

**Approved Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday October 8, 2019 at 11:30 A.M.  
Fire District Headquarters / Fireside Conference Room**

**1. For the Record: Open Meeting and Introductions at 11:30 AM.**

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; Drew Norris, Deputy Chief; Bill Boos, Deputy Chief; Bob Madden, Deputy Chief; Dave Howe, Battalion Chief; Greg Bryant, Deschutes River Woods HOA; Dan Van Calcar, Soderstrom Architects.

**2. Public Comment:** Greg Bryant asked if there was any roads or bridges that the fire department has concerns with in the fire and EMS response area? Chief Langston said he should contact Operations Chief Bob Madden regarding this request.

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

**4. Consideration of monthly expenses:** Haarberg made a motion to approve the expenses. Seconded by Cadez. Question asked by Miao regarding an invoice from the state ethics commission. Motion approved unanimously.

**OPERATING ACCOUNT/FUND:**

8-Oct	5463	State of Oregon	Ethics Commission	548.87
8-Oct	5464	City of Bend	Electricity Station 306	22.67
8-Oct	5465	SDAO	Membership Dues	399.27
8-Oct	5466	Wallace Group	New Station Inspections	1,933.85
			Total:	2,904.66
<b>6-Sep</b>	<b>5365</b>	<b>SDIS</b>	<b>Worker's Comp Insurance</b>	<b>595.35</b>
<b>6-Sep</b>	<b>5366</b>	<b>Soderstrom Architects</b>	<b>July Architect Fees</b>	<b>\$7,106.40</b>
8-Oct	5452	Bend Broadband	Internet	54.95
8-Oct	5453	City of Bend	Chief Retirement	600.00
8-Oct	5454	Mastercard	See Below	499.26
8-Oct	5455	Gary Marshall	Cell Phone Monthly	80.00
8-Oct	5456	Griffin Construction	Construction costs	484,880.30
8-Oct	5457	Kay Johnson	Accounting	1,000.00
8-Oct	5458	Pacific Power	Contract	1,318.00
8-Oct	5459	SmokeyZone	Smokey Fire Signs	

				7,127.00
8-Oct	5460	Soderstrom Architects	Aug Architect Fees	1,582.80
8-Oct	5461	Zumar	Sign supplies Address	570.50
8-Oct	5462	City of Bend	Electricity New Pilot Butte	24.46
	DD	Gary Marshall	Payroll	6,920.68
	EFT	Payroll Taxes	Payroll Taxes	3,441.59
	EFT	Precisely Payroll	Payroll Processing Fee	78.30
				<hr/>
				515,848.09
				2,904.66
				<hr/>
				518,752.75

**Mastercard**

		Century Link-phone		56.27
		City of Bend	Permit Fees	194.13
		Tetherow Food	Gary lunch mtg w/ Chief	61.00
		Robberson Fast Serve	Oil change	50.91
		Under Armour	Uniforms	116.97
		DRI*Crashplan		19.98
				<hr/>
			Total paid	499.26

**Need to transfer \$425,000 into checking account to cover above expenses**

**LGIP ACCOUNT/FUND:** As of September 30, 2019

Closing Balance: \$2,622,843.23

Opening Balance: \$3,956,137.82

Dividends: \$6,440.82

**5. Reports:**

A. Fire Department Reports / Fire Chief Langston-Riley: Chief Langston gave some departing comments as his retirement as Fire Chief is at the end of this week. Chief Riley said the new Training Chief will be back soon and he spoke about the recent City Council meeting. Chief Riley discussed the energy audit of the facilities with Ameresco who was

hired by the City to do the work. Haarberg and the Board said some words of appreciation to Chief Langston for his years of service. Scronce discussed his feeling regarding the energy audit. Fire Chief Langston said that the Board was wise to hire Marshall and the fit has been a good one for Bend Fire Department and the Rural Fire District. Miao made some comments regarding strategic planning for the future for the fire district and how the fire chief representing the City can be a big part of that planning. Roshak said to Chief Riley that he needs to speak his mind and be open with the Board and to be comfortable working with the District.

B. Bookkeeping Report / Kay Johnson: Johnson said we should be at 25% of our budget now and in November we will be receiving new tax funds for the new year. Johnson reviewed the Operating and Capital Improvement Fund with the Board. So far, we have spent \$8.1 million on the new fire stations. Roshak asked if we are solvent? Johnson said yes. Miao asked if we will spend all of the extra funds we received from the loan in addition to the Board commitment of \$1.5 million. Johnson said yes, we will and more which will be the interest generated from the loan that was put into the LGIP account. Marshall discussed the off-site improvements and other costs that have increased the cost of the new fire stations. Miao asked if we go over the budgeted amount for the new fire stations if we have enough in reserves to complete the project. Johnson said yes that she is comfortable that there is enough in the reserves.

C. Executive Director Report / Marshall: Marshall gave an update on the new fire stations. Marshall introduced our Principal Architect Dan Van Calcar which will discuss the projects progress. Marshall discussed the delays and how we are being charged from Griffin Construction for the delays that are called General Contractor Extensions. Marshall said that he allowed Griffin Construction to put on an electrical crew for a Saturday on overtime to help catchup on projected delays at the Pilot Butte station. Griffin anticipates this one day could save a week at the end of the project. Marshall said the City of Bend Public Works now has completed the off-site improvements to asphalt the driveway from the fronting road to the parking lot. Marshall reported that Johnson, he and Mahr and Associates will be working on the field audit. Miao asked when will the audit report be presented to the Board? Marshall said before the end of the year. Marshall spoke about the furniture budget for the new stations which will be funded by the Fire Department. Marshall also noted that the two Bonds will require their semi-annual payments in November. In addition, the billing process for the new fire stations to the City will start January 1st. Marshall told the Board the outcome of Project Wildfire Coordinator position and the Deschutes County Wildfire Advisory Committee. Marshall said he was disappointed that no one from the Fire Department or the Fire District was selected. Madden said there was clearly an agenda from Deschutes County and who they wanted on the committee. Two fire chiefs were selected for the committee from Redmond and Sisters. Miao spoke on the City wildfire planning consultants and their recommendations.

## **6. Old Business**

A. Energy Trust of Oregon Incentive: Marshall discussed the solar panels for the new fire station and the energy credits and a monetary incentive the District will receive. Miao said that the first person to request energy savings was Dave Howe.

B. Public Education (After the Fire and Movie Advertisements): BC Howe gave a report on public education program brochure "After the Fire" that he is working on and discussed the \$500.00 commitment from the fire district from a previous Board meeting. Howe also discussed movie advertisements and the cost. Haarberg asked who would produce the ads? Howe said it would be up to the fire department to make the advertisements. Howe also discussed the new fire station opening celebrations.

C. Coats Fire Station Property: No Report. Marshall will have Madden meet with him, Eric Coats and the Developer (Tucker Mayberry) at the site and give a report at the next meeting.

## 7. **New Business**

A. Discuss Board Meeting Dates: Marshall reported that about four months out of the year that the District's monthly meeting is almost too early to pay the expenses for the past month as the bills have not yet arrived. Marshall entertained a couple of solutions to the Board. Either change the week of the month or to have the Board meeting on the second Tuesday of the second full week of the month. Marshall said they are doing their best to streamline the bills and where the District can pay by credit card we will to pay on time. Discussion followed. Marshall will send a calendar of months that would be affected by the change.

B. Standards of Response Cover Resolution #114: Miao had some questions regarding the Standards of Response. He will ask specific questions at the next meeting. Motion made by Haarberg to approve Resolution #114. Seconded by Scronce. Motion passed unanimously.

C. Meet with Soderstrom Architects: Architect of Record Dan Van Calcar gave an overview of the contract with the Architects and the General Contractor. Van Calcar handed out a description of costs. Haarberg asked why there was not an architect on site every week? Van Calcar said that the contract with the Architect only provided an architect to be on site once each month with assistance from a local architect when needed. Miao asked if the 2% of the project costs are associated with mistakes from the architect. Van Calcar said that that is typically what every job will have as a maximum. Marshall said the Structural Engineer did an outstanding job working with us in a timely manner, but could not say the same in his opinion for other disciplines that contracted with Soderstrom Architects. Van Calcar said if the change orders were foreseen at the beginning of the project the bid for the projects would have been higher. Haarberg asked if he thought Griffin was a good contractor? Van Calcar said yes and added some reservations of what is happening in the industry about project extensions and change orders. Van Calcar said that the City of Bend Development Services Department was challenging. Scronce asked why are their regulations different than other jurisdictions? Van Calcar said it is local Planning and Engineering Codes and interpretations of the State Building Codes. Van Calcar said that the change orders consisted of \$162,504.00 from the Architects, \$107,112.25 was from the Fire District, \$92,447.00 from local Code Enforcement jurisdictions, \$188,571.00 from the General

Contractor in addition to their time extensions of \$69,749.00 and miscellaneous at \$36,768.00. Marshall said in his opinion a big part of the issue between the Architect and the General Contractor was that when the plans were submitted for bid, certain details were not on the page that the Contractor would make their bid from therefore the bid was silent in some areas. When that happened, it became a change order to correct the issue. Van Calcar said those types of items were the majority of the Contractors \$188,571.00 in change orders. Miao asked why there was not a penalty clause for the contractor to finish on time? Van Calcar said that would have to be in the contract and yes there was delays due to snow and permits issues and he recommends that the extended general conditions should not be extended any further. Van Calcar said there are two ways to do this project, as a hard bid or a CMGC. He said the Hard Bid is the Low Bid. Some statutory regulations will not allow a jurisdiction to do a CMGC design process. He said both processes would have cost about the same amount at the end of these projects, but with the Hard Bid there is more issues like our District is currently going through that you would not have in a CMGC. Haarberg said the District wants to finish these projects without any more delays and unneeded change orders. Marshall said that Soderstrom has been the only one that has come forward and accepted some of the responsibility and Soderstrom decided not to charge the fire district for architectural work for the remaining months of the projects.

8. Meeting Adjourned at 1:25 PM.

9. **Date & time for next Regular Meeting: November 12th, 2019 at 11:30 A.M.**