

**Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday September 10, 2019 at 11:30 A.M.
Fire District Headquarters / Fireside Conference Room**

1. For the Record: Open Meeting and Introductions

Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Gary Cadez, Director; Karl Scronce, Director; Gary Marshall, Executive Director; Larry Langston, Fire Chief; Todd Riley, Battalion Chief; Kay Johnson, District Finance; Bob Madden, Deputy Chief; Bill Boos, Deputy Chief; Dave Howe, Battalion Chief; Greg Bryant, Deschutes River Woods HOA.

2. Public Comment: No Public Comments

3. Approval of minutes of last meeting: Approved by consensus of the Board

4. Consideration of monthly expenses: Two additional checks were drafted #5365 Special Districts Association \$595.35 and #5366 Soderstrom Architects \$7,106.40. Haarberg moved to pay the bills. Miao asked why the architect's invoice was late? Marshall said it was because the architect had been away from his office traveling and did not get it in on time before Johnson completed the finances. Motion seconded by Scronce. Motion passed unanimously.

OPERATING ACCOUNT/FUND:

15-Aug	5441	Washington Automated Inc	Washer/Extractor (1)	7,764.00
10-Sep	5442	VOID / EFT Precisely Payroll		
10-Sep	5443	Bend Broadband	Internet	54.95
10-Sep	5444	City of Bend	Power Bills New Fire Stations	482.75
10-Sep	5445	Mastercard	See Statement Below	369.22
10-Sep	5446	Gary Marshall	Cell Phone Reimb	80.00
10-Sep	5447	Griffin Construction	Construction costs	761,756.87
10-Sep	5448	Kay Johnson	Accounting	1,000.00
10-Sep	5449	LifeFlight	Gary Benefit Membership	115.00
10-Sep	5450	Tate & Tate Catering	Board Lunch	176.80
10-Sep	5451	Wallace Group	Geotechnical Services	928.40
10-Sep	5452	Gary Marshall	Paycheck	6,920.68
10-Sep	5453	Payroll Taxes	Payroll Taxes	3,441.59

EFT	Precisely Payroll	Payroll Processing Fee	46.80
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783,137.06

LGIP ACCOUNT/FUND:

As of August 31, 2019

Closing Balance: \$3,956,137.82

Opening Balance: \$4,485,222.70

Dividends: \$9,375.57

5. Reports:

A. **Fire Department Reports / Fire Chief Langston-Riley:** Riley reported that the recruit academy has ended and the new recruits will start work now. New promotions in the department which will mean new vacancies and a new recruit academy will start in the Spring. Miao asked if these are additional firefighters or replacements? Riley said six of the new firefighters are additional staff to reduce the amount of overtime. Howe discussed the Standards of Cover or also known as the Deployment Plan for the Fire Department and the Fire District. Howe discussed the history of why the document was needed. He said this is just an update but will need to be approved by the Fire District. Langston discussed NFPA Standard 1710 and how that standard would have been catastrophic for the fire service and that standard would be impossible to meet. It was then up to a committee within the state of Oregon to find a way to adopt a standard for Oregon so fire departments would not assume the liability that was generated from NFPA Standard 1710. Marshall will make a resolution for the October's Board meeting for approval. Miao asked if the Fire District can offer edits to the document? Boos said that this is only an update. Langston said that if there are recommended changes, this should be a discussion point with the Fire Chief. Langston said this document is a "snapshot" of what the fire department can and can't deliver. Riley also commented on the Ameresco project which is nearly complete to make the buildings more energy efficient.

B. **Bookkeeping Report / Kay Johnson:** Johnson said that with the recent payments to City of Bend the "True-Ups" will be good for the Audit. Johnson said we are right on Budget for the Operating Fund. The Capital Improvement Fund was reviewed. The budget for the new stations with the forecasted amounts in change orders, Johnson said we will be right on budget, but if there are more change orders we may go over budget. Marshall has been tracking the forecasted change orders to keep the projects on budget. Johnson also noted there were some expenses that came in after July 1st that will be taken from last year's fiscal budget. Miao commented on the questionnaire that the Auditor sent out for the Board to complete. Trish Connolly introduced herself to the Board as the new Battalion Chief.

C. **Executive Director Report / Marshall:** New fire station progress report. The fire station name changed to "Bend Fire and Rescue" from Bend Fire Department. This change order was a minimal cost and the new letters will be here in time for the station completion. Miao asked why there was a name change. Riley explained the reasons behind the name change. Marshall spoke on some other change orders due to power to the condensing units, insurance for coverage to the end of the project and additional light pole for Tumalo. Additionally, there is an issue with the Pilot Butte Station parking lot that may require us to drop the parking lot six inches, Marshall is working to resolve this issue

with the City of Bend Planning Department. Marshall discussed the grand opening ceremonies of the new fire stations. Marshall said the stations will not be ready in time to have a ceremony for Tumalo by the time Langston retires, therefore we will wait until both fire stations are completed before we have a Grand Opening Ceremony. Marshall said he has signed the contract with Chris Mahr for the audit. Marshall reported he has applied to be on the Deschutes County Wildfire Mitigation Advisory Committee. Marshall said he has been asked to give a presentation to the Discovery West builders group. Marshall reported he will be meeting with Wes Garner from Awbrey Meadows on September 16th. Marshall will be going to a SDAO meeting in Newport on October 23rd. Marshall reported that the fire district has over 292 “Likes” on the Facebook Page.

6. Old Business

A. Letter to Deschutes County Commissioners: Letter from the Board was delivered with and sent by email. Marshall met with Commissioner DeBone which is in support of the Boards direction. Commissioner Adair replied positively through an email.

C. Sale of Tumalo Water Rights: \$319.00 was received for payment to purchase the water rights.

D. Public Education (After the Fire and Movie Advertisements) – BC Howe: No Report

E. Coats 2-Acre Land Donation Offer: Marshall has been communicating with Eric Coats about a 2-Acre land donation from Coats to use as a fire station location. Marshall has spoke with BC Blake to discuss if this location would be good for the City and District responses through the predictive software program. Madden endorsed the desired location. Marshall said he has more “due diligence” to do before further negotiations.

7. New Business

A. Standards of Response Cover: Discussed under Fire Chiefs Report

B. Change Order Approval for Sealing the Brick for New Fire Stations: Marshall said that the Architect said the brick itself is sealed at the factory but the mortar grouts are not sealed and the architect recommends not to seal at this time and do it later under deferred maintenance. Marshall said the minimum cost to seal the brick for both fire stations will be approximately \$30,000.00. Marshall said there is another change order for about \$10,000.00 to seal or paint the wood under the roof area called the soffit. The architect feels this could be a deferred maintenance issue also. Haarberg asked what type of sealer will be used? Marshall said a paint or a clear lacquer. Haarberg feels for the cost we should do it now. Marshall suggests that we wait to see what the final budget looks like before making a decision. The Board said they believe it needs to be done but can wait a year if needed before it is sealed.

C. Change Order Approval for Pilot Butte Fire Station Seismic Bracing: RFC #88 Seismic Bracing for \$12,736.00 and RFC #87 for Fire Stopping Assemblies for \$18,036.00. Board gave Marshall to approve both Change Orders.

D. Approval for Deschutes County 911 Service District Agreement: Marshall requesting Board President Miao to sign.

8. **Adjournment:** Miao adjourned meeting at 1:14 PM.

9. **Date & time for next Regular Meeting:** October 8th, 2019 at 11:30 A.M.