

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday April 19th, 2022 at 11:30 A.M.

1. For the Record: Open Meeting and Introductions by President Roshak at: 11:34 AM

Present: George Roshak, 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; Tom Cocanower, Past Budget Committee Member.

2. Public Comment: Cocanower appreciated the invitation to attend.

3. Approval of minutes from last meeting: Haarberg made a motion to approve the minutes. Cadez seconded the motion. 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 with a transfer to the City of Bend. Motion by Haarberg to approve the monthly Expenses. Tatom seconded the Motion. Motion passed unanimously.

April, 2022 Checks Written:

5684	Brilliance in Branding	Vests	331.86
5685	Dave Howe	Newsletter	1,000.00
5686	EO Media Group	Public Meeting notice	103.50
5687	Every Idea Marketing	Newsletter	9,841.85
5688	Mastercard	<u>See Charges Below</u>	541.63
5689	Gary Marshall	Cell Phone	80.00
5690	Ken Bly	FireFree Grant	1,700.00
5691	KJ Accounting	Accounting	1,100.00
5692	SDAO	Priority Planning Consultant	1,046.00
EFT	Gary Marshall	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes	4,296.26
EFT	Precisely Payroll	Payroll Fee	95.75
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	30,160.91

Mastercard:

Surf thru Redmond	Car Wash Monthly	35.00
Roszaks Fish house	Agenda Meeting	63.45
Kell's Kitchen	Board Meeting Lunch	225.00
Kendall Quick Lane	Oil Change Service	91.37
Home Depot	Office Supplies	47.58
Century Link	Office Phone Monthly	59.25
DRI Crash Plan	Backup/Cancelled in April	<u>19.98</u>
		541.63

3/31/2022 Bank Balances:

First Interstate Checking	27,124.71
First Interstate Money Market	248,539.35
LGIP Operating Fund	472,610.54
LGIP Capital Improvement Fund	1,125,534.97

Transfer payment of \$16,775 to City of Bend Fire Fund from LGIP by Haarberg
Transfer \$40,000 from MMA to Checking to cover above expenses by Marsh

5. Reports:

A. Fire Department Reports / Fire Chief: Awards banquet May 13th. Riley expressed his gratitude for the work that has been done this year between the City and the Fire District. New Fire Marshal position is in the background phase for employment. Tatom asked the Chief if he has concerns about the Banquet spreading Covid? Norris said the virus contraction numbers are low and he feels comfortable with the added testing measures.

B. Accountant Report / Kay Johnson: Budget line items good. Tax revenue is at 98.4%. The association dues are over the budgeted amount. Completing the Year-end budget amounts. Marshall said the only large amount of spending that will happen prior to June 30th will be the contract painting for the old Station #302 which is under \$10,000. Cocanower wanted to tell the Board that the budget format that Johnson created is the best he has ever seen for the fire district during his time on past budget committees.

C. Executive Director Report / Gary Marshall: Marshall said that Acuity, our new auditor, has started with a mid-year audit. Marshall said the \$.10 ½ cent increase is now in the proposed budget. King said that there are upcoming meetings for the City Council to review the proposed increase as a temporary bridge of funding until the current Local Option Levy ends. He said that Tatom has agreed to attend virtually at the next meeting to speak to the Council representing the Fire District Board.

6. Old Business:

A. Newsletter: Marshall said the Newsletter was mailed. Dave Howe did an excellent job with the stories within the Newsletter. Marshall said that the District sends out just over 11,000 newsletters which gives him the approximate number of households, then using three people per home to give an estimated 35,000 residents within the Fire District boundaries.

7. New Business:

A. Resolution #126 Workers Compensation: Marshall said the Board is covered by Workers Compensation and by law that all volunteers within the Fire District shall be approved by Resolution which includes the Board and Budget Committee Members. Haarberg made a motion to approve Resolution #126. Motion seconded by Cadez. Motion passed unanimously.

B. Resolution #127 to Purchase Additional Fire Station Beds: Marshall said the Board approved to purchase the remaining new beds for the Station #302 and #306 at the last meeting but needed to formalize this action with a Resolution to take the funds from the Capital Improvement Fund. Haaberg made a motion to approve Resolution #127. Tatom seconded the motion. Motion approved unanimously.

C. Awards Banquet: Discussed under Fire Chief's Report.

D. Approve Budget Committee & Budget Message: Haaberg asked for edits on Page 10 of the Budget Message. He said a new balance is needed on the Expense column. He said that Johnson will check the numbers and will make sure the balances are correct. Haaberg said he thought the Budget Message was good. Haaberg made a motion to approve the Budget Message with corrections and then to be forwarded to the Budget Committee. Tatom asked if the funding was available in this proposed budget to fund the 4th of July Deputy program that was discussed at a previous meeting? Marshall said yes. Tatom seconded the motion. Motion passed unanimously. Roshak liked the summary for the different projects to be budgeted. Cocanower agreed that this is the best he has seen since he has been reviewing budget committee messages.

8. **Good of the Order**: Kent Haaberg's birthday.

9. **Meeting Adjournment at: 12:03 PM.**

10. **Next Regular Board Meeting: May 17th, 2022 at 11:00 A.M.**

Budget Committee Meeting at 12:00 PM