

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

1. **For the Record:** Meeting Opened and Introductions at 11:35 AM.
2. **Attending:** Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Gary Cadez and Karl Scronce, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Bill Boos, Deputy Fire Chief; Kay Johnson, Finance; Greg Bryant, Deschutes River Woods HOA.
3. **Public Comment:** Bryant requested the Board to support and write a letter to the City Manager to support the City Transportation Bond. Discussion from Miao. Bryant and Riley said the Bond will increase traffic capacity which will help emergency vehicle response times such as the Reed Market Overpass and Murphy Road extension. Marshall asked if all projects such as the overpass on Reed Market will actually happen within this bond? Bryant said yes as the projects for the Bond is very transparent this time. The Board decided not to write a letter of support as they do not do this for other referendums to the public.
4. **Approval of minutes of last meeting:** Consensus by Board to approve the minutes.
5. **Consideration of monthly expenses:** Miao asked Marshall if there was any invoice that he would like to discuss. Marshall discussed a few of the invoices and asked the Board if they had any questions. Motion by Haarberg to approve the monthly expenses. Seconded by Roshak. Motion passed unanimously.

OPERATING ACCOUNT/FUND:

11-Feb	5499	Griffin Construction	VOID	
11-Feb	5500	Central OR Media	Media notice	\$103.91
11-Feb	5501	City of Bend	Electricity	13.55
11-Feb	5502	Mastercard	See Below	2,471.79
11-Feb	5503	Gary Marshall	Cell phone	80.00
11-Feb	5504	Griffin Construction	Station Development	25,876.87
11-Feb	5505	Kay Johnson	Accounting	1,000.00
11-Feb	5506	Kristian Jamieson	Time Lapse Video	150.00
11-Feb	5507	Press Pros	After the Fire	500.00
11-Feb	5508	Swalley Irrigation	Publication After Fire	
11-Feb	5508	District	Training Facility	683.00
11-Feb	5508	District	Irrigation	
11-Feb	5509	Tate & Tate Catering	Board Lunch	190.60
11-Feb	5510	Griffin Construction	GC Extension	

				13,533.70
31-Jan	DD	Gary Marshall	Payroll	6,947.81
31-Jan	EFT	Payroll Taxes	Payroll Taxes	3,414.60
7-Feb	EFT	Precisely Payroll	Payroll Processing Fee	<u>92.70</u>
				55,058.53

Mastercard

		Century Link-phone		56.39
		City of Bend	Permit Fees	388.28
		Robberson Ford	Oil/filter change	90.23
		Rugs USA	Office Rug	105.10
		DRI Crash Plan		19.98
		Office Max	USB's (2)	10.98
		Deschutes Brewery	Lunch for 3	65.00
		Bi-Mart	Bookshelf	29.97
		The Chariot Group	Cables New Stations	1,699.88
		Ross	Office Supplies	<u>5.98</u>
			Total paid	2,471.79

Need to transfer \$3,929162.69 to City of Bend from LGIP for 2019 tax receipts

Need to transfer \$9,755 to City of Bend from LGIP for 2018 tax receipts

Need to transfer \$25,000 into checking account to cover above checks

Bank Balances: As of January 31, 2020

LGIP: \$5,913,396.61

Money Market: \$57,527,.35

Checking: \$53,111.12

LGIP ACCOUNT/FUND: As of January 31, 2020

Opening Balance: \$5,843,307.58

Closing Balance: \$5,913,396.61

Dividends: \$11,240.04

6. Reports:

A. Fire Department Reports / Fire Chief Riley: Riley said thanks to the Board for attending the annual fire department awards banquet. Riley handed out data for call response times. What drives our call times and where the calls are located. Riley said he can provide this report each month. Discussion followed from the Board. Riley said that EMS is what drives the departments resource availability. He said the vertical growth of buildings and wildfires that are in the interface will continue to be a large resource depletion. Roshak asked if the resources are there for a pandemic? Riley said everything is in place if a pandemic was to occur. Riley said there was six promotions recently. Hiring firefighters March 2nd. Riley discussed where the City is on the grievance from the fire fighter's union. Miao asked what is the reason for the grievance. Riley said the union wants a Captain and Engineer positions assigned to station #306. The decision is now with the City Manager. Haarberg asked if the statistics are available to demonstrate if station #306 has reduced response times? Riley said it is too early to say at this point. Miao asked if the Predictive Analysis program can tell the fire department what the increased response times will be if or when a new subdivision is constructed? Madden said it can help in predicting but much more information will be needed such as demographics of the neighborhood, density, road speeds, etc. Madden said that some Roundabouts may be signalized in the future which can help response times. Madden said the fire department would like to see that all Roundabouts on Arterial streets to be multilane. Boos reported on a legislative bill for a new ODF tax.

B. Bookkeeping Report / Kay Johnson: Johnson updated the Board on the funds available reviewing the finance report she submitted to the Board. Johnson said we received the Invoice from the City of Bend and there were some discrepancies and she will follow up on that issue. The City of Bend contract fees were about 1% more. She gave an update on the construction costs for the two new fire stations and it appears we will be about \$50,000.00 over on the amount of funds that were to be used for the two new stations which includes the financed amount and interest collected. Marshall said there is a small amount owed to the fire district from Griffin. Miao asked if there were any funds left over? Johnson said no. Marshall said we paid the US Bond Payments due to the fire stations being late to open as we started later than anticipated and the stations were overdue for completion, also the extra costs for seismic and engineering for station #306 and the infrastructure of utilities, such as sidewalks and roads for the two new buildings were not in the projected costs to build, he felt we did very good with only being over this amount.

C. Executive Director Report / Marshall: Marshall reported that he is finishing up the punch list for both stations. He reported that Griffin will be requesting the majority of the retainage funds from the contract which is over \$400,000.00. Marshall reviewed some of the major punch list items and some minor warranty items. Marshall approved a change order to have Griffin to change the sensor locations for all bay doors at both fire stations. He said public works has

removed the large gravel pile behind station #306. Marshall said that if the Public Works Department moves from that location to Juniper Ridge, the fire department may want to do some strategic planning for another building at the Public Works site. Scronce said he also noticed the gravel pile gone and the new building looks bare by itself on the campus. Discussion followed regarding future station locations, staffing fire stations and levy amounts for the future. A future strategic planning session is warranted to discuss these items. Miao asked if there were any Board members up for election this year? No.

6. Old Business

A. Griffin Change Order Approval for December GC Extension: Marshall explained RFC #128 for the General Contractor Extensions. Marshall gave the history where the Board had decided not to pay the original extension request and they were comfortable paying only through December 18th. Griffin Construction agreed to this. Motion by Haarberg to approve RFC 128 for the amount of \$14,246.00. Seconded by Scronce. Motion approved unanimously. Scronce asked how the meeting went with the City of Bend Development Services to get final occupancy approval for station #306? Marshall said he, the fire chief and the fire marshal had a meeting with a team of individuals from the City. There are many conditions we must comply with before a final occupancy permit is given. The City has given a Temporary Occupancy Permit through the end of February. The largest issue for us to comply with is “As-Built” drawings that the City is requiring an Engineer stamp on the drawings. Marshall said that the Engineer for the Architects has refused to stamp drawings he did not draw. Roshak asked if there was another method to get the City to allow the “As-Built” drawings to be used? Marshall said it appears we have exhausted all avenues with the Building Department and that he will be pursuing other ways to have this issue corrected.

B. Audit Requirement MOU Language for Fire Fund Accounting: Marshall reported that there is a copy of the contract in their packet to demonstrate how the Fire Fund contributions are to be calculated. What is absent in the contract is how the local option levy is calculated. We know from the City how the levy is calculated and distributed but we need to decide if this amount should be documented in a MOU or an amendment to the contract. Haarberg asked Johnson if we are calculating and distributing the levy the same as the City. Johnson said yes, we are, which the full amount collected goes into the Fire Fund. Johnson said she will research the calculations on percentages on what is collected. Marshall said the contract already demonstrates how the \$1.185 is distributed but the .20 Levy is not in writing either in an amendment to the contract or a MOU. Discussion followed. Marshall said when City Legal gives us direction on how they would like to proceed, he will bring that to the Board for discussion but it would appear that an amendment to the contract may be the easiest way to demonstrate how the .20 Levy and future levies will be distributed to the Fire Fund. Haarberg said that he interprets the contract that we need to pay the City as we receive the tax funds but all payments shall be completed no later than June 30th of each year.

C. SDAO Conference: Haarberg reported that he and Marshall went to the SDAO conference. Attending the General Session in addition to Ethics and Cyber Security classes. We left the conference early to be at the Awards Banquet in Bend Saturday evening. Discussion followed about cyber security and what can be discussed when there is a quorum of Board members and when is it considered a meeting.

7. **New Business**

- A. **Fire Code Adoption Ordinance #2020-01 1st Reading:** Miao gave the first reading of the Fire Code Ordinance and recognized that it was also reviewed at the previous Board meeting by Fire Marshal Medina with a reading.

- B. **SDIS Savings:** Marshall reported that the Fire District will save over \$900.00 for insurance credits over the next two years due to longevity with the insurance provider and their Best Practices program.

- C. **Swalley Irrigation for Training Facility:** Marshall reported we are charged \$683.00 from the Irrigation Company annually for surface irrigation water at the Training Center and asked if the Board wants to continue with this water right payment or, let the City pay for it, or sell the water right. The Board directed Marshall that the Fire District will keep the water right and to pay the invoice.

8. **Meeting Adjourned at 1:25 PM.**

9. **Date & time for next Regular Meeting: March 10, 2020 at 11:30 A.M.**