

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday March 19, 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; Steve Davidson, Director; Gary Marshall, Executive Director; Eric King, City Manager; Todd Riley, Fire Chief; Mike Hand, Trish Connolly & Drew Norris, Deputy Fire Chiefs; Dave Howe, Retired Battalion Chief.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Consensus by the Board to approve as written.
- 4. Consideration of monthly expenses:** Approve Payment to City of Bend for \$5,669,630.00 Davidson read through the bills and balances. Marshall said he has purchased new uniform shirts for the Board and the Budget Committee. He also said he has purchased a small laptop to do business away from the office. Marshall said there will be a payment to the City when Treasurer Haarberg returns this week to make the transfer. Motion by Davidson to approve the Monthly Expenses and the transfer to the City of Bend. Motion seconded by Tatom. Motion passed unanimously. Miao asked for additional information regarding the wildfire grant.

March 2024 Checks Written:

5901	Chris Mahr & Associates	Accounting	1,400.00
5902	EO Media Group	Advertisements	140.00
5903	Mastercard	See Below	2,366.28
5904	Gary Marshall	Phone	80.00
5905	Life Flight Network	Employee Benefit	125.00
5906	PacificSource Administrators	Employee Benefit	989.04
5907	Life Flight Network	Board expense	85.00
EFT	Executive Director	Payroll	7,420.85
EFT	Payroll Taxes	Payroll taxes	4,859.24
EFT	Precisely Payroll	Payroll Fee	60.85
EFT	PERS	PERS retirement	<u>3,222.61</u>
		TOTALS	20,748.87

Mastercard:

Surf Thru	Vehicle	20.00
Ed Staub	Fuel	86.40
Inn at the Shore	Conference	346.13
Doogers	Conference	48.00
Doogers	Conference	125.08
Wordpress	Domain registration	19.00
International Assoc	Conference	425.00
Under Armour	Uniforms	616.50
Finn's Fishhouse	Conference	98.00
Trucke's Travel Stop	Fuel – Conference	56.67
Takoda's	Conference	43.00
Starbucks	Conference	18.90
Expressway Market	Agenda meeting	7.29
Amazon	Vehicle	16.94
Aloha Café	Board meeting	248.50
Ed Staub	Fuel	75.56
Century Link	Telephone	67.88
Abby's	Agenda meeting	<u>47.43</u>
	TOTAL Mastercard	2,366.28

2/29/2024 Bank Balances:

First Interstate Checking	76,952.81
First Interstate Money Market	590,099.22
LGIP Operating Fund	6,241,936.39
LGIP Capital Improvement Fund	1,113,188.24

Treasurer Haarberg to Transfer from LGIP Operating to City of Bend \$5,669,630.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Riley reported what he will be discussing with the City Council. Riley said a Type 6 Engine will be received from the State through a grant. Will discuss land transfers from the City to the fire district, this is the land under the Pilot Butte Fire Station. Miao asked how much land is to be transferred. King said that this process with the City Council is to establish that land under the fire station will be transferred but the footprint of the land exchange is unknown until a Master Plan is developed which will take more time. The discussion with the Council is needed to put some language in the new Intergovernmental Agreement (IGA). Marshall said the Draft IGA will be sent out with this new language. Marshall said that the Facilities Lease Agreement has been given to our Accountants to review and to show the board the amount of the lease payments will be beginning July. Davidson asked if this is a new concept to exchange land. King said no as he and the one council member has discussed this with the entire Council. Marshall said he has requested Connolly to give the District the amount of funding needed with a prioritized list of repairs needed to the facilities. Tatom asked Marshall what will the District be trading to get the land. Marshall said that the intent is for the District to budget \$.02 per \$1,000 evaluation to put into the Capital Improvement Fund for the total years of the new 5-Year Local Option Levy. The City could not agree to the same in funding to the CIP so they agreed in concept to trade the equal amount of land value at the Pilot Butte Fire Station site.

We currently do not own the land under the Fire Station at the Pilot Butte site, but we do have a 99-year lease. This area around the fire station is anticipated to be a public safety facility site once Public Works moves out over the next two years. Connolly said the City made a job offer for a new position to assist in Facilities maintenance. She said they just received some bids for new water heaters and HVAC units for 301,303,304,305 fire stations which may cost up to \$500,000. She said new vinyl windows will be going into the North fire station. Marshall said the current windows are double-hung wood clad and there is no need to spend the extra funds to replace them with wood but rather go to single-hung vinyl and in some instances even fixed windows where we replace the double-hung windows to save energy. Marshall applauded the City of Bend management for hiring another Full Time Employee to work on fire facilities. Hand gave some additional information on fire response graphs and forms. Norris said in a couple months they will be hiring again for the BLS Ambulance program. Riley said six of these AO employees will be going into the Firefighters Union Association in the Fall.

B. Executive Director Report / Marshall: Marshall reported that there was a budget question that Davidson requested, which projects that come from the Miscellaneous line item. Marshall said the irrigation water, banquet expenses, the Pipes and Drums etc. More budget discussion followed.

C. Accounting Report / LeeAnn Nelson: Nelson explained the amount that we will be transferring to the City from tax turnovers and since we are over in that line item, we will do a Resolution in June to capture this overage with the Boards approval. Discussion followed regarding the amount of taxes collected, which is good compared to other regional areas of the state.

6. Old Business:

A. Skyline Ranch Annexation Status– Marshall gave a report to keep the Board up to date on the process with this application and how the County Legal group will pass some of their past responsibilities to the Fire District to handle which is a change from past practice. Riley is working on a contract to bridge fire protection for this subdivision during the annexation process.

B. Retreat Location – Marshall said the Retreat location has changed from the Training facility to the Pilot Butte station within the room that the Police Department uses for their training. Tatom requested that the Board move the June 18th meeting to June 19th since the entire Board will be there for the Retreat. The consensus of the Board was to move the Board meeting to June 19th.

C. Deschutes River Woods Grant Report – Management Team: Marshall said the team had a meeting recently and he felt he can take care of small grant projects under \$10,000 but he said he does not have the time or the capacity to do the larger grant projects with extensive procurement procedures. Marshall said the Office of State Fire Marshal said they normally suggest 10% of the grant for central services to manage the grant. Riley said starting next Fall is the best-case scenario to start the large fuel abatement project.

7. New Business:

A. Appointment of Budget Officer – Miao: Miao said he needs a motion to appoint a Budget Officer. Davidson said he has interest. Marshall said the Budget Chair will run the meeting but the Budget Officer will work with the Executive Director and the Accountant to create the Budget Message. Davidson said he would like to do it if Marshall would assist. Tatom made a motion to appoint Davidson as the Budget Officer. Motion was seconded by Miao. Motion passed unanimously.

B. Purchase new gym floor for North Station – Marshall said that the North Fire Station needs a new gym floor for about \$7,000. Marshall said there are facility maintenance funds available. Marshall said there may be another expense for Sleep Number beds he may be bringing before the Board depending on funds available.

C. Draft IGA: Already discussed previously under Fire Chief's Report.

8. Good of the Order: Howe said he wants to put a section in the Newsletter about the Cascadia event with additional information that would be on the Fire District web site. Discussion followed about the web site and the future of the Newsletter.

9. Board Meeting Adjournment at: 12:45 PM.

10. Next Regular Board Meeting: April 16, 2024 at 11:30 A.M.