

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday May 21, 2024 at 11:00 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:00 AM.**
Present: Ray Miao, President; Oliver Tatom, Vice President; Kent Haaberg, Treasurer; George Roshak, Director; Steve Davidson, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Mike Hand & Drew Norris, Deputy Fire Chiefs; Betsy Tucker, Business Manager; LeeAnn Nelson, Accountant; Mike Kirkpatrick and Judi Norris, Budget Committee Members; Steve Doyle, President of Firefighter Association; Eric King, City Manager; Barb Campbell, City Councilor; Greg Bryant, Visitor from Deschutes Riverwoods.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Consensus from the Board to approve with edits.
- 4. Consideration of monthly expenses:** Treasurer Haarberg reconciled the books and completed the needed transfers. Marshall made a transfer so the invoices could be paid. He has reviewed the expenses and there was one change, and he said all balances are in order and verified. Motion by Haarberg to approve the Monthly Expenses. Motion seconded by Davidson. Motion passed unanimously.

May 2024 Checks Written:

5917	AirMedCare Network	Employee Benefit	79.00
5918	EO Media Group	Advertisements	236.25
5919	Every Idea Marketing	Newsletter/DRW Grant	10,331.65
5920	Fabulous Floors	Fire Station 305 Flooring	6,775.00
5921	Mastercard	See Below	1,199.30
5922	Gary Marshall	Employee Benefit	80.00
5923	PacificSource Admin	Employee Benefit	989.04
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	35,253.79

Mastercard:

Ed Staub	Fuel	160.21
Surf Thru	Vehicle	46.00
Brilliance in Branding	Uniform Embroidery	187.00
Autry's 4 Season Flowers	Board Expense	100.94
Anthony's	Budget Committee Meeting	48.00
Under Armour	Uniform	22.50
Under Armour	Uniform	112.50
Roszak's Fish House	Board Agenda Meeting	78.50
Aloha-Cafe	Board Meeting	175.75
Brilliance in Branding	Uniforms	66.00
Microsoft	Software	6.99
Ed Staub	Fuel - Conference	71.84
Century Link	Telephone	67.87
Crave Bend	ISO Meeting	<u>55.20</u>
	TOTAL Mastercard	1,199.30

4/30/2024 Bank Balances:

First Interstate Checking	50,875.58
First Interstate Money Market	590,345.79
LGIP Operating Fund	777,144.75
LGIP Capital Improvement Fund	1,127,867.42

Treasurer to Transfer from LGIP Operating to City of Bend \$24,760.

Executive Director to Transfer from Money Market to FIB Operating \$50,000.

Treasurer to Transfer from LGIP Operating to US Bank \$433,650.

Haarberg requested to approve Resolution #141 Using Capital Improvement Funds to Purchase Gym Flooring for North Station. Motion by Tatom to approve the Resolution. Motion Seconded by Roshak. Motion passed unanimously.

5. Reports:

A. Fire Department Reports / Fire Chief & Management Team: Riley went to the Wilson Avenue opening celebration. He reported on the Greenwood corridor to be redesigned by the City to add bike lanes and to reduce vehicle lanes. This redesign will be going East from Bond street to the 2nd street. King said this will just be painted lines at this time. Riley said the fire staff will review this over time for response issues. Riley said there will be a strategic facilitator coming to work with them and he would like two Board members to participate on the night of July 15th and maybe one other portion of a day. Tatom spoke about an article from the Bulletin regarding fire department lift assists. Norris will get him some additional information on this topic. Norris expanded on the issue with retirement facilities.

B. Executive Director Report: Marshall reported that he received the new IGA and a Master Lease Agreement from the Fire Chief. He has sent that out to all of the Board. Two Board members will review with Marshall.

C. Accounting Report: Nelson gave a brief report on the account balances. Haarberg asked about a "Beginning Fund Balance". Marshall asked if the Board would like this back in the report. The Board said it is not necessary.

6. Old Business:

A. Skyline Ranch Annexation Status: Marshall said that this subdivision is now in the Fire District. Discussion followed about when the taxes would be collected from these property owners. Marshall believes that there is a cutoff date of March, but the new tax year will be July, so he believes that if they came into the fire district last month, there would just be a few months that they are not paying for fire protection. Miao asked the amount we are charging for annexations. Marshall said \$500. Miao asked if we should raise the amount. Marshall said he believes if the amount is increased it may detour property owners to annex.

B. Christian Calande Annexation Status: Marshall said he has a Preliminary approval from the Department of Revenue. Marshall has now given this to the paralegal at Deschutes County for their process.

C. EDITH Fire Prevention Trailer Update: Marshall gave some history on the fire prevention trailer, how it was funded, and he said the District owns it because the Fire Prevention Cooperative needed an agency to carry insurance on it. He said the Coop now wants to surplus the trailer and give it to another agency that could use it as it was intended to be used for fire prevention. Marshall said the title is in the District's name. Marshall said we would have to follow our Surplus Policy.

7. New Business:

A. Alison Dacher FireFree Wildfire Grant: Marshall awarded them a small wildfire grant for three 20-acre properties. He has met with all three property owners and explained the grant and what the fire district needs them to do around their structures before going out past the 30-foot zone.

B. Pilot Butte Station Stairs: Marshall explained there continues to be an issue with rust for the back metal exterior stairs. It was on the punch list when the station was built to repair the paint on the stairs. The first bid came in at \$8,900. To repair the current rust issue and repaint the stairs. Connolley will try to get another bid. Marshall will talk with our architect to get some guidance and if the contractor should be held responsible after five years. More discussion followed from the Board.

8. Good of the Order: Greg Bryant from Deschutes Riverwoods had a question on the status of the grant the District received from the Office of State Fire Marshal. Marshall said that the District is working with the City Procurement Department to get the contracts for the fuel mitigation in place and to award a contract for work for next Fall. Haarberg asked Marshall to give a report on the Newsletter reactions by residents. Marshall said he had a phone call message where the resident thought we were wasting our money. Albeit he has received two other calls stating that this newsletter was terrific and to keep publishing it as they really enjoyed it.

9. Board Meeting Adjournment at: 11:45 AM.

10. Next Board and Budget Hearing at Pilot Butte Station: June 19, 2024 at 9:00 A.M.