

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday February 16, 2021 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 876290566#

1. For the Record: Meeting Called to Order at: 11:30 AM.

Present: George Roshak, President; Karl Scronce, Vice President; Ray Miao, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Kay Johnson, Accountant; Bill Boos, Deputy Chief; Rita Schenkelberg, City Council Liaison.
Kent Haarberg, Secretary-Treasurer is absent.

2. Public Comment: None.

3. Approval of minutes of last meeting: Scronce made a motion to approve the minutes as submitted. Motion seconded by Cadez. Motion approved unanimously.

4. Consideration of monthly expenses: Marshall reviewed the expenses and reported the Board Treasurer is absent and when he returns, Haarberg will reconcile the expenses and give a report at the March meeting. Motion by Scronce to approve the expenses currently and to wait for a report at the next meeting. Motion seconded by Cadez. Motion approved unanimously.

Feb, 2021 Checks Written:

5577	VOID (SDIS check lost)		
5590	VOID	Auditor already paid	
5592	Chris Mahr	Audit	10,450.00
5593	Mastercard	See below	410.41
5594	Gary Marshall	Cell Phone	80.00
5595	Kay Johnson	Accounting	1,050.00
5596	Swalley Irrigation	Fees	686.00
5597	SDIS	WC replace CK5577	598.11
EFT	Gary Marshall	Payroll	7,285.10
EFT	Payroll Taxes	Payroll taxes/fee	3,690.38
EFT	PERS	PERS (Mar, Dec)	6,097.96
EFT (Feb)	Precisely Payroll	Payroll fee	<u>50.00</u>
		TOTALS	30,397.96

Mastercard:

Jersey Mikes	Agenda Meeting Lunch	37.86
Safeway	Board Meeting Drinks	7.00
Aloha Cafe	Board Meeting Lunch	119.60
Amazon.com	Hats	94.19
Century Link	Phone	54.73
DRI Crash plan	Backup	19.98
Globalstar	Satellite Phone	<u>77.05</u>
		410.41

1/31/2021 Bank Balances:

First Interstate Checking	29,581.45
First Interstate Money Market	227,848.53
LGIP Operating Fund	5,014,262.78
LGIP Capital Improvement Fund	1,044,543.68

Transfer from FIB MMA to Operating
\$35,000

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Chief Riley has the draft IGA and was sent to Marshall. He is also discussing the potential of raising the proposed \$1.195 to a higher amount to sustain the minimum level of services to the public. He said if the Council approves an increase it would be an Exhibit of the IGA and once approved as an Exhibit it can be changed later if necessary, with an administrative review. Roshak asked if the IGA was changed very much by the City Legal Counsel? Chief Riley said it went from a ¾ page document to a seven-page document. Roshak asked if the Personal Services contract was part of the IGA proposal? Chief Riley said no it was a separate contract. Marshall asked if the City increase proposal comes in too late, we will not be able to budget until next year. Scronce asked since we have more structures built with growth, would we not have more tax funding available to keep up with the service levels? Chief Riley does not feel that the Fire Fund is keeping up with the growth of services needed to be effective. Roshak asked if there was a ratio per thousand residents to understand how many firefighters are needed for service levels? Boos said there are NFPA Standards that address this, but Oregon has circumvented those rules and created Deployment Response Standards that the City and District approve periodically. Marshall asked Boos if the GEMT money will become available next year and if that funding will assist to bridge in any shortfalls to the budget? Boos said everything is moving in the right direction with OHA to receive that funding. He said January of 2022 the application will be sent, and it will take time to receive the funds. Roshak asked if the \$1.195 amount is raised to a higher amount would we reduce that amount once the Levy was passed? Chief Riley said that would be his hope. Roshak would like to see an expiration on any raise.

B. Accountant Report / Kay Johnson: Invoice was received from the City of Bend for tax turnovers. Tax revenues are coming in higher than budgeted. Scronce asked why the tax revenues are higher? Johnson said that there were more homes and properties built and taxes amounts came in higher than budgeted. Marshall said when creating the budget last spring due to the pandemic we budgeted for tax revenues to come in at 2008 projections which was during the recession. Fortunately, our tax patrons are paying their taxes therefore we are receiving a higher percentage than budgeted. Marshall also said he will wait to pay the City for the ax Turnovers when the Treasurer returns to reconcile the finances.

C. Executive Director Report / Gary Marshall: No Report

6. Old Business:

A. Candidate Filing: Marshall said that there are three Board positions open, and no one has filed yet. He reminded the Board that if their position is up for election that they may want to also give their information to the voter's information booklet. Marshall said that there may be some interest in the public to run for Board positions. Discussion followed between Board members about the criteria to run for an elected seat. Marshall will review the ORS statute, and Fire District Policies to hold an elected Board position and email that information to the Board.

B. Exterior Painting Fire District Buildings: Marshall reported that he has been working with a team of employees from the City to advertise, have a pre-bid virtual meeting, city council approval and to award the bid. This is a City project paid for by the Fire Fund. Marshall hopes the bid will come in at about \$165,000 and the paint should last 8-10 years before it will need it again. Miao asked if BOLI is the prevailing wage law? Marshall said yes. Miao said there are thresholds if there is a need to pay BOLI wages. Marshall said due to the price amount thresholds the City is required to pay BOLI wages and the contractors he has spoke with said they are already paying that level of wages for their employees.

C. 2021 SDAO Virtual Conference: Discussion and comments from those Board members who attended the conference. Miao said he liked the conference being virtual and that the entire sessions were recorded that you could watch later. Cadez like the conference agenda. Scronce felt that the conference was good, but in his opinion, he would rather be on site in a meeting as there are always distractions at home while on a virtual conference. Marshall likes attending the conferences in person as he believes there is good networking between Board members and other fire districts at the conference.

7. New Business:

A. Bids to Seal Brick at Stations 302 and 306: Marshall reviewed the deferred construction maintenance on the new fire stations. He said the brick is sealed at the factory, but the mortar is not, and we deferred this potential issue. Marshall feels we need to seal the brick and mortar. Marshall explained the bid for each station. This bid was not advertised, and multiple bids were not required due to the small amount. Tumalo station bid was \$5,890.00 and the Pilot Butte station was \$8,335.00. A Resolution has already been passed by the Board to move the funds for maintenance projects but according to Johnson the funds have not yet been transferred. Miao asked if Marshall could approve without an approval from the Board as he recalled that Marshall could spend up to \$10,000. Roshak said that approval limit was just for the building of the two new fire stations, and he feels the intent of that motion has expired since the stations are completed. Miao asked if the Board should renew that motion and approval. Scronce asked if we need to bid? Marshall said no we are not required but he will if the Board feels he should. Board members discussed their opinions. Scronce made a motion to award these two bids for sealing the brick at both stations with 97 Painting. Motion seconded by Cadez. Motion approved unanimously.

B. Skyliner Subdivision Sign Issue: Marshall reported that there is a citizen in Skyliner Subdivision that said a fire danger sign in that area was removed by who we do not know. Marshall said that fire prevention staff is working to have another sign built and installed. The fire district will pay for this new sign.

C. IGA Review: Marshall said he will be meeting with the Fire District's legal counsel to review the City proposed IGA with any edits that the Board wants to make. Marshall reviewed the document with the Board.

D. New City Council Liaison Rita Schenkelberg: joined the meeting at 11:35 AM and addressed the Board with some additional discussion and is grateful to be able to speak to the Board.

Roshak asked if there was anything else that needs to be discussed before adjourning the meeting? Marshall said that Kay is going to be gone the last three weeks of April so she will be absent at the April Board meeting. Johnson said she and Marshall will start working on the Budget. She asked if the Budget Officer should be appointed now? Roshak opened nominations for Budget Officer. Miao nominated Marshall for Budget Officer. No other nominations were cast. Nominations were closed. Roshak asked for a vote to approve Marshall as the Budget Officer. Unanimous vote by the Board attending the meeting to appoint Marshall as the Budget Officer. Marshall said he will start working on the budget calendar and the budget message. Marshall said that once Haarberg returns that he, Marshall, and Johnson will create a proposed budget for the Board and Budget Committee to review, make edits and approve before June 30th. Riley said they have extended eight conditional job offers. There are five vacant positions currently.

8. Meeting Adjourned: 12:58 PM

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