

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday September 19, 2023 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:32 AM.**
George Roshak, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Andy Hood, Drew Norris, Trish Connolly, Deputy Fire Chiefs; Betsy Tucker, Fire Department Business Manager; Barb Campbell, City Councilor; LeeAnn Nelson, Accountant; Sharon Wodja, Assistant City Manager.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Consensus of the Board to approve as submitted.
- 4. Consideration of monthly expenses:** Treasurer Haarberg reconciled the books and made the funding transfers earlier in the week as he would be absent this Board meeting. He has reviewed the expenses and he said all balances are in order and verified. Motion by Roshak to approve the Monthly Expenses. Motion seconded by Cadez. Motion passed unanimously.

September 2023 Checks Written:

5845	Cedar Mill Construction	Building Repair	19,170.41
5846	Central OR Fire Chiefs Assoc	Dues	150.00
5847	Chris Mahr & Assoc	Accounting Services	1,400.00
5848	EO Media Group	Bend Bulletin Ads	140.00
5849	Gary Marshall	Cell Phone Reimbursement	80.00
2850	Pacific Source Admin	Health Insurance	989.04
5851	SDIS	Insurance	254.00
5852	Mastercard	See below	1,794.84
EFT	Executive Director	Payroll	6,858.20
EFT	Payroll Taxes	Payroll taxes	4,565.15
EFT	Precisely Payroll	Payroll Fee	95.75
EFT	PERS	PERS retirement	<u>2,896.97</u>
		TOTALS	38,394.36

Mastercard:

Rogue	Fitness equipment	1045.00
Surf thru Redmond	Car wash	20.00
Ed Staub	Fuel	56.19
Safeway	Board meeting	54.77
El Caporal	Agenda meeting	71.47
North Face	Uniforms	88.00
New York City Subs	Board meeting	220.00
US Cellular	Cell phone cord	29.99
Century Link	Office Phone	68.87
Ed Staub	Fuel	<u>141.03</u>
	TOTAL Mastercard	1,794.84

8/31/2023 Bank Balances:

First Interstate Checking	79,126.69
First Interstate Money Market	489,477.45
LGIP Operating Fund	390,202.87
LGIP Capital Improvement Fund	1,017,075.16

Need to transfer from LGIP Capital Improvement to LGIP Operating Fund \$19,170.41.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Riley said there was a celebration for the largest recruit academy to date and those members have been assigned to fire stations. Chief said the department is now in the hiring process for Deputy Chief of Operations. Connolly gave an update on the new hiring process for entry level firefighters. Miao asked if the candidates are all aware of the cost of living for the Bend area.

B. Executive Director Report / Marshall: Marshall gave a brief report on the State Fire Marshal Grant for Deschutes River Woods. Tucker gave a report on the Intergovernmental Agreement between the City and the District. Marshall needs two Board members to attend the next IGA meeting and requested dates that they are available. Roshak had a question about debt payments and lease payments. He is concerned about what was promised to the voters during the levy regarding the funding of the current IGA. Marshall told the Board that the Fire Marshal will be coming before the Board in the future to approve a new Oregon Fire Code with amendments. Marshall told the Board that the Tumalo Logistics building will now be used for maintenance by Tobin Slaughter. Marshall invited all Board members to the OFDDA conference in November. Marshall discussed a potential property(s) on Skyliner road that may petition to come in the fire district. Marshall asked if he should proceed even though the properties may not be within five road miles from the nearest fire station even if the properties are contiguous with the fire district boundaries. The Board said to proceed. Marshall distributed a sample of a Policy for the Sale of Surplus Property. Tatom said he would like to have a copy of all the Fire District Policies. Discussion followed. Marshall will organize the Policies and send a copy to all Board members.

C. Accounting Report / LeeAnn Nelson, Mahr & Associates: Nelson gave a report on checks that she wrote regarding the building repairs. Marshall said there is one outstanding invoice from the architects. Nelson said the finances are in a good position. Nelson said that she and Marshall will be gone next week so the Field Audit will be pushed out to later next month.

6. Old Business:

A. Field Audit: Discussed under Executive Directors Report.

B. Tumalo Station 302 damage completion: Discussed under Executive Directors Report.

7. New Business:

A. Surplus Vehicle Sale to Bend Fire & Rescue: Resolution #140 Sale of Surplus Vehicle approved. Sale of the 2019 Ford F-150 sold to the City of Bend for \$25,000. Payment to be collected before the end of June, 2024.

B. Cameras at fire stations: Connolly discussed the security issues at the fire stations. The fire crews would like to have better security and fencing is not an alternative to cameras at this time. She said we are looking at pricing and a policy. Marshall said that Station 305 (North Station) would be the first to install cameras and three cameras would be needed for that station but probably only two cameras each for other fire stations. Marshall said Connolly is asking the District to purchase the cameras and the City would cover the cost for Wi-Fi. Marshall said that there are funds in the budget for station improvements. Roshak said to find out the amount. Miao asked if there are alternatives to the cameras. Discussion followed. Hood said the cameras serve as a deterrent as well as a recorded file to assist in an arrest if needed. Roshak suggested that law enforcement could assist on placement of cameras. Roshak wants the crews to understand that the Board is looking out for them.

8. Good of the Order: Wodja said that Melissa Steele will be before the City Council October 4th to discuss wildfire mitigation.

9. Board Meeting Adjournment at: 1:40 PM.

10. Next Regular Board Meeting: October 17, 2023 at 11:30 A.M.