board packets. He reminded all that Board Meetings are for the District to do its business and the Board Chair sets the agenda.

Rhonda Adams – Community Member: She is here to gather information because she is concerned about whether an ambulance will be available to respond should she or her husband need it.

Dick Swails commented on possible pending County Code updates, by the County Commissioners, including more fire-resistant building requirements in the WUI zone. Chief responded this is due to the wildfire danger in Central Oregon, which has been obvious these past few years with the destruction of communities. However, there is some resistance to this especially from the development and building communities. Medford is the only community in the state to pass the updated WUI requirements to date.

Adjourn Regular Board Meeting

Director Hubbard adjourned the board meeting at 10:21 a.m.

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

Date Presented to Board and Approval

DECEMBER 10, 2020

Board Secretary

Board President

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