

**Approved Board Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Monday July 15, 2019 at 12:00 P.M.
Fire District Headquarters / Fireside Conference Room**

1. **For the Record:** Open Meeting and Introductions at 12:07 PM by President Ray Miao. **Those attending were:** Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Treasurer; Karl Scronce, Director; Gary Marshall, Executive Director; Larry Langston, Fire Chief; Kay Johnson, Fire District Accountant; Bill Boos, Deputy Chief; Bob Madden, Deputy Chief; Dave Howe, Battalion Chief; Jodie Barram, Fire District Social Media. Director Gary Cadez Absent.
2. **Oath of Office:** Those elected officials of the Board were sworn in by Roshak.
3. **Election of Officers:** Haarberg stated that since the Fire District is in the middle of building new fire stations that he will make the motion to keep all of the officers of the Board the same as last year. Seconded by Scronce. Motion approved unanimously.
4. **Public Comment:** None
5. **Approval of minutes of last meeting:** No edits or corrections proposed to the minutes. Roshak made the motion to approve the minutes. Seconded by Scronce. Motion approved unanimously.
6. **Consideration of monthly expenses:** Haarberg said that he has made the appropriate deposits and transfers of funds and made the motion to approve all of the monthly expenses. Discussion regarding the FireFree Grant payments to two HOA associations and a refund for an address sign. Motion seconded by Roshak. Motion approved unanimously.

OPERATING ACCOUNT/FUND:

(Gary)	5251	Bend Bulletin	Ads	233.19
	5411	Airlink	Gary Membership	\$85.00
	5412	Bend Broadband	Internet	54.95
	5413	Bulletin	Budget announcement	826.15
	5414	City of Bend	Electricity Pilot Butte	70.03
	5414	City of Bend	Fire Chief Selection cost	360.49
	5415	Deschutes County	Election costs	7,652.39
	5416	Mastercard	See below	671.52
	5417	Gary Marshall	Cell Phone Monthly	80.00
	5418	Griffin Construction	Construction Costs	800,074.49

5419	Jodie Barram	Social Media	300.00
5420	Kathy Alexander	Sign Post supplies	17.00
5421	Kay Johnson	Accounting	1,000.00
5422	Leticia Maynard	Sign Post reimbursement	15.00
5423	Philip Anderson	Legal fees	150.00
5424	Soderstrom Architects Sylvan Knolls Boones	Architect fees	1,449.35
5425	Borough Tumalo Rim Property	Fire Free grant	3,000.00
5426	Owner	Fire Free grant	2,200.00
5427	Wallace Group	Geotechnical fees	1,088.75
EFT	Gary Marshall	Paycheck	6,639.96
EFT	Payroll Taxes	Payroll Taxes	3,228.92
EFT	Precisely Payroll	Payroll Processing Fee	78.30
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			829,275.49

LGIP ACCOUNT/FUND:

Transfer	City of Bend	June	107,383.49
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Mastercard

Amazon	Cables for Tumalo station	322.97
Century Link-phone		58.21
Board lunch	Aloha Café, Safeway	149.00
Checks	Checksforless	70.45
Oil Change	Robberson Ford	50.91
DRI*Crashplan		19.98
Total paid		<hr/> 671.52

7. Reports:

A. Fire Department Reports / Fire Chief Langston: Langston reported they have a firefighter recruit academy in place at this time. Madden gave an update on the Interface Engines and the new Radio system. Langston gave a report on the response times which have improved by approximately 30 seconds in the Fire District. Miao had a question regarding the report he received. Langston said his retirement date is effective on October 11th and he will keep that date even though it appears the new fire stations won't be complete by that date. Langston reported on the new fire chief selection process. He feels that the City Manger will have completed his selection by the end of this week. Langston said that all three current candidates are from Bend Fire Department. Boos said that there is a promotional list for Battalion Chief also in the process.

B. Bookkeeping Report / Kay Johnson: Johnson said the total revenue came in 3% over budget. Johnson reviewed the different funds and specific line items of the current fiscal year budget. So far, the new fire stations the District has spent \$3.3 million on Tumalo Station and \$3.0 million on the Pilot Butte Station. Discussion followed regarding the \$1.5 million commitment from the District for the project. With the total amount that Johnson said we have spent to date and with the encumbered amount that we know we will spend, the estimated amount that is not encumbered is approximately \$279,000.00 to meet the \$1.5 million commitment. We don't know how much the Architect's fees will be, but their contract officially ended in June. The total contract amount was for \$431,900.00 and we have paid them a total of \$470,483.67. Marshall will be discussing this with the Architects and keep the Board updated. Marshall said he will have Soderstrom Architects come to a meeting towards the end of the projects.

C. Executive Director Report / Marshall: Marshall gave a report that he, Miao and Scronce attended Dick Ridnour's service on Saturday. Marshall gave an update on the two new fire stations. Currently it is projected that the Tumalo Station may be up to four weeks past due and Pilot Butte up to eight weeks past due. Marshall gave explanations why the buildings are delayed but he feels by using some of the subcontractors on overtime the delayed time can be reduced. Miao and Haarberg asked about the bay doors at the Pilot Butte Station. Marshall said the door order could be delayed for an additional eight weeks but still should have them by the end of the project and the contractor is working on that timeline with the door company.

8. Old Business

A. Social Media: Barram gave a Social Media report. She is very please with the amount of traffic on Facebook which is over 200 followers now. Many people are utilizing the Web site. Marshall has requested that Barram assist with the Social Media for an additional month to give him time to get more acquainted with the maintenance of the accounts. Miao asked the Board if they want to do short Bio's for the Web site. Discussion followed with no decision for the Board. Marshall suggested that the Board do some strategic planning this coming winter to discuss this in further detail. Howe said he gave out a story pitch to the media regarding the lowered response times and fireworks results. Howe also discussed fire prevention on-screen advertisements at the local movie theaters. Miao asked Howe to provide more information to the Board on this concept. Roshak said maybe there is a cost sharing with local police departments.

B. Marshall Performance Appraisal: Miao reported that he and Roshak had a meeting with

Marshall. Roshak said that Marshall has exceeded their expectations. Haarberg asked Madden when their pay raises take effect, Madden said July of each year. Johnson said that the District budgeted 5% as a maximum. Roshak made a motion to give Marshall a 5% raise effective July 1, 2019. Seconded by Haarberg. Motion approved unanimously. Miao requested that Marshall draft an addendum to his contract and have it for the next meeting.

C. Checking Account Documents: Marshall reported that the check signing documents have signed except for Director Cadez. Once he returns from vacation, he will sign the documents to complete this process.

9. New Business

- A. Chris Mahr and Associates Contract: Marshall has received the estimates from Chris Mahr and Associates. Mahr's quotes are higher than in the past years. Audit Fee quotes are for 2019 \$9,000. 2020 \$9,400. 2021 \$9,700. EMMA Filing will be an additional \$750. For each year. Haarberg said it seems like a lot of money but he knows that other firms are far more expensive. Johnson said our budget is \$7,600.00 and she feels we should bid it out next year and maybe save a little money. Johnson said that she has been told that with the Public filing that some bids going out are not getting a response due to the issues with government filing. She said that there are some larger firms in the metropolitan areas that do these audits. Johnson suggested the District keep Mahr for the next three years and then go out to bid after that with a larger firm that works with government agencies. Haarberg asked if we are okay within the current budget and Johnson replied yes, we can go over the budgeted amount and then budget the right amount for the next fiscal year. Haarberg made a motion to use Chris Mahr and Associates for the next three years for the Fire Districts Audit and EMMA Filing. Seconded by Roshak. Motion approved unanimously. Johnson requested that Marshall follow-up with Mahr regarding the issue with Tom Fay's retirement documents.
- B. Tumalo Water Rights: Marshall reported on the Tumalo Fire Station property water rights. The District was not charged for the water rights this year as reported by the irrigation district. The irrigation district will be selling the water rights as the Fire District requested last year. The Training grounds currently has irrigation water rights and the District will keep those rights.
- C. Amendment to Resolution #112: Marshall reported that Resolution #112 needed a revision to add a section #4 to categorize the tax as we did in the past years as required by the County Assessor. A new resolution was drafted with this amendment. Signed by all the Board members present.

10. Meeting Adjourned at 1:14 PM.

11. Date & time to be discussed for next Regular Meeting August 13, 2019 @ 11:30 A.M.