

**Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday May 12, 2020 at 11:00 A.M.**

**Attendance for Public Teleconference due to Governors Physical Distancing Order
Call In Number is 1-503-946-5336 ID is 239 282 235#**

- 1. For the Record: Open Meeting and Introductions at 11:05 AM.**
In attendance: 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 and Drew Norris, Deputy Fire Chiefs; Kay Johnson, Accountant.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** Haarberg made a motion to approve the minutes. Scronce seconded the motion. Motion approved unanimously.
- 4. Consideration of monthly expenses:** Haarberg reviewed the monthly expenses and made a motion to approve the monthly expenses. Marshall discussed some of the expenses. Cadez seconded the motion. Motion approved unanimously.

**OPERATING ACCOUNT/FUND:
May, 2020 Checks Written**

12-May	5524	Central OR Media Group	Ads	352.89
12-May	5525	Mastercard	See Below	\$2,409.06
12-May	5526	Gary Marshall	Reimburse cell, internet	200.00
12-May	5527	IAFC	Membership	260.00
12-May	5528	Keep Oregon Green Assoc	Membership	25.00
12-May	5529	Kay Johnson	Accounting	1,000.00
30-Apr	DD	Gary Marshall	Payroll	6,947.81
30-Apr	EFT	Payroll Taxes	Payroll Taxes	3,414.60
7-May	EFT	Precisely Payroll	Payroll Processing Fee	<u>47.70</u>
				14,657.06
		<u>Mastercard</u>		
		Century Link-phone		56.91
		Office Max	office supplies	70.99
		Wilco	Address sign posts	

		826.20
Dell	computer	1,434.98
DRI Crash Plan		19.98
	Total paid	2,409.06

Need to transfer \$13,614 to City of Bend from LGIP for tax receipts
Need to transfer on 5/27 to US Bank from LGIP for 2012 Bond \$16,091.24
Need to transfer on 5/29 to US Bank from LGIP for 2018 Bond \$163,650.00
No transfer needed to Operating Fund

Bank Balances as of April 30, 2020

Money Market: \$57,562.83
 Checking: \$54,456.66

LGIP ACCOUNT/FUND: As of April 30, 2020

Opening Balance: \$1,561,580.93
 Closing Balance: \$1,568,979.03
 Dividends: \$ 2,267.18

5. Reports:

A. Fire Department Reports / Fire Chief Riley: Chief Riley reviewed the Dashboard report for fire department call volume. Response times for some EMS calls have increased due to donning extra PPE, discussion followed. Riley has requested that Marshall come back to the Fire Administration building. Haarberg asked if this will be permanent? Riley said yes. The Board members agreed that keeping the Executive Directors office at the Administration Building is best for relationships between the District and the City. Riley said there are some additional changes in management staff due to proposed budget reductions. Boos will move to the Operations Chief position and vacate his current position temporarily until budget allows. The Fire Chief Administration Assistant position will be vacated and replaced with a Business Manager. Material and Services has been reduced as well. The fire department will not be purchasing some large fire equipment. Riley said he is anticipating a 92% income of taxes received, very similar to 2008. Recent years they have received close to 98%. Ambulance revenues are also down. The fire department only receives a small amount of Transient Room Tax. Miao had questions why the Fire Fund would receive less when there is a contract that keeps the revenue whole. Marshall said that this is an exercise, but the City won't know until the taxes come in November. Johnson asked if PERS will impact the budget? Riley said yes PERS will have a large effect on the budget this coming year. More discussion followed on the Dashboard Report regarding the "Heat Map".

B. Bookkeeping Report / Kay Johnson: Johnson said no concerns as we are at 98% of our revenue collected. Johnson reviewed the Operating Fund and the Capital Improvement Fund Reports. Capital Improvement transfers will happen in June but not the PERS funding. Johnson said that the carryover looks good for this coming year.

C. Executive Director Report / Marshall: Marshall said the fire district vehicle windshield was broken from a rock on the road. No deductible for replacement. Marshall said he purchased a new computer desk top, keyboard and monitor. Miao asked if the IT Department will assist with the installation? Marshall said no, that this is a District computer and we will hire that out that service if necessary.

6. Old Business:

A. Office: Already discussed under Fire Chief's Report.

B. Newsletter: Marshall has not been able to complete the Newsletter due to the Covid-19 shutdown with businesses. Marshall asked the Board if they want him to continue to complete the newsletter or to postpone it until later. Scronce asked if we have a responsibility to reach out to the fire district through the Newsletter to disseminate information? Marshall said yes, we try to use the Newsletter as one vehicle of information to make sure the District is transparent to our citizens. Cadez thought it was a Fire District requirement to send out the Newsletter. Marshall said it was not a requirement but highly recommended. Roshak said we have the website to communicate, but he could go either way on this issue. Miao said the Newsletter is important to let the constituents know we exist. Miao said let's wait and see what information we have to send out later this year. Haarberg agrees. Haarberg made a motion to postpone the publication until later. Cadez Seconded the Motion. Motion passed unanimously.

7. New Business:

A. New LGIP Account for Capital Improvement Discussion: Johnson said at the Auditors request that the fire district change their practice to separate some funds. Johnson asked if the District would open a Capital Improvement Fund and she said the LGIP would be a good place for that account. Haarberg said that he and Marshall could create that account. Roshak had a question regarding the LGIP account dividends. Johnson said those dividends are not insured by FDIC. Marshall said since we are members of the LGIP the interest is called dividends.

B. Public Contracting Rules: Marshall said a local government law group has asked the fire district to subscribe to their services for \$175.00 for public contracting rules. Fifteen years ago, the fire district used their services when they built new buildings. Roshak asked if the City does most of the contracting? Marshall said yes for maintaining the buildings. Miao asked if we need to do this? Board agreed we do not need the law groups services at this time.

C. FireFree / Wildfire Grant Application: Marshall reported that there was a new application for \$218.00 to remove vegetation since the applicant could not burn. Marshall said that DFM Derlacki went to the site and gave a written report which Marshall read to the Board. Derlacki recommended to fund the project. Marshall said it meets the requirements of the grant guidelines. Haarberg feels we should award 50% of the applicant's receipts for vegetation removal. The limit for reimbursement shall not exceed \$250.00.

8. Adjournment at 12:04 PM.

9. Next Regular Board Meeting: June 16, 2020 at 11:30 A.M.