

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday September 14, 2021 at 11:30 A.M.

1. For the Record: Open Meeting and Introductions by President Roshak at 11:45 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; Drew Norris and Trish Connolly, Deputy Fire Chiefs; Kay Johnson, Accountant; Rita Schenkelberg, City Councilor; Crosby Grindle, Budget Committee Member.

2. Public Comment: None

3. Approval of minutes from last meeting: Motion by Haarberg to approve the minutes. Motion seconded by Tatom. Motion passed unanimously.

4. 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. Haarberg said there was a \$306.00 fraud charge to the District Master Card. Haarberg said that Marshall transferred \$50,000.00 to the Operating Account from the Money Market Account to have enough funds to pay the expenses. Miao asked what the fraud was? Marshall explained. Motion by Haarberg to approve the Monthly Expenses. Miao seconded the motion. Motion Passed Unanimously.

September, 2021 Checks Written:

5620	Cascadia Laundry System	New Dryers	12,937.00
5632	DEQ	VOIDED	-570.00
5637	Central OR Media Group	Ad	127.58
5638	Century Link	Phone (2 months)	118.82
5639	Mastercard	See below	162.04
5640	Gary Marshall	Cell Phone Reimb	80.00
5641	KJ Accounting	Accounting	1,150.00
5642	Lifeflight	Gary membership	119.00
5643	NFPA	Gary membership	175.00
5644	Quality Builders Electric	Wiring repairs	7,197.20
EFT	Gary Marshall	Payroll	7,086.87
EFT	Payroll Taxes	Payroll taxes/fee	4,389.48
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	32,867.89

Mastercard:

El Caporal	Agenda Meeting	51.50
Safeway	Board Meeting supplies	44.64
Market of Choice	Board Meeting supplies	15.92
DRI Crash plan	Backup	19.98
Surf Thru Redmond	Carwash (Monthly)	<u>30.00</u>
		162.04

(Fraud on Mastercard to 3M Credit \$306-not paid Executive Director filed Claim on 09/13/21)

8/31/2021 Bank Balances:

First Interstate Checking	5,210.93
First Interstate Money Market	273,192.45
LGIP Operating Fund	397,727.04
LGIP Capital Improvement Fund	1,248,508.25

Transfer \$50,000.00 from Money Market Account to Operating Account on 09/13/21

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Chief Riley reported on the vaccine mandate by the governor for the medical work force. Riley said there are avenues that him and the Association are finalizing for those employees to work as an un-vaccinated employee. Accommodation forms will be signed by employees that will remain employed. Riley discussed the agreements with the Association. The vaccination guidelines required by the US President does not affect the fire department as much as it does the other City department employees. Miao asked what the exceptions are to not getting the vaccination? Riley said either a medical or religious exception. Miao asked what percentage of the firefighters are vaccinated? Riley said over 80%. Haaberg asked how many firefighters have COVID? Riley said he does not know. Riley discussed the statewide fire deployments. Riley said the City and County are discussing new fireworks regulations. He said that the City will be discussing a Sale and Use prohibition. Roshak asked if the area fire chiefs are involved? Marshall has concerns if the City prohibits sales and use, where will the sales and use go to outside the City. Tatom said that LaPine Fire District will be writing a letter to the County to ask for the County to prohibit fireworks. Roshak said that the Sheriff will need to enforce a County ordinance. Tatom would like to see the District support a permanent ban on fireworks. Discussion followed by Board members whether to support a ban now or wait. The Board feels we should wait until we hear from the City and the County on their direction and what the outcome is from their discussions. Marshall proposed that when the time comes the District should write a resolution to what they support. Norris gave an update on the BLS program and the current firefighter health. Roshak said the Board is very supportive of the BLS program. Miao said that the BLS program should be in the next newsletter. Marshall asked Norris to review the wages for the BLS employee. Haarberg asked how many BLS employees stay? Norris and Riley spoke on the results of the turnovers due to BLS employees finding jobs before finishing the program. Norris also spoke on the suicide statistics for the year. The Board asked how the mental health and fatigue is for the firefighters? Norris spoke on physical therapy, the doctors and counselors that are available for the firefighters. Discussion continued on traumatic incidents and the debriefing that follows such an incident.

B. Accountant Report / Kay Johnson: Johnson said the revenues are good. She reported on the extra one cent contribution for the maintenance fund and that the City will invoice the District for that one cent as well as the other one cent that was approved by the District and the City through the new contract. Haarberg asked if the two cents were budgeted? Johnson said yes. Haarberg asked about the beginning fund balance. Johnson explained how the beginning fund balance works. Johnson said the Board will need to make a resolution to spend money out of the Capital Improvement Fund. Marshall will have that for the next Board meeting.

C. Executive Director Report / Gary Marshall: Marshall asked Grindle to be here for the meeting today because he is interested in becoming a budget committee member. Grindle gave his background in the fire service and public safety. Roshak made a motion to appoint Crosby Grindle to replace Ron Ladd on the Budget Committee as Ladd's appointment expired on June 30th. Motion seconded by Haarberg. Motion passed unanimously. Marshall gave facilities update. Globalstar will purchase the District's satellite phone for \$200.00. Marshall reminded the Board to sign up for their FireMed and AirLife memberships.

6. Old Business:

A. Kody Fordyce Annexation Final Approval: Marshall reviewed the annexation documents and requested the Board President to sign the documents as well as the Fire Chief.

B. Meritorious Awards: Marshall gave a report on who was actually approved for the fire districts Meritorious Awards.

7. New Business:

A. Security Locking Hardware Quotes: Haarberg made a motion to approve to spend \$16,219.40 for the lowest bid which will be awarded to IML Security Supply. Cadez seconded the motion. Motion passed unanimously.

B. Logistics Warehouse Painting Quote: Marshall said Webfoot Painting gave us a price of \$9,949.00 to paint the exterior of the Logistics Warehouse. Haarberg moved to approve the painting for that amount. Motion seconded by Miao. Motion passed unanimously.

C. Strategic Planning: Marshall suggested the District to explore strategic planning to develop a road map for future projects and direction. Marshall would be in favor to hire a professional to facilitate a planning session sometime this coming winter. The Board is in favor and would like Marshall to proceed with this endeavor.

8. Good of the Order: Haarberg reminded everyone that the meeting next month is on October 19th. Miao feels that good effective messaging is timely for the Levy. Riley said a steering committee is underway for the new levy. He asked if the District would like to have Marshall to be a part of that committee? The Board said yes.

9. Meeting Adjournment at: 1:20 PM.

10. Next Regular Board Meeting: October 19th, 2021 at 11:30 A.M.