

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday March 16, 2021 at 11:30 A.M.
Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 324220973#

- 1. For the Record: Open Meeting and Introductions @ 11:32 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; Bill Boos, Deputy Chief.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** Motion made by Scronce to approve the minutes of the last meeting. Motion Seconded by Haarberg. Motion approved unanimously.
- 4. Consideration of monthly expenses:** Haarberg said an expense for \$53.00 should have been posted by Precisely Payroll. Haarberg stated he has made the \$4,373,876.00 transfer to the City of Bend. 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 mad by Scronce to approve the monthly expenses. Motion seconded by Miao. Motion approved unanimously.

March 2021 Checks Written for Board Approval:

5598	Central Oregon Media Group	Board Meeting Ads	212.56
5599	Mastercard	<u>See Below</u>	664.78
5600	Gary Marshall	Cell Phone	80.00
5601	Kay Johnson	Accounting	1,050.00
5602	Phil Anderson	Legal for IGA Edits	980.00
5597	SDIS	Voided Duplicate	
EFT	Gary Marshall	Payroll	7,285.54
EFT	Payroll Taxes	Payroll taxes/fee	3,647.50
EFT	PERS	PERS Debt Payment	<u>3,197.62</u>
		TOTALS	17,118.00

Mastercard:

Baldy's BBQ	Agenda Meeting Lunch	56.25
Tate & Tate	Board Meeting Lunch	130.00
Robberson Ford	Oil change	52.14
Century Link	Phone	54.43
DRI Crash plan	Backup	19.98
Brilliance in Branding	Uniforms	100.00
Bi-Mart	Uniforms	174.93
Globalstar	Satellite phone	<u>77.05</u>
		664.78

2/28/2021 Bank Balances:

First Interstate Checking	41,496.69
First Interstate Money Market	192,888.63
LGIP Operating Fund	5,036,433.34
LGIP Capital Improvement Fund	1,045,144.65

Transfer from LGIP to City of Bend
\$4,373,876

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Fire Chief Riley reported that the Ambulance Operators Academy is complete with 11 new AO's. Nine new Firefighter/Paramedics have been given a conditional job offers which will start April 12th. One new Firefighter left during his probationary period. La Pine Fire District has a been allowed a bridge to the new radio frequency and there are concerns about this bridge for important calls. Chief Riley said that the IGA is now with City Legal and Finance. Continued conversations regarding the facilities maintenance program between the City and the Fire District. Riley met with the City Facilities Director and they decided now is not the right time to pursue the endeavor of the City to take over the Facilities Maintenance Program. Haarberg said the Fire District is pleased the way the system currently works. Scronce said that it was good to review the program to see if it needed changed. Roshak agrees it is probably good to leave the program alone at this point. He felt that if Marshall's role as the Facilities Manager was to change, it probably would change how the Executive Director works with the City. Currently Marshall works closely with the Fire Chief as the Facilities Manager/Executive Director. Roshak feels that if Marshall were not the Facilities Manager, Marshall would work directly with the City Manager for business between the Fire District and the City. Roshak said he reviewed the Workbook recently prepared by Fire Management Staff. Roshak has concerns and feels that Station 306 is not fully operational without ALS Ambulances and a Fire Apparatus. Roshak feels the goal set forth in the workbook for a Ladder Truck/Aerial Apparatus is given a higher priority over staffing Station 306 to be a fully functional fire station. Roshak feels we should strategize to give station 306 the highest priority. Roshak is questioning what type of alarms the Ladder Truck is going on and in his opinion the fire department should give more emphasis on Station 306. Chief Riley said the Ladder Truck has been staffed for over two years and is part of the compliment of resources for a City our size. The Ladder company staffs both the Ladder Truck and the Rescue Truck. Riley explained that Station 306 was never staffed with an Engine Company but rather ALS Ambulances for six months after opening the station. Riley said morale was poor, succession planning and shear volume of work was the reason to move the ALS Ambulances back to other stations and to use the BLS Ambulances with a Paramedic Unit (QRV) to staff Station 306. Riley said it will cost about \$1.5 million to staff that station with an engine crew and most likely we will be asking for additional funding within the next levy to do this. Riley said that the Department has applied for a SAFER (Staffing for Adequate Fire & Emergency Response) Grant which would employ nine positions and if they are successful in that grant then Station 306 will be staffed as the other stations until the levy. Roshak said when the Fire District went to the voters it was his belief that the stations would be staffed with an Engine Crew. Riley said he never was aware that Station 306 would have an Engine Crew when it opened. Marshall said that he believes what Roshak is describing, was that

Station 306 would have ALS Crews when it opened, which it did for about six months. Boos said that the intent under Chief Langston was to staff that station with ALS Ambulances until the Levy, with the hope that the levy would be increased to allow funding for the Engine Crew. Boos said when he took over Operations the morale was poor. The management team made the change, and they are waiting to see if this new staffing plan works. Boos said that highway and road construction has been and will be a constant issue for response times. Miao asked if this is the time, we should look at other ways to operate? Should we look to other fire departments to see how they operate? Chief Riley said that we do look at other department's operations. Riley said Bend Fire and Rescue is as efficient as they can be. Miao discussed efficiency versus effectiveness. Chief Riley said the changes they made were supported by the crews, but he stressed that response times will be reviewed regularly to make sure this deployment system works. Roshak said that some people feel the District designed Station 306 too small. Riley said it is full currently. He said he cannot put the Ladder Truck with an Engine and an Ambulance there, not until we get the funding and get the other side of the station which is leased to Bend Police Department. Boos said they do cross-staff the Ladder Truck with the Rescue and the Water Tender so they can split the crew between the Tender and the Rescue when needed. He said the Ladder Truck spends 60% of its time in the shop right now. Boos said Roshak brings up good points and they will continue to review and change where resources are located and how can we do better. Roshak said there was one other concern he had about the Workbook, stating that the City had a six-minute response time but no mention of the Fire District. Chief Riley said the Workbook's audience is the employees of the fire department and to demonstrate that they are meeting City Council goals. Boos said he is always looking at Rural Fire District response times. Chief Riley said it is difficult to show a target for Rural District. Marshall said that the Fire District could look at 80% of all calls to develop a response time goal for the Rural District. Marshall said it is important for all documents created to mention the Rural Fire District so those within the City understands that the Fire Department has an additional responsibility outside the City. Miao asked if the funding or the staffing meets the Fire Chief needs? Riley said they are closely related. Chief Riley said the new staffing will not be enough to adequately staff Station 306 with an Engine Crew as he needs nine additional firefighters to fulfill this staffing plan. Roshak said he is glad that he is asking the same questions that management of the fire department is asking themselves. Scronce is interested in understanding why the funding is not available and that may be a topic for the future. Miao asked Chief Riley if the City Council understands the staffing issues. Riley said they are aware. Boos discussed Auto Aid to other Fire Departments.

B. Accountant Report / Kay Johnson: Johnson gave the Operating Fund and Capital Improvement Fund Report. Johnson said we were invoiced from the City to pay the tax turnovers to them. Haarberg had a question if this was the full amount recently invoiced and noted this was not the same as the budgeted amount? Johnson replied that we will continue to pay the remainder amounts over the next few months.

C. Executive Director Report / Gary Marshall: Marshall said the District awarded the two individual amounts to seal the brick on stations 302 and 306 and they will start in the Spring. Marshall said that the City is finalizing the last steps to paint the fire stations and the bid opening will be in late March. Marshall reported on the budget process. The budget message is almost completed and similar to last years. Marshall said Scot Langton the County Assessor said he anticipates the growth of the fire district is 7+ percent. Johnson said it would be wise to budget the 7% and then we can consider the percentage

collected to be at a lower budgeted amount maybe 92-95%. The Board's direction to the Treasurer was to budget 7% growth and 92% collected for Budget Year 2021/22. Marshall reported on the new fire danger sign at Skyliners Subdivision. The cost will be \$165.00 to repaint the sign. Marshall gave the Board the FireFree dates. SDIS reported they will be increasing insurance premium rates 15-18% but they will do everything possible to keep them closer to a 12% increase. Marshall gave the Board President the Employment Agreement between him and the Fire District. The only edits were to update the names and the vacation time to 40 hours, the salary to reflect the last agreement and when his evaluation needed to be done, changing to a regular Board meeting rather than specifying a month. Marshall asked if there should be a placeholder for salary increase for the budget committee? 5% was decided by the Board as a placeholder only. The Board President and the Secretary/Treasurer will conduct Marshall's annual evaluation at their next Agenda Meeting and will bring results back to the Board at the next regular meeting.

6. **Old Business:**

A. IGA Review: Marshall said he gave the newly revised IGA to the Fire Chief over a week ago and he reviewed some of the fire districts changes by the Fire District's legal counsel.

B. Swisher Annexation Process: Marshall reported the Annexation is completed. Marshall reviewed some of the complications, where if the annexation were completed after the month of March that either the Board could prorate the amount owed for fire protection or charge a \$500.00 fee. Marshall said he asked the petitioner to pay the \$500.00 fee. Miao wants to be sure that we are charging the correct amount.

C. Candidate Filing: All positions have been filed for by Board members. Roshak, Scronce and Cadez are up for reelection. Marshall reported that there was one potential candidate that called him to discuss running but found out later in the conversation that this person lived within the City limits therefore they cannot run for a fire district seat for the Board.

7. **New Business:**

A. Newsletter: Marshall asked the Board if they would like to do a small Spring newsletter. Haarberg believes it would be good to get the newsletter out before the FireFree event. The consensus of the Board was to proceed with the Spring newsletter and to stay within the budget.

B. Budget Calendar Approval: Consensus from the Board was to approve the Budget Calendar.

C. New Annexation Request: Marshall reported the Klunder annexation of 40 acres on the West side of Bend near Saddleback subdivision. The property is over 5 road miles from the nearest fire station and may be closer to 6 miles away. Marshall said this property is contiguous to the fire district boundaries which is within the policy to annex but not within the 5 road miles as required by the policy. Marshall said he will follow up with the petitioner to make sure, by annexing into the fire district that their insurance premium may not be reduced and that there is no intention by the Board to build a fire station to within 5 road miles of their property. Haarberg and Roshak stated if the Fire Chief says that Bend Fire and Rescue will protect the property and even though it is just over 5 road miles from a fire station they would recommend moving forward with the annexation.

Miao asked if the Fire Chief is always aware of the letters the Fire Marshal writes? Marshall said the Chief should always be kept aware by his Deputy Chiefs. Marshall said that the Fire Chief was in the email correspondence. Motion by Haarberg to move forward with the annexation process. Motion seconded by Miao. Motion approved unanimously. D. Board Uniform Jackets: Marshall gave out jackets to Board members with the Fire District logo. The jackets cost under \$25.00 each from BiMart.

8. Meeting Adjournment: 1:37 PM.

9. Next Regular Board Meeting: April 13, 2020 at 11:30 A.M.