

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**October 10, 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. Lesueur, Dir. Dan Robinette

Directors Absent: Dir. Jeremy Johnson

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

Staff Absent: Office Manager Tammie Waters

Guests: Union President Paul Stephenson

**Approval of Consent Agenda**

Dir. Vietzke stated that the board would go into executive session at 9:30 a.m. in order to accommodate board directors schedules. Regular board meeting will continue afterwards.

**Action: Dir. Adams moved to approve consent agenda, seconded by Dir. Lesueur. Motion passed, 4-0.**

**Open Forum for Public Comment**

None present

**Approval of Minutes from the September 12, 2024, Board of Directors Regular Meeting**

**Action: Some Directors were not able to review September minutes so approval was moved to the November 2024 board meeting.**

## Financials

Financial Administrator Joshua Billeter shared that the District is three months into the fiscal year, so 25% through the year. Overall, 25.07% of budget has been spent. The biggest unknowns are GEMT and Tax Revenue amounts. Per Board request, all zero amount line items are now being shown in report.

Categories to watch:

5000 – TAX REVENUE. Currently this category is about 0.5% of projected. Most of these funds do not start to come in until November.

6050 – INTERN. 111% of project amount for current fiscal year but should not go higher as summer is over).

6100 – OVERTIME. Currently is at 37% due to active fire season and injuries. The last payroll had only 30 hours OT, so numbers appear to be going down.

6700 – CIVIL SERVICE. Currently at 75%, mostly new hire expenses.

7000 – OFFICE SUPPLIES. Currently at 34.5%. This encompasses office-type supplies including paper for all four buildings.

### Monthly Expenses by Vendor

No questions

### Monthly Expenses Paid

Dir. Lesueur noted that EMS billings were up. Staff responded that it can be cyclical and varies with a number of factors such as billing cycles, insurance companies, and collections. Transports are actually down a little of late.

Dir. Adams inquired why 6212 PLO (Paid Leave Oregon) was not showing as funded. Staff responded that it is under the 6237 line. District pays 40% and employees pay 60% of PLO. PLO has the ability to increase tax needed after the fact, and the employer will have to make up the difference for both itself and their employees.

Dir. Adams inquired about what was included in lines 7135 and 7150 - Provisions. Chief Holsey responded that District had to make a large purchase to re-supply engines with the required 72 hours of shelf stable foods. Line 7135 covers FF provisions and 7150 covers provisions and ice.

Chief Holsey shared that Deschutes County is being sued by owners of foreclosed and subsequently auctioned homes. The accusation is the county kept sales revenue in excess of the taxes owed, and the county has notified the District that it may take back some of the tax revenue already paid to the District, depending on the litigation results. AC Daugherty is attending an explanatory meeting today.

Chief Holsey shared that the Central Oregon Fire Chiefs meeting was going to address how Deschutes County received 2.6 million dollars of federal funding earmarked for firefighting, but only the City of Bend was given funds - the other fire districts have

received nothing. Chief Holsey will also be discussing with county commissioner Tony DeBone.

District needs signed September minutes so Dir. Robinette can be added to bank signing list.

**Action: Dir. Adams moved to approve check #33871 to #33878 for \$126,429.25; #33881 to #33938 for \$175,179.39; EFT payments equaling \$99,885.96 and QuickBooks Services payments of \$191,641.20 for a total amount of \$593,135.80. Seconded by Dir. Lesueur. Motion passed, 4-0.**

### **New Business**

District is renewing State of Oregon Intergovernmental Transfer Agreement so it can continue to receive GEMT funds.

### **Management Reports**

#### **Union Report**

Union President Paul Stephenson was present for meeting. He has been on vacation and has no new items to report. He and Chief Holsey continue to work on the sick leave policy.

#### **Training**

Lt. Joey Sawyer shared that the Engineer Academy is now complete. Everyone passed including several of the RVs. Three RVs have obtained their EMT Basic certification and a fourth is expected to pass this week. Matt Pinkerton and Lt. Sawyer are now certified Auto Extrication instructors. Twenty new DPSST certifications have arrived. RV Henry McFarland has been hired by Portland Fire and leaves mid-October.

ISO Report: ISO requires minimum training of 4.5 hours per crew member, our District average turned out to be double that - 9 hours per crew member.

Budget: Under 10% of training budget has been used this fiscal year.

Upcoming Training: Crush Time car extraction at Gig Harbor, WA., 5 days of lectures and hands-on operation training at March Madness in Boise, ID., and National Fire Academy in Maryland (cost is neutral except for food and travel).

Lt Sawyer is developing program for new tender training.

At 9:28 a.m., the regular board meeting was suspended and board went into executive session pursuant to ORS 192.660 (2) (h) Litigation & ORS 192.660 Personnel Issue.

At 10:15 a.m., the regular board meeting was resumed.

## Chief's Report

Car seat clinic in September, number of attendees unknown (determined later to be 4).

District took possession of new water tender provided by the State Fire Marshall. It is chipped to track usage and is loaned to us for a three-year term. The OSFM has yet to determine if they will take it back after three years, or extend use for another three years, or give to District. They also have the authority to move it to another fire service organization at any time, so Chief feels for the time being the District should keep old tender and continue to budget for purchasing another until we know final outcome.

Seismic grant is moving forward.

One of the medics had a catastrophic failure. Approximate cost of \$250k out of capital reserve. Chief would like to wait until November board meeting when all board members are present to discuss fleet.

## Correspondence/News

Letter from Brycer on success of engine compliance report. State Fire Marshall automatically gets the report and really likes it.

## Old Business

### Strategic Planning Process

Working on the District's Mission Statement has been moved to January board meeting. Jim Fister will be moderator. Chief Holsey noted the District is an emergency response organization, not just firefighting and that needs to be part of the consideration. There will need to be several board sessions, and then a session with Labor, and then a session with the public. January is a good month for board to get together for meetings.

Oregon Fire Chiefs conference is May 7-9, 2025.

### Board Policy # 100.10, Responsibilities, Obligations & Duties

Policy defines the responsibilities and obligations of the district board and the Fire Chief. No further discussion.

**Action: Dir. Adams moved to approve Board Policy #100.10, Responsibilities, Obligations & Duties, dated 9/12/2024, as written. seconded by Dir. Lesueur. Motion passed, 4-0.**

## **New Business (continued)**

GEMT OHA contract discussed before the executive session.

### **Security**

There are exterior security cameras at the three stations but not at admin building. Office is open to public during business hours, and bay doors on stations are often open during the day. Employee handbook only has a brief security related mention, that of private firearms. Narcotics are secure. Dir. Vietzke moved further conversation to a future meeting when there would be more time to discuss fully.

### **Board Policy # 100.11, Oath of Office**

Policy ensures that oaths, when appropriate, are administered to District members.

**Action: Dir. Adams moved to accept Board Policy #100.11, Oath of Office, dated 10/10/2024, as submitted. Seconded by Dir. Robinette. Motion passed, 4-0.**

Organizational chart looks good. No changes suggested.

Fleet discussion moved to November meeting so Dir. Johnson can be present.

## **Special Meetings and Workshops**

Ops/Management meeting October 29, 2024, 8:30 a.m, at Station 101

### **Good of the Order**

SDAO best practices for public meetings training: Directors and admin staff should have received an email from Chief Holsey with training site link, and a second email with the user ID and Password. It is part of the annual training requirements for best practices.

Directors Vietzke, Adams, and Robinette will be attending the Board of Directors conference in Sunriver.

Dir. Lesueur will be out of town for the November meeting.

AC Daugherty will sign up Dir. Robinette for 911 notifications.

Chief Holsey thanked Dir. Lesueur for his work on the District's insurance coverage.

### **Next Regular Meeting**

November 14, 2024, at 9:00 a.m.

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

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

*Date Presented to Board and Approval: November 14, 2024*

*Board Secretary* \_\_\_\_\_

*Board President* \_\_\_\_\_