

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**January 8, 2026**

**Open Meeting**

Dir. Michael Vietzke opened the meeting at 9:33 a.m. and led the flag salute.

**Roll Call**

Directors Present: Chairperson Michael Vietzke, Dir. Robin Adams, Dir. Rex Lesueur, and 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: Lt. Kyle Lohner

**Reading of Mission Statement by Dir. Adams**

**Approval of Consent Agenda**

**Changes to the Agenda**

Chief Holsey asked to add to new business to add discussion about Wildfire Hazard Mitigation R327

**Open Forum for Public Comment**

None

**Employee Recognition:**

None

**Review and Approval of minutes from January 8, 2026, Board of Directors Regular Meeting.**

## **Financials**

### **Revenue Overview**

La Pine Rural Fire Protection District has begun receiving its primary tax revenues. At this point, the majority of revenue collection has occurred and is now close to final projection. The District's target is to collect 95% of projected tax revenues. Currently, tax receipts are approximately 1% below where they were at this same point last year.

Ambulance revenues and miscellaneous income continue to be received and are reflected in this month's totals. Ambulance revenue for the month is slightly above anticipated collection amounts.

The District received an unanticipated SAIF dividend related to Workers' Compensation insurance, which was not included in the adopted fiscal year budget. Additionally, the District received a credit refund associated with a capital purchase funded through a direct-spending grant from Representative Reschke. This refund was also not accounted for in the adopted budget and therefore represents an unbudgeted revenue offset within the capital fund.

To properly reflect these revenues and maintain budgetary compliance, the District will need to appropriate and expend the corresponding funds, resulting in expenditures exceeding the originally adopted budgeted amounts in the applicable line items.

### **Expense Overview**

Overall expenses are currently trending in line with the adopted budget. Personnel services and overtime expenditures remain consistent with projected levels, reflecting stable staffing and effective cost control. While there are minor variances within individual line items, these anomalies are detailed separately below and do not indicate any emerging concerns currently.

At this point in the fiscal year, no expense category requires corrective action or additional attention, and expenditures remain appropriately aligned with operational expectations.

### **Overall Financial Position**

Overall, the current profit and loss statement reflects a budget that is being managed in compliance with public budget law. Personnel services and overtime expenditures have returned to normal and are tracking within projected levels. Tax revenues continue to be received as anticipated, and at this time, we expect to meet projected revenue targets.

Capital projects are beginning to move forward, and as a result, activity within the capital funds will increase over the next several months. These changes are expected and will be reflected in future financial reports as projects progress.

## **Monthly Expenses Paid**

**Action: Dir. Adams moved to approve the following:**

December 2025 Financials

We move to approve:

Check #35096 to check #35518 for \$26,825.34,  
Check #35120 to check #35130 for \$85,829.65,  
Check #35132 to check #35133 for \$362.46,  
Check #35137 to check #35138 for \$137.64,  
Check #35140 to check #35142 for \$475.32,  
Check #35144 to check #35158 for \$53,458.15,  
Check #35160 for \$443.07,  
And check #35162 for \$2,870.82;  
EFT payments equaling \$281,799.95;  
and QuickBooks Services payments equaling \$171,543.84,  
for total monthly expenses paid of \$623,746.24.

Dir. Johnson abstains from approval of Integrity Auto credit via CBCharge totaling -\$328.15, and Dir. Robinette abstains from approval of La Pine Ace Hardware payment of \$133.35.

**Seconded by Dir. Johnson. Motion passed, 4-0.**

## **Management Reports**

### **Union Report**

None

## **Chief's Report**

With the holiday season concluded and the District moves in the new year, staff are focused on year-end administrative responsibilities and prepare for the work ahead.

Year-end administrative duties are currently underway and remain a priority to ensure a smooth transition as we begin working in Caselle. This month, the District will be hosting a Firefighter/Paramedic testing process to fill an open position. As the District moves forward with a cash-based budgeting approach, Chief Holsey will be working closely with Summer, and board members should expect some format changes during the upcoming budget process.

Chief Holsey will also be attending first meeting this month as a member of the State Rural Fire District Committee. Additionally, administration will be reviewing and developing a process for filling the Assistant Chief position.

### **Administrative Updates:**

Administration experienced another busy and productive month. The District's audit was completed and submitted prior to the deadline, avoiding the need for an extension. This is a significant accomplishment. The audit identified two significant deficiencies, both of which were repeat findings from the prior year: one related to draft financial reporting and the other associated with software controls. A corrective plan of action is being developed and will be presented to the Board during this meeting.

Payroll services have officially transitioned to a third-party vendor. While the transition has experienced some minor challenges, staff are actively working through these issues to ensure continuity and accuracy.

### **Capital Projects:**

Several capital projects are currently in progress. Electrical work at Station 101 has been completed. Assessments for Stations 102 and 103 have been conducted, and work at those locations has begun. The District was awarded a SDAO Safety Grant to assist with the cost of the electrical upgrades. The grant includes a matching reimbursement of \$2,500, which will be received upon project completion.

The phone company is coordinating with IT staff and is expected to begin their project shortly. A planning meeting with the vendor is scheduled for the first week of January.

## **Operations:**

Operationally, District crews responded to a total of 245 alarms in December, representing an increase from 199 alarms in December of last year and exceeding the 2024 monthly average of 226 calls. La Pine Rural Fire Protection District crews continue to demonstrate a strong commitment to service and community response

A District engine was involved in a motor vehicle accident while in operation, with road conditions identified as a contributing factor. All applicable policies and procedures were followed, including required reporting and notifications. No further operational impacts are anticipated currently.

## **Notable Activities This Month**

Administration and staff participated in the following activities:

- Met with Jason Jantze of SDAO to review elements of the District's safety program
- Met with Union representatives regarding the LT MOU and the transition of Captains to Battalion Chiefs
- Participated in the La Pine Christmas Light Parade
- Hosted a Christmas breakfast for each shift
- Attended a City Council meeting
- Participated in OHA balance billing discussions and OSFM NERIS training sessions
- La Pine Fire was well represented at the Walker Range Christmas Party

## **Correspondence/News**

- Public Service Announcements were sent to media outlets and posted on the reader board as well as in the *South County Shopper*.
- Central Oregon Fire Prevention Coop 2025 Annual Report
- Wildfire Hazard Mitigation R327
  - Discussion ensued and board is in support of Chief Holsey drafting a letter in support

## **Old Business**

### **Mission, Vision, Values, and Goals Board Policy 100.17 – Organizational Values**

**Motion:** Director Adams moved to accept both the Values Statement and Board Policy 100.17 – Organizational Values as submitted inserting the leadership statement where there was a placeholder.

**Second:** Dir. Johnson.

**Vote: Motion passed unanimously, 4–0.**

### **Capital Replacement Needs**

- Cpt. Rigney and Lt. Lohner are currently gathering information to determine the projected costs of refurbished versus new apparatus options. This analysis will be presented to the Board upon completion to support future planning and decision-making.

### **Battalion Chief (BC) Job Description**

**Motion:** Dir. Johnson moved to approve the Battalion Chief Job Description as amended through discussion.

**Second:** Dir. Adams with changes as discussed

**Vote: Motion passed unanimously, 4–0.**

## **New Business**

### **State of Oregon Plan of Action for audit**

- Letter must be submitted to the Oregon Secretary of State. Chief Holsey presented it to the board for review and discussion.

**Motion:** Dir. Lesueur moved to approve the State of Oregon Plan of Action for audit letter as presented

**Second:** Dir. Adams with changes as discussed

**Vote: Motion passed unanimously, 4–0.**

### **FY 2026 budget prep and calendar adoption**

**Motion:** Dir. Lesueur moved to approve the FY 2026 Budget Calendar as presented

**Second:** Dir. Johnson with changes as discussed

**Vote: Motion passed unanimously, 4–0.**

### **CPA Engagement Letter**

- Presented to board for review

## **Kleinberg Proposal Engagement Letter**

This company provides data mining from Image Trend that will give the District a better idea of where the standards are as well as provide training in both Image Trend and Microsoft Office 365

- Presented to board for review and have given direction to move ahead

## **Surplus Medic**

- High Desert Rangeland has inquired regarding the availability of a surplus medic unit for potential conversion into a Type 6 medic vehicle. Staff will evaluate the request and provide additional information to the Board as necessary.

## **Special Meetings and Workshops**

- January 27 Management and OPS (TBD)
- January 27, 2026 Fire Service Appreciation Day
- January 26, 2026 FF/Paramedic Testing

## **Good of the Order**

None

## **Next Regular Meeting**

February 12, 2026, at 9:00 a.m. at Station 101.

## **Regular Board Meeting Adjourned at 11:05 a.m.**

Respectfully Scribed and Submitted  
La Pine Rural Fire Protection District

*Sandi Mickel*

*Date Presented to Board: February 12, 2026*