

Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday July 14, 2020 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call In Number is 1-503-946-5336 ID is 156 928 900#

- 1. For the Record: Open Meeting and Introductions 11:35 AM by President Miao.**
- 2. 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, Deputy Fire Chief; Kay Johnson, Accountant.
- 3. Public Comment: None**
- 4. Miao requested to move the elections of Board Officers to Item #4.** Haarberg Nominated Roshak for President. Cadez Seconded Nomination. Vote was Four YES to Approve Nomination and One Abstention. Haarberg nominated Scronce for Vice President. Miao Seconded Nomination. Vote was Four YES to Approve Nomination and One Abstention. Roshak Nominated Haarberg for Secretary/Treasurer. Miao Seconded Nomination. Vote was Unanimous to approve nomination. President Roshak followed as the Chairperson for the remaining topics on the agenda.
- 5. Approval of minutes of last meeting:** Minutes approved by consensus.
- 6. Consideration of monthly expenses:** Haarberg gave a financial report on the expenses. Haarberg made a motion to approve and pay the expenses. Scronce seconded the motion. Motion passed unanimously.

Bank Balances as of June 30, 2020

Operating Fund

14-Jul	5538	Airlink	Gary Membership	65.00
		Central Oregon Media		
14-Jul	5539	Group	Board Meeting Advertising	314.47
14-Jul	5540	Mastercard	(See Below)	543.62
14-Jul	5541	Gary Marshall	Cell Phone	80.00
14-Jul	5542	KJ Accounting	Accounting	1,050.00
30-Jun	DD	Gary Marshall	Payroll	6,947.81
30-Jun	EFT	Payroll Taxes	Payroll Taxes	3,414.60
7-Jul	EFT	Precisely Payroll	Payroll Processing Fee	79.20
				12,494.70

Mastercard

Century Link-phone		57.12
Bend Broadband	Internet	50.00
Cody's Catering	Board lunch	225.30
Microsoft	software	69.99
Safeway	drinks for board mtg	18.26
		102.97
Best Buy	Computer Hardware	
DRI Crash Plan		19.98
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	Total paid	543.62

LGIP ACCOUNT/FUND: As of June 30, 2020

6/30/2020 Bank Balances:

LGIP	1,423,900.45
Money Market	197,593.59
Checking	57,420.81

Opening Balance: \$ 1,395,755.17
Closing Balance: \$ 1,423,900.45
Dividends: \$ 1,574.40

7. Reports:

A. Fire Department Reports / Fire Chief Riley: Chief Riley said City Manager Eric King will be joining the meeting later virtually. Riley said they will be having their budget kick off meeting. There is a strategy to address overtime issues. If the fire department did nothing to address the budget issues, the Fire Fund would be broke in four years. Riley spoke on staffing, deployment and how the department will staff in the future to reduce overtime. Riley discussed the Intergovernmental Agreement between the District and the City and it will soon be reviewed and needed changes be suggested. Last week nine firefighters came off probation and there are still another nine on probation. Riley said the new Business Manager hired is Andrea Perkins. She previously worked as the Budget Officer for Deschutes County. Job offer to Michael France as the new Police Chief. Roshak asked the Fire Chief if the staffing for the call volume is adequate during the summer months and the reorganization of staffing between stations? Chief Riley said between cross staffing and the number of transports it will work for the department even though there will be some minor hardships for personnel. Scronce asked why fire department apparatus is

parked at certain businesses when not at a call? Chief Riley said there is good opportunities for fire department firefighters to engage with the public and be available for the next alarm. Roshak said he enjoyed seeing the crews out in the public getting their lunch or supplies in the fire apparatus. Andrea Perkins introduced herself and gave her background and previous employment experiences.

B. Bookkeeping Report / Kay Johnson: Johnson said all budget items are going as planned. Current year taxes came in good. Interest was lower than what we anticipated. Solar income of \$21,000.00 in solar credits that was from the construction of the new fire stations. There was another \$19,000.00 that the fire district usually receives in March but not have received it yet. Marshall called Deschutes County Assessor Scot Langton about this issue. Langton said the District will receive the funds later this year when the tax revenues come in. Langton said that the state of Oregon decided to change the way it was paid out this year. Marshall does not know if the District will receive these funds every year in the Fall or if it will change back the other time of the year and if this is related to the tax collection change due to the Covid Pandemic. Haarberg asked if the District will receive the funds in November for both 2020 and 2021? Marshall said it appeared that may be the way the funds will now be collected but he would need to call Langton and request an interpretation. Johnson said personnel services was over budget due to PERS but a budget change was recently approved. Johnson reviewed the budget line items and their balances. \$200,000.00 was transferred into the new Capital Improvement Fund. Interest of \$72,000.00. Miao said the District came through the Construction of the new Fire Stations quite well. The new Fire Stations final amount came in at \$9.8 Million. Johnson said \$8.2 Million was budgeted. Marshall reviewed many of the unexpected costs and that much of the funds we used for the overages was from interest and extra funds from the sale of the bonds.

C. Executive Director Report / Marshall: Marshall gave a report on the new fire station project warranty status with Station 302 and Station 306. Certificate of Occupancies are now all approved. Marshall reported on the IGA versus the MOU and how to proceed since it has been many years since the last time it was reviewed. The Finance Director for the City said we should review the IGA. Roshak asked if there should be an audit? Johnson said that our auditors review this. The City could tell us if there was an audit. Marshall will work with Chief Riley on this and report back to the Board.

D. City Manager Eric King: King reported virtually. Marshall said that the Fire Chief has been keeping us updated. Marshall told King we have new officers for the Fire District. Roshak asked King what he thought about the new fire stations? King said that they are beautiful and was incredibly happy how they turned out and that the City is working on a staffing plan for the new fire stations. Marshall asked King to give an update on the Public Works facility and if they are moving? King gave an extensive update on moving public Works to a new location within a five-year plan.

6. Old Business:

- A. New LGIP Account for Capital Improvement Fund: Haarberg reported. Johnson said this was required by the Auditors.
- B. Certificate of Occupancy: Reported under Executive Report.
- C. Budget Committee Members and Length of Terms: Marshall reported that ORS Statute is 3-Year Terms. Ron Ladd has one more year and he is willing to complete his term. The District had recently appointed two new budget members and there are two that are current for a couple more years.

7. New Business:

- A. Election of Officers: Conducted earlier in the Meeting.
- B. Painting of Eaves Stations #302 and #306: Marshall reported that he has a bid for \$4,830.00 to paint the soffits at Station 302. Haarberg made a motion to approve the bid. Scronce seconded the motion. Motion approved unanimously.
- C. Satellite phone: Marshall has been working with City IT personnel to try to improve the cell and data service to his home in Camp Sherman to have the service to work more days per week rather than driving in to the office to take care of business. Satellite phone may be the inexpensive method over other choices to get a service to talk with the fire department and constituents of the fire district. Marshall said he is not advocating for a satellite phone but if this is something the Board would want to allow him to stay in better contact for fire department business. The Board's direction was for Marshall to get the best plan and have it put on the Fire District's credit card. Miao wanted to be sure whatever the plan that it meets the needs and the volume of calls for the District.
- D. Resolution #116 Amendment: Marshall said there was a mistake on the approved Resolution that was given to the County Assessor and Scot Langton needed the Resolution corrected and re-signed. Johnson said that only one board member needs to sign it but the entire Board was attending and all Board members will sign.
- E. Roshak asked if there were any maintenance items that need addressed at the Old Fire Station in Tumalo? Marshall said there are some items that could help that building look better for the community of Tumalo. Marshall said that he could give an itemized budget to the Board for next year's budget. Miao asked if there could be a 5-year maintenance plan for all the buildings the Fire District owns? Marshall said it was his plan to have something to the Board before the end of the year. Marshall asked King if there was any discussion about the funds that currently are paid from the City budget for the payments on stations 301, 303, 304 and the Administration Building? Marshall said because these buildings are 20 years old now and will have some major repair issues in the next couple of years that should be addressed and how they will be paid for. King thought this was a good time to start discussing these issues since they will soon be working on the next biennial budget. Miao followed with discussion on the type of station uses. Marshall told King that Eric Coats has offered some property on the west side of Bend for a new fire station. Miao had questions to Chief Riley about the Dashboard report.

8. Meeting Adjourned at 12:55 PM.

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