

**Approved Board Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday October 19<sup>th</sup> 2021 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:34 AM.**  
**Present:** George Roshak, 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. Ray Miao, Vice President absent.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Haarberg made a motion to approve the meeting minutes as drafted. Motion seconded by Cadez. 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 and has transferred funds from the LGIP accounts to make payment to US Bank for debt service on buildings. Motion made by Haarberg to approve the monthly expenses. Motion seconded by Cadez. Motion passed unanimously.

October 2021 Checks Written:

5645	Airlink	Ray Miao air membership	65.00
5646	Central OR Media Group	Ad	103.01
5647	Mastercard	See below	365.97
5648	Gary Marshall	Cell Phone Reimbursement	80.00
5649	KJ Accounting	Accounting	1,050.00
5650	SDAO	Membership Dues	445.68
EFT	Gary Marshall	Payroll	7,086.87
EFT	Payroll Taxes	Payroll taxes/fee	4,389.48
EFT	PERS	PERS retirement charges	<u>2,896.97</u>
		TOTALS	16,482.98

Mastercard:

El Caporal	Agenda Meeting	63.99
Sunriver Brewing	Facilities Meeting	100.00
Tate & Tate Catering	Board Meeting lunch	182.00
DRI Crash plan	Backup	<u>19.98</u>
		365.97

9/30/2021 Bank Balances:

First Interstate Checking	35,573.95
First Interstate Money Market	223,242.42
LGIP Operating Fund	405,423.35
LGIP Capital Improvement Fund	1,249,072.64

Pay US Bank from LGIP account for debt service payments:

\$163,650.00  
\$114,899.96

Transfer \$74,485.90 from LGIP-Cap Improvement Fund Account to LGIP Standard Account

## 5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Riley reported on the Covid vaccine deadline. Riley said that 17 employees are working under the exception guidelines which complies with the state mandate. No employee lost their job. Riley said there was a MOU with the Firefighters Association and supplemented with an accommodation form. Roshak asked if their duties are modified? Riley said not their duties but their PPE. Riley reported said they are starting to run out of response vehicles which may lead to longer response times. Riley said the fire department was not successful in the SAFER grant this year. Connolly reported on the candidate list for new hires, and she said a handful of Ambulance Operators applied also. She said reciprocity is not as big of a problem as it was in recent years. Roshak asked the Chief how the firefighters are doing with this stressful Covid environment we currently are in? Riley said it is tough in the field and the impact it has on firefighters, and he said he is sensitive to this and pays close attention to the situation. Roshak said it must be tough what the firefighters are going through and hope they are mentally sound with good spirits and if there is anything the Board can do to help, he said they will. Riley said thank you for the help with the fire station painting as they look wonderful.

B. Accountant Report / Kay Johnson: Johnson said the new tax year funds are not received yet. She reviewed the finances said they are fine. Johnson went through some highlights of the budget. Haarberg had a question about a financial statement. Johnson said the balance sheet and receivable taxes should answer his question.

C. Executive Director Report / Gary Marshall: Marshall reported on SB 762 which is a wildfire bill that came from the legislature. Marshall said October 30<sup>th</sup> starts the FireFree ½ off program which runs through November 6<sup>th</sup>. Roshak discussed the compost product that comes from the recycled debris.

## 6. Old Business:

A. Logistics Warehouse Painting: Marshall said that Webfoot painting has postponed this project to the spring months for better weather to paint the exterior of the Warehouse. Marshall said it is up for discussion to take down the hose tower at the old station. Marshall reported that Webfoot submitted a late change order for the exterior of the fire stations painting project. The Change Order was due to longer prep time to do the jobs correctly. Marshall said there are currently discussions with the City if the Change Order will be paid for as it was a low bid project.

B. New Address Signs: Marshall reported that the new program to use the City sign department has worked out well for the price and the quality of the sign is much better than what we have done in years past. Haarberg asked if the address sign only can be replaced without a locate and post? Marshall said yes the sign can be replaced without the post but the price will be the same.

**7. New Business:**

A. Elkai Woods HOA Wildland Fuels Grant Request: Marshall reported that this group has requested for a \$500.00 grant. Deputy Fire Marshal Maniscalco went out to meet with the homeowners and reported they are doing everything correctly to minimize the wildfire threat. Haarberg made a motion to approve the \$500.00 grant request with a \$500.00 match of funds from the HOA. Tatom seconded the motion. Motion passed unanimously. Tatom asked what the upper limit of the grant funding is? Marshall said that the District budgets \$10,000.00 per fiscal year. Marshall discussed how the funds are usually approved by using the funds to benefit the greatest number of District residents.

B. New Bed Mattress Quote for Firefighters: Marshall said there was a request from the Firefighters Bed Committee to the Fire District to purchase 31 new beds for the fire stations. Marshall said firefighter fatigue is something we should be concerned with and that there are items, such as new comfortable beds that can assist in better sleep for less fatigue. The firefighters would prefer the sleep number beds from the beds they reviewed. Marshall and the Committee reviewed bids and costs for beds and that it is hard to compare all beds equally as the price changes as well as comfort and warranty. Marshall asked the Board to approve \$34,000.00 for 31 beds with the requested extra bed pads. Haarberg made a motion to approve up to \$34,000.00 for 31 beds and extra bed pads. Motion seconded by Tatom. Motion passed unanimously.

C. Letter of Support for Dr. Tilt: Tatom reported that a resident in his neighborhood asked that he and Fire Chief Riley write a letter in support to prevent wildfire in Oregon. Marshall said the study in his opinion is for a request on how we would respond to a wildfire and if we are prepared as well as what we do after the fire. Marshall said he felt the letter should probably come from the fire department rather than only from the District. Riley said he agreed, and he will review the request and draft a letter with both the City and the District. Tatom read the request from Dr. Tilt. Discussion followed. The fire department will review the request and if needed will write a letter for both the City and District to approve and sign.

D. Resolution to Transfer Funds: Roshak read Resolution #123 to approve to spend \$55,000.00 from the Capital Improvement Fund. Motion made by Haarberg to approve the Resolution. Motion seconded by Tatom. Motion approved unanimously.

E. 2020-21 Finance Audit: Marshall reported that Chris Mahr and Associates will be conducting the Field Audit a little later this year due to a lack of staffing available within his company. Mahr feels we should be able to complete the audit by the end of the year. Marshall and Johnson feel we should seek other bids for service before next year's audit from other auditors as it has been five years since we reviewed prices with other firms.

**8. Good of the Order:** None

**9. Meeting Adjournment at:** 12:30 PM.

**10. Next Regular Board Meeting: November 16th, 2021 at 11:30 A.M.**