

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday February 12, 2019 at 11:30 A.M.
Fire District Headquarters / Fireside Conference Room

1. For the Record: Open Meeting and Introductions

President Ray Miao opened the meeting at 11:30 A.M.

Others present were: Vice President George Roshak, Secretary / Treasurer Kent Haarberg, Director Gary Cadez, Executive Director Gary Marshall, Fire Chief Larry Langston, Budget Members Clint McAuliffe and Karl Scronce, Bookkeeper Kay Johnson, Deputy Fire Chief's Drew Norris, Bill Boos and Bob Madden, Social Media Coordinator Jodi Barram. Director Dick Ridenour absent.

2. Public Comment: Roshak wanted the Fire Chief and members of the fire department to know that he and the Board is saddened for the recent loss of the fire department's retired member John Love. Langston gave a short summary of events that led up to Love's passing.

3. Approval of minutes of last meeting: Approved by consensus of those Board members present.

4. Consideration of monthly expenses: Haarberg moved to approve the monthly expenses. Seconded by Roshak. Motion approved unanimously.

OPERATING ACCOUNT/FUND:

(Gary)	5250			
(Gary)	5251			
	5299	City of Bend	Pilot Butte Engineering Fees	8,006.58
	5300	Bend Broadband	Internet	54.95
	5301	Brilliance in Branding	Embroidery uniforms	27.00
	5302	Bulletin	Ads	87.13
	5303	Chris Mahr	Audit	6,870.00
	5304	Mastercard	See below	1,538.79
	5305	Gary Marshall	Cell Phone Reimb	80.00
	5306	Griffin Construction	Station Construction	646,843.41
	5307	Jodi Barram	Social Media	500.00
	5308	Kay Johnson	Accounting	750.00

	5309	Levrum	Predictive Software overrun	250.00
	5310	SDIS	Insurance	8,474.00
	5311	Soderstrom Architects	Architect fees	5,559.94
	5312	Swalley Irrigation District	Irrigation fees	657.00
	5313	Wallace Group	Geotechnical fees	3,159.80
January	EFT	Gary Marshall	Paycheck	6,621.71
January	EFT	Payroll Taxes	Payroll Taxes	3,247.33
January	EFT	Precisely Payroll	Payroll Processing Fee	91.80
February	EFT	Gary Marshall	Paycheck	6,621.71
February	EFT	Payroll Taxes	Payroll Taxes	<u>3,247.33</u>
				702,688.48

FIREFREE ACCOUNT/FUND:

LGIP ACCOUNT/FUND:

Transfer	City of Bend	February	25,370.00
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Cash Balances

	<u>1/31/2019</u>	<u>2/28/2019</u>
LGIP	8,409,004.61	8,116,348.48
Operating	111.13	18,700.09
FireFree	25,641.37	29,449.18
MoneyMkt	446,965.91	46,965.91
TOTAL	8,881,723.02	8,211,463.66

MasterCard:

Board Lunch	150.00
Century Link-phone	49.31
Uniforms	64.78
Postage	10.00
WUll Conference	375.00
Lunch	93.00
Shelving for Stations	776.72
DRI*Crashplan	<u>19.98</u>
Total paid	1,538.79

5. Reports:

A. Fire Department Report / Fire Chief Langston:

Langston said the City Council will be working on wildfire resiliency and working on funding more for enforcement of fireworks during the 4th of July and he also stated the sixth firefighter position will be funded and also noted there is good support for the new fire stations from the City Council. Madden and Fire Inspector Doug Green gave a report to the City Council on the CPAW (Community Planning Assistance for Wildfire) project. Langston asked Marshall to explain the CPAW process which Marshall did. Madden said the presentation went very well. Langston said that him and Marshall toured the new station construction projects and they appear to be on schedule. Miao asked if there were any comments from the neighbors from the new fire stations. None that we are currently aware of at this time.

B. Bookkeeping Report / Kay Johnson:

Johnson gave the financial report as Board members followed the fund descriptions within their Board packets. Haarberg asked if we have received a discount on our insurance policy from SDIS? Marshall said if we have, it would be minimal as this past year we have not fulfilled all of the Board training and other requirements to receive the full benefit. Predictive Software was discussed and why the District was charged an additional amount this past month. Madden said the rates are based on the number of fire service responses and we went over the contract amount. Madden said it is less expensive for the District to pay a smaller amount in the overrun of calls rather than to go to the next threshold for a new contract amount. The Board would like a presentation from Battalion Chief Blake at a future Board meeting on the Predictive Software program. Johnson discussed removing the FireFree Fund for the next fiscal budget year. The board agreed to remove this fund since it was set up to pay the Project Wildfire position and we no longer pay for that position. Johnson said the Fire District has paid approximately \$747,000.00

of the \$1.5 Million Fire District original commitment to the building projects and \$2.39 Million has been paid to Griffin Construction. Marshall said that if the amount owed to Griffin Construction goes over the loan amount due to Change Orders, then the District could pay for that from what is remaining in the \$1.5 Million commitment. By doing this it will not change the payment schedule that will be in the Lease Agreement with the City to make payments to the District from the City Fire Fund. Another method Marshall explained to make up the District financial commitment to the projects would be to pay an additional payment to the loan without charging the City Fire Fund for that specific payment. But we will have to wait until the project is near completion to see how much funding, if any is left available.

C. Social Media / Jodi Barram:

Barram handed out social media reports that described the total reach to the District's constituents. Station updates, many have been following those posts. Barram said there are many already loaded posts that are in the queue. She said Marshall requested to have more fire address sign information posted. Miao has asked for written policies. Barram said she had sent those out months ago, but will resend them to all Board members. Miao requested that the next Board meeting to discuss the proposed social media policies. Miao asked who is the Web Master? Barram said that she is. Roshak noted that the Paradise Fire post was one of the most viewed. He felt the wildfire issues will be one of the most viewed in the future. Miao asked if Barram is using other posts from other websites and FB posts? Barram said yes and she wants to grow and expand the District's followers on social media. Marshall said we may want to have a contest to help motivate people to "like" our Facebook page.

D. Executive Director Report / Marshall:

Marshall reported on that he has been working on the new Fire Station's Lease Agreement / Contract with our attorney for the Fire District. The attorney has sent it to the City legal Counsel for review. Langston said the Fire District will have a new representative from the City at their Board meetings, Councilor Bill Moseley will be filling that position. Miao asked if he was appointed and Langston said he requested to be the liaison to the District. Barram said Moseley owns a software company. Miao said to be sure we put Moseley on the mailing list. Marshall gave an update on the new fire station projects. Roshak asked if the contractor has been putting more workers on the job site? Marshall said it varies depending on work load at each site. Haarberg asked how the Contractor is doing? Marshall said that Griffin Construction appears to be very organized and honest. Marshall also noted that our local architect has not been as active as past projects but he will be sure to make sure they have more of a presence on the job sites. Marshall said he is in search for new Budget Committee positions. There is only one vacancy at this time but he has one person ready to apply and Haarberg also has one person that will apply.

6. **Old Business**

A. Audit Report:

All Board members and Budget Committee members will receive a formal copy of the report. Haarberg said he learned at the SDAO conference that a fire district should use their Auditor for 10 years, unless you are concerned about pricing. Johnson and Haarberg felt Chris Mahr's charges are very reasonable. The audit report showed we have less

deficiencies in how we do business compared to past years. Roshak said Mahr has also helped us to move in the right direction and control points of the budget. Miao instructed Marshall to notify Mahr that the District would like a quote and would like to use his services for next year.

B. SDAO Conference:

Marshall sent out his typed notes from the different classes he attended and that Johnson assisted in teaching a class on internal budget controls. Marshall said he engaged in the classes offered by SDAO and can use the information in his job responsibilities. He appreciated the Board sending him to the conference. Marshall said there will be additional training opportunities for the Board this year and he will keep them posted as those training sessions will assist in the insurance rates.

7. New Business

- A. Resolution #106 / Location of Board Meetings: Marshall said the Board previously adopted this Resolution to hold Board meetings at the Fire Administration Building but the Board needs to sign the Resolution. Haarberg motioned to sign Resolution #106. Roshak seconded. Motion passed unanimously.
- B. Board Member Elections: Miao said Haarberg and Miao need to run for election, and Cadez will need to file because he was appointed to fill a vacancy and must stand for election at the next regular election which is May 2019. Discussion followed on how to file for the election. Miao highly recommends that applicants put their candidate information in the Voters Pamphlet. Marshall said that Ron Ladd's position for the Budget Committee expired last year. Mel Stout resigned. Marshall will contact Ron and other Committee members to find out if they will be serving this year.
- C. Budget Calendar: Marshall reviewed the Budget Calendar with the Board. Marshall said the Budget "Working Committee" will be Haarberg, Johnson and Marshall. Marshall asked if there was anyone else that would like to be involved? None showed interest at this time. Roshak said that the second budget meeting in June should be scheduled only if needed. The second meeting will not be needed if the budget is approved at the first meeting. The Budget Committee is not needed to attend the June meeting unless the budget is not approved in May. Marshall will revise the Budget Calendar as requested. Johnson said the District is not required to publish in The Bulletin and the District could save approximately \$1,000.00 per year. Barram said she can put the Board meeting notice in the Bulletin's calendar of events, the Website and Facebook. Barram will send Marshall a verification of the notice. Marshall will post all meetings at the Administration Building at the front door. Johnson said that a Supplemental Budget needs to be approved before June 30th.
- D. New Fire Chief Work Session: Miao said that the City Manager will probably be asking a couple Board members and the Executive Director to discuss the new fire chief position. Miao would like the Board to have a work session after the regular business meeting on March 12, 2019 at 1:30 P.M. Roshak asked if Board members need to submit fire chief recommended values to Marshall? Miao said no.
- E. Tort Claim EMS Response: Marshall briefed the Board on a potential "Tort" claim that was sent to SDAO. SDIS has requested information from Marshall which he has sent. Norris said he has talked with City Legal Counsel. Norris explained the nature of the

claim sent to the City of Bend Fire and Rescue. Norris does not feel that the Fire District should even be considered on the claim. Norris will keep Marshall informed.

- F. Membership Dues for OFDDA: Marshall presented an Invoice from OFDDA (Oregon Fire Districts Directors Association) for \$1,750.00. Marshall felt the amount is very expensive and not sure what the District gets from that organization for that amount of money. Johnson said Sisters / Camp Sherman Fire District dropped their membership with OFDDA because of price as it is so much more expensive than OFCA at \$80.00. SDIS will give the District the same discount for belonging to OFCA. Roshak requested that Marshall contact OFDDA to ask them what we get from their organization for the amount of dues we pay. Marshall will contact OFDDA and report back to the Board at the March meeting. Miao asked if the Fire Department has a drone? Barram said yes, they do. Miao asked if Project Wildfire needs one? Barram replied no but they don't need one. Haarberg asked why the District would want to purchase drones for the fire department or other organizations. Discussion followed. Roshak said drones often interfere with wildfire operations. Miao decided to not go further with this endeavor.

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

9. Adjournment at 1:15 P.M.