

APPROVED MEETING MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday February 21, 2023 at 11:30 A.M.

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:30 AM.**
Present: 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; Kay Johnson, Accountant; Betsy Tucker, Fire Department Business Manager; Eric King, City Manager; Dave Howe, Guest.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Motion by Haarberg to approve the Minutes. Motion Seconded by Cadez. Motion Approved 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. Haarberg said the City of Bend Invoice had an incorrect amount and Johnson will work with the City to get the corrected invoice. Motion by Haarberg to approve the Monthly Expenses. Motion Seconded by Miao. Motion Passed Unanimously.
- 5.**

February, 2023 Checks Written:

5363	EO Media Group	Ads for meetings (Jan)	83.95
5764	Mastercard	See below	744.37
5765	Executive Director	Cell Phone and board expenses	109.85
5766	Kay Johnson	Accounting	1,200.00
5767	LifeFlight	Membership-first check not cashed	119.00
5768	Mike's Fence	Sta 302 temp fence	135.00
5769	PacificSource	Health Insurance	958.52
5770	SDIS	Insurance	12,273.00
5771	Swalley Irrigation District	Water rights for Training Area	894.74
5370	Leo Lotito	Firefighters Banquet Band	720.00
EFT	Executive Director	Payroll	7158.21
EFT	Payroll Taxes	Payroll taxes	4307.14
EFT	Precisely Payroll	Payroll Fee	105.75
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	19,772.32

Mastercard:

Surf thru Redmond	Car wash	20.00
Aloha Cafe	Levy meeting	126.75
El Caporal	Agenda meeting	55.71
Century Link	Office Phone	67.91
Safeway	Board meeting supplies	74.00
Kyla Herrera	Photo Booth for Banquet	<u>400.00</u>
		744.37

1/31/2023 Bank Balances:

First Interstate Checking	154,629.90
First Interstate Money Market	249,056.96
LGIP Operating Fund	5,663,304.74
LGIP Capital Improvement Fund	1,132,746.17

Invoice from City of Bend for \$5,697,633.00 to be paid when approved by Board.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Riley extended the invitation to the Board for a Mini-Academy that is designed for the City Council, Miao and Tatom will be attending. MOU to how the Levy funds will be spent was reviewed and approved. Riley said it has been a busy couple of weeks with media interviews for the upcoming Levy. The Bulletin asked for a contact from the Fire District to represent us for media interviews. The Board President will be the media contact for the District. Riley said that there is a number of movements within the fire department changing office spaces. Haarberg asked that when staff addresses fire stations that we use station names instead of numbers. Riley reviewed the employees that will be changing offices including the Police Sub-Station at the West Fire Station will be moving into the West Station Lobby offices. Norris appreciated the Boards assistance with the Awards Banquet. Miao had a question regarding the Associations PAC and what their plan is and if Marshall would want to attend their meetings? Haarberg requested that Miao attend those meetings if invited.

B. Executive Director Report / Gary Marshall: Marshall reported that a Fire District Visa Card could not be found for the Fire District so he will continue to use the District's Master Card. Marshall reported on the SDAO conference. Tatom said he got a lot out of the conference. Marshall said he and Haarberg is working with the Fire Chief and his staff discussing rent agreements and staffing for facilities. The contract between the City and the District for Personnel Services expires in June of 2023. This contract will not be renewed to allow Marshall to complete other duties as assigned by the Board of Directors. Tatom confirmed that there are three options to assist Tobin Slaughter with facilities maintenance? Options are to hire another person either by the District or the City, or to use the City of Bend Facilities Team to supply one of their employees to assist. Riley said the funding that is within the Personal Services contract will be reallocated to another person to assist in Fire Department Facilities work and DC Connolly will manage the Facilities Maintenance program. Miao asked why is there a need for another person? Riley said it is capacity issue, the amount of work that needs to be completed. Roshak asked what are the future needs beyond the Levy for buildings? Riley said the Pilot Butte Station is in the right spot. More crews in that station will be needed. He said that somewhere along 3rd Street it may be needed to add a satellite station in that area. Norris said the training Center needs to be expanded. Roshak said that the Fire District will need time to start planning for any type of new buildings or expansion of buildings. Tatom asked if a new station will be needed in the Central District? Riley said yes, that a small station to hold EMS vehicles. Marshall said if it is the desire of the Chief to expand the Pilot Butte Station by 2029, we should be starting that planning soon and it may be best to borrow funds to not only complete that remodel but to work on the other areas of need such as the Training Center. Marshall also reported that there was a complaint from a resident in Deschutes River Woods that accused the District of censoring the Facebook page. Marshall said that there was no censoring, and he has deleted the District Facebook page as it is connected his personal Page and he is most likely deleting his person Facebook page. He said that he talked at length with the resident, and it appears that the resident's issues will be addressed by fire department staff. Marshall said he and Dave Howe have been reviewing the Fire District Web Page. Miao would like to know the number of hits we get on our Web Page. Marshall also reported on that he is working with Legal and with the County Clerk on the forms that are required for the Fire District Levy and the Voters Pamphlet.

C. Accounting Report / Kay Johnson: Johnson said that the Personal Services Contract is higher in revenue than budgeted because the District only budgeted for a half year of revenue. She said tax revenues are strong in collections and on budget. She said that the issue with the City of Bend invoice was because it was for the entire year and not year to date collections. Johnson said we are right in line with budget. She said that the repair receipts on the Tumalo Fire Station are not substantial yet. Johnson said that we need to start planning for the budget and budget calendar, and get a date set with Chris Mahr.

6. Old Business:

- A. Draft Minimum Staffing MOU: Discussed under Chief's Report
- B. Levy Update: Resolution #131 is nearly identical to the City Resolution. Names and numbers changed and one other edit. Riley said that everyone including the Firefighters Association is ready to start hitting neighborhoods. A Letter of Support will be written by Miao and Howe for the Voters Pamphlet. Haarberg made a motion to approve Resolution #131. Motion Seconded by Miao. Motion Passed Unanimously.
- C. Damaged Tumalo Fire Station Repairs Update: Marshall signed the contract with Cedar Mill Construction to complete the repairs on the Tumalo Fire Station.

7. New Business:

- A. Resolution #131 Election 5-Year Local Option Levy: Completed under Old Business.
- B. New Contract with SOS Maintenance LLC: Marshall signed a new contract with SOS Maintenance for the Tumalo Fire Station sewer system maintenance.
- C. FireFree Grant Awarded to Klippil Neighborhood: Marshall awarded the Klippil Neighborhood a grant to rent dumpsters and place within their neighborhood to collect flammable vegetation to reduce their neighborhood's wildfire risk. Marshall said under their match for funds he is allowing volunteer hours to be used at the same rate as the National Firewise USA Program.
- D. Marshall's Annual / 5-Year Review Board Assignment: Marshall asked the Board how they will want to orchestrate his review this year? Roshak said that he and Haarberg will do Marshall's review and asked Board members to make comments to them prior to the next meeting. Tatom asked what the process is for the review and what are they measuring? Roshak spoke about the various functions of the job. Tatom said at the college, there was a very robust form they used with numerical ratings. Miao said that the District once used the City of Bend's evaluation form. Miao said we also need to a compensation package, and he said Marshall can ask that the Board go into an Executive Session for that discussion.

8. Good of the Order: King said that Barb Campbell will be the new Fire District Liaison from the City Council to the Board. Howe said he believes the Fire District web site could be improved, but keep it as simple as possible. He feels it could be easier and cheaper than the program we are currently using. Howe reviewed the articles he will be writing for the District Newsletter.

9. Board Meeting Adjournment at: 12:58 PM.

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