

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
April 13th 2023

Open Meeting Chairman Cox opened the meeting at 9:03a.m. and led the flag salute.

Roll Call

Directors Present: Chairman Cox, Dir. Robin Adams, Dir. Jim Landles, Dir. Thorne via Zoom.

Directors Absent: Dir. Swails

Staff Present: Assistant Chief Dan Daugherty, Office Manager Tammie Waters,
Administrative Assistant Candice Trapp.

Staff Absent: Chief Supkis- Vacation

Director Swails opened forum for public comment (five minutes per person)

Community member Michael Vietzke, shared that a neighbor cut down a tree last Easter, which hit the power line and started a fire. He inquired as to whether or not his neighbor had been fined. Assistant Chief Daugherty stated he would be happy to investigate, but fines are typically given if the fire travels onto another individuals property or when there is negligence or other burn violations. in this scenario, the individual cutting down the tree may have been subject to a citation.

Approval of Minutes

March 9, 2023 Board of Directors Regular Meeting
Vice-Chair Swails asked for review, comments, corrections.

No corrections were noted.

Action: Dir. Adams moved to approve the minutes of the March 9th, 2023 Board of Directors Meeting as submitted; seconded by Dir. Landles. Motion passed unanimously, 4-0.

Financials

Monthly Revenue and Expenditure Statement. Staff answered Board questions regarding current revenues and expenditures.

Assistant Chief Daugherty is happy to report that revenue is tracking with budget projections. Office Manager Waters cleaned up the worksheet and made it larger for the Board. The Board can expect a request for the transfer of contingency funds into other line items such as personnel services next month. Additional funds will be transferred at the end-of- fiscal- year as needed to cover an expected overrun.

- 5000 – Tax Income – Dir. Adams noted the lack of tax revenue. Assistant Chief Daugherty confirmed it will trickle in as the fiscal year comes to an end on June 30th. District taxing income is trending at the projected 5.5 to 6% rate within this fiscal year.
- 5100 – EMS Income – Dir. Swails inquired about a noticeable increase in EMS income at the Board meeting last month. Office Manager Waters confirmed the District received a GEMT CCO payment from Pacific Source on January 11th in the amount of \$155,277.
- 6520 – Director Misc. Expense – Dir. Adams inquired about what was purchased in October 2022 in the amount of \$425.00. Assistant Chief Daugherty will do research and report back to the Board next month. Office Manager Waters believes Dir. Swails attended the SDAO conference in Sunriver.
- 7200 – Prevention Pub-Ed Events – Dir. Adams noticed a slight increase in the month of March and inquired if expenses were associated with the campaign. Assistant Chief Daugherty stated that the expenses were related to prevention and public education materials.
- 7205 – Address Signs & Smoke Detectors – Dir. Landles inquired if smoke detectors were donated to the public. Assistant Chief Daugherty noted the District does not charge for replacement smoke detectors, and a few are kept on hand to help those in the community without the means to replace them. The Red Cross also offers a program to aid citizens with replacing smoke detectors and has been providing these services in our area for some time.
- 8810 – Fire Chief Misc. – Dir. Adams inquired about expenses noted in January and again in March. Assistant Chief Daugherty believes the amounts shown are additional funds spent from the recognition and awards given in December as a special project put together through Chief Supkis.

Assistant Chief Daugherty noted the Board can expect discussion on a transfer from contingency into personnel services next month. Grants for PPE and radios are still being processed.

Monthly Expenses by Vendor

Assistant Chief Daugherty highlighted an increase in fuel expenses.

Building Permits

Chairman Cox noted an increase in residential permits and a decrease in commercial. The new projects in Caldera are underway. The District will see the income from those projects in approximately two years. Assistant Chief Daugherty will report on the fiscal impact of the urban growth renewal at the budget meeting.

Monthly Expenses Paid

Chairman Cox called for a motion to pay bills.

Action: Dir. Adams moved to approve monthly expenses presented from 03/10/2023 – 4/13/2023 in the amount of \$58,071.28; seconded by Dir. Landles. Motion passed unanimously 4-0.

Management Reports

Monthly Alarm and Chief's Report

Assistant Chief Daugherty noted he tried to capture the days where there were eight or more alarms and multiple transports. Calls for service at Prairie House Assisted Living have increased significantly. Changes in management and staffing are believed to be the cause. Assistant Chief Daugherty will provide education to Prairie House management on the importance of maintaining their own staff to mitigate non-essential medical requests and triage the need for 911 services more efficiently. He also noted that Sunriver Fire provided mutual aid three times in the month of March, with 15 personnel callbacks. This statistic is significant because it means the District was without the resources to respond to additional calls for 911 assistance for a period of time within the shift. Dir. Thorne inquired about the status of our relationship with Sunriver Fire. Assistant Chief Daugherty believes our agency has maintained a positive relationship with Sunriver Fire and hopes to do more training alongside them in the future. Chief Daugherty and Assistant Chief Bjorvik continue to discuss an automatic aid agreement between our two agencies and what that looks like for each department. Currently, Sunriver Fire provides more aid than we are asked to provide for them. Chairman Cox inquired as to whether Sunriver Fire has a plan to increase ambulance service. Mr. Troy Waddell introduced himself as a member of Sunriver Fire, and explained Sunriver's deployment model while confirming that the professional relationships for line personnel remain strong.

Multiple Alarm & Building Permit/Valuation Report

Dir. Adams noted transports are up by 40% and total EMS calls are up 20%.

Correspondence/News.

- A. Sussman Shank LLP Letter
- B. Tammie Waters Email
- C. Congressman Benz Letter – Payroll Software
- D. Congressman Benz Letter – Fire Engine
- E. Klamath County Commissioners – Turnout Gear
- F. Congresswomen Lori Chavez-DeRemer – Fire Engine
- G. FireMed Membership Report
- H. WHA Annual Budget Forecast 2023

Assistant Chief Daugherty noted Jerry Hubbard has been hard at work on behalf of the District as he reaches out to the county and state representatives for grant funds.

Old Business

A. Fire Chief Recruitment and Hiring Process

Assistant Chief Daugherty announced that contract negotiations with board representatives and Chief Holsey had taken place and the District has a signed agreement. A copy of the final agreement was provided for the Directors' records. Chief Holsey has stated that he is excited to join us on the projected start date of June 1, 2023.

New Business

There was nothing to report this month.

Appeals (Ordinance 2021-01)

Paused per Tolling Agreement January 26, 2022 Sussman Shank LLP/Hart Wagner LLP

Special Meetings and Workshops:

Thursday April 27, 2023 First Budget Committee Meeting – 6:30pm at Station 101.

Good of the Order

Assistant Chief Daugherty shared there is Human Resource Training available through SDAO on June 8th, 2023 in Redmond if anyone on the Board is interested in attending. A request was made to contact Tammie or Chief Daugherty if a member is interested.

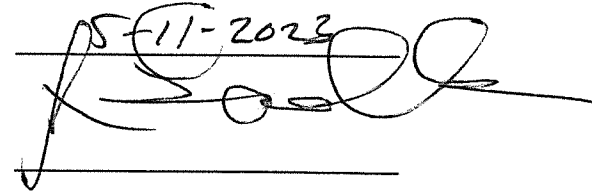
Chief Daugherty announced that Candice, our Administrative Assistant, will be leaving our organization to take employment with a different company. Candice's last day will be May 4th. We will be maintaining a one-person office until hiring can occur to fill the vacancy.

Next Regular Meeting: May 11, 2023 9:00 a.m.

Regular Board Meeting adjourned at 9:47 a.m.

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

Date Presented to Board and Approval

5-11-2023


Board Secretary

Board President

