

**Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday August 10, 2021 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:35 AM.**
Present: George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Oliver Tatom, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Bill Boos, Deputy Chief; Larry Medina, Deputy Fire Chief; Dan Derlacki, Deputy Fire Marshal; Kristy Carey and Sara Mohan Bend Fire and Rescue Staff; Rita Schenkelberg, City Councilor.
- 2. Public Comment:** None
- 3. Board Secretary/Treasurer Election:** Roshak nominated Haarberg as Secretary / Treasurer. Tatom seconded the nomination. Nomination voted on and passed unanimously.
- 4. Approval of minutes from last meeting:** Roshak Approved by Consensus.
- 5. Consideration of monthly 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 by Haarberg to approve the Monthly Expenses. Seconded by Cadez. Motion Passed Unanimously.

August, 2021 Checks Written:

5630	97 Painting LLC	Masonry Sealer	14,225.00
5631	Central Oregon Media Group	Meeting ads	146.69
5632	DEQ	Tumalo Sewage Disposal	570.00
5633	Mastercard	See below	1,746.46
5634	Gary Marshall	Cell Phone	80.00
5635	KJ Accounting	Accounting	1,100.00
5636	SDIS	Worker's Comp	601.42
EFT	Gary Marshall	Payroll	7,086.87
EFT	Payroll Taxes	Payroll taxes	4,336.48
EFT	Precisely Payroll	Payroll Fee	78.00
EFT	PERS	PERS retirement debt payment	<u>2,896.97</u>
		TOTALS	32,867.89

Mastercard:

CJ's at the Airport	Agenda Meeting	56.50
Robberson Ford	Vehicle repairs	469.06
Ray's Food	Board Meeting supplies	10.97
Aloha Cafe	Board Meeting lunch	152.95
DRI Crash plan	Backup	19.98
Oregon Fire Chiefs Assoc	Membership-Gary	85.00
Globalstar	Sat phone	77.46
Sisters Bakery	Meeting supplies	7.00
Kell's Kitchen	Tate & Tate board lunch (June)	156.00
Zumar	Sign program supplies	<u>711.54</u>
		1,746.46

7/31/2021 Bank Balances:

First Interstate Checking	46,487.88
First Interstate Money Market	273,132.59
LGIP Operating Fund	383,349.71
LGIP Capital Improvement Fund	1,247,925.32

6. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Chief Riley was impressed with the new paint color and workmanship of the Training Facility. Riley said that July was the busiest month with call volume ever for Bend F&R. Miao asked if there was advanced notice to construction projects, so crews know which routes to take? Riley said yes, the crews know in advance so they can take alternate routes. No report on the SAFER Grant. Chief Riley reported one Captain retiring due to health concerns. Riley reported that the evaluation of the BLS program currently ongoing. Riley said this evaluation is to be sure the program is still an essential resource but has some inefficiencies. Tatom asked when will the audit be completed? Riley said it started in October of 2020 and it continues. He said they will be making some recommendations and if the budget still will support the program in the future. Miao asked for more information about the heat map of the Dashboard report. Mohan explained the enlarged red in the heat map areas.

B. Accountant Report / Kay Johnson absent / no report.

C. Executive Director Report / Gary Marshall: Marshall updated the Board on the new exterior painting project for the older fire stations and Training Center. Marshall said that old fire station 302 needs exterior paint also and would like to pursue it to be painted this fall. Haarberg feels the color should coordinate with the existing 302 station. Marshall said that old station 302 will have some electrical work done to remove old wiring and a wall to create a new apparatus bay for storage. Marshall said that Deputy Chief Connolly, him, and Tobin Slaughter have weekly facilities meetings. One topic that they are investigating is to either re-build the station cupboards or replace them. Deschutes County will give out up to \$100,000. for wildfire mitigation grants. Miao would like to see before and after results and pictures once a grant has been awarded. Haarberg said that most grant applications come into the District within the FireFree program. Marshall asked if the October meeting could be changed from the 12th to the 19th of October? Board approved. Marshall gave a report on the Meritorious Awards with Scott Seaton being the first but still checking on other potential nominations. Riley and Marshall will follow up and give a report at the next Board meeting.

7. Old Business:

A. Secretary / Treasurer Position Election: Completed Agenda Item #3.

B. COVID Board Meeting Rules (Revised): Fire Chief Riley said it is a recommendation to mask up during meetings. Highly recommended to be masked for all gatherings and support virtual meetings. Roshak said the Board will follow the direction of the City requirements. Haarberg said he believes that District Board meetings are far more efficient to meet in person.

C. Vacant Budget Committee Position(s): Marshall said there are two vacancies and there is one community member that is interested to replace Ron Ladd's position. Marshall will invite him to future Board meetings. Jonathan Pritchard's position has expired, and we are waiting to hear from him if he wants another term.

8. New Business:

A. Data Specialist Sara Mohan, Dashboard Report Presentation: Mohan gave an excellent report describing the Dashboard Report and statistical information with a historical perspective and where the department will be in the future with call volumes increasing. A great deal of data was given with follow up discussion and questions to Riley and Mohan. The Predictive Analysis program was discussed and how it is beneficial to the operations of the fire department on a regular basis.

B. Fire Marshal Larry Medina, District Burn Permits Application Presentation: Medina reported on the program and how he wants to leverage technology to enhance the outdoor burning program within the fire district. The City does not allow outdoor debris burning. Medina said the Fire District will be the largest District in the state to use this new software program. Carey showed the Board the program and hope to go “live” with the software September 1st. She said it will take up to two years to get the entire community involved to use the program. Carey discussed how the program will be used and how it will be beneficial and how it will be a more efficient method to track outdoor burning locations. Haarberg asked if there will be any conflicts between the boundaries of the City and the District? Carey explained how that will be monitored. Medina discussed how agriculture burning payments and other permitted burning issues will be processed. Medina said this will be a great platform to regulate and shut down burning if necessary. The Board had some questions about the program. Discussion followed. Miao asked if the program would reject an HOA member to burn if the HOA has shut down burning? Carey said no but it will state that the applicant will need to contact their local HOA for their burning policies.

9. Good of the Order: Chief Riley discussed with the Board about a Bend F&R Firefighter that was off duty that went above and beyond the call of duty while off duty in Crook County. Roshak said his heroic actions did not go un-noticed. Discussion followed.

10. Meeting Adjournment at: 1:25 PM.

Next Regular Board Meeting: September 14, 2021 at 11:30 A.M.

Reminder: October 19th is the following Board meeting date as changed by the Board.