

LA PINE RURAL FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
51550 Huntington Road, La Pine, Oregon
Meeting Minutes December 10, 2015

Open Meeting Board President Doug Cox called the meeting to order at 9:08 am and led the flag salute.

Roll Call

Directors present: Doug Cox, Bob Denend, Jerry Hubbard, Hank Kelley and Joel Witmer

Directors absent: None

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

Public Forum: There was no general public present at the meeting.

Approve Minutes - Regular Board Meeting November 12, 2015.

Discussion. Director Denend noted a correction to line item number on Page 3 under his request for information. Line item 6015 should be 6115.

Action: Director Hubbard moved to approve minutes of the November 12, 2015, Regular Board Meeting as submitted with correction stated. Second, by Director Witmer the motion passed by a 5-0 vote.

Financials

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

At previous meetings one or more of the directors expressed a concern with line items appearing on the Statement of Income and Expenditures report that had a no budget amount and no expense recorded in the line for any month (all zeros in the line). Staff reported after researching the advanced options for Quick Books reports an option was found only show an active line item with non zeros on the report. Director Denend requested to put in the record the line item numbers that were not included in the November 30, 2015 report that was included in previously reports; 5550, 5560, 5570, 6045, 6825, 6910, 6915, 7200, 8210, 8340, 8455, and 8575.

- Director Kelley inquired about:
 - Line 6030 FireMedics & Captains. Inquired why the expense years-to-date was at 35.24% Staff reported Line 6030 and 6035 was budgeted based on the proposed CBA which changed the way the district calculates regular hours worked. Until the contract is

settled the 6030 line will be under budget and the 6035 line over budget; when added together they should be on target as budgeted.

- Line 6240 Medical Evaluation. Inquired about the \$7.10 November expense? Staff reported evaluations are billed to primary health insurance first (which is 100% district paid under employee benefits). The district agrees to reimburse for deductible, co-pay, co-insurance or any balance due for required evaluations. This expense was a coinsurance amount.
- Line 6845 FireMed Contract Fees. Inquired about no fees in November. Staff reported that Life Flight of Oregon processes the monthly report around the 15th of the following month.
- Line 6940 Miscellaneous Other Charges. Inquired why the \$270 expense for November. Staff report the expense was for Oregon DMV for three replacement titles for the 1994 wildland engines. Inadequate titles were discovered during the annual audit.
- Director Denend Inquired about:
 - 6041 and 6045 Reserve Response. Inquired about the change to line 6041 and 6045. Staff reported there was a question at a prior meeting and after a review the 2015/16 budget showed both line numbers were listed on one line with one budget amount. Staff merged the lines and changed the description to Reserve Response.
 - 6115 Overtime Academy/Training. Inquired if staff anticipated more expense to this line? Chief Supkis reported the line is used for training expense such as the instructors for the three major academies (Basic (Aug) Engineer (Sept) and officer (Spring)) Physician Advisor training or other required training. The line is over expended and anticipates future training expense to be minimal as two of the three big academies are complete.
 - 6305 Legal Fees. Inquired about anticipated expense to finalize the CBA. Staff reported expenses for the arbitration has been billed and anticipates some additional expense until the contract is implemented.
 - 6315 Audit Fees. Inquired about the \$4,250 October expense? Staff reported this auditor bills throughout the audit process and this was the first payment.
 - 6435 Image Trend. Inquired about the expense in July that was not included in the budget? Staff reported the expense was an oversight during the 2015-16 budget process but category will be included next year.
 - Inquired about line 6835 DMV Records Service and line 6940 Misc. Other Charges used for DMV fees? Staff stated line 6835 is associated with fees for the DMV automatic reporting system such as for driver's records.
 - Requested staff to merge Line 7305 EMS Supplies with the 7300 EMS Supplies Totals line. Staff agreed to make that change.
 - Inquired about Line 8401 EMS Training - why there has been no expenditure year to date. Staff reported there is a couple of EMS staff training scheduled in 2016.
 - Inquired about Line 8455 and 8456 Reserve General and Reserve PPE. Staff reported both lines are for student reserves uniforms and personal protective gear (turnouts) and

is expended as needed.

- Director Witmer inquired about year to date percentage for new equipment purchases as it was not shown on last page? Staff reported these are part of the capital reserve account and separate from the General Fund thus not include as an overall %, but are shown as expenditures on the E&R sheet when they occur. Overall capital projects (101 station, hose, rescue equipment, etc.) expenses are on target and within budget for all the projects to date. A detailed rundown will be provided to the board at next month's meeting.
- Director Hubbard inquired about:
 - Line 5200 FireMed Revenue. Inquired if staff anticipates to collect 100% of the amount budgeted. Staff stated they do expect our FireMed manager (Lifelight network) to hit the budget projection and that the upcoming months of May and June are historically the largest month for renewals.
 - Line 6105 Overtime Line Staff. Inquired about year to date expenditure at 67.47% of the budget. Staff reported with Conflagrations, family leave, overtime for one position short, and unanticipated illness the line will be over budget this year. The conflagration overtime will be reimbursed by the Oregon State Fire Marshal's Office but will be logged as miscellaneous income. The chief stated the district will need to do a supplemental budget for 2015-16 which will be prepared and processed during the 2016-17 budget meetings and the Board will have the option to shore up this line with those unanticipated misc. revenues.
 - Line 8130 Tires. Inquired about the \$7,195 November expense. Staff reported new tires were purchased for the medic units.

Action: Director Hubbard moved to pay expenses presented from 11/13/15 – 12/10/15 in the amount of \$267,609.48. No further discussion or comments. Second, Director Denend; the motion passed by a 5-0 vote.

Management Report – Reviewed.

- A. Monthly Alarm Report and notable incidents discussed.
 - Triple fatal motor vehicle accident on Hwy 97.
 - 11/17 Multiple calls - wind event, propane tank leaking, received mutual aid from Sunriver and Crescent.
 - 11/30 personnel call back – four responded
 - National Fire Academy
 - Lieutenant Sawyer recently attended classes.
 - Chief Daugherty is scheduled to attend in January.
 - Oregon Department of Forestry land reclassification.
 - No changes in La Pine region.
 - ODF reviewing their boundaries.
 - Engine 143 is out of service – wildland float pump - unable to repair satisfactory.

Correspondence/News

- A. Milliman, Actuarial Valuation Report for PERS.
 - PERS rates will increase again in July 2017.
- B. State Of Oregon, Conflag (County Line Fire) reimbursement (miscellaneous income).
- C. Wise Buys, Board Meeting Notices
- D. KTVZ, Winter Driving
- E. Wise Buys, Winter Driving
- F. Bulletin, Sunriver Service District
- G. Wise Buys, Winter Driving
- H. MyCentralOregon News Group, La Pine Firefighters Battle Shop Fire
- I. KTVZ, Bend, La Pine Firefighters Tackle String of Blazes

Old Business No old business

New Business

- A. CBA with IAFF 3387 Ratification.** Staff reported the district and union attorneys have presented a final copy of the CBA. Staff stated union representatives have not provided their signed ratification document as of yet as they now are expressing a concern with the current 28-day FLSA work period vs. a 24-day work period as post agreement proposed by the firefighters, as well as concern about the district changing pay dates from monthly to bi-weekly (to match the 28 FLSA schedule) and they want retro incentive pay. These however are employer options by law and it was clear from the beginning that was the district's intent which both legal teams agreed with. So the tentative agreement reached was the stated pay increases and the District agreed to recalculating and paying retro payroll (instead of the offered signing bonus) but not all incentive pay because the incentives were new proposals and firefighter action was required to achieve those levels. Chief Supkis recommended ratification as the issue had gone all the way to arbitration, and although no agreement is perfect, both legal teams did a good job of getting the parties to the middle, and each side got what was essential to their position. The district will have a cleaner payroll system that compares well with or peers, the new part time employee classification, leave accrual rate adjustments, as well as few language changes. The firefighters are being compensated as their peers are around the state and in a fair and transparent manner. The contract is also sustainable if we remain fugal and diligent as the district has been the past few years. Chairman Cox noted that it was unfortunate it had to go so long but the district monetary package offered in August of 2014 was what was basically settled on almost a year and half later. After a discussion the Board of Directors opted to ratify the contract which was based on the tentative signed agreement by both parties at the pre-arbitration negotiation meeting in November.

Action: Director Hubbard moved the La Pine Rural Fire Protection District Board of Directors ratify the Collective Bargaining Agreement between the La Pine Professional Firefighter IAFF 3387 and the La Pine Rural Fire Protection District for the contract period of 7/1/2014 through 6/30/2017. No further discussion or comments. Second, Director Denend; the motion passed by a 5-0 vote.

B. FY 2014/15 Annual Audit presentation and review.

A. Staff reported receiving an email from the auditor this morning stating the Auditor had family emergency and would not be able to attend the board meeting today as scheduled in addition staff has also not received any audit documents to review or provide the board. Chief Supkis stated he contacted the auditor's office and spoke with his staff requesting a representative from their office bring the completed audit documents to La Pine for Board review as scheduled. Obviously that has not happened so Chief Supkis will follow up with both the auditor and the State Attorney General's Office as the audit should be filed the AG by December 31.

C. EMS Provider Determination – Emergent Transport. Chief Supkis presented a White Paper, EMS Provider Determinations of Necessity for Emergent ALS Transport to the Hospital ED, for review and comment. The intent is for the district to develop long range public policies that will best serve the community. The paper started by asking the following questions:

- How the community and patient best served with finite ALS ambulance resources?
- Is transporting non-emergent and/or non-medically necessary cases best for the patient and the community?
- Can patient triage and/or treat and release at the EMS level be effective and if so, how best done?

After a discussion about how best to balance available resources several concerns were expressed one being community perception and individual expectations. The paper provided several options and possible actions (not all under fire district control) that may help balance resources for the most good. As a governmental public safety agency the district has a responsibility for the greater good of the community that sometimes conflict what may be what an individual desires or even needs. Director Hubbard recommended the District consider looking into voucher programs. Director Denend recommended the board table further discussion and for each board member to review the document. Issue to continue in the future under old business.

D. Discussion on upcoming ASA District Renewal. Ambulance Service Area (ASA) will require renewal July 2016. The board and staff discussed response in Klamath County which is outside of the fire district but within the ASA. Klamath County presents difficulty and extended on scene times due to the lack of law enforcement personnel being available in North Klamath County. There is one resident sheriff in the North Klamath County area and Oregon State Police (OSP) only responds when they are available. This put the patient, our staff as well as the whole fire district at risk.

E. Miscellaneous. FEMA Grants for the 2015/16 federal FY. Chief Supkis gave an update on current FEMA grants available this cycle. They are due Mid-January. Grants are available for firefighter safety and equipment, and certain vehicles only. The district needs (and strategic planning) which match up best with this years grant criteria is the 26 year old SCBA compressor replacement project and replacement of one of the 23 year old heavy brush units. Staff and the chief will be working on completing these applications this month.

Special Meetings and Workshops - none

Good of the Order

- A. La Pine Christmas Basket Distribution Sunday December 20.
- B. Firefighter/Paramedic recruitment ongoing, testing January 16 and 17, 2016. The process will be conducted in two sessions. The first session will be the written and physical agility testing followed by interviews, practical and chief’s interview February 6 and 7. An invitation was extended to the board to participate in the process.
- C. Director Denend extended an invitation to board members and administrative staff to a holiday function at his home.
- D. The La Pine Student Reserves participated in the La Pine Christmas Light Parade. They were commended for an excellent job decorating Engine 123 and representing the fire district in the parade.

Next Meeting: Regular Board Meeting - Station 101 on Thursday, January 14, 2016 at 9 am.

Adjourn Board Meeting

Director Kelley made a motion to adjourn the board meeting. Second by Director Hubbard, the meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Bonita Johnson
Office Manager

Date Presented to Board and Approved _____

Board Secretary _____

Board President _____