

LA PINE RURAL FIRE PROTECTION DISTRICT



2022-2023 FISCAL YEAR
ANNUAL BUDGET



La Pine Rural Fire Protection District

2022-2023 Budget Calendar

February 10, 2022	Board of Directors:
March 10, 2022	Appoint Budget Officer, Approve Budget Calendar
March 11, 2022	Verify and Fill Vacant Public Committee Seats
April 4-8, 2022	Distribute Budget Calendars to All Committee Members Develop Budget Packets LB10,11,20,30 Forms Copies forwarded to Fire Stations and Admin.
April 13, 2022	Notices to Press of First Budget Committee Meeting (Publish Sun. April 17,2022)
April 21, 2022	First Budget Committee Meeting @ 6:30 pm <ul style="list-style-type: none">• Election of Officers• Hear Public Comment• Present Budget and Message• Schedule Work Sessions
May 2-6, 2022	Complete Work Sessions
May 9-13, 2022	Finalize LB 1,10,11,20,30 Forms
May 16-20, 2022	Develop LB 50 and Resolution Certifying Tax Levy and Making Appropriations
June 1, 2022	Notices to Press of Budget Hearing with LB1Form (Publish Sun. June 5, 2022)
June 9, 2022	Budget Hearing (Held prior to regular board meeting)
June 17, 2022	Adopt Budget, Certify Levy, Make Appropriations Budget Documents to County Tax Assessors Deschutes and Klamath Counties



La Pine Rural Fire Protection District

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www.lapinefire.org

April 21, 2022

2022-2023 Budget Message:

Current Year Synopsis

The district has experienced its second year of unexpected challenges. In 2020, it started with COVID and everything that involved. This past year 2021, after 13+ years of employee stability, with the exception of adding 10 new positions over that time, the district had a third of its employees retire and/or change employment, with resignation notices being received happening within 48 hours. All this on top of unprecedented community growth and demand on its 911 services.

These events have significantly impacted the expenditure side of the budget on individual budget lines, some going up and some going down. In example, total regular salary and medical insurance was lower than expected as there were simply fewer employees for up to four months as the district recruited replacements in an extremely competitive market (8 new firefighter/paramedics have been hired in the last 120 days). With health insurance being 13% of the district's overall total expenditures - that was a significant impact. However, overtime to back fill, recruitment costs, and outfitting cost (for new employees) were significantly up and over budget projections. It is also important to note overtime and changes in the work team is not only a budget item impact. It also has a huge impact on existing employees' lives and morale.

In Materials, Contracts and Services there is a projected 10% (80K) over expenditures total of all lines. 62% of that (\$50K) was due to "agency fees" (read - mandatory kick back) the district is required to pay for the additional GEMT reimbursement funds that are passed through the State of Oregon. The remaining 38% (\$30K) was due to the personnel equipment needs mentioned above, jump in the world price of oil and resultant fuel cost to the district, and legal fees due to extended collective bargaining agreement efforts and the continued cost recovery efforts from medical facilities that are using district's EMS transport services.

On the revenue side, nothing projected - using past trends and expected norms - was quite right. Tax base growth that was projected last April (2021) at 6.5%

actually only came in at 5.6%. Then, with even with a 27% increase in transports this past year, ambulance revenues are almost flat and actually projected to come in a few dollars less. This is another indication that the district (or any other EMS provider with a fire/rescue 24/7 all hazard system) cannot transport and bill their way to sustainability in emergency transportation with the current health care system reimbursements - especially so with this district's long transport distances.

Medicaid, Medicare and private insurance EMS reimbursement rates do not meet the cost of providing the service. An average \$546-565 is collected (from federal pay sources – and are 82% of the district's transport volume) per run compared to allowable district's actual cost per transport (by the State's GEMT formula) of \$4,489. The inability for the district to be able to recover the cost of providing emergency ALS transportation is not sustainable.

However, the new and but unpredictable program of federal/state GEMT EMS transport reimbursement supplements came in over 230% over projected and basically saved this year's budget on the revenue side.

Adequate staffing in order to respond to all demands for service is the District's top current priority under its Standards of Cover and Strategic Plan. Over the previous few budget cycles, until last year, the district had added five new positions - four full-time firefighter/paramedics, and one ¾ time for administrative support and assistance.

The district had also increased its investment in Materials, Contracts and Services, by \$336,000 (39% increase) over the last five budget cycles. This is due to the dramatic increased call demand and the fact the district is evolving from a "small fire district" to a "mid-size fire district" and the related jump in scale requiring more specialized and technical services – information technology (IT), legal services, fleet maintenance, P-25 radio, SCBA and medical equipment annual service and certifications, etc.

Year-end adjustments this year will include moving the unplanned revenue received and/or contingency funds to Materials Contracts and Services to cover the additional cost of fuel, new P25 radio system costs, legal cost, GEMT agency fees, and additional uniforms and protective equipment for new staff.

The 10-year local option levy (in which voters replaced the expiring bond levy in 2014) for Capital Facilities, Apparatus, and Equipment saw its eighth year in revenues. This year the district replaced two fire medic units (ambulances) budgeted at \$450,000.

The district, for the eleventh year in a row, was able to use its dedicated Un-Appropriated General Fund Balance to provide cash flow in order to maintain operations from July 1 until tax revenues are were received in November. This

best practice, and by district ordinance, directs annual unappropriated general fund balance should be kept at 31%-35% of the total general fund budget in order to provide this needed cash flow.

The district is currently debt free.

Proposed FY 2022/23 General Fund Budget

People do not call 911 because the fire department has a budget, is sustainable or in deficit, or even has a fund balance - they call because often it is a critical life and/or property crisis that needed attention two minutes ago. However, firefighter/paramedics cannot be hired or paid, nor can apparatus have fuel, hose and tools, or medics have supplies (read including expensive pharmaceuticals) without a sustainable budget and funds.

A sustainable budget (with fixed revenues) is often driven by two cost factors. (1) minimum capacity basic cost (think of the cost of the unit of one) and (2) additional demand cost above any basic capacity and that cost. Most small fire districts operate under the basic minimum capacity due to lower run volumes. The budget can be tweaked so expenditures can meet available revenues and demand is not a big factor- as it is normally under a unit of one. Often there is excess capacity that sometimes can be used to gain additional revenue - even at a "loss" – due to minimum expenditure already being expended for a unit of one. When an organization exceeds that basic capacity true operational needs and their true costs become apparent.

About six years ago the La Pine Rural Fire Protection District saw and planned for the demand exceeding basic capacity (i.e., transports to Bend increasing by 15% in one year) and then existing revenue (which only grew by 6%) - by seeking new revenue options AND slowly adding staff and resources to help meet the growing and future demand. In the last two years, the demand has exploded and the district has seen over 3000 911 calls with transports increased (again) - this past year by 22%. This effectively doubles (a 100% increase) the annual EMS transports required in just the past 6 years.

Unfortunately, revenues over the same 6-year time period have only increased 27%.

As a result, for the third year in a row the district is proposing a "deficit" budget. Yearly revenues that the district is currently receiving and can count on are no longer meeting the costs required to meet the demands of those requesting 911 services.

This proposed FY 22/23 budget attempts to maintain the current resource level of the district, in the most sustainable and fiscally responsible manner, noting

deficit spending is not sustainable in the long term. The proposed budget does NOT address staffing (i.e., needed firefighter/paramedics) for the increased demand for service - simply because the financial resources are not there.

The district uses its Strategic Plan (updated in 2021) and the Standards of Cover (developed in 2016) to define the risk, prioritize services and set the level of those services – in building its budgets. The last thirteen budgets, as well as this one, are a recognition that the growth curve of 911 emergency service needs and resultant district expenditures, should balance with the available revenue stream. One portion of the solution is to assure a realistic revenue curve. The next portion is to assure costs don't exceed forecasted revenues. This is easier when the District has the sufficient resources to meet current or expected 911 demand as was noted earlier. In recent years the 911 demand for services has increased at a rate faster than both revenue and available resources.

The FY 2022/23 budget includes the ninth year of the approved 10-year Capital Facilities Apparatus and Equipment levy that replaced an expired bond funding. The advantage of the levy is the taxpayers pay the same as the original bond rate, no fees or interest are lost - so every penny goes to the district and serving the citizens. These funds are deposited in the district's Capital Facilities, Apparatus and Equipment Reserve and appropriated from there to help meet the district's annual capital replacement needs.

Personnel

If there is a disappointment in this budget it is the planned, expected need of adding additional firefighter/paramedic position(s) (as the District has done in the previous few years) to meet the challenge of growing 911 call demand - especially with the long-distance emergency ALS transports - cannot happen due to current revenue constraints and expense challenges stated previously.

Salary increases are the expected COLA and mandatory step increases as most likely will be required at the conclusion of the labor bargaining process per the most current information received from the district negotiators. Employee benefits such as health insurance and retirement are set by formula and for the most part, outside the district's control.

The district has no identified revenues for new additional staff. However, it has been very aggressive seeking grants for such – although funding opportunities for paid positions are few and far between. The district each year applies for the FEMA SAFER grant for additional personnel which is one opportunity. It was successfully awarded a SAFER grant (for four years) in 2015 for the student program which then allowed other district revenues to be available for other new personnel hired during that time. The past two years, the district has made numerous requests to federal, state and local leaders for financial and grant

assistance for personnel. None of these have been awarded to date and have not been budgeted in revenue and/or expenditures. If they do come about, budget adjustments can be made to accept and to add personnel.

Materials, Contracts & Services

The district has seen significant increases this category by 39% (not including this year's potential anticipated tax note (TAN) repayment) over the last five years to capture the increased cost especially in EMS supplies, new P25 radio and iPad dispatch costs, fuel, fleet maintenance, and due the district's growth and complexity, the need for additional contract services – medical billing, legal, and IT services.

New items in the budget include GEMT cost preparation and agencies fees, and now (the first time in over 10 years) interested payment for a most likely needed tax anticipation note (TAN). This is due to the projected district fund balance not being able to meet the 31-35% of the total budget cash flow required to keep the district in operation until tax receipts are received after November 1.

This is a warning sign. The district's revenue and expenditure curves are out of whack and at this time the only reasonable thing is to seek new revenues in the near future. An additional approach is to somehow reduce demand, which for 911 services is not always apparent or universally accepted, and increasingly difficult with growing yearly demand as previously discussed. The third approach is to seek additional cost reduction. The district, for the most part, has been a model of businesses like efficiency as least with other comparable public sector 911 services, so there is limited opportunity there.

Contingency

The proposed budget contains a contingency line which is proposed at \$100,000. This is a best practice to allow the district the flexibility to account for unforeseen cost such as future labor agreement costs, additional legal fees, major unexpected breakdowns or facility maintenance items, and/or dramatically increase in fuel prices. A contingency also allows for a sharper projected budget, and if an anomaly occurred within a line item, that would not be a normal reoccurring need (i.e., a motor replacement), the funds would then be available. These funds may only be used after being re-appropriated by Board action and/or allow any unused portion to roll forward into the next year's budget. It is recognized this amount should be in the 5% range of the district's budget or about \$250,000 as a best practice. This budget is short of that goal.

Proposed FY 2021/22 Capital Facilities, Apparatus and Equipment Budget

Since 2014, the district has had a Capital Facilities, Apparatus and Equipment levy and fund. Per tax law it to be used for district capital needs. The fund currently has a balance of \$155,799 and will gain an additional estimated \$443,220 from its ninth-year tax receipts of the capital levy, \$1,295 in interest earnings, and for this year federal, state, and local grants (restricted or dedicated project use) of \$977,800 for a total of \$1,606,114. The District has a long-term Status of Capital Assets that helps document and project the current and future capital needs, depreciation, and the amount the district should be directing to capital expenditures, or saving to do so.

Using the district's capital asset plan and compiling a list of needed projects requested from all staff, this year's budget has a potpourri of projects the district should to complete. That list of many projects is on the FY2022/2023 Capital Budget Plan. Total capital budget expenditures proposed for FY 2022/23 is \$1,383,460.


Summary

This proposed FY 2022/23 budget attempts to balance immediate emergency public service and safety needs while providing budgetary time for a long-term solution. Currently, the district is in deficit in both being able to provide 911 emergency service to every 911 caller and in the yearly revenue in order to do so. This budget does not fix that operational gap in this one FY but attempts to hold the line on current service capability until a hopeful correction in revenue, thus adding resources to meet the emergency 911 demand, can occur - sustainably.

Fortunately, over the last decade the district has been able to invest in its people, facilities, and equipment. The district has increased its capacity and also been very efficient with its expenditures thus maximizing potential gain for its citizens. However, it is at the point that the community's demand for fire and EMS services has outstripped available resources.

I wish to thank everyone who helped put this budget together, from firefighters who contributed ideas and needs as was requested, to Jerry Hubbard and his very successful help with numerous grant opportunities, A special thanks to Ms. Read, Ms. Waters, and Chief Daugherty, who did research, countless calculations, and all the spreadsheets needed to develop this budget.

Respectfully,


Mike Supkis
Fire Chief
2022/23 District Budget Officer



La Pine Rural Fire Protection District

Pride - Service - Dedication

Facts about your La Pine Rural Fire Protection District

- Started as a community association in 1968 and legally formed by voters as a tax district under Oregon Law in 1971.
- The La Pine Rural Fire Protection District is an independent governmental entity formed as a special service district (not state, county, or city).
- Governed by an elected five member Board who serve without pay.
- District has 25 career Firefighter /Paramedics (budgeted). 2021-22 has seen staffing transitions
- District has 12 student firefighters on “full ride” scholarships at COCC for fire science and emergency medicine.
- Students also reside within the district’s three fire stations.
- Career firefighter paramedics work a 48-hour on; 96-hour off, schedule and 56-hour work week.
- District averages 6-10 personnel on shift each day.
- District has an 8-person support services team – volunteers who operate a support vehicle with extra supplies, canteen, and communications for large incidents.
- District also has a Fire Chief, Assistant Chief, Business Office Manager, Administrative Assistant, and Ambulance billing positions.
- Emergency calls are made to 911 which are routed through the Deschutes County 911 Emergency Services District.
- The La Pine Rural Fire Protection District covers about 117 sq. miles, basically all private lands, from Sunriver into N. Klamath County.
- Population of the Fire District is 25,000+ (2020 census), about 9300 structures, in 31+ distinct neighborhoods.
- District protected property valuation is \$1,920,962,623.00
- The La Pine Rural Fire Protection District provides paramedic advanced life support stabilization and emergency transport (ambulance) to the closest emergency department (Bend St Charles).
- The ambulance serve area is over 1000 sq. miles and includes all road accessible areas (including state and federal lands) from the crest of the Cascades (west) to the China Hat area (east).
- The paramedic ambulance service was absorbed by the fire district in 1987 by a vote of the citizens and that the service was to be user fee based (not tax supported) as much as possible.

- The fire district has three fire stations
 - Huntington Road – Downtown La Pine
 - Burgess Road - Day Road
 - South Century - Vandeventer/Three Rivers/Sunriver

- Stations have a
 - Quick Response Vehicle – small ems/type 6 bush truck
 - ALS Ambulance
 - Fire Engine Type 1
 - Wildland Fire Engine Type 3
 - Tender (water tanker)

- The fire district responded to 2,750 calls for emergency service in 2021 -
 - That is an average of 7.5 calls per day
 - 594 times - two or more calls responded to at the same time
 - 235 times - three or more calls responded to at the same time
 - 2216 of those were EMS calls with 1328 persons taken to the ER by advanced life support ambulance
 - 120 were for fires
 - 73 for Motor vehicle accidents and rescues
 - 342 for misc. alarms and assists

- Average time for a district ALS paramedic ambulance to take a patient to the hospital in Bend is 45 minutes and to return and be ready for the next call (fire or EMS) is 2+ hours.

- The fire district operating budget (general fund FY 21/22) is \$5,556,468.00

- The fire district annual capital budget is \$430,000.00

- That is about \$15,223.00 per day to operate the fire district.

- Funds come from:
 - (1) Property taxes

Base levy	1.53/1000 (permanent)
5-year operation option	.64/1000 (Voters need to be asked to renew in May 2023)
10-year capital option	.23/1000 (Voters need to be asked to renew in May 2023)

 - No increases in the last 20+ years
 - (2) EMS user fees
 - Average emergency ALS transport cost recovery fee to the ER is \$2,600.00
 - (3) Grants
 - District sought out and was awarded over \$1,000,000 in grants (Federal, State and Local) the past year

- District is debt free –all funds go directly to providing service.

La Pine Rural Fire Protection District Emergency Service Delivery

2019

Fire 68
Rescue 68
Service 286
EMS 1829
Total 2251

2020

Fire 120
Rescue 76
Service 309
EMS 1837
Total 2320

2021

Fire 119
Rescue 73
Service 342
EMS 2216
Total 2750

Concurrent calls

2 293
3 81
4 60
Total 434

Concurrent calls

2 274
3 110
4 78
Total 462

Concurrent calls

2 359
3 129
4 106
Total 594

ALS Fire/Medic Transports

1,073

1,046

1,328

Most emergency service requests addresses:

51600 Huntington Road

2019

44

2020

41

2021

33

51781 Huntington Road

2019

119

2020

103

2021

125

Fire District Growth Indicators

	New Building Permits Value	<u>Possible</u> new net to GF	EMS Transports
2015	31,671,078	68,726	784
2016	40,449,554	87,775	903
2017	45,588,317	98,925	1013
2018	58,517,890	126,983	1022
2019	44,000,485	95,481	1073
2020	66,204,618	143,664	1046
2021	103,659,305	225,977	1328

21-22 La Pine urban renew diversion of district tax funds <\$26,349> (will be 2M+ over 20 years)

District net position GAAP 2019 audit < 223,011>

District net position GAAP 2020 audit < 517,536>

District net position GAAP 2021 audit < 608,978>

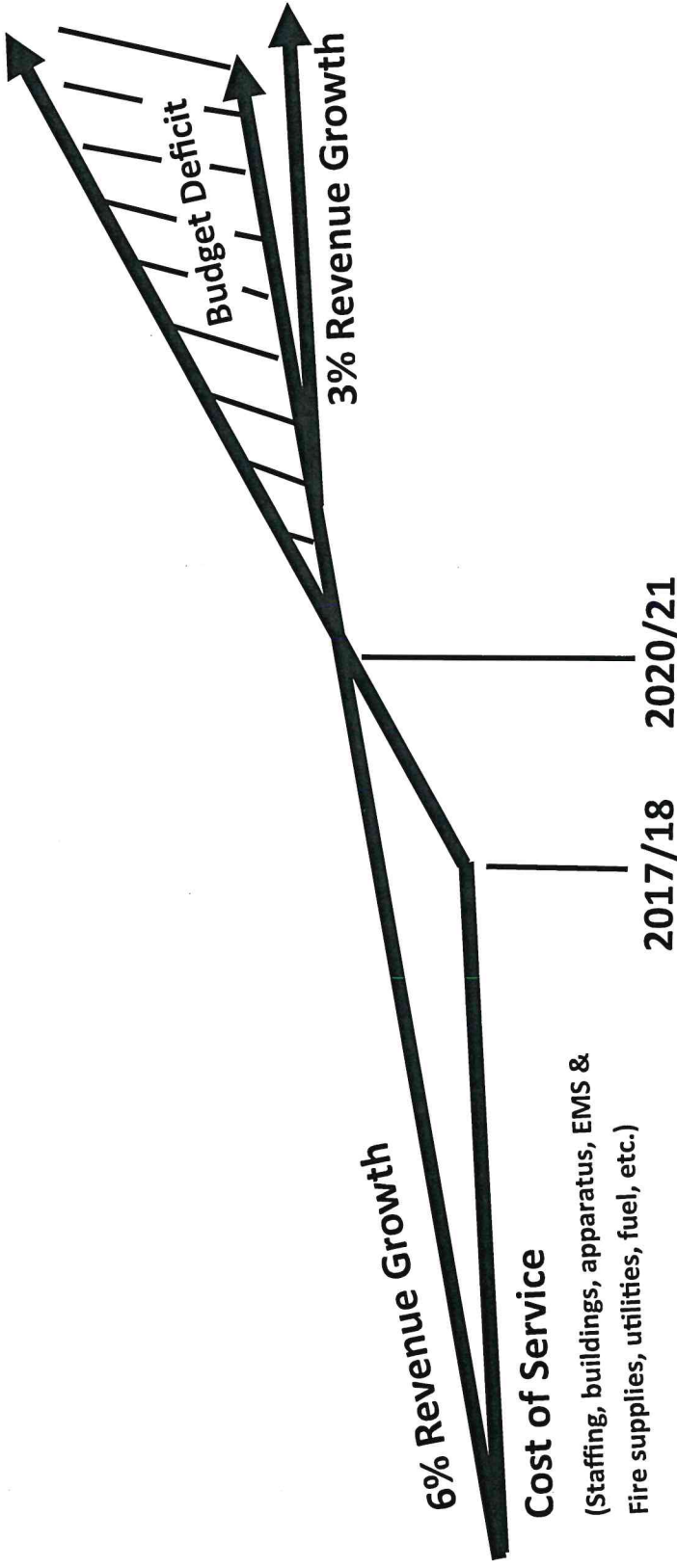
Increases/Losses in staff:

Career FF/paramedics added 4 in the last six years 21 to 25	16% increase
Student program increase ~6 to 12-15	100% increase
Then down to 7 in 2021	
Parttime/Limited duration FF/paramedic (graduated seniors) 0-4	
Office Admin 2 to 3	33% increase
Physician advisor – increase hours of hands-on training and oversight	
2021 Lost 8 positions - 3 retirements - 5 laterals to other departments	
Hired 8 in last 6 mo. lost 2 more (new hires) to bigger departments	Net 4% decrease

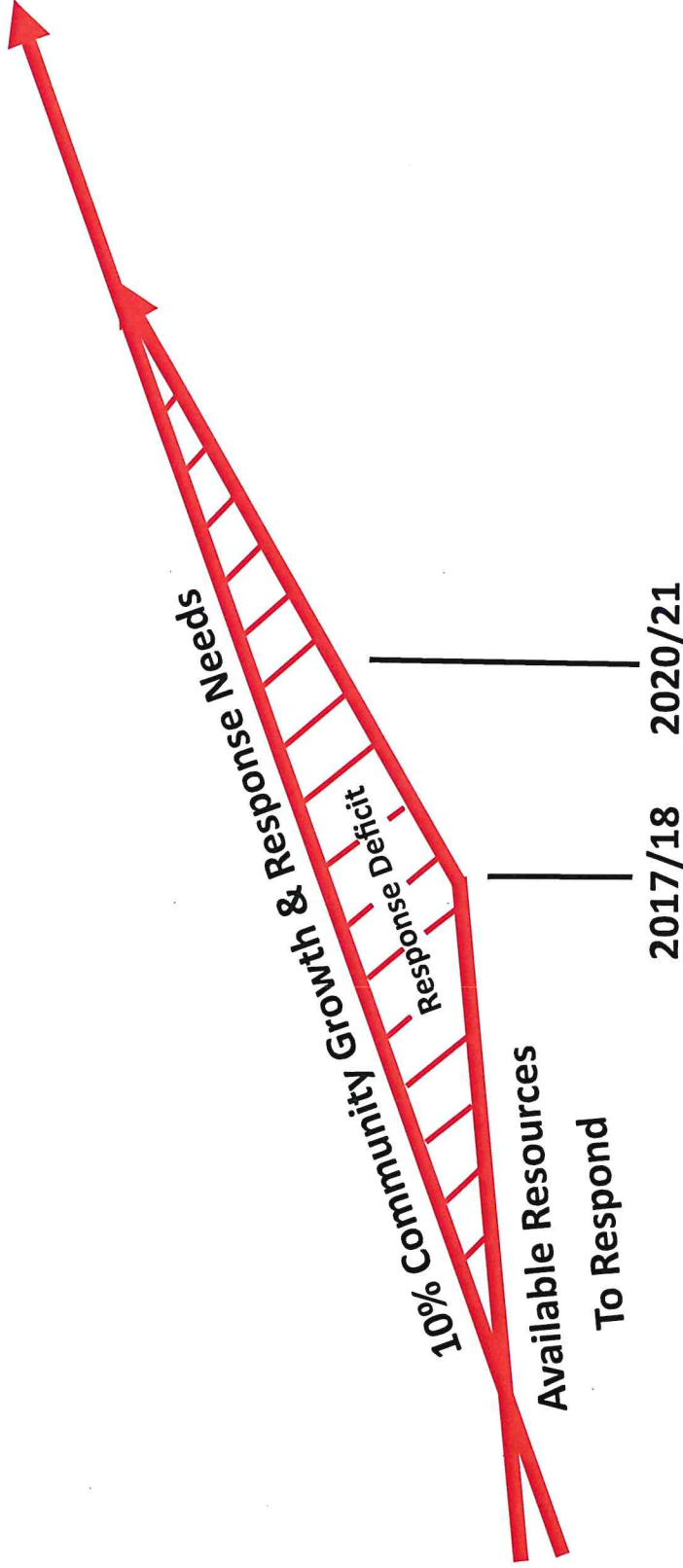
Increases in materials and contract services:

- Fleet maintenance and repair
- Fuel
- Transport billings
- Medical supplies – use and cost increases
- Grant assistance – GEMT, SAFER
- District IT systems
- Specialty annual service – ALS Monitor defibrillators, SCBA, Stryker cots.
- Fleet maintenance and repair
- Outside facility maintenance
- Legal

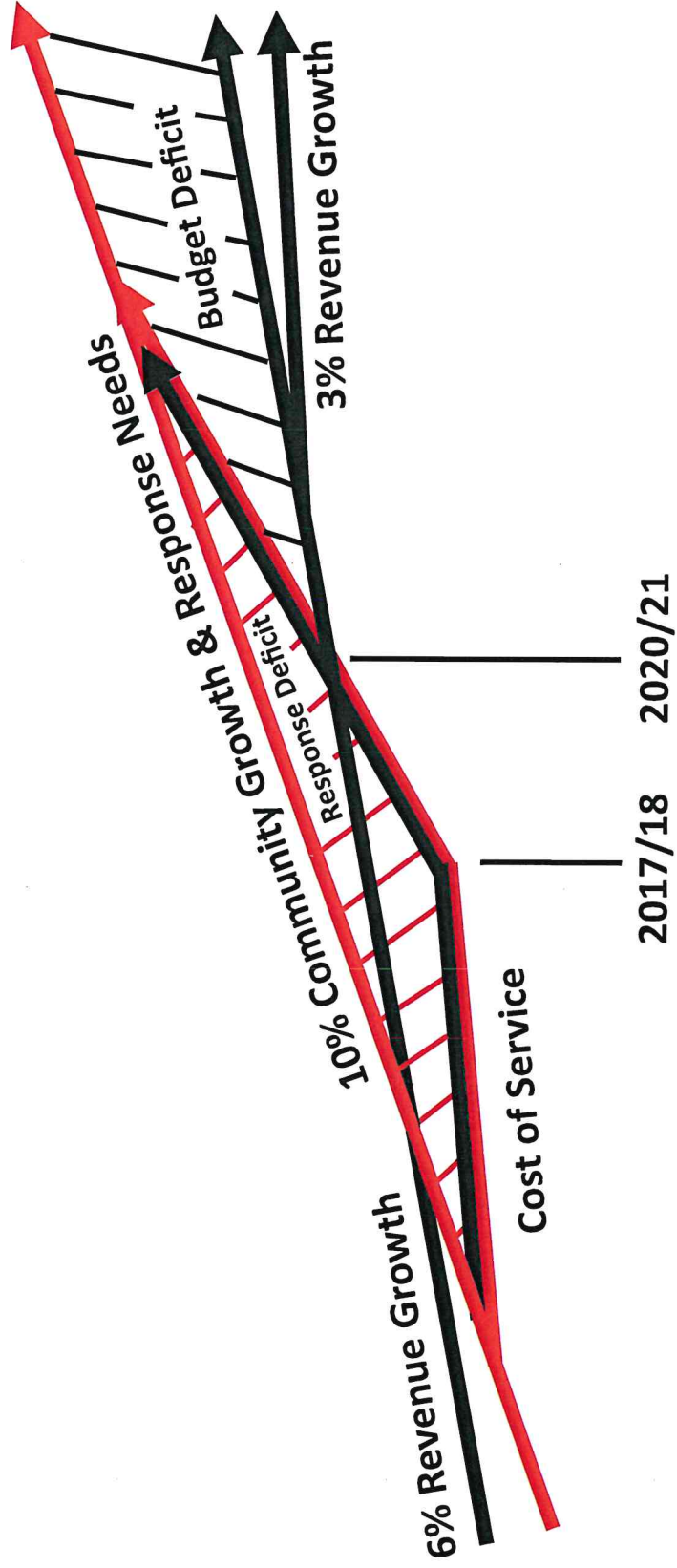
Fire District Economics 101



Fire District Economics 101



Fire District Economics 101



BOARD MEETING AGENDA
La Pine Rural Fire Protection District
Distributed June 6, 2022 For The
June 9, 2022 Budget Hearing and Regular Meeting 9:00 a.m.

1. 9:00 am Open Regular Meeting - Station 101, Huntington Road
2. Flag Salute
3. Roll Call
4. Open Forum for Public Comment – 5 min per person – Please sign in to be recognized by the Chair
5. Approve Minutes: Regular Board Meeting – May 12, 2022
 Budget Board Meeting – April 21, 2022
 Budget Board Meeting – April 27, 2022

6. 2022/2023 Budget Hearing and Budget Adoption

A. Accept public comment on Budget Committee approved 2022/2023 Budget

B. Board Review, Discussion, Change and Approval of the 2022/2023 Budget – all funds as approved by Budget Committee on April 27, 2022

General Fund

Action Required: Approval by motion – General Fund

Capital Reserve Fund

Action Required: Approval by motion – Capital Reserve Fund

Meszaros Trust and Agency Fund

Action Required: Budget Approval by motion – Meszaros Reserve Fund

PERS Reserve Fund

Action Required: Budget Approval by motion – PERS Reserve Fund

C. Resolution #22-02 A Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Levy, dated June 9, 2022.

- o Read in its entirety.
- o Discussion / Corrections

Action Required: Approval by motion - Resolution #22-02 (by title)

D. Review LB Forms

- o LB 20 General Fund
- o LB 30 General Fund
- o LB11 Capital Reserve Fund
- o LB11 PERS Reserve Fund
- o LB10 Trust & Agency Fund (Mike Meszaros Fund)
- o LB 50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

Action Required: Approval by motion to approved 2022/23 LB-20; LB-30; LB-11-Capital Reserve; LB11-PERS; LB-10; LB 50

7. Financials:

- Statement of Revenue and Expenses
- Monthly Expense detail to date by vendor
- Approve Bills: 5/13/22 through 6/9/22

8. Management Reports May 2022

Alarm and Call Summaries
Building permit activity
Chief's report
Firefighters IAFF local 3387

9. Correspondence/News:

- A. Thank -you – Robin
- B. Thank you - Winger
- C. KTVZ – La Pine firefighters rescue cats, injured
- D. KTVZ - 280 acre prescribed burn
- E. KTVZ – AirLink crash
- F. Bulletin - Four injured in Airlink crash
- G. Wise Buys –Firefighters rescue cats – Firefree
- H. Wise Buys – Board meeting, budget hearing – Prescribed burns
- I. Wise Buys - Board meeting, budget hearing, budget published
- J. KTVZ – Two debris burns spread
- K. St. Charles - Workers call for more say
- L. Midstate – Capital credit notice

10. Old Business:

- A. District EMS Billings - Non transport fees

11. New Business:

- A. Executive Succession Planning
- B. Grant writing services - Hubbard

12. Appeals (Ordinance 2021-01)

Paused per Tolling Agreement January 26, 2022 Sussman Shank LLP/Hart Wagner LLP

13. Special Meetings and Workshops:

14. Good of the Order:

16. Next Regular Meeting: July 14, 2022

17. Adjourn Regular Board Meeting

BUDGET HEARING AND BOARD MEETING MINUTES
La Pine Rural Fire Protection District
June 9, 2022 Budget Hearing and Regular Meeting 9:00 a.m.

Open Meeting Director Cox opened the meeting at 9:02 a.m. and led the flag salute.

Roll Call

Directors Present: Robin Adams, Doug Cox, Jim Landles, Dick Swails, Mike Thorne

Staff Present: Chief Mike Supkis, Assistant Chief Dan Daugherty, Office Manager Tracy Read, Administrative Assistant Tammie Waters

Open Forum for Public Comment

Name	Purpose for Attending
Bonnie Cox	
Ted Sommers	
Kevin Leehmann	Local 3387
Rex LeSueur	
Gary Young	

None.

Grants Report

Provided later in the meeting.

Approval of Minutes

- May 12, 2022 Board Meeting
Directors Adams and Swails noted corrections to be made.

Action: Director Adams moved to approve the minutes of the May 12, 2022 Board Meeting with corrections. Second by Director Swails. All in favor. Motion passed on a 5-0 vote.

- April 21, 2022 Budget Committee
Director Adams reported on her discussion with Tonya with Special Districts of Oregon wherein she was advised that because the Budget Committee is a subcommittee of the

Board of Directors, it is appropriate for the Board to approve Budget Committee meeting minutes.

Action: Director Swails moved to approve the minutes of the April 21, 2022 Budget Committee Meeting. Second by Director Adams. All in favor. Motion passed on a 5-0 vote.

- April 27, 2022 Budget Committee

Action: Director Landles moved to approve the minutes of the April 27, 2022 Budget Committee Meeting. Second by Director Adams. All in favor. Motion passed on a 5-0 vote.

2022/2023 Budget Hearing and Budget Adoption

A. Public comment on Budget Committee approved 2022/2023 Budget

None.

B. Board Review and Discussion

None.

General Fund

Action: Director Thorne moved to adopt the General Fund Budget for FY 2022/2023 as presented. Second by Director Adams. All in favor.

Roll Call Vote:

Thorne: Aye

Swails: Aye

Cox: Aye

Landles: Aye

Adams: Aye

Capital Reserve Fund

Action: Director Thorne moved to adopt the Capital Reserve Fund Budget for FY 2022/2023 as presented. Second by Director Adams. All in favor.

Roll Call Vote:

Thorne: Aye

Swails: Aye

Cox: Aye
Landles: Aye
Adams: Aye

Meszaros Trust and Agency Fund

Action: Director Swails moved to adopt the Meszaros Trust and Agency Fund Budget for FY 2022/2023 as presented. Second by Director Adams. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

PERS Reserve Fund

Action: Director Swails moved to adopt the PERS Reserve Fund Budget for FY 2022/2023 as presented. Second by Director Adams. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

C. Resolution #22-02 A Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Levy, dated June 9, 2022 was read into the record.

Action: Director Adams moved to approve Resolution #22-02, A Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Levy, dated June 9, 2022. Second by Director Landles. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

D. Review LB Forms

- LB20 General Fund

Action: Director Swails moved to approve the FY 2022/2023 General Fund LB20 as presented. Second by Director Landles. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

- LB 30 General Fund

Action: Director Landles moved to approve the FY 2022/2023 General Fund LB30 as presented. Second by Director Swails. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

- LB11 Capital Reserve Fund

Action: Director Adams moved to approve the FY 2022/2023 Capital Reserve Fund LB11 as presented. Second by Director Landles. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

- LB11 PERS Reserve Fund

Action: Director Adams moved to approve the FY 2022/2023 PERS Reserve Fund LB11 as presented. Second by Director Landles. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

- **LB10 Trust & Agency Fund (Mike Meszaros Fund)**
Action: Director Landles moved to approve the FY 2022/2023 Meszaros Trust & Agency Fund LB10 as presented. Second by Director Adams. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

- **LB 50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property**
Action: Director Adams moved to approve the FY 2022/2023 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property LB50 as presented. Second by Director Landles. All in favor.

Roll Call Vote:

Thorne: Aye
Swails: Aye
Cox: Aye
Landles: Aye
Adams: Aye

Financials

Monthly Revenue and Expenditure Statement. Staff answered Board questions regarding current revenues and expenditures.

- **8105 – Breakdowns –** Director Swails asked if breakdowns have decreased since onboarding the new medics. Staff responded it has slowed a little bit, however some needed repairs have been done which had been delayed pending new medics being put in service. Also, with continuing increase in run volume and the training of new staff the equipment is heavily used.
- **6105 – Overtime –** Director Adams asked if this line is expected to decrease. Chief responded that no, it will not. There are currently two staff out on sick leave and two more with injuries. Overtime will continue as the District struggles to meet minimum required staffing levels. Most staff who have missed time due to COVID have been traced due to family illness and there has been no known transmission within the workplace to date.

Grant funding of \$35,000 – the maximum available through this awarded grant – is to add capacity specific to wildfire staffing. The hope is that next year this grant program will continue and expand to provide funding for additional personnel.

Ending cash balance for May is approximately \$2.1 million.

Monthly Expenses by Vendor

Reviewed, no questions.

Monthly Expenses Paid

Reviewed, no questions.

Action: Director Swails moved to approve monthly expenses presented from 5/13/22 – 6/9/22 in the amount of \$520,173.77. Second by Director Landles. All in favor. Motion passed on a 5-0 vote.

Management Reports

Monthly Alarm Report

Continued increase in transports was discussed which takes crews out of district for over two hours. Contributing factors include continued growth, new staff training, who are more likely to transport a patient for needed experience, and also holiday weekends which appear to significantly increase population.

Director Thorne expressed his appreciation for the crews' response to the recent AirLink crash in Lake County. Additional discussion regarding how the District's crews were toned out and how the response was coordinated, as the District does not have direct communication or "mutual aid" with Lake County. This critical incident demanded the Duty Officer to use very good judgement, which is encouraged and which he did.

Multiple Alarm & Building Permit/Valuation Report

Building and Permit Activity

Discussion regarding sprinkler systems in new commercial construction and multi-family dwellings. Chief responded that unfortunately it is not always a requirement by state fire codes, however, the District strongly encourages sprinkler systems whenever feasible. There are two apartment buildings in the planning stages which will be sprinklered. Limited municipal water supply makes this challenging in areas that do not have that service. For outside water supply areas cisterns/fire ponds are being required.

Chief's Report

Board noted there were 11 Code 99 alarms in this month's report. Lt. Leehmann provided staff experience with Code 99 alarms and what constitutes a call being toned out as such. Discussion regarding PulsePoint, a phone application that notifies citizens of a nearby individual having a heart attack in the hopes that citizen can initiate CPR. Chief Supkis stated that Deschutes County 911 signed up for the subscription service a few years ago and at that time the Board determined it does not make sense for La Pine to participate in this program. The program is expensive and there were more pressing priorities. To date, with the exception of one case in the valley, no records of use (obtaining quick CPR) or positive outcomes are known. The platform is now moving to an all-hazards scanner type service.

Calls to both medical facilities increased in May. Discussion regarding community perception that St. Charles La Pine and La Pine Community Health Center are considered to be emergency room type facilities, which they are not.

Cascade Medical Transport (CMT) remains temporarily unavailable to stage additional transport resources in or near the district. They did not respond to any calls in May due to continued staffing shortages. District staff continues to work with CMT to bring their service to the area.

Professional Firefighters IAFF Local 3387 Report

Lt. Leehmann thanked Board members for discussions that have occurred over the past month. He referenced the packets which were provided to Board members last month, and asked for continued open communication among everyone. While great strides have been made, Lt. Leehmann expressed continued frustration with the grievance process.

Director Thorne asked how a Board member would request to be part of Operations Group meetings. It was determined this will be discussed in Executive Session. Director Adams stated she feels it would be beneficial for Board members to better understand the day-to-day workings of District operations.

Correspondence/News

- A. Thank you – Robin
- B. Thank you – Winger
- C. KTVZ – La Pine Firefighters Rescue Cats, Injured
- D. KTVZ – 280 Acre Prescribed Burn
- E. KTVZ – AirLink Crash

- F. Bulletin – Four Injured in Airlink Crash
- G. Wise Buys – Firefighters Rescue Cats – Firefree
- H. Wise Buys – Board Meeting, Budget Hearing – Prescribed Burns
- I. Wise Buys – Board Meeting, Budget Hearing, Budget Published
- J. KTVZ – Two Debris Burns Spread
- K. St. Charles – Workers Call for More Say
- L. Midstate – Capital Credit Notice
Staff provided background on how capital credits are issued.

Old Business

A. District EMS Billing – Non-Transport Fees

Included in this month's packet is information provided by Tactical Business Solutions, including a sample charity care policy. Discussion regarding how this could be implemented. Consensus remains that it is appropriate to charge a fee when paramedics provide a professional service (assessment, care, advisement) even though they may not transport.

Discussion regarding how a rate would be set – Director Adams asked whether a tiered-fee approach would be appropriate.

Board consensus for continued discussion and to inform the public of any policy decision.

Administrative Assistant Tammie Waters offered to assist with developing a rate and charity policy.

New Business

A. Executive Succession Planning

Chief Supkis read the letter to the Board announcing his retirement plans for June 2023 after a 45-year career serving those who serve our citizens in the best career on the planet.

Action: Director Adams moved to table this agenda item to be discussed in Executive Session. Second by Director Landles. All in favor. Motion passed on a 5-0 vote.

B. Grant Writing Services - Hubbard

Jerry Hubbard delivered the grants report:

\$660,000 Congressional Directed Spending grant is in process;
\$280,000 Deschutes County American Rescue Plan Act grant for QRU is approved and payment forthcoming;
\$3.5 million grant request submitted to Congressman Schrader's office to remodel stations 101 & 102;
\$850,000 grant request submitted to Congressman Schrader's office for one tender and one type III engine;
\$500,000 grant request submitted to Senators Merkley and Wyden to fund two new medics;
\$252,000 grant request submitted to Deschutes County to fund the student program.

Jerry is gathering information on Deschutes County and the District's past and projected growth to compile a grant request to fund eighteen firefighter/paramedic positions. The Oregon State Fire Marshal's Office has announced new grant opportunities which are also being evaluated.

Director Adams asked for more information on the Bizwriter proposal to contract as the District's grant writer. Discussion whether the proposed fee is appropriate and in line with similar services.

Action: Director Adams moved to table this agenda item pending additional information. Second by Director Cox. All in favor. Motion passed on a 5-0 vote.

Appeals (Ordinance 2021-01)

Paused per Tolling Agreement annuary 26, 2022 Sussman Shank LLP/Hart Wagner LLP

Chief Supkis provided an update on pending motions. The first Ordinance was ruled unenforceable due to the publication process and those charges have been billed to patients' insurance as was authorized by legal. Billing authority and the second Ordinance are working their way through motions and the court – slowly.

Special Meetings and Workshops

None.

Good of the Order

Next Regular Meeting: July 14, 2022, 9:00 a.m.

Regular Board Meeting adjourned at 11:12 a.m.

Respectfully Scribed and Submitted
La Pine Rural Fire Protection District
Administrative Staff

Date Presented to Board and Approval

JULY 14, 2022

Board Secretary

Board President

Handwritten signatures of the Board Secretary and Board President, written over horizontal lines.

**La Pine Rural Fire Protection District
(Deschutes and Klamath Counties)
Resolution #22-02
June 9, 2022**

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND DECLARING THE TAX LEVY**

BE IT RESOLVED that the Board of Directors of the La Pine Rural Fire Protection District (Deschutes and Klamath Counties) hereby adopts the budget for the fiscal year 2022/2023 (for all funds) in the sum of \$9,107,767 now on file at the District Headquarters.

BE IT RESOLVED that the amounts for the Fiscal Year beginning July 1, 2022 for the purposes shown are hereby appropriated as follows:

GENERAL FUND

Personnel Services	\$ 4,816,648
Material & Services	\$ 1,259,470
Transfer to PERS Reserve	\$ 0
Contingency	\$ 100,000
2022/23 Appropriation for General Fund	\$ 6,176,118
Unappropriated Ending General Fund Balance	\$ 1,104,421
Total General Fund	\$ 7,280,539

CAPITAL RESERVE FUND

2022/23 Appropriation for Capital Reserve	\$ 1,355,460
Capital Reserve for Future Expenditures	\$ 250,664
Total Capital Reserve Fund	\$ 1,606,114

TRUST & AGENCY FUND

2022/23 Appropriation for Trust & Agency	\$ 2,005
Trust & Agency Reserve for Future Expenditure	\$ 161,501
Total Trust & Agency Fund	\$ 163,506

PERS RESERVE FUND

2022/23 Appropriation for PERS Reserve	\$ 50,005
PERS Reserves for Future Expenditure	\$ 7,603
Total PERS Reserve Fund	\$ 57,608

2022/23 TOTAL UNAPPROPRIATIONS OF ALL FUNDS	\$ 1,524,189
2022/23 TOTAL APPROPRIATIONS OF ALL FUNDS	\$ 7,583,578

BE IT RESOLVED that the Board of Directors of the La Pine Rural Fire Protection District (Deschutes and Klamath Counties) hereby imposes the taxes provided for in the adopted budget at the rate of \$1.5397 per \$1,000 of assessed value from the permanent tax rate and \$0.64 per \$1,000 assessed value from the 5-Year Operations Levy; and \$0.23 per \$1,000 assessed value from the 10-Year Capital Levy. These taxes are hereby imposed and categorized for tax year 2022/2023 upon the assessed value of all taxable property within the Fire District.

The following allocation and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the above aggregate levy:


	Subject to the General Government Limitation	Excluded from the Limitation
General Fund Permanent Levy	\$1.5397 / \$1,000	0
General Fund Local Option Levy	\$0.6400 / \$1,000	0
10 Year Capital Levy	\$0.2300 / \$1,000	0
Category Total	\$2.4097 / \$1,000	0

Dated this 9th day of June, 2022


This Resolution is approved by the La Pine Rural Fire Protection District Board of Directors, June 9, 2022, by a vote of ~~FIVE~~ (5) in favor, ~~NONE~~ (0) opposed.



 Doug Cox, President
 Board of Directors



 Jim Landles, Secretary/Treasurer
 Board of Directors



 Michael Supkis, Fire Chief/Budget Officer
 La Pine Rural Fire Protection District

RESOURCES

General Fund		La Pine Rural Fire Protection District			
		Budget for Next Year 2022-2023			
Historical Data		Adopted Budget This Year Year 2021-22	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Actual	Second Preceding Year 2019-20				
1	1,705,099	1,704,854	1,386,467	1,386,467	1,386,467
3	112,649	50,000	0	0	0
4	45,729	11,000	10,000	10,000	10,000
5	0	52,000	52,000	52,000	52,000
7	847,471	825,000	849,750	849,750	849,750
8	48,354	47,766	35,000	35,000	35,000
9	17,909	35,000	26,000	26,000	26,000
10	63,719	3,000	0	0	0
11	132,823	115,000	90,000	90,000	90,000
12			400,000	400,000	400,000
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29	2,973,753	2,843,620	2,849,217	2,849,217	2,849,217
30		4,099,316	4,345,274	4,345,274	4,345,274
31	3,626,571				
32	6,600,324	6,660,549	7,194,491	7,194,491	7,194,491

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
La Pine Rural Fire Protection District
General Fund

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2022-23		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-20	First Preceding Year 2020-21	This Year 2021-22				
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3							
4	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
5	30.0	30.0	30.0	Total Full-Time Equivalent (FTE)	30.0	30.0	30.0
6				MATERIALS AND SERVICES NOT ALLOCATED			
7				Available resources to be allocated by committee	0	0	0
8							
9	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
10				CAPITAL OUTLAY NOT ALLOCATED			
11							
12							
13	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
14				DEBT SERVICE			
15							
16							
17	0	0	0	TOTAL DEBT SERVICE	0	0	0
18				SPECIAL PAYMENTS			
19							
20							
21	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
22				INTERFUND TRANSFERS			
23			50,000	PERS Reserve Fund	50,000	50,000	50,000
24				Capital Reserve Fund			
25			2,000	Meszaros Fund	2,000	2,000	2,000
26							
27							
28	0	0	52,000	TOTAL INTERFUND TRANSFERS	52,000	52,000	52,000
29	100,000	40,000	210,000	OPERATING CONTINGENCY	100,000	100,000	100,000
30	100,000	2,050	0	Total Requirements NOT ALLOCATED	0	0	0
31	4,463,143	5,152,022	5,556,468	Total Requirements for ALL Org. Units/Programs within fund	6,176,118	6,176,118	6,176,118
32			0	Reserved for future expenditure	0	0	0
33	1,704,854	1,328,684		Ending balance (prior years audit)			
34			1,544,320	UNAPPROPRIATED ENDING FUND BALANCE	1,104,421	1,104,421	1,104,421
35	6,267,997	6,482,756	7,100,788	TOTAL REQUIREMENTS	7,380,539	7,380,539	7,380,539

FORM LB-11

This fund is authorized and established by resolution #16-05

Purpose: Continuation of a fund established by Resolution #97-04 on June 17, 1997 for cash reserves for the long term funding of replacement facilities, apparatus, and equipment.

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.

Review Year: 2016 Next review 2026

CAPITAL RESERVE FUND

LA PINE RURAL FIRE PROTECTION DISTRICT

Historical Data			Adopted Budget Year 2021-22	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022 -2023						
Second Preceding Year 2019-20	First Preceding Year 2020-21	Actual			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
1											
2	409,197	122,978	113,627	1	RESOURCES	155,799	155,799	155,799	155,799	155,799	1
4				2	Cash on hand * (cash basis), or	0	0	0	0	0	2
5	7,836	6,102	800	3	Previously levied taxes estimated to be received	1,295	1,295	1,295	1,295	1,295	4
6	0			4	Interest						4
7	0			5	Transferred IN, from other funds						5
8	0			6	State and Federal Grants	977,800	977,800	977,800	977,800	977,800	6
9				7	Miscellaneous	28,000	28,000	28,000	28,000	28,000	7
10	417,033	129,080	114,427	8							8
11				9	Total Resources, except taxes to be levied	1,162,894	1,162,894	1,162,894	1,162,894	1,162,894	9
12	395,817	405,593	418,132	10	Taxes estimated to be received	443,220	443,220	443,220	443,220	443,220	10
13	812,850	534,673	532,559	11	Taxes collected in year levied						11
14				12	TOTAL RESOURCES	1,606,114	1,606,114	1,606,114	1,606,114	1,606,114	12
15				13	REQUIREMENTS **						13
16	384,129	200,000	436,126	14	Org. Unit or Prog. & Activity						14
17				15	Apparatus	710,000	710,000	710,000	710,000	710,000	15
18	124,257	200,000	1,400	16	Equipment						16
19	23,605			17	Facilities	645,450	645,450	645,450	645,450	645,450	17
20				18	Capital Projects Prior FY						18
21				19							19
22	10	0	10	20	Bank Charges	10	10	10	10	10	20
23				21	Misc. Fees						21
24				22	Bank Charges						22
25				23							23
26				24							24
27				25							25
28				26							26
29	254,634	134,673		27							27
30				28	Ending balance (prior years)						28
31	786,635	534,673	572,209	29	UNAPPROPRIATED ENDING FUND BALANCE	250,654	250,654	250,654	250,654	250,654	29
				30	TOTAL REQUIREMENTS	1,606,114	1,606,114	1,606,114	1,606,114	1,606,114	30
				31							31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

FORM LB-11

This fund is authorized and established by resolution / ordinance number #14-02 on for the 2014-2015 fiscal year for the following specified purpose:

Reserve for PERS

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.

Review Year: 2024

PERS RESERVE FUND (Fund)
 La Pine Rural Fire Protection District
 (Name of Municipal Corporation)

Historical Data				Budget for Next Year 2022-2023	
Actual		Adopted Budget Year 2021-2022	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-2020	First Preceding Year 2020-2021				
1	104,314				
2		106,613	57,108	57,108	57,108
3	54,313				
4					
5	2,299	500			
6	0	0	500	500	500
7					
8					
9					
10	106,613	107,113			
11			57,608	57,608	57,608
12					
13	106,613	107,113	57,608	57,608	57,608
14					
15					
16	0	5	5	5	5
17	0	50,000	50,000	50,000	50,000
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29	104,314	4,808			
30			7,603	7,603	7,603
31	104,314	54,813	57,608	57,608	57,608

150-504-011 (Rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
 **List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

SPECIAL JND
RESOURCES AND REQUIREMENTS

Meszaros Fund

La Pine Rural Fire Protection District

Historical Data				Budget for Next Year 2022 - 2023		
Actual		Adopted Budget Year 2021-22	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-20	First Preceding Year 2020-21					
1			1 RESOURCES			
2	61,928	160,014	2 Cash on hand * (cash basis), or	161,406	161,406	161,406
5	96,949.00	3,000	5 Interest	1,500	1,500	1,500
6	1,434	100	6 Donations	600	600	600
7			7			
8			8			
9			9			
10	160,311	163,114	10 Total Resources, except taxes to be levied	163,506	163,506	163,506
11		0	11 Taxes estimated to be received	0	0	1
12			12 Taxes collected in year levied			
13	320,622	326,228	13 TOTAL RESOURCES	163,506	163,506	163,507
14			14 REQUIREMENTS **			
15			15 Org Unit or Prog & Activity			
16	0	5	16 Object Classification			
17	0	2,000	17 Bank Charges	5	5	5
18			18 Expenditures	2,000	2,000	2,000
28			28			
29	61,928		29 Ending balance (prior years)			
30		61,880	30 UNAPPROPRIATED ENDING FUND BALANCE	161,501	161,501	161,501
31	61,928	63,885	31 TOTAL REQUIREMENTS	163,506	163,506	163,506

150-504-010 (Rev. 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
 **List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the
 requirement is "not allocated", then list by object classification and expenditure detail.