

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
October 9, 2025

Open Meeting

Dir. Michael Vietzke opened the meeting at 9:01 a.m. and led the flag salute.

Roll Call

Directors Present: Chairperson Michael Vietzke, Dir. Robin Adams, and Rex Lesueur, Dir. Jeremy Johnson

Staff Present: Chief Erick Holsey, Assistant Chief Dan Daugherty, Office Manager Joyce Engberg and Administrative Assistant Sandi Mickel

Staff Absent: Dir. Dan Robinette

Guests: None

Approval of Consent Agenda

Agenda Updates

New Business Discussion

- Chief Holsey added to the New Business section specifically to address the recording announcement at the beginning of board meetings.

Old Business Discussion

- **Facilities & Equipment Discussion**

Dir. Johnson added to the agenda to further discuss the potential remodel and apparatus replacements. This includes updates on planning, budgeting, and operational needs related to facility improvements and equipment upgrades.

Open Forum for Public Comment

None

Employee Recognition:

None

Review and Approval of minutes from September 11, 2025, Board of Directors Regular Meeting.

Financials

This month's financial review offers a comprehensive look at both revenue and expenditures as the District continues efforts to streamline and clarify financial reporting. Adjustments to report formats are underway to provide clearer visual representation of budget performance.

Key Updates:

- **Deschutes County Tax Repayment:**
There remains a possibility that the district may need to repay certain Deschutes County tax revenues. This could also have an impact on income sources from Klamath County.
- **GEMT FFS Program:**
The State, under the State Plan Amendment (SPA), has begun processing past GEMT Fee-for-Service reimbursements. The district received funds from this program during the current month.
- **Balanced Billing Legislation:**
The recently passed balanced billing bill has had no measurable positive or negative impact on the district as of this month.
- **OSFM Capacity Grant:**
The district is nearing the midpoint of the OSFM capacity grant. Funding for two positions currently supported by this grant will need to be transitioned to the general fund by FY 2027. Strategic planning is required to mitigate the impact of this funding loss.

Revenue Highlights

- **5000 – Tax Revenues:**
Receipts remain negligible as the district has not yet begun receiving tax revenue for the fiscal year.
- **5100 – EMS Income:**
EMS income is trending 5% above the budgeted amount.
 - **GEMT Receipts:** Exceeding anticipated levels, contributing positively to revenue.
- **Other Income:**
A SAFER grant payment has been received and is reflected in this month's income.

Monthly Expenses Paid

Action: Dir. Johnson moved to approve the following:

We move to approve:

Check #34934 to check #95634 for \$32,292.66,
check #34958 to check #34961 for \$315.22,
check #34969 to check #34986 for \$35,322.50,
check #34988 for \$100.00,
check #34990 to check #34998 for \$72,043.42,
and check #35000 to check #35001 for \$881.14;
EFT payments equaling \$240,407.73;
and Quickbooks Services payments equaling \$194,145.14,
for total monthly expenses paid of \$575,507.81.

Dir. Johnson abstains from approval of Integrity Auto payments via
CB Charge totaling \$4,714.00

Seconded by Dir. Adams. Motion passed, 4-0.

Management Reports

Union Report

None

Chief's Report

Monthly District Update – October 2025

Seasonal Notes:

Fall has arrived in La Pine, bringing cooler mornings and frosty starts. Local stores are gearing up for the holiday season, and Deschutes County opened burning on October 1st. Fall high school sports are in full swing. Chief Holsey is still working on another submission for a Seismic Grant.

Financial & Administrative Updates

- **Bank Reconciliations:**
Reconciliations have been completed through June, allowing audit preparation to begin.
- **Audit Preparation:**
The upcoming audit will be conducted on-site and is expected to be completed on time without extension. It remains the top financial priority, followed by year-end requirements and platform transition planning.
- **Software Transition:**
Cassel remains the leading candidate for the new financial platform. Due to its cost, alternative software options will be reviewed to comply with public contracting rules. A project cost agenda item is anticipated by year-end.

Current Projects

- **Station 102 Phone System:**
Still in the research phase; additional vendor quotes are being gathered.
- **Bay Safety Hazard:**
An electrician's quote has been received for a significant safety issue. The cost is below the capital project threshold, but further quotes are needed.
- **Technology Upgrades:**
Five new workstations were purchased and three upgraded to meet Windows 11 requirements. The district is transitioning toward cloud-based systems, reducing reliance on dedicated servers.

Grant & Equipment News

- **Grant Award:**
Mr. Hubbard secured a \$25,000 grant. The funds will be used to purchase more AEDs.
- **Seismic Grant:**
Chief Holsey is still working on another submission.

Operational Activity

- **September Alarm Responses:**
Crews responded to 229 alarms in September, down from 247 in September 2024, but still above the monthly average of 226.
- **Commitment to Service:**
La Pine Rural Fire Protection District crews continue to demonstrate dedication and professionalism in serving the community.

Correspondence/News

- Oregon State Fire Marshal Updates (OSFM) email
- Business Associates Agreement
- Central Oregon Fire Chiefs (COFC) Collectively open Debris Burning Regionally on October 1, 2025, only in Deschutes County
- Special District Insurance Services (SDIS) Best Practices Program Survey Results

Old Business

Vision and Values Statement

BOARD POLICY # 100.17

Fire District Organizational Values Policy

Dir. Adams requested an updated copy of the Mission and Values Statement showing changes to item #7 formerly agreed upon.

BOARD POLICY #300.10

ATTENDANCE AND PUNCTUALITY

Dir. Adams motioned to accept as submitted with changes, seconded by Dir. Johnson.

Motion passed, 4-0.

Emergency Vehicle Training

Dir. Johnson will be going through the Emergency Vehicle Training (EVT) in the next Fiscal Year. Chief Holsey said it is possible that there may be some funds available in the budget to help with the expense of the training certifications and will keep the District board informed.

Medic Replacement Planning Request

Dir. Johnson inquired about the availability of a Medic Replacement Schedule to help the District establish a clear timeline for future vehicle replacements. The goal is to ensure the Board has a comprehensive understanding of when replacements will occur and how to adjust the budget accordingly. A formal schedule would support long-term financial planning and operational readiness. Discussion ensued.

New Business

Recording Protocol Reminder

Chief Holsey requested that the District Board announce at the start of each meeting, immediately following the call to order, that the meeting is being recorded solely for accurate documentation and transparency. This announcement should be repeated after any breaks or interruptions to reinforce the District's commitment to openness and responsible record-keeping.

Holiday Discussion

A general discussion regarding upcoming holiday planning and scheduling took place.

Deschutes County Wildland Grant

Deschutes County has been awarded the Deschutes County Wildland Grant, which will fund a full-time Fire Prevention Coordinator and will be hosted at the La Pine Rural Fire Protection. This position will enhance community outreach, risk reduction, and wildfire mitigation efforts across the District.

Special Meetings and Workshops

Ops/Management meeting October 21, 2025, 0830 Station 101

Wildfire Home Protection Strategies October 18, 2025, 0830-1230

Good of the Order

None

Next Regular Meeting

November 13, 2025, at 9:00 a.m. at Station 101.

Regular Board Meeting Adjourned at 10:51 a.m.

Respectfully Scribed and Submitted
La Pine Rural Fire Protection District

Sandi Mickel

Date Presented to Board: December 11, 2025