

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday January 16, 2024 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:35 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, Trish Connolley, Deputy Fire Chiefs; Betsy Tucker, Business Manager; Eric King, City Manager; LeeAnn Nelson, Accountant; Dave Howe, Retired Battalion Chief, John Halen, Public Visitor.
- 2. Public Comment:** Halen said to keep up the good work. Howe gave a report on the status in the Newsletter for 2024. He also said that the Board should look at an improved Web Page for the Fire District as he feels it would be very beneficial.
- 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 with the exception that the First Interstate Bank Checking Account is \$95,967.69. Haarberg and Marshall made the required transfers. Motion by Haarberg to approve the Monthly Expenses. Motion seconded by Roshak. Motion passed unanimously. Miao asked about the Insurance rates. Tatom had a question on the logistics for the Prime Ribs which were delivered to the crews for their Christmas dinner.

January 2024 Checks Written:

5884	Chris Mahr & Associates	Accounting	1,400.00
5885	EO Media Group	Advertisement	96.25
5886	Mastercard	See Below	2,177.43
5887	Gary Marshall	Phone Reimbursement	80.00
5888	Keep Oregon Green Assoc.	Membership	25.00
5889	PacificSource Administrators	Employee Benefits	989.04
5890	SDIS	Liability/Auto Insurance	14,285.00
5891	Septic Operations Service	Maintenance	258.00
EFT	Executive Director	Payroll	7,342.91
EFT	Payroll Taxes	Payroll taxes	4,937.18
EFT	Precisely Payroll	Payroll Fee	104.85
EFT	PERS	PERS retirement debt	<u>3,222.61</u>
		TOTALS	34,918.27

Mastercard:

Surf Thru	Vehicle	20.00
Home Depot	Office supplies	18.88
Ed Staub	Fuel	57.76
Roszak's Fish House	Agenda meeting	101.00
Cody's Country Catering	Board agenda meeting	309.64
Aloha-Cafe	Board lunch	15.05
Ed Staub	Fuel	52.34
Oregon Beef Company	Christmas dinners	785.11
SDAO	Conference	690.00
Century Link	Telephone	68.25
Winhost	Web Site	<u>59.40</u>
	TOTAL Mastercard	2,177.43

12/29/2023 Bank Balances:

First Interstate Checking	96,967.69
First Interstate Money Market	439,866.17
LGIP Operating Fund	6,101,126.33
LGIP Capital Improvement Fund	1,093,966.31

Treasurer Haarberg to transfer from LGIP Operating to LGIP Capital Improvement Fund \$10,000.

Executive Director Marshall to transfer from FIB Operating to Money Market \$150,000.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Fire Chief Riley said thank you to the Board for the assistance with the fire crew dinners for Christmas. He said we are at about one percent higher in call volume over last year. Haarberg had a question about response times. Riley said Bend Fire is fully staffed and no open FTE's. Connolley said that station 301 has started their interior remodel. Norris said that the crews have been very busy, and calls are up over last year for incidents per day.

B. Executive Director Report / Marshall: Marshall said he worked with Haarberg to raise the Master Card limit from \$5,000.00 to \$10,000.00. He did this due to the charges on the card having recently gone over the limit. Marshall said that he is working on the 2024 Newsletter with Dave Howe. Marshall said the District received a number of payments from the City of Bend which were recently deposited and he thanked the fire department administration for this help.

C. Accounting Report / LeeAnn Nelson: Nelson said that we are at 95% of the taxes budgeted. Nelson reviewed the Capital Improvement and Operating Funds.

6. Old Business:

A. None

7. New Business:

A. Budget Committee Vacancy / Appointment: Marshall said Mike Clevenger and Michael Kirkpatrick agreed to extend their service for another term. Marshall said there is one vacancy on the Budget Committee since Davidson was appointed to the Board. Marshall said there are three people that have expressed interest in the vacancy. Judi Norris, Greg Bryant, and TJ Kennedy. Discussion followed. Tatom moved to approve Judi Norris to serve a three-year term to the Budget Committee. Roshak seconded the motion. Motion passed unanimously.

B. Senate Bill 1068 Update: Marshall discussed the Senate Bill and the implication to the Fire District on how it may benefit the District but also could cause resentment with property owners. He felt this could be a good subject matter for the Board retreat or during a future Board meeting with a professional to speak to the Board on this matter. Roshak said he read the Bill and has a multitude of questions and endorses a professional in this matter to come before the Board.

8. Good of the Order: Norris said the Awards Banquet is next Friday. Marshall asked which Board members would be going.

9. Work Session Retreat Topics and Discussion: Marshall briefed the Board on the topics and why they are suggested for the Board to consider. Roshak asked if there were new Policies that need to be added and why the Policy Book which was handed out by Marshall at the last meeting. Tatom said that Marshall handed the Policy Books out at his request. Roshak felt that the list before them was more than enough for the retreat. Haaberg said these topics are important and need to be prioritized. Miao felt we should have professionals at the retreat on specific topics. Haarberg asked Riley if the addition to the Pilot Butte station was more important than a seventh station location. Riley said yes. Riley said the timeline on the lease with Bend Police for a training room at the Pilot Butte station be monitored and adequate time will be given to Bend P.D. to let them know when the Fire Department will need that room for vehicles. Riley said once we have predictive analysis software to tell him where a new seventh station would be located, then we could start looking for property in that location. Roshak felt that topics 1-4 are probably one category as well as 5-10 is one category. He also felt that a backup for the Executive Director may be a topic. Haarberg said that we need to find out when Marshall may be leaving and look at a succession plan. Haarberg said that we may want to look at the successor and maybe this person have a background in annexation and have his backup doing some other duties. Tatom said that we need to look at when Marshall is leaving. Miao said we have gotten by only having the Executive Director without a backup and asked should we continue without. Roshak and Haarberg said it is the timing. Marshall said that George Dunkel could help the District facilitate these discussions. Davidson said that another special district board he serves on is going through the same process. Miao entertained the Board meeting end to break for lunch and resume the work session after lunch to discuss the remaining topics.

Regular Board Meeting Closed and Break for Lunch at 12:31 PM.

Work Session Resumed: Oliver asked if we could do all of these topics in a one-day retreat. Roshak asked if we could cover the topics in a two-day retreat but shorter days. Marshall said that some of these topics for the retreat could be accomplished at regular board meetings and we could have a guest speaker either in person or on a teleconference. Marshall said it would be helpful to have someone from SDAO such as George Dunkel to assist and to help direct the Board on the succession plan for the Executive Director. Tatom says we need to have a backup person to be there when the Executive Director is not available or incapacitated. Davidson asked if there is a list of duties that the Executive Director does on a monthly basis. Marshall will get that for the Board of Directors. Marshall said that we could do a long one day retreat if we take out a couple of these topics. Tatom feels one long day would be better. Riley said that the OSU campus could provide us with a room and meals. It was the consensus of the Board to have a one-day retreat, to start at 8:30 in the morning. Haarberg asked if Marshall would stay as Executive Director for an additional year, then the budget would reflect what the Board wants after the retreat. Roshak said that the Board also needs to discuss the proper title for the Executive Director and that the Chief title should be part of the new title. Thoughts were Chief of Administration or Chief Executive Officer, etc. Tatom asked if the Board could eliminate one Board meeting within the year to allow the Executive Director to go on an extended vacation. Marshall appreciated the gesture but believes that it is important to have a Board meeting every month of the year.

Retreat Topics will be:

- 0830-1000 hrs.
- ✓ Pilot Butte Station Expansion and Funding Plan – Soderstrom Architects
1030-1230 hrs.
- ✓ Consolidation/Annexation of City of Bend into Fire District #2 – Roger Johnson
1330-1630 hrs.
- ✓ Executive Directors Title/Work Duties/Back-up Position/Succession Plan – George Dunkel
1630-1730 hrs.
- ✓ Wrap-Up – Marshall/Dunkel

After more discussion revolving around Board member calendars, it was decided that July 19th, 2024, should be the day of the retreat. Budget Committee Members should be invited as well. Marshall will work on reserving a room and meals preferably at OSU and if not there possibly at the Training Center. Marshall will work on presenters for the retreat and future Board meetings to cover work session topics that will not be discussed at the June retreat.

11. Next Regular Board Meeting: February 20, 2024 at 11:30 A.M.