

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
February 12, 2026

Open Meeting

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

Roll Call

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

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

Staff Absent: Assistant Chief Dan Daugherty (on business), Office Manager Joyce Engberg

Guests: None

Approval of Consent Agenda

Changes to the Agenda

Dir. Adams requested to add discussion regarding use and training for Board of Directors new iPads.

Open Forum for Public Comment

None

Employee Recognition:

None

Review and Approval of minutes from February 12, 2026, Board of Directors Regular Meeting.

Financials

Revenue Overview

The District has now received most of its annual tax revenue, effectively closing out the primary portion of the revenue projection for the year. While tax collections were close, they met the 95% projection goal. Ambulance (EMS) revenue and miscellaneous income also continued at steady levels this month.

Expense Overview

Overall expenses are currently tracking at or near budgeted levels. Personnel services—including wages, benefits, and overtime—are within projected amounts. Several individual line-item variances occurred this month; all have explanations and none indicate a concern or need for corrective action at this time.

Overall Financial Position

The District's current profit and loss statements reflect a budget that is being managed in full compliance with public budget law. Personnel services and overtime expenditures have returned to normal, expected levels. Tax revenues continue to be received, and based on current trends, the District is on track to meet projected revenue targets. In the coming months, activity will increase within the Capital Projects Fund as capital work begins, and corresponding changes in that fund will become more visible in future financial reports.

Monthly Expenses Paid

January 2026 Financials

We move to approve:

Check #35164 to check #35167 for \$3,276.48,

Check #35169 to check #35185 for \$40,044.26,

Check #35188 to check #35196 for \$2,965.78,

Check #35198 to check #35202 for \$67,132.35,

Check #35204 to check #35215 for \$19,863.81,

And Check #35217 to check #35224 for \$118,178.14;

EFT payments equaling \$116,318.96;

and Central Oregon Tax Payroll payments equaling \$358,643.41,

for total monthly expenses paid of \$726,423.19.

Dir. Johnson abstains from approval of Integrity Auto credit via CBCharge totaling \$21,917.60, and Dir. Robinette abstains from approval of La Pine Ace Hardware payment of \$98.42.

Motion: Dir. Adams

Second: Dir. Johnson.

Vote: Motion passed unanimously, 5–0.

Management Reports

Union Report

None

Chief's Report

This month's report is lighter than usual due to challenges accessing statistical data from our ImageTrend system. The District has transitioned to its own ImageTrend platform and has also moved from the NFIRS (National Fire Incident Reporting System) standard to the new NERIS (National Emergency Response Information System) reporting structure. During this transition, not all data has fully migrated into the report-building module. An inquiry has been submitted, and we anticipate having complete statistical reporting available next month.

Administration has remained busy despite these reporting limitations. A physical copy of the finalized Audit Report has been provided to the Board for review and includes updates from the previously released draft version. Work continues on the FY budget process, including a productive meeting with Deschutes County Tax Assessor Scot Langton. Although we were disappointed to hear of his upcoming retirement, Summer and I also had the opportunity to meet his potential replacement. SB 1545 may help stabilize revenue impacts associated with the loss of the Oregon State Staffing Grant, although specific margins and funding levels are still unknown.

A budget work session was held to restructure the District's chart of accounts in preparation for Caselle implementation and the transition to a fully cash-based budget. Additionally, we are currently reviewing the Assistant Chief job description in preparation for an upcoming hiring announcement and recruitment process.

Progress continues through several capital and facility projects. Electrical drops have been completed at all stations, and SDAO has received the final documentation confirming grant completion. Installation of the new phone system is finished, with final training pending. We are still waiting for an electrician for the flagpole project at Station 102. Station 101 is experiencing significant issues with its bay doors, and we are arranging for a contractor to assess and determine the scope of necessary repairs.

Finally, the Firefighter/Paramedic testing process was successful, yielding several strong candidates. We anticipate issuing a conditional offer of employment soon.

Notable Activities This Month

Administration and staff participated in the following activities:

- Met with Dr. Eschlebach to review and plan the upcoming training calendar.
- Coordinated with SCMC, who provided excellent EKG training for our crews; we hope to invite them back for future sessions.
- Held a meeting with Kleinberg Tech to begin outlining a framework for future data-mining capabilities.
- Attended a town hall event with Commissioner DeBone and Representative Reschke, where I encouraged their support for SB 454.
- Participation in Chief Tucker's retirement ceremony.
- Met with Scot Langton and Summer to review and update budget projections.

Correspondence/News

- Public Service Announcements were sent to media outlets and posted on the reader board as well as in the *South County Shopper*.
- SRGP Application Station 101
- Current EMS Rates Deschutes County
- County Commissioner Districts (Deschutes)

Old Business

Budget Process Update

Chief Holsey noted that there have been no changes to the 2026–27 Budget Planning Calendar. The next budget meeting will proceed as originally scheduled.

Capital Projects Update

Work on electrical drops and phone installations has been completed. It was determined that the structural components of the doors at Station 101 are in good condition; the issues the District has been experiencing are isolated to the doors themselves, which will now be replaced. Additionally, planning has begun for the District's transition to Caselle.

New Business

Resolution 26-01 – Surplus Property

Resolution 26-01 Surplus Property was read aloud by Dir. Adams and accepted by the Board of Directors.

Motion: Dir. Adams

Second: Dir. Robinette

Vote: Motion passed unanimously, 5–0.

Policy 200.27 – Medical Service Rates

Chief Holsey presented this policy and recommended adding the ALS2 Code to the rates listed under Section 200.27.3.1. This addition would authorize an additional reimbursable charge of \$100.00.

The Board of Directors accepted Policy 200.27 with the changes discussed.

Motion: Dir. Adams

Second: Dir. Johnson

Vote: Motion passed unanimously, 5–0.

CPA Engagement Letter & Related Items

The CPA Engagement Letter for Caselle implementation, the Audit Contract, and the Demand to Bargain Response were presented to the Board of Directors for review.

Creation of New Bank Account – WaFd Flexible Spending Account

A new bank account at WaFd for the Flexible Spending Account program was approved.

Motion: Dir. Johnson

Second: Dir. Adams

Vote: Motion passed unanimously, 5–0.

General Discussion ensued regarding iPad use and Training.

Special Meetings and Workshops

- February 19 SB 454 Committee
- February 24, 2026, OPS/Management meeting

Good of the Order

None

Next Regular Meeting

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

Regular Board Meeting Adjourned at 9:52 a.m. and board members went into Executive Session pursuant to ORS 192.006

Respectfully Scribed and Submitted
La Pine Rural Fire Protection District

Sandi Mickel

Date Presented to the Board: March 12, 2026