

**Approved Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday May 16, 2023 at 11:00 A.M.  
(Budget Committee to meet at 12:00 PM)**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:00 AM.**  
George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Gary Cadez, Director; Oliver Tatom, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Mike Clevenger, Budget Committee Member; Bill Boos, Trish Connolly, Jason Bolen, Deputy Fire Chiefs; Kay Johnson, Accountant; Betsy Tucker, Fire Department Business Manager.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Motion by Haarberg to approve the minutes from the last meeting. 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 the required transfers of funds in addition to the debt payments. Motion by Haarberg to approve the Monthly Expenses. Motion Seconded by Miao. Motion passed unanimously.

May, 2023 Checks Written:

5796	Brilliance in Branding	Budget member uniform Polos	200.00
5797	Dave Howe	Voided check 5787 (newsletter)	1,250.00
5798	EO Media Group	Bend Bulletin ads	256.45
5799	Every Idea Marketing	Newsletter	9,756.56
5800	Mastercard	See Below	680.80
5801	Gary Marshall	Cell Phone Reimbursement	80.00
5802	Henderson's Pipes & Drums	Pipe and Drum band contribution	797.00
5803	Karlyn Hetzler	FireFree Homeowners Grant Award	2,000.00
5804	Kay Johnson	Accounting	1,200.00
5805	Lesley Truman Designs	Training pass-through account	1,041.00
5806	PacificSource Admin	Executive Director health insurance	958.52
5807	VOID	Soderstrom Architects – Wrong Address	
5808	Terry Fidler	Tumalo Sewer reports (2yr)	550.00
5809	Wallace Group	Tumalo Repair Inspections	451.90
5810	Cedar Mill Construction	Tumalo Repair GC	48,232.92
EFT	Gary Marshall	Payroll	6,858.20
EFT	Payroll Taxes	Payroll taxes	4,565.15
EFT	Precisely Payroll	Payroll Fee	55.75
EFT	PERS	PERS retirement – Debt payment	<u>2,896.97</u>
		<b>TOTALS</b>	<b>81,831.22</b>

Mastercard:

Surf thru Redmond	Car wash monthly	20.00
Aloha Cafe	Board meeting	171.25
El Caporal	Agenda meeting	56.94
Century Link	Office Phone	68.24
Mike’s Fence Center	Tumalo Repair Construction Fencing	135.00
Safeway	Board meeting supplies	34.57
Dutch Bros	Gift Card - Newsletter	20.00
Kendall Ford	Oil Change and Service	125.80
City Club	Lunch meeting – City Managers	49.00
	TOTAL Mastercard	680.80

4/30/2023 Bank Balances:

First Interstate Checking	69,304.23
First Interstate Money Market	249,205.39
LGIP Operating Fund	545,672.81
LGIP Capital Improvement Fund	1,105,229.98

- Need to transfer from LGIP Operating fund to City of Bend \$15,442
- Need to transfer from LGIP Cap Impr to LGIP Operating Fund \$48,819.82
- Need to transfer from MMA to Operating Fund to cover above \$40,000.00
- Need to make payment from LGIP Operating Fund to US Bank for Debt Service \$163,650.00

**5. Reports:**

A. Fire Department Reports / Fire Chief & Management Team: Fire Chief Riley discussed Local Option Levy and he hopes for positive results from the vote tonight. Boos said he is retiring at the end of June and is applying for the fire chief position at Sunriver. Riley said that BC Hood is also retiring the same day. Both have been approved for a six-month work extension while in retirement from the fire department. Riley said that great efficiencies and positive results for Station 306 with the new engine crew was achieved. Bolen gave a report on the Community Wildfire Safety Grant and how the funds will be used within Deschutes River Woods. Miao asked if the Chipper they plan on purchasing can be used in other subdivisions. Bolen said yes. Marshall stated that if a Chipper was purchased that the City should own it as the District does not want to carry the liability insurance on that type of machine. Connolly said the fire stations will be going through an energy audit to find efficiencies for energy use. Tatom asked who will be doing the audit. Connolly said Oregon Energy Trust. Norris gave the current status on new ambulances.

B. Accounting Report / Kay Johnson: Johnson reported on the Capital Improvement Fund and will need a resolution to transfer the \$50,000.00. Operating Fund is on track for this time of the year for income and expenses. Haarberg asked if we missed a debt service payment. Johnson said no. Johnson said employee benefits are over budget due to employee insurance cost.

**6. Old Business:**

A. Levy Update – Haarberg asked what voter turnout is expected? Tatom feels it will be close to 30%.

B. Damaged Tumalo Fire Station Repairs Update: Marshall said brick is up and everything looks good. Marshall said that the “Man door” damage was not included in the bid, so he has signed a Change Order to have that damage repaired. Marshall has kept the insurance company up to date on the process. Miao asked why the materials are much less expensive as compared to the high-priced amount for labor. Marshall said the time to make the repairs is evidently in the cost of labor and not materials.

**7. New Business:**

A. State Fire Marshal Grant \$280,000 – Revised Budget: Already discussed this subject previously by Bolen.

B. Change Order Approved for Tumalo Fire Station: Already discussed this subject previously by Marshall.

C. Fire District Boundary Change Proposal by Resident: Marshall said a resident on Long Butte in the Whispering Pines area in the north part of the fire district adjacent to Fire District #1 is requesting a fire district boundary change. Marshall said the boundary line for both fire districts divide his property almost equally in half. The owner said he can only vote in Fire District #1 so he would like to move his entire property to within District #1. Marshall said there is a process but wants to know if the Board is open to allowing the resident to proceed to take his property out of Fire District #2 and have it annexed to Fire District #1. Haarberg said it makes sense to have the resident’s property in one fire district. It was the consensus of the Board to proceed to allow this resident to withdraw his property from Fire District #2 and that there would be no cost to the homeowner from Fire District #2.

**8. Good of the Order:** Tatom gave a summary of what the Union (Firefighters Association) did to support the passage of the Levy within the Fire District boundaries.

**9. Board Meeting Adjournment at:** 11:32 AM.

**10. Next Regular Board Meeting & Budget Hearing:** June 20, 2023 at 11:30 A.M.