

APPROVED BOARD MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday January 12, 2021 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 841435756#

1. **For the Record: Open Meeting and Introductions:** Meeting Called to Order at 11:30 AM by President Roshak.
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.
2. **Public Comment:** None.
3. **Approval of minutes of last meeting:** Haarberg moved to approve the December 2020 Meeting Minutes. Motion Seconded by Scronce. Motion Passed Unanimously.
4. **Consideration of monthly expenses:** Haarberg had a question to Johnson about the PERS payment regarding the amount and Johnson said this is a one-year payment for the past Executive Director. The City has not invoiced the District at this time for the tax turnovers. Haarberg stated he has 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 Monthly Expenses. Seconded by Scronce. Motion Passed Unanimously.

Jan, 2021 Checks Written:

5585	VOID Confirmed		
5586	Central Oregon Media Group	Ads for Board mtg	199.86
5587	Mastercard	See Below	603.96
5588	Gary Marshall	Cell Phone Reimbursement	80.00
5589	Kay Johnson	Accounting	1,050.00
5590	OR Secretary of State	Audit filing fees	300.00
5591	SDIS	Insurance	10,356.00
EFT	Gary Marshall	Payroll	7,243.78
EFT	Payroll Taxes	Payroll taxes	3,636.70
EFT (Dec)	PERS	PERS (Jan-Feb, Apr-Nov)	31,214.85
EFT	Precisely Payroll	Payroll fee	<u>88.00</u>
		TOTALS	54,773.15

Mastercard:

Home Depot	Office Supplies	59.67
Cody's Country Catering	Agenda Meeting lunch	52.85
Safeway	Board Meeting lunch	34.37
Tate and Tate Catering	Board Meeting Lunch	130.00
Jimmy John's	Commissioner mtg Lunch	52.50
Century Link	Phone	56.61
Winhost.com	Website	59.40
Oregon Fire Chiefs Assoc	Dues	65.00
DRI Crash plan	Backup	19.98

Globalstar	Satellite phone	<u>73.58</u> 603.96
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12/31/2020 Bank Balances:

First Interstate Checking	155,425.26
First Interstate Money Market	127,810.13
LGIP Operating Fund	4,970,057.00
LGIP Capital Improvement Fund	1,043,878.79

Transfer from FIB Operating to MMA
\$100,000.00 Completed on January 11, 2021

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: The Chief reported that the IGA will be discussed at a meeting on Friday. The vaccine rollout has consumed a lot of time with DC Norris. DC Boos has been called out on a state level for the Corona Virus. During the last City council meeting the Ladder Truck was approved for order. The Chief said the Dashboard report has some small sample sizes which can give the wrong impression regarding statistical information. Miao had a question regarding exposures from Covid-19. Riley responded there have been 10 firefighter exposures and all exposures were outside the workplace. Miao asked if the pandemic is running up overtime, and Riley said yes. Roshak said that DC Norris did an outstanding interview on television and that he represented the Department very well. Roshak asked how 911 Dispatch communications are doing at this time? DC Boos said everything for the fire department is going well albeit there have been a few glitches but those are being worked on at this time. Boos said that Dispatch has been a great partner. Riley said that the Firefighter/Paramedic application process has closed.

B. Accountant Report / Kay Johnson: Johnson gave a report on the financials. Address Signs and the Software budget is a little over budget at this time of year. Tax revenue is coming in good.

C. Executive Director Report / Gary Marshall: Marshall gave a brief overview of two lots to be annexed into the fire district. The fire administration said that they would protect if annexed into the fire district. Miao had a question about the map Marshall distributed. Scronce asked if the property was currently protected? Marshall said possibly by Oregon Department of Forestry, but not a structural fire department.

6. Old Business:

A. Candidate Filing: Marshall reminded the Board that those on the Board where their terms expire this year. Roshak, Scronce and Cadez all said they will be running for re-election.

B. Exterior Painting Fire District Buildings: Marshall said that he and others from the fire department had a meeting regarding the exterior painting of the buildings. Marshall said the job will most likely be under Bureau of Labor and Industries (BOLI) requirements which may be more expensive to paint. Marshall feels the cost will be about \$170,000.00 to paint the exterior of buildings which are Administration, 301, 303, 304, 305, Training

and Prop Storage. Marshall said it will be a lengthy process to bid this job. Marshall would like to budget a facelift for “Old Station 302”, more discussion to come in the future.

7. New Business:

A. Board Meeting Dates for 2021: Roshak and Marshall discussed the future Board meeting dates.

B. 2021 SDAO Virtual Conference: Scronce asked if there was a fee for the conference? Miao said there was no fee as he has already signed up for the virtual conference. Scronce asked if you must sign up for certain classes? Marshall does not know.

C. Debt Payoff Discussion: Marshall said a recent discussion about debt payoff for the station 304 and the current balance is \$785,000.00. Marshall said to avoid a penalty it can not be paid off before December of 2021 and we will have paid two more payments by that date so the balance will be lower. Scronce asked what the interest rate is? Marshall was not sure, but he said it was refinanced about five years ago. Marshall asked if we should discuss the timing to payoff the debt due to how it may affect future levies. Haarberg felt it is prudent to payoff the debt if the fire district can afford it. Roshak thought we should payoff the debt if we can keep our reserves to an acceptable level. Scronce asked if there was an industry standard to the amount to keep in the reserves? Marshall said since the Fire District does not manage a working fire department with the expenses and payroll, the industry standard would not apply. Johnson agrees with the current discussion and paying off the debt is the best option. Miao said the selling point of the levy is the service the Fire District can provide. Roshak said it was an issue for the 911 Levy when their reserves were high. Haarberg suggests the District should look at this in December and make the decision if the revenues and accounts can afford it. If the debt was paid off, the future payments can go into the Capital Improvement Fund. Miao asked if paying off the debt would affect the Bond rating; he feels that it would help if the District was going to need a future loan. Johnson said debt service would be coming from the Operating Fund and that some transfers of funds would be needed. Marshall asked the Board to discuss the future about a contingency plan to paint the exteriors of the buildings and replacing the security locking systems if the City was not able to fund these improvements. Haarberg asked Johnson if replacing the security system locking hardware is a Capital improvement? Johnson said yes it could be, but Johnson said it is up to the Board to decide if painting or the locking hardware is a Capital Improvement or a Maintenance expenditure. Haarberg asked the Board how they felt about paying off the debt in December? Miao said it is pure economics. The consensus of the Board is for this debt topic to be on the budget agenda.

8. Meeting Adjourned at 12:40 PM.

9. Next Regular Board Meeting: February 16, 2020 at 11:30 A.M.