

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**August 8, 2024**

**Open Meeting**

Dir. Michael 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. Rex Lesueur, Dir. Jeremy Johnson, Dir. Troy Waddell

Staff Present: Chief Erick Holsey, Asst. Chief Dan Daugherty, Training Officer Lt. Joey Sawyer, Financial Administrator Joshua Billeter, Acting Office Manager Joyce Engberg, and Acting Office Manager Tracy Read

Staff Absent: Office Manager Tammie Waters

**Approval of Consent Agenda**

Dir. Lesueur suggested the Board should discuss how they can find and add a new board member and board secretary. Moved to New Business.

Dir. Johnson suggested an update on the fleet. Moved to New Business.

**Action: Dir. Adams read the motion to add above items to the agenda and moved to approve consent agenda, seconded by Dir. Vietzke. Motion passed, 5-0.**

**Organization Recognition**

Tracy Read was recognized and heartily thanked for her willingness to step in and serve as Acting Office Manager for the last several months.

Director Troy Waddell was recognized and thanked for his exemplary leadership on the Board of Directors and critical connection between the branches of the District. Dir. Waddell is moving out of the area and tenders his resignation, effective at the end of the day today, August 8, 2024. Joshua stated Dir. Waddell will need to remove his name from the bank signature card, and two board members will need to sign the approved minutes and present a copy to bank.

Reserve students Shae Domings, Riley McVicar, Nick Popp and Jesy Lopez were recognized for their participation with the public, and going above and beyond in the Night Out Event.

Lt. Joey Sawyer introduced the two new academy students, Jordan Kent and Logan DeBeaumont.

Chief Erick Holsey commended new hire Taylor Jernigan for stepping up and being a great help to the academy training, and commended Lt. Sawyer for his outstanding work.

### **Open Forum for Public Comment**

None

### **Approval of Minutes from the July 11, 2024 Board of Directors Regular Meeting**

**Action: Dir. Adams moved to approve the July 11th minutes with the suggested grammar changes, seconded by Dir. Johnson. Motion passed, 5-0.**

### **Financials**

Financial Administrator Joshua Billeter presented current financials and stated there was only EMS income this month, no tax revenue yet. Overtime was \$5,300 over budget due to the Darlene 3 fire coverage, and the SAIF premium for worker's comp was \$7,000 over budget. It is early in the budget year, so he is not concerned about overall values yet.

Dir. Adams inquired if the Fire Marshall grant covered any of the Darlene 3 Fire overtime. Chief Holsey stated that was a possibility, and he and AC Daugherty were seeking conflagration reimbursement through the state for the Jackpine and Wickiup fires, as well as for when District units were sent out to other fires. Part of the Fire Marshall grant is a set amount for the two Reserves serving this summer. Dir. Waddell inquired when the District would receive payment, and Chief Holsey stated that state grants typically take 6-12 months and FEMA 12-24 months.

Dir. Lesueur stated that it would be good to remind all staff that injuries affect the whole district in both staffing and financial aspects. Chief Holsey shared that there more safety training scheduled for the future.

### **Monthly Expenses by Vendor**

Dir. Adams inquired about a reimbursement expense that was not in the right line item. Tracy Read responded that it was correct on the check and most likely posted to the wrong line item. She will follow up with Josh and correct it.

### **Monthly Expenses Paid**

No questions

**Action: Dir. Adams moved to approve check #33727 to #33768 for \$108,374.06, check #33780-33781 for \$1,418.19, EFT payments in the amount of \$261,698.50, and Quickbooks Services payments in the amount of \$207,798.22 for a total amount of \$579,288.97. Seconded by Dir. Waddell. Motion passed, 5-0.**

### Union Report

New Union President Paul Stephenson shared that the local wildfires have required substantial overtime work, in turn causing stress and strain on crew and employees. A new temporary staffing plan that would not require a lieutenant at 101 has been agreed to between the union and administration.

Dir. Adams expressed thanks on behalf of the board for the firefighting efforts of the line staff on the recent wildfires.

### Training

Lieutenant Sawyer shared that the staff are using Resource One for training on a number of certifications. It shortens classwork time and provides flexibility in when and where they can take the classes, which means many certifications are coming through now.

FM Justin Melling received his Fire Instructor certification, and Captain Andy Rigney's Task Force Leader renewal allows him to continue doing so on wildfires, which helps the District greatly.

The reserves and new students will be helping in the Jackpine cleanup. The older students are doing a great job in helping the new students.

Aug 12-15 is a joint training with all new central Oregon reserves.

FM Melling has organized a joint operational training for August 16 in former quilt shop building with DPSST, COCC, Sunriver and others. All central Oregon districts have been invited to join. Special thanks to FM Melling for the initiative in reaching out to owners and contractors for use of the buildings, and the effort to get continuous halyards on all the engines. He finds time to train with students and exhibits passion for his work which is contagious.

Engineer Academy is ongoing, and crew are making good progress.

August 29<sup>th</sup> there is a mental health and wellness training event for fire service staff and spouses/partners. The senior center donated their space, which is a big savings to the training budget. Lt. Sawyer will provide a training budget update to the Board next month.

Dir. Lesueur suggested better signage that indicates to the public that the operational event is a training in progress.

Chief Holsey shared that local law enforcement used our students to stand in as hostages and targets in their recent training. Our medics and LifeFlight were also involved. Access (LEO) and egress (Fire Dept) organizations have different purposes and methods, and training together helps bring flow to working together. LEO officers Ebner and De Louca are stellar to work with.

### Management Reports

Chief Holsey shared that the wildfires around La Pine have been big events, and he and AC Daugherty have been busy providing local oversight but thankfully those fires are winding down. Focus is now shifting to ISO rescheduling.

State is on fire, and Chief Holsey has offered to assist in incident leadership if needed.

### Correspondence/News

Public Service Announcements sent to media, posted to reader board, and South County Shopper  
Jackpine Fire thank you  
Report on Wildfires from OSFM  
Thank you letter to crews from Tri-county area that came to help.

### Old Business

#### Sunriver Fire Collaboration

Chief Holsey shared the District has been too occupied with the wildfires and live trainings to get further on the collaboration.

#### Risk Statement Policy #100.08

Discussion ensued regarding changing wording slightly.

**Dir. Adams moved to approve Risk Statement Policy #100.08 with the change “We will risk our lives to save a life, we will put ourselves at moderate risk to protect savable property, and we will risk nothing to save lives or property that is already lost.” Dir. Johnson seconded. Motion passed, 5-0.**

#### Transfer of Authority Policy #100.09

Policy addresses how and when the District releases control to another organization such as ODF, Oregon Fire Marshall, National Guard, Army, etc.

Discussion ensued. Dir. Adams requested to capitalize D of word “Delegation” and A of word “Authority” in Title.

**Dir. Waddell moved to approve Transfer of Authority Policy #100.09 as revised, Dir. Johnson seconded. Motion passed, 5-0.**

### Strategic Planning Process

Chief Holsey shared that it is time to re-evaluate the District mission statement and bring in an outside moderator to oversee the session. It's not something the board or administrators should do by themselves - community members, key stakeholders, and a cross-section of the organization should be present. Values and goals are established and it becomes a community infused mission statement.

### New Business

District is still short on depth in the Lieutenant position. Temporary arrangement has been made with the union to allow one lieutenant at Station 101. As soon as District has enough Lieutenants the agreement will end. Union President Paul Stevens shared that injuries and extended vacations have contributed to the need.

### Resolution #24-08: Reallocation of Capital Funds Line Item 9742

Chief Holsey shared that the original plan was to retire the two oldest medics (ambulances) when the two new ones arrived, but with the trouble the District is having keeping the medics on the road mechanically, it has created the need to retain the old medics for the time being and keep all the medics road worthy. Since maintenance of the two older medics was not a budgeted item, and it is a capital project, Chief Holsey proposed moving some of the funds earmarked for new fiscal software over to maintaining the additional medics. With the administrative office staffing challenges, it is not the best time to do a bookkeeping conversion, so pushing that back to the beginning of the next fiscal year allows the movement of the funds. The new medics are arriving August 27th.

**Dir. Adams read Resolution #24-08 into the record. Dir. Vietzke moved to approve, Dir. Lesueur seconded. Motion passed, 5-0.**

### Agenda Item Capital Equipment, Power Loads

Power Loads are here and scheduled for installation on new medics, as well as installations on other medics for power load accommodations.

### Agenda Item Capital Equipment, Radios

Purchase of three radios with dual bands for two new medics and tender, to allow us to communicate with our mutual aid partners on other frequencies.

No vote required, budget is already approved and funded. When there is a change in appropriation the Chief presents to board for record keeping, transparency and to keep the Board informed.

### State of the Fleet

Dir. Johnson shared that the 2008 diesel medics have been serving the District well, but the maintenance on the 2021 gas engine medics has been deferred for 2-3 years, and problems from that are showing. He gave the example that the exhausts have built up excessive carbon. They could have been maintained at \$1,500 a year but previous administration was unwilling to, and now they need replaced at \$7k each. He feels it is financially wiser to spend \$20k on maintenance and keeping in service longer, than to buy a new \$250k medic. He presented the idea of keeping all six medics, with two at each station.

Chief Holsey shared that the normal rotation that happens during busy times would cover costs for keeping older medics at hand. He also stated the diesel medics do not meet current state of Oregon standards and would cost as much or more to refit to the newer standards than buying a new medic. The gas engines could possibly be remounted to new chassis with some required additions that could extend their lives, which would be helpful if District doesn't receive more funding for next replacements.

There was discussion on the efficiencies and options of shuttling medics and staff. Integrity can provide shuttle service back to stations but at this time staff must transfer supplies and equipment from one medic to the other being put into use. District is working on keeping all the medics similarly equipped, and has put sapphire pumps on four rigs, and is adding two more Lucas devices next month.

Dir. Johnson recommended leaving 118 as the SST unit since they only put 200 miles a year on it. Chief Holsey responded it is a storage issue and planned to put one of the oldest medics in that position. It can be equipped for patients but cleaned out for SST use when needed.

Dir. Vietzke asked for a written estimate on recommended maintenance and repairs on 2021 medics. These expenses come from Capital Reserves and may require a Board resolution because the costs of the repairs would far exceed the Apparatus Repair budget.

Kyle Lohner suggested an Apparatus meeting convene before the next board meeting to discuss the issues.

### Process of Finding and Vetting New Board Member

Discussion ensued on ways to inform the community there is a position available, and how to interview and vet applicants. Suggestion was presented to focus on recruiting someone with fire service background.

**Special Meetings and Workshops**

August 29th - Mental Health & Wellness Workshop and Organizational Dinner at the senior center.

**Good of the Order**

- Pre-Development Meeting – City of La Pine
- Newberry Regional Partnership meeting on Darlene 3 Fire was emotional and thus unable to address the planned agenda.
- Civil Service Meeting
- Dir. Johnson will be absent for September board meeting

**Next Regular Meeting**

September 12, 2024 at 9:00 a.m.

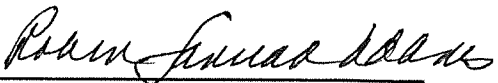
Regular Board Meeting Adjourned at 10:44 a.m.

Executive Session Following Board Meeting: Pursuant to ORS 192. 660 (2) (h) Litigation & ORS 192. 660 Personnel Issue, 192. 660 (2) (d) Labor Contract.

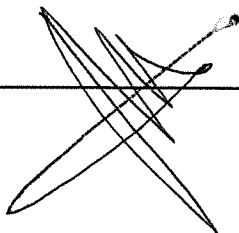
Respectfully Scribed and Submitted  
La Pine Rural Fire Protection District  
Administrative Staff

*Date Presented to Board and Approval: September 12, 2024*

Board Secretary

  
\_\_\_\_\_

Board President

  
\_\_\_\_\_