

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday August 11, 2020 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call In Number is 1-503-946-5336 ID is 657 354 512#

1. For the Record: Open meeting at 11:30 AM with introductions by President George Roshak

In Attendance: George Roshak, President; Karl Scronce, Vice President; Kent Haarberg, Sec-Treasurer; Ray Miao and Gary Cadez, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Bill Boos, Deputy Fire Chief; Kay Johnson, Accountant; BC Trish Connelly and Business Manager Andrea Perkins remotely participating through virtual meetings software.

2. Public Comment: None

3. Approval of minutes of last meeting: Motion by Haarberg to approve the last meetings minutes. Motion Seconded by Cadez. Motion passed unanimously.

4. Consideration of monthly expenses: Motion by Haarberg to approve the monthly expenses with one change to the payroll and payroll taxes amount. Motion Seconded by Scronce. Motion passed unanimously.

Bank Balances as of July 31, 2020

Operating Fund

		Central Oregon Media		
11-Aug	5543	Group	Advertising	103.91
11-Aug	5544	DEQ	Septic Tumalo	471.00
11-Aug	5545	Mastercard	See Below	515.34
11-Aug	5546	Gary Marshall	Cell Phone	80.00
11-Aug	5547	KJ Accounting	Accounting	1,050.00
11-Aug	5548	NFPA	Dues	175.00
11-Aug	5549	Zumar	Sign supplies	1,478.25
31-Jul	DD	Gary Marshall	Payroll	6,947.81
31-Jul	EFT	Payroll Taxes	Payroll Taxes	3,414.60
8-Aug	EFT	Precisely Payroll	Payroll Processing Fee	47.70
				14,283.61

Mastercard

Century Link	Phone	56.70
Aloha Café	Board lunch	103.00
Red Carpet Car Wash	Car washes	165.00
Safeway	drinks for board mtg	38.74
Deschutes Brewery	Gift for IT support	50.00
Amazon	Office Supplies	81.92
DRI Crash Plan		<u>19.98</u>
	Total paid	515.34

(No transfers needed)

7/31/2020 Bank Balances:

Money Market	197,635.54
Checking	51,946.56

LGIP ACCOUNT/FUND: As of July 31, 2020

Opening General Fund Balance: \$1,423,900.45
Closing General Fund Balance: \$ 242,824.60
Dividends for General Fund: \$ 804.08

Opening Capital Improvement Fund Balance: \$0.00
Closing Capital Improvement Fund Balance: \$1,056,549.92
Dividends for Capital Improvement Fund: \$ 597.22

5. Reports:

A. Fire Department Reports / Fire Chief Riley: Chief Riley was contacted by the City Finance department to discuss the IGA between the District and the City. Two items to be updated, first was a sum of money to be transferred which has expired now so it needs to be removed, and the second was the Local Option Levy amount. Riley discussed the firefighter overtime challenges. Riley also discussed the Ambulance Operator positions and Kelly Days. Chief Riley reported on the Firefighter Covid cases within the fire department and the City policy. BC Connelly gave a follow up. Haarberg asked some questions regarding the response times

within the fire district. DC Boos said the averages are 11 minutes in the fire district. Boos said the traffic congestion in Bend is also a problem. Marshall asked if the fire department is meeting their response time 80 percentile goals. Boos said yes. The Board asked Boos if the Dashboard report could be modified to add the average times? Miao asked if there was a method to evaluate the response times to the amount of construction within the City. Boos said that would be a question for BC Jeff Blake.

B. Bookkeeping Report / Kay Johnson: The reports will look a little different from the past due to QuickBooks is now used to generate the reports. Johnson reviewed the reports, Operating Fund and the expenses. Johnson said she forgot to add the amount the District will be paying for PERS. Johnson reviewed the Capital Improvement Fund. Miao requested that the percent of the account balances be added to the report. Johnson also reviewed the LGIP accounts. Johnson and Marshall discussed what Griffin Construction is owed.

C. Executive Director Report / Marshall: Marshall gave an update on the new fire stations. Station 302 has some outside spalling of concrete. The inside floor of 302 is completed but needs some minor touchup on the wall adjacent to the floor. Marshall discussed some additional landscaping under warranty. Marshall gave a report on the continued discussions with City Planning regarding the screening around the HVAC units at station 306. Marshall has requested Chief Riley to discuss this issue with the Development Services Director. Marshall said that the District is willing to do whatever the City wants us to do to meet Code, but he feels the District has met the intent of the Code with the new plants installed to screen the HVAC units. Roshak asked if we should ask a higher authority in the City. Riley said he will have a meeting with the Development Services Director to get this issue resolved. Marshall spoke with David Albright to review our loans on the fire stations since the interest rates have dropped. Marshall will follow up on this for the next meeting.

6. **Old Business:**

A. Solar Tax Revenue : Marshall reported he spoke with County Assessor Scot Langton. The Solar Tax Revenue will now come with our tax payments in November instead of the Spring as it has been. Johnson asked if we would have to pay that revenue to the City? Haarberg asked what does the contract say? If the funds come as tax revenue that looks like a property tax it would be questionable if it is owed to the City as it was not budgeted this way. Roshak believes the tax is not by property value but by solar generation. The Board needs more clarification. Marshall will contact Langton to resolve this issue.

B. Painting of Station 302 Roof Eaves: The painting for station 302 will be completed in September.

C. Satellite Phone: Marshall reported that he received his free phone and the District has a one-year contract with GlobalStar for \$64.95 per month for unlimited minutes.

7. **New Business:**

A. Newsletter: Marshall said he is working on the newsletter. Miao approached Marshall to ask if it would be something that retired BC Howe would be interested in for a small contract. Haarberg made a motion to pay Howe up to \$1,000.00 to write the stories and assist in the newsletter where needed. Scronce seconded the motion. Motion approved unanimously. Miao asked if he would create the entire newsletter? Marshall said he

will be involved in the process. Miao wants better graphics on the front page. Marshall asked the Board if they want the newsletter ready to distribute in the Fall? The Board responded yes. Miao asked when the next Levy would be voted on? Boos said 2023 but the prework would be done in 2022 and to complete the survey. Boos said to get on the agenda for Homeowner Associations to discuss the levy we need to be ready in January 2022. Miao said it would be good to have the newsletter to start preparing to educate the public.

B. IGA / Contract report by Chief Riley: Reported under Fire Chiefs Report.

C. Deferred Projects to be completed on new fire stations: Marshall said he approved some new shower doors for station 306. Marshall asked the Board if the Board would like to continue to allow him to approve work on the new fire stations as he did when they were under construction with an amount not to exceed \$10,000.00? Anything over that amount would need to be approved by the Board. The Board agreed to this by consensus. Roshak asked Marshall if there were other items such as the Old Station 302 that needs maintenance? Marshall said there may be depending on budget. Marshall has concerns about current and future maintenance items and if the funding will be available from the City as per the contract. Marshall would like to have a joint fund for maintenance between the City and the Fire District. Riley said the discussion we had with Eric King at the last meeting was a start and maybe referring this distribution of work to the IGA. Marshall will be working with City staff on a maintenance schedule this Fall.

8. Meeting Adjourned: 12:40 PM.

9. Next Regular Board Meeting: September 15, 2020 at 11:30 A.M.