

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**La Pine Rural Fire Protection District**  
**May 11, 2023**

**Open Meeting**            Chairman Cox opened the meeting at 9:00a.m. and led the flag salute.

**Roll Call**

Directors Present:    Chairman Cox, Dir. Swails, Dir. Jim Landles, and Dir. Thorne

Directors Absent:    Dir. Robin Adams

Staff Present:        Assistant Chief Dan Daugherty and Office Manager Tammie Waters

Staff Absent:        Chief Supkis- Vacation

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

No public comment

**Approval of Minutes**

April 13, 2023 Board of Directors Regular Meeting

Chairman Cox asked for review, comments, corrections. Dir Swails made a comment regarding page 2, 3<sup>rd</sup> bullet point regarding his attendance at the SDAO conference. Director Swails reported that he had not attended the conference. Dir Swails stated he had another comment, Office Manager Waters reminded him of his EMS revenue question from a prior board meeting was answered at the last board meeting.

**Action: Dir. Swails moved to approve the minutes of the April 13, 2023 Board of Directors Meeting with requested amendment; seconded by Dir. Thorne. Motion passed unanimously, 4-0.**

**Financials**

**Monthly Revenue and Expenditure Statement.** Staff answered Board questions regarding current revenues and expenditures. A comment was made from Director Cox and Dir Swails regarding the Overtime account line overage and if any of the grant funds would help with the overage. Assistant Chief Daugherty explained that grants are targeted for new employees only.

- 6960 OHA Agency Fees-Dir Swails asked why the expenditures are more and Assistant Chief Daugherty stated that there are more costs with a higher GEMT revenue. Office

Manager Waters asked to interject and stated that the expenditures are higher due to expensing the second portion of fees to OHA for the GEMT revenue disbursement. Also, that the district will be reimbursed the matching amount in the revenue disbursement and the only real fee is the administrative fee for OHA.

- 8450 Uniforms-Dir Swails asked for an explanation of why the account line is so high. Assistant Chief Daugherty explained that the increase was due to costs of outfitting both current staff and replacement staff. Chief Daugherty also addressed the increase in PPE costs, and stated that we did receive a grant to help with the PPE costs, however, it will depend upon what fiscal year we receive the reimbursement dollars and offsetting the expenditures.
- 9740 Capital Reserve Expenditure-Dir Swails commented that we are behind in spending and inquired why. Assistant Chief Daugherty responded that we have more planned expenditures happening before the end of the fiscal year and also expect to receive dollars from the radio grant within this fiscal or account for the reimbursements into next fiscal budget. Dir Landles asked if the 660k for apparatus has been received and Assistant Chief Daugherty responded that we will not receive and have the expenditure for the apparatus until next fiscal year, along with the grant funds as revenue.

### **Monthly Expenses by Vendor**

Dir Swails commented on the expense by vendor detail shows expenses of \$300 for each student/reserve and under monthly expenses paid it only shows \$280. Office Manager Waters explained that the difference between the two is due to \$20 house fund that is deducted from the student/reserve monthly stipend. Dir Swails also asked about Code Ready training in the amount of \$4200, Assistant Chief Daugherty explained the expenditures were for our annual all staff training which was pediatric life support this year. Dir Swails also asked what Tactical was for, and Assistant Chief Daugherty stated it is for ambulance billing and GEMT costs.

### **Monthly Expenses Paid**

Chairman Cox called for a motion to pay bills.

**Action: Dir Landles moved to approve the amended monthly expenses presented from 03/10/2023 – 4/13/2023 in the amount of \$58,071.28, should be \$515,551.01; seconded by Dir. Thorne. Motion passed unanimously 4-0. (Office Manager Waters gave an overview of the incorrect amount that was approved last board meeting)**

**Action: Dir Swails moved to approve the monthly expenses presented from 4/14/2023- 5/11/2023 in the amount of \$349,065.20; seconded by Dir Landles. Motion passed unanimously 4-0.**

## **Management Reports**

### **Building Permits**

Assistant Chief Daugherty commented on the concern with the lack of commercial permits being filled and the potential drop in revenue into the next few years, however, expects more growth within the near future with the addition of residential subdivisions and Caldera Springs development.

### **Monthly Alarm and Chief's Report**

Dir Landles commented that the monthly calls are still up. Dir Swails commented about non-transports billable amount from last year to this year. Assistant Chief Daugherty stated that that the board last fall approved to start charging for non-transports, which is why there is so much of an increase compared to last year. Chairman Cox asked about the status of walk ins, Assistant Chief Daugherty and Firefighter Josh Erwin both responded that there are not a lot of walk ins, but is consistent. Dir Swails commented on the amount of Prairie House calls and Assistant Chief Daugherty responded that he has created a letter regarding the appropriate service that the district provides to Prairie House. Dir Swails read from the ordinance 2020-02, page 2, section 1 that states that Prairie House is included in the ordinance. Assistant Chief Daugherty will review and amend his letter, a discussion ensued. Assistant Chief Daugherty gave an update on personnel dynamics, shortages, and the challenges that the district is facing with recruitment and retainment. What will the new staffing look like if the levy is approved and the overtime costs that will still be incurred for academy/training, a discussion ensued. Assistant Chief Daugherty also applied for the Seasonal Staffing Grant, we did not make the first cut and are waiting to hear on round 2.

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

Assistant Chief Daugherty commented on the multiple alarms. In April there were 42 times that there were 2 or more alarms at once. A discussion ensued regarding how this is common with all districts.

## **Correspondence/News**

- A. Shai Letter of Appreciation
- B. Bend Bulletin Levy
- C. KTVZ Brush Fire
- D. KTVZ Log Home Fire
- E. KTVZ Chief Holsey
- F. KTVA Brush Fire
- G. Wise Buys Levy

Dir Landles made a comment that the brush fire was at his neighbors and asked if he can be billed and cited for starting a brush fire. Assistant Chief Daugherty stated he will look into it and yes homeowners can be billed and cited for starting a brush fire.

**Old Business**

None

**New Business**

- A. Request to Contract Accountant/Controller-Assistant Chief Daugherty gave an overview of the request and need to contract with an accountant/controller to review the financials for 22/23 FY to ensure that the financials are in order and ready for the audit later in the year. Also, stated that the district is looking at a new accounting/payroll software program and the need to hire administrative position that possess accounting and/or controller experience to support this integration. Office Manager Waters commented that due to the changes in office personnel over the last few months the personnel costs will be under budget, but the negative is that there is only myself in the office currently which is a 2 full time position office. The proposal is due to the growth of the district, the need for administrative staff to have more financial and budgeting experience, and being able to cross train for office coverage. In addition, to hire an intern from the high school or COCC to help with basic office duties. The compensation would be \$15/hr. with no benefits. Also gave an overview of contracting with Merin & Co. for financial accounting and auditing for 22/23 fiscal year and stated that they would be able to start assisting in June and July, a discussion ensued with the board in favor of moving forward with the proposals. Assistant Chief Daugherty gave an overview of status of recruitment of additional student reserves. Expecting to bring 5 or 6 new student reserves into the academy this year.

**Appeals (Ordinance 2021-01)**

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

**Special Meetings and Workshops:**

Thursday May 18, 2023 Second Budget Committee Meeting – 6:00pm at Station 101.

**Good of the Order**

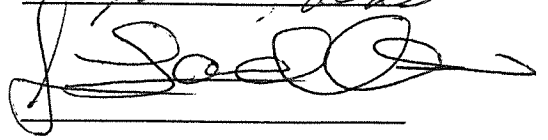
Assistant Chief Daugherty requested to do a ceremony to swear-in Chief Erick Holsey and celebrate the retirement of Chief Mike Supkis at the June 8<sup>th</sup> meeting, all agreed.

Next Regular Meeting: June 8, 2023 9:00 a.m.

Regular Board Meeting adjourned at 9:54 a.m.

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

*Date Presented to Board and Approval*

*June 3, 2023*  


*Board Secretary*

*Board President*

