

**Approved Board Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday December 20, 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, Director; Oliver Tatom, Director (Virtual Attendance); Gary Marshall, Executive Director; Crosby Grindle, Budget Committee Member; Todd Riley, Fire Chief; Bill Boos, Trish Connolly, Deputy Fire Chief; Darren Root, Bryan Boyd and Scott Wyman, Battalion Chiefs; Kay Johnson, Accountant; Mitch Webb, Firefighters Association; Betsy Tucker, Fire Department Business Manager; Greg Bryant and Tom Cocanower, Guests.
- 2. Public Comment:** Bryant said that Deschutes River Woods is exploring the possibility to become a City and wanted to inform the Fire District due to Fire District #2 provides fire protection. Bryant also wanted to know the proper process for his community to get a fire engine to their local parade. Discussion followed.
- 3. Approval of minutes from last meeting:** Approved by Consensus from the Board.
- 4. Consideration of monthly expenses:** Haarberg stated he has reviewed the expenses 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.

December, 2022 Checks Written:

5745	EO Media Group	Ads for meetings (Nov, Dec)	167.90
5746	Mastercard	See below	549.10
5747	Gary Marshall	Cell Phone Reimbursement	80.00
5748	George Roshak	Lifeflight/Airlink Reimbursement	190.00
5749	Kent Haarberg	Lifeflight Reimbursement	115.00
5750	Kay Johnson	Accounting	1,200.00
5751	Levrum	Software (annual)	4,950.00
4752	Lifeflight	Gary Marshall membership	115.00
5753	PacificSource	Gary Health Insurance	958.52
5754	Phil Anderson	Legal (station 302 repair)	875.00
5755	Walker Structural Engineering	Engineering (station 302 repair)	475.00
EFT	Executive Director	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes	4,296.26
EFT	Precisely Payroll	Payroll Fee	55.75
EFT	PERS	PERS retirement debt	<u>2,896.97</u>
		TOTALS	24,051.59

Mastercard:

Surf thru Redmond	Car wash	35.00
Kendall Ford	Oil Change	100.07
El Caporal	Agenda Meeting	66.72
Aloha Cafe	Board Lunch Meeting	176.25
Century Link	Office Phone	68.41
Batteries Plus	Vehicle supplies	40.37
Cascade Lakes Brewing	Levy meeting	43.00
Safeway	Board meeting drinks	<u>19.28</u>
		549.10

11/30/2022 Bank Balances:

First Interstate Checking	191,536.44
First Interstate Money Market	248,951.23
LGIP Operating Fund	5,148,873.15
LGIP Capital Improvement Fund	1,126,597.59

**5. Reports:**

A. Fire Department Reports / Todd Riley & Management Team: Chief Riley reported that the firefighter academy students graduated, and he invited all the Board to the January 10<sup>th</sup> dedication of the new fire engine. Station 306 staffing was projected by using the Predictive Analysis Software that is owned by the Fire District. He said that when an ambulance needs to be added to that station, two ambulances will be in need to balance the call volume. January 28<sup>th</sup> is the Awards Banquet and thanked the Board for their support. The Community Levy Survey closed, and we are waiting for the results. Roshak said it was an interesting survey format and he explained his feelings about it. Riley said three City Councilors have expressed interest to meet with two Board members on the results. The budget is now being worked on and when it is completed it will be brought forward to the Board for their review. Tucker explained the process. Chief Riley also spoke on the Paid Leave of Oregon legislation and the impacts to the fire department. Roshak requested that there will be a document that demonstrates the current and future minimum staffing levels and have the IGA reflect such. Discussion followed where this document requirement should rest, either in the IGA or an MOU. Marshall and Riley will create a document for Board and Legal Counsel to review. Haarberg had a question about an emergency call long response time to the Juniper Ridge area. Boos, Wyman, and Webb explained the complicated responses to that area. Marshall reported there was a longer than normal response time in the Skyliners Subdivision due to poor access to the reporting party and that the fire prevention staff is doing a good job to work with these residents to identify the needs of the fire department to improve response times.

B. Executive Director Report / Gary Marshall: Marshall reported that the Board approved to spend up to \$3,000.00 at the Awards Banquet. The Board will be paying for the Band, a Photo Booth and Desert. Marshall said that the City Mayor sent out a survey for agencies that the City works with to participate to understand the challenges that the respective agencies have that could be discussed. Marshall said he will try to attend an in-person SDAO Legislative Day on January 13<sup>th</sup> in Salem. Marshall said he is exploring a Capital One Visa card. He reported the Short-Term Treasury Rate is now 3.1%. Marshall reported that Haarberg, Tatom and himself attended the Firefighter Academy. He reported on the Project Wildfire meeting and its large attendance. The Board felt we should invite the new County Forester to the Board meeting. Marshall said that Miao and Haarberg Board of Director Terms expire June 30<sup>th</sup> 2023. Marshall also reported that there is a lot of movement with firefighters between stations with the additional firefighters added. Connolly stated the stations are running out of space and additional firefighter metal lockers are needed. Haarberg asked if the Board should have just one Resolution to cover all expenses for one month? Johnson said the resolutions should be different for each project. Haarberg made a motion to approve to spend \$7,358.00 to Geargrid for an additional 10 lockers for Station 301. Motion Seconded by Cadez. Motion Passed Unanimously.

Accounting Report / Kay Johnson: Johnson said funds are coming in strong from taxes. She reported on the Capital Improvement Fund for the repairs for the Tumalo Fire Station and a resolution will be needed. Haaberg said once the bid is awarded, then we should do a resolution for the entire amount up to an adjusted figure to cover all the costs involved with the repair. Johnson also reported on some tax funding that will be withheld due to a lawsuit filed with a utility company.

**6. Old Business:**

- A. Secondary Insurance for Fire District Facilities: Marshall reported he has researched a need for secondary insurance to fund damages to the fire district buildings. Our insurance company will not provide secondary insurance and they feel we have the right to invoice the City on a regular basis to make payments on the repairs to Station 302. The Board decided to continue to follow the contract as it is interpreted by the City legal counsel.
- B. North Station Highway 20 Access: Marshall said everything is moving forward with signature on documents. Boos discussed the current progress of the Highway 20 Corridor project.

**7. New Business:**

- A. Damaged Tumalo Fire Station Repair Bid Process: Marshall reported that the station bid document was published yesterday. We believe that the cost should be under \$100,000.00. We hope to have several company's bidding on the project. The bid is open through January 10<sup>th</sup> to 5:00 PM.
  - B. Budget Committee 2023: Marshall said that Steve Davidson's Budget Committee position has expired, and he is willing to fulfill for another term if requested. Haaberg made a motion to reappoint Steve Davidson as a Budget Member. Motion Seconded by Miao. Motion Passed Unanimously.
  - C. 2023 SDAO Annual Conference: Marshall reported that Haaberg, Miao, Tatom and himself are currently signed up for the conference.
  - D. Chris Mahr Proposal: (Marshall under his Executive Directors report), presented the proposal from Chris Mahr to the Board for their review, to be the new Fire District Accountant starting July 1, 2023. Haaberg said that he feels that Mahr's proposal is reasonable with inflationary increases, and he believes that with his background of the Fire District, Mahr would be great for the position to replace Johnson. Haaberg made a motion to approve and to engage in a contract if needed for Fire District accounting services to be done by Chris Mahr and Associates to fill the vacancy of Kay Johnson at \$1,400.00 per month. Motion Seconded by Miao. Motion Passed Unanimously.
8. **Good of the Order**: Haaberg said everyone should have a Merry Christmas. Riley said that the LaPine Fire District will be going out in May for an increase of funding through a Levy, and he wanted the Board members know that it may be possible that one of LaPine Board members may contact one of them to discuss.

**9. Board Meeting Adjournment at: 12:35 PM.**

**10. Next Regular Board Meeting: January 17, 2023 at 11:30 A.M.**

