

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting and Budget Hearing
Tuesday June 20, 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; Todd Riley, Fire Chief; Bill Boos, Trish Connolly, Drew Norris, Deputy Fire Chiefs; Scott Wyman, Battalion Chief; Kay Johnson, LeeAnn Nelson, Accountants; Betsy Tucker, Fire Department Business Manager; Sharon Wodja, Assistant City Manager.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Motion by Haarberg to approve the Minutes. Motion Seconded by Miao. 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 with the exception of one check needs to be added for EO Media Group for \$58.20 and he said the total amount is incorrect and should be \$22,242.67. Motion by Haarberg to approve the Monthly Expenses as edited. Motion Seconded by Cadez. Motion Passed Unanimously.

June, 2023 Checks Written:

5811	Accuity	Audit	1,000.00
5812	Bend Fire Pipes & Drums	Voided check 5802	797.00
5813	EO Media Group	Bend Bulletin ads	98.90
5814	Mastercard	See Below	688.28
5815	Gary Marshall	Cell Phone Reimb	80.00
5816	Kay Johnson	Accounting	1,200.00
5817	PacificSource Admin	Gary health insurance	958.52
5818	Phil Anderson	Legal	269.50
5819	Soderstrom Architects	Building Repair	1,200.00
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	<u>2,896.97</u>
		TOTALS	22,242.67 edited

Mastercard:

Surf thru Redmond	Car wash	20.00
Olive Garden	Board meeting	352.25
El Caporal	Agenda meeting	71.44
Century Link	Office Phone	68.98
Chevron	Fuel	80.97
Safeway	Board meeting supplies	46.64
USPS	Postage to send budgets	48.00
	TOTAL Mastercard	688.28

5/31/2023 Bank Balances:

First Interstate Checking	21,448.13
First Interstate Money Market	209,257.33
LGIP Operating Fund	437,486.47
LGIP Capital Improvement Fund	1,059,962.87

Need to transfer from LGIP Operating fund to City of Bend \$132,572

Need to transfer from LGIP Cap Impr to LGIP Operating Fund \$51,200.00

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Chief Riley gave a thank you to all involved with the Levy. Riley gave a gift to Johnson for her last meeting with the Fire District. Riley said he will be putting together a group to review the need for permanent funding. Riley said before looking at station 7 we need to look at adding space to Station 6. Boos said we are in extreme drought. He reported on fires in Oregon currently burning. Riley said that Boos and Hood are retiring and will do a six moth workback. Connolly reported on the hiring process for vacant positions. Tatom talked about the criticism of the levy amount and we should better educate the citizens on the levy amounts and how the Board could help with that even though the Fire District does not have authority on the budget for the fire department. Roshak felt there will always be opposition and many of the people he heard from are the anti-government people. Miao said that is a good point and that we are better educated as the District does not manage the Fire Fund.

B. Executive Director Report / Marshall: Marshall said the Board should formally vote that the Levy results are acceptable to the Board. Miao made motion to accept the Levy results from the County Clerk. Motion seconded by Haarberg. Motion passed unanimously. Marshall was told that 911 will be moving the backup center out of the East Fire Station by the end of the year. Marshall said there was a request from the Sheriffs Office to use part of the training grounds to use for vehicle parking. Marshall has requested that the Fire Chief give direction about this request and if it should move forward with more discussion.

C. Accounting Report / Kay Johnson: LeeAnn Nelson was introduced by Johnson as the new accountant for the fire district. Johnson reviewed the budget and tax revenues. Johnson said a Resolution needs to be approved because the District is over in Materials and Services. The interest is good for the Capital Improvement Fund. She discussed the building repair fund.

6. Old Business:

A. Levy Update: Discussed under Fire Chiefs Report.

B. Damaged Tumalo Fire Station Repairs Update: Marshall said that the contractors are cleaning, and we are waiting for the window to be installed to finish the project.

C. State Fire Marshal Grant Resolution #136: Discussion from the Board. Haarberg made a motion to approve Resolution 136. Miao seconded the motion. Motion passed unanimously.

7. New Business:

A. Resolution #137 Transfer of Funds: Motion by Haarberg to approve Resolution 137 to transfer funds. Tatom seconded the motion. Motion approved unanimously.

B. Debt Payment from Fire Fund: Marshall said there was an MOU that directed the debt service payments for the first fire stations built, should come from the City General Fund. Wodja said the payments do come from the Fire Fund and the funds were backfilled from the General Fund. Marshall said the question is, has the debt service payments been coming from the Fire Fund. Tucker said the last couple years the General Fund may not have put the funds back into the Fire Fund. Discussion followed about the timing and age of the MOU would be reviewed by City of Bend legal counsel. Roshak said he would want the Fire Fund to be made whole and this issue to be resolved.

C. Acknowledgement & Thank You to Crews: Roshak said he would like to recognize the crews in some way that have gone above and beyond what is expected of them. Tatom said he has a reservation with this direction because he hears these stories all the time. Roshak just wants to make sure we recognize everyone. Hood said that these acts of kindness from the crews are widespread, and he said it would be hard to see everything that everyone is doing. Hood thought that maybe the Awards Banquet may be an area to recognize these folks. Riley said we need to support the culture but most of the crews do not expect a thank you. Riley said whatever we do will be appreciated. Discussion followed how the District may thank the crews. Wyman said just a thank you in the Fire District minutes may be enough. Where the entire Board Thanks the crews for their efforts for the highest examples of kindness to our constituents. Their actions do not go unnoticed!

D. Nominations for Fire District Award: Roshak nominated Boos and Hood for the Fire District special recognition award and their names will be added to the plaque that hangs at the Training Center. Haarberg seconded the motion. Motion passed unanimously. The awards will be presented at the Awards Banquet.

E. Change Order Station 302 Repairs: Marshall signed a Change Order for \$976.00 to have the brick sealed at the Tumalo fire station as it was not part of the bid for damage repairs.

F. Pacific Pride Fuel Card: Marshall said the fuel card from the City will no longer be used for a District vehicle. The District could apply for a Pacific Pride to help monitor fuel use even though the cost could be higher at times when compared to the average gas station. The Board said to move forward with this credit card to fuel the District vehicle.

8. Open Public Budget Hearing by President Roshak at: 12:32 PM.

A. Attending: Same as Above recorded for the Regular Board Meeting.

B. Public Comment: None

C. Budget Minutes / Resolution #138 Adopting Budget / Appropriations / Levying Taxes: Haarberg moved to approve the Budget Meeting Minutes. Miao seconded the motion. Motion approved unanimously. Haarberg made a motion to approve Resolution #138 Adopting the Budget with the tax rate of \$1.4366 permanent rate with the Local Option Levy of \$.20. Cadez seconded the motion. Motion approved unanimously.

Closed Public Hearing at: 12:35 PM.

9. Good of the Order: Thank You card from Pipes and Drums Band / Roshak said this is Kay Johnson's last meeting. Marshall echoed many of the comments on how Kay has helped the fire district with her fire service administration knowledge and with her exceptional accounting practices.

10. Board Meeting Adjournment at: 12:37 PM.

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