

Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 12, 2019 at 11:30 A.M.
Fire District Headquarters / Fireside Conference Room

- 1. For the Record: Open Meeting and Introductions at 11:45 AM.**
Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Karl Scronce, Director; Gary Marshall, Executive Director; Kay Johnson, District Finance; Bill Boos, Deputy Chief; Dave Howe, Battalion Chief; Darren Root, Training Battalion Chief; Jeff Blake, Battalion Chief.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** One correction by Haarberg, for Precisely Pay Role amount need correction to \$76.30 from the \$46.80 due to quarterly work. Haarberg moved for the minutes to be approved as amended. Motion seconded by Roshak. Motion passed unanimously.
- 4. Consideration of monthly expenses:** Haarberg moved for the expenses to be approved. Miao asked what the DRI Crash Plan was for? Marshall answered to back up the computer on a monthly basis. Motion Seconded by Scronce. Motion passed unanimously.

OPERATING ACCOUNT/FUND:

12-Nov	5467	Brilliance in Branding	Embroidery	25.00
12-Nov	5468	City of Bend	Electricity New Stations	500.34
12-Nov	5469	Mastercard	(See Below)	1,699.63
12-Nov	5470	Gary Marshall	Reimbursements for Training	155.50
12-Nov	5471	Griffin Construction	Construction Costs	600,877.63
12-Nov	5472	Kay Johnson	Accounting	1,000.00
12-Nov	5473	Laidlaw Water District	Water-Tumalo New Station	172.76
12-Nov	5474	Phil Anderson	Legal for Audit	210.00
12-Nov	5475	Tate & Tate Catering	Board Meeting Lunch	176.80
12-Nov	5476	Wallace Group	Engineering (last Payment)	1,710.30
	DD	Gary Marshall	Payroll	6,920.68
	EFT	Payroll Taxes	Payroll Taxes	3,441.59
	EFT	Precisely Payroll	Payroll Processing Fee	<u>46.80</u>

616,937.03

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
	Total paid	499.26

Need to transfer \$620,000 into checking account to cover above expenses

***Pay Bond payment via wire transfer for \$163,650**

***Pay Bond payment via wire transfer for \$112,237.45**

Bank Balances: As of October 31, 2019

LGIP	2,390,720.11
Money Market	247,445.92
Checking	33,911.03

LGIP ACCOUNT/FUND: As of October 31, 2019

Opening Balance: \$2,622,843.23

Closing Balance: \$2,390,720.11

Dividends: \$4,829.92

5. Reports:

A. Fire Department Reports / Deputy Chief Boos: Boos reported on the Captains testing, and BLS Academy. New recruits working out well. Chief Riley and Boos will be working with HR on Business Manager position. Boos meeting with local state politicians on their agendas for the upcoming legislature session. Sisters Fire Chief Johnson will be working on legislation regarding wildfire. Battalion Chief Root introduced himself and said of few words to the Board. Boos discussed the fire and EMS Statistics. Boos spoke about fire department turnout times and how that it is different from the time that 911 Dispatch takes to process the incoming call. Discussion continued about PulsePoint phone application. Roundabouts and engineered speed calming devices were also discussed and how it slows emergency vehicle response. Standards of Response Cover Questions by Miao. Miao

asked if we can still add items to the document? Howe said not at this time but at the next rewrite we can. Miao gave Boos his written thoughts on how to improve the document. Scronce felt we should provide within the document what the Board advocates for such as fire sprinklers and fire resistive building materials. Roshak said that 80% of the responses are EMS and we need to focus on that service.

B. Bookkeeping Report / Kay Johnson: Johnson gave the finance report and stated we are at 33% of budget and everything is tracking appropriately with the Operating Fund and the Capital Improvement Fund. Johnson also discussed the bond proceeds and interest received. She said with the amount of change orders we anticipate to complete the new fire stations we will be right at budget. Scronce said the Board has deferred some costs to maintenance to save some costs on the buildings, and asked is there anything else we can defer? Marshall said probably not and that the largest costs coming forward is the General Contractor extensions and stated he will talk about that later in the reports.

C. Executive Director Report / Marshall: Marshall gave an update on the new fire station #302 in Tumalo. He said that the upstairs area has a large hump in the floor that Griffin Construction will repair. Marshall discussed the punch list and when the warranty will start on the new fire stations. There are two Battalion Chiefs that will work with the fire crews to start mobilizing furniture into the new fire stations. December 3rd will be the projected date for the firefighters to start working out of the new station at Tumalo. Marshall stated there will be a year warranty on the new fire stations. Marshall said the landscaping is a little late but that won't hold up a temporary occupancy permit. Marshall said that the punch list for Pilot Butte station will be on November 19th. Marshall explained there was some issues with the radio cable at both fire stations and he will approve change order to have new wire routed for radio. Blake gave an update to the Board on how the Pilot Butte station will be staffed. Blake said he anticipates a 30 second decrease in response times on average due to the new Pilot Butte station. Blake also said the Battalion Chiefs will be moving to the Pilot Butte station. Roshak said the Predictive Software the District owns helps with determining where the personnel and equipment go in the fire response areas. Marshall also reported on social media with Facebook and the Fire District web site. He asked if the Board would like only the written minutes or would they like both the written and the electronic recorded minutes on the web site? The Board said to keep it as we have it currently which is only the approved written minutes. Marshall stated that Board approved at a previous Board meeting to purchase gifts to give away to assist in approving Facebook users liking the District's page. He purchased insulate coffee mugs and will have the fire district logo put on them to use for this project.

6. Old Business

A. Board Meeting Dates / Resolution #115: Haarberg said it will only affect a few meetings a year with the proposed change and it will help with paying the monthly invoices on time. Scronce asked if everyone attending could make the new dates as well as if the room is available? It appeared that everyone attending could make the new dates and Marshall will be sure to advertise them to give everyone foresight of the new dates. Haarberg moved to approve Resolution #115. Motion seconded by Roshak. Motion passed unanimously.

B. Field Audit / Fay's Taxes Owed: Marshall gave an update from our Auditor Chris Mahr to resolve the back taxes owed by Tom Fay and the Fire District. Both Fay and the District owe approximately \$261.00. Marshall said the field audit had a few items we could improve on. One

was to back up the monthly finance files on a thumb drive, second was research the contract between the District and the City on how the Fire Fund is paid from the City and the District and if that is silent then we should proceed with an MOU with the City to be sure how it should be calculated. Boos said this is needed as we lose historical knowledge through turnover of employees. The third item that was suggested by the Auditors to remedy is the Capital Outlay amount should be increased from \$500.00 to \$5,000.00. The Auditors will not raise an issue with this year's budget but feel we need to remedy the problem. One other item that the Auditors brought up was a payment to the auditors, which was late but may need to put it into last years budget.

C. Coats Fire Station Property: Marshall and Madden had an on-site meeting with Eric Coats and Tucker Mayberry regarding a two-acre property that Coats would like to donate to the Fire District for a future fire station. Marshall handed out a map to show where the new Coats 73-acre city subdivision is going to be built and where we suggested to Coats that we would advise the location of the 2-acre parcel, which should be close to Shevlin Park Road for quick access. Marshall said he and Coats will put together a preliminary contract for the Board to review in the future. The Board said to move forward with this agreement with Coats.

7. New Business

- A. New Tumalo Public Sewer System: Marshall reported that Larry Kine a developer in Tumalo area is constructing a public domestic sewer system on 4th street in Tumalo and should be active sometime next year. Discussion followed by Board members. We will continue to monitor the progress.
- B. Awards Banquet for 2020: Saturday February 8th at 5:00 PM the banquet will be held at the Riverhouse. Marshall hopes that all Board members can make it this year.
- C. New Fire Stations General Contractor Extensions: Marshall reported on a lengthy telephone conference call he had with the Architects including Hans Etlin. Griffin Construction is requesting the Fire District sign two Change Orders totaling \$58,197.00 for GC Extensions for October due to the contractor still being on the job to finish the job. Etlin said that he advises the Fire District not to sign these two GC Extensions. If we don't sign them, he said that Griffin construction may or may not contest it. Marshall said Etlin told him that the Fire District could charge Griffin Construction Liquidated Damages of \$500.00 per day. Miao asked what are Liquidated Damages? Marshall said it is a method for us to charge the contractor for the amount time past the due date of the stations were to be completed. Haarberg felt there is always room for negotiation and that we already paid GC Extensions for September. Haarberg suggested the Board to allow Marshall to negotiate this with the Architects and the Contractor. There is consensus to give Marshall the ability to negotiate but not to sign these change orders and to this and to keep the Board posted.
- D. Fire District Business Office: Marshall told the Board that the fire department will be hiring a business manager and needs an ample size office upstairs at the fire administration building. Marshall said Chief Riley said the department would either remodel the fire chief's office conference room to allow for a new office or to use Marshall's office. Marshall told the Board since he is not in the office a full 40-hour week that the best solution was to give up his office for the Business Manager and to move to a smaller office at the new Pilot Butte station. Marshall will still receive the District mail at the administration building and have a presence there and the District

will continue to have the monthly District business meeting at the fire administration Fireside Room. Scronce said he feels that it would be best to have a presence at the Fire Administration Building. Marshall said he will by other methods such as meetings, other office work and the mail. Miao asked about involvement with Management meetings? Marshall answered he will continue to be involved in the Management meetings.

8. Date & time for next Regular Meeting: December 10, 2019 at 11:30 A.M.

9. Meeting Adjourned at 1:42 PM.