

BOARD MEETING MINUTES
La Pine Rural Fire Protection District
January 13, 2022 Regular Meeting 9:00 a.m.

Open Meeting

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

Roll Call

Directors Present: Robin Adams, Jim Landles, Dick Swails, Joel Witmer

Directors Absent: Doug Cox

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

Kevin Leehmann, Fire/Medic - IAFF 3387

Added Agenda Items

Introduction of New Recruits

Chief Supkis introduced FF/Paramedic Matt Pinkerton who joined the District in late 2021 and brings many years of experience from Clatskanie Rural Fire District and Portland EMS.

Funding Update

Former Director Jerry Hubbard, the District's public liaison, provided an update on funding requests. In December, Jerry submitted a request to the Deschutes County Board of Commissioners (BOCC) for \$280,000 as part of Deschutes County's portion of the American Rescue Plan Act. He received word yesterday that this funding request was approved. These funds will allow the District to purchase an additional QRU (quick response unit) and four new power lift Stryker gurneys.

Jerry also provided an update on the approved but pending \$660,000 in Congressional funding, which if approved during the Congressional budget process will be used to purchase two new medics and four defibrillators.

Jerry's next project is to seek funding and secure \$13 million to fund eighteen new FF/Paramedic positions for five years. On capital needs the next projects needing funding are a tender and type 1 engine to replace units nearing 30 years old.

Open Forum for Public Comment

Name	Purpose for Attending
<i>Jerry Hubbard</i>	<i>Public Liaison</i>
<i>Courtney Ignazzitto</i>	<i>LCHC Appeals</i>
<i>Rex Leseuer</i>	<i>Citizen</i>

No public comment made or asked to be made.

Professional Firefighters IAFF Local 3387 Report (Moved up from Management Reports)

Chief introduced Engineer Kevin Leehmann, president of Local 3387. Kevin joined the District in 2008. Kevin continues to meet with staff on a regular basis to find creative pathways to success. As background, Chief stated Kevin also helped found and organize the High Desert Range Land Fire Patrol in Lake County, where he serves as Chief.

Engineer Leehmann opened by stating the Union will make every attempt to have a representative in attendance at each board meeting, either himself, FF/Paramedic Travis Harrison or FF/Paramedic Kyle Lohner. Kevin grew up in Lake County and started his fire service career there when he was eighteen years old. He gave an overview of the history of that organization, including the Christmas Eve Fire in the late 1800's which took forty lives (the most ever in Oregon) including his family members, and that contributed to Oregon's first fire code regulations.

Kevin reviewed the monthly report beginning with the structure fire at Derri Court. Resources were stretched thin with only four firefighters on scene and mutual aid not available. Chiefs Daugherty and Supkis both reported back to assist in the efforts. The structure was a total loss and the family has very little. The Union provided \$500 and some line staff also personally contributed funds. The family was provided shelter at a local warming shelter and was assisted in getting a hotel room by the American Red Cross. Additional information regarding the Firefighters developing potential community funding resources got forward for families in need.

This particular fire was a difficult one to fight – it started under the home which was an older manufactured home which made it difficult to vent the building and access the fire. The structure was not salvageable.

He invited questions from the Board. Director Witmer expressed his appreciation for Kevin's work in preparing and delivering this report. Director Adams also conveyed her gratitude for all the long hours put in by both line staff and reserves. Kevin responded it has been a challenge to keep two stations open with limited staffing, and that for safety reasons 96-hour rotations are being discouraged. Crews are commonly up most of the night responding, and often both medics are out on calls at the same time, leaving the District with no available resources. He also stressed that line staff are very dedicated, even offering to work Christmas when they were not scheduled. Director Landles commented that even at full staffing we are still short due to increased call volume.

Kevin reviewed the recent MOUs entered into between the District and line staff. The repeal of the residency requirement and lateral hiring will aid in attracting new staff. There is a drastic shortage of FF/Paramedics all across the region, not just in Central Oregon. Shortening the probationary period from one year to six months for experienced lateral hires is an additional benefit.

Discussing staffing, the three-person minimum is being met by having two career staff and one student reserve on shift whenever possible, with two career staff mandatory. This requirement will remain in effect until the District is back up to full staffing levels. Additional discussion regarding the FTO process and the current inability to provide quick response units when station n102 is down to 2 firefighter/medics. Director Witmer asked whether bringing staffing back to 25 career staff will alleviate some of the burnout. Kevin responded that yes it will help tremendously, although 30 staff would be ideal.

Director Swails asked about vacation time. Chief responded that all currently approved vacation will be honored; however new vacation requests are on pause until shifts could be rebalanced. With new staff and promotions, the goal is to once again open up vacation scheduling in February. Kevin added recently departed staff opened up more vacation days to everyone else. He feels the hiring process works well, however the number of applicants is way down. Director Landles expressed his concern for the safety of staff when they are overworked. Director Witmer commented the District is undergoing a reset, and it is important that everyone remain committed to it. He expressed his appreciation that the Union is making an effort to be present and report out to the Board each month.

Director Witmer reported that February will be his last month serving on the Board as he is moving out of state in March. He hopes to bring forward a candidate who

supports his philosophy to complete his term, and will be meeting with a potential candidate.

Approval of Minutes

Director Witmer called for review of the December minutes.

Action: Director Adams moved to approve the minutes of the December 9, 2021 Board of Directors Regular Meeting. Second by Director Landles. All in favor. Motion passed on a 4-0 vote.

Financials

Monthly Revenue and Expenditure Statement. Staff answered Board questions regarding current revenues and expenditures.

- 8415 – Student Program Tuition and Books – Director Swails asked about this expense and the reasons for the varying amounts. Chief responded this goes back to the point made during the audit presentation, this is a direct reimbursement of actual expenses for tuition and books. Each student may have different class loads. Staff is still working with Accuity to clarify this portion of the audit report. Staff feels this expense is being documented appropriately.
- 5030 – Tax Revenue Prior Year – Director Swails asked why this amount is significantly lower than last year. Staff responded typically prior year taxes are mostly received later in the year if at all. These are taxes which are already delinquent and sometimes are not received until a property is foreclosed upon.
- 5101 – EMS Income Tactical – Director Adams stated it appears our return on investment has been very good. It would be interesting to look at this data from two years ago, when billing was being done in-house.
- 5400 – Miscellaneous Income – Director Swails asked what revenue goes into this line. Staff responded Midstate capital credits, rebates, address signs, conflagration income, and other miscellaneous unplanned revenue.
- 6107 – Line Staff OT – Director Swails asked for a projection on this line which is currently at 61% of budget. Chief responded that while this line will continue to be up drastically, it will be somewhat offset by salary and benefit cost savings resulting from recent staff departures which are now causing the overtime. It is difficult to tell how this line will end up – there are also three staff members currently out on sick leave. We were running at maximum capacity before, and as seen this past year in other industries, we do not have the extra capacity to manage unforeseen

circumstances such as we have with COVID, dramatic run volume increase, and now add employee migration. Director Swails asked when a budget amendment would need to be done. Chief responded that needs to happen before a category is over-expended, and a resolution may need to be done in May.

- 6236 – Workers Compensation – Director Swails asked about this expense which is at 107% of budget. Chief responded this line did go up and is based on salary and WC rates. This is also an annual expense which is complete for the year.
- 6415 – Computers – Director Witmer asked about the December expense. Staff responded this is a three-year extension of the new server firewall and maintenance, which the District received grant funds for.
- 8105 – Breakdowns – Director Adams asked how the new apparatus are expected to affect this line. Chief responded they will be placed into service soon which one would think it should help. However, with increased run volumes current apparatus continues to have needs, so it is hard to quantify.
- 8315 – Overhead Door Maintenance – Director Swails inquired on this increased expense. Staff responded there was a broken door in July, and then regular maintenance was done recently. The focus of the annual maintenance was on high-use doors.

Monthly Expenses by Vendor

Reviewed, no comment.

Monthly Expenses Paid

Action: Director Adams moved to approve monthly expenses presented from 12/10/21 – 1/13/22 in the amount of \$910,576.24. Second by Director Swails. All in favor. Motion passed on a 4-0 vote.

Management Reports

Monthly Alarm Report

- Director Adams asked why service calls are less than half of prior year. Staff responded it is a matter of how a call is dispatched and then recorded. For example, a lift assist could be recorded as either an EMS assist or just a service call – most are EMS related so that is where they are now categorized. Last year there were 2,274 responses and this year 2,750 calls where action was taken and a report was made.

Note the reader board shows a record 3014 calls – the remaining 264 are calls where crews were dispatched but no report was made. Total call volume is up 25% over one year ago. Transports – which take crews out of service for more than two hours – increased from 1,064 in 2020 to 1,328 in 2021.

- Director Landles noted that EMS calls were higher in December than any other month in 2021. There has been a steady month-to-month increase in EMS calls. Engineer Leehmann responded that some calls are from people who just have questions and want to talk with someone regarding their symptoms about what to do. He stated crews do their best to provide callers with information and direction, but often times they can end up responding to the same address more than once.

Multiple Alarm & Building Permit/Valuation Report

Director Witmer noted the drastic rise in building permits over last year, and additionally Caldera Springs Phase II with potentially 375 additional homes coming on the tax roll over the next few years.

Director Swails asked if there is land around Station 102 to expand. Staff responded there is sufficient land around that station owned by the District to significantly increase the footprint there; and that could potentially become a main station in the future.

Chief's Report

- Director Adams noted the increase in mutual aid both to and from Sunriver. Engineer Leehmann noted Sunriver often is not able to respond to the District's requests for mutual aid. Chief added they are normally one and out and as a result not as able to respond on low acuity calls and still protect their own district.
- Director Swails asked about progress with CMT. They are still on track to begin in February and are currently working on radios and iPads.
- Jerry Hubbard reported that Code 99s doubled from 2020 – 2021.
- Director Adams requested more information on the air evac required from St. Charles La Pine. Staff noted we do not have the medical reports for disclosure, but likely the air evac was needed to provide a quicker transport than the District would have been able to. Discussion regarding on scene times for a typical Code 99. Kevin responded normally at least an hour is spent on scene providing stabilizing treatment and assisting the family. There is always the urgency to complete the call at hand to be ready for the next one. Additionally, there is a lot of clean-up, recovery and restocking that needs to be done following complex calls.

Correspondence/News

- A. Thank you – Mueller; Thank you – Hart
- B. Thank you -Young
- C. Thank you – Russell
- D. Board Fireworks – City, County
- E. The Reserve in the Pines
- F. KTVZ - La Pine Firefighters Extricate Driver
- G. Wise Buys – LRFDP Announces Retirements, Board Meeting Dates, Winter Driving
- H. KTVZ -Bend Fire May Ask for New Levy - Staff
- I. Bulletin – Bend Fire May Seek 17 New Positions, Levy
- J. KTVZ – Family of 5 Escapes as Fire Destroys Home
- K. My Central Oregon – La Pine Family Escapes House Fire
- L. Midstate Electric Capital Credit
- M. Deschutes County Tax 20-21 Tax Year Refund Credit Distribution

Old Business

None.

New Business

A. P25

Chief reported on the successful transition to P25. Deschutes 911 has optimized the system and has budgeted an additional tower in FY 22-23 which will enhance capability. The system is managed and operated by Deschutes 911 and requires annual contracts as well as operational and service agreements (i.e., like cell phones). Staff recommends approving those agreements. The P25 impact to the budget annually is almost \$10,000.

Director Landles asked the chief could now give the system his endorsement. In response to Director Landles' question, Chief responded that while this is a system with a great many cutting-edge technical attributes, he personally cannot see the advantages for the cost. However, it is the right thing to do for this department at this point time. Chief stated lot of taxpayer funds are being spent to "fix" something that wasn't broken with a top of the line very high-tech system, the "Maserati" of radio systems when this community really needs a Chevy pickup truck. He feels the money would have been better used for more personnel or other basic district needs. However, the process is done and it is time to move on, 911 is making the system work. Director Swails asked if

there is any outside funding to cover annual costs. Chief noted there is not, but grants have and can assist with equipment acquisitions.

Additional discussion regarding start-up and ongoing costs for this top-of-the-line system, including equipping CMT and additional units as needed. The radios the district does have were ninety percent funded by a FEMA grant and the district is looking at other grants now the system is up and running.

Action: Director Swails moved authorize the District to enter into Intergovernmental Agreement Contract No. DC-2021-1028. Second by Director Landles. All in favor. Motion passed on a 4 – 0 vote.

Action: Director Swails moved authorize the District to enter into Radio Service Agreement CD-2021-1031. Second by Director Adams. All in favor. Motion passed on a 4 – 0 vote.

B. Update Board Policy #01-02 – Travel Expenses and Per Diem

Chief reported changes were made to reflect current per diem and travel GSA rates, and also to increase the daily stipend from \$25.00 to \$100.00 if the person traveling chooses personal in lieu of authorized commercial lodging. Chief noted while this is a very detailed Policy, there needs to be clear guidance for publicly funded travel versus regular thought of business travel with private funds and personal expenditures.

Action: Director Landles moved to adopt Board Policy #01-02, Travel Expenses and Per Diem, revised January 13, 2022. Second by Director Adams. All in favor. Motion passed on a 4 – 0 vote.

C. Recruit for Appointment – Budget Board Committee Members

Staff reported on Committee vacancies over the past year. The Committee is comprised of five community members and five board members. Current committee members Jim Williams and Robin Mirrassoul have indicated they wish to continue. Chief requested nominations from the Board, stating their perspective as a Board is an important part of the process. Budget Committee meeting dates will be announced at the February Board meeting.

D. Appoint Budget Officer

Action: Director Witmer moved to appoint Chief Supkis as Budget Officer for the 2022-2023 budget year. Second by Director Landles. All in favor. Motion passed on a 4 – 0 vote.

Appeals (Ordinance 2021-01)

Packet 1

A. La Pine Community Health Center appeal to the Board Invoice 135 – Call 02411

Director Witmer confirmed the appeal packet information provided by La Pine CHC and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

B. La Pine Community Health Center appeal to the Board Invoice 136 – Call 02431

Director Witmer confirmed the appeal packet information provided by La Pine CHC and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

Packet 2

D. St. Charles appeal to the Board Invoice 133 – Call 02214

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Director Adams stated in St. Charles' appeals it has not been stated that the patient was transported by District resources, which is a required part of the appeal process documentation that Board members are required to verify.

Chief responded that staff reviews and verifies this as part of the appeal to the Chief process.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

E. St. Charles appeal to the Board Invoice 133 – Call 02244

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

F. St. Charles appeal to the Board Invoice 133 – Call 02249

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails: Deny
Witmer: Deny
Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

G. St. Charles appeal to the Board Invoice 133 – Call 02251

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails: Deny
Witmer: Deny
Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

H. St. Charles appeal to the Board Invoice 133 – Call 02272

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails: Deny
Witmer: Deny
Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

I. St. Charles appeal to the Board Invoice 133 – Call 02288

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

J. St. Charles appeal to the Board Invoice 133 – Call 02289

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

K. St. Charles appeal to the Board Invoice 133 – Call 02309

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

L. St. Charles appeal to the Board Invoice 133 – Call 02319

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

M. St. Charles appeal to the Board Invoice 133 – Call 02345

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

N. St. Charles appeal to the Board Invoice 133 – Call 02358

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny

Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

Packet 3

O. St. Charles appeal to the Board Invoice 134 – Call 02370

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails: Deny
Witmer: Deny
Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

P. St. Charles appeal to the Board Invoice 134 – Call 02443

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails: Deny
Witmer: Deny
Landles: Deny
Adams: Abstain

Appeal denied on a 3-0 vote.

Q. St. Charles appeal to the Board Invoice 134 – Call 02452

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

R. St. Charles appeal to the Board Invoice 134 – call 02464

Director Witmer confirmed the appeal packet information provided by St. Charles and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

Packet 4

S. La Pine Community Health Center appeal to the Board Invoice 137 – call 02593

Director Witmer confirmed the appeal packet information provided by La Pine CHC and District was reviewed by members of the Board and asked for any further questions. There were none.

Action:

Roll Call Vote:

Swails:	Deny
Witmer:	Deny
Landles:	Deny
Adams:	Abstain

Appeal denied on a 3-0 vote.

Special Meetings and Workshops

A. SDAO Conference February 10 – 12

Event is virtual this year, registration is required and but there is no cost. Staff will forward the agenda. This is normally a very beneficial conference and attendance is encouraged.

Director Landles mentioned the recent cyber security threat. Discussion regarding online awareness, and that a vendor that Bend, Redmond and St. Charles uses was recently victims of a malware /cyber-attack and lost payroll information. While the District uses technology, paper backups are always kept as well.

B. Executive Session February 10, 2022

Will be held for an update by the District’s attorney regarding labor negotiations. Meeting will be held via Zoom.

Good of the Order

Four employment offers have been made and all have either accepted or expected to accepted. Chief stated the recruitment process will be run again for additional at least four more positions. An Administrative Assistant has been hired and will start on January 31.

Next Regular Meeting: February 10, 2022, 9:00 a.m.

Regular Board Meeting adjourned at 11:15 a.m.

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

Date Presented to Board and Approval

FEB 10, 2022

Board Secretary

Board President

