

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 16th 2021 at 11:30 A.M.**

1. For the Record: Open Meeting and Introductions by President Roshak at: 11:37 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: Minutes approved by consensus of the Board.

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 that Marshall transferred \$50,000.00 to the Operating Account from the Money Market Account to have enough funds to pay the expenses. Motion by Haarberg to approve the Monthly Expenses. Cadez seconded the motion. Motion Passed Unanimously.

November, 2021 Checks Written:

5651	Mastercard	See Below	520.48
5652	Gary Marshall	Cell Phone Reimbursement	80.00
5653	Void		
5654	Void		
5655	KJ Accounting	Accounting	1,100.00
5656	Levrum	Code 3 Analysis software	4,950.00
EFT	Gary Marshall	Payroll	7,086.87
EFT	Payroll Taxes	Payroll taxes/fee	4,336.48
EFT	Precisely Payroll	Payroll fees	53.00
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	21,023.80

Mastercard:

El Caporal	Agenda Meeting	67.99
Surf thru Redmond	Car wash	30.00
Cody's Catering	Board Meeting lunch	209.30
Safeway	Board Meeting Lunch	41.86
Batteries Plus	Windshield wipers/batteries	43.96
Century Link	Office Phone	59.39
Wordpress	Website fee	48.00
DRI Crash plan	Backup	<u>19.98</u>
		520.48

10/31/2021 Bank Balances:

First Interstate Checking	25,644.89
First Interstate Money Market	223,286.76
LGIP Operating Fund	208,224.57
LGIP Capital Improvement Fund	1,175,093.25

Transfer \$50,000 from MMA to Operating Fund to cover checks.

5. Reports:

A. Fire Department Reports / Fire Chief Todd Riley: Fire Chief Riley spoke about the fire department revenue source and the next local option levy, and he would like to go out for the levy approval in November of 2022. He said that the timing would be excellent and give the firefighters encouragement that there would be additional firefighters hired. He said that Eric King is supportive of this plan. Haarberg asked what amount would he want to ask the voters for? Riley said that to staff station 306 it would be \$1.3 million plus \$700K for an additional ALS Medic. Riley would like to double the levy amount, from current .20 cents to .40 cents. Riley said the firefighters would like to triple or quadruple the amount of the levy. Haarberg said that the taxpayers would need to have a benefit and the fire department would need to show that. Miao said that the department needs to show the benefits for the extra funding. Board members asked what happens if it doesn't pass? Miao discussed the other levy's that may be going out to the voters at the same time and the amount that would be asked to the voters and maybe we should wait until the spring. Roshak discussed the amounts other emergency services are charging and that the fire service has a good value, and he is willing to raise the levy some but unsure how much. Haarberg said he feels the Board will support a levy but is cautious if it fails in the City or District and what will happen and then what is the plan? Miao said some polling is needed and to strategize, but new funding would not be collected for 18 months after the November election. Riley said his starting amount is at .20 cent increase to the local option levy. Riley said BLS program needs to be discussed at a later date. Tatom said he is not new to politics and the voter demographics have changed. He said voter engagement is higher and the support for the fire department is high. Tatom discussed strategies to pass a new levy increase and he is in support of doubling the levy unless the polling showed otherwise. Grindle said that there are many new citizens from other parts of the country. He said that many new citizens don't understand the reasons why the services here in central Oregon are not the same from where they came from. Connolly discussed the newly hired positions, and it is a strong list. Roshak asked if there are current openings for this list. Connolly said the list is good for two years and hopefully the list will last that long. Miao asked if the number of applicants were as high as in the past. Connolly said that the number was down a small amount but compared to other testing processes from other fire departments that she was happy with the turnout we had.

B. Accountant Report / Kay Johnson: Johnson said the November tax payments are coming in and all accounts are doing very well. Miao asked about a balance and Johnson said we started out the year better than expected.

C. Executive Director Report / Gary Marshall: No Report.

6. Old Business:

- A. Fire Station Beds Update: Marshall said the new beds and pad covers have been ordered and the total amount came in at \$33,997.00. The Association President sent a thank you to the Board from the Firefighters. Marshall said the order should arrive within 6-8 weeks and we will need to do a Resolution to cover the costs within the fund.
- B. Audit Update: Marshall said there is still no update from the Auditor and an extension may be needed. Marshall said we will need to shop for new auditors for next year and Johnson will help with that process. Johnson said she will compile a list for December.
- C. Satellite Phone Rebate: Marshall reported we received a \$200.00 payment for our old satellite phone that he sold back to the company.
- D. Fire Station Security Locks Update: Marshall said the new locking hardware is backordered for the color that we wanted so the facility committee decided to order the silver instead of bronze as the silver is available. Roshak asked if there will be a charge for installation? Marshall said yes and it could be as high as \$5,000.00.

7. New Business:

- A. Strategic Planning 2022: Marshall said that the planning session could be timely with the levy discussion. He said that he has contacted SDAO to discuss facilitators. He would prefer that we keep it to a day and a half, with first day with all groups that we invite, and the second day just have the Board to prioritize the goals. Marshall would like to do this during the week and sometime in January. Marshall would explore some topics for the planning session. Roshak wants to be sure we plan this so we could have involvement from City Hall staff. Marshall discussed some potential topics for discussion at the planning meeting.
- B. Station 303 Remodel: Marshall reported that the facilities committee is preparing to go out for a bid to paint the interior and remove carpeted floor surfaces and replace with hard surface materials. Marshall wants to know if the Board is okay with spending funds from the joint facilities maintenance account or a portion of it that both the City and the District have contributed to start this remodel process for station 303. Show of hands from the Board demonstrate that they are in support of using this account to remodel station 303.
- C. 302/306 Gas Shut-Off BBQ's: Marshall explained that stations 302 and 306 did not have the appropriate outside gas shutoff when they were constructed. Marshall said that we don't have a bid at this time, but he would estimate this could cost as much as \$5,000. per station to correct the problem.
- D. Fireworks Added by Tatom: Tatom asked the board to consider to write a letter in a joint request with LaPine Fire District to the Board of County Commissioners to ban the sale and use of legal type fireworks during fire season. Tatom said the LaPine Fire District would be writing a letter to the City of LaPine as well as the Board of Commissioners. Haarberg said that our fire district has banned the sales through ordinance, but it appears we can not enforce it as recent interpretation of the ORS from the State Fire Marshal. Haarberg requested that Bend Fire and Rescue send the letter. Riley said the City already banned the sales and use with some exceptions. Marshall said that the Fire District is very

rural area and there may not be the support to ban the sales and use. Marshall said that the Sheriff may not have the staffing to control the use of fireworks.

Miao said there is already a ban of certain fireworks. Tatom said the ban from this past summer seemed to work. Riley and Connolly said they know of two house fires caused from legal type of fireworks caused destruction from improper disposal. Miao asked how many fires were caused from fireworks within the Fire District? Riley said he does not have those statistics but could get them if he wanted. Riley said he preferred that all fireworks should be banned. Roshak said it does not make sense to create a law that you cannot enforce. Tatom asked if the Board is willing to support a ban on sales only? Tatom feels it is only fair to write a letter now before those nonprofit organizations move forward with their summer fund raising. Marshall asked the Board if they would want to adopt a Resolution to ask the County Commissioners to ban the sale? Miao said Marshall should talk with the County Manager before we proceed. Tatom is okay with that direction but feels that having two fire districts sending letters would put more urgency to the Board of County Commissioners. Marshall will call County officials and report back to the next Board meeting.

8. Good of the Order: Board Pictures: Kay Johnson's Birthday and group pictures were taken.

9. Meeting Adjournment at: 12:40 PM.

10. Next Regular Board Meeting: December 14th, 2021 at 11:30 A.M.