

**Approved Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday January 11, 2022 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; Drew Norris, Bill Boos 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 last months meeting minutes. Motion seconded by Miao. Motion approved unanimously.

**4. 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. Cadez seconded the motion. Motion Passed Unanimously.**

**5. Consideration of monthly expenses:**

January, 2022 Checks Written:

5666	Mastercard	See Below	556.71
5667	Central Oregon Media Group	Notice	111.20
5668	Gary Marshall	Cell Phone Reimbursement	80.00
5669	IML Security Supply	New Code Door Locks	655.20
5670	KJ Accounting	Accounting	1,100.00
5671	SDIS	Liability Insurance	10,997.00
EFT	Gary Marshall	Payroll	7,086.87
EFT	Payroll Taxes	Payroll taxes/fee	4,424.48
EFT	PERS	PERS retirement debt	<u>2,896.97</u>
		TOTALS	27,908.43

Mastercard:

Walmart	Office & Board Mtg supplies	29.50
Surf thru Car Wash	Car wash monthly	30.00
Tate & Tate Catering	Board Meeting lunch	216.00
Best Buy	Office Supplies (printer toner)	63.98
Galveston Pub Restaurant	Operations Meeting lunch	47.00
Century Link	Office Phone	60.01
CJs at the Airport	Agenda Meeting	61.00
DRI Crash plan	Backup	<u>19.98</u>
		527.47*

\*Mastercard was not able to be downloaded. Only could confirm total balance which may have included some January charges. Payment is balance due as of January 5.

12/31/2021 Bank Balances:

First Interstate Checking	57,552.00
First Interstate Money Market	273,378.67
LGIP Operating Fund	5,529,263.22
LGIP Capital Improvement Fund	1,124,892.87

Transfer \$655.20 from LGIP Capital Improvement Fund to LGIP Operating Fund (to cover door lock system)

**6. Reports:**

A. Fire Department Reports / Fire Chief Representative: Deputy Chief Connolly is acting in capacity for the Fire Chief this week. Connolly reported that the fire response calls increased by 15%. Houseless population counts for about 10 of the 15% increase. Miao asked what kind of the calls are coming from the houseless population? Connolly and Norris both replied that it is EMS, burning, etc. She reported that February 19th to fill the vacated BC position, in addition to a fire inspectors position and a training assistant position. Also working on a SAFER Grant for nine new firefighter positions. Roshak asked about staffing of station 306 and how it relates to response times. Connolly said the response times have increased due to no engine or ALS ambulance in station 306. Norris said the Predictive Analysis software shows that response times will go down 15 seconds with an engine placed at station 306. Boos said that the department has changed how they have staffed the fire stations to keep response times as low as possible. Haarberg asked who will be taking over managing the predictive software program? Connolly said that Sarah Mohan as well as others in the fire department will assist with this project. Boos said they just got approval from the City Council to purchase a new engine. Marshall asked about the last time the department tested with ISO, how many water tenders did we have? Boos said three. Boos said that the department now uses only two tenders they can maintain water flow to meet the needs of ISO. Norris reported on EMS and COVID 19 exposures.

B. Accountant Report / Kay Johnson: Not many expenses going out, but we are right on track with expenditures and budget. We have about 94% of tax revenue coming in which is on track. Miao asked a question about the amount of tax revenue budgeted as it relates to collection. Johnson said we are on track.

C. Executive Director Report / Gary Marshall: Marshall said he has sent out the 2022 Board meeting dates. He said that even though we adjusted our Board meetings to the second Tuesday of the second full week the invoices are still slow to come in. Haarberg said that if the Board went to the third Tuesday of the month it would be better and Johnson agreed. Miao asked if there are any conflicts. Roshak said we should move forward with the third Tuesday. Motion by Haarberg to move the regular Board meeting to the third Tuesday of each month. Miao seconded the motion. Motion passed unanimously. Marshall said the Board vests should be in by the next Board meeting. Marshall said there is a great deal of confusion regarding the invoices for the ground and air ambulance benefit for Board members. Marshall suggests that once the Board member receives the invoice that they should pay for it and turn in a receipt for reimbursement.

**7. Old Business:**

- A. Local Option Levy Update: Connolly reported that the group continues to have meetings and they will be hiring a survey firm. Boos continued with the report. Haarberg asked if the Board would be a part of the decision-making process to determine when to go out for the levy and the amount. Boos said yes, the Board will be very involved. Connolly said that there will be focus groups and telephone surveys.
- B. Fire Station Security Lock Update: Marshall reported we paid an extra \$655.00 for spare locks. Marshall said he is asking the City Facilities Director if they would like to purchase our locks off of stations 302 and 306. Boos said thank you to the Board for the new locking devices.
- C. Safe and Sane Fireworks Discussion: Marshall said he left a message for County Commissioner Phil Chang and let him know that the Fire District will follow whatever the County Commission decides. Roshak said he would like to explore the cost with Sheriff Nelson for a Deputy to patrol on the 4<sup>th</sup> of July for illegal fireworks. Marshall said there is some line items within the budget to pull funds from to support this if the Board chooses to do this before July 1<sup>st</sup>. Miao asked if the Board can legally do this? Tatom said a conversation with the Sheriff to explore this is the right way and he thinks it is a really good idea. Roshak will report back at the next Board meeting.

**8. New Business:**

- A. SDAO Priority Planning Session 2022: Next Tuesday and Wednesday. Marshall reviewed the agenda. Discussion on who was invited and who will be attending. Marshall will get confirmations. Marshall said George Dunkel has done these Planning Sessions many times for SDAO and he believes this will be a successful session.
- B. Payoff Full Faith & Credit Obligations: Marshall has contacted US Bank for the payoff of Station 304 and the Training facility. Haarberg said the requests for timeline from US bank was very confusing. Marshall will confirm payoff dates and times with US Bank. Johnson said we should just contact them now to give notice. Haarberg said the payoff is \$95,000 less than what the District budgeted. Haarberg made a motion to payoff the debt through US Bank for the final amount documented. Tatom seconded the motion. Motion passed unanimously.
- C. SDAO Conference: Marshall reported that the SDAO conference will be virtual this year.
- D. Audit Update, Questionnaire & RFP : Marshall said that the Field audit is completed. The questionnaires should be sent to Marshall. The auditor will be invited to the next meeting if he is available. Marshall sent out ten RFP's for Auditors within the state to send in the RFP by March 1<sup>st</sup> for Board review.

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

**10. Meeting Adjournment at: 12:50 PM.**

**Next Regular Board Meeting: February 15th, 2022 at 11:30 A.M.**

**(SDAO Priority Planning January 18-19, 2022)**