

**Approved Meeting Minutes  
Deschutes County R.F.P.D. #2  
Board of Directors Meeting  
Tuesday August 15, 2023 at 11:30 A.M.**

**1. For the Record: Open Meeting and Introductions by Treasurer Haarberg at: 11:30am**

**Present:** George Roshak, Director; Kent Haarberg; Gary Cadez, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Andy Hood, Drew Norris, Deputy Fire Chiefs; Betsy Tucker, Fire Department Business Manager; Melissa Steele, Fire Inspector; Greg Bryant, Guest from Deschutes River Woods.

**2. Public Comment:** None

**3. Approval of minutes from last meeting:** Roshak made a motion to approve the minutes. Motion seconded by Cadez. Motion passed unanimously.

**4. Consideration of monthly expenses:**

Staff Vehicle Quotes & Purchase: Haarberg said that there is a new staff vehicle budgeted for this fiscal year and a check to purchase a new Jeep Cherokee is within the Expenses to be approved. Marshall told the Board he had contacted Ford for a new Explorer since those vehicles are on Government Contract. He was told no 2023 Explorer's were available and a 2024 would not be delivered until late winter with a price anticipated to be around \$26,500 for a basic model. Haarberg had requested that Marshall look at other brands of vehicles. Marshall found that Jeep Cherokee's are similar in price as the Explorer's. Marshall requested three bids from different Jeep dealerships throughout the state. The lowest bid was for \$46,385 including fees and plates from Lithia Jeep in Bend. Marshall said that if we purchase now, we won't have to purchase tires for the F-150 and that Lithia is currently holding this vehicle to the end of the day. Marshall reviewed the two other bids which were higher in price than the Bend Lithia.

Review and approve Expenses: Haarberg said he had one question on the Local Option Levy expenses with the County Clerk. Haarberg said he has made the monthly transfers and 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. Motion by Roshak to approve the Monthly Expenses. Motion seconded by Cadez. Motion passed unanimously.

August 2023 Checks Written:

5371	Pacific Source	Employee benefit	30.52
5830	Airlink	Board expense	79.00
5831	Chris Mahr & Associates	Bookkeeping	1400.00
5832	VOID		
5833	Deschutes County Clerk	Election	5771.05
5834	EO Media Group	Bend bulletin ads	70.00
5835-5838	Checks voided – ran through printer incorrectly		
5839	Gary Marshall	Cell phone	80.00
5840	Lithia CJDR of Bend	Jeep Cherokee	46,385.00
5841	Pacific Source	Employee benefits	989.04
5842	Soderstrom Architects	Building repair	360.00
5843	Dan Derlacki	Bolts for signs	4.83
5844	Mastercard	See below	864.53
EFT	Executive Director	Payroll	7,342.90
EFT	Payroll Taxes	Payroll taxes	4,937.19
EFT	Precisely Payroll	Payroll Fee	60.85
EFT	PERS	PERS retirement	<u>3,222.61</u>
		TOTALS	71,597.52

## Mastercard:

Surf thru Redmond	Car wash	20.00
OR Fire Chiefs Assoc	Dues	100.00
Safeway	Board/office expense	50.23
Office Max	Office supplies	135.72
Ana's Rose N Thorn	Condolence flowers for vendor	89.99
Starbucks	Staff expense – travel	12.90
Aloha-Café	Board expense	178.50
The Phoenix	Board expense	70.00
Safeway	Board expense	8.00
Ed Staub	Fuel	130.91

Century Link	Phone	<u>68.28</u>	
			TOTAL Mastercard 864.53

7/31/2023 Bank Balances:

First Interstate Checking	150,511.96
First Interstate Money Market	489,373.54

LGIP Operating Fund	379,777.64
LGIP Capital Improvement Fund	1,013,634.09

Need to transfer from LGIP Cap Impr to LGIP Operating Fund \$360.00

**5. Reports:**

A. Fire Department Reports / Fire Chief & Management Team: Chief Riley mentioned this is the year anniversary of the Firefighter Harrow incident that took his life as well as his brothers. Riley said that the Deputy Chief of Operations position advertisement is open. Also the department is in background checks to hire six new firefighters. All six are replacement positions. Riley gave a wildfire update and that Bend Fire and Rescue is on in the McKenzie river area incident called the Lookout Fire. Riley spoke on the fire weather forecast. Chief Riley said that himself, Marshall and Tucker are meeting with City management staff on the rewrite of the IGA between the District and the City.

B. Accounting Report / LeeAnn Nelson from Mahr and Associates: Nelson talked about receiving the wildfire grant from the state. Nelson talked about last month's accounting as well as this month's accounting for the Capital Improvement Fund and the Operating Fund. Haarberg said he likes the report forms she has created.

**6. Old Business:**

A. State Fire Marshal Grant Update / Melissa Steele: Steele gave a report to the Board about the current status of the State Fire Marshal's Office Wildfire Grant. Steele also spoke about the changes to the original grant that will be submitted to the State Fire Marshal by September 15. One major change from the original Grant was to remove the expensive wood vegetation chipper. Steele also wants to do a public education campaign as part of the Grant expenses. There was consensus from the Board that Steele is planning a quality program and using the funds appropriately. The Board mentioned that all expenses over \$10,000 will have to be approved by the Board. Marshall can approve expenses for \$10,000 and under.

B. IGA Review Committee Update: Riley reported on this subject in his report.

C. Tumalo Fire Station Repair Update: Marshall said the window has been delivered and he hopes that the fire station repairs will be done prior to the next Board meeting.

D. Fire District 1 & 2 Boundary Update: Marshall reported that the Redmond Fire Marshal contacted him and confirmed that there are 10 additional properties on the North boundaries of Fire District #2 and #1 where the Fire District boundary lines run through the homeowner's properties. Marshall discussed timing and when Redmond should talk with these property owners. Roshak feels this is an issue for the individual property owners and they should come to the Board if they want the boundary to be changed. Roshak said we will not interfere if these property owners want to annex into Fire District #1.

**7. New Business:**

A. Elkai Woods Fractional HOA Wildfire Grant Award: Marshall approved a \$2,000 matching grant where the District would reimburse services up to \$1,000 and the HOA would match with \$1,000 in sweat equity or receipts for service. Roshak made a motion to approve the grant. Cadez Seconded the motion. Motion Passed Unanimously.

B. Old Staff Vehicle Sale: Marshall said the District can sell the F-150 by advertisement in the various news outlets or advertise for minimum bid at \$25,000 within trade magazines. Marshall also said that Bend Fire and Rescue is also interested in the vehicle but needs more time to review their budget. The Board asked Marshall to put this topic on the agenda next month to give Fire Staff adequate time to review their budget.

**8. Good of the Order:** Roshak wanted to say thank you to the entire fire department for the exemplary work they did over the July 4<sup>th</sup> holiday. Marshall told the Chief that Melissa Steele is doing a great job in wildfire position. Hood talked about roads to be closed in the Juniper Ridge area. Marshall said Hood and himself did a media interview within the Skeleton Fire burn area regarding wildfire operations and safety.

**9. Board Meeting Adjournment at: 12:07 pm.**

**10. Next Regular Board Meeting:** September 19, 2023 at 11:30 A.M.