

Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 21, 2023 at 11:30 A.M.

1. For the Record: Open Meeting and Introductions by President Miao at: 11:30 AM.
 Kent Haaberg, Treasurer; George Roshak, Director; Gary Marshall, Executive Director;
 Drew Norris, Mike Hand, Andy Hood, Deputy Fire Chiefs; Betsy Tucker, Business
 Manager; Sharon Wodja, Assistant City Manager; Mike Baxter, Captain Retired. Board
 member Oliver Tatom was absent.

2. Public Comment: None

3. Approval of minutes from last meeting: Approved by Consensus of the Board.

4. 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
 Roshak. Motion passed unanimously. Miao had a question regarding the DRW Grant
 Educational Materials to be printed.

October 2023 Checks Written:

| | | | |
|------|-------------------------|----------------------------|-----------------|
| 5860 | Accuity | Auditing Services | 4,000.00 |
| 5861 | AirMedCare Network | Board Expense | 50.00 |
| 5862 | Bend Fire Pipes & Drums | Instruction, Travel & Food | 646.66 |
| 5863 | Chris Mahr & Assoc | Accounting | 1,400.00 |
| 5864 | EO Media Group | Advertisement | 227.50 |
| 5865 | Every Idea Marketing | Grant Expense | 2,973.75 |
| 5866 | Gary Marshall | Cell Phone Reimbursement | 80.00 |
| 5867 | George Roshak | Board Expense | 204.00 |
| 5868 | Kent Haarberg | Conference Travel | 434.99 |
| 5869 | PacificSource Admin | Employee Benefits | 989.04 |
| 5870 | Ray Miao | Board Expense | 75.00 |
| 5871 | SDAO | Dues | 508.00 |
| 5872 | The Wallace Group, Inc. | Station 302 Repairs | 584.75 |
| 5873 | Mastercard | See below | 1,166.25 |
| 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 debt | <u>3,222.61</u> |
| | | TOTALS | 28,903.49 |

Mastercard:

| | | |
|-----------------------|----------------------|---------------|
| Surf thru Redmond | Car wash | 20.00 |
| Ed Staub | Fuel | 61.51 |
| Roszak's Fish House | Facilities meeting | 48.95 |
| Amazon | Office supplies | 30.99 |
| Cibellis Pizza | Board meeting | 139.43 |
| Timbers Bar and Grill | Agenda meeting | 60.00 |
| Safeway | Board meeting | 22.98 |
| Wordpress | Subscription | 48.00 |
| Century Link | Office Phone | 68.51 |
| Ed Staub | Fuel | 56.88 |
| Wilco Farm | Address sign project | <u>609.00</u> |
| | TOTAL Mastercard | 1,166.25 |

10/31/2023 Bank Balances:

| | |
|-------------------------------|--------------|
| First Interstate Checking | 17,634.27 |
| First Interstate Money Market | 489,681.97 |
| LGIP Operating Fund | 429,057.51 |
| LGIP Capital Improvement Fund | 1,003,779.20 |

Executive Director transferred \$50,000. From Money Market to Operating/Checking at the request of Accountant

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Norris introduced Hand. Hand gave a brief background. Norris said the Firefighter Academy is going well and a new Ambulance Operator Academy will start in December. Norris gave a brief overview of the surveillance cameras for Station 305 and the Warehouse. Marshall said the current bid for cameras and installation is over the budget that we have funds for to support this project this year. Marshall proposed alternative options to get the cameras purchased and installed this budget year. Discussion followed.

B. Executive Director Report / Marshall: Marshall reported he has been appointed to the Keep Oregon Green Executive Board. He said there will be two of the Budget Committee members up for reappointment. Haarberg said there may be a vacancy on the Budget Committee depending on who is appointed to the Board to fill the vacancy. Marshall asked the Board if the District could purchase six Prime Rib Roasts for the Fire Station Crews for Christmas, Board approved. Marshall reminded the Board of the upcoming Awards Banquet. Marshall said that Riley may come to the Board in the future to discuss the Levron predictive software company that assists in station and apparatus locations as there are other software companies that he will be reviewing for future needs. Marshall said Sara Mohan will be here at the January meeting to give an Annual Report.

C. Accounting Report / LeeAnn Nelson, Mahr & Associates: LeeAnn was Absent.

D. Pipes & Drums Report / Captain Mike Baxter (Retired): Baxter said they started the band in 2010. He said the time and funding challenges for new members is becoming an issue. The band is expanding to allow others outside of the fire department to be involved. It costs \$2,400 to outfit a Piper and about \$2,200 for a drummer. The Larenze Grant has helped with funding as well as the Fire District which supported the recent Drummer training. Marshall said the District is currently budgeting \$3,000 for the Pipes and Drums Band.

6. Old Business:

A. OFDDA Conference Report / Haarberg: Haarberg gave a report on the classes that he and Marshall attended at the Conference. Ballot Measures / Mental Wellness Programs / Budget Law / Cooperative Service Agreements to name a few. Haarberg said that Roger Johnson, Chief of Sisters-Camp Sherman Fire District did a great job and would be a great resource. He said the SDAO Conference is there in February of 2024. Discussion followed regarding PTSD.

B. Tumalo Station 302 Insurance Update / Marshall: Marshall is working with Brenda Mingus at the City of Bend to retrieve the insurance funds and Marshall said that King told him that the \$10,000 deductible will be paid to the District that will cover our total cost of the repairs. The deductible funds were not necessarily required to be paid by the City as the contract language was silent on this matter and should be discussed when we revise the new IGA.

C. State Fire Marshal Grant for DRW Update / Marshall: Already discussed under the Expense Report.

7. New Business:

A. Board Member Appointment Position #1: The Board Position was advertised in the Bulletin for more than two weeks. There were three applicants, all of whom are on the Budget Committee. Haarberg said that Steve Davidson would be good to assist in the finances of the District. The Board felt all three candidates were qualified for the position. Discussion followed. Haarberg made a motion to appoint Steve Davidson to fill the remaining term of Position #1 vacancy. Roshak Seconded the motion. Motion passed unanimously. Marshall will inform the candidates of the Boards decision.

B. District/City IGA Update: Tucker gave a summary of the last meeting. She said that the main themes were the two cents discussed, as well as insurance proceeds and lease agreements to be combined as part of the IGA. The City's Legal Counsel will be working on the IGA review and should have her suggestions at the end of December. The next meeting will be in January. Marshall said after discussions with Tucker and the City Manager it was decided to have the City Legal Counsel take the first review and propose language of the IGA. Marshall gave a summary of the two cents per thousand that was discussed. If approved, the two cents currently going into the Fire Fund from the District, that will continue until the end of the next Levy, but those funds will not go into the Fire Fund but will go into the District's Capital Improvement Fund. The City would not put their two cents of evaluation into the Fire Fund but will keep it in their General Fund. Instead of payment they will calculate the amount that the two cents would generate of the life of the Levy and use that calculation to decide on an amount of real estate at the Station 6 campus to give to the Fire District for future expansion of buildings. The Fire District would then pay for the expansion and improvements to Station 6 without the financial assistance from the City. Wodja said that this would be an Agenda item for the City.

C. Fire Prevention Trailer Update: Marshall said the District budgeted \$5,000 to remodel the fire prevention trailer but it appears that the Fire Prevention Coop does not want the trailer any longer. Marshall will keep the Board updated.

D. Draft Audit Letter for Review: Marshall distributed Drafts of the Audit for Board review and will have the Auditor at the next meeting for their questions.

8. Good of the Order: Gary Cadez Recognition: The Fire Department has an award for Cadez as well as the District. Direction from the Board for Marshall to contact Gary Cadez to see if he and Mary can make it to the next meeting. If he can't then two Board members and Marshall can take the awards to present them to Gary and Mary. Hood said that he took Hand around for District familiarization and he believes that Hand will be a great fit for the organization.

9. Board Meeting Adjournment at: 1:00 PM

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