

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
November 9, 2023

Open Meeting

Chairman Vietzke opened the meeting at 9:00 a.m. and led the flag salute.

Roll Call

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

Directors Absent: none

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

Staff Absent: none

Approval of Consent Agenda-Chair Vietzke stated he had a question regarding the agenda and the Directors going into Executive Session at bullet point 12 to have a discussion regarding Ordinance 2021-01, Discussion of mediation terms. Then go back into Regular session to take action.

Action: Chair Vietzke motioned for approval of the consent of the agenda.

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

Chair Vietzke acknowledged 2 persons in attendance and asked if they had any comment, there was no comment. Chair Vietzke came back to public comment at 9:23 am and gave the floor to Bill regarding fire hydrants. Bill came to the board meeting to thank everyone for helping with the issue of the fire hydrants with Evian.

Union Report-no report given.

Approval of Minutes

September 14, 2023 Board of Directors Regular Meeting Minutes

Action: Dir. Adams moved to approve the minutes of the September 14, 2023 Board of Directors Regular Meeting Minutes with no changes; seconded by Dir. Waddell. Motion passed unanimously, 5-0.

October 12, 2023 Board of Directors Regular Meeting Minutes

Action: Dir. Adams moved to approve the minutes of the September 14, 2023 Board of Directors Regular Meeting Minutes with no changes; seconded by Dir. Johnson. Motion passed unanimously, 5-0.

Special Board Meeting October 25, 2023

Action: Dir. Adams moved to approve the minutes of the September 14, 2023 Board of Directors Regular Meeting Minutes with no changes; seconded by Dir. Waddell. Motion passed unanimously, 5-0.

Financials

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

- 6905 Bank Charges-Dir Adams asked about the amount in this account and Office Manager Waters stated it was due to the origination fee for the business line of credit from WAFD. Dir Lesueur asked if the origination fee has to be paid each year and Office Manager Waters replied yes, that is the cost to have the business line of credit.
- 6236 Workers Compensation-Dir Waddell asked about the workers compensation line amount and Chief Holsey stated he will review in his chief's report and Office Manager Waters stated there is correspondence under good of the order regarding workers compensation information. Dir Adams asked if the amount was our premium and Office Manager Waters confirmed it is. A discussion ensued where Dir Lesueur commented on methods used to determine premiums, etc.
- 8570 Subscriptions-Dir Adams asked about the amount the line item is over budget and Office Manager Waters responded it was due to both chief's having more subscriptions to fire magazines, etc.
- Total Other Income-Dir Adams asked why the amount in this line item is so low at this point and Chief Holsey responded that it will change once tax turnovers come in.
- Dir Johnson stated that there are a couple of account line items he thinks should be paid more attention to at the next budget planning. Chief Holsey responded that he has addressed this in his management report and that he feels that there are account line items that he thinks were not forecasted very well, which include EMS and Fuel. A discussion ensued regarding the budget process, financial review, and how to oversee account line budgets.

Monthly Expenses by Vendor-Dir Waddell asked about clarification on expenditure "House Fund". Office Manager Waters gave an overview of how the House Fund for career and reserves is calculated and paid at the district, as well as union dues.

Monthly Expenses Paid

Chair Vietzke called for a motion to pay bills.

Action: Dir Adams moved to approve the monthly expenses presented from October 2023 from check #32956 to #33074 in the amount of \$372,670.97; seconded by Dir Waddell. Motion passed unanimously 4-0, Dir Johnson abstained.

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

Noticeable items happening in the District, are as follows:

- Attended the West is burning discussion at the La Pine Activity Center where AC Daugherty and FF Adams provided additional information and education to the public. Nat started putting his PIO skills to great use at this function.
- Met with city hall to meet their new team and support collaborative communication. Provided our insight and lack of resources for 3+ story buildings and projects that include tax abatement.
- Provided CPR training for support services.
- OFCA EMS Section meeting was missed this month a review of the modernization of EMS plan occurred, comments given. Current plan examined movement to emergency health care regions that had better representation of the populations served than trauma regions. Majority of document detailed the makeup of the overhead committee and incorporation of EMS data.
- Pre-build meeting with Braun NW to discuss new ambulance specs.
- Met with Chief Boos and Chief Bjorvik for further collaboration discussions focusing on training and operational guidelines.
- Employee recognition had a great turnout
- Recognize Capt. Young and LT. Leehmann for their dedication to the PPE and uniform program.
- Recognize all employees for their dedication to the maintenance of facility and vehicles
- Recognize Support Service Sal Angelone (Jersey Sal) for his additional work at facilities.
- Participated in Trunk or Treat programs in La Pine and Sunriver Business Park.

In addition, Chief Holsey reviewed some account line items and categories to watch closely. Also gave an update of grants, which are as follows:

- OSFM season grant part time seasonal employee project has been finished and total costs for reporting are being tabulated.
- OSFM capacity grant- Nat Adams will be filling one of the roles taking on the PIO and life safety educator and Justin Melling will be taking on the other filling investigation and WUI specific roles
- AFG Grants- Training/Recruitment Lt.- Lt. Sawyer has accepted position and is beginning to work on training projects. He will be moving off shift as soon as we can provide testing for his replacement and recruit the necessary FF/Paramedics needed to fill gaps. PPE Grant- Funds have been received and will be closing out grant this month
- Capital Grant- QRU has been placed in service and pre-build meeting for medic units has been scheduled.
- Currently working on AED Grant, Gas Monitor Grant and other grant possibilities with Jerry Hubbard.

There were no organizational statistics for the month of October 2023 and training was as follows: Shifts were able to participate in live fire car fire training, Promotional Testing for Lieutenant and Engineer coming this month, and Planning Recruit academy at the beginning of the year.

Correspondence/News

Water Wonderland Bridge- Operations-Chief Holsey and Asst Chief Dan Daughety gave an update and will send out a letter to homeowner's association regarding the issue of the bridge. A discussion ensued regarding the issues and how to find a solution.

Office Manager Waters stated that a public service announcement and district announcements are sent for posting to media groups and the online shopper.

Old Business-Chief Holsey gave an overview and update of the following:

- A. Financial Review
- B. Financial Administrator
- C. TANS/Revolving Line of Credit
- D. Levy Planning-Chair Vietzke made some comments regarding the levy and the status of other districts levies. A discussion ensued on scheduling a levy committee meeting to get the process started. Chief Holsey will send out a survey monkey for dates. The Directors, Chief's, and Local Union 3387 President, Kyle Lohner agreed that 11/15/23 at 11:00 am would be the date for the first meeting.
- E. Financial Policy update HRSA-Chief Holsey gave an update on the progress of the policy for HRSA.

New Business

- A. Senate Bill 1068-Chief Holsey stated that this bill that passed enables the District to bring in properties that we are providing fire protection for on our tax roll. At this time, there aren't any properties within our jurisdiction. Dir Waddell made a comment regarding Chief Boos testifying regarding the bill and the jurisdiction lines between La Pine and Sunriver Districts. A discussion ensued.
- B. Cooperation with Sunriver Fire Dept.-Chief Holsey commented on mutual aid practices with Sunriver.
- C. MOU Lt. Test-Chief Holsey gave an overview regarding the requirements and language changes in the MOU. Dir Waddell asked how much we rely on DPSST now that we have an in-house Training Officer. A discussion ensued.
- D. Ambulance Billing Policy 02-03-Chief Holsey stated that there are complaints regarding non-transport fees being charged due to Medicare and Medicaid not paying for non-transports, which is approximately 80% of the non-transport calls. Dir Adams stated what her interpretation was regarding the non-transport fee and when it was supposed to be charged. Dir Waddell also commented that it is meant for repeat callers and when a full assessment is done on the patient and they refuse transport. Office Manager Waters also commented on how the non-transport fee originated and that it was only meant to be charged for a full assessment or a repeat caller and that the original suggestion was \$250.00, but Chief Supkis used an average of \$441.00 that Tactical Business Group gave him. There was also a change in the EMS Image Trend Elite billing procedures that took office staff out of the process. Office staff would go in and access each non-transport report and if it was not a full assessment or repeat caller, then it was marked as "do not bill". Since this procedure changed, Tactical is automatically charging all non-transports the same amount. The consensus among the Directors was to keep the policy, but change the language so that the non-transport billing is more appropriate.
- E. Authorization to update permissions with LGIP Accounts
 - General Fund-5752
 - Capital Reserve-5103
 - PERS Reserve-5827
 - Meszaros-6223

Chair Vietzke called for a motion to remove and add District employees to and from the LGIP Fund Accounts.

Action: Dir. Adams moved to approve the following employee changes to the LGIP Fund Accounts: General Fund-5752, Capital Reserve-5103, PERS Reserve-5827, and Meszaros-6223. To remove previous Fire Chief Mike Supkis and previous Office Manager, Tracy Read. In addition, to add current Fire Chief Erick Holsey and current Office Manager, Tammie Waters; seconded by Dir. Waddell. Motion passed unanimously, 5-0.

- F. Authorization to close Elan Financial Services Visa Business Credit Cards
- XXX7439
 - XXX4477
 - XXX0351

Chair Vietzke called for a motion to remove and add District employees to and from the Elan Financial Services Visa Business Credit Cards.

Action: Dir. Adams moved to approve the following employee changes to the Elan Financial Services Visa Business Credit Cards 7439, 4477, and 0351. To close the previous Fire Chief Mike Supkis, previous Office Manager, Tracy Read, and current Asst. Chief Dan Daugherty credit cards; seconded by Dir. Johnson. Motion passed unanimously, 5-0.

Regular Board Meeting adjourned and went into Executive Session at 10:57 am

Appeals (Ordinance 2021-01)

- Discussion of mediation terms

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

Executive Session adjourned and went back into the Regular Board Meeting at 11:18 am

Good of the Order-Chief Holsey gave an overview of an article regarding ODOT and the purposed changes to the snow removal and winter preparedness on Hwy 97.

Next Regular Meeting: December 14, 2023 at 9:00 a.m.

Regular Board Meeting adjourned at 11:36 a.m.

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

Date Presented to Board and Approval: December 14, 2023

Board Secretary

Troy Waddell

Board President

Michael Vietzke

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.