

**Approved Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday February 15th, 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; 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; Firefighter Mitch Webb, IAFF Representative; Kent Haarberg, Secretary-Treasurer, Absent.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Draft Regular Board Meeting Minutes approved by consensus. The Priority Planning Meeting minutes will not be approved until Cadez edits are sent in and that Haarberg has a chance to review for the March meeting approval.
- 4. Consideration of monthly expenses:** Marshall reviewed the expenses. Haarberg absent, therefor the expenses have not been reviewed by him but should be before next meeting. Miao made a motion to approve the monthly expenses. Motion seconded by Tatom. Motion passed unanimously.

February, 2022 Checks Written:

5672	Central Oregon Media Group	Notices (3)	369.09
5673	Mastercard	See Below	1,871.46
5674	Gary Marshall	Cell Phone Reimb/supplies	223.16
5675	KJ Accounting	Accounting	1,100.00
5676	LifeFlight	Gary Cadez membership	69.00
5677	NFPA	Gary Marshall membership	175.00
5678	Rock O The Range HOA	Small Fuels Grant Reimbursement	500.00
5679	Swalley Irrigation District	Annual Assessment	718.00
EFT	Gary Marshall	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes/fee	4,441.26
EFT	PERS	PERS retirement	<u>5,793.94</u>
		<b>TOTALS</b>	<b>22,388.00</b>

Mastercard:

Surf thru Redmond	Monthly Car Washes	30.00
El Caporal	Agenda meeting	67.99
Aloha Cafe	Board Meeting lunch	144.00
Airmed Care	Ray ground member	50.00
Winhost	Website Fee	59.40
Century Link	Office Phone	59.21
Safeway	Board meeting supplies	30.17
Cody's Catering	Planning session meals	533.20
OfficeMax	Planning session supplies	47.99
Riverhouse	Hotel for Priority Planning Session	559.52
Red Carpet Carwash	Pickup Detailing	300.00
DRI Crash plan	Computer Backup	<u>19.98</u>
		<b>1,901.46*</b>

\*Mastercard was not able to be downloaded last month. Prepaid \$30 from last month.

1/31/2022 Bank Balances:

First Interstate Checking	29,03.11
First Interstate Money Market	273,436.72
LGIP Operating Fund	4,906,750.38
LGIP Capital Improvement Fund	1,124,667.42

Transfer \$25,000 MMA to Checking to cover above checks.

Transfer payment of \$4,600,000 to City of Bend Fire Fund from LGIP.

**5. Reports:**

A. Fire Department Reports / Fire Chief Riley: Chief Riley gave a thank you to fire administration staff that have assisted in his duties while he was on vacation. Riley then also discussed the new recruitment processes and ceremonies for promotions. Riley said that the Redmond Fire Chief is leaving his post. Riley said that his goal is to fill Station 306 with nine firefighters to support an engine crew, not an additional ALS ambulance at this time. Riley said there is another funding meeting to bridge the funding gap before a new levy is passed coming next Friday. Riley said that he has a new figure of \$1.245 million amount needed to fund nine firefighters. Roshak asked if the eight-cent increase will cover that amount? Riley said yes. Riley said he needs additional administrative support that he will ask the City for additional support. Roshak asked the Chief if he wants consensus from the Board? Riley said yes unless the Board would like to help with the one additional administrative position. Roshak said there is consensus for the nine firefighter positions only. Riley said that on April 15<sup>th</sup> the City Manager will go before City Council with this proposal. Marshall said we can get better numbers at this Friday's meeting and report back to the Board at the March 15<sup>th</sup> Board meeting. Miao said as he understands the proposal, that the Board will only be responsible to participate in funding with the City for the nine firefighter positions, and the City will be responsible entirely for the Administrative position? Riley said yes, unless the District would be willing to help with that position too. Miao said that would take further dialogue from the Board members, but he feels there is consensus from the Board for the nine firefighters. Recruitment for firefighter positions and lateral positions was discussed. Norris said that the department is now regularly testing all firefighters for Covid 19 to find out who will still need to wear masks in the fire stations. Norris said the annual awards banquet is postponed until a later date.

B. Accountant Report / Kay Johnson: Johnson reported that since the payoff on the debt service for Station 304 and Training Facility there is a dip in the funds available. Johnson discussed the Operating Fund and the Capital Improvement Fund.

C. Executive Director Report / Gary Marshall: Marshall said the final audit review has been postponed until the March 15<sup>th</sup> Board meeting. Marshall said the District has received one bid so far to do future fire district audits. Marshall said that they are almost completed with new doors on the fire pole entry on the second floor of each station. He said he would like to add each fire station logo on each door to give each fire station some independent identity. Marshall said he will be proposing a line item in the new budget to assist firefighters in their extracurricular programs that enhance the fire department morale and pride.

**6. Old Business:**

A. Local Option Levy Update: Connolly said that the polling company DHM meeting is on Friday to discuss the levy strategy.

B. Safe and Sane Fireworks Discussion – President Roshak: Roshak said he spoke with Sheriff and those 12 hours of overtime would be approximately \$1,200.00 for one to patrol on the 4<sup>th</sup> of July for illegal fireworks. Roshak said that it would not be more than \$2,000.00. He said if this patrolling program was successful this year, then he would also invite other fire districts within Deschutes County to do the same and participate. Marshall said we could advertise this program which could be a deterrent to use illegal fireworks. Marshall said it would be best for the Sheriffs office to invoice the District. Roshak said this officer would only patrol the fire district. The consensus of the Board was to put \$2,000.00 into the existing grant program line item in the next budget. Roshak will contact the Sheriff to let him know we will proceed. Tatom and Miao applauded Roshak for his working with the Sheriff on this project.

**7. New Business:**

A. SDAO Priority Planning Session 2022 – Board Review: Marshall reviewed the Board Priority Planning Session Goals. #1 Goal was the renewal of the Local Option Levy. Roshak said a subcategory to that goal should be a success in a funding bridge with the City of Bend to get nine new firefighters in Station 306 until the levy is passed and funding has been renewed. #2 Goal was to redefine the Executive Director’s role as a facilities Manager. Roshak has concerns if the City centralizes Facilities that the Fire Fund will be challenged with additional needs from this centralizing of work to maintain the facilities? Chief Riley said that is a concern and something they would indeed watch. #3 Goal which is similar to #6 was to support the analysis of response data and review the engineering of community growth and regulations. #4 Goal to evaluate a new governance model to provide fire protection for the fire district. An analysis that would look at all options such as consolidation, merger or creating a new fire district. #5 Goal was to create a Fire District Strategic Plan. #6 Goal was take data from Goal #3 and explore land purchase options to build new fire stations for future growth and needs of the fire district to deploy resources and to reduce or maintain response times.

B. Rick Stilson 63454 Saddleback Drive Annexation Request: Roshak asked for all those in favor for the annexation, unanimous between all Board members for this property to be annexed into the Fire District. Petition signed by the Board President and the Fire Chief.

C. Extra Door Locks Purchase Resolution #125: Resolution signed by Board members present.

**8. Good of the Order:** Marshall handed out Fire District clothing Vests to Board members.

**9. Meeting Adjournment at:** 1:10 PM.

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

