

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday October 13, 2020 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 233 762 642#**

- 1. For the Record: Open Meeting and Introductions at 11:30 A.M.**
Present: George Roshak, President; Karl Scronce, Vice President; Kent Haarberg, Secretary-Treasurer; Ray Miao, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Kay Johnson, Accountant; Bill Boos, Deputy Chief; Trish Connelly, Battalion Chief; Andrea Perkins, Fire Department Business Manager.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** Scronce made a motion to approve the Minutes. Motion seconded by Haarberg. Motion passed unanimously.
- 4. Consideration of monthly expenses:** Marshall reviewed the monthly expenses. Haarberg made a motion to approve the expenses. Motion seconded by Cadez. Motion passed unanimously.

Bank Balances as of September 30, 2020

Oct, 2020 Checks Written:

5557	97 Painting	Tumalo 302 Deferred Painting	5,580.00
5558	Alpine Glass Co	Shower Doors 302 & 306	2,235.00
5559	Central Oregon Media	Public mtg notice ad	101.54
5560	Mastercard	<u>See Mastercard below</u>	545.49
5561	Gary Marshall	Cell Phone	80.00
5562	Kay Johnson	Accounting	1,050.00
5563	Levrum	Software for station placement	4,950.00
5564	Govt Ethics Commission	Annual billing	548.87
5565	SDIS	Workers Comp Insurance	598.11
5566	Zumar	Address Sign supplies	625.00
EFT	Gary Marshall	Payroll	7,243.78
EFT	Payroll Taxes	Payroll taxes	3,636.70
EFT	Precisely Payroll	Payroll fee	<u>79.20</u>
		TOTALS	27,273.69

Mastercard:

Amazon	Surge Protector Computer	16.53
Amazon	Smart TV 306 for Solar	190.00
Aloha Café	Board lunches (2) Double Charge	189.00
Century Link	Phone	57.15
DRI Crash plan	Backup	19.98
Globalstar	District Satellite phone	<u>72.83</u>
		545.49

9/30/2020 Bank Balances:

First Interstate Checking	12,991.27
First Interstate Money Market	197,718.12
LGIP General Fund	268,542.77
LGIP Capital Improvement Fund	1,058,311.54
LGIP General Fund Dividends	219.45
LGIP Capital Improvement Dividends	866.76

Payments to US Bank for Debt Service from LGIP:
\$163,650.00 (due 11/28/2020)
\$116,099.92 (due 11/25/2020)

Transfer from MMA to Checking
\$40,000

Transfer from LGIP Capital Improvement to LGIP
\$9,067.18

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Fire Chief Riley said that the IGA review was delayed due to a change in City staffing. Riley said that he had a meeting with City management to discuss budget impacts. He said that Marshall was to be invited, but since City Manager Eric King could not attend Riley felt that Marshall should cancel until a time when King could be in attendance to discuss maintenance of the fire district buildings. Riley discussed an adjustment of ALS services at station #306 and other stations. Riley said if response times increase then the units will need to be moved back to Station #306. Roshak felt the response times also may increase due to COVID response. Miao had questions regarding response times and deployment of services. Roshak asked if the Fire Department has an advanced education system to help management staff in training to better themselves for promotions and career development. Riley said there are programs in place for career development for those individuals.

B. Accountant Report / Kay Johnson: Johnson reviewed the fire district budget and expenditures. Operating Fund and the Capital Improvement Fund was reviewed. Johnson said the budget is where it should be for this time of year.

C. Executive Director Report / Gary Marshall: Marshall had no report.

6. Old Business:

A. Deferred Projects for New Fire Stations: Marshall reported on the replacement of window blinds at station #306 to add a blackout material which will cost approximately \$5,000.00. Marshall also said that he will be having a contractor add another natural gas reset button at the two new fire stations for the outside BBQ.

B. Newsletter: Marshall stated the Fall newsletter has been completed and is at the printing company. The newsletter should be delivered to fire district residences the following week. He will bring copies for the next Board meeting.

C. Audit: Marshall reported the Auditors Field Audit will start October 19th and should be completed in a few days. Marshall does not anticipate any large issues.

7. New Business:

A. Newsletter: Report under Old Business.

B. Life Flight/FireMed for Board Members: Roshak asked the Board if they should pursue the Air and Ground Ambulance subscriptions for the elected Fire District Board. Haarberg agreed the Board should and followed with discussion. Marshall gave the Board prices for each household which is \$184.00 each year for both air ambulances and the ground ambulance. Johnson said Board members are allowed \$50.00 compensation per month by Oregon law. Haarberg made a motion to get both air ambulances and ground ambulance for each one of the five board members. Scronce seconded the motion. Discussion followed. Miao felt the Executive Directors

subscription should be separate due to that is part of his benefit package. Motion approved unanimously.

- C. District Building Maintenance Fund: Marshall proposed a new method to create a Building Maintenance Fund, his thought is to raise the current \$1.185 rate one penny to a \$1.195 that is contributed into the Fire Fund which would raise about \$150,000.00 each year to complete the maintenance needed to keep the buildings current on their needs. Haarberg asked Riley if that methodology sounds good to the City. Riley did not know currently. Marshall said if needed we could propose a sunset clause to an MOU or for an amendment to the IGA/Contract between the District and the City. Discussion followed. Marshall gave a history why it appears we are behind in managing the maintenance of the fire stations over the last 20 years. Board agreed to pursue this revenue request with the City.

- D. FireFree Wildfire Grant Application: Lindsey Greco from Sylvan Knolls-Boonesborough is requesting \$2,500.00 for their subdivision to remove wildland fuels for 223 lots with 125 participants. Haarberg felt this was a reasonable request for that size of subdivision. Haarberg made a motion to approve the \$2,500.00 grant request if they can demonstrate that they have \$5,000.00 in receipts for a 50% match. Scronce seconded the motion. Discussion followed. Board said that a fire department representative should give consultation prior to them starting on the grant. Motion passed unanimously.

- E. Resolution #119 Spending Capital Improvement Funds: Roshak read the resolution. Haarberg moved to approve Resolution #119. Motion seconded by Cadez. Motion approved unanimously.

8. **Meeting Adjourned:** 12:47 PM.

9. **Next Regular Board Meeting:** November 10, 2020 at 11:30 A.M.