

**Draft Board Minutes**  
**Deschutes County R.F.P.D. #2**  
**Board of Directors Meeting**  
**Tuesday December 15, 2020 at 11:30 A.M.**  
**Teleconference Available due to Governors Social Distancing Order**  
**Call Number 1-503-946-5336 - ID is 977453953#**

- 1. For the Record: Open Meeting and Introductions: Meeting Opened at 11:35 AM.**  
**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; Todd Riley, Fire Chief; Andrea Perkins, Fire Department Business Manager; Bill Boos, Deputy Chief; Marilyn Miller, Citizen; Chris Mahr, Auditor.
  
- 2. Public Comment:** None
  
- 3. Approval of minutes of last meeting:** Haarberg made a motion to approve the minutes. Motion seconded by Scronce. Motion passed unanimously. Miao requested that more detail be written in the minutes, especially when there is a question asked. Roshak responded that he believed we are doing that, and we will pay more attention to this in the future.
  
- 4. Consideration of monthly expenses:** Haarberg stated he reviewed the expenses, deposits and balances and verified that all the monthly accounting transactions are accurate to the best of his knowledge. Motion by Haarberg to approve the expenses. Motion seconded by Scronce. Miao had a question about the LGIP Fund balance, Haarberg said the Taxes were collected but the City has not invoiced the District at this time for payment. Motion passed unanimously.

Dec. 2020 Checks Written:

5579	Alpine Glass Co	Tumalo Shower Doors	2,235.00
5580	Central Oregon Media Group	Ad for Board mtg-Dec	99.17
5581	Mastercard	See Below	349.83
5582	Gary Marshall	Cell Phone Reimb	76.00
5583	Kay Johnson	Accounting	1,050.00
5584	Phil Anderson	Legal	227.50
EFT	Gary Marshall	Payroll	7,243.78
EFT	Payroll Taxes	Payroll taxes	3,636.70
EFT	Precisely Payroll	Payroll fee	<u>47.70</u>
		<b>TOTALS</b>	<b>28,990.65</b>

Mastercard:

Olive Garden	Agenda meeting	57.29
Office Max	Office Supplies	24.99
Safeway	Board Meeting lunch	6.99
USPS	Stamps	110.00
Century Link	Phone	57.00
DRI Crash plan	Backup	19.98
Globalstar	Satellite phone	<u>73.58</u>
		349.83

11/30/2020 Bank Balances:

First Interstate Checking	33,884.47
First Interstate Money Market	127,783.00
LGIP Operating Fund	4,912,989.35
LGIP Capital Improvement Fund	1,045,450.45

Transfer from LGIP Capital Improvement to LGIP  
\$2,235.00

**5. Reports:**

A. Fire Department Reports / Fire Chief Todd Riley: Riley reported that Retired Captain Pete Ribble had died from Covid-19. Riley said he enjoyed the meeting with the new County Commissioner. Also, he reported that he met with the new City Councilors, committee assignments will be appointed in January. Riley has drafted a letter to the County Planning Department regarding the new wildfire building codes. Riley said that new job announcements have been posted for new Ambulance Operators and new Firefighter/Paramedics. Riley said the edited IGA between the City and District is being processed by City staff. City Council Consent Agenda has the new Ladder Truck for discussion. Roshak asked where it will be stationed? Riley said at Station 305. Scronce had a question about the response times and they appear to be going up, discussion followed by Riley and Haarberg. Miao asked Riley about statistics on survival rate. Riley said that the issue with many of these statistics is that only one call can make the statistics appear to be a large increase but, there are so few calls in a specific graph of a statistical chart that it is not truly a large increase and it is deceiving. Miao had another question if the fire department would start using drones to suppress large structure fires? Chief Riley said he has seen the videos, but rarely would our fire department use such a tool on a regular basis and the price and training of such a tool does not make practical sense for a department our size to invest in such a tool. Boos reported that GEMT funds from the Oregon Health Authority may be available to the fire department soon which possibly could be over three million dollars. Boos said there was Oregon legislation to allow fire departments the funding, but it will take time for the OHA to work through this process. Boos said that nothing is guaranteed.

B. Accountant Report / Kay Johnson: Johnson said that the property taxes are coming in much higher than we budgeted. Marshall and Johnson said that we budgeted 92% due to the COVID-19 year and collections are at 98% so far. Marshall asked Johnson when the amount the City paid for rent will be added to the monthly balances. Johnson said the following month. Miao asked Johnson if we are at 92% of the 98%? Johnson said we are currently at 98% collections at this date in time. Roshak said we are above the projected numbers.

C. Executive Director Report / Gary Marshall: Marshall said that the Notice of Election Form is in everyone's packet for them to review. Cadez, Scronce and Roshak will be up for election this spring. Marshall said there is an annexation request for two parcels of property to come into the Fire District. Marshall said once the fire department administration has agreed that they will serve this property then the Fire District will proceed with the annexation process. Roshak asked where the property is? Marshall replied near the airport. Roshak said it heavily weighs on the Fire Chief indicating the City will protect the property. Marshall said he completed the Special Districts Insurance District (SDIS) survey and the Fire District will receive a 4% credit on their insurance

rates. He said there was a 10% potential, but this required the Fire District to create some new policies to get that additional 6%. Marshall said our insurance premium is small compared to other fire districts, so the savings will be small.

**6. Old Business:**

A. Wildfire Mitigation Advisory Committee: Marshall said he wrote a letter to the Deschutes County Development Services Department as the Board requested with regards to encouraging the County to adopt new rules to better protect homes in the Wildfire Urban Interface.

**7. New Business:**

A. Meeting with Newly Elected County Commissioner Phil Chang: Roshak felt that newly elected County Commissioner Phil Chang was very informed and politically astute and incredibly supportive to increase safety to protect homes from wildfire. Scronce felt that the conversation with Chang appeared to be centered around that committee and hopefully what Chang can do when he becomes a Commissioner. Scronce felt that Marshall did a good job explaining the relationship between the Fire District and the City. Scronce felt that Chang was extremely interested in what the Fire District wanted. Marshall said that the reason for the meeting with Chang and Eric King was because of some discussions that Scronce had with Chang at a previous meeting. Scronce and Roshak attended the meeting and there was no quorum of Fire District elected officials.

B. Audit Report / Chris Mahr: Mahr gave a summary of the audit. He said it went very well. Chris has no concerns as to the audit. Assets and liabilities for the financial operations are good. Details of the General Fund, Capital assets and Debt as well as PERS was discussed. Contributions will be made now to PERS with Marshall's employment to pay off previous employees PERS debt, but no funds will go towards Marshall's retirement. Mahr said that he and Marshall discussed funds that may be budgeted to help pay for maintenance and repairs for the 20-year-old buildings which Mahr felt this is a good decision as the owners of the fire stations. Mahr said there are some forms that must be completed such as the Action Plan. The Board appreciated Chris Mahr's report and his audit. Marshall felt that it was a great process working with Mahr and his team of employees during the audit.

**8. Meeting Adjourned at 12:25 PM.**

**9. Next Regular Board Meeting: January 12, 2020 at 11:30 A.M.**