

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday January 17, 2023 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:32 AM**
George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Gary Cadez, Director; Oliver Tatom, Director; Gary Marshall, Executive Director; Crosby Grindle, Budget Committee Member; Bill Boos, Trish Connolly, Jason Bolen, Deputy Fire Chiefs; Scott Wyman, Battalion Chief; Kay Johnson, Accountant; Mitch Webb, Firefighters Association; Betsy Tucker, Fire Department Business Manager; Eric King, City Manager; Sharon Wodja, Chief Financial Manager; Dave Howe, Guest; Dan Van Calcar, Architect -Virtual Attendance.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Haarberg made a motion to approve the Minutes as written. Motion Seconded by Oliver. Motion Passed Unanimously.
- 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.

January 2023 Checks Written:

5756	EO Media Group	Ads for meetings (January)	105.80
5757	Mastercard	See below	2,986.93
5758	Executive Director	Cell Phone Reimbursement	80.00
5759	Keep Oregon Green	Association Dues	25.00
5760	Accountant	Monthly Accounting	1,200.00
5753	PacificSource	Health Insurance	958.52
EFT	Executive Director	Payroll	7,127.09
EFT	Payroll Taxes	Payroll taxes	4,296.26
EFT	Precisely Payroll	Payroll Fee	95.75
EFT	PERS	PERS retirement debt	<u>2,896.97</u>
		TOTALS	19,772.32

Mastercard:

Surf thru Redmond	Car wash monthly	20.48
ODOT	Vehicle Registration	136.00
Roszak's	Agenda Meeting	66.00
Tate & Tate	Board Lunch Meeting	308.00
Century Link	Office Phone	68.11
SDAO	Conference fees (4 people)	920.00
McDonald's	Maintenance meeting	12.40
Oregon Beef Company	Christmas Meals for Firefighters	977.35
Kyla Herrera	Photo Booth for Banquet	400.00
Winhost	Social Media/website	59.40
Amazon	Office Supplies	<u>19.19</u>
		2,986.93

12/31/2022 Bank Balances:

First Interstate Checking	176,122.77
First Interstate Money Market	249,002.38
LGIP Operating Fund	5,577,106.99
LGIP Capital Improvement Fund	1,129,509.77

5. Reports:

A. Fire Department Reports / Deputy Chief Connolly & Management Team: Connolly said next Friday is the Awards Banquet. Connolly gave a report on number of alarms. She said that the local newspaper has interviewed staff for number of calls. Tatom asked about response times. Bolen gave an update on a grant from the State Fire Marshal Office and would like to submit it under the Rural Fire District for wildfire risk reduction. Tatom said he is glad they are applying for the grant. Marshall asked if the funding would pass through the fire district budget? Bolen said yes. Bolen said that Dirt World and DRW would be the main focus. More discussion on how the Fire District would budget for this.

B. Executive Director Report / Gary Marshall: Marshall reminded the Board about the SDAO conference on February 10th and 11th. Marshall handed out the Fire Levy Information Sheet created by Fire Department Staff. There was a nice Thank you from the Firefighters Association for the Christmas meal from the Fire District. Tatom asked a question about who can advise on the vote for the Local Option Levy, elected officials and a Political Action Committee can give personal input but not employees, which can only give facts.

C. Accounting Report / Kay Johnson: Operating Fund Interest Rates are higher than last year. All balances are good and meeting the budget. Miao asked what the Interest Rate is currently? Johnson said 3.1%. Haarberg asked if tax revenues are still coming in? Johnson said yes.

6. Old Business:

A. Draft Minimum Staffing MOU: Chief Riley put together a draft MOU on how the Levy funds will be used. King said he reviewed it, and it looks fine.

B. Levy Update: King said that there was a small work session with two Board members and a few City Council members and staff to talk about the Levy rate, the survey and what it is paying for. He said that the group felt that the rate should be trimmed down for a financial strategy. The current rate was \$.81 and cut to \$.76. He said February 1st it will go before Council at their work session and again on February 15th for the final Levy rate. Roshak felt the meeting was great and that he looks forward to the new City Council Liaison to the Board to attend meetings. He praised the City Finance Team that found a way to cut the Levy rate. Miao said this is good to demonstrate fiscal responsibility. Marshall said he has crafted Resolution #130 Approving the Tax Levy Rate by the District Board. Tatom made a motion to approve the Resolution. Miao Seconded the motion. Motion Passed Unanimously.

C. Chris Mahr Proposal: Marshall said that Mahr's proposal was identical to what the Board voted on at the last meeting. He will have the contract signed by the President.

7. New Business:

A. Damaged Tumalo Fire Station Repair Bid (Dan Van Calcar Architect): Marshall introduced Van Calcar virtual attendance. Van Calcar reviewed the contract process to repair Fire Station 302. He said there was four companies that bid on the repairs. He reviewed the four bids with the lowest being \$65,500.00 by Cedar Mill Construction Company. His recommendation is to move forward and to accept the lowest bid for \$65,500.00. Roshak wanted to be sure that everything is included in the bid. Van Calcar reviewed the entire bid components with Cedar Mill. Marshall said that Haarberg, Marshall, and Van Calcar met the last week to review the bid documents and that it was bid correctly. Motion by Haarberg to accept the lowest bid at \$65,500.00 and to award it to Cedar Mill Construction Company. Motion Seconded by Cadez. Motion Approved Unanimously. Marshall will send a notice of bid results to all bidding companies. Marshall will work with Van Calcar to put together a contract for signature. Roshak said that the Board grants Marshall to spend the funds to get the repairs done. The final costs will then be turned in to City insurance.

B. Resolution to Adopt 2023 Local Option Levy Rate: See Levy Update under Old Business.

C. Newsletter Spring 2023 (Dave Howe): Marshall said late March is the target to distribute the Newsletter. Howe reviewed potential stories that he is planning to write for the 2023 Newsletter. The levy, wildfire mitigation, firefighting crews and their fire stations, call volume data, historical wildland fire in Tumalo to name a few. The Board felt that FireFree should be highlighted, and it was timely for an April distribution. Tatom said an emphasis on the levy rate and fuel reduction crews should be in the newsletter. Marshall and Roshak said they would like a spotlight story on a senior member of the department such as Andy Hood as he is a Fire District constituent. Tatom said that it should be mentioned the low staffing level in each fire station as it is not the high numbers that the public thinks it is. Webb said that some of the incidents within the Rural District are critical incidents with farm machinery and we should give the message on what the firefighters do which is more than write burning permits for the Rural District patrons.

8. Good of the Order: None

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

10. Next Regular Board Meeting: February 21, 2023 at 11:30 A.M.