

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday October 17, 2023 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:34 AM.**
Oliver Tatom, Vice President; Kent Haaberg, Treasurer; George Roshak, Director; Gary Cadez, Director; Gary Marshall, Executive Director; Drew Norris, Deputy Fire Chief; Andy Hood, Deputy Fire Chief; Betsy Tucker, Business Manager; Barb Campbell, City Councilor; LeeAnn Nelson, Accountant; Sharon Wodja, Assistant City Manager; Darren Root, Training Battalion Chief; Dave Howe, Retired Battalion Chief.
- 2. Public Comment:** None
- 3. Resignation:** Board member Gary Cadez sent a letter of resignation to the Board, due to a related illness issue that is making it difficult for him to fully participate in Board meetings. The Board accepted his resignation with their sincere appreciation for his years of work on the Board representing the constituents of the Fire District with professionalism and compassion.
- 4. Approval of minutes from last meeting:** Board President Miao said there is consensus to approve the minutes of the September 2023 meeting as written.
- 5. Consideration of monthly expenses:**
Treasurer Haarberg reconciled the books and made the required transfers to pay the monthly expenses. He has reviewed the expenses, and he said all balances are in order and verified. Motion by Haarberg to approve the Monthly Expenses. Motion seconded by Tatom. Motion passed unanimously.

October 2023 Checks Written:

5853	Soderstrom Architects	Building Repair	2,130.00
5854	Chris Mahr & Assoc	Accounting Services	1,400.00
5855	EO Media Group	Bend Bulletin Ads	70.00
5856	Gary Marshall	Cell Phone Reimbursement	80.00
5857	OR Fire Dist Directors Assoc	Conference Registration Fees	800.00
5858	Pacific Source Admin	Health Insurance	989.04
5859	Mastercard	See below	1,401.20
EFT	Executive Director	Payroll	7,342.90
EFT	Payroll Taxes	Payroll taxes	4,937.19
EFT	Precisely Payroll	Payroll Fee	104.85
EFT	PERS	PERS retirement	<u>3,222.61</u>
		TOTALS	22,477.79

Mastercard:

Surf thru Redmond	Car wash	20.00
Ed Staub	Fuel	69.23
Red Robin	Facilities meeting	68.74
Aloha Cafe	Board meeting	226.75
Starbucks	Agenda meeting	20.50
Cruise Master Prisms Inc.	Plaques for Awards Banquet	764.70
Amazon	Jeep floor mats	109.99
Century Link	Office Phone	68.19
Ed Staub	Fuel	<u>53.10</u>
	TOTAL Mastercard	1,401.20

9/30/2023 Bank Balances:

First Interstate Checking	41,480.94
First Interstate Money Market	489,574.67
LGIP Operating Fund	419,901.81
LGIP Capital Improvement Fund	1,001,742.44

Need to transfer from LGIP Capital Improvement to LGIP Operating Fund \$2,130.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Norris thanked Gary Cadez for his time on the Board. New Firefighters in their 16-week academy for six new firefighters. Six new additional Ambulance Operators. New Operations Chief Mike Hand will start November 6th and will be at the next Board meeting.

B. Executive Director Report / Marshall: Marshall asked Tucker to give specifics on the IGA meeting scheduled for the following day at 10:00 AM in the Fireside Room. Marshall gave some additional comments to prepare for the meeting. Tatom asked if this is just a review of the IGA. Marshall said that this is to review and make edits with an approval target in June of 2024. Marshall said that discussion to follow the approval of the IGA to commence in July of 2024 to discuss a new Fire District boundaries to include the City of Bend. Marshall also said there may be other contract language that elected officials or staff may want to propose for the new contract. Roshak said that he understands that City Staff will be proposing to remove the two cents that was previously negotiated between the City and the Fire District to be added to the \$1.185 per thousand of valuation that was the base contract amount before the levy. The two cents was to be used for Facilities maintenance and fire department operations. Roshak said he is strongly opposed to removing that two-cent agreement until the language expires within the current contract. The reason for his opposition is due to a letter to the public that was signed by City and District elected officials that said, “*We will not be using levy funds to free up general fund dollars to spend in other places*”. Roshak said that his interpretation is that these funds should be available until the next levy expires to keep his word to the public.

C. Accounting Report / LeeAnn Nelson, Mahr & Associates: Nelson gave a financial report on the Operating and Capital Improvement Fund. Haarberg asked when the tax notices will come out to the public. Marshall asked the Board if there is anything that they would like to have changed in the reports. Haarberg asked if we need to spend any funds from the Capital Improvement Fund. Marshall said that the Auditor had no issue with the amount in the Capital Improvement Fund and that the amount is saved is low compared to what we need for future projects, albeit if we had several million in the account and had no projects to spend it on then we may need to revise the amount we are putting into the Capital Improvement Fund. Roshak said in his opinion that due to our total values the percentage is very low compared to our overall net worth as a fire district.

6. Old Business:

A. Field Audit: Marshall gave a report on the Field Audit. The Auditor will be here for the December meeting. One item they brought to our attention is that when funds are used from the Capital Improvement Fund a Supplemental Budget shall be done. Tucker said that the Budget Committee does not have to be part of the meeting, but it will need to be advertised. Marshall said the reason we needed to take funds that were not budgeted from the Capital Improvement Fund was due to the damage of the Tumalo station that needed repairs.

B. Tumalo Station 302 damage completion: Marshall said we wrote the last check to the Architects, and he will be finishing the accounting to submit to the City's Insurance company.

C. State Fire Marshal Grant for DRW Update: Marshall said that there was a revised work plan sent to the State Fire Marshal's Office. We don't have an answer if approved or not at this time. No equipment was put into the revised application. Miao said the revision did not address who will be managing the grant. Marshall said that Chief Riley said his staff will manage the grant. Discussion followed regarding the reimbursement of management charges to the grant if so requested by Fire Department staff.

7. New Business:

A. New Structure at Training Grounds: Root discussed the need and resources to pay for a new permanent building at the Training Center to shelter equipment and vehicles from the weather. Root said that the proper permits and inspections will be obtained. The building is designed to meet the weather conditions required by the Building Code. The Planning Department was also contacted. Haaberg asked who will own the building since it is on Fire District property. Marshall said since it is a permanent building it becomes the property of the Fire District which Root understands this requirement. Root said that this is budgeted within the Fire Fund. The price for the structure and installation is \$20,000.00. Consensus of the Board was to approve this structure for the Training Grounds.

B. OFDDA Conference: Marshall said that Haarberg was the only one attending so far as well as himself in Seaside. Marshall said that the SDAO conference will be in Seaside this coming February instead of the Sunriver location. Marshall said the District is not a member of OFDDA so the conference fees are more expensive than for members of this organization.

C. Policy Adoption for Surplus Property: Marshall said that a new Policy was written and distributed to the Board at the last meeting to review before this meeting to dispose of Fire District Surplus personal property. Marshall said at the request of Miao that legal Counsel to advise the District on how to dispose of such property. Marshall said he worked with Legal Counsel from SDAO and received this sample on how they suggest dispersing Surplus property. Tatom said he has issue with the Shall than May just in the paragraph where the "Board of Directors shall, by resolution." This is within the second paragraph of the Policy and to change the Shall to May. Discussion followed by the Board and Councilor Campbell. Consensus of the Board was to replace Shall with May in that specific sentence.

8. Good of the Order: Tatom will not be at the November Board meeting. Discussion followed who will be available at the next meeting to have a quorum for business and voting actions of the Board. Miao asked the Board how we shall proceed to appoint a person to the upcoming vacancy to the Board of Directors. Discussion followed. It was the consensus of the Board to have Marshall create an advertisement to be published in the legal section of The Bulletin. A two-week application period will be open to ask for applicants that have interest to send in their application to fulfill the remaining term for Gary Cadez. In addition, the Budget Committee members shall be notified through email. The Board will review the application and make a selection. Hood said that the ISO (Insurance Services Office) has been completed. The City has reduced from a Class 4 to a 2. The Fire District is a split Class with the lowest rating of a 5. Hood said we should make the public aware of these new ratings once the rating is certified. Discussion followed. It was consensus of the Board that once the rating is certified that we need to let the public know what the District and the City have done to get a lower rating for the public and that Fire Department staff should make this known to the public. More discussion followed on the excellent rating for the City and how more fire hydrants could be installed in the rural area through the fire code, and working with water purveyors when adding or extending their water mains.

9. Board Meeting Adjournment at: 12:45 PM

10. Next Regular Board Meeting: November 21, 2023 at 11:30 A.M.