

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**October 12, 2023**

**Open Meeting**

Chairman Vietzke opened the meeting at 8:59 a.m. and led the flag salute.

**Roll Call**

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

Directors Absent: Dir. Troy Waddell

Staff Present: Chief Erick Holsey, Asst. Chief Dan Daugherty, and Office Manager Tammie Waters

Staff Absent: none

Approval of Consent Agenda-Chair Vietzke stated that he would like to change the order of the consent agenda and move the oath of office for Dir Johnson as the first item of business. Chief Holsey also stated that he had a change to the consent agenda regarding the approval of the September 14, 2023 meeting minutes and they needed to be moved to next regular board meeting.

**Action: Chair Vietzke motioned for approval of the consent of the agenda with the changes; seconded by Dir Adams.**

**Old Business**

**A. Vacant Board Position**

- Oath of Office Jeremy Johnson at October Board Meeting-Dir Johnson was sworn in by Chair Vietzke and notarized by Office Manager Waters.

**Chairman Vietzke opened forum for public comment (five minutes per person)**

Chair Vietzke recognized a public member for comment. Phil Alves stated he was newly elected to Wild River Community board and he is working on community awareness. He discovered a concern regarding the fire hydrants and what he read regarding NFPA and fire hydrant regulations. He had been told that La Pine Rural Fire Protection District maintained the fire hydrants in their community. Dir Lesueur asked Phil if he has reached out to Avion WC, Phil responded that he reached out to Avion WC and stated that they do not do any fire hydrant maintenance, but will replace it if needed. Chief Holsey commented that private fire hydrants are maintained by the water company who owns them. Chief Holsey continued to explain ISO (insurance service rating) and the process that takes place with fire hydrants. A discussion ensued, information was exchanged, and a coordination for a plan was made.

**Union Report-**Local 3387 Vice President, Justin Melling stated there wasn't anything to report regarding the union.

### **Approval of Minutes**

September 12, 2023 Board of Directors Regular Meeting Minutes- The minutes were unable to be completed due to Office Manager Waters being at the OFSOA Conference and not having sufficient time to complete.

**Action: Chair Vietzke motioned to table the approval of the September 12, 2023 Regular Meeting Minutes until the next board meeting; seconded by Dir Adams.**

### **Financials**

**Monthly Revenue and Expenditure Statement.** Staff answered Board questions regarding current revenues and expenditures. Comments and questions were made:

- 5500 Interest Income-Dir Adams asked why the interest income account line was so low and Chief Holsey stated it was due to not receiving the bulk of tax revenue, which will bring in more interest income.
- 6100 Overtime-Dir Adams asked if Chief Holsey could address the trend of overtime. Chief Holsey responded that some of the overtime is offset by the OSFM Seasonal Fire Grant and the increase is also due to 5 employees being out sick and/or injured.
- 6415 Computers-Dir Adams asked why we are so far over budget on this account line and Chief Holsey responded that due to adding new employees, additional license fees, and other necessary updates it put the budgeted amount over.
- 7300 EMS Supplies-Dir Adams commented about being over on the EMS account line, but other data shows that we are using the supplies. Chief Holsey responded with an explanation regarding the trend with EMS expenditures.

**Monthly Expenses by Vendor-**No comments made

### **Monthly Expenses Paid**

Chair Vietzke called for a motion to pay bills.

**Action: Dir Adams moved to approve the monthly expenses presented from September 2023 from check #32876 to #33012 in the amount of \$624,743.01; seconded by Dir Lesueur. Motion passed unanimously 4-0.**

**Management Reports-**Chief Holsey gave an overview of all reports and statistical data.

Noticeable items happening in the District, are as follows:

Met with Caldera Springs HOA to discuss evacuation routes with county emergency management and things they could do to help with evacuations.

La Pine Library held its fire suppression and alarm system final.

Met with support services to discuss need for additional transportation and training.

Congratulation to FF Aaron Blanshan for successfully passing his paramedic exam.

Met with Chief Boos to discuss areas of collaboration and enhancement of services.

Hosted the COCOP {Central Oregon Fire Prevention Coop) meeting.

Civil Service meeting adopted rules and FF/Paramedic hiring processes.

Had first collective bargaining meeting with local and the Interest Based Bargaining Process worked well.

September 18 had notable activity with one alarm requiring CISD would like to note the resiliency of the crews that day to keep on working and the mindfulness of Lt. Leehmann to ensure their physical and mental wellbeing.

AFG PPE Grant award funds have been received and will be closed out this coming month.

Cares Reporting for 2023 is up to date and compliant allowing for GEMT CCO Funding match and admin fees have been paid.

Chief Holsey also gave an update on the States fire situation, there are currently 7. In addition, Chief Holsey gave an additional overview of financial line-item projections. and a discussion ensued. Dir Adams asked a question regarding the formatting within the chief's report under Organizational Statistics, should it state September Alarm Summary Breakdown to match the pie chart. Chief Holsey stated it was an oversight and will update. Chair Vietzke made a comment regarding employee recognition and reiterated a previous discussion of planning a gathering with employees. Chief Holsey requested that the board have a special board meeting on September 25<sup>th</sup> to do a badge ceremony and employee recognitions. He also stated that in addition, he wanted to host a BBQ in honor of his 50<sup>th</sup> birthday following the meeting.

### **Correspondence/News**

Office Manager Waters stated that a public service announcement and district announcements are sent for posting to media groups and the online shopper. Chief Holsey added information regarding the "The West is Burning" event.

Adjourned at 10:03 a.m. for Intermission and reconvened at 10:10 a.m.

## **Old Business**

- B. Ordinance #2023-01 Repeal adoption of Oregon Fire Code Adoption- Dir Adams read Ordinance #2023-01 for the 3<sup>rd</sup> and final time before adopting.

**Action: Chair Vietzke motioned to adopt Ordinance #2023-01 Repeal adoption of Oregon Fire Code; seconded by Dir. Adams. Motion passed unanimously 4-0.**

- C. Financial Administrator-Chief Holsey gave an update on having a 2<sup>nd</sup> interview for the only candidate who he feels has potential. He does have a bachelor of science degree in finance, but would need education and training due lack of practical experience. Chief Holsey reached out to the MBA, Marit Nelson that is currently on contract for the district financial review to ensure that she can provide the education and training needed. Chief Holsey also stated that he met with Summer Sears and she is putting a proposal together for outsourcing financials, but doesn't look like it would be cost effective for the district.
- D. TANS/Revolving Line of Credit-Chief Holsey gave an update regarding what the offers are by banking institutions and is currently waiting for WAFD's proposal. In addition, gave an update on the cash flow analysis being done by SDAO and the financial review for 22/23 FY that contracted MBA, Marit Nelson and Office Manager Waters are completing. Chief Holsey also stated that equipment was not insured properly and he and Dir Lesueur will review and update the districts coverage.
- E. Levy Planning-Chief Holsey is asking for an update from the board on starting the process for the levy renewals and the importance of being proactive. A discussion ensued.
- F. Financial Policy update HRSA-Chief Holsey gave an update and that him and Asst. Chief Daugherty are working on the corrections needed to resubmit.

## **New Business**

- A. Civil Service Update-Chief Holsey stated that the civil service commissioners adopted the civil service rules, the open recruitment for FF/PM by rule and the process for testing, ranking, and scoring. In addition, currently working on a promotional testing for Lieutenant that will happen in November.

## **Appeals (Ordinance 2021-01)**

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

**Action: Chair Vietzke moved to table to discussion regarding Ordinance #2021-01 until Executive Session.**

Special Meetings and Workshops-Recruit Graduation-Chief Holsey stated to move to the September 25<sup>th</sup> Special Board Meeting.

**Good of the Order**

- SDAO Annual Conference notification.

Next Regular Meeting: October 12, 2023 at 9:00 a.m.

Regular Board Meeting adjourned at 10:39 a.m. to go into Executive Session.

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

*Date Presented to Board and Approval*

November 9, 2023

*Board Secretary*



*Board President*



