

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
March 13, 2025

Open Meeting

Dir. Michael Vietzke opened the meeting at 9:03 a.m. and led the flag salute.

Roll Call

Directors Present: Chairman Michael Vietzke, Dir. Robin Adams, Dir. Jeremy Johnson, Dir. Dan Robinette, and Dir. Rex Lesueur (joined via phone)

Staff Present: Chief Erick Holsey (joined via zoom), Chief Dan Daugherty, Training Officer Lt. Joey Sawyer, Acting Office Manager Joyce Engberg (joined via zoom), Acting Administrative Assistant Sandi Mickel

Staff Absent: None

Guests: Don and Pam Clark, Greg Jackson with SDAO (via zoom)

Approval of Consent Agenda

Changes to the Agenda

NONE

Open Forum for Public Comment

Public Comment: Concern about burn piles that have been near their home in the Vandert/Caldera area for some time and does not appear that any burning of the piles has taken place. Discussion ensued.

Employee Recognition:

None

Review of minutes from the March 2025, Board of Directors Regular Meeting

Minutes were reviewed and no corrections necessary.

Financials

The tax income is close to 100% received as well as EMS Receipts. GEMT Funding is a bit of an unknown as not sure what legislators are going to do. Overtime is tracking as expected on the personnel services side and has leveled out.

The District was successful in getting an audit extension to provide more time to clean up the books from previous years.

Dir. Lesueur is concerned about not having implemented the new software that has been budgeted for and would like an update. Chief Daugherty explained that the priority is that our books are accurate and up to date at first and there have been some roadblocks that have slowed down the process. Chief Holsey shared the need for and importance of books to be clean and items to be coded correctly. The IT environment needs to be updated to be compatible with new software, and there needs to be time for training the administration team, which hopefully will happen once the Audit is completed. The funds for Summer Sears CPA are coming out of capital and identified as part of the project preparation. Discussion ensued.

Dir. Adams asked where line item 9926 Interest on Investments came from. Office Manager Joyce Engberg explained that it includes the recent catchup postings.

Dir. Vietzke commented on the fact that the District is over budget \$9,000.00 on truck repairs. Chief Daugherty commented that some will be reimbursed from insurance claim but it is not clear on what the exact amount expense will be. Dir. Jeremy Johnson will get with Captain Rigney to do an audit.

Monthly Expenses Paid

Action: Dir. Adams moved to approve the following:

**Check #34247 to #34299 for \$47,413.99,
Check #34800 to 34828 for \$168,761.57,
Check #34875 for \$372.35,
Check #34893 to #34891 for \$633.38,
EFT payments equaling \$93,273.05,
and QuickBooks Services payments of \$163,952.75,
for total monthly expenses paid of \$474,408.90**

Seconded by Dir. Johnson. Motion passed, 5-0.

Management Reports

Union Report

None

Training Report

Lt. Sawyer reported that the Handtevy PALS class with Bend Fire was great and offered lots of informative training which everyone attending gained from.

Support services members, five in total, have submitted their E1 forms to the state and are working on becoming a driver for the District. This will provide them with training on how to operate the vehicles as well as being able to bring out of service ALS medic to structural fires that will have all the gear and equipment that might be needed if a firefighter goes down.

Drill with Dr. E focused on the new narrative chart format. Protocols are on the SSD drive in Active Protocols. It will take some time for everyone to get familiarized with the process, however everyone seems to be on board with it.

There was an EMS training with student reserves on documentation and narratives as well as focusing on scenarios and chart writing. Heavy day of fire training this weekend.

New hire has not worked out due to struggle with agility tests, and conversations are being had on which way to go, so this may not happen as soon as the District had hoped.

Fire Boss class was great and offered a lot of great information. As the weather gets better, training will be incorporated into prescribed burns.

Captain Miller is at ICS 400 this week.

Upcoming Academy on March 22/23, April 12/13, and April 26/27, with six individuals signed up to participate.

Josh Erwin, head of EMS division is going in for S-131 class to work for Wildland Firefighter Type 1 and engine boss through COCC.

Budget is looking good. Concerning Line 8414, over the summer, students stayed to assist with wildland fires and they accumulated quite a bit of extra income. In addition, they received stipends when they should not have been through the summer and that had a negative impact on the budget. School tuition costs are down with out-of-state tuitions waivers being made available.

Chief's Report

Crews responded to a total of 223 alarms in February which is an increase from last year's February alarms of 182 and below the monthly average of 226 alarms in 2024.

Management level items on page 2 that Chiefs have been working on - No questions

Correspondence/News

Public service announcements went out to the South County Shopper, media and Facebook to help keep the community informed of what the District is doing.

Old Business

Chief Daugherty reported that there is an interest in setting up a meeting with the LPFD and Sunriver Fire department soon to collaborate with each other to see how the two can work together and support each other. Dir. Adams will spearhead setting something up.

Revisited Jim Fister's summary and recommendations and will continue to work with him as well as the Union and members of the public in development of the Districts Mission, Vision and Values to ensure everyone is on the same page.

New Business

Policy # 300.08 Sick Leave policy is a culmination of the District's legal as well as the Union's legal input and the District is ready to accept.

Dir. Adams motioned to accept with one correction in # 300.02 dropping the "as soon as practicable". Dir. Robinette 2nds motioned to accept. Motion Passed 5-0.

Policy # 300.07 Paid Leave Oregon revision to include new legislative adoption that changed how you can use PLO and OFLA. See # 300.07.5 for the updates.

Dir. Adams moved to accept with one correction in # 300.07.5. Dir. Johnson seconded. Motion Passed 5-0.

USFS Cooperative Agreement has a new format since we do have cooperative responses to wildfires. This states that the LPFD is a cooperator and Chief Holsey wanted the board to be aware of the agreement. Dir. Adams requested removing former employee Mike Supkis.

Consultant agreement with Straight Up Bookkeeping LLC was entered into to provide upper-level QuickBooks support to the administrative staff.

Administrative Building Roof Notification - the insurance covered the abatement portion of the expense, and the district had forecasted a new roof in the budget so that was completed during the abatement work.

Discussion ensued about whether it would be more beneficial to sell old equipment as the District replaces or sell outright.

Dir. Adams moved that the board accept Resolution #25-01, declaring surplus apparatus and authorizing donation to a regional nonprofit emergency service organization with the stipulation that they must possess and put into service for 24 months. If they are unable to establish basic EMS service during that time, the transport would revert to the District. Dir. Robinette seconded the motion. Motion Passed 5-0.

Battalion Chief job description draft was included for review and to show the importance of having the additional administrative level to provide for certain functions of the District, such as training EMS, fire operations and other administrative level functions.

Special Meetings and Workshops

Management and Operations meetings have been moved to March 18, 2025.

Dir. Johnson and Dir. Robinette are filing for their board re-elections

Good of the Order

None

Next Regular Meeting

May 8, 2025, at 9:00 a.m. at Station 101.

Regular Board Meeting Adjourned at 10:43 a.m.

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

Date Presented to Board: April 10, 2025