

**Approved Board Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday April 13, 2021 at 11:30 A.M.  
Teleconference Available due to Governors Social Distancing Order  
Call Number 1-503-946-5336 - ID is 262509606#**

- 1. For the Record: Open Meeting and Introductions @ 11:30 AM.**  
**Present:** George Roshak, President; Karl Scronce, Vice President; Kent Haarberg, Secretary-Treasurer; Ray Miao (left the meeting at 12:50 pm), Director; Gary Cadez, Director; Gary Marshall, Executive Director; Kay Johnson, Accountant; Todd Riley, Fire Chief; Bill Boos, Deputy Chief; Drew Norris, Deputy Chief; Eric King, City Manager; Rita Schenkelberg, City Councilor; Trish Connolly, Battalion Chief; Andrea Perkins, Business Manager.
- 2. Public Comment:** None – Roshak noted that he would like to extend the appreciation once again from the Fire District to the fire department for their effective response to the recent wildfires.
- 3. Approval of Minutes of Last Meeting:** Motion made by Haarberg to approve the March 2021 meeting minutes. Motion seconded by Scronce. Motion passed unanimously.
- 4. Consideration of monthly expenses:**  
Haarberg transferred payment to the City of Bend. He said Marshall has transferred funds from the Money Market account to the Operations account to have enough funds to pay the expenses. 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 made by Haarberg to approve the monthly expenses. Motion seconded by Miao. Motion approved unanimously.

April, 2021 Checks Written:

5603	Central Oregon Media Group	Ads	106.28
5604	Mastercard	<u>See Below*</u>	482.96
5605	Gary Marshall	Cell Phone	80.00
5606	Kay Johnson	Accounting	1,050.00
5607	Signpro	Fire Danger Sign Skyliners	165.00
5608	Phil Anderson	legal fees	175.00
EFT	Gary Marshall	Payroll	7,255.00
EFT	Payroll Taxes	Payroll taxes/fee	3,713.26
EFT	PERS	PERS	<u>76.82</u>
		TOTALS	13,104.32

\*Mastercard:

Gregg's Grill	Agenda Meeting Lunch	75.00
Aloha Cafe	Board Meeting Lunch	120.15
Safeway	Board Lunch Drinks	31.65
Century Link	Phone	54.28
DRI Crash plan	Backup	19.98
Pine Tavern	Gary meeting w/Fire Chief	42.40
Bi-Mart	Uniform Jackets	62.45
Globalstar	Satellite phone	<u>77.05</u>

482.96

3/31/2021 Bank Balances:

First Interstate Checking	31,540.81
First Interstate Money Market	192,932.23
LGIP Operating Fund	828,670.23
LGIP Capital Improvement Fund	1,045,677.25

Transfer from LGIP to City of Bend

\$21,381

Transfer from MMA to Checking

\$20,000

**5. Reports:**

A. Fire Department Reports / Fire Chief Todd Riley: Riley reported that the Dashboard Report is absent for this Board Meeting, but he will be sure to have it at the next Board Meeting. Riley discussed the recent wildfires within the Fire District and just two outbuildings were destroyed. The new firefighter academy just commenced yesterday. Boos discussed 911 Dispatching regarding a new dispatching system that requires the closest unit to respond. Norris discussed Ambulance operations.

B. Accountant Report / Kay Johnson: Johnson gave a report starting with the review of the Capital Improvement Fund and then discussing the Operations Fund and the balances. Debt service payments are next month for the two new stations and the East station and Training Facility.

C. Executive Director Report / Gary Marshall: No report due to today's large agenda.

**6. Old Business:**

A. Exterior Painting of Buildings: Marshall reported that the minimum bid came in at \$163,000.00 to paint the exterior of all buildings. This funding for this project will come from the City. The one cent in the IGA is targeted for this project.

B. Newsletter: Marshall reported that Dave Howe is helping him to get information over to Penny Eddington at Every Idea to get the Newsletter published prior to May 1<sup>st</sup>. Some of the new burning regulations will be a part of that newsletter. Scronce wanted to know if the Burning Information Line explains to the callers about the new regulations. Marshall will follow up with the Fire Marshal.

C. Candidate Filing: Marshall said that there are two candidates for Position #2 for the Fire District on May 18<sup>th</sup> election. Marshall stated that the Union President called him to request the phone number for Scronce as they want to discuss the reasons why they are endorsing his opponent. Scronce gave some background and how he became a Board member. He also discussed his past involvement with the Fire District. He said that the Fire Chief called him and said he and the Management Team did not know anything about the Union endorsing a candidate prior to the last Board meeting. Scronce said the Union President did call him. Scronce said his personal feelings is that the Union President should have retracted their endorsement since the Union President said they a mistake by endorsing him as they did not follow their policy for endorsement. Scronce also said that the Union feels that the Fire District will probably taking over the City for fire protection within the next five years which was news to Scronce as a Board member. Haarberg said it has been a nonpartisan Board and the Board has done everything possible to work with the

firefighters, but he is personally disturbed that the firefighters Union would endorse opponents against the current elected Board members. Miao said that it appears they made a mistake, but he can't blame the entire firefighter's association for the mistake of a few. The Board echoed that they will not endorse a specific candidate and they will welcome all new Board members equally. Riley said the Unions decision does not reflect the Managements feelings towards the Fire District Board and it has put the Management Team in an awkward position.

## **7. New Business:**

A. Fire Department Operations Presentation: Riley gave a special thanks to Perkins for the excellent data for the presentation. The Chief reviewed the document given to the Board titled "Bend Fire & Rescue Deployment". Miao asked if Schenkelberg understood the EMS deployment system? The Chief asked Norris to explain it for her. Discussion followed regarding percentage of Fire vs. EMS responses and how many in the Fire District vs. the City. Also, the amount and kind of risk within the Fire District vs. the City. Riley discussed the individual station logo's the crews have made for their fire stations. Roshak stated that he appreciated the firefighters crew when they follow up after the fire is out and that he was very impressed with their dedication. Boos said the SRV may be changing to a different type of vehicle to carry water and pump to extinguish small fires. Boos discussed the deployment of the Ladder Truck, Rescue, and the Engine. Boos discussed the new access to Highway 20 from the North fire station. Marshall asked Boos how the new Ladder Truck will be designed? Boos said the new Truck will not have water or a pump. Miao asked if the Truck will be financed? Boos said yes. Haarberg asked how the new ambulances were holding up? Norris said very well. Norris said all the ambulances are in each station on the edge of the City so they can have a quick response to the District area as well as into the inner-City area. Haarberg asked how many times a day is the fire department out of resources? Riley said just a few minutes per month. Roshak told a story about a family member several years ago that needed medical help and that he took the patient into the hospital rather than waiting for an ambulance due to the long response times into the Fire District. He feels these response times are especially important and that they have improved since that incident. Haarberg said response times is important to the citizens and this is something they understand. King said that the response times are a goal of the City too and it is important. King said their budget will be supporting additional staffing and better operations of the fire department. King said that they depend on the management staff of the Fire Department to best utilize the new funding they will be budgeting. Riley said the extra penny for the IGA will help and it is proportionally equal from both the City and the District. King said the IGA was a higher level funding participation in the years ago but was dropped back to \$1.185 during the recession. Haarberg asked how long the extra penny for Operations will be needed in the budget? Roshak moved to the next agenda item.

B. IGA Review: Marshall gave some history on how the rewrite was started for the IGA between the Fire District and the City. He then gave a chronological report on why he thought the buildings have not been kept up to their best standards for maintenance. Riley said they are looking for a way to build a bridge to our next proposed levy due to the lack of funding to cover normal and future expenditures. Haarberg asked how long the SAFER grant lasts? Riley said three years. If successful in the grant, Riley said station #306 will

be fully staffed with an ALS ambulance and engine crew. If the grant is accepted, the City can not eliminate the personnel when the grant runs out of funding. Riley said to answer Haarberg's previous question, hopefully the extra penny for operations could be eliminated if the levy is passed. Marshall asked King if the IGA needs Council approval? King said he is approved to up to \$100,000.00. King said that he does not see an issue with the Council approving the IGA and the City budget timeline is the same as the Fire Districts budget. Haarberg made a motion to approve the IGA to go to the City of Bend for approval and final adoption. Scronce seconded the motion. Scronce asked if this additional funding will help resolve some of the Boards concerns about staffing Station 306? Roshak said it will not immediately solve the issue, but it is going in the right direction. Haarberg agreed. Motion passed unanimously. Miao absent for the vote.

C. Draft Budget Approval: Marshall and Haarberg reviewed the proposed budget with the Board. King said the City is proposing the same collection rate of tax revenue. Haarberg said he likes the budget document and the budget message. Marshall said that Haarberg and Johnson were instrumental to the creation and the final copy. Marshall is pleased with the proposals for projects as landlords of these facilities for repairs, and with the extra funding participation from the Fire District, these repairs will not be an extra challenge to the Fire Fund since it will be a Fire District expense. Marshall said future budgets and an approved IGA strengthens the relationship between the Fire District and the City, and we all need to recognize this is an exceptionally good government partnership that is not replicated anywhere. Marshall said it is time to start scheduling a strategic planning session next winter to help forecast the next five years. Haarberg made a motion to approve the proposed budget to go before the Budget Committee for review and approval. Motion seconded by Scronce. Motion passed unanimously. Miao absent for vote.

D. Executive Director Evaluation: Roshak and Haarberg completed an evaluation of Marshall's annual employment. Roshak gave some favorable comments and he and Haarberg asked the Board to give Marshall and Johnson a 5% increase in pay starting July 1<sup>st</sup> 2021. Cadez and Scronce echoed the favorable comments. Roshak said the raise in pay is by consensus of the Board present.

**8. Meeting Adjournment:** Meeting Adjourned at 1:35 PM.

**9. Next Regular Board Meeting and Budget Meeting: May 11, 2020 at 11:00 A.M.**