

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 10, 2020 at 11:30 A.M.**

**Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 315565219#**

- 1. For the Record: Open Meeting and Introductions: 11:33 AM.**
Present: George Roshak, President; Karl Scronce, Vice President; Kent Haarberg, Secretary-Treasurer; Ray Miao, Director; Gary Marshall, Executive Director; Kay Johnson, Accountant; Todd Riley, Fire Chief; Andrea Perkins, Fire Department Business Manager; Bill Boos, Deputy Chief; Greg Bryant, Citizen. Director Gary Cadez was Absent.
- 2. Public Comment:** None.
- 3. Approval of minutes of last meeting:** Miao requested to correct the minutes to read \$1.185 instead of \$118.5. Haarberg made motion to approve the minutes. Motion seconded by Scronce. Motion Passed Unanimously.
- 4. Consideration of monthly expenses:** Marshall reviewed the expenses, deposits, and balances. Haarberg reviewed the expenses and verified that all of the monthly accounting transactions are accurate to the best of his knowledge. Motion by Haarberg to approve the expenses. Motion seconded by Scronce. Motion Passed Unanimously.

Nov. 2020 Checks Written:

| | | | |
|------|----------------------------|-------------------------|------------------|
| 5567 | Airlink | Board Membership | 575.00 |
| 5568 | Changing Light Media | Dave Howe-Newsletter | 1,000.00 |
| 5569 | Dan Derlacki | Bolts for Signs | 34.00 |
| 5570 | Diversions LLC | Shades for PB | 5,250.00 |
| 5571 | Every Idea Marketing | Newsletter | 7,555.40 |
| 5572 | Mastercard | See Below | 565.86 |
| 5573 | Gary Marshall | Cell Phone Reimb | 80.00 |
| 5574 | Kay Johnson | Accounting | 1,050.00 |
| 5575 | LifeFlight | Board Membership | 345.00 |
| 5576 | SDAO | Membership Dues | 411.10 |
| 5577 | SDIS | Worker's Comp Insurance | 598.11 |
| 5578 | Superior Mobile Auto Glass | Vehicle Glass repair | 598.00 |
| EFT | Gary Marshall | Payroll | 7,243.78 |
| EFT | Payroll Taxes | Payroll taxes | 3,636.70 |
| EFT | Precisely Payroll | Payroll fee | 47.70 |
| | | TOTALS | 28,990.65 |

Mastercard:

| | | |
|----------------|-------------------|---------------|
| Amazon | Heater for office | 129.00 |
| Kell's Kitchen | Board Lunch | 105.00 |
| Robberson Ford | Vehicle service | 102.23 |
| Wordpress | Website | 48.00 |
| Chan's | Lunch meeting | 30.75 |
| Century Link | Phone | 57.32 |
| DRI Crash plan | Backup | 19.98 |
| Globalstar | Satellite phone | 73.58 |
| | | <u>565.86</u> |

10/31/2020 Bank Balances:

| | |
|-------------------------------|------------|
| First Interstate Checking | 34,819.53 |
| First Interstate Money Market | 157,753.82 |
| LGIP Operating Fund | 286,990.15 |

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

\$30,000

Transfer from LGIP Capital Improvement to LGIP

\$5,250

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Chief Riley reported on the newly elected City Council. Dashboard Report reviewed. Miao had a question regarding the density of emergency calls to a specific area downtown. Response time from Station #306 reviewed and times have improved from the summer months. Riley reported on the status of the IGA/Contract edits between the City and the Fire District, no change in status but he will stay on top of it. Building Maintenance Fund was discussed. Riley also discussed a Senior Captain position that will be responsible for light maintenance responsibilities within their fire station and when he may commence that project. Discussion followed. Boos gave an update on new road projects within the fire response area. Discussion followed.

B. Accountant Report / Kay Johnson: Johnson asked if there were any questions with her written report to the Board. The Board said no.

C. Executive Director Report / Gary Marshall: Marshall asked if the Board would like to keep the Board meeting in December on the 15th due to the holidays. They said yes. Marshall discussed the Building Maintenance Fund for \$1.195, Marshall said the full amount would not be collected until after the summer of 2021. He is concerned due to the need of painting the exterior of the buildings to start no later than July of 2021. Marshall discussed other types funding partnerships that could be done with the City to have funds available earlier in the budget year. Riley said let us continue with discussions regarding the Building Maintenance Fund for the \$1.195 as the City could actually spend the funds for painting in July as long as it was budgeted.

6. Old Business:

A. Life Flight / FireMed Applications: Marshall said the applications for the Board will be mailed off today since the checks are signed. Marshall said that the Board individual renewal forms will go to them personally next year, not the District. The District will pay for them.

B. Newsletter: Marshall said that the Newsletter was sent out. The line item budget for the newsletter is about half used so there should be enough funding for a Spring newsletter.

C. Audit: Board members should have received a questionnaire from the Auditor for each Board member to complete.

7. New Business:

A. P.E.R.S. Statement: Marshall said that the State of Oregon forecasted amount came in under than what was budgeted by the Fire District.

- B. Address Sign Cost: Marshall said the Fire District Address sign project costs are currently not covering the cost to make the signs. To install the signs is an additional staffing cost that the Fire Department covers. Marshall said the material cost for each sign is \$25.00. The current cost of the sign is \$15.00. Scronce made a motion to increase the cost of each address sign to \$25.00. Motion Seconded by Haarberg. Motion approved unanimously.
- C. Wildfire Mitigation Advisory Committee: Marshall discussed the history of the Task Force for the County regarding new building codes for homes in the WUI. The County Planning Department welcomes a letter from the Fire District. Marshall asked the Board if they would like a letter written to the County and if so, do they want him to write it? Discussion followed. The Board felt that Marshall should write a draft letter to support the Building Code adoption for homes in the WUI areas of the Fire District. Marshall said he will prepare a draft for the Board to review before he sends it to the County.
- D. SDAO Virtual Training November 18th: Marshall discussed the training from SDAO. Scronce asked if these trainings help with insurance credits? Marshall said yes and there is no cost to this class. Roshak said that there was some interesting topics. Boos gave an update regarding Transportation. This discussion was put under the Fire Chiefs report.

8. Meeting Adjourned: 12:45 PM.

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