

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
August 10, 2023

Open Meeting

Chairman Vietzke opened the meeting at 9:02 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

Chairman Vietzke asked Chief Holsey to make a motion for consent of the agenda and Chief Holsey stated he is unable to make the motion, but a motion can be made to approve the consent of the agenda change to include the introduction of the new reserve and career employees. **Action: Chair Vietzke motioned for approval of the consent of the agenda with the change, Directors unanimously consented.**

Asst. Chief Daugherty wanted to give an update on the recruit academy being led and trained by Reserve Coordinator, Chris Jones. Asst. Chief Daugherty commented on the great job he is doing. The academy is normally just for the student/reserve employees, but this academy also included 3 new career firefighters. Chris Jones took the team out for a team building exercise, completed hose testing, and is now getting into the in-depth training. Each employee introduced themselves, where they are from, and their position.

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

No public comment

Union Report-Union Local 3387 President, Kyle Lohner was absent and Chief Holsey stated that the union report was included in the board packets. Dir. Adams made a comment that it was nice to see some progress being made on some of the items he raised last month, Chief Holsey concurred. Dir. Waddell made a statement that he talked with Kyle Lohner before he went on vacation and Kyle Lohner stated that morale is low among employees, mostly due to all the overtime employees are working. Also stated that 4 employees are testing elsewhere, but may change their minds due to the direction the district is going with Chief Holsey and the Board. Chairman Vietzke commented about having a luncheon for the crews and families to

show appreciation. Chief Holsey stated he was planning something for the end of academy and that he thinks the chief officers should be cooking and serving at the luncheon. Office Manager Waters added that it would be really good for the chiefs and board directors to do this together to show unity for the district employees.

Approval of Minutes

July 13, 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, no corrections.

Action: Dir. Adams moved to approve the minutes of the July 13, 2023 Board of Directors Regular Meeting Minutes as written; seconded by Dir. Waddell. 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:

- 5104 GEMT Revenue-Dir. Adams asked if this is normally the time of year that we receive the GEMT revenue. Chief Holsey responded that we would normally see GEMT/CCO revenues in May and November of each year. Office Manager Waters stated that it was received later due to a delay with OHA in processing.
- 9600 Grant Income-Dir. Adams asked what grant did the revenue come from. Chief Holsey stated that it was from Oregon State Fire Marshal, 3 yr. grant. Also stated that Office Manager Waters received guidance from Glen at Accuity on the correct method of showing the 3 yr. revenue.
- 6405 Accounting/Quickbooks (A)-Dir. Adams commented that we were over budget and asked if the expenditure was an annual fee. Office Manager Waters responded that it is an annual fee and unfortunately there was a price increase.
- 6236 Workers Compensation-Dir. Waddell asked about the amount over budget for workers compensation coverage. Chief Holsey responded that the increase is due to workers compensation coverage changing from SDAO to SAIF. Office Manager Waters added an explanation regarding the increase and change in classifications by SAIF which also increased our annual coverage amount.
- 7005 General Office Supplies-Dir. Adams asked how often expenses are made in this account and do we project to go over budget. Office Manager Waters commented that office supplies are ordered as needed and commented that last year office supplies account did go slightly over budget, which led to increasing the account.
- 8315 Overhead Door Maintenance-Dir. Adams asked about the amount already expended in this account and if we have a problem with our doors. Chief Holsey

responded that we have had some issues and unfortunately there was a delay in getting them fixed which led to expending the funds in this fiscal year.

Monthly Expenses by Vendor

Dir. Waddel asked about #5987 Dana Signs for \$1650.00. Asst. Chief Daugherty responded that they do all our signage and reflective stripes for our apparatus and this expenditure was for the QRU.

Monthly Expenses Paid

Chair Vietzke called for a motion to pay bills.

Action: Dir Adams moved to approve the monthly expenses presented from July 2023 from check #32721 to #32838 in the amount of \$691,020.50; seconded by Dir. Lesueur. Motion passed unanimously 4-0.

Management Reports-Chief Holsey gave an overview of all reports

- Chief's Report to include: overview of fire season locally and statewide, 3 conditional offers for firefighter paramedics, currently in academy, 5 applications to date for Financial Comptroller position and will be closing out August 31st, Civil Service Commission process, recruiting for board position #2 (currently the only letter of interest is from Jim Landles), Lieutenant testing process, and a Lieutenant Training Officer job description which is being funded by a grant. This position will commence once a civil service is available and the intent is to eventually move the position to 40 hr. a week, but due to staffing shortages the position will remain on shift for now. In addition, Chief Holsey stated he will be putting together a SWOT analysis. Dir. Adams asked what it stands for, Chief Holsey replied that it stands for strengths, weaknesses, opportunities, and threats and gave an overview of how this relates to the strategic plan. He also stated that he wanted administration and the board directors to participate in writing a synopsis of what their perception is for each category and report back at the next board meeting. Dir. Lesueur made a comment regarding his experience in doing SWOT analysis and its usually done in the context of a retreat and asked if that was still on the agenda. Chief Holsey and Asst. Chief Daugherty both stated that they are planning for the retreat sometime in October or November of this year and the importance of waiting until the financial review is done. A discussion ensued regarding the process.
- Monthly Alarms/Multiple Alarm Report-Chief Holsey gave an overview of all monthly alarm statistics, service calls, good intent, peak times, response times, and stated there were 253 calls. Dir. Adams commented that she is unable to see the percentages on the pie chart since they are stacked on top of each other and Chief Holsey responded that he will look at redesigning some of the graphs. In addition, Dir. Adams asked

about EMS peak times for June 2023 graph and Chief Holsey stated its to show the number of alarms in a 24-hour period for each day of the week for the month. Dir. Waddell asked if we were tracking mutual aid calls, Chief Holsey responded that we are and told them what graph they could find the information which also relates to the multiple alarm calls. A discussion ensued regarding the calls, type of calls, mutual aid, etc. A consensus by the board was to make sure that the public understands and is educated on the type of calls and responses. Dir. Adams also asked why there is a memorandum of understanding from 2021 was in their packet. Chief Holsey responded that it is for informational purposes so the board directors know what is being discussed with the union and also pointed out that the district agreed on a clause that allowed the union to dictate general fund revenues and how the district is hiring employees with percentages, etc. and how it effects the overall health of the district. Dir. Wadell asked if his intent is to amend or remove the verbiage, a discussion ensued regarding red flag warnings, website and social media postings, and training opportunities. Chairman Vietzke stated that we need to form a committee regarding the levy renewals.

- Building Permits-Chief Holsey

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.

Old Business

- A. Financial Review-Chief Holsey stated that the financial review is unable to progress well due to the workload that Office Manager Waters already has. If the district is unable to hire a Financial Comptroller soon, the district may have to have Merina & Co. also do the reconciliations. In addition, Chief Holsey gave an overview of the TAN (Tax Anticipation Note) fees quoted by WAFD and that it was significantly more than what was budgeted. Due to the cost, Chief Holsey will be reaching out to other lenders for comparison. Dir. Lesueur asked if bank statements were being reconciled, Chief Holsey replied, yes and explained that the financial review is for 22/23 FY and was recommended by Accuity auditors which includes doing all monthly bank reconciliations again to ensure that everything is done appropriately before our audit.
- B. Vacant Board Position
 - Letter of intent from Jim LandlesChief Holsey stated that the only letter of intent is from Jim Landles and also stated that the vacant board position has been posted on the reader board, shopper online, and the website for at least 2 months. Dir. Adams stated that the district has done due diligence to try to fill the vacant board position and moved to appoint Jim Landles to the vacant board position. Dir. Lesueur stated that he knows someone who expressed interest in the vacant board position and asked to delay the appointment for another month. Chair Vietzke and Dir. Adams stated that a month is too long, Dir. Lesueur

stated to wait until September 1st and that he had spoken to Chief Holsey regarding contacting the individual about the vacant board position. Chair Vietzke stated he wanted to table the discussion and continue it in executive session.

Action: Chair Vietzke moved to table the discussion regarding the vacant board position until Executive Session; seconded by Dir. Adams. Motion passed unanimously 4-0.

New Business

- A. Job Description –Training/Recruitment Lieutenant-Chief Holsey asked the board directors to review the job description and let him know if they have questions, comments, etc. Dir. Waddell asked questions regarding the Lieutenant Training Officer appointment/hiring, the process, compensation, district vehicle, etc. A discussion ensued.
- B. Ordinance #2023-01 Formation of Civil Service First Reading-Chief Holsey stated after discussing with legal, they were able to move it to a Resolution. Also included the Civil Service Rules that were reviewed last month with changes recommended, sent it back to legal, and made the changes stated by legal. Resolution #23-09 needs to be read and adopted. Dir. Adams read Resolution #23-09

Action: Dir. Lesueur moved to adopt Resolution #23-09; seconded by Dir. Waddell. Motion passed unanimously 4-0.

- C. Ordinance #2023-02 Dissolution of Oregon Fire Code Adoption First Reading-Chief Holsey gave an overview of Ordinance #2023-02 and the process. Dir. Adams read the Ordinance #2023-02 repealing Ordinance #2019-04.

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

- August 12, 2023 @ 10:30 am meeting with Senator Wyden at Station 101
- August 15, 2023 Special District Training-Board Duties in Redmond.

Next Regular Meeting: September 14, 2023 at 9:00 a.m.

Regular Board Meeting adjourned at 10:30 a.m. to go into Executive Session.
Executive Session back into Regular Board Meeting and adjourned at 11:16 a.m.

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

Date Presented to Board and Approval

September 14, 2023

Board Secretary



Board President

