

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday August 16, 2022 at 11:30 A.M.

1. For the Record: Open Meeting and Introductions by President Roshak at: 11:40 AM.

Present: George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Gary Cadez and Oliver Tatom, Directors; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Trish Connolly, Jason Bolen, and Drew Norris Deputy Fire Chiefs; Scott Wyman, Battalion Chief; Eric King, City Manager; Sharon Wodja, Assistant City Manager; Janette Townsend, City Finance Director; Mo Mitchell, City Councilor; Mitch Webb, Firefighters Association.

2. Public Comment: Moment of Silence for Engineer Harro

3. Approval of minutes from last meeting: Haarberg stated he has reviewed the expenses; Marshall transferred the required amounts to balance accounts and balances are in order and verified that all the monthly accounting transactions are accurate to the best of his knowledge. He said that payroll was off one cent and that an additional check was made out to The Bulletin for \$103.50 and has requested that Marshall revise the minutes to reflect these two changes. Motion by Haarberg to approve the Monthly Expenses. Cadez seconded the motion. Motion Passed Unanimously. Miao asked Marshall if the Fire District pays his cell phone bill? Marshall said yes with a limit of \$80.00 per month.

4. Consideration of monthly expenses:

August, 2022 Checks Written:

5717	Mastercard	See Below	452.03
5718	Gary Marshall	Cell phone	80.00
5719	KJ Accounting	Accounting	1,200.00
5720	PacificSource	Executive Director Health Insurance	958.52
5721	SDIS	Worker's Comp Ins	634.67
5722	EO Media Group	Meeting Advertisement	103.50
EFT	Gary Marshall	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes	4,392.01
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	17,844.79

Mastercard:

Surf thru Redmond	Car wash	35.00
El Caporal	Agenda meeting	79.94
Bend Lock & Safe	Desk Keys	7.00
OFCA	Annual Membership	100.00
McDonald's	Maintenance Meeting	7.50
Century Link	District Office Phone	68.21
Amazon	Vehicle Supplies	9.99
Staples	Office Supplies	124.41
DRI Crash plan	Backup (Disputed with FIB)	<u>19.98</u>
		452.03

7/31/2022 Bank Balances:

First Interstate Checking	28,607.61
First Interstate Money Market	318,707.52
LGIP Operating Fund	124,101.82
LGIP Capital Improvement Fund	1,118,926.73

5. Reports:

A. Fire Department Reports / Fire Chief: Chief Riley gave a report on the death of Engineer Daniel Harro. Business Manager hired for the fire department. Insurance Services Office (ISO) report. Call volume has outpaced the capabilities of staff and there is a rising cost to provide these services. Riley introduced the new City Finance Director. Norris gave a report on the new ambulance chassis. Connolly gave a report on the new firefighters with a class of 13. Marshall said that the ISO representative said there is a good chance for the fire department could go from a Fire Protection Classification 3 to a Class 2. Miao asked what percentage of the call volume are psychological type calls? Norris said that they would have to research that. Discussion followed to assist the new City Councilor understand the operations of the fire department. Haarberg asked why the fire district's response times went up two minutes? Riley said that if the calls are at the edge of the District this could change those average response times, but he will research this further with Sara that develops the monthly report. King said he would like the Board to review the high-level concepts that the fire department has to demonstrate such services and the cost of those services which is helpful to decide on the Local Option Levy amount. Riley said that the Levy needs to be enough to sustain the current call volume but also the following five years after the levy is passed. Scenario One is to provide enough funding to keep the existing services levels which he anticipates hiring an additional nine firefighters. Scenario Two is to add additional support staff. Scenario Three builds on the other two scenarios for an additional paramedic and fuels reduction specialist in fire prevention. Much discussion followed on the staffing models. Roshak asked if they could present cost associated with each scenario? Wodja said that Townsend will be at the September meeting to present costs associated with each service. Roshak said he believes that staffing model one is the bare minimum. Tatom asked what is the pros and cons to keep billing in house? Riley explained the consequences of having only a temporary Biller now. Miao asked if Scenario One includes the firefighters, we hired with the Bridge funding. It was explained that Scenario One is an additional nine firefighters to the bridging firefighters. Wodja wanted to make sure everyone knows that the Levy amount will be substantially higher than a 40-cent projected levied amount to include Staffing Model One. Roshak asked what level of service does the public want. King said there will be two scenarios to test with the public polling in December. Marshall asked King if he thought the City would pass this and what percentage? King said yes. Tatom said that he did not believe we should spend time on Staffing Model Three, but maybe add some additional positions to Model One. Miao felt there should be a Focus Group to see what they feel as the public and what they want for services and what they are willing to pay for those services.

B. Finance Report / Kay Johnson: Johnson gave her report. Personnel services income we budgeted was half the amount because we thought we would reduce the contract this year, but we did not revise that contract so we will bring in the same amount as last budget year. The software fee is higher. Most everything is right on track with percentages of the budget. Haarberg had a question about the year to date to the month, does that change monthly? Johnson said yes. Haarberg and Johnson discussed the ending fund balance. Interest received has increase to 1.6 percent according to Johnson.

6. Old Business:

A. First Interstate Bank Stop Payment: Marshall working on stopping a payment to DRI Crash Plan of \$19.98 per month since we do not use their services anylonger.

B. Fire District Awards: Marshall asked the Board if they would like to proceed with the two awards they had mentioned in prior meetings. He also asked when they would like to present the awards. Roshak and Riley said that the awards should be presented at the Board meeting and at the Awards Banquet. Roshak made a motion to proceed with the two nominations and awards. Haarberg seconded the motion. Motion approved unanimously.

C. Wildfire and EMS programs: Reported under Fire Chief's Report.

7. New Business:

A. Senate Bill 762 Wildfire Mapping: Marshall said that the Oregon State wildfire mapping has been terminated for the current time due to inconsistencies and public input.

B. Sean Easly, Skyliners Road Property Annexation: Marshall said the petitioner (Easly) does not meet the past requirements by Board policy to annex into the District. Haarberg asked why we should not annex this property since we have already annexed in Skyliners subdivision. Marshall said that he is asking for Board direction and to what to advise this petitioner. Haarberg felt that the petitioner should try to get their neighbors to annex so they are contiguous to the District. Miao asked the Chief; would the department be responding anyway? Riley said yes as a fire could be threatening the fire district. The Board said for Marshall to go to the petitioner and to suggest they try to get an agreement from their neighbors to annex so that all properties will be contiguous to the fire district boundaries. Haaberg said if they are not successful, he then suggested for the petitioner to come to the Board meeting to entertain his annexation request without the neighbor's participation.

C. Accountant Position: Marshall said that Johnson will be terminating her contract as the accountant for the District on June 30, 2023. Marshall said that Chris Mahr is interested and as a CPA he could offer some extra services and would be willing to explore doing the payroll too. Marshall will get a date together for two Board members, Kay, and Chris to meet to discuss.

D. Taxes on Unimproved Lands within the District: Marshall reported that Scot Langton said at the last Board meeting, that the fire district may not be collecting the entire amount of taxes when we annex land into the District. After more discussion with Langton after the meeting, Langton said he reviewed the documents and found that the District is receiving the amount as required when applicants sign the appropriate forms to bring in all lands that they own, not just the home and five acres.

8. Good of the Order: Roshak said he would again like to extend his sorrow for the Harro family and to the Bend Fire personnel during this time of grief and if there is anything the Fire District can do to help, please let us know.

9. Board Meeting Adjournment at: 1:35 PM.

10. Next Regular Board Meeting: September 20, 2022 at 11:30 A.M.