

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday August 20, 2024 at 11:30 A.M.**

1. For the Record: Open Meeting and Introductions by President Roshak at: 11:37 AM.

Present: George Roshak, President; Oliver Tatom, Vice President; Kent Haarberg, Treasurer; Ray Miao, Director; Steve Davidson, Director; Gary Marshall, Executive Director; Todd Riley, Fire Chief; Darren Root, Battalion Chief; Mike Hand, Jason Bolen, Drew Norris, Trish Connolly, Deputy Fire Chief’s; Betsy Tucker, Business Manager; LeeAnn Nelson, CPA; TJ Kennedy, Budget Committee Member; Eric King, City Manager; Barb Campbell, City Council Representative; Dennis Shrader, Ropp Lane and Greg Bryant, Deschutes Riverwoods Guests.

2. Public Comment: Shrader wants to work with the Fire Marshal regarding an access/egress issue in his neighborhood. He also said that he worked for the Federal Government for many years and that there are more actions that the government can take to manage the encampments. Roshak replied to his comments and concerns. Campbell said that the City owns a large amount of Juniper Ridge, and she is working with City management to reduce the risk from fire in that area. Roshak asked Kennedy to give the group a brief description of his experiences as he is the District’s newest budget committee member. Kennedy gave his background.

3. Approval of minutes from last meeting: Approved by Consensus.

4. 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 2024 Checks Written:

5938	3BK Sign Company LLC	Highway Fire Danger Signs	2,175.00
5939	3M Credit	Address Signs	351.00
5940	AirMedCare Network	Board expense	79.00
5941	Chris Mahr & Associates	Accounting	1,400.00
5942	EO Media Group	Advertising	78.75
5943	Mastercard	See below	788.07
5944	PacificSource	Employee benefits	1,030.27
5945	Phil Anderson	Legal	2,849.00
5946	SAIF Corporation	Workers Comp	41.91
5947	Webfoot Painting	Repairs	8,813.00
5948	Zumar	Signs	1,504.40
EFT	Executive Director	Payroll	7,468.21
EFT	Payroll Taxes	Payroll taxes	5,425.93
EFT	Precisely Payroll	Payroll Fee	<u>60.85</u>
		TOTALS	32,065.39

Mastercard:

Surf Thru	Vehicle	46.00
Oregon Fire Chiefs Assoc.	Association dues	100.00
Ed Staub	Fuel	61.81
Starbucks	3 Gift Cards	45.00
El Caporal	Agenda meeting	74.21
Aloha	Board meeting	235.25
Office Max	Office supplies	93.24
Microsoft	Software	6.99
Century Link	Telephone	68.36
Ed Staub	Fuel	<u>57.21</u>
TOTAL Mastercard		788.07

7/31/2024 Bank Balances:

First Interstate Checking	112,908.20
First Interstate Money Market	106,954.10
LGIP Operating Fund	532,267.02
LGIP Capital Improvement Fund	1,576,896.59

Transfer \$8,813 from LGIP Capital Improvement Fund to First Interstate Bank Operating Account.

5. Reports:

A. Fire Department Reports: Fire Chief & Management Team. Hand reported that Chief Riley is out of town. Hand gave a report for new staffing including a new fire inspector. Hand said that management staff has been working with ISO to reduce the rating within the fire district. He said that due to the work that fire department staff has completed it has lowered the District's rating from a 5 to a 4. Connolly gave a Facilities report. Norris gave an EMS Division report.

B. Executive Director Report: Marshall said that the Fire Protection IGA between the City and the District has now been signed. He thanked Tucker for all of her assistance over the past year. Marshall spoke on some correspondence from a retired fire captain that lives within the District which is concerned about the ODF wildfire mapping. More discussion from the Board continued on this issue.

C. Accounting Report: Nelson. Nelson said that the legal budget line item will be exhausted.

6. Old Business:

A. IGA Update: Marshall. Already discussed under Executive Director Report.

B. Encampment Fires on Public Lands: Marshall said that Chief Riley and he have discussed a plan on how we proceed with this District Board goal. They feel that we should keep our focus on lands within Deschutes County working with Fire District #1 and #2, City of Bend, City of Redmond and Deschutes County government. In addition, coordinate with our Federal landowners. Their goal is to have a plan in place with these governments by June of 2025. Marshall said that our specific goal is to reduce the number of fires, to have better access for emergency vehicles and reduced response times. Miao discussed how he would like the Resolution designed. Campbell said that there is a County / City meeting on September 5th.

She also discussed locations that may be available for managed camps and that the encampment on Watt Way will be vacated.

Miao said everyone should be cautious as agencies, to decide where these camps may be without public input. Miao said our focus as a District should remain on fire and EMS safety.

Davidson reiterated that we only work with this small group of agencies. Tatom mentioned that EMS is a very important part of what we do and the priority is to gain access to these encampments to give treatment and services. Miao said we need to move forward with this goal. There was consensus of the Board to do move forward with this Board goal.

C. Master Lease IGA District / City: Marshall gave some history on the facility lease agreements. He said that the City would like to have a master lease agreement, and the City has provided a sample that we may want to use, one document for all facilities. Marshall said that this IGA should also have a section that states the parameters of the Administration building that the District uses for office and conference rooms and that the District should pay rent to the City. Marshall asked if the Board would like to be a part of this process to draft a master lease. Haarberg said he feels that Marshall and the fire District's attorney can draft a new lease agreement and once finished it can get the approvals of the District and the City. The consensus of the Board was to proceed in this direction as Haarberg suggested. Roshak said there should be no reason to rush this and miss something. Marshall believes we can get this completed and ready for the November 2024 District Board meeting. Tucker said that after reviewing the Fire Protection IGA and then the Lease agreements for each building with many revisions over 25 years it was difficult to understand, and this is what led us to a master lease agreement.

7. New Business:

A. Job Descriptions for New Positions & Selection Committee: Haarberg / Davidson. Haarberg said that he believes that the District should only advertise for a CEO position and leave Marshall in the Executive Director position. Davidson said that they have reviewed the hiring process, position description and employment agreements. Tatom asked if there will be another position description for the Executive Director. Tatom said the District can change the Executive Directors position description and wanted some clarification. Marshall suggested he will stay in his current position until December 31. He said a new Executive Director Position Description will change on January 1, 2025 with less pay and benefits, with reduced duties as required and approved by the Board. Marshall handed out draft Position Descriptions, Employment Agreements and the hiring process for the CEO.

B. Adoption of Hiring Process: Motion by Haarberg to adopt the hiring process. Motion seconded by Tatom. Discussion by Miao. Miao asked if the new CEO will be acting as the CEO in charge when hired, Marshall said yes and there will be two employees. Davidson said these positions have been budgeted and we are within the budget line item. Motion approved unanimously. Marshall discussed the advertisement and timeline. Marshall said with the Boards approval he would advertise for the CEO position for two weeks in The Bulletin, the District Web page and at the Fire Administration building. The timeline would have a hiring committee that would consist of two Board members, the Executive Director and the Fire Chief, to review and oral interviews. If the Board has a selected candidate for the Board meeting to allow them to go into an Executive Session to discuss applicants if needed.

A conditional job offer could be accomplished in October with an approved background check. It was decided that Roshak and Miao be on the hiring committee.

C. Draft Employment Agreements: Reviewed and discussed.

D. Draft Wildfire Grant Administration IGA City / District: Marshall gave some history on where we are with the OSFM Wildfire grant for Deschutes Riverwoods. Marshall said we are near completion of the draft grant IGA. It will be ready for Board approval at the September Board meeting.

E. Insurance Service Office (ISO) District Classification: Discussed under Fire Chief's report.

F. Klippel Neighborhood Wildfire Grant \$2,000: Marshall discussed his approval of a \$2,000 matching fund grant with this neighborhood.

8. Good of the Order: Roshak said he would like to thank Bend Fire and Rescue for their quick and professional response to the Mile Post 132 fire. Everyone agreed. Marshall said that the Federal agencies paid for the retardant drops, and this not only assisted in controlling the fire but the relationship between Bend Fire and Rescue and BLM helped pay for this fire. Root said that the pre-positioned OSFM Teams had just arrived in Redmond before the fire started that also helped. Miao said we need to be sure to let the public know. Hand said it was in the media several times.

9. Board Meeting Adjournment at: 1:03 PM.

10. Next Regular Board Meeting: September 17, 2024 at 11:30 AM.