

APPROVED MINUTES
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday February 20, 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; Mike Hand & Drew Norris, Deputy Fire Chiefs; Betsy Tucker, Business Manager; Mike Kirkpatrick, Budget Committee Member; Sara Mohan, Fire & EMS Reporting Coordinator; Andy Hood, Battalion Chief; Bill Boos, Retired Deputy Chief, Greg Bryant, Visitor.
- 2. Public Comment:** Greg Bryant from Deschutes River Woods spoke on the fire department personnel professionalism and gave a thank you to the crews.
- 3. Approval of minutes from last meeting:** Approved by Consensus of the Board.
- 4. Consideration of monthly expenses:** Treasurer Haaberg reconciled the books and there were no transfers needed this month to pay the invoices he said. He has reviewed the expenses, and he said all balances are in order and verified. Motion by Haaberg to approve the Monthly Expenses. Motion seconded by Davidson. Motion passed unanimously. Miao asked for additional information regarding the wildfire grant.

February 2024 Checks Written:

5372	Desert Wheelhouse Bend	Music for Awards Banquet	772.00
5892	Bend Golf Club	Venue for Awards Banquet	2,230.00
5893	Chris Mahr & Associates	Accounting	1,400.00
5894	Elkai Woods Fractional HOA	FireFree Grant	2,000.00
5895	Mastercard	See Below	595.51
5896	Gary Marshall	Phone/Hotel Reimbursement	228.00
5897	Kent Haaberg	SDAO Conference Expenses	909.83
5898	PacificSource Administrators	Employee Benefits	989.04
5899	Steve Davidson	SDAO Conference Expenses	738.65
5900	Swalley Irrigation District	Water Rights	896.48
EFT	Executive Director	Payroll	7,420.84
EFT	Payroll Taxes	Payroll taxes	4,901.25
EFT	Precisely Payroll	Payroll Fee	120.85
EFT	PERS	PERS retirement	<u>3,222.61</u>
		TOTALS	26,425.06

Mastercard:

Surf Thru	Vehicle	20.00
Ed Staub	Fuel	53.82
Anthony's	Lunch meeting - Newsletter	60.00
Abby's Pizza	Board agenda meeting	42.43
Olive Garden	Board lunch	258.34
Ed Staub	Fuel	92.91
Century Link	Telephone	<u>68.01</u>
	TOTAL Mastercard	595.51

1/31/2023 Bank Balances:

First Interstate Checking	99,060.02
First Interstate Money Market	589,982.03
LGIP Operating Fund	6,173,362.96
LGIP Capital Improvement Fund	1,108,620.48

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Deputy Chief Hand reported on the Rookie Class and the work completed on the fire station remodel for Station 301. Norris gave an explanation on some response times within the response report. Hood gave a short report on responses. Discussion followed regarding response times and the time of day for responses. Miao said there are a lot of detours within the City that can cause delays in emergency responses. Hand and Mohan gave a “Year End Statistical Report” with graphics to the Board. Questions and discussion followed. The Board was very engaged in this report.

B. Executive Director Report / Marshall: Marshall said at the April Board meeting Insurance Services Office (ISO) representatives will be attending for the Board to ask questions regarding the recent Fire District rating. Miao said there was an Insurance representative at the Project Wildfire meeting which said that Insurance companies do not use the ISO ratings any longer. Discussion followed. Marshall felt that about 70% of the Insurance companies do use ISO ratings to a certain extent.

C. Accounting Report / Treasurer Haarberg: Haarberg said the balances look good and we are 7/12ths complete with the budget year at this time. The expense side of the budget looks good. He said we probably are over budgeted on a couple line items. Tatom asked when the City will invoice the District? Haarberg said they have but it appears the invoice is incorrect, and we will get that resolved before the next Board meeting. Davidson had a question about a specific line item for “Miscellaneous” expenses and what will be charged to that account? Marshall will have an accounting of what has been charged to that line item at the next Board meeting.

6. Old Business:

A. SDAO Conference: Haarberg gave a report that Marshall, Davidson, and himself went to the SDAO conference at Seaside. Some of the classes that the group attended were Elections, Succession Planning, District Restructuring, How to keep your Board out of the Press, Legislative Session, and how to make the most of our membership with SDAO and SDIS credits. Marshall said there will be some mandatory training that will be scheduled for the Board members in the future. Davidson appreciated the time spent with Haarberg and Marshall as a new member to the Board.

7. New Business:

A. Retreat Update- Marshall: Marshall gave a report on the retreat. Agenda, timetable and location was discussed for the June 19th Retreat. Marshall said we will plan it so the Fire Staff can attend in the morning and the Board can talk about other important topics that relate to the Board in the afternoon.

B. Skyline Ranch Annexation – Marshall: Marshall gave a report about this subdivision that when developed in 2021 it was to petition to come into the Fire District. For some unknown reason this did not happen. Marshall found that six of the lots within the approximate 32 lot subdivision pay taxes to the Fire District but did not annex into the District. Marshall felt in his opinion there must have been something at the County level that triggered them to pay taxes possibly when improvements were added to the vacant property. Marshall has been working with the land use attorney that represents Skyline Ranch to get this application before the Board so it can be approved to go forward to Deschutes County. Motion by Tatom to accept the application to annex the Skyline Ranch Subdivision into the Fire District. Motion seconded by Roshak. Motion passed unanimously.

C. Budget Preparation: Marshall has sent out the Budget preparation information recently to the Board and the Budget Committee, this is about a month earlier than last year.

8. Good of the Order: 2023 Fire District Award – Miao: Miao presented retired member Boos with a 2023 Fire District #2 Meritorious Achievement Award for many of his accomplishments over 26 years with Bend Fire and Rescue that serves our Fire District. Boos said some kind words and expressed his appreciation to the District.

9. Board Meeting Adjournment at: 1:15 PM.

10. Next Regular Board Meeting: March 19, 2024 at 11:30 A.M.