

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday March 10, 2020 at 11:30 A.M.
Fire District Headquarters / Fireside Conference Room

- 1. For the Record: Open Meeting and Introductions**
- 2. Present:** Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Karl Scronce, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Larry Medina and Bob Madden, Deputy Fire Chiefs; Kay Johnson, Finance; Greg Bryant, Deschutes River Woods HOA. Director Gary Cadez absent.
- 3. Public Comment:** None
- 4. Approval of minutes of last meeting:** Haarberg made a motion to approve the minutes. Seconded by Scronce. Motion approved unanimously.
- 5. Consideration of monthly expenses:** Haarberg moved to approve the expenses. Seconded by Roshak. Motion approved unanimously.

OPERATING ACCOUNT/FUND:

March, 2020 Checks Written

Operating Fund

10-					
Mar	5511	Griffin Construction	Final payment		433,040.58
10-					
Mar	5512	VOID			
10-					
Mar	5513	Central OR Fire Chiefs Assoc	Annual dues		150.00
10-					
Mar	5514	Central OR Media Group	Board meeting ad		108.65
10-					
Mar	5515	Mastercard	See Below		1,052.21
10-					
Mar	5516	Gary Marshall	Cell phone reimbursement		80.00
10-					
Mar	5517	Kay Johnson	Accounting		1,000.00
10-					
Mar	5518	Kent Haarberg	Conference Reimbursement		347.25
28-Feb	DD	Gary Marshall	Payroll		6,947.81
28-Feb	EFT	Payroll Taxes	Payroll Taxes		3,414.60
7-Mar	EFT	Precisely Payroll	Payroll Processing Fee		47.70
					446,188.80

Mastercard

Century Link-phone		58.28
Inn at the Shore	Kent hotel SDAO Conf	268.46
Inn at the Shore	Gary hotel SDAO conf	268.46
Meals	SDAO Conference	340.83
DRI Crash Plan		19.98
Pilot	Fuel	43.49
Safeway	Board meeting supplies	52.71
	Total paid	1,052.21

Need to transfer \$121,548.19 to City of Bend from LGIP for 2019 tax receipts
Need to transfer \$450,000 into checking account to cover above checks

Bank Balances: As of February 29, 2020

LGIP: \$1,983,464.52
Money Market: \$57,529.56
Checking: \$28,279.09

LGIP ACCOUNT/FUND: As of February 29, 2020

Opening Balance: \$5,913,396.61
Closing Balance: \$1,983,464.52
Dividends: \$6,200.00

6. Reports:

A. Fire Department Reports / Fire Chief Riley: Medina gave a PowerPoint presentation on a computer application that the Fire Department can use within the Fire District to educate residents on good practices while burning debris, tracking the daily burning operations within the Fire District in addition to a systematic method to manage the open debris burning program. The first year is free of charge and every year after that there is a charge that is calculated by the number of residents/subscribers using the app. Medina thought it would cost about \$1.00 per subscriber. Roshak asked if Medina is recommending this program, Medina said yes. Miao asked how long Sister-Camp Sherman Fire District has been using this app? Johnson said one year. Haarberg thought we could use this program as educational tool and use funds from the education budget line item. Consensus of the Board was to have Medina to proceed with the exploration and research of the program. Riley feels that Medina should also contact the fire station crews to get their intake on the program.

Riley reported that the City Manager had its fifth annual business meeting at the Tower Theater.

Riley spoke to the City group on the new fire stations and how the City and the Rural Fire District work together. Riley gave a report on the COVID-19 virus. At this point there is a lot of information but no cases yet in central Oregon, but that could change next week. Haarberg asked if adding the extra PPE slows the response times? Riley said not really. Riley said some items they have ordered to stock up and get ready for the virus are not backordered any longer, when in fact the orders have been cancelled by the supplier. Riley said the Tyler Cad dispatching program went live a week ago and there are some issues especially when a call gets dropped. Riley passed out the Dashboard Report with statistical information for the fire department. Discussion followed by the Board regarding the amount of information they would like to see on the monthly report. Riley reported on the Grievance status from the Union to hopefully avoid arbitration from the firefighters.

B. Bookkeeping Report / Kay Johnson: Johnson said the District has collected 95% of their taxes. Personal services are at 67%. City of Bend contract fees will probably be about 1% more than budgeted. Discussion followed on audit fees and to remember to budget for the additional amount. Johnson said we have not overspent the budget. Capital Improvement Fund discussed for station development was \$9.5 million. The District is \$44,000. over the amount budgeted. Johnson said the Levy of .20 amount we pay everything to the City. The \$1.185 we pay the City on the assessed value.

C. Executive Director Report / Marshall: Marshall reported on the results of the Facebook page and gave some history. Marshall said that the Fire Department has now been approved to use a Facebook within their new media plan. Marshall asked the Board if they would like to continue with the Fire District Facebook page since one of the main reasons was to have this social media platform for the fire department. The Board felt our Facebook page is part of our communications program and should keep it. Marshall said there was a request to help fund Battalion Chief Howe's retirement function. The Board said that they will only do this for a Fire District employee and they did it for Chief Langston but don't want to do it for all fire department employees even though they appreciate all of them. Marshall submitted a form for the Municipal Dept Advisory Department. Energy Trust of Oregon sent the Fire District their final check which the total came in just over \$21,000. for energy credits on the new fire stations. There is a Bureau of Labor Industries (BOLI) complaint which required the Fire District to submit forms to them for their investigation. The complaint appears to be against a sub-contractor with Griffin Construction. Marshall said the Oregon Department of Environmental Quality (DEQ) has requested that the Fire District to be monitored from Deschutes County instead of the State of Oregon.

7. Old Business

A. Griffin Retainage Request: Marshall said the Board needs to void the current check to Griffin Construction and create a new check that deletes \$20,000. from the total amount of the retainage so we know that the Tumalo floor repairs get fixed. Marshall reported that a bay door was damaged from an ambulance at station 306. He will turn this in as a warranty item to Griffin Construction.

B. Contract Language for Fire Fund Accounting: As another reminder, Marshall has requested once again for the City to draft language for the Board to review.

C. Certificate of Occupancy: No Certificates of Occupancy for the new stations at this time, but continue to work on it. To finish the process for the Pilot Butte station, Riley paid \$3,500. for the architect's engineers to complete the "As-built" drawings.

8. New Business

A. Fire Code Adoption Ordinance #2020-01 Adoption: Haarberg made motion to adopt Ordinance #2020-01. Motion seconded by Sconce. Motion passed unanimously. Marshall will forward the ordinance to Deschutes County Commissioners for them to adopt it by Resolution as per ORS.

B. Budget Calendar: Haarberg made motion to appoint Marshall as the 2020-21 Budget Officer. Roshak seconded the motion. Motion passed unanimously. A Budget Coordination Group will meet in April. Marshall will confirm all Budget Committee members. Budget calendar approved by consensus by the Board.

C. Energy Trust Incentive Check: Already reported under Executive Directors Report.

D. Marshall Performance Appraisal Date: Currently Marshall has a two-year contract. Miao prefers a three-year rolling contract. Discussion followed how to evaluate and discuss Marshall's annual review. Marshall said he will support the direction of the Board on how they would like to proceed. The Board decided that at the April meeting a discussion on Marshall's Performance Review will take place but will not go into Executive Session.

E. Wildfire FireFree Grants: Jan Swaggerty from a Tumalo area subdivision applied for a grant working with 20 homes. Deputy Fire Marshal Derlacki has reviewed the grant requirements with the organizers. Marshall also will review the requirements with the applicant. Haarberg asked if there is enough money in the Budget. Marshall said yes and the applicants will need to complete this project by June 2020. Marshall will do a follow up after the end of the project. Scronce asked if they could burn the debris. Haarberg made a motion to approve the full amount of \$1,359.00. Motion Seconded by Roshak. Motion passed unanimously.

9. Meeting adjourned at: 1:45 PM.

10. Date & time for next Regular Meeting: April 14, 2020 at 11:30 A.M.