

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
September 12, 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. Lesueur, Acting 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

Approval of Consent Agenda

Dir. Vietzke stated that one day removed from 9/11, the Board wanted to thank all the District's first responders for their service.

Dir. Vietzke shared that at the October board meeting he will be opening discussion on security for board and staff and invites comments and insight from staff on the subject at that time. Moved to New Business for October board meeting.

Chief Holsey would like to add a letter from Jefferson County, letter from Dr. Hutchinson, and a letter from Chief Holsey and the Board to ODOT regarding winter road maintenance. Moved to New Business.

Action: Dir. Adams moved to approve consent agenda, seconded by Dir. Lesueur. Motion passed, 3-0.

New Business

Dir. Vietzke introduced a new candidate for board position #5. Dan Robinette is an owner of La Pine Ace Hardware and has a record of supporting the District through the years. His resume was made available to those present at meeting.

No discussion.

Action: Dir. Vietzke moved to appoint Dan Robinette to Position #5 on the La Pine Rural Fire Protection District Board of Directors, seconded by Dir. Adams. Motion passed, 3-0.

Dan Robinette was sworn in by notary present.

Dir. Vietzke stated that the Board needs to appoint a new secretary/treasurer. Discussion followed, including the observation that while the board secretary usually signs documents, board policy allows any board member to sign in secretary's absence and it is still a legally binding document.

Action: Dir. Vietzke moved to appoint Dir. Adams as Secretary/Treasurer and Dir. Lesueur as Vice President. seconded by Dir. Robinette. Motion passed, 4-0.

Open Forum for Public Comment

Zoom is available for the public to view the board meetings from home. The link is on the website on both the Home and Board pages.

Approval of Minutes from the August 8, 2024, Board of Directors Regular Meeting

Action: Dir. Adams moved to approve the August 8th minutes with the correction of the spelling of Vietzke in one sentence. Seconded by Dir. Lesueur. Motion passed, 4-0.

Financials

Financial Administrator Joshua Billeter shared that it is two months into the fiscal year, and income will be low until November when new cycle of property taxes start coming in. Currently, the budget is overspent by only 3% for this point in the year. Line items of note:

6050 Insurance at 85% projected amount,

6100 Overtime is at 26%, which is high,

6200 Employee Maintenance is over budget because the workers comp premium was higher than expected,

6705 New Hire Expense at 78%

6960 GEMT Fees at 52%. Chief Holsey shared there are two fees per year. If the fees go over budget, it's because the District will be receiving more income as well, so in this particular case, that is a good thing.

7005 General Office Supplies at 60%. Some purchases may have been mis-categorized and office will investigate that.

8105 Breakdowns at 32%

Dir. Lesueur inquired if the wall crack at Station 102 and repairs at Admin office had been addressed. AC Daugherty stated that the inspection at 102 showed no real concerns and insurance would not pay for the Admin office repairs due to pre-existing conditions. Repairs have been completed and all monies paid out in the last fiscal year.

Dir. Adams would like to see all categories in budget in fiscal presentation, even if no monies have been spent yet. Josh will include those in next month's reports.

Dir. Vietzke has asked for future itemizations of Visa card purchases. He also recommended the board members ask office staff for any clarifications needed before they sign a check.

Chief Holsey shared that the budget is being well-cared for, but with the line items in question, it affects the unappropriated ending fund balance. With minimal income until November, and significant overtime expenditure due to the local wildfires, the District needs to be mindful of spending, and may need to take out a short term loan until tax receipts and OT reimbursements from the state start coming in.

Monthly Expenses by Vendor

No questions

Monthly Expenses Paid

No questions other than stated above.

Action: Dir. Adams moved to approve check #33771 to #33777 for \$6,526.01, check #33779 to #33784 for \$648.53, check #33786 to #33829 for \$514,827.27, check #33831 to #33849 for \$143,449.13, check #33851 to #33870 for \$71,522.88, and check #33879 to #33880 for \$5,557.30, EFT payments equaling \$182,209.06 and Quickbooks Services payments of \$294,399.05 for a total amount of \$1,219,139.23. Seconded by Dir. Lesueur. Motion passed, 4-0.

Management Reports

Union Report

Union President Paul Stephenson shared that the student academy went well. There was good collaboration with Sunriver, continuing to improve relationships there. The Mental Health & Wellness Day was well received, and crews are getting together more since then in positive ways. The lack of officers continues to be challenging.

Training

Lt. Joey Sawyer shared that the new student and new hire academies are ending today. New students Jordan Kent and Logan DeBeaumont did very well, as did new hire Taylor Jernigan. Jernigan and older students were instrumental in academy success, and all represented the District well in a number of community-facing events.

40-50 people attended the Health & Wellness class. A number of spouses attended and there was good participation - feedback was very positive. There is a year left on Dr. Hutchinson's grant, so Lt. Sawyer would like to have him back before it ends.

Capt. Andy Rigney and Lt. Kyle Lohner just finished teaching Engineer Academy. There are now eight new engineers. Capt. Rigney put in many hours and much effort in the training season.

Several more students obtained their EMT Basic certification and can now serve on medics with paramedic supervisors.

Budget: Just over \$8k has been spent out of training fund so far, with \$136k remaining. Lt. Sawyer presented expenditure breakdown, as well as plans for future expense including Company Officer training, student stipends and reimbursements, prescribed burns, and outside training such as wildland classes, auto extractions, and engine company training.

Chief's Report

Chief Holsey shared that the District was able to get into a more normal operating state as training ends and wildfires begin to calm down.

The District had over 35 firefighters from eleven fire departments participate in their Acquired Structure Training.

No update received today on the Little Lava Fire, but evacuation levels have been lowered. Over 450 people attended the public information meeting the previous night. District has posted current fire info regularly on social media sites and patrolled the neighborhoods on days of high fire activity.

Overlapping alarms are high this past month, in part due to wildfire response at same time as ambulance calls. Should even out and be more clear as fire season ends. The captains triage the calls, and in their absence, the chiefs will triage.

Dir. Adams inquired about lower transport rate (67%) past month. The ImageTrend system had changes and is not showing the transport divisions, so harder for Chief to breakdown. Paul Stephenson suggested that the new hires with less experience may not be transporting as often as the more experienced paramedics who are more likely to transport.

Grants: District has moved into the second tier of the cyber security grant. District has already received all the funds from the HRSA grant. \$190k was received from Representative Reschke and already put to use - the power load equipment for new medics is here and graphics getting sent for approval.

Medics (ambulances): Chief Holsey would like to put off decision of what to do with the two older medics until Dir. Johnson is back in town. Possibility of remount was discussed. Capt. Rigney shared that he reached out to Braun NW, and Sisters Fire is doing a similar remount with chassis included at a quote of \$185k.

Dir. Lesueur inquired about the grant for a ladder truck. They are very expensive to buy (\$1.5 to 1.8 million) and maintain, require annual destructive testing, and would require a bigger bay built, but with the LP Community Health Clinic's new building going up, none of the District's equipment will reach the upper levels from the outside. Dir. Adams asked if federal funds were available? Chief Holsey responded that he is working at it, but the building should not have been permitted without grant funding for a ladder truck in place, and after the fact, it will be harder to obtain funding. It will cost \$3-5 million overall to bring on and house a ladder truck, not including annual maintenance costs. The District's current engines take priority in being replaced.

Correspondence/News

Donation from LMNT Electrolytes after being nominated by community member for "Give a Salt" award.

Anonymous community member cleaned up and planted Admin office flower bed.

COCC's Ryan Gregor sent letter thanking District for organizing and hosting the Acquired Structure Training.

Letter from Jefferson County Fire & EMS thanking District for mutual aid support for Elk Lane Fire.

Letter from Dr. Hutchinson commending Lt. Sawyer and the District.

Dir. Lesueur recently notified Chief Holsey that ODOT was short-changing south county again in road maintenance, and Dir. Lesueur and Chief Holsey worked on draft of response letter to ODOT regarding the safety and transport issues that may arise.

Old Business

Strategic Planning Process

Chief Holsey has reached out to a good moderator to help District create a new Mission Statement.

Sunriver Fire Collaboration

Dir. Vietzke noted there is still a desire for the LPRFPD board and the Sunriver Fire board to get together. Chief Holsey has spoken to several of their board members as well as Chief Boos, and it was decided it would be best to do after fire season is over.

New Business

Agenda Item Capital Equipment, Lucas Devices

District currently has only two Lucas Devices and needs two more for the remaining medics. They are automated chest compression devices that have drastically improved the District's ROSC (Return of Spontaneous Circulation) numbers, and at times it will reduce the number of crew required on a medic so District can reallocate staffing to other calls. Cost is \$52,558.58.

No vote required, budget is already approved and funded. When there is a change in appropriation over \$10k the Chief presents item to Board for record keeping, transparency, and to keep the Board informed.

Sick Leave Policy #300.08 Draft

Policy provides general guidelines regarding the use and processing of sick leave. Chief Holsey and Paul Stephenson have been working on it, and consulting with HR Answers to make sure it is properly and legally done. There was not a sick leave policy before - sick leave was lumped with other types of leave. Template is used by a number of Oregon fire departments. Draft is presented for information purposes and is still being fine-tuned.

Responsibility, Obligations & Duties Policy #100.10

Policy defines the responsibilities and obligations for both the District Board and Fire Chief for La Pine Rural Fire Protection District and is presented for review and possible updates. District may want to review how often it is supposed to have a re-election of officers. Dir. Lesueur suggested this would be a good time to include the rules for board members signing documents and checks. Secretary is the one to review and sign the minutes. Policy was modeled from SDAO policy. In absence of Secretary, the Vice President can act on their behalf. The Assistant Chief carries all the weight and authority of Fire Chief's office in his absence.

Special Meetings and Workshops

Health & Wellness Classes on August 29th went very well as shared earlier.

Car Seat Clinic on September 20th at Station 101 from 10am to 1pm. It has been posted to social media, website, and reader board.

Board is invited to Ops meeting on September 24 which will be held at Station 101 at 8:30 a.m.

Little Lava Fire public meeting went well. The community was very grateful for the fire services.

Good of the Order

Dir. Vietzke suggested a new order of board member shirts. Order will be put off until November when funding improves.

Next Regular Meeting

October 10, 2024 at 9:00 a.m.

Regular Board Meeting Adjourned at 1036 a.m.

Executive Session Following Board Meeting: Pursuant to ORS 192. 660 (2) (h) Litigation & ORS 192.660 Personnel Issue, 192.660 (2) (d) Labor Contract.

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

Date Presented to Board and Approval: October 10, 2024

Board Secretary _____

Board President _____