

**Approved Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday September 15, 2020 at 11:30 A.M.  
Teleconference Available due to Governors Social Distancing Order  
Call Number 1-503-946-5336 - ID is 365 652 680#**

- 1. For the Record: Open Meeting and Introductions at 11:32 AM.**  
**Present:** George Roshak, President; Karl Scronce, Vice President; Ray Miao, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Kay Johnson, Accountant; Larry Medina, Deputy Fire Chief. Kent Haarberg absent.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** Approved by consensus.
- 4. Consideration of monthly expenses:** Marshall reviewed the expenditures and current balances. Motion by Scronce to approve the expenses to be paid. Motion seconded by Cadez. Motion passed unanimously.

**Bank Balances as of August 31, 2020**

Sep. 2020 Checks Written:

5550	Central Oregon Media	Public mtg notice ad	103.91
5551	Mastercard	See below	900.82
5552	Gary Marshall	Cell Phone	80.00
5553	Griffin Construction	Final Payment	16,244.07
5554	IRS	Tom Fay error 2017	394.56
5555	Kay Johnson	Accounting	1,050.00
5556	Lifeflight	Gary's Membership	119.00
EFT	Gary Marshall	Payroll	7,243.78
EFT	Payroll Taxes	Taxes	3,636.70
EFT	Precisely Payroll	Payroll fee	<u>47.70</u>
		<b>TOTALS</b>	<b>29,820.54</b>

Mastercard:

Under Armour	Uniforms	98.00
Tate & Tate Catering	Board Lunch	110.00
DRI	Crash Plan	19.98
Brilliance in Marketing	Department Hats	397.00
Century Link	Phone	57.14
Globalstar USA	Satellite Phone and Initial Fees	133.73
Harbor Freight Tools	Tote Box	36.99
Baxter Auto Parts	Wiper Blades	<u>47.98</u>
		<b>900.82</b>

8/31/2020 Bank Balances:

First Interstate Checking	37,145.29
First Interstate Money Market	197,677.50
LGIP Operating Fund	259,410.74
LGIP Capital Improvement Fund	1,057,444.78
LGIP Operating Fund Dividends	217.70
LGIP Capital Improvement Funds Dividends	894.86

**No Transfers Necessary**

**Reports:**

A. Fire Department Reports / Deputy Fire Chief Larry Medina: Medina gave an overview of the wildfires that have ignited across Oregon and the Bend personnel that have activated to many of these fires. It was reported that Deschutes River Woods has formed a “Fire Squad” to activate residents to combat wildfires in their subdivision. Medina said that Bend Fire Officers will be contacting the leadership of this group to encourage them to work on fire prevention activities where they could help the fire department rather than to risk their life to extinguish fires. Bend Fire personnel will be working more with this group to help educate them on the risk and where they can help their community. Board members responded with questions to Medina. Medina reported on the Outdoor Burning App within the Fire District boundaries and that it is ready to go internally and externally. This application will allow Bend Fire to keep track of the outdoor burning within the District and to alert residents when burning needs to be extinguished. The cost to the Fire District is free for the first year and it will cost approximately \$1,500.00 for the second year. Medina reported on the Dashboard Report. He spoke to the response times and why the times have increased. Medina answered questions from the Board regarding response directions from fire stations. Miao questioned the response map within the report and Medina said he will get a corrected copy to the Board. Also, Medina said that Bend Fire has had ample staffing to cover the firefighters absent on deployments to other fires. Roshak asked how do Lookout Towers spot fires when it is smoky outside? Medina said in smoky conditions when visibility is poor, aviation tactics use specialized equipment to locate heat on the ground to locate fires.

B. Accountant Report / Kay Johnson: Johnson reviewed the Operating Fund balances with the Board. She said everything is right in line to where it should be. Johnson then reviewed the Capital Improvement Fund with the Board. Marshall expanded on the Address Sign Program and why the percentage to the year end was higher than expected. Miao asked about transfers and Johnson answered his question.

C. Executive Director Report / Marshall: Marshall reported that since the City of Bend Fire Department maintenance budget for the fire stations was reduced it has not left the money needed to complete projects that was anticipated to be completed this fiscal year. Marshall discussed the contract with the Board and what the City is responsible for to meet the obligations of the contract. Marshall has been invited to meet with the Fire Chief and City Manager to discuss next year’s City biennial budget with hope to find funding to complete the needed maintenance objectives. Marshall will entertain, with the Boards approval, to find a solution to maximize funding between the City and the District to complete the long term maintenance goals, but the funds will need funding source outside of the FireFund where the District already contributes funds for operations and maintenance of all fire stations. Marshall said that the exterior painting of all fire stations except for #302 and #306 needs to be completed next summer. Marshall said the interior painting as well as carpet replacement needs to be completed on almost all buildings as soon as possible. Miao asked if Marshall needs anything from the Board when he meets with the City manager? Marshall said he will gather information and present it to the Board and will not make any decisions for the Board.

**6. Old Business:**

A. Solar Tax Revenue: Roshak asked if the funds are coming from Tax Revenue or are these fees generated from the amount of power sold by the solar farm? Marshall said he contacted Scot Langton and will invite him to a Board meeting if needed. Johnson said she reviewed the spreadsheets that Langton sent and feels the funds are separated from tax

revenue so she can be sure that amount of funds distributed to the Fire District won't be transferred to the City with the tax revenues. Marshall said the amendments to the IGA/Contract is an opportunity to strengthen the language in the contract with the City to make sure we keep these funds. Roshak said the funds from the Solar Farm are in lieu of taxes. Miao also said in lieu of taxes the funds generated are from the solar power sold. Johnson said the sum is about \$19,000.00 per year. Discussion from the Board about if we need Langton to come to the Board meeting. The Board's decision was to use Johnson's analogy to how the payment will be made to the City and if there are concerns, we will have Langton become more involved as well as Chris Mahr which is the District's Auditor. Roshak asked if SDAO would be willing to review the IGA/Contract? Johnson said it is required for them to review it. Marshall suggested that David Ulbricht from SDAO also review it from a financial perspective.

B. Newsletter: Marshall said he is working with Dave Howe to write some stories for the newsletter. Marshall has a meeting with him this week and will formulate a plan to get the newsletter completed in early October.

C. HVAC Plant Screening at Station 306: Marshall said this has been resolved with the City of Bend Planning Department with the assistance of Fire Chief Riley. The current plants will meet the requirements of the Planning Department and there are no other concerns from them.

**7. New Business:**

A. Deferred Projects for New Fire Stations: Marshall said that there are some small projects such as better shower doors at stations 302 and 306. Marshall also said that he will be adding black out shades to both stations due to the window tinting was not dark enough during the evening hours.

B. Report from David Ulbricht SDAO: Marshall reported the Ulbricht said that the current loan for the two newest fire stations there is loan contract language that prohibits a refinance for a period of time. Marshall said Ulbricht reported that the other debt on the Training facilities and the East station could be refinanced but it may not save much money as there is only a few more years before it is paid off. Consensus from the Board was not to do anything right now.

C. Field Audit: Marshall said that the Field Audit is scheduled with Chris Mahr and Associates during the week of October 19<sup>th</sup>. Johnson will assist for one day and Marshall will be working with them for the week or until they are completed.

**8. Meeting Adjourned: 12:40 PM.**

**9. Next Regular Board Meeting: October 13, 2020 at 11:30 A.M.**