

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
July 13, 2023

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

Roll Call

Directors Present: Dir. Adams, Dir. Michael Vietzke, Dir. Troy Waddell, and Dir. Rex Lesueur

Directors Absent: none

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

Staff Absent: none

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

Union Local 3387 President, Kyle Lohner stated that he submitted the union report ahead of the board meeting and if the directors have any questions, he is open to discussing.

No public comment.

Chief Holsey stated that he wanted to change the order of the agenda and move up swearing in of directors, employee recognition, and election of officers before approving the minutes.

- A. Swear-In of New Directors- Asst. Chief Daugherty swore in the new directors, Troy Waddell, Rex Lesueur, and Michael Vietzke.
- B. Swear-In of Aaron Blanshan- Chief Holsey recognized Aaron Blanshan's promotion from student/reserve to a career position and held a swearing in, pinning of his badge ceremony. Aaron's family was in attendance and his mom pinned his badge.
- C. Stork Award- Chief Holsey recognized FF/PM Roman Chavez with the Stork Award for a field delivery of a baby girl.

Asst. Chief Daugherty explained the procedures of electing officers. Dir. Vietzke made a motion to nominate himself for the board chair position and Dir. Lesueur seconded. Dir. Adams made a motion to nominate herself with an explanation of why she felt she was the most qualified to be the board chair, Dir. Waddell seconded. Discussion closed and move to vote, Dir. Lesueur interjected and stated "all in favor of Michael", votes were cast, 3 votes for Dir. Vietzke. Next was the nomination for vice chair, Dir. Waddell nominated Dir. Adams, Dir. Vietzke seconded, 4 votes cast for Dir. Adams. In addition, a nomination for secretary/treasurer took place, Dir. Adams nominated Dir. Waddell, seconded by Dir. Vietzke.

- D. Elect New Board Chair-Dir. Vietzke
- E. Elect New Board Vice-Chair-Dir. Adams
- F. Elect Board Secretary/Treasurer-Dir. Waddell
- G. Director Check Signers-Office Manager Waters stated she would notify the 3 new directors when WAFD sends out the electronic signature card to add them as signers.
- H. Vacant Board Position- A discussion regarding the open 5th board director position ensued. The consensus was to have a process in policy that includes advertising and interviewing community members that express an interest.

Approval of Minutes

June 8, 2023 Board of Directors Regular and Budget Hearing Meeting Minutes

Chair Vietzke asked for a motion to approve the minutes. Dir. Adams asked for comments and corrections before approving. Dir Adams stated the following corrections: page 2, 7th line, change “then” to “than”. Dir. Lesueur addressed getting the board packets earlier via email, A discussion ensued and it was decided to look at electronic and paper form for board packets. Chief Holsey stated that that is an option for the future and per Office Manager Waters if we change the financial reporting to monthly instead of based on board meetings, we could produce the information a week before the board meeting. It was a unanimous decision to change the current practice of financial reporting to the purposed.

Action: Chair Vietzke moved to approve the minutes of the June 8, 2023 Board of Directors Regular and Budget Hearing Meeting Minutes with requested amendment; seconded by Dir. Adams. Motion passed unanimously, 4-0.

Financials

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

- 5010 and 5020 Tax Revenue Accounts-asked for an explanation of the 97% of tax revenue and if that is typical from previous years. A discussion ensued; Chief Holsey stated most districts average about 94% and Office Manager Waters stated that May and June tax revenue still needed to be inputted and we would be close to 100%.
- 7200 Prevention-Pub Ed-Events-asked for an explanation of why the account line is so high and over budget. Chief Holsey stated it is due to address sign costs and purchasing. It was also stated that we would see more on the revenue side as we sell more address signs.
- 8115 Routine Maintenance- asked for an explanation of why the account line is so high and over budget. Asst. Chief Daugherty gave an explanation of the increase in costs due to the annual Hughes Fire apparatus servicing and maintenance of heavy rolling stock. In addition, there were 2 pumps that needed to be evaluated that were not

budgeted last year. The district uses Hughes Fire and Integrity Auto for apparatus servicing, maintenance, and repair.

- 8411 Reserve Firefighter-Dir. Waddell asked for an explanation of why the account line is so high and over budget. Asst. Chief Daugherty stated that the overage is due additional training needs for student/reserves. In addition, the previous board at the May 11, 2023 board meeting took action to transfer funds from the Meszaros Fund of \$5000.00 to help cover costs.

Dir. Lesueur asked for a summary, Office Manager Waters stated the summary is on the last page. Chief Holsey stated that our expenditures exceeded our revenues, therefore we didn't come in under or at budget. Dir. Adams responded that technically we did because the district projected a deficit budget higher than what the actual deficit is. Asst. Chief Daugherty stated that we still have some outstanding items that need to be paid from 22/23 FY.

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 June 9, 2023-July 13, 2023 in the amount of \$592,768.59; seconded by Dir. Lesueur. Motion passed unanimously 4-0.

Management Reports-Chief Holsey gave an overview of all reports

- Chief's Report to include: 3 new career FF positions, 6 new student/reserve positions, new finance comptroller job description, civil service, pulse point, TANS loan, closure of admin office on Fridays due to staffing and workload, financial review with Merin & Co., and EMS billing. Also stated that we are above projections on EMS revenue/GEMT revenue and addressed the increase in overtime due to several factors. In addition, professional fees and annual maintenance contracts are over due to increase in legal fees and increase in EMS systems. Civil Service is over due to turnover and hiring of new employees and Other Services & Fees is over due to the increase in GEMT participating costs, which are reimbursed except the administrative fee paid to OHA.
- Monthly Alarms/Multiple Alarm Report-Chief Holsey gave an overview of all monthly alarm statistics, service calls, good intent, peak times, response times, etc. A discussion ensued with explanations of meanings of terms, national data-NFPA 1710 times, etc. This will enable the district to track annual trends. Also commented on the number of transports, which is above the national average and refusal rates are at the national average.

- Building Permits-Chief Holsey asked the board if they found this information to be of value and if they wanted to continue receiving in their board packets, the board stated they wanted to continue receiving the information. Chief Holsey also stated that he would research other reporting that has more valuable information for the counties we serve. This would help with planning, training, and budgeting for the district.

Correspondence/News

Office Manager Waters stated that a public service announcement was sent out for posting for the board meeting and also reiterated that due to Wise Buys closure, there is currently no publication currently in La Pine. Dir. Lesueur commented that the chamber has a shopper online for postings that might work for future notifications. Office Manager Waters stated that we can use this venue for public service announcements for board meetings or job postings, but not for legal postings. With the closure of Wise Buys publication, the only option for legal posting is the Bend Bulletin.

Old Business

- A. 2023 Budget Evaluation/Contractor-this was discussed by Chief Holsey under Management Reports.

New Business

- I. Job Description – Financial Controller-Dir. Adams stated that she would like to rename the job description to Financial Comptroller due to the meaning and feels it fits the district better. Dir. Lesueur asked Office Manager Waters about all the financial job duties changing to the Financial Comptroller and what duties would the Office Manager be assigned. Office Manager Waters deferred the question to Chief Holsey since she was not included in the process. Chief Holsey responded that the Financial Comptroller would primarily have all financial job duties, with some overlapping with Office Manager duties. An updated Office Manager job description and assigned duties has not been defined yet. A discussion ensued, Dir. Waddell asked if Office Manager Waters would continue to do the payroll function and Chief Holsey stated that it would be a primary duty of the Financial Comptroller and the Office Manager would cover if needed. In addition, Chief Holsey stated that the Office Manager would concentrate on HR duties.

Action: Dir Adams moved to approve the Financial Comptroller Job Description with changes noted; seconded by Dir. Lesueur. Motion passed unanimously 4-0.

***Intermission**

***Back in session at 10:50 am**

- J. Health Reimbursement Arrangement (HRA) Plan Resolution #23-08-Overview and discussion regarding the resolution for the districts HRA VEBA employee plan. Dir. Adams asked for clarification regarding Section 2 employer contribution. The funding

for the HRA VEBA is the difference in the amount of each plan and deposited into participating employee account. There was an MOU with union local 3387 to enact the HRA VEBA plan which is optional choice for all employees.

Action: Dir Lesueur moved to approve the Health Reimbursement Arrangement (HRA) Plan Resolution #23-08; seconded by Dir. Waddell. Motion passed unanimously 4-0.

K. Family & Medical Leave (FMLA) / Oregon family Leave Act (OFLA) Policy

Action: Dir Adams moved to approve the Family & Medical Leave (FMLA) / Oregon family Leave Act (OFLA) Policy; seconded by Dir. Waddell. Motion passed unanimously 4-0.

L. Student Reserve Shift Work Policy-Chief Holsey gave an overview of how this policy works with using student reserves to fill in for career positions on a shift (day to day) and be paid an hourly wage. Dir. Adams pointed out an error on the second page, Section D change “is” to “in”. A discussion ensued regarding how this policy would be utilized. Dir. Adams commented that a clause should be added addressing how many hours student reserves can not exceed annually per calendar year.

Action: Dir Adams moved to approve the Student Reserve Shift Work Policy with changes noted; seconded by Dir. Lesueur. Motion passed unanimously 4-0.

M. Return-to-Work Policy-Chief Holsey gave an overview of the policy and the importance of having employees who are capable returning to work early on a light duty, modified duty, etc.

Action: Dir Waddell moved to approve the Return-to-Work Policy; seconded by Dir. Adams. Motion passed unanimously 4-0.

N. Discriminatory & Workplace Harassment Policy #100-06-Chief Holsey stated that this is a revision due to himself and Asst. Chief Daugherty reviewing and concluding that the current policy was convoluted and hard to follow. In addition, the requirements on administration put us into requirements that they really can't perform including fact finding and investigations that need to be done by a 3rd party. Chief Holsey moved the policy to a more standard boiler plate wording and descriptions which allows administration more flexibility on how the deal with any workplace discrimination and /or harassment work environment. This is also to get it more in line with what the Special Districts of Oregon would want, due to the bigger liability piece. Chair Vietzke asked if the employees receive this training and Chief Holsey replied that this should be a part of annual training. A discussion ensued regarding HR functions and training; Asst. Chief Daugherty stated that new and existing employees have annual online training that they are required to do. Office Manager Waters commented that herself and other admin employees have not had the annual trainings. Chief Holsey also stated that due to revised statute, he added a clause for non-disparagement/non-disclosure agreements. Dir. Adams stated a correction on page 3, 6 lines down under Reporting Procedure the sentence needs to be rewritten for grammar.

Action: Dir Lesueur moved to approve the Discriminatory & Workplace Harassment Policy #100-06 with changes; seconded by Dir. Adams. Motion passed unanimously 4-0.

O. Office of State Fire Marshal Plan of Cooperation-

Action: Dir Lesueur moved to approve the Office of State Fire Marshal Plan of Cooperation; seconded by Dir. Waddell. Motion passed unanimously 4-0.

P. Civil Service Adoption-Dir. Adams commented on the fact that the document seems very standard will not cause a controversy for the district, also addressed a couple of errors. Chief Holsey made the document open ended and included a process for open recruitment. Dir. Waddell wanted to clarify that Rule 6, Section 4B that veteran's preference was included and correct for initial hire and promotional exams. Dir. Adams added that preference points were also under Rule 6, Section 8 and pointed out that there is verbiage in Rule 6, Section 8C, subheading 1, that it states the word three written out, but a 5 in parentheses. Dir. Waddell asked to have the ORS statute attached to the document, Chief Holsey agreed. Dir. Adams also stated an error under Rule 2, subheading 8 Commission under definitions, the word should be "agencies", not "agency's". Dir. Adams and Dir. Waddell asked to have all the timeframes referenced to 24 months instead of 30 months. Chief Holsey also stated that he has been reaching out to individuals to serve on the Civil Service.

Action: Dir Adams moved to adopt Civil Service with changes noted; seconded by Dir. Waddell. Motion passed unanimously 4-0.

Appeals (Ordinance 2021-01)

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

Good of the Order- Dir. Adams gave an overview to the new board directors regarding the the lawsuit with St. Charles to new board directors. Office Manager Waters added that 300 redacted PCRs were submitted to the Deschutes County Judge for review per the judge request. Asst. Chief Daugherty gave the historical knowledge of the events that led up to the lawsuit and counter suit with St. Charles. Dir. Adams would like a review and update from Sussman Shank lawyers. This ordinance 21-01 will be tabled to Executive Session.

Action: Dir Lesueur moved to table to Executive Session; seconded by Dir. Waddell. Motion passed unanimously 4-0.

Chief Holsey stated he would like to plan a board director retreat to work on the Strategic Plan, Standards of Cover, and creating District Board Bylaws. Chair Vietzke stated he would start the process and bring to the board directors at board meetings. Board Directors have board training in August in Redmond. Dir. Adams also stated the rules surrounding a quorum and being careful of the topics of discussions via text, email, and in-person at trainings or social gatherings. A discussion ensued to go into Executive Session, Asst. Chief Daugherty read

the executive meeting statement. Office Manager Waters stated she would end the zoom public meeting and Asst. Chief Daugherty stated he would turn off the recorder. Dir. Adams made a comment regarding needing to record the Executive Session and Chief Holsey and Asst. Chief Daugherty replied that they would take hand written notes.

Next Regular Meeting: August 10, 2023 at 9:00 a.m.

Regular Board Meeting adjourned at 12:00 p.m.

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

Date Presented to Board and Approval

August 10, 2023

Board Secretary

Troy Waddell 8/10/23

Board President

Michael Vietzke 8/10/23