

**Approved Board Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday July 23, 2024 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Miao at: 11:34 AM.**
Present: Ray Miao, President; Kent Haarberg, Treasurer; George Roshak, Director; Steve Davidson, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Scott Wyman, Battalion Chief; Mike Hand, Drew Norris, Deputy Fire Chief's; Eric King, City Manager; Barb Campbell, City Council Representative; Greg Bryant, Deschutes Riverwoods Guest. Vice President, Oliver Tatom absent.
- 2. Public Comment:** None
- 3. Board Elections:** Haarberg nominated a slate of candidates which were George Roshak for President, Oliver Tatom for Vice President and Kent Haarberg as the Treasurer. Motion seconded by Davidson. Motion passed unanimously.
- 4. Approval of minutes from last meeting:** President Roshak asked if there were any corrections in the minutes. Marshall said there was one minor correction. Minutes approved with edits by consensus.
- 5. Consideration of monthly expenses:**
Treasurer Haarberg gave a report on the monthly expenses. He reconciled the books and completed the needed transfers. He has reviewed the expenses, 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.

July 2025 Checks Written:

5373	City of Bend	Contract expense	328,763.00
5374	PacificSource Admin	Employee benefits	1,030.27
5931	Alison Dacher	FireFree Grant	1,000.00
5932	Chris Mahr & Associates	Accounting	1400.00
5933	EO Media Group	Advertising	2,143.75
5934	Mastercard	See below	1,099.74
5935	Gary Marshall	Mobile Phone	80.00
5936	Kent Haarberg	Pastries for board retreat	43.50
5937	SDAO	Hotel for Dunkel	213.73
EFT	Executive Director	Payroll	7,120.85
EFT	Payroll Taxes	Payroll taxes	5,159.24
EFT	Precisely Payroll	Payroll Fee	104.85
EFT	PERS	PERS retirement debt	<u>3,227.61</u>
		TOTALS	351,386.54

Mastercard:

Surf Thru	Vehicle	46.00
Ed Staub	Fuel	65.84
Cody's Catering	Board retreat	550.85
El Caporal	Agenda meeting	76.70
Microsoft	Software	69.99
Napa	Vehicle	64.14
Ed Staub	Fuel	44.98
Safeway	Board retreat	70.13

Safeway	Board meeting	35.47	
	Century Link	Telephone	68.65
	Microsoft	Software	<u>6.99</u>
		TOTAL Mastercard	1,099.74

4/30/2024 Bank Balances:

First Interstate Checking	462,367.70
First Interstate Money Market	540,571.02
LGIP Operating Fund	510,644.02
LGIP Capital Improvement Fund	1,137,662.04

6. Reports:

A. Fire Department Reports: Fire Chief & Management Team: Riley said two of the management team members were deployed on fires. Riley gave a big thank you to those that assisted in their Retreat. He said they will be finalizing their plan in the next two months that will last 3-5 years. Riley gave a report from the State Fire Marshal on wildland fires. He said that he will keep their firefighting resources local. Roshak is concerned about the wildfire issues not only in the District but also on federal lands. He feels these encampments need to be patrolled for fire safety violations. He is compassionate for those that need assistance, and government should not allow them to live in poverty. He believes poverty can be solved. He said there is a criminal group that lives in the encampments that is another challenge. Roshak would like some partnerships with the other agencies to enforce the laws. Campbell agrees with Roshak but feels this is a much larger issue than issuing citations and she is not sure if the tools are available. Marshall asked Roshak what our resolution would state. Roshak said it should address fire safety issues and that the County District Attorney agrees. King said there are some items in motion, and we should make sure that we are working with the other agencies in Deschutes County as one camper will move to another location and cause the same issues for a different agency. Marshall said we as a Fire District should focus our attention on safety of the campers, fire safety when cooking and warming fires, safety for the nearby residents and safety to our first responders. Miao said fire is the common enemy he worries about. It was agreed that we will keep this as an Agenda item each month to see that progress is made. Hand an Operations Division report on staffing levels. Norris gave an EMS Division report which included a grant from Deschutes County for a Narcan program.

B. Executive Director Report: Marshall approved a \$2,060.00 matching grant for a HOA next to Widgi Creek Golf Course. Marshall proposed a new fire hydrant program to the Board. If the District could put more fire hydrants in populated areas within five road miles of a fire station. By installing more fire hydrants, ISO said it would drop those areas to a Class 2 which could reduce residents insurance premiums. Haarberg said his insurance went up 52% this year. Davidson said his insurance went up 40% this year. The Boards consensus was for Marshall to explore how this program could be funded and executed. Marshall said there were five Tuesdays in October and said that the Board meeting could be moved out a month if the Board decided to do so. No decision was made.

C. Accounting Report: Haarberg: Everything looks good with the Finances, Haarberg reported. Discussion followed.

7. Old Business:

A. SDAO Security Grant: Marshall said the grant for the camera security system has been completed and submitted to SDAO. The grant is for \$2,500. Marshall said he was contacted by the SDAO grant administrator just to say that this grant if successful is for District owned buildings only.

B. Annexations Update: Marshall said he has sent annexation application packets to Zimmerman and Easily. Marshall said that Betsy Tucker the Fire Department Business Manager said that 7th Mountain HOA will be contacting Marshall to explore annexation into the Fire District for their property owners.

8. New Business:

A. IGA Update: Marshall said the IGA has been reviewed by our Fire District attorney and he has made the changes needed and this last IGA Draft is ready for the Board's approval. Haarberg made a motion to approve this most recent draft of the IGA. Discussion followed by the Board. Motion seconded by Davidson. Motion passed unanimously.

B. Job Descriptions for New Positions & Selection Committee: Miao said that Roshak and he felt that there should be two new District positions. A Chief Executive Officer (CEO) and a Deputy CEO. He asked if there were Board members that would like to be on a committee to design the job descriptions and the employment agreements. Haarberg and Davidson volunteered to be on the committee with Marshall. Marshall said he has sample forms he will send to the committee members and arrange dates for the meeting. Miao said we need to have a hiring process. Marshall said he will have the job descriptions and a selection process for next month's agenda.

C. Encampment Fires on Public Lands: Already discussed within the Fire Chief's report.

D. Executive Director Annual Evaluation & CPI Adjustment: Miao said that he and Roshak completed Marshall's annual employment review. They said Marshall's performance this past year was exceptional, and their recommendation is a 5% salary increase for Marshall starting on July 1, 2024. Haarberg made a motion to approve a 5% salary increase for Marshall. Davidson seconded the motion. Motion passed unanimously.

9. Good of the Order: None.

10. Board Meeting Adjournment at: 12:45 PM

11. Next Regular Board Meeting: August 20, 2024 at 11:30 AM.