BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
August 13, 2026

Open Meeting

Dir. Michael Vietzke opened the meeting at 9:00 a.m.

Roll Call

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

Staff Present: Chief Erick Holsey, Deputy Chief Jeremy Mendola, Finance Director Andy Salata and Administrative Assistant Sandi Mickel

Staff Absent: Dir. Dan Robinette

Guests: General Members of the public

Union Representative: None

Flag Salute and Reciting of the District's Mission Statement

"Promote and protect the health and welfare of our community through excellence in preparedness, collaboration, and delivery of emergency services."

Approval of Consent Agenda

Changes to the Agenda

Chief Holsey requested that the special guest speaker be accommodated upon arrival.

Dir. Vietzke also handed out inspiration coins to the school age attendees as well as announced that the board will take a few minutes break after the promotion ceremony to socialize, take pictures and celebrate.

Open Forum for Public Comment

None

Accomplishments & Recognitions

The Chief announced that a new employee, Julia Newburn, will be joining the organization in an interim role with the expectation of transitioning into a full-time position. He shared that she is currently finishing her paramedic certification and had likely taken her final test the previous day. He expressed excitement about having her join the team and noted that she will be formally introduced and recognized through the ranks. If everything goes as planned, she is expected to begin around the 17th, and the team will have an opportunity to meet her at the next board meeting.

The Chief recognized Lieutenant Lohner for consistently demonstrating the organization's mission and values. He highlighted Lieutenant Lohner's willingness to return and fill critical positions during wildfire season, which enabled La Pine Fire to provide support to other companies when needed. The Chief also praised his leadership in the field, noting that he helped guide and organize companies that lacked direction, ensured crews were taken care of, and represented La Pine's culture and values wherever he served. Overall, the recognition emphasized his dedication, leadership, and positive impact on both personnel and operations.

The Chief recognized Roman Chavez for exemplifying the organization's values through his outstanding interactions with the public. While working a shift over the weekend, the Chief observed Roman welcoming families who had stopped by the station for tours. He noted the care and attention Roman gave to the children, making sure they received hats and stickers and had the opportunity to sit in the fire engine. Roman's patience, kindness, and commitment to creating a positive experience for community members reflected the department's values of service, professionalism, and community engagement. The Chief thanked Roman for his efforts and for being a great representative of the organization.

Captains Promotion to Battalion Chiefs

The Chief announced the promotion of the three District Captains to the rank of Battalion Chief, describing it as a significant milestone for these individuals and the department. He reflected on the critical role the captains have played over the past several years, helping implement organizational changes and serving as key leaders within his administration.

In his remarks, the Chief emphasized that promotion is about far more than a new title or badge. It represents the department's trust and confidence in an individual's ability to lead, make difficult decisions, protect personnel, and carry greater responsibility. While the newly promoted chiefs have already proven themselves as company officers, their responsibilities will now extend to overseeing entire shifts, multiple companies, major incidents, and administrative functions.

The Chief stressed that effective leadership is earned through credibility, example, sound judgment, and commitment to people. He encouraged the new Battalion Chiefs to lead with integrity, humility, courage, accountability, and compassion, noting that

firefighters will look to them for guidance, confidence, and support during both routine operations and challenging situations.
He reminded them that every firefighter places trust in their leadership and that their most important responsibility is ensuring personnel return home safely. He also encouraged them to remember the mentors, experiences, and lessons that shaped their careers and to use their new positions to develop and inspire the next generation of firefighters.

Concluding his remarks, the Chief congratulated the newly promoted Battalion Chiefs, urging them to wear the badge with pride, carry the responsibility with humility, and measure their success not by the authority they hold, but by the people they inspire, develop, and protect. He also noted the special significance of earning the title "Chief," a distinction that remains with them throughout their careers and beyond.

Chief Holsey and Deputy Chief Mendola concluded the promotional ceremony by pinning each newly promoted Battalion Chief with their bugle collar insignia, symbolizing their new rank and responsibilities. Family members and loved ones were also invited to participate in the tradition by pinning the chiefs' badges, making the occasion both a professional milestone and a personal celebration. The ceremony marked the official transition from captain to chief, recognizing the dedication, leadership, and service that earned them the honor of carrying the title of Battalion Chief.

Community Based Consulting Presentation

Dominique, a grant writer with Community Based Consulting, was introduced to Chief Holsey by Director Lesueur and was invited to present to the Board regarding the potential opportunity to work with the District.

Community Based Consulting is a local firm that specializes in community organizing, grant writing, and strategic planning. The organization partners with municipalities, nonprofit organizations, government agencies, healthcare providers, educational institutions, and other community-focused entities to help secure funding and advance organizational goals.

Dominique discussed how Community Based Consulting assists organizations in navigating the increasingly complex funding landscape by identifying grant opportunities, developing competitive applications, and providing strategic support throughout the funding process. Their work is focused on alleviating the pressures, challenges, and resource constraints that organizations often face when pursuing grants and other funding sources, ultimately helping communities access resources needed to support critical programs and services.

Following Dominique's presentation, the Board discussed the various service options available through Community Based Consulting. After consideration, the Board determined that the Grant Strategy and Outreach service would be an appropriate option to pursue initially. This approach would allow the District to evaluate the effectiveness and value of the firm's support in identifying funding opportunities and strengthening grant development efforts.

Should the results prove beneficial, the District may consider entering into a longer-term contractual agreement with Community Based Consulting that could include additional services offered by the firm.

Motion: Dir. Lesueur
Second: Dir. Adams
Vote: Motion passed unanimously, 4 – 0.

Review and Approval of minutes from July 9, 2026, Board of Directors Regular Meeting.

Motion: Dir. Adams
Second: Dir. Johnson
Vote: Motion passed unanimously, 4 – 0.

Financials

The Financial Director reported that the prior fiscal year's financial statements have been finalized following completion of year-end reconciliations and accounting cleanup. The review identified and removed duplicate invoices and accounting entries from prior years, resulting in an approximately $80,000 increase in cash on hand and a corresponding reduction in recorded expenses. As a result, the District ended the fiscal year with an ending fund balance exceeding $2 million.

Several adjustments were made to the July financial statements after their initial distribution. A $40,000 revenue reclassification was made from EMS revenue to GEMT revenue, with no change to total revenues. Additionally, a corrected journal entry increased property tax revenues by approximately $3,200.

The Financial Director noted that overall revenues and expenditures remain on track. Personnel-related budget lines will reflect higher-than-budgeted amounts temporarily due to continued payouts of accrued leave balances for former administrative employees through September and October. Incentive pay was paid in July as an annual expense and is expected to remain within budget for the remainder of the fiscal year.

Overtime expenses are currently trending within budget expectations. Several line-item variances were attributed to prior-year invoices, annual fees, and delayed vendor billings that were received during July as part of the District's transition to cash-basis accounting.

The Board received an overview of the new financial reporting format, including explanations of departmental cost allocations and shared expenses. The Financial Director reported that the District remains in a strong financial position and that both June and July financial statements reflect the adjustments associated with the fiscal year-end close-out and transition to the new financial system.

Monthly Expenses Paid

July 2026 Financials

We move to approve:

Check #35548 to check #35596 for $208,141.96;
EFT payments equaling $36,212.67;
And Direct Deposit Payroll payments and Payroll Liability payments equaling $561,846.32, for total monthly expenses paid of $806,200.95.

Dir. Johnson abstains from approval of Integrity Auto credit via Integrity Auto Services totaling $20,923.90, and Dir. Robinette abstains from approval of La Pine Ace Hardware payment of $1,038.19.

Motion: Dir. Adams
Second: Dir. Lesueur
Vote: Motion passed unanimously, 4 – 0.

Management Reports

Union Report

None

Chief's Report

Chief Holsey reported that the department may receive reimbursement for the Akawa Butte fire under the conflagration act, while possible reimbursement or assistance for the Round Butte fire through the Bureau of Indian Affairs remains uncertain. Most recent wildland fire activity has involved internal task force support within the tri-county area, primarily assisting Jefferson and Crook Counties, with some support near Sisters.

He noted that the department has remained active in community outreach, including participation in National Night Out, where the "soak zone" was well received. He has also been assisting the city with its hazard mitigation plan for natural hazards.

EMS alarms are up, but transports are down by about 20 compared with last year. Although revenue has increased, the decrease in transports will be monitored to determine whether it is an isolated anomaly or an emerging trend.

Prevention work continues, including efforts to draft a letter regarding the fuel tank farm on Highway 97 and involvement with an 86-unit housing development near Crescent Creek Drive. Drafter Road apartments are about to begin their second phase. Knox keys are in place for that development, and the department continues to monitor related industrial projects.

Chief Holsey indicated the goal is to resolve the Station 102 septic issue and complete the related work within the fiscal year, though it may not be finished before spring. Other capital projects continue to move forward, including paving quotes for Stations 102/103 and administration. Overall, operations remain busy and generally business as usual.

Correspondence/News

The Chief presented items listed below for Board review:

- Public Service Announcements sent to media, posted to reader board, and South County shopper
- GEMT Call to action letter.
- Grant strategy district needs
- HGAC contract
- CARES Summary Report
- Cares Survival Report
- Utstein Survival Report

Old Business

Chief Holsey reported that he is still waiting for quotes to come in regarding the additional fuel tank.

New Business

Chief Holsey provided the RFP for remodel and seismic grant and asked that the board vote on this so that the District can move forward with next steps.

Dir. Adams moved to approve the request as presented for the RFP for remodel and seismic grant as submitted.

Motion: Dir. Adams
Second: Dir. Johnson
Vote: Motion passed unanimously, 4 – 0.

Chief Holsey requested that the board make a motion to remove Dan Daugherty and Troy Waddel from Safety Deposit Box and add Deputy Chief Mendola.

Dir. Adams moved to approve the request to remove Dan Daughert and Troy Waddel from the Safe Deposit Box and to add Deputy Chief Mendola.

Motion: Dir. Adams
Second: Dir. Johnson
Vote: Motion passed unanimously, 4 – 0.

Chief Holsey also provided the Agenda Bill Command Vehicle Procurement of two vehicles as well as the Agenda Bill Ambulance Remount.

Special Meetings and Workshops

- Ops/Management TBD on 17th
- SB 454 August 20th, 2026
- COFCA September 9, 2026

Good of the Order

None

Next Regular Meeting

September 10, 2026, at 9:00 a.m. at Station 101.

Regular Board Meeting Adjourned at 11:16 a.m.

Respectfully Scribed and Submitted
La Pine Rural Fire Protection District

Sandi Mickel

Date Presented to the Board: September 10, 2026