

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes December 10, 2020**

NOTE: Due to COVID 19 emergency meeting held via Zoom

Open Meeting

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

Roll Call

Directors Present: Doug Cox, Jerry Hubbard, Joel Witmer, Larry South and Jim Landles
Staff Present: Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Tracy Read, Administrative Assistant Joyce Engberg

Public Forum

Present: Robin Adams, Community Member
Leah Bishop, Drug Mart Pharmacy
Charla DeHate, La Pine Community Health Center
Chip Horner, Hart Wagner
Courtney Ignazzitto, La Pine Community Health Center
Mike Lee, Community Member
Daniel Richer, City of La Pine
Oliver Tatom, St. Charles Health System
Vern Walter, Community Member

Public Comment

Director Hubbard asked for comment.

Robin Adams: Question regarding hearing something about 500 fewer EMS calls than last year? Staff responded with District numbers from the monthly management reports and are currently indicating transports are up this year as has been the recent two years. Chief will follow up with Ms. Adams later today and provide the actual numbers.

Director Hubbard asked for any other additional comment.

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

Approval of Minutes from the November 12, 2020 Board of Directors Regular Meeting

Action: Director Hubbard moved to approve the minutes of the November 12, 2020 Board of Directors Regular Meeting. Second by Director South. All in favor. Motion passed on a 5-0 vote.

Financials

A. Monthly Bills Staff answered questions regarding current revenues and expenditures.

- 5200 – FireMed Revenue – November amounts has not been received yet thus not listed on spreadsheet.
- 6430 – iPad Maintenance – What is this for? Staff provided clarification that while the District pays an annual CAD/IT contract fee to Deschutes County, there are still monthly usage expenses for the devices that are used in the two command/QRU vehicles and medic units as mobile 911 CADs and mapping systems.
- 6635 – Natural Gas & Propane – Recent large increase? Staff responded increase due to colder weather and propane tanks at station 102 and 103 being filled prior to the fall /winter heating season.
- 6920 – Merchant Account Fees – This has been corrected to reflect a November expense.
- 7010 – Postage – Why none? No purchases in November for postage meter machine which is purchased in bulk lots.
- 8105 – Breakdowns – Discussion regarding large monthly expenses incurred with Integrity Auto in November. Chief noted the two older medic units in the fleet had significant repairs, mostly concerning diesel engine emissions as well as a couple of other items. Also, QRU 193 had engine work to the fuel injectors and oil leak repaired.

B. Monthly Expenses by Vendor

No comments.

C. Monthly Expense Report

No comments.

Action: Director Hubbard moved to approve monthly expenses presented from 11/13/20 – 12/10/20 in the amount of \$419,354.10. Second by Director South. All in favor. Motion passed on a 5-0 vote.

Management Report

A. Monthly Alarm Report

- Board and staff discussion regarding the rise in wildfire and brush fire call numbers as compared to last year- it was a significant fire year. Question regarding the rise in

service calls up 239 in 2020 from 142 from the prior year? Staff responded that these calls have increased substantially this year. It is part a data classification issue “service calls” do not rise to the level of a fire, rescue or EMS action and/or transport and a report in those classifications - but citizens often are in need of some kind of basic “emergency” assistance - i.e. falls (without injury or EMS request), lift assist, or smoke in area concerns. Also, possibly with more people at isolated at home due to COVID people turn to 911 more.

B. Multiple Alarm & Building Permit/Valuation Report

- Director Hubbard noted that residential building permits report from the County continued to remain strong, even in these unusual times and acknowledged the City’s role in the growth.

C. Management and Activity Report

- Board noted the 10 days last month with 8 or more calls and multiple transports putting a strain on resources. Also noted the District responded to 8 cardiac arrests in one month.

Correspondence / News

- A donation by Opulent Philanthropy, of Houston Texas, noted.

Old Business

- A.** Station 101 and 102 alteration projects – Chief Daugherty provided an update on the project. Chief stated that the District has met with the architect and contractor and are in the final stages of a construction contract being signed. District is using an AIA standard form. Appears work may start around first of the year with the contractor starting at 101 and then moving up to 102 with some parts be done at the same time.

New Business

A. FY 2019-20 Audit Report

Glen Kearns with Accuity delivered the annual audit report to the Board of Directors. District had no financial inconsistencies. Mr. Kearns noted the district’s lack of debt and reasonable cash position. However, the district’s net position was a reduction from the previous year.

[At this point the Zoom meeting failed, Meeting was paused for 30 minutes while staff and Zoom worked to reconnect. Notification were sent to all participants via email and

phone contact made where possible (as were the original zoom coordination and links and/or text. Director Landles was unable to reconnect].

Meeting resumed at 10:40 a.m.

B. Tactical Business EMS Transport Billing Services

Brief review of the contract and business associate agreement by business Officer .

Action: Director Hubbard moved to approve entering into the contract with Tactical Business Optimization. Second by Director South. All in favor. Motion passed on a 4-0 vote.

C. First annual review of Ordinance #2019-03.

Director Hubbard invited comment on for an annual Board review of the District's Ordinance #2019 -03 and its public policy. None being received, staff was directed to proceed with the District inviting public comment on the ordinance and bringing that information to the Board early in 2021 .

Appeals

Director Witmer reviewed and read the six questions being considered by the Board of Directors when a facility transfer is being appealed to the Board. Each appeal will be considered and determined based on those criteria.

A. St. Charles Appeal of Invoice #19. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to deny the Appeal by St. Charles of Invoice #19. Second by Director Cox. All in favor. Motion passed on a 4-0 vote.

B. St. Charles Appeal of Invoice #23. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #23. Second by Director South. All in favor. Motion passed on a 4-0 vote.

C. St. Charles Appeal of Invoice #26. *Note this appeal was skipped over during the meeting and no discussion or questions asked nor a vote taken. Appeal will be place on next Board agenda.*

D. St. Charles Appeal of Invoice #28. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #28. Second by Director Cox. All in favor. Motion passed on a 4-0 vote.

E. La Pine Community Health Appeal of Invoice #27. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #27. Second by Director South. All in favor. Motion passed on a 4-0 vote.

F. La Pine Community Health Center Appeal of Invoice #29. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #29. Second by Director Cox. All in favor. Motion passed on a 4-0 vote.

G. La Pine Community Health Center Appeal of Invoice #31. Director Hubbard asked for questions or comments.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #31. Second by Director South. All in favor. Motion passed on a 4-0 vote.

Director Witmer noted per his tracking the Board may have skipped appeal of invoice #26. There was no Board or staff concurrence (*at the time*) and the meeting moved on.

Special Meetings and Workshops

None.

Good of the Order

A. District Ordinance Process

Director Hubbard reviewed the staff report on process the District has followed in adopting Ordinances as requested by the Board at the previous meeting and asked for comments or questions. There were none. Noted the staff report detailing the district's ordinance process is available to anyone on written request. LCHC asked for a copy. (*that was emailed after the conclusion of the meeting*)

Next Meeting

Regular Board Meeting Thursday, January 14, 2021, at 9 a.m. via Zoom

Olive Tatom offered reassurance regarding Zoom meetings will run smoother with time and practice, and Charla DeHate offered the LCHC Community Room as an alternative meeting location.

Adjourn Regular Board Meeting

Director Hubbard adjourned the board meeting at 10:57 a.m.

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

Date Presented to Board and Approval

Board Secretary

Board President
