

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
February 1, 2024

Open Meeting

Dir. Michael Vietzke opened the meeting at 9:04 a.m. and led the flag salute.

Roll Call

Directors Present: Chairman Michael Vietzke, Dir. Robin Adams, Dir. Jeremy Johnson, and Dir. Troy Waddell

Directors Absent: Dir. Rex Lesueur

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

Staff Absent: Office Manager Tammie Waters

Approval of Consent Agenda- Chief Holsey moved for the HVAC Replacement under Old Business to be moved to an agenda item for this meeting.

Action: Dir. Adams moved to approve motion, seconded by Dir. Johnson. Motion passed.

Dir. Adams made a motion to approve the January Minutes in next board meeting in March.

Action: Chairman Vietzke moved to approve motion, seconded by Dir. Waddell. Motion passed.

Chairman Vietzke motioned for open forum for those in attendance. No response.

Union Report-no report given.

Financials

Chief Holsey began by showing Chairman Vietzke and Dir. Adams the updated form showing check numbers that are to be paid and the total amount to be paid, this procedure makes it easier to read and the date is more succinct.

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

- 5030 Tax Revenue Prior Years – Dir. Adams asked why there was a negative value from November of 2023. Chief Holsey responded saying that we would do research on this

and get back to them. If this was put into this line this way, it is most likely a ledger adjustment from the previous year. Chief Holsey also mentioned that there would be another change in this line because of a misreported address that was paying taxes to our district and not Sunriver, even though the address falls under the Sunriver District

- 5000 Tax Revenue Accounts – Dir. Adams asked if we are still trending in the positive direction for receipt of taxes. Chief Holsey said that it looks as if we are trending to be about \$400,000 short of projected for this line item. Chief Holsey also stated the EMS Income is trending more positive than projected, so this may cover some of the shortage difference for total amount.

Monthly Expenses by Vendor

Dir. Waddell opened discussion with a question about Station 103 and asked the propane for that station what that amount was for. Asst. Chief Daugherty stated that this amount was for the heating in the dorms and also heating for the bay.

Monthly Expenses Paid

Chairman Vietzke called for a motion to pay bills.

Action: Dir Adams moved to approve check #33205-#33208 and #33226 dated 1/9/24, and check #33229-#33278 dated 1/25/2024-1/31/2024 for a total amount of \$210,790.70 and direct deposit payroll and automatic payment totals from 1/1/24 – 1/31/24 for total amount of \$320,471; Seconded by Dir. Waddell. Motion passed.

Management Reports-

Lt. Lohner began by explaining what is new for the Management Report this week. Chairman Vietzke asked about those employees that are out of work because of PTSD, what help we are offering them and what help we are giving them. Lt. Lohner responded by explaining that we are helping them as much as we can, both the union and the district have those resources available to the employees.

Lt. Lohner continued by talking about how much FTE staff they have in all shifts available and how mandatory overtime has become because of the limited staffing that we have healthy and ready to work. Dir. Waddell asked about the process of who gets overtime first, it is like the person with the most gets put at the bottom of the list and the person with the least gets but at the top, sort of like a tiered list, and whether there have been any talks on normalizing this process for career staff. Lt. Lohner stated that there has been some discussion regarding this process. Chief Holsey intervened by explaining that a lot of the issues with this is that the line staff are the ones who manage the overtime and not the admin, so it's hard to recognize who is on the list, and who is not and who has been taking the overtime or not for specific shifts.

Chief Holsey started talking about the Chief's Report.

- Meeting with Prairie House – serious fire risk here, communication will continue with them to assess risk further
- Shift of calendar to fit FSLA standards
- Promotions – Nat Adams, Wesley George and Matt Pinkerton
- Issues with Community Healthy Building, started demolition without complete approval
- Two employees coming off probation – Aaron Blanshan and Lucas Seney, become full time employees
- Statistics are all 2023 alarm summaries
- Utstein Report – December is the most important month to receive money from GEMT funds
- HRSA correspondence updates
- Inspection services correspondence

Correspondence/News:

Lt. Sawyer discussed the progress on training and how it is going with the new hires.

Old Business- Chief Holsey gave an overview and update of the following:

- A. Tax Levy – committee meetings have been good and productive. Chief will continue reaching out to make sure our verbiage is correct and accurate
- B. Billing Policy – will continue working on this
- C. Next year budget
- D. Financial Policy – is in need of review and revisiting, will make corrections that dir. Adams specified

New Business

- A. Resolution #24-02 – Financial Policies

Action: Dir. Adams moved to approve this; seconded by Dir. Waddell. Motion passed unanimously, 4-0.

- B. Sunriver Fire Collaboration – Chief Holsey talked about the partnering on some events
- C. Financial Hardship and Ambulance Billing Policy – Dir. Adams asked a question about whether the Chiefs have the authority to waive the charges if a bill is sent out in error or the amount is different. Chief Holsey responded.
- D. Water Leak update – Chairman Vietzke asked whether this was typical to get the work done first, and Asst. Chief Daugherty responded.
- E. HVAC Replacement Update – Dir. Waddell asked about the lifespan of the new HVAC, Asst. Chief Daugherty responded.

Action: Dir. Adams moved to approve this; seconded by Dir. Johnson. Motion passed unanimously, 4-0.

Regular Board Meeting Break at 10:35

Regular Board Meeting back in session at 10:40

Appeals

- Ordinance #2023-02 – Final Reading

Action: Dir. Johnson moved to approve, seconded by Dir. Adams. Motion passed unanimously, 4-0.

- FLSA – MOU Shift Change
- Budget Calendar – appoint Financial Administrator Joshua Billeter for this

Action: Dir. Adams moved to approve, seconded by Dir. Johnson. Motion passed unanimously, 4-0

- Ordinance #2024-03

Action: Dir. Waddell moved to approve, seconded by Dir. Johnson. Motion passed unanimously, 4-0

- Ordinance #2024-04

Action: Dir. Adams moved to approve, seconded by Dir. Johnson. Motion passed unanimously, 4-0

- Ordinance #300.06

Action: Dir. Johnson moved to approve, seconded by Dir. Waddell. Motion passed unanimously, 4-0

Good of the Order-

No new Good of the Order

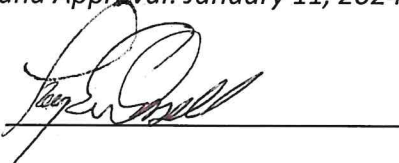
Next Regular Meeting: March 14, 2024 at 9:00 a.m.

Regular Board Meeting Adjourned at 11:07 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

