

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday March 21, 2023 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:30 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; Barb Campbell, City Councilor; Bill Boos, Trish Connolly, Jason Bolen, Deputy Fire Chiefs; Kay Johnson, Accountant; Betsy Tucker, Fire Department Business Manager; Eric King, City Manager; Mitch Webb, Firefighters Union; Sharon Wodja, Assistant City Manager.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Haarberg made a motion to approve the February 21, 2023 Meeting Minutes. Motion Seconded by Miao. Motion passed unanimously.
- 4.** 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 will be paid today through the LGIP transfer process. Motion by Haarberg to approve the Monthly Expenses. Motion Seconded by Miao. Motion Passed Unanimously.
- 5. Consideration of monthly expenses:**

March, 2023 Checks Written:

5772	Bend Golf Club	Annual Awards Banquet	1,400.00
5773	EO Media Group	Ads for meetings (Jan)	83.95
5774	Mastercard	See below	469.22
5775	Gary Marshall	Cell Phone	80.00
5776	GearGrid Corp	Lockers	7,358.00
5777	Kay Johnson	Accounting	1,200.00
5778	LifeFlight	Haarberg membership	75.00
5779	PacificSource	Executive Director Health Insurance	958.52
5780	Phil Anderson	Legal (voided lost check)	1,722.00
5781	Ray Miao	Airlink Membership Reimb	115.00
5782	Septic Operations Service	Tumalo septic annual fee	350.00
5783	Temp-Rite	Ice Machine Sta 306	5,844.00
5784	Zumar	Sign supplies	1,498.75
EFT	Gary Marshall	Payroll	7,158.21
EFT	Payroll Taxes	Payroll taxes	4,265.14
EFT	Precisely Payroll	Payroll Fee	55.75
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	35,530.51

Mastercard:

Surf thru Redmond	Car wash	20.00
Aloha Cafe	Board meeting	201.83
El Caporal	Agenda meeting	75.70
Century Link	Office Phone	69.05
Safeway	Board meeting supplies	53.64
Life & Time Restaurant	Staff lunch	30.00
WordPress	Website software	<u>19.00</u>
	TOTAL Mastercard	469.22

2/28/2023 Bank Balances:

First Interstate Checking	131,298.49
First Interstate Money Market	249,104.72
LGIP Operating Fund	5,704,644.87
LGIP Capital Improvement Fund	1,136,004.75

Monthly Expenses Continued

Need to transfer from LGIP Operating fund to City of Bend \$5,379,107

Need to transfer from LGIP Cap Impr to LGIP Operating Fund \$14,807

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Chief Riley appreciated the Board members that attended the Training Academy event with the City Council. Riley said he has several presentations for the Local Option Levy and more preparedness in ongoing. Marshall said he wanted to thank the Firefighters Union for paying for the Board letter to be published in the voter's pamphlet. Boos reported on the call volume and getting prepared for upcoming wildfire season. Roshak asked if everything is good at the 911 Dispatch Center. Riley said that their Operations Manager said everything is good. Connolly reported on facilities and the remodel at the South Station. Tatom had a question regarding the sequence of remodeling the fire stations and staffing. Connolly and Riley explained staffing and offices. Connolly and Marshall explained to the Board that the Pilot Butte and Tumalo fire stations have TV's in the lobby to show the impact of the solar panel savings. Marshall gave the history of the solar panels and the TV's. Marshall asked if it was okay with the Board to disconnect the TV's since the public does not see them in the lobby. Tatom asked if a temporary TV could be set up during station tours by the public? Bolen said it is possible to do that. Riley said if the intent is make the public aware of the energy savings that can be done without setting up a TV. Miao thought it might be good to have a short report on a video through the City of Bend social media. Miao asked when will the State of Oregon will be coming out with the New Wildfire Map? Boos said that the map will not be published this year. Boos talked about the new legislation for this year. Miao asked what the wildfire season is looking like? Boos felt it would be a late fire season.

B. Executive Director Report / Gary Marshall: Marshall said he has been working on the station contracts and rent and where the debt should be coming from as per a 2005 MOU. Haarberg, Johnson and Marshall met with Chris Mahr to go over next fiscal year's budget. Marshall has ordered new polo shirts for the Budget Committee. Marshall said that the South Fire Station remodel is coming out of the Maintenance Reserve Fund. Project Wildfire meeting was this morning which Marshall, Tatom and Boos attended. Marshall said he is working with the Skyliner subdivision which he feels is probably the most vulnerable community to wildfire within the Fire District.

C. Accounting Report / Kay Johnson: Johnson said that the Operating Fund is doing well, interest rates are great. Personal services are above than budgeted. Tax revenues are good. The City of Bend Invoice is .7% higher than we had budgeted. Everything else is on track with budget. Capital Improvement Fund will have some expenditures to be discussed later in the meeting. Steve Davidson is newly reappointed. Two Board members will be running unopposed in this year's election. Mia asked what percentage increase the District brought in this year? Johnson said approximately 5.5% and is the amount we budgeted. Marshall will contact the County Assessor to get next year's growth prediction.

6. Old Business:

A. Levy Update: Discussed under Fire Chief's Report.

B. Damaged Tumalo Fire Station Repairs Update: Marshall reported he is having bi-monthly meetings with the Architect and the General Contractor, Will Turner from Cedar Mill Construction. Marshall explained the schedule and the window delay which I due in August of this year. Marshall said the bulk of the work will be completed probably by the end of Spring. Marshall reviewed the process of paying the invoices and the reimbursement from the City by contract. Johnson said one Resolution could be done to pay all the invoices from the Capital Improvement Fund.

7. New Business:

A. Marshall's Employment Contract: Contract expires April 1, 2023. Marshall has made edits for last year's wage increase. Roshak said he and Haarberg reviewed Marshall's contract and did his annual review. Haarberg said that that they felt the District should pay Marshall .5% to cover the Oregon Paid Family Leave Insurance (PFMLI) program taxes that are withheld from is payroll in addition to CPI-Cost of Living wage increase of 7%. Discussion followed by Board and Johnson. Haarberg made a motion to extend Marshall's contract for two years. Mia Seconded the motion. Motion passed unanimously.

Haarberg made a motion to approve a 7.5% wage increase for Marshall. Tatom seconded the motion. Discussion by Board on CPI increase. Motion passed unanimously.

B. Budget Officer Appointment: Haarberg made a motion to appoint Marshall as the Budget Officer. Mia Seconded the motion. Motion passed unanimously.

C. Budget Calendar Approval: Haarberg made a motion to approve the Budget Calendar as presented by Marshall. Motion Seconded by Cadez. Motion passed unanimously. Marshall reviewed the dates on the calendar.

D. Pipes and Drums Request: Marshall reported that the Bend Fire Pipes and Drums are requesting financial assistance and he gave some history of the group and how they help the fire department family. They are asking the Board to purchase items such as hard cases for their instruments.

The group is requesting \$2,362.94 to purchase instrument cases, slings, and sticks. Miao asked which line item would these funds come from? Marshall said there are some line items such as his personal training line item, but if we put this under miscellaneous line item we may go over the line item, but there is money available in the budget. Miao made a motion to approve the amount requested. Motion Seconded by Cadez. Motion passed unanimously.

E. Resolution Fire Station Lockers Approval: Resolution #132. Motion by Miao to approve Resolution #132. Motion seconded by Haarberg. Motion passed unanimously.

F. Resolution Fire Station Ice Machine Approval: Resolution #133. Motion by Haarberg to approve Resolution #133. Motion seconded by Miao. Motion passed unanimously.

8. Good of the Order: Campbell said she is very happy to be attending the District Board meetings once again and she is sorry she missed the City Council/Fire District Academy. She said that it is great that the District is very transparent and approving such small amounts of funds as a Board whereas the City leaves those smaller amounts to the City Manager. Miao said he wanted to thank the Chief, his staff, and the Union for their work on the Levy. Webb followed by Union schedules and letters of endorsement that are leading up to the May vote for the Levy.

9. Board Meeting Adjournment at: 12:45 PM.

10. Next Regular Board Meeting: April 18, 2023 at 11:30 A.M.