

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**February 9<sup>th</sup> 2023**

**Open Meeting**            Chairman Cox opened the meeting at 9:01a.m. and led the flag salute.

**Roll Call**

**Directors Present:**        Chairman. Doug Cox, Dir. Robin Adams, Dir. Dick Swails, Dir. Mike Thorne, Dir. Jim Landles.

**Directors Absent:**        None

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

**Staff Absent:**            Chief Supkis- Vacation

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

**Approval of Minutes**

January 12, 2023 Board of Directors Regular Meeting  
Chairman Cox asked for review, comments, corrections.

Dir. Adams noted four minor corrections.

**Action:** Dir. Adams moved to approve the minutes of the January 12, 2023 Board of Directors Meeting with the noted corrections; seconded by Dir. Landles. Motion passed unanimously 5-0.

**Financials**

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

- 6232 – Provident Life AD& D – Dir. Adams inquired about whether the 1700% increase was a typo. Office Manager Tammie Waters clarified the amount listed was on the wrong line item and should have been placed within different line items. The District was charged for an annual 5% increase however, the numbers were inflated due to estimated staffing. A

refund will be processed at the end of this fiscal year if there was an overpayment. Tammie contacted WHA Insurance and was told they do not use the NCCI Experience Modifier to determine our rates. Rates are based on the number of claims including the severity of those claims over the previous three years.

- 7205– Address Signs/Smoke Detectors – Dir. Adams noted the line item was over budget and asked what line the revenue was reported. Assistant Chief Daugherty confirmed the revenue is reported under 5400 Miscellaneous Income. Dir. Adams noted the District is doing well to re-coup the costs.
- Net Ordinary Income – Dir. Swails inquired about the potential cost overrun. Assistant Chief Daugherty is researching and attempting to clarify previous years history and assure a complete understanding of our revenue vs expense trends to report back to the Board. Dir. Adams highlighted the District is ahead of budget on EMS Income.
- 8905 – Service Recognition – Dir. Thorne inquired about the cost overrun and asked if it was due to the staff recognition awards given in December 2022. Assistant Chief Daugherty confirmed one of the recognition awards was budgeted for in the previous fiscal year and was never purchased.

Assistant Chief Daugherty shared he is still in the process of acquainting himself with the budget and how Chief Supkis projected income to fulfill line item needs and any potential expected revenue streams not yet placed within the budget. He can confirm Chief Supkis wrote a grant for PPE, and hopes to hear back on whether it has been awarded soon.

Assistant Chief Daugherty shared the District can expect more tax revenue to arrive within the fiscal year. He will report back to the Board next month with details.

#### **Monthly Expenses by Vendor**

Chairman Cox called for any questions hearing none.

#### **Monthly Expenses Paid**

Chairman Cox called for a motion to pay bills.

**Action: Dir. Swails moved to approve monthly expenses presented from 01/13/2023 – 2/09/2023 in the amount of \$321,267.66; seconded by Dir. Adams. Motion passed unanimously 5-0.**

## Management Reports

### **Monthly Alarm Report**

The monthly alarm report was not available due to Office Manager Waters being out sick.

### **Multiple Alarm & Building Permit/Valuation Report**

Dir. Swails inquired as to why there had been no new residential permits issued in January. Assistant Chief Daugherty noted several projects from the County which are in the permitting process.

### **Chief's Report**

Dir. Swails noted an increase in calls for service to Prairie House. Assistant Chief Daugherty called to attention the increased number of cardiac arrests and noted crews have worked on structure fires within the month as well. Dir. Swails noticed there were calls for service to Prairie House and St. Charles on the same day for three consecutive days and asked if there was any correlation. Assistant Chief Daugherty does not believe the calls were for the same patient. Chief Daugherty also noted that staff has invested a significant amount of time to get profiles set up in the newly adopted staffing software Vector Solutions, as well as the newly adopted training software Target Solutions. Integration of the new software will help a great deal with payroll and the future of training. Assistant Chief Daugherty credits the three Captains for taking the lead on these projects. Dir. Adams asked for an update on the three new Firefighter/ Paramedics training status. Chief Daugherty stated the three had successfully completed their initial field training phase and remain in their probationary period. Based on current staffing, there will be two floater positions available. Once assigned, Assistant Chief Daugherty hopes to reduce the projected overtime burden on crews and the budget. He has received word that the District will be losing another Firefighter/ Paramedic, so there are additional staffing challenges ahead. Staff is discussing the future of how to fill the projected vacancy and requirements for additional testing.

### Correspondence/News.

- A. KTVZ House Fire
- B. Bend Bulletin Editorial – Bend Fire
- C. KTVZ Bend Levy

Chairman Cox noted Bend has reduced the amount requested on their Levy. Dir. Adams highlighted the amount La Pine is requesting is less than what has been requested in Sisters, Redmond, and Sunriver.

Chairman Cox called for additional questions hearing none.

## Old Business

### **A. Board Resolution 23-01 calling for election to impose a 5-year Local Option Levy**

Assistant Chief Daugherty provided the Board with an updated draft which excludes exhibit "A" that was found in the draft which was presented initially. The SEL 805 request for ballot title will be submitted to County Clerk after the Board approves Resolution 23-01. The Board held a brief discussion on the corrections made between recent drafts. The SEL 803 notice of measure election along with explanatory statement will be submitted to the County approximately two weeks after the SEL 805 has been published in the newspaper.

**Dir. Adams moved to approve Resolution 23-01 authorizing the Board call for election to impose a 5-year Local Option Levy (read into minutes); seconded by Dir. Landles. Motion passed unanimously 5-0.**

A copy of Resolution 23-01 is attached to the meeting minutes.

### **B. Form SEL 805**

Assistant Chief Daugherty inquired as to whether the SEL 805 request for ballot title is accurate and ready to be filed. The Board confirmed the SEL 805 was complete and ready to be submitted to the County. Dir. Landles noted the Board is asking for funding to hire nine new Firefighters, which would bring the District up to half the national standard for personnel.

### **C. Local Option Levy Marketing Update**

Assistant Chief Daugherty noted there is currently \$2,400 budgeted for elections. The levy committee suggested the transfer of contingency funds to the elections line by resolution of the Board to help with marketing costs. Assistant Chief Daugherty asked the Board to be mindful of the amount taken from the \$100,000 in contingency funds due to overages in personnel services, PPE, and overtime. When the budget was built, it did not account for the crisis the District is experiencing in regards to staffing. The amount being requested in Resolution 23-02 is \$20,000.

The Board will vote on Resolution 23-02 to transfer funds under new business.

## New Business

### **A. Deschutes County Board of County Commissioners Notice of Violation**

Assistant Chief Daugherty shared the District received a notice of violation from the Deschutes County Commissioners regarding two allegations that were upheld by the Deschutes County ASA Committee. The ASA brought forward five complaints initially; however, only two were found to be substantiated. The County has given the District a timeline to respond to the violations. Assistant Chief Daugherty provided the Board with information from legal counsel, which includes a plan to move forward with the assistance of legal counsel. The District chose

to accept one of the violations, which was in regards to discouraging patients from being transported by staff. It was difficult to accept because medics have been triaging effectively in accordance to guidance. The District takes this responsibility seriously and will continue to reinforce the importance of triaging each patient appropriately. Assistant Chief Daugherty has provided corrective action through notice to staff and review of our SOP on Patient Rights. The second violation is in regards to the ordinances the District has placed into service for medical billing. Both the initial ordinance and the second ordinance refer to the billing of St. Charles and the La Pine Community Clinic for calls of service which they initiated. This matter is currently being heard by a Judge within Deschutes County at this time. With the help of legal counsel, the District plans to respond to the County Commissioners regarding this violation and has requested a hearing in which a date has not been set yet. The Board held a brief discussion on the lack of additional information provided to the District by the ASA Committee regarding the parties who filed complaints. The Board also expressed concern that no district representation was allowed into the ASA investigation meetings.

**B. Board Resolution 23-02 moving General Funds Contingency to Elections**

A copy of Resolution 23-02 is attached to the meeting minutes.

Dir. Adams moved to approve Resolution 23-02 authorizing a transfer from the general fund contingency line to the general fund elections line in the amount of \$20,000 (read into minutes); seconded by Dir. Landles. Motion passed unanimously 5-0.

**C. Appoint 2023/2024 Budget Officer**

Assistant Chief Daugherty provided the Board with a list of confirmed budget committee members interested in serving again this year along with the 2023-2024 budget calendar.

Dir. Thorne moved to appoint Assistant Chief Dan Daugherty as 2023/2024 Budget Committee Officer; seconded by Dir. Adams. Motion passed unanimously 5-0.

**D. Adopt Budget Calendar**

Dir. Landles moved to adopt the 2023-2024 budget calendar; seconded by Dir. Adams. Motion passed unanimously 5-0.

**E. Recruitment, Selection, and Appointment of Budget Committee Members**

Assistant Chief Daugherty confirmed position five is available to be filled. There was brief discussion on the term limits voted on and put in place last year.

**F. Accuity Contract for Extension of Audit Services**

Assistant Chief Daugherty provided the Board with a copy of the contract extension for Accuity's audit services. The Board expressed satisfaction with Accuity's services and agreed to continue the relationship.

**Appeals (Ordinance 2021-01)**

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

**Special Meetings and Workshops:**

2/17/23 Levy Planning Workshop  
3/6/23 Chiefs' Assessment Process

**Good of the Order**

None.

Next Regular Meeting: March 9, 2023, 9:00 a.m.

Regular Board Meeting adjourned at 10:33 a.m.

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

*Date Presented to Board and Approval*

3-9-2023

*Board Secretary*



*Board President*

