

**Approved Board Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday January 14, 2020 at 11:30 A.M.  
Fire District Headquarters / Fireside Conference Room**

- 1. For the Record: Open Meeting and Introductions**
- 2.** George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Gary Cadez and Karl Scronce, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Bob Madden and Larry Medina Deputy Chiefs; Dave Howe, Battalion Chief; Kay Johnson, Finance; Greg Bryant, Deschutes River Woods HOA; Mike Kirkpatrick, Budget Committee Member.
- 3. Public Comment:** None
- 4. Approval of minutes of last meeting:** One correction to add, Director Cadez was in attendance at the last meeting. Haarberg moved to approve the minutes with corrections. Scronce Seconded the motion. Motion passed unanimously.
- 5. Consideration of monthly expenses:** Haarberg made a motion to approve payment of the bills with one additional check to Brilliance of Branding for \$329.50. Motion Seconded by Scronce. Motion passed unanimously.

**OPERATING ACCOUNT/FUND:**

14-Jan	5488	Central OR Media Group	Meeting ad	103.91
14-Jan	5489	Chris Mahr	Audit	10,325.00
14-Jan	5490	City of Bend	Electricity pass through	256.79
14-Jan	5491	City of Bend Utilities	Water past through	97.74
14-Jan	5492	Mastercard	See Below	1,039.19
14-Jan	5493	Gary Marshall	Cell phone/other reimbursed	157.94
14-Jan	5494	Kay Johnson	Accounting	1,000.00
14-Jan	5495	SDIS	Insurance	9,514.00
14-Jan	5496	Tate & Tate Catering	Board lunch	189.45
14-Jan	5497	IRS	Payroll taxes (Fay)	27.43
	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>

			33,450.02
14 Jan	Brilliance of Branding Cup		
Check #5498	Logo \$329.50 was added		
	<b><u>Mastercard</u></b>		
	Century Link-phone		56.36
	City of Bend	Permit Fees	172.50
	Bend Broadband	Internet	54.95
	Cody's Catering	Board Lunch	216.00
	DRI Crash Plan	Computer Backup	19.98
	WinHost.com	Website annual fee	59.40
	SDAO conference	Gary/Kent Registration	460.00
		Total paid	1,039.19

**Bank Balances: As of December 31, 2019**

**LGIP: \$5,843,307.58**

**Money Market: \$57,515.14**

**Checking: \$85,983.53**

**LGIP ACCOUNT/FUND: As of December 31, 2019**

Opening Balance: \$5,915,810.89

Closing Balance: \$5,843,307.58

Dividends: \$11,204.06

**6. Reports:**

A. Fire Department Reports / Fire Chief Riley: Riley gave a sincere appreciation to the Board from the fire department for the two new fire stations. Riley said that he will be adding some additional support to Marshall's role as Facilities Manager. DC Boos will assist in the work duties when needed and be the liaison from the Fire Department to the City and help manage the office work involved within facilities. Riley told the Board that the Fire Association has "grieved" on how the new fire station #306 will be staffed. He will keep the Board updated on how this grievance will proceed. Roshak asked if there is enough equipment to put in the new station? Riley said that this is a staffing issue not an equipment issue with the Association. Madden told the Board on how the new station will be staffed. Currently it will be staffed with two ambulances #371 and #374. Madden said the department will just reallocate resources. The Battalion Chiefs will be located there as well as the EMS Quick Response Vehicle (QRV).

B. Bookkeeping Report / Kay Johnson: Johnson said some adjustments have been made due to the audit. Johnson gave the beginning and ending fund balances and reviewed the

monthly financial report. The cost of the audit was higher than budgeted. Johnson is waiting for the City of Bend to invoice the District for contract amount paid into the Fire Fund. Johnson said everything is on track and finished an analysis for the amount the District has paid for the two new fire stations. The District agreed to pay \$1.5 million towards the new projects and have paid \$1.7 million but once the interest was subtracted it is at \$1.6 million as the interest was to be used on the new stations also. Roshak said he is content with the amount spent.

C. Executive Director Report / Marshall: Marshall wanted to extend his thanks to BC Howe for his help in the coordination for the grand openings for both stations. Marshall gave an update on the two new stations. Still some issue with the finished concrete area in the apparatus room of the Tumalo station. Currently working with the Architects to resolve the issue of water draining in the wrong direction. At the Pilot Butte station there are some ADA regulations that are holding up occupancy. ADA “Accessible” versus “Adaptable” is the question before the Building Department, which is required for the first floor versus the second floor. The direction is to open the fire station February 3 with crews responding and residing there. Marshall discussed a Change Order for Contractor Extensions for the month of December for \$22,765.00. Marshall said the Board would have to approve this as it is over the \$10,000.00 limit he can sign for and in his own opinion that it should not be paid until the Contractor can demonstrate to the Board that this is a fair charge for services as we were to have a meeting with Sam Griffin before the month of December was to be charged. Haarberg asked if there will be more Extension charges for January. Marshall said he does not know. Marshall said what he has seen is they are mainly fixing items on the punch list. Marshall feels that we should pay through December 18<sup>th</sup>, because in his opinion he feels everything past the 18<sup>th</sup> was repairs and punch list items that was not finished. Haarberg said it also is coming down to the principal of things. Haarberg made a motion to pay the Contractor Extensions through December 18<sup>th</sup>. Cadez seconded the motion. Motion passed unanimously. Scronce feels that everyone should share some responsibility, including Griffin Construction why the building was late. Roshak felt the Board has been more than reasonable and the District paid for the past extensions even against the direction of the Architects. Marshall spoke about the future elections and filings and reviewed each Board position and when their term expires. Marshall reported he wrote the letter to the County Planning Department for Non-Resource Lands. Marshall has received two offers for land the District owns from Generation Family Properties where the fire stations are sighted for very low amounts. The Board directed Marshall to destroy them as they are not interested. Marshall reported on the Awards Banquet and who has signed up to attend. Marshall distributed the new Audit Book Reports. Roshak asked if the District will be asking the City how they are paying into the Fire Fund to find out if it is the same way the District is paying into the Fund. Marshall is working on that item as well as some other requirements from the Audit Report.

## **6. Old Business**

- A. Opening Ceremonies: Covered under Executive Directors Report
- B. Audit: Covered under Executive Directors Report
- C. SDAO Conference: Marshall reported that Haarberg and he will be going to the SDAO conference the 6-8 of February.

**7. New Business**

- A. Fire Code Adoption / Deputy Chief Larry Medina: Medina provided a draft of the 2019 Fire Code ordinance to be adopted as the 2020 Fire Code. Medina discussed why it is important to locally adopt the fire code, primarily so that the Fire Department has local control and enforcement. This Code does not supersede the State Code. Marshall said the Fire Code needs to be adopted by Ordinance and the County then would adopt it by Resolution. Discussion by the Board followed. Haarberg asked if this would be the first Reading for the Ordinance, Marshall said yes and would vote 30 days later after advertisement of the Reading.
- B. Awards Banquet: Covered under Executive Directors Report
- C. Land Purchase Proposal for Country Club Property: Covered under Executive Directors Report.
- D. Energy Trust Check for \$4,267.40

**8. Date & time for next Regular Meeting: February 11, 2020 at 11:30 A.M.**

**9. Meeting Adjourned at 12:45 PM.**