

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
December 14, 2023

Open Meeting

Dir. Robin Adams opened the meeting at 9:00 a.m. and led the flag salute.

Roll Call

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

Directors Absent: Chairman Michael Vietzke

Staff Present: Chief Erick Holsey, Asst. Chief Dan Daugherty, Office Manager Tammie Waters, Lt. Joey Sawyer, and Financial Administrator Joshua Billeter

Staff Absent: none

Approval of Consent Agenda-Dir. Adams brought up new business of capital expenditures for PPE Equipment with no other topics being added or taken out of new business. Then go back into Regular Session to take action.

Action: Dir. Adams motioned for approval of the consent of the agenda.

Dir. Adams opened forum for public comment (five minutes per person)

Dir. Adams acknowledged that there was no person in attendance that had any comment.

Union Report-no report given.

Approval of Minutes

November 9, 2023 Board of Directors Regular Meeting Minutes

Action: Dir. Adams moved to approve the minutes of the November 9, 2023 Board of Directors Regular Meeting Minutes with no changes; motion of approval by Dir. Johnson, seconded by Dir. Lesueur.

Motion passed unanimously, 4-0.

Financials

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

- 5020 Local Option Levy – Dir. Adams asked which line item indicates income from the new Levy, and Chief Holsey stated that this line item is a lump sum of all levy income and they are lumped sum into LGIP, however they are broken down from the county and was sent via email to all board members Chief Holsey continued. Dir. Adams explained that it was hard to understand the current amount because the percentage is as of the quarter and not the year and asked if revenues were on track for what was projected. Chief Holsey responded that we are currently a little behind, or lower, on the tax revenue, will know more at the end of the month but it appears to be about \$120,000 less than projected. Dir. Johnson responded back and asked if we see that number correcting itself in the next month Chief Holsey responded by explaining that the numbers most likely will not correct themselves that much, historically speaking, however the ambulance revenues are increasing so the projections for the overall budget are trending on a positive note.
- 6105 Overtime Line Staff – Dir. Adams explained that it was been talked about in depth before and asked what the trend for this line is, is it going up or going down. Chief Holsey answered saying that he has not had a chance to look at it in depth but believes that it is trending about the same based on those employees who are out on leave and those that have to cover for short staffing situations, takes some time to plug the holes on this.
- 6400 Maintenance Contracts – Dir. Waddell asked if this line item is for apparatus or building maintenance, and are these contracts that we already have in place. Asst. Chief Daugherty responded by saying that this is the whole line item as a whole and that yes, these contracts are already in place. Dir. Waddell brought up the water leak at the Admin Building and Asst. Chief Daugherty said that this was an unexpected expense and was not accounted for on the budget. Dir. Lesueur asked if this claim was submitted to insurance, Asst. Chief Daugherty responded by saying that this was going to be submitted to insurance.
- 6905 Bank Charges General Fund – Dir. Adams asked if this line was under budget and that it still include the revolving line of credit, Office Manager Waters answered yes to this, Chief Holsey said that this line item is good to go and for that we are not carrying a balance on the line of credit.
- 8305 Structural Maintenance – Dir. Waddell asked if that unexpected water leak will come out of 8200, and Asst. Chief Daugherty responded that it will come out of 8305 Structural Maintenance looking to recoup some of the cost. Dir. Lesueur asked how much is left on the cost and Chief Holsey said that this one is probably going to be the \$5,000 deductible and will submit to insurance. Chief Holsey continued that if the amount exceeds the amount of what insurance pays, then we will look at the capital budget and whatever gets pulled from capital budget will have to be replaced. Dir. Lesueur asked if this was a slow leak or a leak that happened all at once, Asst. Chief Daugherty said that both of the leaks were undiscovered leaks and mold was associated

with it and there was asbestos in the tile. Dir. Waddell asked if we had the same situation at station 102, Chief Holsey responded saying that there was indeed a water leak there as well. Dir. Lesueur was clarifying whether the station 102 leak was the one in questions or the one at Admin, Chief Holsey responded by saying the leak at station 102 was well below budget to fix and that the Admin one is in question. Dir. Lesueur reiterated that this was a slow leak that happened over time and therefore insurance may not cover that based on the nature of the claim and wanted all of us to know just in case. Dir. Lesueur brought up the HVAC unit that needs to be replaced and asked about that, Asst. Chief Daugherty responded by saying that this was an expected expense and that it has been budgeted for at both Admin and station 101. Dir. Lesueur asked if the HVAC replacement was because of wear and tear and Asst. Chief Daugherty agreed.

Monthly Expenses by Vendor – no questions about this

Monthly Expenses Paid

Dir. Adams called for a motion to pay bills.

Action: Dir Adams moved to approve the monthly expenses presented from November 2023 in the amount of \$393,618.99; seconded by Dir Waddell. Motion passed unanimously 3-0, 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 Newbury Regional Partnership talk on education was able to provide some additional perspective on a few subjects
- Begun talks with St. Charles and La Pine Community Health Center to start collaboration focusing on patient care experience, warm handoffs and improving clinical indicators
- Attended the Sunriver Brewing Fundraiser for south county first responders in which we will be receiving a portion of the proceeds
- Met with the home owner association of Water Wonderland to discuss bridge issuers and ensure an emergency response will occur
- Held promotional exam for Lieutenant, very proud of all the eligible employee's performance on the test. Special thanks to all those who participated
- Civil service ratified the Lieutenant promotion list
- Met with Vandevent Ranch and inspected water holding tank
- Special thanks to Nathaniel Adams, Nick Popp and others who helped prepare the engine for the Christmas Light Parade
- Met with Central Oregon Fire Chiefs to further assess avenues and opportunities for collaboration with Sunriver Fire

- Scheduled first joint operations meeting with Sunriver Fire to enhance out Mutual Aid response for January

In addition, Chief Holsey reviewed some account line items and categories to watch closely. Also gave an update on the following:

- Introduced the new Financial Administrator, Joshua Billeter to the board, working with Marit and Tammie to work on onboarding
- Once the audit is completed and returned, we can finish the cash-flow analysis
- Probably will need to do a supplemental budget to account for unappropriated ending fund balance, adjustments needed to comply with HRSA and to adjust line items and capital
- No major changes in categories
- EMS Line Item has been managed very well by line staff and has been brought back under budget
- Statistics are generally trending as normal
- Transport rates are trending good
- Back Billing from ambulance services could bring customers in questioning the bill that was received
- Training – Engineer test to occur this weekend, promotions upcoming, Lieutenants exam, good candidate outcome
- Fund Capital projects from tax receipts for funding

Dir. Adams has a question about Alarm Summary Peak Time Graph, asked what Y-axis was on graph, Chief Holsey responded that this is number of calls per time of day.

Correspondence/News

Letter drafted to Water Wonderland discussing bridge, Chief Holsey reiterated that he should've been more diligent in responding to everyone, as some thought an email was going to be sent out and other assumed a different form of communication

Letter drafted to ODOT Director – Chief Holsey spoke with representatives here and ODOT got funding for highways on this, continue with letter to make sure that this is a hot button. Chief Holsey to reach out to his contacts to get a more concrete answer on what exactly is going to be done on the highways in the winter for La Pine.

Dir. Adams asked about the Liz Loomis document and what it was, Chief Holsey responded with this is an email for campaign services. Dir. Adams made a motion to decline this and Dir. Waddell seconded.

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. Financial Policy update HRSA-Chief Holsey gave an update on the progress of the policy for HRSA.
- E. Sunriver Fire Collaboration – Chief Holsey gave an update on this

New Business

- A. Capital Expenditures – purchase of two new ambulance, total around \$538,636 for two medics, budgeted are \$550,000 so under budget. Dir. Johnson asked if we were writing a grant to get these ambulances, Chief Holsey responded with saying that this is covered under The HRSA Grant. Dir. Waddell asked what is the lead time on that process, Chief Holsey responded with they are already in development, and Asst. Chief Daugherty gave an estimate of about July of 2024. Dir. Waddell asked about the current ambulances and what will happen with them, Asst. Chief Daugherty responded by saying that we are going to keep them in working order until a decision has been made on which ones to keep and which ones to get rid of. Dir. Adams asked if we could explore options to disposing or decommissioning these vehicles, Chief Holsey recommended that we keep the vehicles to offset the times that other medic vehicles are down and to maybe prepare for this so it doesn't slow production down.

Action: Dir. Lesueur moved to approve the ambulance purchase motion; seconded by Dir. Waddell. Motion passed unanimously, 4-0.

- B. Operative IQ Module – narcotic tracking software, take cost out of capital. Dir. Lesueur asked why this \$5,000 amount needs to be brought up to the board for approval, Chief Holsey explained that because this was not a planned expense it was a good idea to bring it to the board. Dir. Waddell asked what the annual cost is to upkeep the software, Chief Holsey stated that there was an annual cost but could not remember off the top of his head. Dir. Johnson asked what the current process for tracking inventory is, Chief Holsey said that currently it is basically a pen and paper process now.

Action: Dir. Adams moved to approve the ambulance purchase motion; seconded by Dir. Waddell. Motion passed unanimously, 4-0.

- C. Personal Protective Equipment Purchase – PPE equipment that needs to be replaced. Dir. Waddell asked what is the PPE cost for a new hire because \$13,000 seems low, Chief Holsey explained that the amount requested is not for full gear, it is for the stocking up on items such as gloves and other items that are used very frequently. Dir. Adams asked why there is an item when this is within the budget, Chief Holsey said that because of this newer process and what he is used to, it is always good to have any agenda item that has to do with Capital because that way there is a way to track all of

the agendas. Dir. Waddell asked if we send the PPE equipment out to get inspected, Chief Holsey responded with we don't have the resources or the equipment right now to do so, they go to Northwest Safety Clean.

Action: Dir. Adams moved to approve \$13,881.02 for additional PPE; seconded by Dir. Johnson. Motion passed unanimously, 4-0.

Regular Meeting paused for Appointment of Lieutenants at 9:47 a.m.

Regular Meeting resumed at 10:02 a.m.

- D. Ambulance Billing Policy 02-03 Poverty Scale Adjustments – ongoing process still researching this, Chief Holsey plans to have before next board meeting
- E. Paid Leave Oregon Policy Review – information regarding policy and form that needs to be filled out by the employee, also included a chart of benefits. Dir. Waddell responded to this by saying as far as he knows employees and employers are paying into this, he asked what the process was, Chief Holsey responded that it is a check that comes out of the employee's paycheck as well as the employer tax. Dir. Lesueur asked why we are using Standard Insurance as a third-party and giving them the money instead of the State of Oregon, Office Manager Waters responded by saying that the state plan had a lot of negatives to the employees as well as the positives that were outlined, it was discussed by Standard Insurance to make an equivalent plan that was sent to the state for approval and our plan benefits the employees a lot more in terms of turnaround time for the leave. Dir. Lesueur asked how Standard Insurance makes money on this, what is in it for them, Office Manager Waters responded with the statement that we made a package deal with them, they are also out long-term disability carrier. Dir. Adams spotted two typos one on 300.07.09 and 300.07.10, Chief Holsey agreed to update these changes.

Action: Dir. Lesueur moved to table this approval until final draft has been completed and submitted for next regular meeting.

- F. Water Leak at 102 as well as cracked foundation at 101 and 102 as well, Asst. Chief Daugherty agreed to move to address these in next year's budget. Dir. Waddell asked if there were any grants we could get for energy upgrades, Asst. Chief Daugherty responded with he will look into it, but he believes so.
- G. Mutual Aid Partner Gifts – Chief Holsey wants to put money in budget to get mutual aid gift baskets. Dir. Adams agreed that this should be good and \$50 is a very reasonable price. Dir. Johnson brought up doing a Sunriver Brewing Night for our Mutual Aid partners as a thank you, Chief Holsey agreed that this would be a good idea, aim for next year.

Appeals (Ordinance 2023-02)

- Ordinance to repeal ordinance 2021-01

Ordinance read into minutes at 10:39 a.m.

Good of the Order-Chief Holsey was curious if anyone was going to attend the SDAO Annual Meeting. Dir. Waddell brought up new hire candidate interviews that were conducted, three of the four were outstanding and he recommends hiring these three. Asst. Chief Daugherty stated that four job offers have gone out, two accepted offers and waiting to hear back from one if not both of the others. Dir. Waddell brought up the new shift calendar and Chief Holsey indicated that we are now on the same shift calendar days as the other fire districts in the area.

Next Regular Meeting: January 11, 2024 at 9:00 a.m.

Regular Board Meeting Adjourned at 10:55 a.m.

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

Date Presented to Board and Approval: January 11, 2024

Board Secretary



Board President

Michael Vietzke

Signature:  _____
Michael Vietzke (Jan 12, 2024 11:22 PST)

Email: 1insomnia@live.com

Signature:  _____

Email: freeheelmedic@gmail.com

