

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

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:30 AM.**
Ray Miao, President; Oliver Tatom, Vice President; Kent Haaberg, Treasurer; George Roshak, Director; Steve Davidson, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Drew Norris, Mike Hand, Andy Hood, Trish Connolley, Deputy Fire Chiefs; Scott Wyman, Battalion Chief; Mitch Werbb, Captain; Barb Campbell, City Council Liaison; Kori Sarrett, Accuity Auditor; Gary Cadez, Past Board Member; Mary Cadez Visitor.
- 2. Swearing In - Steve Davidson:** Miao swore in Steve Davidson as the new Board Director which will replace Gary Cadez' and the remainder of his term of office.
- 3. Director Gary Cadez Recognition:** Chief Riley presented Gary Cadez with a recognition award. Miao presented Cadez with an encased U.S. Flag, recognition for his seven years of service as Director on the Board. Gary Cadez said a few words and thanks for the awards.
- 4. Public Comment:** Greg Bryant spoke about the Christmas parade at Deschutes River Woods and a thank you for the fire engine that arrived for the parade. Grindle gave an introduction and background of a friend, T.J. Kennedy, that would be a great candidate to fill a vacancy on the Budget Committee.
- 5. Approval of minutes from last meeting:** Approved by Consensus of the Board.
- 6. 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.

December 2023 Checks Written:

5874	Accuity	Auditing Services	7,000.00
5875	Chris Mahr & Associates	Accounting Services	1,400.00
5876	EO Media Group	Advertisement	148.75
5877	Every Idea Marketing	Grant Expense	545.00
5878	Mastercard	See Below	2,874.28
5879	Gary Marshall	Phone/Meal Reimbursement	91.37
5880	Government Ethics Comm.	Dues	1,134.82
5881	Levrum, Inc.	Software	4,950.00
5882	Oregon Secretary of State	Audit Fee	300.00
5883	PacificSource Admin	Employee Benefits	989.04
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	34,996.81

Mastercard:

Best Buy	Office supplies	60.96
Amazon	Board member award	54.50
Amazon	Board member award	47.39
Ecola Seafood Restaurant	Seaside conference	31.72
Starbucks	Seaside conference	11.70
Doogers	Seaside conference	74.12
US Market	Fuel	50.00
Doogers	Seaside conference	126.78
Doogers	Seaside conference	68.04
Finns Fishhouse	Seaside conference	64.00
Norma's Seafood	Seaside conference	56.00
Surf Thru	Vehicle	20.00
Shilo Inn	Seaside conference	743.01
Shilo Inn	Seaside conference	743.01
Camp 18	Seaside conference	46.00
Ed Staub & Sons	Fuel	107.08
Greg's Grill	Board agenda meeting	46.50
Worthy Brewing	Agenda meeting	75.52

Anthony's

Staff meeting	43.00	
Safeway	IGA meeting refreshments	14.99
New York City Sub	Board meeting	166.50
McDonald's	Staff expense	7.04
Centurylink	Telephone	68.56
Ed Staub & Sons	Fuel	77.82
Safeway	Board meeting	53.06
Safeway	Board meeting	16.98
	TOTAL Mastercard	2,874.28

11/30/2023 Bank Balances:

First Interstate Checking	41,194.19
First Interstate Money Market	439,778.82
LGIP Operating Fund	6,247,777.98
LGIP Capital Improvement Fund	1,007,904.32

Haarberg: Need to transfer from LGIP Operating to LGIP Capital Improvement Fund \$81,636.47.

7. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Riley handed out some printed information on the fire department operations to the Board. Firefighter academy is in week 10 and the new AO's are integrated within the crews. Chief Hood is retired but working back for the next couple of months. Norris reminded the Board that the Awards Banquet is January 26th. Connolly told the Board that Station 301 will get started on the remodel very soon and that Station 305 has some windows to be replaced. Riley said that Santa Express just recently finished their 3-day campaign drive for food, toys, and clothing.

B. Accounting Report / Treasurer Haarberg: Haarberg said that 94.3% of the taxes have been collected. Debt service for station 302 and 306 was paid. He said we are on the budget schedule as predicted. Davidson asked if 94% of taxes have been paid or what was budgeted to be paid. Tatom remarked it is what was budgeted. Haarberg said we normally collect 98% of the taxes owed for the year. He then gave a report on the Capital Improvement Fund.

8. Old Business:

A. Tumalo Station 302 Insurance Update / Marshall: Report already given.

B. Accuity Audit Review Virtual Presentation / Kori Sarrett: Sarrett gave the official Audit Report for Fiscal Year 2022-2023. All Board members had a copy of the printed report to review. There was one over expenditure in the Capital Improvement Fund and the Resolution was late to document the funds to be transferred. This expenditure was due to the emergency use of Capital Improvement Funds to repair the vehicle damage to the Tumalo Fire Station that was not in the budget. She also said during this budget year we did not have a certified accountant staff but the next budget year this will be fulfilled using a licensed accounting firm. Marshall said that once the check is signed for the Secretary of State the Audit is completed. Motion by Haarberg to accept the 2022-23 Audit from Accuity. Davidson Seconded the motion. Motion Passed Unanimously.

9. New Business:

A. Work Session Discussion / President Miao: Miao said there are issues coming up before the Board that need to be discussed, he feels we need to have experts come before the Board to discuss options. He asked do we want work sessions that are not within the monthly Board meeting and how often we should have them. Haarberg felt we should have them twice each year. Roshak said two times a year is enough, and it depends on the topic. Tatom said that the last Retreat was successful, and we could duplicate that. Davidson said maybe a work session and then a retreat. Miao said we need to decide the series of topics and then we will know who to invite. Marshall said it would be an advertised meeting. Miao said the work session could be a half day. Marshall said that a Retreat would need to have budgeted expenditures if we had presentations from experts. Discussion followed regarding when to meet. It was decided to have a work session in the afternoon of January 16th immediately after the monthly Board meeting.

B. SDAO Conference February 9-11, 2024: Davidson would like to go but needs to check schedules. Marshall and Haarberg will be going. Dates and times were discussed.

C. Annexation Request: Marshall discussed an island of five properties East of Bend within the Fire District. One owner has requested the annexation fee of \$500. be for all the properties rather than each property. Discussion followed. Roshak said he would be willing to do this, but all properties need to come into the District. Haarberg said that we should try to get all properties with structures. The Board decided that all properties with structures shall be initiated for annexation together with one \$500. fee.

10. Good of the Order: Mitch Webb said he is stepping down from Chairperson within the Firefighters Association. Tatom and Miao said thank you for his leadership. Barb Campbell spoke about her husband in need of a rescue of their family dogs. She expressed her gratitude for the relationship between the District and the City of Bend.

11. Board Meeting Adjournment at: 12:55 PM.

12. Next Regular Board Meeting: January 16, 2024 at 11:30 A.M.