

**Approved Board Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday April 14, 2020 at 11:30 A.M.  
Attendance by Teleconference due to Governors Physical Distancing Order  
Call In Number is 1-503-946-5336 ID is 340 274 896#**

**1. For the Record: Open Meeting and Introductions**

Ray Miao, President; George Roshak, Vice President; Kent Haarberg, Sec-Treasurer; Karl Scronce, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Bill Boos and Bob Madden, Deputy Fire Chiefs; Kay Johnson, Finance.

**2. Public Comment:** None

**3. Approval of minutes of last meeting:** Consensus to approve the minutes.

**4. Consideration of monthly expenses:** Haarberg made a motion to approve the monthly expenses. Seconded by Roshak. Motion Passed Unanimously.

**OPERATING ACCOUNT/FUND:**

**Bank Balances: As of February 29, 2020**

**March, 2020 Checks**

**Written  
Operating  
Fund**

|     |      |                   |                |              |
|-----|------|-------------------|----------------|--------------|
| 10- |      | Griffin           |                | (433,040.58  |
| Mar | 5511 | Construction      | VOID           | )            |
| 10- |      | Griffin           | Replace Check  |              |
| Mar | 5519 | Construction      | 5511           | \$413,040.80 |
| 14- |      | Central OR Media  | Board meeting  |              |
| Apr | 5520 | Group             | ad             | 203.08       |
| 14- |      |                   |                |              |
| Apr | 5521 | Mastercard        | See Below      | 524.03       |
| 14- |      |                   | Cell phone     |              |
| Apr | 5522 | Gary Marshall     | reimbursement  | 80.00        |
| 14- |      |                   |                |              |
| Apr | 5523 | Kay Johnson       | Accounting     | 1,000.00     |
| 31- |      |                   |                |              |
| Mar | DD   | Gary Marshall     | Payroll        | 6,947.81     |
| 31- |      |                   |                |              |
| Mar | EFT  | Payroll Taxes     | Payroll Taxes  | 3,414.60     |
| 7-  |      |                   | Payroll        |              |
| Apr | EFT  | Precisely Payroll | Processing Fee | <u>79.20</u> |
|     |      |                   |                | (7,751.28)   |

| <b>Mastercard</b>       |                       |              |
|-------------------------|-----------------------|--------------|
| Century Link-<br>phone  |                       | 56.52        |
| Jake's Diner            | Facilities<br>meeting | 51.25        |
| Deschutes County<br>CCD | Permit fee            | 156.83       |
| Tate & Tate<br>Catering | Board lunch           | 189.45       |
| DRI Crash Plan          |                       | 19.98        |
| Bend Broadband          | Internet              | <u>50.00</u> |
|                         | Total paid            | 524.03       |

**\*Need to transfer \$16,427 to City of Bend from LGIP  
for tax receipts**

**\*No transfer needed to Operating  
Fund**

3/31/20 Bank Balances:

|              |              |
|--------------|--------------|
| LGIP         | 1,561,580.93 |
| Money Market | 57,551.00    |
| Checking     | 63,378.19    |

#### **LGIP ACCOUNT/FUND: As of March 31, 2020**

Opening Balance: \$1,983,464.52

Closing Balance: \$1,561,580.93

Dividends: \$3,072.04

#### **5. Reports:**

A. Fire Department Reports / Fire Chief Riley: Chief Riley gave a report on the fire department budget and that there will be some proposed expenditure reductions in the future. Roshak asked if the budget reduction will affect the Fire Fund? Riley said no it will not. Miao asked how the department is doing on the PPE's to protect the firefighters? Riley said the department is doing okay so far. Riley gave the Dashboard Report on the fire department response activity. The Board said they like the new Dashboard Report format. Riley said the Business Manger position hiring is on pause for the current time.

B. Bookkeeping Report / Kay Johnson: Johnson said the activity has been low and we still owe Griffin Construction \$20,000.00 which will be paid once punch list items are

completed. We are at 97% collection. May need to increase Materials and Services at a later time. Capital Improvement Fund is good as we have spent \$2.8 million on station improvement. Miao asked if the \$20,000.00 we owe Griffin, if that is all we owe them. Marshall said yes with an exception of one change order that may have to be paid and there is a small amount that Griffin owes the Fire District for utility invoices.

C. Executive Director Report / Marshall: Marshall said the BOLI investigation is complete and there is no wrong doing of the Fire District. Marshall said that we now have the Certificates of Occupancy for both new fire stations. There are a couple items that City Planner needs to have completed in April. Painting of the generator and planting shrubs or a fence to screen the air handlers. Marshall is also working on the Certificate of Occupancy for the old fire station #302 Tumalo which will be now used as a storage building. Marshall will continue to meet the needs of the County Building Department to finalize that process.

## 6. New Business

A. Budget: All Board members have received the new proposed budget and have reviewed it. Marshall said that we looked back to 2008 which a 92% tax collection rate was used so we used that same number this year due to the possible recession. Miao asked if County Assessor Scott Langton had reviewed the property values? Johnson said that Langton said he was not sure where the property values will be. Due to the extra building in the Tethrow area, the District could increase 5.5% in property values. Solar income will be the same as the past. A 5% increase for a placeholder for wage increases. This will be an election year so funds will be set aside for that cost. The audit will go up slightly this year. Insurance was also increased this year. The PERS reserve fund will be eliminated due to the State of Oregon PERS new funding requirement that the Fire District will now be charged for the Executive Directors wages even though he is an Exempt Employee. This charge started January 1, 2020. There are funds in the PERS reserve fund the District created last year which should have ample funding to pay for the Executive Directors PERS charges to July 1, 2020. The PERS charges are not going towards the Executive Director, rather there will be a new formula created by the state to charge the District through their one employee to pay the accumulated PERS debt liability from the past Executive Director's account over the last 25 years. This is the state of Oregon's method to pay for that unfunded liability from past employees. Scronce asked why the District needs to budget \$10,000. for the election of Board members. Marshall said that Deschutes County charges the Fire District for the election and the amount is based on the number of elected officials up for election. Scronce asked when the operating levy is up for renewal? Marshall said in three years. Johnson reviewed the Capital Improvement Fund with an ending balance of \$1.1 million dollars. Marshall said we still have some items to finish on the new fire stations that we deferred to the coming year so we put \$25,000.00 into a building line item. Miao feels that we should put more in that line item. Roshak asked if we need to anticipate spending any money for the old fire station #302 to turn that into a storage facility? Marshall said probably not unless we did something major. Marshall said the funds will be spent on sealing brick, painting the eaves and possibly fencing the property. Miao feels we need to increase it to \$50,000.00. Board agreed to do this.

B. Wildfire FireFree Grants: Marshall said there was one new application from Frank Gjata. Marshall said he spoke with him and explained the grant project. Roshak reviewed his property on Google Earth and said the land appears to be very open. Marshall said the applicant wants to work on 20 acres to remove brush and it could cost \$5-10,000.00 but there was not an amount that he was requesting on the application. Haarberg asked if the fire department went out to look at the property? Marshall said not at this time. Haarberg said it would be best if a fire inspection was done on his property. Marshall said where this grant would only effect one property owner, the District should look at a maximum of \$250.00 as this is not a community application. Miao said during the COVID-19 Virus he said he does not want Marshall going out to inspect the property. Roshak said we should not rule out his application but should assist this applicant. Miao said the objective is not clearing land large distances from the home but to focus on the immediate surroundings of the home. Marshall will contact the applicant and inquire if he is willing to look at a smaller amount and request such an amount by sending in a new application for review. The Board agreed. Scronce mentioned he does not like this virtual format to conduct a Board meeting. Discussion followed by the Board on how to make the meeting better for everyone.

**7. Next Regular Meeting and First Budget Meeting: May 12, 2020 at 11:00 A.M. with Budget Meeting to Follow.**

**8. Meeting Adjourned at 12:45 P.M.**