

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes February 11, 2021**

NOTE: Due to COVID 19 emergency meeting held via Zoom

Open Meeting

Director Hubbard opened the meeting at 9:14 a.m.

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

Public Forum

Present:

Robin Adams, Community Member
Leah Bishop, Community Member
Charla DeHate, La Pine Community Health Center
Ann Gawith, La Pine Chamber of Commerce
Chip Hanson, Hart Wagner
Courtney Ignazzitto, La Pine Community Health Center
Mike Lee, Community Member
Rex Lesueur, Community Member
Daniel Richer, Mayor, City of La Pine
Oliver Tatom, St. Charles Health System

Public Comment

Director Hubbard asked for comment.

Courtney Ignazzitto shared information on La Pine CHC's outreach effort, Know Who to Call. This is a continuation of previous outreach; the clinic is distributing magnets giving guidance on when to see a medical provider vs. when to call 911.

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

Approval of Minutes from the January 14, 2021 Board of Directors Regular Meeting

Director Landles inquired about needed additional staffing and budget considerations. Staff responded due to increased call volume more firefighter/paramedics are needed and this has been a District top priority. However, it is always revenue and budget dependent. The budget calendar is on this week's Agenda for approval, and any ability for potential increased staffing this year will be a part of the budget process.

Action: Director Cox moved to approve the minutes of the January 14, 2021 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.

- 5000 – Tax Revenue Accounts – Director Hubbard noted tax revenues are at 94.5 percent and asked if the District expects to reach 100 percent by June 30. Chief responded that yes, there is one more significant tax receipt increment this FY due later this spring.
- 6041 – Reserve Monthly Response Reimbursement – Director Landles asked why this line is lower in January. Staff responded reserves were paid late that month due to response logs being received late in the reporting period.
- 6210 – SUTA – Director Hubbard asked for clarification what this item was. SUTA is a state unemployment tax paid on behalf of all employees.
- 6920 – Merchant Account Fees – Director Hubbard noted this line is up; staff responded this is due to receiving an increasing number of credit card payments resulting in more fees. Noted for next budget year.
- 6845 – FireMed Fees – Director South inquired about January fees not being shown, staff responded January has not been received yet.
- 8235 – SCBA Air Pack Repairs – Director Landles inquired about the January expense and how old are the District’s SCBA. Chief responded this is an annual maintenance fee to have every SCBA get required OSHA safety checks and preventive maintenance. The District’s SCBA are three years old and were acquired through an AFG grant, came with a 10-year warranty and have a lifespan of about fifteen years.
- 8305 – Structural Maintenance – Director Hubbard inquired about the recent large expense. Chief Daugherty responded this was mostly due to recent roof repairs done to Stations 101 and 102. Director South inquired as to whether this budget line of \$40,000 will be expended, Chief responded this budget line is less than recent years and yes, it will with expected ongoing facility needs.
- 8705 – District Liability Coverage – Director Landles inquired about this expense. Chief responded it is the District’s annual property and liability premium and noted this line was over expended by \$2,670. Additional question due to the small amounts in the July/August columns. Staff noted there was also an adjustment made to the expense as a result of the insurance company having an incorrect VIN on a District vehicle.
- 9925 – Director Hubbard noted the Capital Equipment revenue fund line is at 94.39 percent and asked if the District expects to reach 100 percent by June 30. Chief responded that yes, with expected yet to be paid tax revenue that line will reach 100 percent.

B. Monthly Expenses by Vendor

Director Landles inquired about the expense listed to Employers Mutual. Staff responded this is an EMS refund the District provides when it receives multiple payments for the same claim and further stated those refunds are higher than normal this month.

C. Monthly Expense Report

No comments.

Action: Director Cox moved to approve monthly expenses presented from 1/15/21 – 2/11/21 in the amount of 370,473.75. Second by Director South. All in favor. Motion passed on a 5-0 vote.

Management Reports

Monthly Alarm Report

Director Hubbard noted the District responded to two full cardiac arrests and the increase in structure fires. Chief stated the district responded four significant structure fires in January.

Multiple Alarm & Building Permit/Valuation Report

- Director Hubbard noted the continued increase in simultaneous multiple alarms, especially having alarms of four or more.
- Director Hubbard noted continuing rise in building permits, especially for SFD and pole barn structures.

Management and Activity Report

- Board question on four structure fires; discussion regarding one where various pets were rescued by firefighters, including dogs, lizards, rabbits, snakes and a pet chicken whose picture was shared in the Bend Bulletin.
- Two Code 99 calls in January.
- Discussion regarding Medic breakdowns, Chief advised that the District has seen a lot of use (calls) and mileage and the resulting required maintenance and repairs. In fact, medic 173 broke down responding to a medical alarm last night and crews are currently working to get it in for repair, possibly towed.
- Director Hubbard asked what New Technology Vehicle training was. Chief noted it was training on newer vehicles that have ultra-strong metals that concern extrication techniques along with electric vehicle and battery technology and required safety and extinguishment processes.
- Director Witmer inquired about plumbing issues at Station 102 discovered during the remodel process. Staff responded the old building plans were not specific and it was thought that the plumbing comes from the top down as opposed to bottom-up and from the concrete floor - which during demolition turn out not to be below the case. This will result in the project's first cost override. Directors asked if project is still within budget. Staff stated yes, the budget had a small contingency for such.

Correspondence / News

- A. Thank you - Hawley
- B. Deschutes County Assessor – Pacific Corp Tax Appeal
- C. Oregon Local Government Investment Pool – interest rates
- D. KTVZ – Garage, home fire, FFs round up and save pets
- E. Bulletin – Numerous pets saved in home fire
- F. Wise Buys – La Pine FFs save multiple pets; Fire District Board Meeting

Director Hubbard asked if there were any comment or questions on correspondence - there was none.

Old Business

- A. Station 101 and 102 alteration projects update

Chief Daugherty provided an update. He met with the contractor and architect yesterday. They are working well. Chief helped with County push out one more mechanical building permit review as not to delay the project. Both stations are now undergoing work. Station 102 will be on track after the plumbing issues have been sorted out. Sheetrock should begin at Station 101 next week. The project is still running on time and on budget.

- B. Strategic Plan – 2021-2026

Director Hubbard noted the plan has been under final review for that last two months and work that has gone into the update over the past year. He described the process the Board and district staff took identifying all potential services, to prioritizing, looking at challenges and opportunities, defining values and missions, and finally developing the eight major goal areas for the Strategic Plan. Director Hubbard noted the Board uses the Plan in its annual evaluation of the district staff.

Action: Director South moved to approve the La Pine Rural Fire Protection District Strategic Plan 2021 – 2026. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

- C. Board Policy #87-05 Conduct of Meetings

Chief Supkis stated this policy had not undergone review since 2002 and was presented to the Board in December for input. In January the Board reviewed and tabled the vote to this month.

The Policy was updated to clarify the language regarding the process of District meetings, and to more closely align that language with SDAO best practices and to clearly describe how the public can make public comment or add an agenda item.

Action: Director Witmer moved to approve La Pine Rural Fire Protection District Board Policy #87-05, Conduct of Meetings, revised 02-11-2021. Second by Director Landles. All in favor. Motion passed on a 5-0 vote.

D. Board Policy #02-02 – Rescue Services Cost Recovery for Non-Residents

Chief Supkis advised this policy was last revised in Sept 2010 and like the prior policy it was reviewed by the Board in December and January. The substance of this policy, which is to recover specialized rescue cost from nonresidents has not changed. However, the stated fees were updated to mirror other current District policy.

Action: Director Hubbard moved to approve La Pine Rural Fire Protection District Board Policy #02-02, Recovery of Costs Incurred at Transportation Emergencies and/or Specialized Rescue Involving Non-Fire District Residents, revised 02-11-2021. Second by Director Witmer. All in favor. Motion passed on a 5-0 vote.

New Business

A. Board Letter – County Progress on ASA amendments to aid critical resources.

Director Hubbard asked for input on the draft letter in the Board packets requesting the County Commissioners move without delay on the ASA so the District can add needed resources to the transport mix. No additional comment or input and consensus of all Board members each to sign. Due to the urgency of the issue Director Witmer stated he would drive into town to sign. All other Directors also committed to stopping in to admin to do so.

B. Appoint 2021/2022 Budget Officer

Action: Director Cox moved to appoint Chief Supkis as the Budget Officer for the 2021-2022 budget year. Second by Director South. All in favor. Motion passed on a 5-0 vote.

C. Adopt 2021/2022 Budget Calendar

There were two date errors noted. April 21 and June 16 “2020” will be corrected to 2021. Staff noted the calendar dates had ben pushed back as far as reasonable with the hopes the pandemic and meeting rules would allow for in-person budget meetings.

Action: Director Hubbard moved approved the Budget Calendar for the 2021-2022 budget year, as corrected. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

Appeals

It was noted by Director Hubbard that listed Appeals H and I on the agenda were added in error. St. Charles did not appeal Invoice #49, Call 2566, or Invoice #49, Call 2518.

A. St. Charles appeal to the Board Invoice #39 – Call 2357.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #39 Call 2357. Second by Director South. All in favor. Motion passed on a 5-0 vote.

B. St. Charles appeal to the Board Invoice #44 - Call 2445.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #44 Call 2445. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

C. St. Charles appeal to the Board Invoice #44 - Call 2441.

Director Hubbard confirmed this item was reviewed by members of the Board of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #44 Call 2441. Second by Director South. All in favor. Motion passed on a 5-0 vote.

D. St. Charles appeal to the Board Invoice #44 – Call 2415.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #44 Call 2415. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

E. St. Charles appeal to the Board Invoice #46 – Call 2503.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #46 Call 2503. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

F. St. Charles appeal to the Board Invoice #46 – Call 2496.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #46 Call 2496. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

G. St. Charles appeal to the Board Invoice #49 – Call 2582.

Director Hubbard confirmed this item was reviewed by members of the Board of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by St. Charles of Invoice #49 Call 2582. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

H. St. Charles appeal to the Board Invoice #49 – Call 2566. Removed from the Agenda as noted above.

I. St. Charles appeal to the Board Invoice #49 – Call 2518. Removed from the Agenda as noted above.

J. St. Charles appeal to the Board Invoice #49 – Call 0008.

Director Hubbard confirmed this item was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to approve/decline the Appeal by St. Charles of Invoice #49 Call 0008. Second by Director Landles. All in favor. Motion passed on a 5-0 vote.

Special Meetings and Workshops

A. Report on 2021 SDAO Annual Conference

Director Hubbard reported that he attended, the six sessions that he participated in had good information. A link to the conference and its presentation materials will be available on the SDAO website.

B. Workshop/Executive Session

- Annual Ordinance Review, continued.

- Executive Staff Annual Evaluations
Staff will send out a poll to check availability of the Board with the goal to meet within the next two weeks.

Good of the Order

Student Scholarship Applications due April 1 for 2021-2022 academic year.

Director Landles asked how many students does the District have. Chief Supkis reported there are currently nine students in the reserve program as we just lost 4 to career positions in Corvallis and Redmond. The District's goal is to bring on six additional to bring reserves in the program up to fifteen. The goal, and budget, is to average 12 over the year. He reminded everyone that life happens and plans change, and the District always loses our seniors to career jobs. The District is proud to graduate students from the program into great public safety careers and with no school debt.

Director Hubbard asked about current grants and opportunities. Chief responded there are four the district is or just worked on:

SDAO Summer Internship Grant

SAFER Grant – The District will contract with Blake Jamison for help to polish this grant submission as the district did not get a needed award with last year's try.

FEMA AFG Grant – About \$40K in funds will assist with purchase of ever constant need of replacement PPE which was completed and submitted last week

Training Grant - \$5,000 grant to aid in acquiring a new training roof prop, no match required. This was submitted by staff and awarded within 24 hours.

Next Meeting

Regular Board Meeting Thursday, March 11, 2021, at 9 a.m. via Zoom.

Adjourn Regular Board Meeting

Director Hubbard adjourned the board meeting at 10:08 a.m.

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

Date Presented to Board and Approval

MARCH 11, 2021

Board Secretary



Board President

