

**BOARD OF DIRECTORS WORK SESSION MINUTES**  
**La Pine Rural Fire Protection District**  
**July 14, 2022**

**Open Meeting**

Director Swails opened the meeting.

Directors Present: Robin Adams, Jim Landles, Dick Swails, Mike Thorne

Directors Absent: Doug Cox

**Administrative Staff**

Present: Chief Mike Supkis, Assistant Chief Dan Daugherty

**Other Staff**

Present: IAFF President Kyle Lohner

**Develop Strategic Long-Range Staffing Planning Calendar, Succession Planning**

Director Adams reviewed the process and stated she would like the Board to be prepared to make an offer by March 1, 2023.

Chief Supkis reviewed Strategic Plan language related to succession planning. Future strategic considerations include additional staffing, call volume growth, additional funding, facilities, new development impact and wildland urban interface climate impact – all of which need to be addressed by the next fire chief.

Assessment of skill sets needed by Chief Supkis' successor to meet the new strategic challenges needs to be determined.

Determination needs to be made whether the recruitment will take place internally or if an outside resource will be used.

Knowledge transfer – Chief Supkis stressed the importance of a period for training, mentoring and shadowing opportunities with a new fire chief.

General discussion regarding future funding options including the District's bond and local option levy history and options, and how this fits into planning for a new fire chief.

Director Adams asked that the Board review the Fire Chief Job Description to determine whether it needs to be updated prior to recruitment.

Kyle Lohner suggested the Board also look at whether this District needs an administrative chief, an operational chief, or one who is able to work in both capacities. The Union feels it might be time to look for an administrative chief and offload the operational duties. Director Adams noted in smaller agencies one has to wear many hats. Chief Daugherty added community development in regards to fire safety and prevention is also a component of this position, which includes many fire-marshal type duties such as plans review, duties which Chief Supkis assumes responsibility for. Chief Supkis stated this District is in a period of growth which is moving the District from a small, rural agency to a more metropolitan/suburban one.

Director Adams stated the contract for a new chief also needs to be reviewed for any needed updates. She suggested the following timeline:

- August > Define position to align with Strategic Plan and Mission Statement
- September > Review/revise job description
- October > Select consultant
- November > Post position and outline final process
- January/February 2023 > Interviews
- March 2023 > Final candidate(s) selection
- July 1, 2023 > Start Date

Director Swails asked Engineer Lohner how he sees himself and the union involved in this process. Lohner responded, stating he is willing to participate in whatever way the Board desires. Director Adams stated she would like Union input on the job description and any messaging/advertising that takes place, and also to be involved in interviewing potential candidates. Lohner also stated the Union's PAC is willing to offer any financial support allowable for the recruitment process as well as any bond/levy measure in the future.

Chief Supkis encouraged the Board to seek community participation for the assessment process as well, as was done in the past hire. Director Swails also commented it is imperative that everyone understand that while although Union participation is welcome and encouraged, the Board is solely responsible for candidate selection.

Next Work Session scheduled for Thursday, August 25 at 9 a.m.

Work Session adjourned.

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

*Date Presented to Board and Approval*

AUGUST 11, 2022

*Board Secretary*



*Board President*

