

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting and Budget Hearing
Wednesday June 19, 2024 at 9:00 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 9:02 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; Betsy Tucker, Business Manager; Barb Campbell, City Councilor; Crosby Grindle, Budget Committee Member; Matt Steele, Visitor; Roger Johnson, Sisters-Camp Sherman Fire Chief; George Dunkel, Special Districts Association of Oregon.
- 2. Public Comment:** Matt Steele gave a short presentation regarding the need for a fire station in the SE corner of the fire district which may help residents keep their insurance premiums at a lower cost.
- 3. Approval of minutes from last meeting:** Board approved the minutes by consensus.
- 4. Consideration of monthly expenses:**
Treasurer Haarberg reconciled the books and completed the needed transfers. He said that there was a discrepancy in the payroll numbers due to Marshall adjusting his payroll Federal tax withholdings. He also said Check #5373 will pay the City of Bend for the collected Tax Turnovers. Haarberg said there was a typo balance date which was by one month. Motion by Haarberg to approve the Monthly Expenses. Motion seconded by Davidson. Motion passed unanimously.

June 2024 Checks Written:

5924	Accuity	Audit Progress Billing	1,000.00
5925	Chris Mahr & Associates	Accounting Services	3,400.00
5926	Mastercard	See Below	824.12
5927	Gary Marshall	Employee Benefit	80.00
5928	Kelly Esterbrook	Fire Free Grant	1,500.00
5929	PacificSource Admin	Employee Benefits	989.04
5930	SAIF Corp	Workers Comp	384.40
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 Debt Payment	<u>3,227.61</u>
		TOTALS	23,746.11

Mastercard:

Surf Thru	Vehicle	46.00
Ed Staub	Fuel	120.34
The UPS Store	Shipping & Stamps	48.00
The UPS Store	Shipping	43.08
Cody's Catering	Board Meeting	319.00
Ed Staub	Fuel	66.94
Abby's Pizza	Board Agenda Meeting	35.48
Safeway	Board Meeting	29.78
Microsoft	Software	6.99
Abby's Pizza	Facilities Meeting	40.39
Century Link	Telephone	<u>68.12</u>
	TOTAL Mastercard	824.12

Bank Balances Continued from Page 1

4/30/2024 Bank Balances:

First Interstate Checking	53,498.48
First Interstate Money Market	540,467.37
LGIP Operating Fund	348,802.58
LGIP Capital Improvement Fund	1,132,834.97

Transfer from LGIP Operating to City of Bend \$328,763.

5. Reports:

A. Fire Department Reports / Fire Chief: Riley reported on recent structure fires. He said one of his Chief Officers is in the hospital due to a fall while at the fire scene. He gave a report on where his management staff is and why they could not attend. He also reported on the Ambulance Operator program. Riley told the Board he will be hiring one new additional Fire Inspector. Marshall stated that the last two positions that the Fire Chief has added to staff, one for facilities and now one for fire prevention assists the District with the maintenance of their facilities and educates the public on wildfire safety which benefits the District. Riley reported on his Fire Department Strategic Planning process.

B. Executive Director Report / Marshall: Marshall suggested to the Board that there may be a need to have a committee to address additional fire stations in the District, a subject the Matt Steele brought before the Board earlier in the meeting. Marshall said that we should probably form a work group to explore the issue and how we should respond to this request.

C. Accounting Report / Haarberg: Haarberg reviewed the Operating Account and Capital Improvement Account balances.

6. Old Business:

A. EDITH Fire Prevention Trailer Update: Marshall gave an update on the process on how the District may surplus this trailer to the Central Oregon Fire Prevention Coop and may have to file for a lost title for the trailer before we surplus it.

B. Christian Calande Annexation Status: Marshall reviewed the status of this annexation application, and the Board of County Commissioners will have it on their agenda this month.

C. Michael Clevenger Resignation Budget Committee: Marshall shared Clevenger's resignation. Marshall said that TJ Kennedy is interested in replacing Clevenger's spot on the Budget Committee. Grindle gave the background of Kennedy and believes he would be a good addition to the Budget Committee. Marshall says he does live within the District, and he applied for the last vacancy on the Budget Committee also. Haarberg moved to accept TJ Kennedy to replace Clevenger on the Budget Committee. Davidson seconded the motion. Motion passed unanimously.

D. Pilot Butte Station Stairs: Marshall gave an update on the process to get the metal stairway cleaned and painted.

7. New Business:

A. Zimmerman Annexation Request: Marshall presented a map of this potential annexation. Marshall gave the history with the Zimmerman contract with the City of Bend and possible annexation into the District. This is a 40-acre parcel of land with structural improvements. Zimmerman does not want to contract with the City any longer due to price. Zimmerman would like to annex into the District, but his property is not contiguous to the District. Discussion followed regarding current policy of the District. It was decided that the properties along Skyliners Road are different due to that we have the Skyliners Subdivision that is within our District which is several miles past the Zimmerman property, and we would drive past his property to protect Skyliners subdivision. It was the consensus of the Board to allow Zimmerman to proceed with annexation. Tatom asked if we should include the Easley property. Discussion followed, and it was the consensus for Marshall to approach Easley to ask if he is interested in annexation since his property is in the same area as Zimmerman's property.

B. Change July Board Meeting Date: Marshall said there is a conflict with the fire department staff to attend the next Board meeting due to their Strategic Planning session. Tatom cannot make the last two weeks of the month. It was the consensus of the Board to move the meeting date to Tuesday, July 23rd.

C. SDAO Grant for Security Cameras: Marshall said there is a \$2,500. SDIS matching grant available if the Board is interested in him completing the application. The consensus was that the Board would like Marshall to apply.

8. Open Public Budget Hearing by President Miao at: 9:55 AM.

A. Attending: Same attendance as noted above with the exception of Matt Steele which left the meeting earlier, see page 1.

B. Public Comment: None

C. Resolution #142 - Adopting Budget / Appropriations / Levying Taxes: Roshak moved to approve Resolution #142 to adopt the Budget. Haarberg seconded the motion. Motion passed unanimously.

D. Resolution #143 – General Fund Transfer: Haarberg made a motion to approve Resolution #143. Tatom seconded the motion. Motion passed unanimously.

Closed Public Hearing at: 9:59 AM.

9. Good of the Order: None

10. Board Meeting Adjournment at: 10:00 AM.

11. Next Regular Board and Budget Committee Meeting: July 23, 2024 at 11:30 A.M.