

Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 15, 2022 at 11:30 A.M.

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:35 AM**
 George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Gary Cadez and Oliver Tatom, Directors; Gary Marshall, Executive Director; Crosby Grindle, Budget Committee Member; Todd Riley, Fire Chief; Bill Boos, Trish Connolly, Jason Bolen and Drew Norris, Deputy Fire Chiefs; Darren Root, Andy Hood and Scott Wyman, Battalion Chiefs; Eric King, City Manager; Steve Doyle, Firefighters Association; Betsy Tucker, Fire Department Business Manager; Kori Sarrett, Accuity Auditor; Dave Howe, Retired Battalion Chief.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Consensus by the Board to approve as written.
- 4. Consideration of monthly expenses:** Haarberg stated he has reviewed the expenses, transferred the required amounts to balance accounts and all balances are in order 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. Miao asked what the garbage payment was for? Marshall said it was for the removal of building materials from Station 302 debris cleanup.

November, 2022 Checks Written:

| | | | |
|------|---------------------|-------------------------|-----------------|
| 5737 | Accuity | Audit | 6,000.00 |
| 5738 | City of Bend | Garbage for Bldg Repair | 120.00 |
| 5739 | Mastercard | See below | 486.65 |
| 5740 | Gary Marshall | Cell Phone reimb | 80.00 |
| 5741 | Kay Johnson | Accounting | 1,200.00 |
| 5742 | Oregon Sec of State | Audit Fee | 300.00 |
| 5743 | PacificSource | Gary Health Insurance | 958.52 |
| 5744 | SDAO | Membership Dues | 449.46 |
| EFT | Gary Marshall | Payroll | 7,127.08 |
| EFT | Payroll Taxes | Payroll taxes | 4,296.27 |
| EFT | Precisely Payroll | Payroll Fee | 55.75 |
| EFT | PERS | PERS retirement | <u>2,896.97</u> |
| | | TOTALS | 23,970.70 |

Mastercard:

| | | |
|--------------------|----------------------|--------------|
| Surf thru Redmond | Car wash | 35.00 |
| Amazon | Rubber Stamp | 13.49 |
| Roszaks Fish House | Agenda Meeting | 71.00 |
| Taco Salsa | Board Lunch Meeting | 230.00 |
| Century Link | Office Phone | 68.38 |
| Wordpress | Website | 48.00 |
| Safeway | Board meeting drinks | <u>20.78</u> |
| | | 486.65 |

10/31/2022 Bank Balances:

| | |
|-------------------------------|--------------|
| First Interstate Checking | 49,236.76 |
| First Interstate Money Market | 248,900.09 |
| LGIP Operating Fund | 167,969.06 |
| LGIP Capital Improvement Fund | 1,124,126.05 |

*Transfer \$163,650 from LGIP to US Bank for bond payment. (Balance looks low, but tax revenues will be deposited throughout the month of November.)

5. Reports:

A. Accuity Audit Kori Sarrett: Sarrett and her Team appreciated working with Marshall and Johnson, and said they were very responsive to get them the documents needed. She delivered copies of a report for the Board and three copies of the official Audit for the officers of the Board. Sarrett discussed the audit adjustments and property tax adjustments. Debt was paid off this past year. One over expenditure due to that debt payoff amount was over than what the resolution to payoff was for. This was probably because of interest accrued between the time of payoff was invoiced and the time the payoff was received. Sarrett said nothing needs to be noted to the Secretary of State which is an improvement over last year. Marshall said the is was a smooth process working with Accuity even though it was the first year of our contract. Nothing was noted from the Auditors that we need to be doing differently.

B. Fire Department Reports / Todd Riley: Riley thanked the Board members for attending the City Council work session and that the polling survey to the public will be for \$.81. Riley discussed the polling survey dates. Miao asked what if the survey comes back over 70% in results, should the City and District explore a higher amount to poll at a later date? Riley said we would probably not have the time to do that. Roshak asked if there was any opposition to the Levy? Riley said he has not heard of any. Riley said he is ready to send in the review for a new ISO (Insurance Services Office) rating. Riley said December 6th is the graduation date for the new Firefighters academy. Riley said he wanted his Team to discuss “Fires in the Unprotected areas of the County”. Boos wanted to know from the Board on how far out of the Fire District boundaries they are comfortable with the crewa responding outside the Fire District fire protection boundaries. He said they will currently respond if there was a Life Safety issue or if a fire is threatening the Fire District. Roshak wanted to defer to the Fire Department staff and ask what is reasonable? Boos explained how the Department responded to the Alfalfa area before they became a Special District. The BC’s explained what their operating procedure is currently. Roshak said it appears that the Operations Team is on the right track. Riley said that the Awards Banquet is on January 27th and the Board will get a formal invitation. Haarberg had a question for Norris about the four medical long response times outcome? Norris will research and get an answer back to the Board. Roshak says they would like to know if the long response time was a factor in the outcome. Norris described Alpha through Echo emergency calls. Haarberg said that answers his question. Miao asked if the Hot Spot on the mapping report would be continued as he noticed it was not on the report this month. Marshall said in lieu of the Hot Spot report we are using the high response time information, but asked Miao if he would like that report also next month? Riley said the Hot Spot map does not significantly change over a several month period.

C. Executive Director Report / Gary Marshall: Marshall reported there are some items at the Pilot Butte station that need attention, to be altered or added due to the additional fire apparatus with crew assigned there in January. One example is to negotiate the turning radius therefore the concrete pad and curbs should be altered. Marshall said there are a couple other items that need to be added to the fire station. Marshall reported that the Board approved up to \$3,000.00 to purchase a band for the awards banquet. Marshall said that the band will not cost that much, and the awards committee is asking if they could use the remaining amount of funds up to \$3,000.00 for other costs involved with the banquet. Miao wants to know what the other items are to get approval from the Board. Marshall asked Norris if we have time to do that, and Norris responded yes.

6. Old Business:

A. Secondary Insurance for Fire Facilities: Marshall reported that he has spoke with the Fire District legal counsel. Legal Counsel said to explore a secondary insurance policy. Marshall has asked Special Districts Association for a quote and will report back at the next Board meeting.

7. New Business:

A. Tumalo Fire Station Damage Plan: Marshall has met with Soderstrom Architects to create a repair design and to propose a contract that the architects would design and prepare the bidding process. Marshall said we will do our best to get three bids. Marshall said there will be some costs involved to start repairing the structure. Marshall asked the Board if there is an amount that he can use without initially getting Board approval to not slow the process for repair? He said when building the two new fire stations they allowed him to spend up to \$10,000.00 before the next Board meeting to finalize approval and payment. The consensus of the Board is to approve Marshall to have a repair spending limit of \$10,000.00 without immediate Board approval. Miao asked if there are any structural problems to prohibit the use of the fire station? Marshall said there is one dorm that cannot be used and part of the fitness room and these are inconveniences, but they are working around it to fully staff the station 24/7.

B. North Station Highway 20 Access: Marshall said that he has signed all the documents for ODOT to start the process and there is no land where the station sits or the front apron that we have to donate, and it appears it is all on the North side of Jamison that is in need to donate to allow this new highway access to work. Marshall reported that ODOT representatives said that the section of Jamison in front of the North station is owned by the Fire District. Discussion followed about ODOT's complete Highway 20 plan.

8. Good of the Order: Marshall asked the Board if the District could purchase the main menu course for the fire crews that are working on Christmas this year. The Board said yes.

9. Board Meeting Adjournment at: 12:30 PM.

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