

BOARD OF DIRECTORS REGULAR MEETING MINUTES
La Pine Rural Fire Protection District
March 9th 2023

Open Meeting Vice-Chair Swails opened the meeting at 9:00a.m. and led the flag salute.

Roll Call

Directors Present: Dir. Robin Adams, Dir. Dick Swails, Dir. Mike Thorne, Dir. Jim Landles.

Directors Absent: Chairman. Doug Cox

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

Staff Absent: Chief Supkis- Vacation

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

Hearing none.

Approval of Minutes

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

No corrections noted.

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

Financials

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

Assistant Chief Daugherty noted that updated entries to tax revenue had not been made since December. However, the District has received tax revenue into the LGIP account. He is still working with Office Manager Waters to transfer the funds into the general fund. Assistant Chief Daugherty believes the District will meet projected budget.

- 5100 – EMS Income – Dir. Adams was pleased to see an increase in EMS income and stated the District’s investment in Tactical for billing services was wise.
- 5500– Interest Income – Dir. Swails inquired as to when the District receives interest income. Office Manager Waters confirmed the District received \$649.55 March 1st through the 9th. She will look into the details further and report back to the Board next month.
- 6200 – Employee Maintenance –Assistant Chief Daugherty is working with Office Manager Waters to track and manage expenses through June to avoid an overrun.
- 6105 – Overtime Line Staff – Dir. Adams noted overtime continues to increase and asked if the Board can expect it to trend up, or stay the same. Assistant Chief Daugherty confirmed there are staffing challenges due to life circumstances and transition which continue to impact the overtime budget despite his diligence. The Board will see overtime for the Lieutenant and Engineer Academy next month as well. When the budget was projected and adopted, it didn’t account for the unknown staffing challenges the District has faced with this year. Dir. Landles noted the District has successfully managed contingency funds which can be transferred to prevent an overrun if needed. Dir. Swails anticipates the contingency fund will need to double in the next fiscal year.
- 8220 – Gas Detector Maintenance – Dir. Adams noted a cost overrun. Assistant Chief Daugherty shared the cost overrun was due to the replacement of two gas detectors which were beyond repair.
- 8454– Career Staff PPE – Dir. Swails noted PPE is over budget by 400%. The District has been awarded a FEMA Grant for PPE in the amount of \$45,134.54. Assistant Chief Daugherty confirmed the overrun will be offset once the grant funds have been deposited.

Dir. Swails requested a report on the District’s end of month cash balance moving forward.

Monthly Expenses by Vendor

Dir. Adams noted the monthly stipend and mileage had increased. Office Manager Waters confirmed the GSA rate has increased to .655.

Monthly Expenses Paid

Dir. Swails called for a motion to pay bills.

Action: Dir. Landles moved to approve monthly expenses presented from 02/10/2023 – 3/9/2023 in the amount of \$618,274.26; seconded by Dir. Adams. Motion passed unanimously 4-0.

Management Reports

Monthly Alarm Report

Dir. Adams requested the monthly alarm reports for February and March. Office Manager Waters noted the Board had not received one last month because she was sick and there were technological issues that prevented her from obtaining the data this month. She will provide a copy of both to the Board for review in April. The Board discussed an increase in calls for service to Prairie House in the month of February. Assistant Chief Daugherty shared that Comfort Village has increased occupancy from 30 residents to 60, which may impact the number of calls for service requested at that facility.

Multiple Alarm & Building Permit/Valuation Report

Dir. Swails called for comment hearing none.

Chief's Report

Assistant Chief Daugherty noted that crews provided mutual aid to Crescent twice and received it from Sunriver once in the month of February. District facilities are holding up and there are no major repairs needed. One of our medics was involved in a hit-and-run accident. DCSO has located the individual and the DA's office is in the process of prosecuting. The damage is estimated to cost \$1,750 and the individual is believed to be uninsured. Training is ongoing and is scheduled when time permits. The new narcotic boxes have taken quite a bit of work to put into service. The captains have invested a generous amount of time to get Vector scheduling set up and in service. Office Manager Waters continues to research options for accounting and payroll software.

Correspondence/News.

- A. KTVZ New Operating Levy
- B. KTVZ Tractor Trailor Fire
- C. Bend Bulletin Operations Levy
- D. Cascade Medical Transport (CMT) Notice

Assistant Chief Daugherty noted the District has had a relationship with CMT, which included a public/private partnership to help with transports from local medical and senior care facilities. A great deal of work went into creating that partnership. CMT has announced they will be going out of business.

The Board decided to postpone discussion on old business as guest speaker George Dunkel was not available via Zoom until 10am. Dir. Swails called for discussion of new business.

Old Business

A. Fire Chief Recruitment and Hiring Process

Dir. Adams is very pleased to introduce the incoming Chief, Erick Holsey via Zoom. Chief Holsey thanked the Board and the community for being gracious hosts during the hiring process. Administration is in the process of drafting a conditional job offer letter. Once the offer letter has been signed, Assistant Chief Daugherty will start the pre-employment process. Dir. Adams and Dir. Thorne will collaborate with Assistant Chief Daugherty to manage contract negotiations.

B. Recruitment, Selection and Appointment of Budget Committee Members

Agenda item was not discussed.

New Business

A. Fiscal Year 2021 Assistance to Firefighters Grant (AFG)

Assistant Chief Daugherty reported that the District has accepted a FEMA Grant in the amount of \$49,648.00 which includes a 10% match for a net amount of \$45,134.54. The grant was written by Chief Supkis and the funds have been allocated for PPE in this fiscal year and hopefully the next.

Dir. Swails noted Jerry Hubbard is currently working with Senators Ron Wyden and Jeff Merkley to obtain three million in funding for facility upgrades and expansion to house additional staff and equipment.

B. High Lakes Christian Church Facility Use

Dir. Swails expressed gratitude for the use of High Lake's facilities for the Chief hiring process. They graciously donated the use of their facilities to the District. The Board was pleased with the quality of the candidates and felt the hiring process was successful. The Board authorized a donation to High Lakes Christian Church to cover fees for janitorial services.

Appeals (Ordinance 2021-01)

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

Special Meetings and Workshops:

3/22/23 Levy Marketing Meeting

The Board had a brief discussion on the details outlined at the last levy meeting on March 1st. Community member Robin Mirrasoul, suggested the District share monthly run reports on social media so the community can see how busy the department is.

Dir. Adams highlighted the industry standard is to have one crew for every 600 calls, which means the District should have almost five crews and we currently only have two.

Good of the Order

Assistant Chief Daugherty confirmed the employee that submitted his resignation last month is no longer with the District and has taken a job elsewhere. He has offered employment to a candidate on the current recruitment list and is working to establish a start date. Another testing process will be advertised in the near future.

Community member Robin Mirrasoul noted the High School offers a Career Fair yearly and asked if the District planned to participate. Chief Daugherty reported that the District has participated in the past, but has had little success attracting career-oriented individuals who are interested in our organization. Overtime has been authorized to attend and recruit at this year's event.

Community members Mark and Colleen Donzelli suggested the Board consider advertising in Wise Buys to educate the community. Mr. and Mrs. Donzelli shared concerns over the loss of the District's legal battle with St. Charles. Dir. Swails clarified that the lawsuit was filed by St. Charles and the matter remains on-going.

Mr. and Mrs. Donzelli shared concerns regarding a historical event where fire crews were delayed in responding to a fire by their house near Pringle Falls Rd. The perception was that the delay was due to a turf war. Assistant Chief Daugherty assured them that within Central Oregon and surrounding, there are little to no turf battles between local, state, and federal fire agencies. Commonly, all three agencies are dispatched and work together to put out fires.

Next Regular Meeting: April 13, 2023 9:00 a.m.

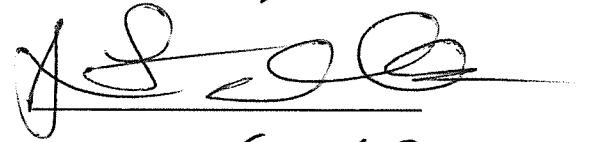
Regular Board Meeting adjourned at 10:25 a.m.

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

Date Presented to Board and Approval

MARCH 9, 2023

Board Secretary



Board President

