

**Approved Minutes**  
**Deschutes County R.F.P.D. #2**  
**Board of Directors Meeting**  
**Tuesday August 13, 2019 at 11:30 A.M.**  
**Fire District Headquarters / Fireside Conference Room**

1. **For the Record:** Open Meeting and Introductions at 11:30 AM by President Ray Miao.
2. **Attending:** Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Gary Cadez, Director; Karl Scronce, Director; Gary Marshall, Executive Director; Todd Riley, Battalion Chief; Kay Johnson, District Accountant; Bob Madden, Deputy Chief; Bill Boos, Deputy Chief; Dave Howe, Battalion Chief; Larry Median, Deputy Chief; Ed Keith, County Forester; Greg Bryant, Deschutes River Woods HOA. Note: Director Cadez left the meeting at 1:15 PM.
3. **Oath of Office** - Director Cadez was sworn into office by President Miao
4. **Public Comment** - None
5. **Approval of minutes of last meeting** – Approved by Consensus
6. **Consideration of monthly expenses** – Haarberg made a motion to pay the monthly expenses. Motion Seconded by Cadez. Discussion by Marshall. Motion passed unanimously.
7. **Guest Speaker Ed Keith, County Forester, Project Wildfire** – Marshall invited Keith to be present at the meeting due to discussion from the Board of County Commissioners. Keith explained that the Commissioners are requesting from all interested parties if the Project Wildfire model is acceptable and is there anything that Project Wildfire could be doing better. The current model for staffing for Project Wildfire is adopted by ordinance by the County with 27 steering committee members, a Chairperson which is the County Forester, a Vice Chairperson, and a contracted Coordinator. Miao asked Keith what Project Wildfire may need from the Board of Directors. Keith said there is a work program for the year and Jodie Barram as the Coordinator will facilitate the work to be done for the year to meet the goals of Project Wildfire. Barram is on a shorter contract than past contractors holding that position. Keith would prefer she was on an annual contract. Haarberg and Scronce asked if the Commissioners are wanting to change the direction of Project Wildfire. Keith said with the discussion he has heard; he believes there is some desire to change but want to hear from those who participate in Project Wildfire. Madden said that he believes that there is some resistance from a County Commissioner to adopt new wildfire codes. Scronce asked for the history of the Fire District's involvement with the management of Project Wildfire. Marshall explained the Fire District's past role was to pay the Coordinators contract, but at the request of the Fire District to the County, that has been eliminated. The Board strongly feels if the program is not broken, let's not try to fix it and keep it running the same as it has been. Miao felt grants would be a great way to fund Project Wildfire, although Keith said if that was the case, they would always be looking for grants to fund the group. The group felt that no one agency should have a louder voice than the other in Project Wildfire. Miao believes Barram will need assistance at some point in time with the growing demand for services from the public. Keith said he

will summarize the Fire District’s comments. Miao asked if the Board should meet with Commissioner DeBone. Haarberg suggested that Miao and Marshall should meet with DeBone. Marshall asked if the Board would like him to write a letter to the Board of Commissioners. Haarberg said he would like Marshall to write a letter and have the Board review it and hand deliver the letter. Roshak requested that Marshall include some of Howe’s comments in the letter. Marshall will draft a letter to the County Commissioners, he will have the Board review and make edits if necessary and explore a meeting date with Commissioner DeBone.

**OPERATING ACCOUNT/FUND:**

5428	Bend Broadband	Internet	54.95	
5429	Bulletin	Media notices		\$103.91
5430	City of Bend	Electricity Pilot Butte	53.39	
5431	Mastercard	“See below”	898.64	
5432	Gary Marshall	Cell Phone Reimbursed	80.00	
5433	Griffin Construction	Construction costs	545,961.21	
5434	Jodie Barram	Social Media	300.00	
5435	Kay Johnson	Accounting	1,000.00	
5436	Laidlaw Water District	Tumalo Water New Station	81.00	
5437	NFPA	Annual dues	175.00	
5438	Phil Anderson	Reprint-void Ck 5423	150.00	
5439	Tate & Tate Catering	Board Lunch	190.60	
5440	Wallace Group	Geotechnical services	1,133.85	
EFT	Gary Marshall	Paycheck	6,920.68	
EFT	Payroll Taxes	Payroll Taxes	3,441.59	
EFT	Precisely Payroll	Payroll Processing Fee	46.80	
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				560,591.62

**LGIP ACCOUNT/FUND:**

**Mastercard**

Amazon	Cables for Pilot Butte Station	80.50
Century Link-phone		56.96
Board lunch	Olive Garden	198.75
Office Max	Office Supplies	53.56
City of Bend	Permit Fees	382.72
Roczak's Fish House	Lunch w/board members	59.20
Burger King	Lunch for Architect mtg	16.98
Best Buy	Vehicle Cell Charger	29.99
DRI*Crashplan		<u>19.98</u>
	Total paid	898.64

**8. Reports:**

A. **Fire Department Reports / Chief Riley** – Riley said that Chief Langston is in Alaska. Riley said that he will be taking over for Langston by the end of August but Langston will be around to help until October 11<sup>th</sup>, 2019. Riley said Captain Root will be the new Training Chief. Riley said Captain Connolly was promoted to Operations BC. He said there will be up to 15 promotions to come. A new Business Manager will be hired soon. Miao asked what this new Business Manager duties will be? Riley said he will see as this position progresses. Riley said the name of the fire department may be officially changing from City of Bend Fire Department to Bend Fire & Rescue. Haarberg asked if there were some legal issues with changing the name. Haarberg asked if the fire department has a plan to take care of the overtime issues. Riley said the Department will be adding more staff to keep the overtime costs down. Riley said if the Department were to add an Engine Company to the new Station 306 now, it would create a crisis, therefore no engine will be there immediately but it will be staffed with ambulances. Roshak asked if the Business Manager will get involved with the overtime issues. Riley said the Police Department Business Manager does attend all meetings. Riley said that the City has an opening for a new I.T. Director.

Boos spoke on some additional GEMT (Ground Emergency Medical Transport) reimbursement funding that may come to the Fire Department.

Medina spoke on the RV Fire within Juniper Ridge; the fire was human caused. Medina discussed the issues with the homeless that are camping in the area. Medina is working with Jon Skidmore from the City of Bend to find solutions to manage the camping and potential fire ignitions. Miao asked how far the fire was from the Les Schwab office building? Medina replied less than a mile. Roshak is very concerned with the potential of a fire moving into the Fire District. Medina felt we need to approach this as a public health issue and find stakeholders to resolve the issues.

**B. Financial Report / Kay Johnson** – Johnson reviewed the budget and financial spreadsheets and talked about the amounts that we may owe the City of Bend and the new balance for the Beginning Fund Balance. The Capital Improvement Account expenditures. Haarberg asked if the District was paying as we collect the taxes. Johnson explained her estimates, but she is waiting for invoices from the City of Bend. There will be approximately \$200,000.00 left over from the \$1.5 million Fire District commitment with the encumbered amounts to finish the new fire station projects. Marshall said there are other new change orders and furnishings for the new fire stations that will be needed to finish the stations.

**C. Executive Director Report / Gary Marshall** – Marshall gave the progress of the new Tumalo and Pilot Butte fire stations. Tumalo is about two weeks behind and the Pilot Butte project is about four weeks behind the projected September finish date. Marshall said due to the new seismic requirements from the City Building Department, this has delayed the Pilot Butte station an additional four weeks with a finish date near the end of October. Marshall explained there may be a way to shorten the completion time by putting on extra staff on overtime. We would pay more in wages but not as much in General Contractor time because the job was delayed. Marshall also told the Board that Jackson County #3 Fire District is building the same size of station as the Pilot Butte station but with wood construction with a cost savings design. Their price per square foot was nearly the same amount demonstrating it would have cost our District a larger amount if we were to start the projects today. Marshall reported on a severe hail storm that hit the Tumalo area and lightly damaged the existing Tumalo fire station so he had the contractors examine the new fire station and found there was no damage to the new station. Marshall also said he was approached by Eric Coats regarding a donation of two acres of land near Shevlin Park Road he would like to donate for a new future fire station. Marshall asked if the Board would like him to proceed to talk with Coats about the land. The Board said yes to proceed. Marshall told the Board as of August first he has taken over the social media for the Fire District. Facebook has been relatively simple to manage, which the statistics have improved with the additional postings. Marshall would like to get more followers on Facebook by offering a small incentive to internal users and if successful go to external users. Marshall said he would like to use a few hundred dollars to purchase some prizes for those who share our Facebook page. The Board approved.

## **9. Old Business**

**A. Chris Mahr Contract and Audit** – Sandy Freeman will meet with Johnson and Marshall this afternoon to do some pre-audit work. The Audit is scheduled for October 16-18. Roshak had question regarding the survey from the Auditor that was sent to the Board. Johnson answered the questions regarding relationship.

**B. Conestoga Hills Grant** – Marshall reported that these HOA's are requesting that they use their receipts from 2018 for the Grant process. They applied for the Grant this Fiscal Year. The Board decided that the receipts that will be allowed to be used for the Grant will be based on the date that the Grant was approved by the Board.

**C. Sale of Tumalo Water Rights** – Marshall said he has been in contact with the Irrigation Company and they will be selling the water rights for the District and forwarding a check for the amount they will be sold for.

## 10. New Business

- A. **Fuels Reduction Grants / Brown and Awbrey Meadows HOA** – Marshall told the Board that the Scott Brown Grant application wants funds to remove weeds on the road right of way. Haarberg does not feel that the application request complies with the intent of the program. Board will not approve the Scott Brown Grant. The second Grant application is from Awbrey Meadows. The Fire District has paid over \$13,500.00 in past Grants to Awbrey Meadows HOA. Marshall said he had a meeting with the representatives from the HOA and that they want to clean up the canyon below the homes. Marshall feels that money should be spent on cleaning fuels within the immediate areas of the homes rather than the canyon area. Miao said the decision of the Board previously was to be sure all homeowners first start on mitigation around the homes before they go out to outlying land for mitigation. Board will not approve the Awbrey Meadows Grant.
- B. **Addendum to Marshall Employment Agreement** – Agreement was approved at the last Board meeting but need President Miao to sign.
- C. **Change Order for new Fire Stations** – Marshall is requesting that the Board approve a Request For Change (RFC) from Griffin Construction for the amount of \$37,523.00 to allow the General Contractor Extension to work on site to complete the buildings after the agreed upon finish date per the existing schedule. Marshall explained that since the Pilot Butte station may be extended past the current schedule there may be extra costs and will need an additional RFC approved. Haarberg made a motion to approve the amount. Motion was Seconded by Roshak. Motion passed unanimously. Marshall then reported that the brick on the fire stations should probably be sealed. He said there was no specification in the documents for the General Contractor to bid the sealant. The estimated price is \$54,000.00. Marshall said there is another change order for paint underneath the soffit for approximately \$10,000.00 for one fire station. Marshall said that both of these change orders will not be signed yet as we are doing our due diligence to find alternative solutions. The Board would like to have a meeting between the Board and the Architects at some time in the near future to discuss the over runs.
- D. **Bronze Plaque for new fire stations** – Marshall asked the Board to review the proposed language on the Bronze plaques for the new fire stations. They will cost approximately \$1,200.00 each. Marshall said this will be an RFC to the General Contractor. Miao asked if we have “Partners in Protection” on the other fire station plaques? Marshall said yes and explained his reasons for the language. Haarberg moved to approve the language and the RFC for the new fire station bronze plaques. Scronce Seconded the Motion. Motion approved Unanimously.
- E. **Retirement for Larry Langston** – Marshall told the Board that Fire Chief Langston will have a retirement party October 3<sup>rd</sup> and the Fire Department has asked the Board if they would pledge an amount up to \$600.00 which would be a third of the cost to fund the event. Haarberg made a Motion to approve the amount. Motion Seconded by Roshak. Motion Passed Unanimously. Marshall asked Fire Chief Langston if there

would be a gift from the Board that he would like for his retirement. Chief Langston said it would be gracious of the Board to give him the picture in his office of the Old Mill area. Miao asked if the District can give it to him. Marshall said it was part of the new fire station development years ago and the Fire District owns the stations so it would be up to the Board if they want to give him the picture. Miao asked if they should present the picture to him at the event, Roshak said no just allow the Chief to take it.

11. Meeting Adjourned at 1:35 PM.

12. **Date & time for next Regular Meeting:** September 10, 2019 at 11:30 A.M.