

**APPROVED BOARD MINUTES**  
**Deschutes County R.F.P.D. #2**  
**Board of Directors Meeting**  
**Tuesday December 14<sup>th</sup> 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:** Haarberg made a motion to approve the minutes as submitted. Motion seconded by Miao. 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 will be a resolution today to move funds. Marshall will transfer \$100,000.00 to the Money Market Account from the Operating Account to possibly receive better interest on the funds. Motion by Haarberg to approve the Monthly Expenses. Miao seconded the motion. Motion Passed Unanimously.

December, 2021 Checks Written:

5657	Central Oregon Media Group	Board Mtg notices (2months)	211.48
5658	Mastercard	<u>See Below</u>	567.05
5659	Gary Marshall	Cell Phone Reimbursement	80.00
5660	George Roshak	Air Ambulance Reimbursement	184.00
5661	Government Ethics Commission	Fee	658.59
5662	IML Security Supply	New Code Door Locks	17,097.40
5663	Keep Oregon Green	Dues	25.00
2664	KJ Accounting	Accounting	1,100.00
2665	Sleep Number	New Fire Station Beds	33,975.54
EFT	Gary Marshall	Payroll	7,086.86
EFT	Payroll Taxes	Payroll taxes/fee	4,336.49
EFT	Precisely Payroll	Payroll fees	53.00
EFT	PERS	Social Security Fee	15.00
EFT	PERS	PERS Retirement	<u>2,896.97</u>
		TOTALS	68,287.38

Mastercard:

El Caporal	Agenda Meeting	53.98
Surf Thru	Monthly Car Washing	30.00
Aloha Cafe	Board Meeting lunch	158.40
Safeway	Board Meeting Lunch	35.48
The North Face	Uniform Clothing	96.83
Century Link	Office Phone	60.01
AirMed	Kent Haarberg Membership	50.00
Kendall Quick Lane	Oil change	62.37
DRI Crash plan	Backup	<u>19.98</u>
		567.05

11/30/2021 Bank Balances:

First Interstate Checking	58,253.18
First Interstate Money Market	173,330.22
LGIP Operating Fund	5,366,636.39
LGIP Capital Improvement Fund	1,175,527.87

Transfer \$100,000 from Checking to MMA due to \$163,650.00 paid from City of Bend.

Transfer \$51,072.94 from LGIP Capital Improvement Fund to LGIP Operating Fund (to cover door lock system and new fire station beds)

**5. Reports:**

A. Fire Department Reports / Fire Chief Todd Riley: Chief Riley reported that Batt Chief Jeff Blake has been offered the position of Fire Chief at Jefferson Co Fire #1. Riley also reported that there are several items that he will be taking to the City Council. The first on the agenda is to ask for a new levy and possibly increase the levy. Replacing apparatus will also be taken to the City Council. He said anytime the cost is above \$100,000.00 staff will need to take that item to Council for approval. Miao asked if the cost of apparatus has increased and if so by how much? The Chief said the cost has gone up by 25%. Roshak asked if the surplus apparatus cost have gone up? The Chief said no. Connolly said it only takes five years to put 100,000 miles on a piece of apparatus. Discussion followed regarding apparatus replacement procedures. Connolly discussed the hiring process for firefighters. Miao asked questions regarding COVID transmission within the fire department. Norris reported the department has their own COVID testing module. He said that there are efficiencies to do this and far less expensive. Norris discussed the CCO ambulance billing program for increased reimbursement. Besides the GEMT funds this could bring in a substantial amount of revenue. Tatom asked if there was a specific name for the program? No but it is part the GEMT category.

B. Accountant Report / Kay Johnson: Johnson reported that \$5 Million in new taxes have come in. Johnson reported on the Fire District Fund balances. Johnson said the County Assessor will be holding some funds back until there is resolution on a court decision. She said we have not been invoiced by the City of Bend for payment. Connolly said the City is in the process to invoice.

C. Executive Director Report / Gary Marshall: No Report

**6. Old Business:**

A. Audit Update: Marshall reported that the Auditor is working on the scheduling to do the field audit. He said that Johnson has given him 5-10 companies that could do our audit next year. Marshall will send out an RFP hopefully by the end of December. Johnson explained the process and who may engage with us on an RFP.

C. BBQ Shutoff 302 & 306 Update: Marshall reported that the electrical shutoff's for the BBQ's are on order with the plumber and the cost will be much lower than we expected.

D. Fire Station Security Locks Update: Marshall said the invoice will be paid this meeting. The locks are almost completed by fire department staff and the security will be much better under this system.

**7. New Business:**

A. SDAO Priority Planning Session 2022: Marshall needs topics from the Board. George Dunkel from SDAO will facilitate the planning session. Marshall said this session is not a complete strategic planning process but may lead to that as a goal. Marshall said the first day is all command staff, City staff and the Board to participate. The second day will be to refine the objectives and goals. The Budget Committee and the Board will be attending the second day. First day is 9:00 am to 4:00 pm. The second day starts at 9:00 am and to finish at 1:00 pm.

B. Safe and Sane Fireworks Discussion: Marshall said he contacted the County as requested and he said he reviewed the old files from back in the mid 2000's regarding the fireworks issue. Marshall gave some history between the County the City and the Fire District regarding fireworks many years ago. Marshall said he spoke with the Sheriff recently and the Sheriff told him he is not interested in changing the laws but would be willing to support the Fire District on the prohibition of Sales of fireworks. Marshall said he also spoke with Commissioners DeBone and Adair. Neither Commissioners have voted yet at the County level to prohibit Sales and Use of legal type fireworks. Marshall gave the Board members a report from Fire Marshal Medina on Fireworks caused fires over the last five years. Tatom said he attends the LaPine Fire District Board meetings. He said he agrees with Fire Chief Supkis in LaPine to ban the sales and use of Safe and Sane Fireworks. Tatom feels there would be minimal resistance to move forward with a ban from our constituents. Tatom would like the Board to send a similar letter to the County Commissioners to ban the sales and use of fireworks. Marshall said he did talk with the State Fire Marshal regarding the Fire District banning the sale as we do now by ordinance, as it recently was brought into question if we can legally ban the sale as a Fire District. Marshall said the Deputy State Fire Marshal is reviewing this question with his staff. The Board consensus was to wait and see what the County Commissioners decide to do with the fireworks regulations and the Board will be in support of the Commission's decision. Miao directed Marshall to discuss the fireworks issue with Commissioner Chang since he has already talked with the other two commissioners. Roshak said the Fire District needs to think about all of constituents and their needs for the 4<sup>th</sup> of July.

C. Local Option Levy Update: Marshall asked the Fire Chief to report on this as he has a group working on this. He said that it is important to tell the story and have a short video. Still looking at the option to go to the voters in late 2022 or early 2023. He said much depends on the polling agency. Roshak asked if the City has a good outlook for the economy? Riley said yes it will be good until sometime in 2023. His reason to go early for the levy is to give the firefighters hope and for budget projections. Miao said the funds would not come earlier even though the voting was earlier. Discussion followed about when to go out for the new levy and how much is needed to ask the voters. Marshall asked if it passed in the City and not within the Fire District, what is the plan? The Chief said he has spoken to his boss about that too. Roshak said the Priority Planning Session will be a good time to discuss this further with the City Manager. Marshall said it is always good to have one or more comps with other jurisdictions to help justify our need.

D. Resolution #124 Using Capital Improvement Funds: Haarberg made a motion to approve Resolution #124. Motion seconded by Miao. Motion passed unanimously.

**8. Good of the Order:** Marshall handed out Key Cards to Board members to gain entry to fire facilities. Haarberg asked if Marshall would purchase vests for all Board members with the Fire District logo. Board agreed. Fire Chief Riley wanted to say thanks for the beds for all the fire stations. He said the fire crews really enjoy them. Roshak asked the Chief to make sure that all firefighters know that the Board says they are welcome and glad that they like them.

**9. Meeting Adjournment at: 12:52 PM.**

**10. Next Regular Board Meeting: January 11th, 2022 at 11:30 A.M.**