

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
June 13, 2024

Open Meeting

Dir. Michael Vietzke opened the meeting at 8:59 a.m. and led the flag salute.

Roll Call

Directors Present: Chairman Michael Vietzke, Dir. Robin Adams, Dir. Rex Lesueur, Dir. Jeremy Johnson

Directors Absent: Dir. Troy Waddell

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

Staff Absent: Office Manager Tammie Waters

Approval of Consent Agenda-

Chief Holsey made a comment that we have two individuals here for public comment so we will need to adjust the timing on when they will be able to speak. Also, he mentioned that there are a couple of contracts that we moved under new business.

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

Action: Dir. Adams moved to approve the May 9th minutes (with corrections), seconded by Dir. Johnson. Motion passed, 4-0.

Action: Dir. Lesueur moved to approve the May 23rd minutes (with corrections), seconded by Dir. Adams. Motion passed, 4-0.

The public comments started. The first comment was a representative who worked with the Employer Support Guard and Reserve, that aims to promote and support reserve component military service. Their job is to ensure that if there are employees who are reserve military, leave on military leave, that they do not need to worry about a job when they get back from deployment. The goal is to make sure that these jobs are safe for those who are reserve personnel.

The next public comment was from Toby Ray, and he is a resident of La Pine and is a retired firefighter. His passion now is suicide prevention and mental health and wellness for veterans

and first responders. He primarily represents an organization called Stable Warrior, with a focus on complex post-traumatic stress and suicide prevention.

After public comment Chief Holsey made some general comments. The first of which, he wanted to thank the budget committee members and thank them for their participation. He wants to recognize Aaron Blanshan for his service with LPRFPD, since he has now moved on to bigger and better things with his career.

After these comments we moved on to the 24-25FY budget hearing. Financial Administrator indicated that there were no changes since the last time the budget was discussed, he just updated the last two columns of the documents so that the entire document is filled out and completed. He provided all of the forms for them to look over and approve one last time to make it official.

Action: Dir. Adams moved to approve the General Fund Budget (with changes) seconded by Dir. Johnson. Motion passed, 4-0.

Next, we moved on the Capital Fund, PERS Reserve Fund and Mezsaros Reserve Fund. There were no changes indicated for this meeting, as well as the LB Forms that were attached, no changes indicated on these also.

Action: Dir. Adams moved to approve the Capital Reserve Fund Budget as submitted seconded by Dir. Lesueur. Motion passed, 4-0.

Action: Dir. Adams moved to approve the Meszaros Special Revenue Fund Budget as submitted seconded by Dir. Johnson. Motion passed, 4-0.

Action: Dir. Adams moved to approve the PERS Revenue Fund Budget as submitted seconded by Dir. Johnson. Motion passed, 4-0.

Next, we moved on to Resolution 24-06, listing appropriation and tax levies.

Action: Dir. Lesueur moved to approve the resolution and budget seconded by Dir. Adams. Motion passed, 4-0.

Financials

Financial Administrator Billeter opened up talking about the financial and how these values are valid through June 6th as this was the last day that bills were paid. Projected for around 101% of revenues or about 7.46MM and only expend around 82% of projected or around 6.38MM, which puts us in pretty good shape for the end of the fiscal year. For the total fiscal year, we were at 99% of revenues and 74% of expenses. He went on to explain that with only one month

left in the fiscal year, being at 74% of projected expenses is a good place to be at. To put in in perspective, the previous month we were at 94% of revenues and 68% of expenses, we increased our revenues by 6% and our expenses by 5% so basically a wash for the month. Financial Administrator Billeter now talked about how the month of May stacked up to the previous month. As of 6/6/24, we had generated 28% of revenue compared to 20% in April, we spend 75% of expenses compared to 71% in the month of April. In the month of May we generated \$30,000 more profit than in the previous month. He went on to talk about the major contributing factors for these numbers. Chairman Vietzke responded and asked why the audit fees were so much over budget this month, Chief Holsey responded. Dir. Johnson asked that for those line items that are over budget, are these accounted for in the new budget, Chief Holsey responded.

Monthly Expenses by Vendor

N/A

Monthly Expenses Paid

N/A

Dir. Adams moved to approve the expenses paid.

Action: Dir Adams moved to approve bills paid in the amount of \$540,461.84 Seconded by Dir. Lesueur. Dir. Johnson abstained from vote. Motion passed, 3-0.

Union Report-

Lt. Lohner started with the Union Report. The union voted to ratify the CBA. Moral is high but not great, but getting there. They are looking for a new president and vice-president as Lt. Lohner is stepping down as president.

Management Reports-

Chief Holsey started talking about the Management Report.

- Alarm Volume
- Meeting with Chief Boos of Sunriver Fire Department
- Mid Oregon Credit CEO Meeting
- City Pre-Development Meetings

Lt. Sawyer started with his training report. He started out with giving a shoutout to Paul Stevenson for his hard work and training ability. He then gave an update about the five new hires and where they stand. Lastly, Lt. Sawyer talked about his experience at the National Fire Academy.

Correspondence/News:

- Letter to Prairie House was sent to them
- Federal OSHA Letter supporting Oregon Fire Chiefs Association
- Thank You Cards for Health and Safety Fair attendees
- Letter of Appreciation for Heather Miller
- Thank You Letter from Cascade Natural Gas for donation to Meszaros Fund
- Levy Support Letter

Old Business-

N/A

New Business

- Resolution – to move contingency funds
- New Exhaust System at 101
- GEMT Fees Increasing
- Updated Contract to reflect cost changes
- Amendment to State Engine Grant regarding conflagration
- Strategic Planning
- Radio Service Agreement

Good of the Order-

- Pre-Development Meeting – City of La Pine
- Newberry Regional Partnership
- Civil Service Meeting
- National Fire Academy in Maryland
- Job Offer for FF/PM out of Crescent and Waldport
- Heart of the Community Award
- Employee Recognition

Regular Board Meeting Adjourned at 10:56 a.m.

Executive Session Following Board Meeting

Next Regular Meeting: July 11, 2024 at 9:00 a.m.

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

Date Presented to Board and Approval: July 11, 2024

Board Secretary



Board President

