

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

1. **For the Record:** Open Meeting and Introductions by President Ray Miao
In attendance: Vice President George Roshak, Director Karl Scronce, Accountant Kay Johnson; Chief Larry Langston; Deputy Chief’s Bob Madden and Bill Boos; Executive Director Gary Marshall; Public members Tom Fay and Monty Kurtz.
Absent: Secretary/Treasurer Kent Haarberg; Director Gary Cadez

2. **Public Comment:** Monty Kurtz of FW Solutions discussed public projects with the Board. Kurtz had worked on the new fire station at Tumalo. He felt that the architectural plans were incomplete which made it difficult for the contractor. Chief Langston said that the past history with the Peck-Smilely-Etlin Group of Architects was good and therefore this project was awarded to the same lead Architect Hans Etlin. Chief Langston said that he believes the quality of communication from the architects to the contractor is less that it was before as we don’t have a full-time local architect on the construction sites as we did with the last fire station projects. Kurtz gave examples of the stairway bracing, where there were not complete drawings from the architect.

3. **Approval of minutes of last meeting approved by consensus by the Board**

4. **Consideration of monthly expenses: Motion by Roshak, Second by Scronce to approve the monthly expenses. Motion Approved.**

OPERATING ACCOUNT/FUND:

Operating Fund

(Gary)	5251			
20-May	5356	Wallace Group	Lost Invoice – Over Due	\$1,049.20
	5357	Bend Broadband	Internet	54.95
	5358	Mastercard	See below	2,831.07
	5359	Gary Marshall	Cell Phone Reimb	80.00
	5360	Griffin Construction	Construction Costs	872,671.66
	5361	Jodie Barram	Social Media	300.00
	5362	Kay Johnson	Accounting	1,000.00
	5363	Soderstrom	Architect	7,354.88

	5364	Wallace Group	Geotechnical Fees	354.25
June	EFT	Gary Marshall	Paycheck	6,639.96
June	EFT	Payroll Taxes	Payroll Taxes	3,228.92
	EFT	Precisely Payroll	Payroll Processing Fee	<u>46.80</u>
				895,611.69

LGIP ACCOUNT/FUND:

Transfer	City of Bend	June	114,796.00
----------	--------------	------	------------

Mastercard

Board Lunch		280.57
Century Link-phone		56.64
Application Fees	City of Bend	1,336.40
Application Fees	Deschutes County	1,041.48
Uniforms	Budget Committee	36.00
Gift cards for staff	Starbucks	60.00
DRI*Crashplan		<u>19.98</u>
	Total paid	2,831.07

Need to transfer \$900,000 into checking account to cover above expenses

5. Reports:

A. Fire Department Reports / Fire Chief Langston: Chief Langston reported on the new fire chief selection process. Started out with 70 applicants through the Western Fire Chiefs, now down to four candidates. Madden gave an update on the new radios and 911 Dispatch. Madden also gave an update on the new Wildland Interface Fire Engines; they are at 70% complete. The goal was to have them here in June but due to the chassis they will be delayed a couple months. Chief Langston reported on a recruitment academy for 10 new employees. Another academy in March of 2020 is expected. Union negotiations going well and will soon be finished. Boos reported on the Battalion Chief process; seven applicants are the highest ever he said that have participated in the process. A Fire Inspector testing process will start next week with Fire Inspector Stenkamp's retirement. Miao asked if there was mentoring for the firefighters, Langston said yes that there is "acting in capacity" that gives them experience. Roshak asked if there were management classes for fire officers, Langston and Boos said yes that there are many educational seminars, conferences and the National Fire Academy Executive Officer Program.

B. Finances Report / Kay Johnson: Johnson presented her financial report, Operating Fund, Fire Education Fund and Capital Improvement Fund. Johnson gave report on new fire station balances. Miao asked if the District will be within budget for the new fire stations. Marshall said that the contingency amount will all be used for change orders and off-site improvements. Marshall stated that the extra loan funds from the higher yields from the Bond sales will allow the stations to be completed and to stay within the annual Fire District Budget. Johnson needs a Resolution approved to allow \$250,000.00 to be transferred from the Operating Fund to the Capital Improvement Reserve Fund. Marshall will draft it for signature from the Board but a motion will need to be made and approved by the Board to move the funds. Roshak made a motion to transfer \$250,000.00 from the Operating Fund to the Capital Improvement Reserve Fund and that a Resolution to be drafted to support the transfer of funds, Second by Scronce. Motion passed.

C. Executive Director Report / Marshall: Marshall would like to conduct the social media outreach in another way to save the Fire District costs in this social media endeavor. Marshall will have this on the next Board meeting agenda. Marshall gave a report on the progress for the new fire stations. It appears that Tumalo station is on schedule, Pilot Butte station a little behind schedule due to lack of building permits from the City. Tumalo brick veneer is complete and Pilot Butte just started brick. Insulation and sheetrock started at Tumalo. The stations are about 60% complete. Miao asked if there was how the landscaping in Tumalo is going? Marshall stated that the landscaping vegetation and ground cover was changed to be fire resistive and that he does not anticipate the new landscaping materials will cost more than was specified originally. Marshall stated that the solar system will have monitors to show savings in each station and that the Architects are working on rebates for the Fire District. Marshall discussed the election results for the Fire District Board and that those elections will need to be certified. Marshall stated he followed up with Chris Mahr on a small mistake on deferred compensation for Tom Fay. Also asked Mahr if his firm would contract with us for another three years and if his firm would complete the Electronic Municipal Market Access (EMMA) report for the Fire District. Marshall briefly discussed PERS legislation SB 1049 with regards to unfunded liabilities to the PERS fund. Marshall said if there is a

new rate for the Fire District to pay due to this legislation, he believes the fund the Fire District created for next years budget should cover those costs. A request from past Board member Dick Ridenour's spouse, she would like to purchase a bench in Dick's memory and that she will have a memorial service for Dick on July 13th at 2:00 PM at their residence. Miao discussed some new training for Board members at Eagle Crest on August 13th 8:30 to 4:30. Board members wanting to attend should contact Marshall.

6. Old Business

A. Boonesborough HOA: Marshall reported that at least two Chief Officers and Marshall attend Boonesborough's HOA meeting to report on I.S.O. and Standards of Cover.

B. Social Media Report: Jodie Barram sent Report to Board members.

7. New Business

A. Change Order Approval for New Fire Stations: Special Access Controls for the new fire stations 302 and 306 needs nine access control key card access controls. The amount for the change order is \$25,623.00 but Marshall believes that amount will be less as he continues to work with the builder and architects. Motion by Roshak to approve the change order to not exceed the amount of \$25,623.00 for nine special access control locking devices and materials, Second by Scronce. Motion approved.

B. Paving Proposal for Pilot Butte Station #306: Marshall reviewed the paving proposal with the Board. The paving was not in the bid as it is an off-site improvement. Marshall reviewed the diagram with the Board. Marshall explained the existing paving will not hold the weight of fire vehicles and there is a lack of pavement from the front of the building to the rear parking lot. The bid from the builder was \$80,000.00 to complete all the paving from 15th street to the fire station parking lot. Marshall said he has been working with Public Works and Police Departments to assist in an new pavement endeavor to as it benefits all involved. Marshall said that Public Works is willing to provide the labor if the Fire District pays for the materials. The existing pavement would need to be ground and new asphalt laid. Police would pay a small percentage. The estimate for the Fire District share will be between \$20,000 - \$25,000.00. The work would be completed the first week in August. Marshall also discussed that an additional landscaping area outside the site land lease from the City will be created to offer visual screening from the Public Works large stationary storage boxes. Some curbs on the West side of the station are not needed therefore Marshall has requested that they be removed to save money to help offset the landscaped area cost.

C. Resolution #112 Adopting Budget, Making Appropriations & Levying Taxes: Scronce made a motion to approve Resolution #112 "Adopting Budget and Making Appropriations and Levying Taxes for 2019-20". Second by Roshak. Motion Approved.

D. Check Signing Signatures: Marshall distributed check signing signature documents for Board members to sign to allow the Board to sign checks.

E. July Board Meeting Date Change: Due to Johnson's return date from vacation, Marshall is proposing to change the next Board meeting time. It was decided by the Board to change the July Board meeting from July 9th to July 15th at 12:00 PM.

F. Marshall Performance Appraisal 2018/19: Miao proposed that himself, Marshall and Roshak meet for lunch to complete Marshall's performance review for 2018. Roshak has requested that the performance measures be sent to the other Board members and have them reply to Roshak if they have comments. July 9th at 11:30 is the date and time to meet for his review. Miao also stated he will be replacing Kent Haarberg on the "Community Panel" for the new Fire Chief selection process. Marshall will work with City HR to get the appropriate documents to Miao.

8. Meeting Adjourned at 1:30 PM.

**9. Date & Time for next Board meeting is July 15th at 12:00 PM.
@ 11:30 A.M.**