

**BOARD OF DIRECTORS REGULAR MEETING MINUTES  
La Pine Rural Fire Protection District  
September 14, 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. Troy Waddell, and Dir. Rex Lesueur

Directors Absent: none

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

Staff Absent: none

Approval of Consent Agenda-Chief Holsey stated that he had an item to add to the consent agenda, Accuity audit contract into new business under TANS.

**Action: Chair Vietzke motioned for approval of the consent of the agenda with the change, Dir Adams moved to approve the consent agenda with the change; seconded by Dir Lesueur. Motion passed unanimously, 4-0.**

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

No public comment

**Union Report**-no report given due to Local 3387 President, Kyle Lohner being out for family matters.

**Approval of Minutes**

August 10, 2023 Board of Directors Regular Meeting Minutes-Chair Vietzke asked for a motion to approve the minutes. Dir. Adams moved to approve the minutes as written, with corrections noted: page 1, 2<sup>nd</sup> line from bottom if should be is and page 4, bottom line to should be too. Also, mentioned that Chief Holsey and Dir Adams first names were not included under Roll Call.

**Action: Dir. Adams moved to approve the minutes of the August 10, 2023 Board of Directors Regular Meeting Minutes with changes noted; seconded by Dir. Waddell. Motion passed unanimously, 4-0.**

August 16, 2023 Board of Directors Special Meeting Minutes- Chair Vietzke asked for a motion to approve the minutes. Dir. Adams moved to approve the minutes as written, no corrections.

**Action: Dir. Adams moved to approve the minutes of the August 16, 2023 Board of Directors Special Meeting Minutes as written; 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:

- **5101**-Dir Adams was questioning the percentage of the budgeted amount and expenditures. Office Manager Waters clarified that the budget figures are based on monthly, not annually. In addition, she stated that she was instructed by Chief Holsey to make changes to the previous version of the Profit & Loss vs Actual financial report for the board. Chief Holsey gave an overview of the type of Profit & Loss vs Actual financial report that he would like to provide to the board. Dir Lesueur made a comment in regards to the grant income in the budget and stated that he thinks the additional funds for the 3yr. grant should be done differently within the budget. Chief Holsey and Office Manager Waters reiterated that the auditor at Accuity instructed that the grant funds needed to be reflected in the manner in which they are. Office Manager gave an overview again of what the Accuity auditor instructions were for the budget and the proper way it needed to be reflected. Dir Lesueur stated he thought it was wrong.
- **6050**-Dir Adams asked about the summer intern budgeted amount and expenditures. Office Manager and Asst. Daugherty responded that it is due to the hourly wage going up from \$15.00/hr. to \$21.08/hr. Also commented that the wages are reimbursable from the Oregon State Fire Marshal Seasonal Grant.
- **7300**-Dir Adams asked if the expenditures were due to over purchasing because of the UPS strike and higher volume. Chief Holsey responded that they did over purchase and also had items recalled. Dir Waddell asked about the protocol for EMS supplies and Chief Holsey gave an overview of the Operative IQ process and that Beau Bonito, Josh Erwin, and Travis DeLorto are currently overseeing EMS supplies. A discussion ensued regarding EMS practices, etc.
- **8240**-Dir Adams asked about the SCBA budgeted amount and expenditures. Chief Holsey responded it was for annual maintenance for the air compressor. Asst Chief Daugherty added it was an unexpected expenditure due to repairs that needed to be done. Dir Waddell asked if the air compressor was on a replacement schedule, Asst Chief Daugherty responded that it should be on the capital replacement schedule.

**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 August 2023 from check #32795 to #32938 in the amount of \$639,946.89; seconded by Dir. Lesueur. Motion passed unanimously 4-0.**

**Management Reports**-Chief Holsey gave an overview of all reports and statistical data. Mentioned the updates of the fires in Oregon with Pete's Lake Fire being the closest to La Pine.

Noticeable items happening in the District, are as follows:

FF Pinkerton and FF George passed their acting in capacity lieutenant exam.

FF Chavez, FF DeLorto, and FF Peters helped with a code save at Crosswater golf course and received the Heartsaver Award.

Finished the new career and student/reserve academy with a successful completion of (3) FF's and (6) Student/Reserves. Chief Holsey gave recognition to ENG Chris Jones for a fantastic job constructing the academy and to the individuals who also helped, LT Sawyer, FF Melling, FF Erwin, and Student/Reserves Popp, Juenger, McFarland.

Student/Reserve Jesy Lopez passed her EMT.

Met with Crescent Fire Chief to discuss mutual aid and updating the mutual aid agreement.

Attended the ground breaking ceremony at La Pine Community Center.

Senator Wyden meeting to discuss future grants.

Met with Sunriver Fire Chief to discuss mutual aid and updating the mutual aid agreement.

Met with Ponderosa Pines Homeowners Association to review their Firewise activities being completed due to a grant they received. A discussion ensued regarding the possibilities for further education and getting support services involved.

Update on the status of the Financial Administrator position and looking at alternatives (outsourcing) if needed to bridge the gap until a qualified applicant can be found. SDAO is working on a cash flow analysis for the district.

Chief Holsey reviewed more financial line-item projections and a discussion ensued regarding address signs. Reviewed the cost and Dir Waddell recommended that we check with La Pine city public works to see if we can get better pricing. Chair Vietzke stated that there would be further discussion at the next board meeting. Dir Adams asked about the AFG grant and what

it was for, Chief Holsey stated it was for personal protective equipment and he is working on getting the reimbursement. Dir Waddell asked about the overtime costs and if more positions are going to be hired. Chief Holsey stated yes with a couple of conditions, we need the tax dollars and the ability to utilize current personnel for academy and training of new personnel. Chief Holsey reviewed the call statistics and gave a synopsis for service levels, etc. EMS compass peak time is better and stayed consistent with last month. Dir Adams asked some clarifying questions regarding the times. Chair Vietzke asked how the statistics are utilized and Chief Holsey gave examples of how the statistics will be used for bench marks, service delivery, call types, etc. Chair Vietzke stated the information would be beneficial for the public to know for the levy renewals. Dir Waddell gave examples of risk and time when crews are fighting a structure fire, a discussion ensued. Dir Adams stated that she appreciates the community outreach that Chief Holsey is doing. Chief Holsey responded with an overview of measures he is taking to increase outreach such as having a public information officer, more social media presence, and having support services involved more. Dir Waddell asked if FF Adams was going to be given more education and training for the public information officer role. A discussion ensued regarding social media, access, and different options. Dir Waddell asked if LT Sawyer accepted the LT Training Officer position, Chief Holsey responded yes, he had.

#### **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. Dir Adams made a comment regarding the St. Charles article regarding the effects it will have on the community if they stop taking certain Medicare supplemental insurance.

#### **Old Business**

- A. Financial Review-Chief Holsey stated that he already covered it previously.
- B. Ordinance #2023-01 Repeal adoption of Oregon Fire Code Second Reading-Dir Adams read the ordinance. The last reading and adoption will happen at the next board meeting.
- C. Vacant Board Position-Dir Lesueur moved to appoint Jeremy Johnson to the Board Director position #2. The oath of office will be done next board meeting.

**Action: Dir Lesueur moved to appoint Jeremy Johnson to Board Director position #2; seconded by Dir. Adams. Motion passed unanimously 4-0.**

- D. Financial Administrator- Chief Holsey stated that he already covered it previously. Dir Lesueur stated that it is tough to find qualified people. Chief Holsey stated he did reach out to Dir Lesueur's recommended contact and unfortunately, they don't have availability until November or later. Chief Holsey stated he is going to do a contract assignment with an MBA to bridge the gap until he can find a permanent solution.

## **New Business**

- A. Compliance Engine Contract-Chief Holsey stated that this would allow us to receive an electronic report and anything out of compliance would be flagged. There is no fee to the district, but needs approval by the board due to it being a contract.

**Action: Dir Adams moved to allow Chief Holsey to move forward with the Compliance Engine Contract; seconded by Dir. Waddell. Motion passed unanimously 4-0.**

- B. NTN Contract-Chief Holsey that the district will utilize the National Testing Network for testing of new applicants for career entry and lateral positions before going to civil service commission for remainder of the process. The fee is \$500.00 annually.

**Action: Dir Adams moved to allow Chief Holsey to move forward with the National Testing Network Contract; seconded by Dir. Waddell. Motion passed unanimously 4-0.**

- C. TANS/Business Revolving Line of Credit-Chief Holsey distributed proposals from Washington Federal Bank and First Interstate Bank regarding a business revolving line of credit to bridge the gap with payroll and expenditures before tax revenues are received. Chief Holsey gave an overview of each proposal and stated that Washington Federal Bank is the better option. Dir Waddell asked for clarification on when the tax revenues are received and it was stated that tax revenues are not received until the first to second week in November. Office Manager gave an overview of how the business line of credit is used, the origination fee, and interest associated with it. It was also stated what the benefits are having the business line of credit in reserves. It was also discussed on who would have access and authority for transactions. The Board Directors stated they would like dual signatures required, just like the checking account.

**Action: Dir Lesueur moved to approve and move forward with Washington Federal Bank to acquire a business line of credit for \$400,000.00; seconded by Dir. Adams. Motion passed unanimously 4-0.**

- D. Accuity Audit Contract-Asst Chief Daugherty gave copies of the Accuity audit contract to the board directors to review and stated that this is the annual contract to continue audit services for 22/23FY financials. Asst Chief Daugherty also stated that the audit was set for November 16<sup>th</sup> & 17<sup>th</sup> to allow the district time to finish the financial review. In addition, there will be an audit regarding grant funds received in excess of \$750,000.00 per federal requirements. A discussion ensued regarding the audit process and how the district manages the recommendations and any compliancy issues from the audit.

**Action: Dir Adams moved to approve and move forward with Accuity Audit Contract; seconded by Dir Waddell. Motion passed unanimously 4-0.**

- E. Financial Policy Resolution-Chief Holsey stated he does not have a resolution at this time due to needing to make updates and corrections per HRSA requirement for grants and will have the resolution at the next board meeting.

**Action: Chair Vietzke moved to table the Financial Policy Resolution until the next board meeting; seconded by Dir Adams. Motion passed unanimously 4-0.**

- F. Levy Planning-Chief Holsey stated that we need to start moving forward with forming a political action committee to start planning the campaign for the renewal of two levies. Chair Vietzke asked what would happen if the levies are not renewed and Chief Holsey replied, “we would be laying people off”. A discussion ensued regarding whether the district should hire a facilitator or do the process in house and the importance of local 3387 participation. The process for the previous new levy was discussed and the importance of starting earlier, committed and unified participation from district/local 3387, and a lot of community outreach. The board directors decided to have 2 board directors on the political action committee, Dir Adams and Dir Lesueur and have a campaign levy meeting after the next board meeting.
- G. Board Workshop-Chief Holsey stated that he is having a hard time scheduling a workshop for the board directors for the strategic plan and standards of cover review. It was decided that after the first of the year would work better for everyone. A discussion ensued regarding schedules and timeframes for the workshop and Chief Holsey decided to follow up with a doodle poll to get availability, etc.
- H. Local 3387 Intent to Bargain-Chief Holsey stated that he had received a contract opening letter from local 3387. Chair Vietzke and Dir Lesueur will be on the bargaining committee for the district and the first meeting is scheduled for September 27<sup>th</sup> at 9 am, located at the administrative office. Dir Adams and Dir Waddell stated she would like to attend to listen, but not participate. Chief Holsey will reach out to SDAO George Dunkel regarding more board directors being present and if it is an issue. Dir Adams stated that they could advertise and choose to go into executive session so that the board directors could consult with each other.

### **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; seconded by Dir. Adams. Motion passed unanimously 4-0.**

### **Good of the Order**

- A local church is cooking breakfast for crews on September 17<sup>th</sup> at 7:30 am located at station 101.
- Chief Holsey thanked board directors for being present at functions.

- Chief Holsey gave an update on having a badge ceremony and luncheon for new employees and their families in October. He will check with LT Leemann to make sure that the badges and uniform items are received. Also asked the board directors to attend and participate in the luncheon.

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

Regular Board Meeting adjourned at 11:31 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*

October 18, 2023

*Board Secretary*



*Board President*



