

**LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes April 8, 2021**

NOTE: Due to COVID 19 emergency meeting held via Zoom

Open Meeting Director Hubbard opened the meeting at 9:00 a.m.

Roll Call

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

Staff Present: Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Tracy Read

Public Forum

Present:	<i>Jeff Absalon</i>	<i>Robin Adams</i>
	<i>Bruce Anders</i>	<i>Jan Bergum</i>
	<i>Lynette Bristow</i>	<i>Kathryn DeBone</i>
	<i>Charla DeHate</i>	<i>Allan Flood</i>
	<i>Chip Horner</i>	<i>Andrea Hine</i>
	<i>Joe Hull</i>	<i>Brett Hulstrom</i>
	<i>Courtney Ignazzitto</i>	<i>Mike Lee</i>
	<i>Barney Lerten</i>	<i>Marian Mengel</i>
	<i>C. Micheletti</i>	<i>Daniel Richer</i>
	<i>Matt Ryan</i>	<i>Oliver Tatom</i>

Public Comment

Director Hubbard asked for comment.

Rich Neault submitted written comment (forwarded by staff) via email in opposition to the proposed ordinance.

Approval of Minutes from the March 11, 2021 Board of Directors Regular Meeting

Action: Director Cox moved to approve the minutes of the March 11, 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 asked whether this revenue will meet budget. Chief replied yes, and the District should end the year a little over 100 percent of projections.
- 5101 – EMS Income – Director Hubbard commented this is currently at 70 percent of budget projections, Chief stated the District will not meet the budget projections for this line due to lost revenues from medical facilities not paying and VA claims taking over one year to pay.
- 5102 – EMS Refunds – Director Landles asked about refunds, Chief responded the District refunds patient and insurance when overpayments and/or duplicate payments are received.
- 6105 – Line Staff OT – Director Hubbard noted the drop in March OT from the previous month. Chief responded staff has not done a lot of outside training due to COVID. However, this month the district is holding two full days of all staff training. He also reported that one staff member suffered an injury recently which could result in a long duration of time off work, and as a result this line will likely be hit hard for the rest of the year.
- 6100 – Total OT – Director Hubbard stated this line is currently at \$51,000 of the \$124,000 budget. Chief responded this will increase significantly, projection right now are close to the budgeted amount.
- 6845 – FireMed Contract Admin Fees – Director Hubbard asked why there is no amount for March, staff responded this is typically not received until later in the month.
- 6922- Merchant Account Fees – Director Hubbard inquired why no expense for March, staff replied this has not yet been posted.
- 6960 – GEMT Agency Fees – Director Hubbard asked about the \$24,500 agency fee in March. Chief responded this is the mandatory state fee paid to OHA when GEMT revenue is received, and the corresponding income is listed in the revenue line.

- 8105 – Breakdowns – Director Hubbard noted we are currently \$2,600 over budget; Chief stated this line will likely exceed budget by 5 to 10 percent or more. Medic units are putting on a lot of miles.
- 8453 – Career Staff Uniforms – Director Hubbard noted this line over budget by \$2,500. He asked whether the overall account will end the year on budget. Chief responded we will likely finish out the year over budget due to winter coats needing to be replaced and also student reserve uniform needs.

B. Monthly Expenses by Vendor

Reviewed. No comments.

C. Monthly Expense Report

Reviewed. No comments.

Action: Director Witmer moved to approve monthly expenses presented from 3/12/21 – 4/8/21 in the amount of \$492,276.97. Second by Director Landles. All in favor. Motion passed on a 5-0 vote.

Management Reports

Monthly Alarm Report

- Chief Supkis advised the Board of an update to the formatting of this report. Call volume continues to increase, so far over last year which was a record year.

Multiple Alarm & Building Permit/Valuation Report

- Chief Supkis stated this is a top concern for the district, and drew the Board's attention to the ten percent increase in multiple alarms over last year. This causes delayed response and the district has been working to address it over the past couple of years however the solutions are more resources and/or wise use of what the district does have available.
- March Building Reports were almost \$7 million, for a year-to-date total of almost \$14 million. Many new single-family dwellings throughout the district.

Chief's Report

- Five Code 99 calls. In 2020 there were a total of 35 Code 99 calls. Director Hubbard has asked that staff look into past trends and attempt to determine why this number is trending up. Director Cox offered the increase is due possibly in part to COVID.

- On March 2, there were eleven calls within a 24-hour time period, two calls within fifteen minutes and six transports.
- There were fifteen transports from St. Charles La Pine and two from La Pine Community Health Center in March. Chief commented that if this year's Code 99 monthly trend continues, the District could see sixty of these calls this year. Director Cox asked if this information is available from the State of Oregon database. Chief replied compiling this has been a manual process within the district thus far and that will probably continue to be the case.
- Director Landles stated the rise in retirees moving to the area might contribute to the above, and he asked if any of the Code 99 calls outcomes could have been due a delayed response. Chief stated that was not the case in March, however previously delayed arrival could have contributed to a patient not being resuscitated successfully.
- Director Hubbard inquired about the medic replacements. They were pre-ordered and are expected to be delivered in November. The delivery will align with the District's larger tax turn expected during that time.
- Director Cox asked about the possibility of the District having a third medic. Chief responded this would require an additional six-persons to have a twenty-four-hour fire/paramedic crew at a cost of \$700,000 - \$800,000 per year with equipment etc. This need will be addressed at the upcoming budget meeting. However, the District is in a response deficit situation, and while the additional resources are desperately needed, available funds do not currently allow for it. Director Hubbard stated that if appropriate the District should consider requesting funding from the funds the County will receive as part of the COVID relief act.

Correspondence/News

- A. Thank You – Bend Fire - Bull Springs
- B. Itemizer-Observer – Dallas OR Fire& EMS Funding Options
- C. KGW – Portland Fire & Rescue Faces \$6 million in Budget Cuts
- D. Wise Buys – Board Meeting Notice & Agenda
- E. LCHC -Email Blast and Comments – Ordinances
- F. SDAO 2021 Membership

Old Business

A. Station Remodel Project Update

Chief Daugherty provided an update on the projects, substantial completion at Station 101 is expected around April 20. He hopes to be able to begin moving staff into the dorm over the next week. Station 102 is about two weeks behind with an end of April/May target for completion. While there have been some cost overruns, However the project as a whole is within budget projections.

B. Update County ASA – Additional PPP Resources for Interfacility Transports

Director Hubbard advised those in attendance that the recently amended County ASA Ordinance, effective in July, allows the District to enter into a public private partnership to assist with the demands of interfacility transports. Chief stated that due to the hard work of the Board of Directors and County Commissioners, the District will have the possibility to contract with a private agency and has begun the process of reaching out to those state licensed ALS ambulance transport companies. There has been significant interest from the four agencies contacted thus far, and the District currently is currently evaluating those responses to determine how best to move forward. The result of the private agency transports will be a lower cost to the user and greater availability of resources to all those who call 911. Other agencies in Oregon are looking at PPP options as funding becomes more of a challenge. Chief stated this could be a game-changer and he is very excited about the opportunity. Director Hubbard directed the Board's attention to the draft agreement included in the packet. Director Landles stated he feels this is a well-written draft.

C. Physician Advisor Update

The District has increased its Physician Advisor presence. Chief stated over the past twenty-five years, our Physician Advisor has for the most part volunteered his services to the District. He is a highly-respected member of the medical community in this area with a very strong ER background, and recently his services became more readily available to the District. As a result, the District brought him on staff on a part-time basis. Dr. Eschelbach is expanding his role to now review every EMS call that the District responds to, in order to assure the care that our patients receive is second to none. He will also be more involved with the District's day-to-day EMS operations. His most significant contribution, however, is the increased training that will be provided. He will spend two full days with District paramedics this month, as well as periodic training clinics. Later this month he will put on an advanced airway clinic; there will also be a Code clinic and a pediatric ALS clinic. The District is very fortunate to be able to benefit from his expertise, which elevates care provided by

the District's paramedics to a whole new level. Chief reiterated that his knowledge and guidance over the past twenty-five years has been phenomenal and is greatly appreciated.

D. Ordinance #2021-01. – Second reading/vote

AN ORDINANCE TO REPEAL ORDINANCE #2019-03 AND ADOPT RULES AND REGULATIONS TO GOVERN COST RECOVERY FOR MEDICAL AND HEALTH CARE FACILITY AMBULANCE TRANSPORTS REQUESTED THROUGH 911

Director Hubbard called for Board comments and questions. Director Witmer asked Chief to provide background for the benefit of those in attendance including the passage of the original Ordinance, #2019-03.

Chief Supkis informed everyone that the District first began to experience resource limitations in 2005. At that time the Board directed the District, by Policy, to focus on emergency transports only and not interfacility transports. Around 2010, local health care providers began seeing more patients and demands for transports from those providers began to increase. About five years later there was an influx of patients from local providers, mainly due to the Affordable Care Act making health insurance more available to many people who previously had none. When St. Charles announced its new La Pine facility, the District attended almost every planning meeting to express its concern, both verbally and in writing, that the District did not have the capability to provide interfacility transports (as was being requested in Redmond, Madras, Prineville and Bend). While St. Charles' officials assured the District that they were being heard, once the La Pine clinic opened the District began experiencing a dramatic increase in transports, which affected its ability to serve other members of the community. Once again, the District began meeting with St. Charles' staff and with the assistance of Dr. Eschelbach suggesting transport protocols. At one point, St. Charles set up a local transportation coordination center, which La Pine CHC was not able to take part in. That transport center seems to have ended and again all clinic calls went through 911, regardless of the situation. This brought the Board to draft Ordinance #2019-03. Its goal was to provide more resources with the thought that since the District could control the demand on resources, it would provide additional resources demanded but requires billing. The Ordinance has been contested by the clinics. The District has enlisted public comment and sought legal advice to review and revise the Ordinance which led to drafting the two new proposed ordinances.

Director Witmer stated Ordinance #2019-03 lacked clarity in some areas, which led the Board to draft the two new proposed ordinances. He further stated the new proposed ordinance is not an end-all, but rather a direction which is needed at this time. He stated his hope is that the District and clinics can come together in a joint partnership to work toward the challenges of the transportation issue. The new County ASA Ordinance will help in some respects, however currently the District and medical providers are a football field

apart due to the legal ramifications currently taking place. The current situation does not help the members of the community, and Witmer reminded everyone that the primary concern of the board is the welfare and benefit of the community. The District being able to maintain its ability to transport patients is of prime concern, and there are currently no productive discussions taking place between the clinics and the District. Ultimately it will require everyone involved to come to the table. The current proposed ordinance will take care of the issue at hand which was not addressed in Ordinance #2019-03. He emphasized he will work to drive those discussions forward and asked Chief Supkis for input. Chief responded there is not one solution to this problem. The District has attempted many solutions to the challenge including revenue increases, wise uses, QRU's and more. He agreed that everyone needs to work on all pieces of the challenge. Chief feels the PPP could take care of one piece of the resource challenge. Additionally, the proposed Ordinance allows the Board to create rules and regulations with staff in order to administer the Ordinance, including entering into rules cooperatively with the facilities to assist with billing. Medicare/Medicaid does not currently allow facilities to bill for services they do not provide due to previous fraud. Many private agencies in the state work with providers in this manner. This is just one example of a possible solution. Director Hubbard stated the District has entered into an agreement with a private billing agency. Chief stated the District has contracted with an agency with certified ambulance billers on staff. He used the Veterans Administration's claim payment delays as an example of how this agency can assist the District to maximize revenue. Director Landles inquired to clarify that EMS transports are solely fee-based. Chief stated that the District is obviously subsidizing EMS by providing paramedics and purchasing medic units with tax dollars. The District is under a tax cap and taxes cannot be raised. While all EMS services should be solely funded by EMS revenues, that is currently not the case. Director Hubbard referred back to previous reports showing average EMS revenue per transport is \$795, while the cost is \$2,600. It is projected that by 2024, EMS services will account for about 69 percent of the total operating budget.

Director Hubbard called for public comment.

Charla DeHate, CEO of La Pine Community Health Center: Spoke in opposition of Ordinance #2021-01 due to the harm it could potentially bring to not only medical clinics but also to patients who might delay emergent care by coming to the clinics. She requested the Board vote against the Ordinance. She further stated that in 2020, La Pine CHC had about 24,000 visits to the clinic and 25 calls to 911. That was down from a normal year where the clinic saw 25,000 patients and called 911 40-50 times. She also stated it is not due to fraud that the clinic cannot bill for transports. Because the clinic does not provide the transport service, they cannot bill for it.

Jeff Absalon, of St Charles: Stated he feels the proposed ordinance is inherently unsafe. He feels that it could lead some patients to come to the clinic to have their transport be paid for by the clinic. It would mean delays in care for some patients and also in some

circumstances put the public at risk. An example would be if a patient is having a heart attack and drives to the clinic, it puts the patient and others at risk. He further stated he personally would not want to have his provider decide on a transport based on potential cost to the provider. He stated St. Charles seeks transport only for true emergencies. Dr. Absalon also expressed concern that the ordinance could have huge implications by deterring providers to practice in the community and ask that the Board consider this.

Charla DeHate: Inquired about section 4 of the new ordinance which concerns appeals. She stated that appealing the process is a moot point if the clinic is being billed for all transports. Director Hubbard responded that the attorneys were consulted on this, and it was their opinion that it was important to include this language. DeHate also requested the ten-day time limit for appeals is not long enough and requested it be extended to twenty days. Chief stated changing any language today at the 2nd reading would require restarting the process. He also stated that while there would seem no basis for appeal due to the simplicity of the ordinance, District attorneys suggested the section remain. The ten-business day appeal timeline is standard helps to ensure timely due process for billing. The clinics have appealed every billing and this has become burdensome when it is used to stop the process. While there is no legal requirement to have an appeal process, it is recommended and good policy to allow for input and ability make a correction when a mistake is made. DeHate stated the clinic does not appeal because they don't want to pay. They appeal because clinic staff feels all calls have been legitimate emergencies.

Director Hubbard referred to Section 3 and asked if that section could be amended to allow twenty days. Chief will check with the attorneys but it is not an option without restarting the Ordinance process.

Robin Adams: Stated that in 2011 Chief Supkis was interviewed by the Bulletin regarding the need for an urgent care in La Pine. She stated at that time the Bulletin reported that the Chief stated there were 2,000 calls per year in La Pine and 1,400 transports. In 2020 there were 1,046 transports. In her opinion the issue is not the number of transports but rather the cost to provide those transports and how much the District is able to recover on those costs. She feels improving coding and documentation is the crux of the problem, not the number of transports.

Maryann Mengel: Asked whether insurance companies are billed first and does the District ever bill the patient. Chief responded no when it comes to interfacility transports, Ordinance #2019-03 has placed the responsibility of the cost of transport on the facility. He further stated most interfacility transport agencies have agreements with healthcare facilities to maximize revenues in order for the service to be sustainable.

Robin Adams: Commented interfacility transports are not normally emergency transports which is not the case at issue here.

Chris Micheletti: Agrees with the last comment and this is a billing issue, not a patient issue. He asked if the board was willing to go this route at the resource expense of the South County community. Director Witmer offered he cannot strongly enough state importance of working in partnership with the medical providers in the area, and that has fallen by the wayside. There has not been a middle ground as to how to share the transportation burden. While the passage of the new County ASA Ordinance provides an option, there are other options that can be brought to the table. He expressed optimism that all parties are willing to engage in discussions on how to move forward in a positive manner. The Board and Chief desire to work in this positive manner. Director Cox added that the PPP will provide the District an added resource which will help but everyone needs to come to the table. Because the District has ALS medics, not BLS, if an insurance company determines the call to be BLS they reimburse according to that fee schedule. Robin Adams again stated she feels this is a documentation issue which can be improved. Charla DeHate stated reduced reimbursement rate is standard and should be expected. She further stated that she came to the table in 2016 to engage in transportation discussions, and again in 2018, and discussions have fallen apart. She is working on a draft to submit to the county commissioners in an attempt to get funding to assist with the transportation issue.

Cortney Ignazzitto: Inquired if a PPP was in place would the district still bill per the Ordinance. Chief Supkis stated the current district policy would remain and the agency providing the service would bill per its billing policy.

Jeff Absalon: Asked what would happen if the District was charged by an air transport service for an accident out on the highway.

Action: Director Hubbard called for a motion.

Director Cox moved to enter by title the second reading of Ordinance #2021-01, An Ordinance to Repeal Ordinance #2019-03 and Adopt Rules and Regulations to Govern cost Recovery for Medical and Health Care Facility Ambulance Transports Requested Through 911. Second by Director Landles.

Roll Call Vote:

Hubbard: Yes

Cox: Yes

Witmer: Yes

Landles: Yes

South: Yes

Motion passed on a 5-0 vote.

E. Ordinance #2021-02. – Second reading/vote

An Ordinance to Adopt Rules and Regulations to Govern Cost Recovery for Medical and Health Care Facility Services Request

Director Hubbard called for Board comment and discussion and provided background on the Ordinance.

Chris Micheletti: Inquired if this ordinance had to do with nursing homes and helping pick up patients and what is the charge. Chief Supkis stated has Board policy and believed the charge in the \$125.00 range for a service call.

Action: Director Hubbard called for public comment. Being none, he called for a motion.

Motion by Cox to accept the second reading of Ordinance #2021-02, An Ordinance to Adopt Rules and Regulations to Govern Cost Recovery for Medical and Health Care Facility Services Request. Second by Director South.

Roll Call Vote

Hubbard - Yes

South - Yes

Cox - Yes

Landles - Yes

Witmer - Yes

Motion passed on a 5-0 vote.

New Business

A. District P25 migration

Director Hubbard provided background on the P25 system. Chief stated the District has not yet migrated to P25. While Redmond, Bend and Sunriver have adequate coverage the La Pine area testing has not, to date have the same coverage, while it is improving. Our IAFF has made a formal request to make the transition sooner rather than later. Chief stated

while he is not opposed to this, he asked for board concurrence that someone take responsibility that the coverage in the South County area at least meets the minimum requirement NFPA and International Fire Codes, confirm that the system is adequate and take responsibility for it, or have a third-party consultant confirm the same. That confirmation should be done in writing. So far staff has received only informal statements that the system is working and ready to go, but no one has committed to it in writing. Additionally, if there is a problem with the system there is a cost involved. The district obtained a FEMA grant of ~\$150,000 and District has provided 25,000 – 50,000 in hard funds have been used to install the equipment. An alternative to written confirmation that the system is the Chief has asked the IAFF staff form a work committee to do the work and provide that assurance to their satisfaction. Once the system goes live, the District will also be responsible for a per-unit radio cost each month. In addition to the monthly fee, other additional costs will be incurred to implement it, such as station alerting systems.

The USFS, ODF, Walker Range, Crescent Fire, and Outback Fire do not currently have any P25 capability. While there is a computer 'bridge' in the P25 system to communicate with those agencies, it has not been reliable. All mutual aid agencies south of Sunriver are still on the legacy system, and all forest fire agencies in the area also operate on the legacy system. When the District moves to P25, there will be a gap to the agencies to the south of us which the district will have to bridge for mutual aid. This requirement will also come at a cost to the District, as those smaller agencies to the south are a long way off in the transition due to cost. Each La Pine apparatus currently has one P25 radio installed. Director Hubbard reminded everyone that Deschutes 911 has just shifted \$12,000 in firewall costs to the District. Director Cox asked staff to get a total monthly cost to the District and also to obtain cost of assisting other agencies to our south to transition. Chief stated assisting those other agencies would be cost prohibitive, and that the District will continue to also operate legacy equipment. That legacy equipment would operate as the bridge between P25 agencies and legacy agencies. Director Hubbard stated the approximate cost would be \$1 million. Director Witmer asked about the drive testing mentioned by Deschutes County. The verbal report received from Deschutes County indicated the system is working. There will be another study done in the area by a third-party consultant. Director Witmer reiterated that safety is the number one concern of the district, and there needs to be communications systems between agencies to ensure that. Staff has been working with our firefighters to making progress and to move forward on this project.

B. Board letter to state leaders – CRF

Director Hubbard reviewed the request by SDAO, and stated the Board should send the draft letter from the district to the Governor and State Legislators requesting the State of

Oregon allocate part of the \$6.4 billion in federal American rescue Act funds received to special districts.

Board consensus.

Appeals

A. La Pine CHC appeal to the Board invoice 61 - call 0237

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #61 Call 0237. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

B. La Pine CHC appeal to the Board invoice 62 - call 0246

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #62 Call 0246. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

C. La Pine CHC appeal to the Board invoice 63 - call 0261

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #63 Call 0261.

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Director Witmer offered this could be a 'borderline' call. Patient was transported code 1. However, patient's signs and symptoms were outside of normal limits. He felt this appeal should be granted. Director Hubbard called for further board comment.

Second by Director Landles. Directors Witmer, Cox and South voted to grant the appeal. Appeal granted on a 3-2 vote.

D. La Pine CHC appeal to the Board invoice 64 - call 0276

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #64 Call 0276. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

E. La Pine CHC appeal to the Board invoice 66 - call 0369

Director Hubbard confirmed the appeal packet information provided by the clinic and district was reviewed by members of the Board and asked for any questions.

Action: Director Hubbard moved to decline the Appeal by La Pine Community Health Center Invoice #66 Call 0369. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

F. St. Charles appeal to the Board invoice 60 – call 0219

Director Hubbard confirmed the packet information provided by the St. Charles and district 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 #60 Call 0219. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

G. St. Charles appeal to the Board invoice 65 – call 0308

Director Hubbard confirmed the appeal packet information provided by the St. Charles and district 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 #65 Call 0308. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

H. St. Charles appeal to the Board invoice 67 – call 0336

Director Hubbard confirmed the appeal packet information provided by the St. Charles and district 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 #67 Call 0336. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

I. St. Charles appeal to the Board invoice 67 – call 0347

Director Hubbard confirmed the appeal packet information provided by the St. Charles and district 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 #67 Call 0347. Second by Director Cox. All in favor. Motion passed on a 4-0 vote.

Special Meetings and Workshops

A. Budget Board Meeting April 21, 2021 to be held at La Pine Senior Center with social distancing protocols in place.

Good of the Order

A. 21/22 Student Recruitment Testing April 10 and 11, 2021

Chief reported the District received nine applications. Testing will be held this weekend. The District currently has seven students. He also stated one of the applicants is the son of the lead firefighter on the Oregon State Fire Council/IAFF has applied to La Pine as his first choice. The District has submitted a FEMA/SAFER grant request to fund a full-time reserve coordinator position.

B. All Staff Training April 17 and 18, 2021

EMS training will take place during those two days for a shared training session. Dr. Eschelbach will be participating in this training. This expense will hit the Training OT line.

C. Added Agenda Items

- Larry South announced that due to his wife's retirement and for other personal reasons his resignation from the District's Board of Directors effective April 30, 2021. He sincerely thanked Chief Supkis, Chief Daugherty and the entire staff and Board of Directors for the opportunity to serve the District over the past few years.

He nominated budget board member Richard Swails to replace him as Position 5 Director for the remainder of his term. Directors, staff and attendees expressed their gratitude for his service.

SDAO guidelines and best practices suggest the Board first look to Budget Committee members for interested and qualified parties to fill vacancies on the Board.

Director Witmer proposed an Executive Session be scheduled to discuss strategies for moving forward in a positive direction for facility transfers. Chief stated he agrees with Director Witmer that the Board should begin moving forward with this in spite of the current pending litigation. He also reminded no decisions, other than exempt legal advisements are made in Executive Session and the Board will need to do that work in a public session.

Next Meeting

Regular Board Meeting May 13, 2021.

Adjourn Regular Board Meeting

Director Hubbard adjourned the board meeting at 11:11 a.m.

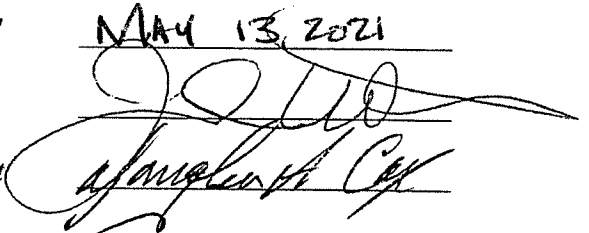
Respectfully Scribed and Submitted
La Pine Rural Fire Protection District
Administrative Staff

Date Presented to Board and Approval

MAY 13, 2021

Board Secretary

Board President

The image shows two handwritten signatures in black ink. The first signature is written over a horizontal line and appears to be 'J. J. [unclear]'. The second signature is written over another horizontal line and appears to be 'James H. Cox'. The signatures are written in a cursive, flowing style.

**La Pine Rural Fire Protection District
Budget Committee Meeting
51550 Huntington Road, LaPine, Oregon
April 21, 2021**

In accordance with current COVID 19 social distancing requirements, the Budget Committee Meeting was held at the La Pine Senior Activity Center, 16450 Victory Way, La Pine OR 97739

Open Meeting Board Vice President, Jerry Hubbard, called the meeting to order at 6:30 p.m. with the flag salute.

Roll Call

Budget Committee Members

Directors: Doug Cox, Jerry Hubbard, Jim Landles, Larry South.

Budget Committee/Citizens: Jim Williams, Robin Mirrasoul, Ken Johnson, Dick Swails and Mike Lee.

Absent: Director Joel Witmer

Staff: Mike Supkis, Budget Officer/Fire Chief; Dan Daugherty, Assistant Fire Chief; Tracy Read, Business Office Manager, Joyce Engberg, Administrative Assistant, Dr. Eschelbach, District Physician Advisor, Luke Jerome, Fire/Paramedic IAFF.

Guest/Public: Robin Adams, Bonnie Cox, Rex Lesueur, Creagh Williams

Election of Officers

Action: Director Hubbard called for nominations: Director Cox nominated Dick Swails for Budget Committee Chair. Being no other nominations, the nomination process was closed and motion passed on a 9-0 vote.

Chairman Dick Swails took charge of the meeting.

Action: Committee Chair Swails opened nominations for Secretary. Director Hubbard nominated Larry South. Being no other nominations, the nomination process was closed and motion passed on a 9-0 vote.

Introductions

- Chief Supkis welcomed members of the public and Budget Committee in attendance, and thanked the Budget Committee for their service.

Budget Process Overview-Staff

- Chief Supkis presented the budget process overview.

- The Budget Committee consists of the local governing body (5 Directors) and an equal number of citizens (5).
- State of Oregon Local Budgeting Process ORS 294
- Purpose of the Budget Committee and duties are to (1) have a public process and to hear public input (2) to review expenditures as part of the public process.
- In review of expenditures are the funds going to serve the mission of the fire district and required service(s) to the district's citizens.

Presentation Current Year End Review - Staff

- Chief Supkis presented an overview of the 2020/21 current fiscal year:
- Summary of the Year's Overall Chief's Budget Message
 - Service demand of the District requires minim of 12 firefighters on duty, it currently has a minimum of 6. The district is in a serious capacity gap. Someone calling 911 will not get a timely arrival of emergency crews – this will and is having life and property consequences.
 - The proposed budget is in deficit.
 - How will the new required resources be paid for?
- Review of Strategic Plan
 - Strategic Plan was recently revised this past year by the Board. New highlights are the needs for Additional Staffing, Succession Planning and future new Facilities Planning.
- Review of Standard of Cover
 - Developed in 2016 and pointed to the challenges the District is facing today.
 - Assesses District risks, defines District and its mission, how to achieve mission, what citizens and taxpayers can expect from their Fire District.
 - Increased call demand is stressing organization resources. When a citizen calls 911, they should expect to receive an effective and prompt response. To achieve that goal, the District needs to have 12 FF/paramedics on shift at all times. Currently staffing is normally at the minimum level of six, and only sometimes nine or ten depending on student availability.
- Review of Fire District Facts
 - Handout with Fire District data.
- Review of Fire District Service Delivery Data
 - Run volume has increased each of the past three years. Transports increased 10% over 2 years.

- Concurrent Calls has increased 16% over two years. Chief stated this is his biggest worry. Two crews on duty – each crew staffs either the fire or medic units; therefore, in example if crew is out on fire, the paramedic medic unit is not staffed, and vice versa. Additionally, last year saw a drastic rise in concurrent calls to 462 times causing delayed arrivals to other emergencies. This public safety issue is the greatest concern for the District and staff looks to the Board and Budget Committee for direction.
- Medical transports have also increased by 10 percent. Transport is significant for this District as they take a crew out of the district completed for at least two hours. Chief reminded everyone that if revenue growth is expected at 6 percent which the district can use for resources that is great. But if the service demand continues at the current 10 percent, there is a problem. Noted only two addresses that account for up to fifteen percent of all ALS transports.
- Fire District Growth Indicators
 - Building permits issued in 2020 hit a record high \$66 million in new growth. While possible new revenue could be as much as \$143,664, over \$14,000 of that will be diverted to the Urban Renewal enterprise zone – over double the year before. Additionally, within the UR zone the tax received rate to the District remains flat. The \$143,664 in new projected revenue does not go far.
 - District net position per the audit has declined by \$750,547. This is an indicator that the depreciation, expenditure and liability of the district are greater than revenue being received.
 - Over the previous four years district has increased staffing including the addition of four FF/paramedics, and part time Admin Assistance and Physician Advisor to help meet the service demand.
 - District has gone from a small rural operation to a more mid-size needing increased assistance to safely perform its mission. Increase in contract services including District IT systems, transport billing, grant assistance, legal fees, staffing needs/cost per run.
- Staffing Needs -Cost per run – Budget impact cycle
 - Again, twelve FF/paramedics needed on each duty shift, currently the majority of the time staffing is at 6 - which is the minimum required. All thing equal, one crew can handle about 600 calls per year. The district needs 4 crews for 2400 calls. It has 2 crews handling 2320.
 - Student reserves have accounted for a third crew when they are available and have been a saving grace. But they are not available when at school, on vacation, or when they graduate the program.
 - At a cost per call of \$2,495, if the District were to receive 100% reimbursement on all transports, that \$2.6 million in revenue would be exactly the required amount to hire the needed 18 new FF/paramedics and support they need.

- Status of Capital Assets
 - Just over \$13 million in assets with annual depreciation of \$688,000.
 - Projection replacement schedule – two new medics this year. Yearly average replacement expense \$571,064.
 - Review of previous and potential grant funding highlighted on asset chart.

- 10-year budget review and projections
 - Chief reviewed past budget summaries, current year budget and projections, and proposed 21/22 budget and future years projected out. Provided growth assumptions of future years calculated at three and six percent revenue growth assumptions and with no new capacity added or with one new FF every other year.
 - Tax 5- and 10-year levies expiring in 2024.
 - Ending fund balance this year anticipated at \$1.5 million to carry over expenses to the November 2021 tax year. Future years very uncertain at this point. Noted projections.
 - Received EMS transports reimbursements expected to fall short of budget by \$125,000.
 - Review of personnel costs.
 - Review of materials and services.
 - Review of contingency.

- Review of Revenue/Cost of Service Economics Grafts
 - Service demand rate and cost of service exceeding revenue growth and available resources.
 - Review of District efforts to mitigate impact of demand exceeding available resources. – Hand out

- Review of District's Efforts to Improve Revenue, Reduce Costs, or Find Substitutes/Wwise Use Handout

Receive Budget Message - Staff

- Chief Supkis referenced the 2021/2022 Budget Message in the packets. It highlights any notable changes from past budgets. He encouraged everyone to take their time and peruse through it and contact him with any questions.
 - This year tax revenue was a little higher than expected, EMS revenue less. GEMT and minor grant funds received. Legal fees significantly higher than expected due to union negotiations and lawsuits brought upon the district. Projected to end the year be close to balance.
 - Basically, no new items or resources projected for FY 2021/22 but with a fiscal deficit due to

expenditures exceeding project revenues diminishing the district cash fund balance.

- Review of Fund Documents – General, Capital, PERS, and Mezos,

Chief Supkis encouraged Budget Committee members to peruse through the documents and contact him with any questions or concerns. Next work session the Budget Board will have an opportunity to go over line by line and make adjustments seen fit.

Work Session Schedule

Work Session #1: May 5, 2021 at 6:30 p.m. Meeting to be held at La Pine Senior Activity Center, 16450 Victory Way, La Pine OR

Open Public Forum

No public comment

Adjourn

No further questions or comments; Director Hubbard moved to adjourn the meeting; second by Ken Johnson, the meeting adjourned at 8:02 p.m.

Respectfully Submitted,
Secretary



Larry South