

BOARD OF DIRECTORS REGULAR MEETING and BUDGET HEARING MINUTES
La Pine Rural Fire Protection District
June 8, 2023

Open Meeting

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

Roll Call

Directors Present: Dir. Robin Adams, Chairman. Doug Cox, Dir. Dick Swails, and Dir. Jim Landles

Directors Absent: Dir. Mike Thorne and Chairman Doug Cox after intermission

Staff Present: Chief Erick Holsey, Assistant Chief Dan Daugherty, Office Manager Tammie Waters

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

Open Forum for Public Comment

Name	Purpose for Attending
<i>Jerry Hubbard</i>	<i>Grant update for La Pine Rural Fire Protection District</i>

Comment/Report by Jerry Hubbard- Former Board Director and Citizen

Chairman Cox welcomed Jerry Hubbard to the meeting. Jerry Hubbard gave an overview of all grants applied for and received in the last 2 ½ yrs. the amounts and the agency that gave us the grant funding or are currently pending. The total received of all grants is 2.5 million.

Approval of Minutes

Budget Committee Meeting Minutes May 18, 2023

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the minutes of the Budget Committee Meeting Minutes May 18, 2023; seconded by Dir. Swails. Motion passed unanimously.

New Business

Budget Hearing

General Fund-Asst. Chief Daugherty addressed the board and stated that the general fund revenue captures the new grant funds that will be received from the Oregon State Fire Marshal per the guidance from Accuity auditor. Dir. Adams asked if the new levy was in the revenue

projections and Asst. Chief Daugherty stated it was included. Citizen Rex Lesueur made a comment questioning the advice given from the Accuity auditor and how the grant dollars are reflected in the budget, a discussion ensued including clarification from Office Manager Waters on exact verbiage that auditor gave to be included on the grant income line item. Rex then questioned the amount showing on the personnel expenditure line item and asked that the figures be decreased due to not hiring all 11 employees right away, Dir. Adams disagreed and stated it was better to have more budgeted, than not enough and advised that it be left the way it is. Chairman Cox commented that the public comment period is over and Rex can feel free to discuss it with the chief after the board meeting is over. In addition, Dir. Swails commented that even though the entire grant funds for the 3 yr. periods are shown in the budget, they are restricted funds and can only be used for the purpose intended for each fiscal year. Asst. Chief Daugherty and Office Manager Waters stated that was correct. Dir. Swails also pointed out a \$4.00 error in the grant breakdown calculation and asked for clarification of the grant breakdowns for the 3 yr. period. Office Manager Waters gave a clarification of how the amounts were calculated based on the different matching dollars for each of the 3 yr. period.

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the General Fund 23/24 FY for \$8,302,612.00 with corrections; seconded by Dir. Swails. Motion passed unanimously.

Rex Lesueur interjected and stated that since he is on the board, he votes nay. Dir. Adams stated that he is not on the board currently therefore does not get a vote and Chairman Cox concurred and stated that Rex was on the Budget Committee and had already approved the budget. Office Manager Waters reiterated that Rex was on the budget committee and the committee unanimously approved the budget with the subject to's addressed.

Capital Reserve Fund-Dir. Swails questioned the line item #9742 totals and stated that the gas monitors for \$5,000.00 were not included in the total in one of the columns, Asst. Chief Daugherty stated the correction will be made and that the totals are still correct overall.

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the Capital Reserve Fund 23/24 FY with corrections; seconded by Dir. Swails. Motion passed unanimously.

PERS Reserve Fund-no comments made by the board.

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the PERS Reserve Fund 23/24 FY; seconded by Dir. Landles. Motion passed unanimously.

Meszaros Fund-no comments made by the board.

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the Meszaros Fund 23/24 FY; seconded by Dir. Swails. Motion passed unanimously.

Resolution #23-03-Adopting the budget, making appropriations, and declaring tax levy June 2023. Dir. Adams read the resolution.

Action: Chairman Cox called for the motion. Dir. Adams moved to approve Resolution 23-03 with corrections; seconded by Dir. Swails. Motion passed unanimously.

LB Forms

LB 20-General Fund
LB 30-General Fund
LB 11-Capital Reserve Fund
LB 11-PERS Reserve Fund
LB 10-Meszaros Fund
LB 50-Notice of Property Tax

Action: Chairman Cox called for the motion. Dir. Adams moved to approve 23/24 LB Forms 20, 30, 11, 10, and 50; seconded by Dir. Swails. Motion passed unanimously.

Approval of Minutes

Board Meeting Minutes May 11, 2023

Action: Chairman Cox called for the motion. Dir. Adams moved to approve the minutes of the Regular Board Meeting Minutes May 11, 2023; seconded by Dir. Swails. Motion passed unanimously.

Financials

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

- Misc. Income #5400–Dir. Adams asked about the miscellaneous income amounts and where they are derived from. Asst. Chief Daugherty stated that it comes from fire suppression, address signs, conflagrations, etc. The amount was budgeted the same as the previous budget year.
- Civil Service #6700–Dir. Adams asked for clarification regarding expenses, a discussion ensued and Dir. Swails reiterated the total and that it reflected we were over budget on #6700 total.
- Career PPE #8454–Dir. Adams asked for clarification regarding expenses and being so far over budget. Asst. Chief Daugherty stated that we have a grant for the PPE, but have not been reimbursed the expenses yet and we should receive the funds in the next fiscal year.

Monthly Expenses by Vendor

Chairman Cox asked the board if they had any questions or comments.
No questions or comments.

Monthly Expenses Paid

Chairman Cox asked the board if they had any questions or comments.
No questions or comments.

Chairman Cox called for a motion to pay bills.

Action: Dir. Adams moved to approve monthly expenses presented from May 12, 2023-June 8, 2023 in the amount of \$445,523.53; seconded by Dir. Landles. Motion passed unanimously.

Management Reports

Monthly Alarm Report-Dir. Swails asked Chief Holsey how the EMS calls compared to his previous district and Chief Holsey commented that La Pine Fire does about 1/3 of the volume. He also stated that the categories on the monthly alarm report are similar and that he found some discrepancies and will be doing a 5 yr. synopsis. Dir. Adams asked about mutual aid received and what the trend will be. Asst. Chief Daugherty stated that as long as we have all the multiple alarms, mutual aid received will increase. With the addition of additional staffing, the numbers should go down.

Multiple Alarm & Building Permit/Valuation Report

Asst. Chief Daugherty commented that commercial permits have increased and residential permits are still substantially out performing commercial permits.

Dir. Swails made a comment regarding the increase in EMS calls to Prairie House and asked if a letter had been sent to them stating that they are under our ordinance. Asst. Chief Daugherty stated that he will be sending a letter to address the increase in calls and remind them of the ordinance. Fire Chief Mike Supkis made additional comments regarding the history with Prairie House. Dir. Swails stated how many calls the clinics vs. Prairie House are and that he would like to see the district send another letter with the ordinance to make sure they understand the relationship.

Chief's Report

Chairman Cox called for comment on the report and noted there were none.

No questions or additional comments.

Correspondence/News.

- A. Thank you - Bray
- B. Thank you. – Wolcott/Cross Walk
- C. Thank you – Young/ K Bar J Ranch
- D. Oregon State Fire Marshall – 2022 Fire Service Capacity Grant Application
- E. IAFF – Board Meeting Expectations
- F. Daily Dispatch – Oregon insurance coverage, Medford public safety fee, La Pine Fire Chief Announcement

Chairman Cox called for questions or comment.

No questions or comments.

*Swearing In of Fire Chief

Chairman Cox swore in the new Fire Chief Erick Holsey

*Retirement of Fire Chief Mike Supkis

Dir. Adams read a letter of appreciation and gave a gift for Fire Chief Mike Supkis time in service at La Pine Rural Fire Protection District, see below letter.

On behalf of La Pine Fire District Board of Directors and Staff we would like to honor the contributions and dedicated service of Chief Mike Supkis.

For over 40 years in the service of which he has served the last 13 years with the La Pine Fire District, Chief Supkis has served the public with integrity, honesty, and a clear desire to improve the lives of the citizens of the La Pine Fire District. Chief Supkis has been an inspiration and mentor to many on our Board and staff within the organization.

Among his many accomplishments with the district, he has:

- *Developed a Strategic Plan*
- *Developed Standards of Cover*
- *Maintained and improved the effectiveness of the organization*
- *Was responsive to the changing needs of the community*
- *Effectively managed the organizations financial and capital resources (Bringing in hundreds-of thousands in grants) (4 for 4 successes on last four grants written)*
- *And, ensured that the facilities, apparatus and equipment were updated and ready to serve the community.*

On June 30, 2023 Chief will have completed his final days serving the community and District.

We would like to ask of you to join us in wishing Chief and his wife Hyde a well- deserved retirement!

Fire Chief Mike Supkis made comments to the board, chiefs, and public.

*Intermission to have cake and refreshments

Dir. Adams read a resignation letter from Chairman Doug Cox resigning his position on the board effective immediately, June 8, 2023.

Chairman Cox served on the board of La Pine Rural Fire Protection District for 17 yrs. and the last 12 yrs. with the budget in the black. A big Thank You to Chairman Cox for his years of service.

*Due to Chairman Cox absence, Dir. Swails assumed the Chair position.

Resolution #23-04-Authorizing a transfer from the General Fund Contingency Line and Regular Elections Line to the General Fund Materials and Services Overtime Line. Dir. Adams read the resolution.

Action: Chairman Swails called for the motion. Dir. Landles moved to approve Resolution 23-04 with corrections; seconded by Dir. Adams. Motion passed unanimously.

Resolution #23-05-Authorizing a transfer from the Meszaros Special Revenue Fund to the General Fund. Dir. Adams read the resolution.

Action: Chairman Swails called for the motion. Dir. Landles moved to approve Resolution 23-05; seconded by Dir. Adams. Motion passed unanimously.

Resolution #23-06-Authorizing acceptance of the Oregon State Fire Marshal Capacity Grant and transfer of funds to the General Fund.

Action: Chairman Swails called for the motion. Dir. Landles moved to approve Resolution 23-06 with corrections; seconded by Dir. Adams. Motion passed unanimously.

Resolution #23-07-Authorizing acceptance of the Oregon State Fire Marshal 2023 Wildfire Season Staffing Grant. Dir. Adams read the resolution.

Action: Chairman Swails called for the motion. Dir. Landles moved to approve Resolution 23-07; seconded by Dir. Adams. Motion passed unanimously.

Old Business-None

Good of the Order-Asst. Chief Daugherty **Thanked** all the outgoing board directors, Dir. Swails, Dir. Thorne, and Dir. Landles for their support and service with the La Pine Rural Fire Protection District.

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

Regular Board Meeting adjourned at 10:32 a.m.

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

Date Presented to Board and Approval

July 13, 2023

Board Secretary

Board President


