

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday May 11, 2021 at 11:00 A.M.
Teleconference Available due to Governors Social Distancing Order
Call Number 1-503-946-5336 - ID is 233313250#**

- 1. For the Record: Open Meeting and Introductions at 11:00 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; Rita Schenkelberg, City Councilor; Andrea Perkins, Business Manager; Ron Ladd, Budget Committee Member.
- 2. Public Comment:** None
- 3. Approval of minutes of last meeting:** Haarberg made a motion to approve the minutes. Motion seconded by Cadez. Motion passed unanimously.
- 4. Consideration of monthly expenses:** Haarberg stated that an EFT payment of \$53.00 to Precisely Payroll and a \$18.18 payment to PERS was also made this month and needs to be added to the minutes. Haarberg stated that he made a payment to the City of Bend and two payments to US Bank for debt on fire stations and training facility. 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 Scronce. Motion approved unanimously.

May, 2021 Checks Written:

5609	Brilliance in Branding	Embroidery Jackets	120.00
5610	Central Oregon Media Group	Legal notices	181.75
5611	Dave Howe	Newsletter	750.00
5612	Every Idea Mktg	Newsletter	6879.08
5613	Mastercard	(See Charges Below)	600.21
5614	Gary Marshall	Cell Phone	80.00
5615	KJ Accounting	Accounting	1,050.00
EFT	Gary Marshall	Payroll	6,276.09
EFT	Payroll Taxes	Payroll taxes	4,603.29
EFT	PERS	PERS (3 months)	<u>9,497.86</u>
		TOTALS	30,038.28

Mastercard:

Red Carpet Car Wash	Car Wash Tokens	165.00
Gallery Restaurant	Budget Meeting Breakfast	34.00
Deschutes Brewery	Agenda Meeting Lunch	54.00
Century Link	Phone	63.53
DRI Crash plan	Backup	19.98
Brother Johns	Lunch Meeting with Fire Marshal	37.50
Home Depot	Address Sign Bolts & Nuts	58.20
Tate & Tate	Board Meeting Lunch	<u>168.00</u>
		600.210

4/30/2021 Bank Balances:

First Interstate Checking	33,320.18
First Interstate Money Market	172,969.27
LGIP Operating Fund	836,219.13
LGIP Capital Improvement Fund	1,046,192.93

Transfer from LGIP to City of Bend
\$13,085

Pay US Bank Bond Payment \$163,650
Pay US Bank Bond Payment \$14,899.70

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Fire Chief reported on emergency call volume, and it was the busiest last month. Miao asked why the call volume was up? Riley said because the Pandemic is coming to an end and more people traveling. The firefighter academy is in week five. SAFER Grant discussed. Deputy Chief test for administration application will be out soon. IGA draft will go before City Council as a Consent Agenda item. Miao asked why the downtown area is so busy with emergency calls? Riley said it is due to the businesses open late at night with medical calls. Scronce asked what the minimum level of qualifications are to become a Bend Firefighter? Riley said a degree as a Paramedic and a Firefighter I certificate. Roshak asked if the Firefighter needs to go through an academy with DPSST? Riley said no they just need the certificates.

B. Accountant Report / Kay Johnson: Johnson said the tax revenue is up 4.2% which is particularly good. The sign program is \$500.00 over what was budgeted. Our budget to the City for payments was \$4.5 million but the revenue was good this year so we have paid out to the City \$4.6 million so we will have to monitor our Materials and Services closely. Interest in the Operating Fund is good. Due to the IGA with the City in estimating our fiscal budget Johnson predicts we will pay out more to the City which we will need a Resolution and transfer funds in June.

C. Executive Director Report / Gary Marshall: Marshall reported the Community Wildfire Protection Plan (CWPP) for the Greater Bend area is under review which happens every five years which Marshall will participate in this process. Marshall reported that when the new First Net Tower (ATT) cell tower is finished this summer he will no longer need the use of the Satellite phone and will be cancelling that contract. Marshall said that station 302 and 306 brick sealing will be completed by the end of June. Marshall reported there was a complaint from Widgi Creek HOA regarding a small fire on Forest Service property next to their subdivision and Bend Fire and Rescue's response was slow. DC Boos met with the Homeowners and the issue appears to be worked out at this time. Scronce and Roshak said thank you to Boos for meeting with their homeowners.

6. Old Business:

A. New Outdoor Burning Program: Marshall said that he met with the Fire Marshal about the start up of the new burning program. The commercial burning permits which is part of the program is working fine through the City at this time the Fire Marshal reported, but the residential software has not been activated due to some issues with the software company.

B. Newsletter: Marshall reported he will have the extra newsletters to hand out to the fire stations. The timing was good with the roll out of the FireFree program. Haaberg asked the Fire Chief how the FireFree program was going this year. The Chief said there was many volunteers helping this year but did not have specifics on the amount of debris brought in from the public. Scronce said he saw a hotel with wood shake shingles with copious amounts of dry pine needles on it. A discussion about fire resistive wood shakes discussed.

7. New Business:

A. Randy Windlix / Lava Butte Trail: Marshall said that Mr. Windlix had called him recently regarding a hiking-biking trail along Highway 97. Mr. Windlix has concerns about the amount of additional human traffic on this trail in the wildland areas will cause more fires during the summer months. Marshall asked the Board for direction. Does the Board want to have a formal opinion for testimony to the appropriate government authorities in charge of this trail? Discussion followed. The Board does not feel that this is an issue for them to take a stand on at this time.

B. Turnout Dryer Quotes for Stations 302 and 306: Marshall reported that when the two new stations were constructed there was a “wish list” of items to be added to the buildings if the funds were available. Turnout Dryers was one of those items that did not get funded. Marshall said that each dryer would cost \$8,243.00 installed. He would like to use some of the funds remaining in this year’s budget to purchase these two items for the stations since these two stations were built without hose towers where the existing stations use the towers to dry their turn outs. Johnson discussed a new type of washer/dryer that the fire district could explore. Discussion continued about this new type of appliance, and it will be explored by fire department staff. Haaberg asked if the District should purchase these two dryers, will we need to purchase for the remaining stations? Marshall said no. Miao asked if we need to purchase for station 306 since it does not have a fire crew? Marshall said no, but it would be best to purchase now since the funds are available and it is anticipated for station 306 to be staffed with a fire crew in the future. Haaberg made a motion to fund two new Turnout Dryers for station 302 and 306. Scronce seconded the motion. Motion approved unanimously.

8. Meeting Adjournment: 12:00 PM.

9. Next Regular Board Meeting and Budget Hearing: June 15, 2021 at 11:30 A.M.