

**LA PINE RURAL FIRE PROTECTION DISTRICT**  
Board of Directors Regular Meeting  
51550 Huntington Road, La Pine, Oregon  
Meeting Minutes June 8, 2017

**Open Meeting**            Board President Doug Cox called the meeting to order at 9:04 am and led the flag salute.

**Roll Call**

Directors present:        Doug Cox, Joel Witmer, Jerry Hubbard, Bob Denend and Larry South.

Directors absent:        None

Staff:                      Chief Mike Supkis, Assistant Chief Dan Daugherty and Office Manager Bonita Johnson

**Public Forum:**        No public comment

**Approve Minutes - Regular Board Meeting May 11, 2017.**

No further discussion.

**Action:** Director Denend moved to approve minutes of the May 11, 2017, Regular Board Meeting as presented. Second, by Director South the motion passed by a 5-0 vote.

**Financials**

**A.** The Monthly Bills. Staff answered questions regarding expenditures and current revenue & expense statement.

- Director Denend Inquired about:
  - Line 6115 Overtime Academy/Training. Inquired about the \$7,005.53 expense for May. Staff reported the expense was for the payroll associated with the annual mandatory all staff training. This year the training was held over two days in April classes were Self-Defense / FF Scene Safety and EMS Report Writing and Legal Exposures.
  - Line 6305 Legal Fees. Inquired about the year to date legal expenses associated with union negotiations. Chief Supkis stated a tentative bargaining agreement had been reached and anticipates there will only be one more significant bill for legal services this fiscal year.

- Line 8115 Routine Maintenance. Inquired about the year to date expense significantly under budget. Chief Supkis reported routine maintenance such as engine pump testing is done late spring so would expect that line to be more as expected by FY end.
  - Line 8505 Regular Elections. Inquired about no expense recorded year to date. Staff reported that Deschutes and Klamath Counties will be billing for the district's cost share of the May 2017 ballot expense for the Director elections.
  - Inquired about the expense paid to Fisher & Phillips. Chief Supkis stated it was for our labor services related to the CBA negotiations as well as a portion of the expense was for the labor attorney to assist with the sick-time grievance and insubordination issue with an employee and development of a sick leave policy
- Director Hubbard inquired about:
    - Line 5010 Tax Levy Current Year and 5020 Local Option Current Year. Inquired about the expected budget amount and year to date revenue. Chief Supkis stated the tax revenues looks to be on track overall. Budget line figures are derived from previous year experiences along with staff estimates and outlook during the spring budget process before the county's projection of assessed values received annually comes out in October.
    - Line 8105 Breakdowns. Inquired about the May increased expense. Chief Supkis report Engine 123 was taken to Hughes Fire in Eugene for a major pump repair and annual service as well as several other minor issues with the fleet handled locally.
    - Line 8220 Gas Detector. Inquired about the May expense over budget. Chief Supkis reported the district has three gas detectors and has budgeted annual maintenance for them each year – which has not been used to date. However, this year all three gas detectors had sensors failed due to limited life and need to be replaced. The price to replace all the individual sensors was more than the unit replacement cost - therefore it made more sense to replace the unit but at a bigger one year impact than was planned.
    - Line 8452/8453 Uniforms. Inquired about total expenses. Staff reported uniforms are replaced as needed annually and throughout the year. In addition when new students come in they always seem to be the other end of the tape from those who have graduated.
  - Director South inquired about:
    - Inquired about monthly expense paid to Integrity Auto. Staff reported Medic 173 is the oldest ambulance in the fleet and had three engine issues related to the 6.0 motor and an also brake issue – so Integrity saw it a lot this past month.

**Action:** Director Witmer moved to pay expenses presented from 5/10/17 – 6/8/17 in the amount of \$349,841.60. No further discussion or comments. Second, Director Hubbard; the motion passed by a 5-0 vote.

## **Management Reports** – Reviewed.

- A. Review and discussion on call volumes, building permits.
- B. Monthly Alarm Reports and notable incidents discussed.
  - Year to date are 55 more than last year.
  - Non - transports charges have decreased year to date after the Board made a policy change on billing for fire station walk-ins who are also non-transports.
  - The Board discussed cost and possibilities for a physician assistant to provide home visits in a rural area to limit health care issue turning into emergencies. Staff reported the challenge is the support of such programs as the current payment system is most insurances will only pay for ambulance/non-transport services when it is deemed to be an emergency and medically necessary. Medicaid, Medicare and even the VA limits in home support.
  - Question on new air drop to station 102. Staff explained it is an air hose that connects to apparatus to pre-pressurize the air brake system.

## **Correspondence/News**

- A. Thank you – Green
- B. SDIS 2017 Best Practices Program
- C. City of La Pine – Water and Sewer rates
- D. Wise Buys – Smoke detector saves two lives, Board Meeting
- E. Sunriver Scene – Prepare for fire season
- F. Sunriver Scene - Panel discussion roles in wildfire susceptible communities
- G. Wise Buys – Board meeting
- H. Bulletin – Bend ambulance rates
- I. Wise Buys – Board meeting, Debris pile burn season closes
- J. Newberry Eagle – Board meeting, Station 101 asphalt project
- K. KTVZ – Free yard debris disposal
- L. KTVZ – Debris burning season ends

## **9:56 Adjourn Regular Board Meeting**

## **9:56 Open Public Budget Hearing**

## **Budget Hearing - June 8, 2016 - 9:56 a.m.**

**Public Comment.** There was no public present – no comments.

## **Approve Minutes from the May 9, 2017 Budget Committee Meeting**

**Action:** Director Denend moved to approve minutes of the May 9, 2017, Budget Committee Meeting as presented. Second, by Director Witmer; the motion passed by a 5-0 vote.

### **Board Discussion:**

General Fund 2017/18 Fiscal Year Budget as approved by Budget Committee.

Capital Reserve Fund 2017/18 Fiscal Year Budget as approved by Budget Committee.

PERS Reserve Fund 2017/18 Fiscal Year Budget as approved by Budget Committee

Meszaros Trust and Agency Fund 2017/18 Fiscal Year Budget as approved by Budget Committee

There was no further discussion on the above funds approved by the Budget Committee on May 9, 2018.

**Action:** Director Hubbard moved to approve the 2017/18 fiscal year budget for the General, Capital Reserve, PERS Reserve and Meszaros Trust & Agency Funds as approved by the Budget Committee on May 9, 2017. Second, Director South; the motion passed by a 5-0 vote.

### **Resolution #17-01**

A resolution adopting the budget, making appropriations, and declaring the tax levy, dated June 8, 2017. Director Cox read the resolution in its entirety.

**Action:** Director Cox moved to approve Resolution # 17-01, dated June 8, 2017, a Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Levy as read. Second, Director South; the motion passed by a 5-0 vote.

### **Approve LB Forms**

LB 20 General Fund 2017/18; LB 30 General Fund 2017/18; LB 11 Capital Reserve Fund 2017-18; LB 10 Mike Meszaros Trust & Agency Fund 2017-18; LB 50 2017/18 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**Action:** Director Hubbard moved to approve LB 20 General Fund 2017/18; LB 30 General Fund 2017/18; LB 11 Capital Reserve Fund 2017/18; LB 10 Meszaros Trust & Agency Fund 2017/18; LB 50 2017/18 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property as presented. Second, Director Denend; the motion passed by a 5-0 vote.

**10:16 Budget Public Hearing Adjourned**

**10:16 Board Meeting Reconvened**

## **Old Business**

### **A. Ambulance RFP and process to date**

In May the district posted an RFP for two new advanced life support/paramedic ambulances and ambulance refurb services. The specifications were reviewed and questions answered. Sealed bids are to be received at the administrative office no later than 5:00 p.m. on June 16, 2017.

### **B. Station 103 construction update**

Chief Supkis gave a project update on Station 103. The contractor approved a truss design change without notifying the chiefs; they are working together to resolve the change with no additional charge to the district. The project is progressing but behind schedule.

## **New Business**

- A. **Resolution #17-02.** 2017/18 Contingency Transfer. A resolution. Director South read the resolution in its entirety. After a discussion action was taken.

#### **Action:**

Director Cox moved to adopt Resolution #17-02; authorizing a transfer of \$33,000 from the general fund contingency line to the profession fee line/legal (\$15,000); the ems supply line (\$5,000); the district vehicle line/breakdowns (\$10,000); and the facilities line/structural maintenance (\$3,000). Second, by Director Hubbard; the motion passed by a 5-0 vote.

- B. **2017-2021 Tentative CBA with Professional Firefighters Local 3387.** Chief Supkis presented a tentative collective bargaining agreement with changes highlighted for director review. Director Witmer was involved with the district's labor attorney to conduct the negotiation process and provided the major details. The new CBA is for a four-year period. Broad consensus was that the CBA is fair and acceptable and moves to meeting the goals of the district as well as support its employees. The District is awaiting the Union to ratify and then the Board President and Secretary can sign on behalf for the fire district.

- C. **Proposed Work Agreement New Office Employee.** Chief Supkis presented a revised Board Policy #01-04 Employee Work Agreement Non-Exempt Employees Administrative Services. He stated the changes were highlighted in yellow and made to include the new part-time employee and to identify hours of work and benefits. Other changes were mainly language to be in compliance with BOLI changes.

**Action:** Director South moved to approve Resolution #01-04 Employee Work Agreement Non-Exempt Employees Administrative Services date June 8, 2017. Second, by Director Hubbard; the motion passed by a 5-0 vote.

**Special Meetings and Workshops** None

**Good of the Order**

- Project Wildfire BBQ Sunriver SHARC June 14 at 5:30 p.m.
- July 4<sup>th</sup> Frontier Days. Breakfast, Parade, Fire District has joint booth with local forestry and utilities.

**Next Meeting:** Regular Board Meeting - Station 101 on Thursday, July 13, 2017 at 9 am.

**Adjourn Board Meeting**

Director Cox adjourned the board meeting at 11:05 a.m.

Respectfully Submitted,

Bonita Johnson  
Office Manager

*Date Presented to Board and Approved* \_\_\_\_\_

*Board Secretary* \_\_\_\_\_

*Board President* \_\_\_\_\_