

**Approved Board Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday April 18, 2023 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:34 A.M.**
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; Betsy Tucker, Fire Department Business Manager; Dave Howe, Retired Battalion Chief.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Haarberg made a motion to approve the March 21, 2023 Meeting Minutes. Motion Seconded by Cadez. 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 and that he has made required transfers of funds. Motion by Haarberg to approve the Monthly Expenses. Motion Seconded by Cadez. Motion Passed Unanimously.

April, 2023 Checks Written:

5785	Sleep Number-Signed & Mailed	Beds/mattresses 2022 Past Due	8,403.84
5786	Cedar Mill Construction	Station 302 Repair	1,725.67
5787	Changing Light Media	Dave Howe-newsletter	1,250.00
5788	Mastercard	See Below	1,735.45
5789	Gary Marshall	Cell Phone Reimbursement	80.00
5790	PacificSource	Gary Health Insurance	958.52
5791	Phil Anderson	Legal	423.50
5792	Soderstrom Architects	Station 302 Repair	12,875.00
5793	Kay Johnson	Accounting	1,200.00
5794	EO Media-Bulletin	Meeting Announcement	164.25
5795	Henderson's	Drum Cases/Pipes & Drums	1,565.85
EFT	Executive Director	Payroll	7,158.21
EFT	Payroll Taxes	Payroll taxes	4,265.14
EFT	Precisely Payroll	Payroll Fee	95.75
EFT	PERS Debt Payment	PERS Retirement Tom Fay	<u>2,896.97</u>
		TOTALS	44,798.15

Mastercard:

Surf thru Redmond	Car wash monthly	20.00
Olive Garden	Board meeting	249.07
Roszaks Fish House	Agenda meeting	70.00
Century Link	Office Phone	67.80
USPS	Stamps	126.00
Greg's Grill	Tom Fay meeting	50.00
Jersey Mike's	Budget planning meeting	69.12
El Caporal	Project Wildfire meeting	42.72
Amazon.com	Mini Projector/Screen	319.34
Amazon.com	Board shirts	<u>721.40</u>
	TOTAL Mastercard	1,735.45

3/31/2023 Bank Balances:

First Interstate Checking	96,303.28
First Interstate Money Market	249,157.61
LGIP Operating Fund	517,230.73
LGIP Capital Improvement Fund	1,124,799.11

Need to transfer from LGIP Operating fund to City of Bend \$21,465

Need to transfer from LGIP Cap Improvement to LGIP Operating Fund \$23,004.51

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Chief Riley discussed the activities surrounding the levy. An upcoming event in Tumalo sponsored by the firefighters. Kristy Carey will be leaving the fire department and transferring to I.T. There are five vacancies currently within the fire department. Wyman said that the fire department responded to John Day through a conflagration request from the State of Oregon. Two structure fires came over the night also. Bolen said Kristy will be missed. Her replacement will start May 8th. Connolly reported on update of fire station remodel and facilities repairs. Roshak asked if appliances were replaced? Connolly said appliances are replaced when needed. Riley reported on Juniper Ridge area with the challenges of the homeless population living in this area. He said that the County and the City leaders will need to discuss these challenges as this is on their property. The Chief and the Board feel this is a public safety issue.

B. Executive Director Report / Gary Marshall: No report.

C. Accounting Report / Kay Johnson: Income and expenses are where they should be at this time of year. One issue on Capital Improvement Fund - Sleep Number Bed Invoice late. Marshall said he was waiting for the beds to arrive before he paid for them, which took months for them to arrive, and he forgot to pay the invoice.

6. Old Business:

A. Levy Update: Yard signs and editorials discussed. Haarberg said the firefighters are doing a great job getting the message out to the public. Radio messages coming soon. Howe said the retired firefighters will be sending a letter to the Bulletin and the Source. Good letters from Larry Blanton and Rod Ray. Miao said Mitch did a great job recently with a citizens group.

B. Damaged Tumalo Fire Station Repairs Update: Marshall said that a special inspector is required by the County Building Department. Marshall signed a contract with Wallace for special inspections.

7. New Business:

A. Newsletter: Marshall gave thanks to Howe for his written stories. Howe asked if the Board would be willing to run another newsletter in the Fall of 2023. Marshall said it is not in the proposed budget as they are very expensive. Miao said maybe we do PSA's? Tatom asked if we should do electronic newsletters? Discussion followed. Tatom asked if we should look at sponsorship for a newsletter? Marshall said that a strict policy for allowing the type of advertisements the Board would allow in a newsletter would be needed. Howe said an electronic newsletter would be a good direction for the District. Marshall said if this is a goal of the Board, he can explore this endeavor with the cost and time associated with an electronic newsletter. No other discussion.

B. Resolution #134 Repairs to Tumalo Station #302: \$95,000 was decided to be the amount for Resolution #134 to cover all expenses associated with the repairs. Haarberg made a motion to approve Resolution # 134 for \$95,000. Miao Seconded the motion. Motion passed unanimously.

C. Budget Message Approval: Marshall asked for the Board approval for the Budget Message. Marshall said he needs to amend the map to show fire station #306. The Board said they will review the budget message at home after the meeting and contact Marshall if there are any proposed changes. Marshall reviewed the budget calendar.

8. Good of the Order: 26 years of FireFree Event was reviewed by Marshall which started in 1997 just after the Skeleton Fire. Howe said that he and the Pipes and Drums Band want to thank the Fire District for their financial assistance to purchase some equipment for their organization.

9. Board Meeting Adjournment at: 12:34 P.M.

10. Next Regular Board Meeting: May 16, 2023 at 11:00 A.M.

(Budget Committee to meet at 12:00 PM)