

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting & Public Hearing
Tuesday July 13, 2021 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at 11:35 AM.**
Present: George Roshak, Ray Miao, Vice President; Gary Cadez, Director; Oliver Tatom, Director; Gary Marshall, Executive Director; Kay Johnson, Accountant; Todd Riley, Fire Chief; Trish Connolly and Drew Norris Deputy Chiefs; Jeff Blake, Battalion Chief.
Absent: Kent Haarberg, Secretary-Treasurer.
- 2. Public Comment:** None
- 3. Nominations of Officers and Oath of Office:** Miao swore in the Board members. Miao nominated Roshak for President, seconded by Tatom. Motion passed unanimously. Roshak nominated Miao for Vice Chair, seconded by Tatom. Motion passed unanimously.
- 4. Award Presentations:** Roshak gave a history of the accomplishments in the fire service and how it has helped the Fire District and to honor both Blake and Norris in appreciation of the Meritorious and Exceptional Service Award given to both of these Bend Fire and Rescue officers.
- 5. Approval of minutes from last meeting:** Approved by consensus of the Board.
- 6. Consideration of monthly expenses:** Marshall reviewed the expenses. Cadez made a motion to approve and pay the expenses. Motion seconded by Miao. Motion passed unanimously.

July, 2021 Checks Written:

5621	Airlink	Membership-Gary	65.00
5622	Gary Marshall	Central Oregon Media Group	1,129.74
5623	Century Link	Phone (2months)	119.16
5624	Cruise Master Engraving	Awards X 2	288.85
5625	Deschutes Co. Clerk	Elections	3,797.59
5626	Mastercard	See Below	481.15
5627	Gary Marshall	Cell Phone Reimbursement	80.00
5628	IAFC	Membership-Gary	260.00
5629	Kay Johnson	Accounting	1,100.00
EFT	Gary Marshall	Payroll	6,776.10
EFT	Payroll Taxes	Payroll taxes/payroll fee	<u>4,156.28</u>
		TOTALS	18,318.87

Mastercard:

Hola	Painting Meeting lunch	62.30
Greg's Grill	New Board Member meeting	66.00
El Caporal	Agenda meeting	51.50
Amazon	Award	86.52
DRI Crash plan	Backup	19.98
Microsoft	Annual fee	69.99

Ida's Cupcakes	Desserts Scronce Award	47.43
Globalstar	Phone	<u>77.43</u>
		481.15

6/30/2021 Bank Balances:

First Interstate Checking	75,134.21
First Interstate Money Market	273076.48
LGIP Operating Fund	386,308.81
LGIP Capital Improvement Fund	1,247,294.84

Transfer from LGIP to City of Bend
\$3,151.59

7. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Riley welcomed the newest Deputy Chief, Trish Connolly. Riley discussed the current fires burning, the Bootleg Fire in Southern Oregon and the Grandview Fire north of Sisters. Riley discussed the Dashboard Report. June was the busiest month for the fire department, in history. Norris gave a report on the new ambulance to be ordered. Norris said there are new rules from OSHA regarding masks. Blake discussed response times and how the iPad devices can save 15-20 seconds on each call. He also talked about the new radio system and Blue Card system training. Burning Closures and Fireworks regulations were discussed by Chief Riley and the Board. The Board did not have consensus to support additional restrictions on burning and fireworks regulations.

B. Accountant Report / Kay Johnson: Johnson gave her report starting with the balances and expenses. Materials and Services were reviewed as well as Operating and Capital Improvement Fund.

C. Executive Director Report / Gary Marshall: Marshall reported on sealing the brick for stations 302 and 306. Report on Turnout Dryers. Report on exterior painting of the fire stations. Report on new building security system. Report on automatic overhead door mechanisms.

8. Old Business:

A. IGA for Fire and EMS Services: Chief Riley gave a report and that the document is now signed. Positive discussion followed regarding the need for such a document.

B. COVID Board Meeting Rules: Marshall said the Fire District will continue to follow the City rules which they follow the OHA and OSHA rules. Discussion followed about when to use a virtual platform for the public to attend. The Board said for Marshall to make the meetings available virtually upon request.

C. IGA for Personal Services: Marshall gave the history about the Personal Services Contract and where the job duties have changed over the last three years. Roshak feels that the contract is beneficial because it requires a relationship between the Fire Chief and the Executive Director.

9. New Business:

A. Annexation Proposal for 60950 Groff Road: Marshall presented the history of the annexation proposal. Miao moved to move forward with the annexation process. Cadez seconded the motion. Motion approved unanimously.

B. Annexation Proposal for Lot 200 Saddleback: Marshall presented the history of the proposed annexation. Miao moved to move forward with the annexation process. Cadez seconded the motion. Motion approved unanimously.

C. SDAO Training Calendar: Marshall discussed the training events available by SDAO and encouraged Board members to attend.

D. Budget Committee Member: Marshall said that Ron Ladd does not want another term on the budget committee which created a vacancy. Marshall presented a resume from Crosby Grindle which he has expressed a great deal of interest to be on the Budget Committee. Marshall gave some history on the past process for vacancies regarding budget members. Marshall is waiting to hear from Jonathon Pritchard if he wants to sign up for another term.

10. Good of the Order:

A. Card for Ron Ladd: Everyone signed the card, and it was sent to Ron. Roshak welcomed (recently elected) Oliver Tatom as a Fire District #2 Board member.

11. Meeting Adjournment at 1:35 PM.

12. Next Regular Board Meeting: August 10, 2021 at 11:30 A.M.