

Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday January 8, 2019 at 11:30 A.M.
Fire District Headquarters / Fireside Conference Room

1. **For the Record: Open Meeting and Introductions / Meeting was opened by President Ray Miao at 11:30 AM. Minutes were electronically recorded.**
Those present were: President Ray Miao, Vice President George Roshak, Director Dick Ridenour, Director Gary Cadez, Executive Director Gary Marshall, Budget Member Karl Scronce, Budget Member Clint McAuliffe, Fire Chief Larry Langston, Deputy Chief Bill Boos, Deputy Chief Bob Madden, Deputy Chief Drew Norris, Battalion Chief Dave Howe, Bookkeeper Kay Johnson, Auditor Chris Mahr, Project Wildfire Coordinator Jodi Barram. Secretary/Treasurer Kent Haarberg was absent.
2. **Public Comment: None**
3. **Approval of minutes of last meeting:** Norris stated there was a correction that only one new ambulance was ordered. Miao stated there was consensus of the Board to approve the minutes as amended.
4. **Consideration of monthly expenses:** Roshak motioned to approve the monthly expenses with a review from Haarberg. Cadez seconded. Motion approved unanimously.
5. **Reports:**
 - A. **Fire Department Report:** Deputy Fire Chief Boos reported on the City budget and six new firefighter positions are being proposed. Union negotiations meetings have commenced. Legislation is proposed to amend the requirements for Ambulance Service Areas (ASA's). Roshak had a question about what type of private ambulance transport companies operate in our area. Deputy Chief Norris answered by stating there are private transport non-emergency companies that are not 9-1-1 dispatched services. Battalion Chief Howe asked the Board to financially participate in a project he has started called "After the Fire" which is information for citizens to assist them after a fire emergency. He is asking many agencies to help with this project to augment the grant funding for the project. Roshak feels it is a benefit for our fire district constituents. Miao asked if we have the funding to help with the project? Marshall stated yes, we do. Howe said he may not need the money this fiscal year. Motion by Roshak to fund the project up to \$500.00, Seconded by Cadez. Motion passed unanimously. Deputy Chief Madden reported on the new radio system, currently installing new radios in the fire apparatus. Marshall said to the Board that there is a request from Deputy Chief Madden to donate the 2004 Jeep Cherokee to the Fire Department. Marshall said the value is approximately \$3,000.00. Marshall stated that the fire department put the new tires on the Jeep last year and has paid for the fuel to operate it. Madden said that they do not have funds in future budgets to purchase a new vehicle to transport employees to training and the Jeep could fill that need. Madden said if the District donated it, it would give the fire department a few years before there was a need to purchase a new training vehicle. Motion by Roshak to donate the 2004 Jeep to the Fire Department. Ridenour Seconded the motion. Motion passed unanimously.
 - B. **Bookkeeping Report / Kay Johnson:** Johnson gave her monthly report. We are half way

through the budget year. Current year taxes are at 95% received. Interest is up \$4,100.00. Johnson's reports were given to the Board and visitors to review line by line with her. One more check will be received from the County for Alison Green's payroll for Project Wildfire. Marshall asked if the District had completed their full commitment towards the new fire station project? Johnson said it will be difficult to calculate if the Board has spent the \$1.5 million the District had committed to towards the new fire stations which is outside the \$7,890,000. that was financed. The total between both dedicated funds and borrowed funds will be \$9,390,000.00. Johnson also gave a report on the Statewide Transit Tax which just started this past July. Johnson said Precisely Payroll has been paying this tax. Johnson reported about a Payroll Tax Form 132 in 2017 that Tom Fay omitted paying in 2017 to the Federal Government. Johnson will make sure that Fay will work with Chris Mahr as our Auditor to correct this issue and he will pay his debt to the Federal Government. The 2018 tax has been paid for and filed Johnson noted. Miao asked how much Fay owed, and Johnson reported it is not very much, probably less than \$200.00.

C. Audit 2017/18 Report – Chris Mahr: Mahr passed around his preliminary audit report for those present could follow along. Mahr said that he would hit the high points in his review and that the final copy will be dropped off to Marshall to distribute to the Board for their next meeting. Mahr's office was to review the financial records for the past year. Then he assesses a risk for the District. Statistical numbers and percentages will design the procedures for the audit. He said there are always errors and adjustments that have to be made with the approval of the government entity with disclosures. The report is 50 pages long due to what needs to be disclosed, policies and items within the financial statements by the Government Accounting Standards Board. Everything that his office asked for from Marshall and Johnson was given. There were some corrections made with the City for adjustments in payments. Letter of Representation was signed by Marshall. Mahr said the District has good "Controls" in place but staff does not have the knowledge to put together GAP Financial Statements which is required to be disclosed, but Mahr is not recommending that the Fire District hire that level of personnel to have on staff for the size of agency we are. Its not uncommon for a District our size to not have that type of personnel on the payroll he said. Mahr said once we are over \$10,000. For a specific service or piece of equipment we need to get three quotes, unless it is an exempt service. BOLI (Bureau of Labor and Industries) notification within 30 days of construction commencement was tardy. Mahr said the lack of notification on time did not meet any need to report this deficiency. Marshall said that the Architect did not make the notification on time, but it was completed and the fee paid to BOLI. Mahr discussed the Audit Report and his company's opinion and are fairly stated. The Board Roster was not accurate and Mahr will make the amendment for the final document. Mahr discussed the Executive Summary. Mahr discussed assets and liabilities of the District. Our assets are very much "Brick and Mortar". Dominant Liabilities is PERS. Our net position will grow as debt decreases such as when buildings are paid for in full. Roshak stated the District does not have a PERS liability since we don't have a PERS employee any longer, but Mahr said the debt is there but PERS has not levied the amount to the District at this time. The District will be developing a line item in the next fiscal year's budget to start funding that debt so when it may be required of the District to pay the unfunded amount of Tom Fay's pension, the District will have the funds to pay for it. Mahr said that the Appropriations

were over spent due to Fay's retirement and the Board needs to remember that the Board by law could be responsible for such, albeit he has never seen it happen to a Board. Marshall noted that Precisely Payroll Company is now doing the payroll for the District that will offer another internal control, Mahr agreed. Miao discussed the books and reconciling the financial records which are completed monthly by the District Secretary/Treasurer.

D. Executive Director Report / Marshall: Marshall gave a brief report on the new fire stations. The last big concrete pour is completed for the Tumalo fire station. The last large concrete pour for the Pilot Butte station is next week. There was a "Stop Work Order" put on the Pilot Butte Right of Way until fees are paid and a pre-construction meeting is completed with the City Engineering Department. Miao asked if there was a local architect on site every week. Marshall stated not every week, but that will probably change as we move along with the projects.

E. Social Media / Jodi Barram: Barram gave her monthly report with a summary of how active the Facebook and Web site was this past month. Barram noted that her invoice will continually drop as she is more in a "maintenance mode" since both projects are up and running. Barram will be working on the Project Wildfire social media so she will dual post for theirs and the District's Facebook site. Roshak would like to know what the readers are interested in and which ones they are not. Barram said the Burning Regulations was the most popular read during the month of October. Discussion followed on the types of topics that could be proposed for social media. Training items, Pulse-Point and Fire responses would be content for upcoming posts.

5. Old Business

A. Resolution #105: Resolution #105 was read by President Miao. The Resolution had already been voted on at a previous meeting but needs to be signed by the Board.

B. SDAO Conference: Marshall said we have two Board members, one Budget Committee member and the Executive Director going to the SDAO conference in Sunriver.

C. New District Vehicle: Marshall worked with the City of Bend to send out for bids. The lowest bid with the options outlined in the bid was awarded to Robberson Ford of Bend for a Red 2019 Ford F-150 Super Cab, 4-Wheel Drive for the sum of \$28,835.14. Marshall has ordered a matching canopy, floor mats, mud flaps and step bar. Everything ordered was within the budget.

6. New Business

A. New Fire Station(s) Title Decision: The new fire stations verbiage on the face of the station will need to be decided for the contractor. Marshall had given five possible (but not limited to) choices for the Board to review. Much discussion followed regarding the title. The acronym RFPD on the existing stations is confusing Marshall felt. Roshak was okay with the existing stations titles and that the Fire District's title is less

important than the City Fire Department title since they will be leasing them. The Board reviewed the different titles and verbiage. Boos felt the Fire District #2 is used by many departments in the state. Barram felt anytime you can get away from an acronym it is a positive direction. Ridenour liked either Option #3 or #5. The Board was in consensus for the title “Rural Fire District #2 – Bend Fire & Rescue” on the front of the new fire stations.

- B. Change Order Approvals: Marshall stated that the contractor and the architect said that approximately 80% of the Change Orders should happen within the first few months of construction. Marshall reviewed the change orders that were over \$10,000.00 amount since those need Board approval. The ZeTron Alerting system for station #306 for \$16,000.00. Tumalo Station #302 Construction Document Changes of \$40,035.00 which includes all required changes not in the contract and the material and labor to do the work. The Construction Document Changes for the Pilot Butte Station #306 was \$33,699.00. There was an additional change order for the Tumalo Station #302 for \$11,389.00 to change out the 1” water line to a 2” inch line. Other change orders on the list were less than \$10,000.00 where Marshall has been pre-approved from the Board to make those changes. Consensus of the Board present was to approve all change orders that Marshall has presented. Roshak absent.
- C. Budget Officer Appointment: Motion by Cadez to appoint Marshall as the Budget Officer for the 2019/20 Budget Year, Seconded by Ridenour. Motion approved unanimously. Roshak absent.
- D. Awards Banquet: Marshall reminded the Board members to send in their Awards Banquet meal selection response to Bend Fire Department if they will be attending the February 9th Banquet at the Elks Club.
- E. Board Member Elections: Election Form to be submitted to the Deschutes County Elections Office. Marshall will complete and drop off to the Elections Office for publication.

7. Date & time for next regular meeting February 12, 2019 @ 11:30 A.M

8. Adjournment at 2:20 PM