

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday March 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; Kent Haarberg, Secretary-Treasurer, Oliver Tatom, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Trish Connolly, Deputy Fire Chief; Kay Johnson, Accountant; Rita Schenkelberg, City Councilor; Crosby Grindle, Budget Committee Member; Firefighter Mitch Webb, IAFF Representative; Eric King, Bend City Manager; Sharon Wojda, Assistant City Manager; Chris Mahr, Mahr and Associates.

2. **Public Comment:** None

3. **Approval of minutes from last meeting:** Consensus by Board to approve the February 2022 meeting minutes as submitted.

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. Motion by Haarberg to approve the monthly Expenses. Miao seconded the Motion. Motion passed unanimously.

March, 2022 Checks Written:

5680	Central Oregon Media Group	Notices	97.55
5681	Mastercard	See Below	470.45
5682	Gary Marshall	Cell Reimbursement/supplies	105.24
5683	KJ Accounting	Accounting	1,100.00
EFT	Gary Marshall	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes/fee	4,352.01
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	16,149.31

Mastercard:

Surf thru Redmond	Monthly Car wash service	35.00
The Phoenix Restaurant	Agenda meeting	67.00
Tate & Tate	Board Meeting lunch	210.00
Still Vibrato	Mtg with Dave Howe for Newsletter	14.09
Wordpress	Software Fee for Web Page	18.00
Century Link	District #2 Office Phone	59.38
SunRiver Brewing	Gary Lunch meeting	47.00
DRI Crash plan	Backup	<u>19.98</u>
		470.45

2/28/2022 Bank Balances:

First Interstate Checking	39,298.52
First Interstate Money Market	248,486.59
LGIP Operating Fund	4,922,040.19
LGIP Capital Improvement Fund	1,125,055.66

Transfer payment of \$4,600,000 to City of Bend Fire Fund from LGIP. Treasurer Haarberg made this transaction on March 15th.

5. Reports:

A. Fire Department Reports / Fire Chief & City Manager: Chief Riley said there has been more promotions. Connolly will be sending out letters for new hires. Fire Marshal selection has been completed with background checks to follow. Miao asked if there were any internal candidates for Fire Marshal? Riley said no. Roshak asked where the two selected candidates and where they were from? Riley said Jackson Co. #3 and Lebanon, Oregon. City Manager King opened the discussion regarding the bridging of funds to support nine new firefighter positions and one new Fire Department Business Manager position. King opened the discussion regarding the renewal of the 2023 fire department local option levy. King and Wojda referred the Board to the Power Point program to illustrate graphs and figures for funding. Haarberg asked what percentage of the City budget goes to Police? Wojda said half of the City budget goes toward Police and a much smaller portion goes towards fire due to the Fire District participation to the Fire Fund. Wojda then gave a more accurate amount which the Police receives \$70 million at 53% and the fire department receives \$34 million at 25% of the City budget. Riley reported on response times, unit reliability, efficiencies, and the metrics of call volume. Haarberg and Roshak had questions and discussed apparatus placement within the fire stations. Miao and Tatom asked additional questions regarding responses and population. Wojda discussed the fire department staff positions and costs. Wojda said the levy needs to be increased. Comparing Bend Fire and Rescue budget to other local fire departments Wojda said that Bend and the District is the lowest rate even including the levy. She said that the annual averaged amount per account due to the evaluation of our tax collection area, we are in the middle range compared to local area fire departments. Wojda also discussed employee costs for PERS, health insurance and wages. She said the 10 new positions would cost \$1.8 million and we would need .11 cents added to the contract to generate that amount. Roshak questioned the need for a Business Manager when those duties are handled by an existing management person at the current time. Riley said that the management staff is stretched too thin at this point and the Business Manager will relieve some of the duties of the management team. Wojda said the bridging of funds will be for two years (July 2022 – June 2024). Miao asked what the Business Managers responsibility is? Wojda said that they are a liaison to the Finance Department and oversight of the fire department budget including the GEMT funds, etc. Roshak said at this point he is not ready to fund the Business Manager position but ready to help fund the nine Firefighter positions. King said the City is at a bare minimum on staffing and that the City and the District has had a good relationship to fund all fire department position as a whole and we should not be picking and choosing which positions should be funded and that if the City and the

fire department is asking the District for assistance to fund this position it is really needed. Haarberg asked about the Local Option Levy and the strategy to pass it. Marshall asked what the projections are for the amount of the levy to be increased above the current \$.20? Wojda said the increase will need to be a minimum of \$.30. Roshak stated that the Board wants to be sure if the levy did not pass, that the new employees would not be laid off. King said that if the Levy did not pass, the City would look at attrition and other positions before critical positions needed for the fire department would be removed. Roshak said that we raised the contract amount within the IGA last year by \$.02 with one penny going towards facilities maintenance and the other to Operations. Could the \$.01 that was given toward Operations be used to help offset the bridge of funding? Wojda said that \$.01 has already been used and part of the equation. Marshall asked King if it would be a deal breaker if the District only funded the nine Firefighter positions? King said it would be a challenge not to fund all positions that they have requested which includes the Business Manager. Marshall said that the District wants to be sure that the funds will be there to keep these new positions if the levy is not passed or the amount of the levy is not enough to maintain those positions. King said he is confident that it all will work out.

B. Accountant Report / Kay Johnson: Current and next year's budget was discussed and how it will reflect negotiations and wages.

C. Executive Director Report / Gary Marshall: Marshall said that the District has had two permit request for fireworks stands. The Planning department sent out notifications for the new library. Marshall said the Awards Banquet on May 13th. SDIS sent us a check for specific training we do to reduce risk. Marshall said the EMMA filing is complete. Marshall passed out the annual goals from the fire department. Marshall said he received a request to purchase new Sleep Number beds for the two new fire stations. Marshall said he would like to complete all fire stations with these newer beds. Haarberg made a motion to purchase eight new beds for \$8,403.84. Motion seconded by Miao. Motion passed unanimously. Marshall will bring a Resolution to the next meeting.

6. Old Business:

A. Audit / Chris Mahr and Associates: Chris Mahr from Mahr and Associates gave his report and handed out the Audit review and discussed the contents of the 2020/21 audit. Mahr had the Board sign the auditor's letter.

B. Approval of Priority Planning Minutes: Approved by the Consensus of the Board.

C. Cyber Security Hardware Quotes: Marshall said the unit that we use to backup our computer is not working. He said he has new quotes for both the hardware to save information and one system to go to the Cloud. It was the consensus of the Board to move forward with purchase and installation.

7. New Business:

A. Appoint Budget Officer: Roshak made a motion to appoint Marshall as the Budget Officer. Motion seconded by Miao. Motion passed unanimously.

B. Auditor RFP Approval: Marshall reviewed the contract submitted from the Accuity group that wants to conduct the fire district annual audit. Only one bid came in from ten RFP's that were sent out. Accuity gave a proposal within our timeline for a \$12,000 amount each year for three years. Haarberg made a motion to award the contract to Accuity. Motion seconded by Miao. Motion passed unanimously.

C. Newsletter Status: Marshall reported that retired Battalion Chief Dave Howe wrote the stories within the newsletter. Marshall has reviewed it and it is ready to go to the printers.

D. Approval of Budget Timeline: The Budget timeline was approved by consensus of the Board.

E. Ken Bly Wildland Fuels Grant: The request is for \$1,700. Haarberg made a motion to approve the full requested amount. Motion seconded by Miao. Motion passed unanimously.

F. Sylvan Knolls-Boones Borough Wildland Fuels Grant: The request is for \$2,500. Haarberg made a motion to approve the full requested amount. Motion seconded by Miao. Motion passed unanimously.

G. Local Option Levy Update:

8. Good of the Order: Haarberg was pleased with the City of Bend presentation and felt they appreciated the Fire District as a needed participant to meet the needs of the fire department.

9. Meeting Adjournment at: 2:15 P.M.

10. Next Regular Board Meeting: April 19, 2022 at 11:30 AM.