

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
September 11, 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. Dan Robinette

Staff Present: Chief Erick Holsey, Assistant Chief Dan Daugherty, and Administrative
Assistant Sandi Mickel

Staff Absent: Dir. Jeremy Johnson and Office Manager Joyce Engberg

Guests: Fire Marshall Clara Butler, Captain Andy Rigney, Lt. Joey Sawyer, Lt. Kyle
Lohner, Reserve Noah Zampko, Reserve Oliver Colvin, Reserve Benjamin Akagi,
Fire/Medic Nick Popp, Fire/Medic Trevor Frazier, Fire/Medic Sayre Schaefer

Approval of Consent Agenda

Agenda Updates Provided by Chief Holsey

Introduction of New Reserve Students

Lt. Sawyer formally introduced the newly appointed Reserve Students: Noah Zampko,
Oliver Colvin, and Benjamin Akagi

Introduction of Fire Marshal Clara Butler

Chief Holsey introduced Fire Marshal Butler to the Board and staff, with a brief overview
of her background and responsibilities.

Open Forum for Public Comment

None

Employee Recognition:

None

Review and Approval of minutes from August 14, 2025, Board of Directors Regular Meeting.

Dir. Adams moved to adopt August 2025, minutes as presented, was seconded by Dir. Lesueur. **Motion passed, 4-0**

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.

Revenue Overview

- 5000 Tax Revenues: Receipts remain negligible, with major tax revenue expected later in the fiscal cycle.
- 5100 EMS Income: Trending 8% above budgeted projections, reflecting strong ambulance service collections.
- Other Income: No new GEMT funds received this month.

Key Financial Notes

- The potential repayment of Deschutes County taxes remains unresolved and may also affect Klamath County income sources.
- The state is beginning to process past GEMT FFS program revenue under the SPA, with anticipated funds from FY24–25.
- Federal funding changes from the Big Beautiful Bill have raised questions about eligibility for ambulance-related reimbursements, including Medicare and GEMT.
- Balanced billing legislation passed this session and may impact a portion of ambulance receipts.

Monthly Expenses Paid

Action: Dir. Adams moved to approve the following:

Check #34748 to check #34763 for \$12,352.34,
and check #34765 to check #34768 for \$3,447.14,
and check #3470 to check #34771 for \$33,241.70,
and check #34774 to check #34789 for \$12,337.36,
and check #34791 to check #34800 for \$94,516.12,

and check #34925 to check #34933 for \$11,482.07.

EFT payments equaling \$320,861.44.

and QuickBooks Services payments equaling \$188,551.54,
for total monthly expenses paid of \$676,789.71.

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

Management Reports

Union Report

None

Chief's Report

Monthly District Update – September 2025

As August closes and September begin, seasonal transitions are well underway. School buses are back on the roads, and high school sports are gearing up across the region. August brought atypical wet weather to La Pine, which helped the District avoid significant wildfires locally and allowed crews to support neighboring jurisdictions within the tri-county area.

Fire Season & Staffing

- The Student Reserve Part-Time Pilot Program continues to show success, boosting staffing levels and providing valuable rotation support for our busy ambulance service.
- While moisture has helped mitigate fire risk, the Darlene Road area remains a top concern due to its vulnerability to human-caused fires.
- The District is closely monitoring weather forecasts and fire restriction updates to adjust staffing as needed for the remainder of the fire season.

Financial & Audit Preparation

- Bank reconciliations are progressing well and are expected to be completed in time for the upcoming on-site audit, which is anticipated to finish on schedule without extensions.
- Following the audit, attention will shift to year-end financial requirements and preparations for transitioning to a new software platform. Cassel remains the leading candidate, though cost comparisons with other platforms are underway to meet public contracting requirements. A project cost agenda item is expected by year-end.

Project Updates

- Station 102 phone system remains in the research phase, with no recent vendor contact.
- A quote has been received to address a significant safety hazard in the apparatus bays; additional quotes are being gathered. The project falls below the capital threshold.
- To meet Windows 11's upgrade requirements, five new workstations were purchased, and three existing units were upgraded. The District is moving toward cloud-based systems and evaluating the need for a dedicated server.

Equipment & Grants

- Thanks to Mr. Hubbard's efforts, funding was secured for 18 additional AEDs, completing the District's inventory and replacing aging units.
- The HRSA grant has officially closed, with the final report submitted this month.
- The state direct spending grant will conclude with the purchase of a new set of rescue tools, currently being researched by Engineer Pinkerton. Completion is expected by end of November.

Operational Activity

- Crews responded to 252 alarms in August, down from 278 alarms in August 2024, but still above the monthly average of 226.
- La Pine Rural Fire Protection District crews remain steadfast in their commitment to service, adapting to seasonal demands and supporting regional partners.

Correspondence/News

Grant Closure Update

Chief Holsey reported that the HRSA Grant has been officially closed out. All required documentation has been submitted, and the final report was completed earlier this month. This marks the successful conclusion of the grant cycle and its associated funding activities.

2025-2026 Safety and Security Grant Application

The application has been successfully submitted, with the intended use focused on improving the electrical system within the station. This upgrade will reduce risk of electrical shock to responders due to the environment and manner in which they are used and reduce circuit overload which introduces a fire risk that could compromise the safety of the Districts structures, apparatus and personnel.

Addressing these issues is critical to maintaining a safe working environment and ensuring the integrity of our emergency response infrastructure.

Public Protection Classification (PPC) Survey Results

The District has received a Class 03 rating from the Public Protection Classification (PPC) survey, with Class 10 being the highest risk and Class 01 representing exemplary fire protection. This score reflects a strong level of fire protection services and

community risk reduction efforts, including staffing, training, water supply, emergency communications, and fire prevention programs.

A Class 03 rating may positively impact insurance premiums for property owners within the District and demonstrates continued commitment to public safety and operational excellence.

Old Business

Vison and Values Statement

Discussion regarding the Visions and Values statement took place, and the board expressed consensus that it would be prepared to formally review and vote on the statement at the next upcoming meeting.

BOARD POLICY # 100.16 - DRAFT

Fire District Authorized Possession for Public Buildings Policy

BOARD POLICY # 100.17

Fire District Organizational Values Policy

BOARD POLICY #300.10

ATTENDANCE AND PUNCTUALITY

New Business

BOARD POLICY # 100.16

Fire District Authorized Possession for Public Buildings Policy

Dir. Adams proposed revising the current language in 100.15.6 to require thorough background checks for all applicable personnel at fixed five-year intervals, replacing the existing periodic review approach and to be maintained by authorized Chief. This change aims to establish a consistent and accountable framework for personnel screening, enhancing safety and compliance across the District.

Dir. Adams motioned to accept as submitted, seconded by Dir. Robinette.

Motion passed, 4-0.

Engine and Facility Upgrades Discussion

A more in-depth discussion was held regarding Engine and Facility upgrades, focusing on long-term infrastructure needs and funding strategies. It was noted that if the District is awarded the Seismic Grant, those funds would be prioritized for facility improvements. As a result, funds would need to be borrowed to proceed with the replacement of Medic 123, which has an estimated delivery timeline of 24 months once ordered.

This scenario underscores the importance of strategic financial planning to balance grant opportunities with critical operational needs.

Discussion ensued.

Special Meetings and Workshops

Ops/Management meeting September 30, 2025, 0830 Station 101

OSFM Car Seat Clinic 1000 Station 101

Civil Service Meeting September 9th administration building 1030

Good of the Order

None

Next Regular Meeting

September 11, 2025, at 9:00 a.m. at Station 101.

Regular Board Meeting Adjourned at 11:13 a.m.

Respectfully Scribed and Submitted
La Pine Rural Fire Protection District

Sandi Mickel

Date Presented to Board: October 9, 2025