

**Approved Meeting Minutes without Executive Session
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday September 17, 2024 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:35 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; Mike Hand, Drew Norris, Deputy Fire Chief's; Betsy Tucker, Business Manager; Sharon Wodja, Assistant City Manager; Barb Campbell, City Council Representative.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Haarberg asked for one correction to the minutes and moved to approve with this correction. Motion seconded by Miao. Motion passed unanimously.
- 4. Consideration of monthly expenses:**
Treasurer Haarberg gave a report on the monthly expenses. Haarberg 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.

August 2025 Checks Written:

5949	Chris Mahr & Associates	Accounting	1,400.00
5950	CMS Medical Insurance	Employee Benefit	524.10
5951	Deschutes County Clerk	Election - 2023 Correction	569.49
5952	EO Media Group	Advertising	1,192.50
5953	Mastercard	See below	1,729.05
5954	Gary Marshall	Employee benefits/reimb.	213.50
5955	PacificSource	Employee benefits	723.93
EFT	Executive Director	Payroll	7,468.21
EFT	Payroll Taxes	Payroll taxes	5,425.93
EFT	Precisely Payroll	Payroll Fee	60.85
EFT	PERS	PERS retirement – July	3,383.74
EFT	PERS	PERS retirement - August	<u>3,383.74</u>
		TOTALS	26,075.04

Mastercard:

Dandy's	Board meeting	43.50
Surf Thru	Vehicle	46.00
Ed Staub	Fuel	63.09
Sierra	Uniforms	81.97
El Caporal	Agenda meeting	66.70
NYC Sub Shop	Board meeting	157.50
Ace Hardware	Storage shed – Station 306	1,139.99
Microsoft	Software	6.99
Ed Staub	Fuel	55.13

Century Link	Telephone	<u>68.18</u>	
		TOTAL Mastercard	1,729.05

8/31/2024 Bank Balances:

First Interstate Checking	81,429.99
First Interstate Money Market	106,976.08
LGIP Operating Fund	548,857.58
LGIP Capital Improvement Fund	1,575,148.30

Transfer from LGIP Capital Improvement to FIB Operating account \$1,139.99.

5. Reports:

A. Fire Department Reports: Fire Chief & Management Team- Riley reported that the new IGA between the City and the District for the Fire Prevention Grant will go before the Council tomorrow night. Marshall asked the Board if they need any further review before this goes to Council. The Board said no. Riley reported on the Homeless plan at Juniper Ridge. Roshak felt the report sounded good but would like to see that more education and enforcement to be accelerated for a safer environment for the campers and the adjacent property owners to the camp. Wodja said the City will be adding an additional position to the City Team to give more enforcement. Riley said the camps will be moved and everything will be in place to properly manage the camp completed by June 1, 2025. Riley reported on the Dashboard software for better data retrieval and how the public will be able to get specific statistics from this new tool. Questions followed by Board members. Riley said training is in week three of the firefighter academy. Tucker said the City is putting out an RFP to get the wildfire mitigation work in the Deschutes River Woods area. She also said that there may be some reimbursement from FEMA for the Mile 132 Fire. Roshak asked if the 911 Center is giving adequate customer service. Hand said yes.

B. Executive Director Report: Marshall- Marshall said that Accuity will be coming in to meet with him on the Field Audit. Marshall said he is working with the water purveyors on the Hydrant Program. He said that Avion Water Company is concerned about using a substandard fire hydrant flow just to allow insurance ratings to be better residents. Marshall said he was interviewed by University of Oregon regarding the Oregon State University wildfire map currently used by Oregon Department of Forestry. Marshall said he and two Board members talked about starting a free address sign program. Roshak said that we should review that program for the next budget year. Miao had additional comments about address signs.

C. Accounting Report: Haarberg- Haarberg said our Legal budget item is over budget. Haarberg said everything else is good.

6. Old Business:

A. Master Lease IGA Update: Marshall- Marshall said over the last two weeks our legal counsel has been reviewing the new IGA for a Master Lease agreement. He said what the City has proposed and what we have budgeted for rent income is about \$23,000 less in budget. Marshall will send this draft to our CPA to review the amount of rent. The proposed rent annual adjustment will be calculated at a fixed 2.75%. Marshall discussed the alternatives to that fixed rate adjustment. Roshak feels the 2.75% is alright and the Board agreed. Marshall said that we hope this will be ready for the October Board meeting for Board approval as it then will go to City Council.

B. Encampment Fires on Public Lands: Roshak said it was already discussed under the Fire Department report. Campbell said she is always concerned that campers being pushed out of one area they will move to another area of town. More discussion on who is living in the camps and where they are located. Wodja said they are closely monitored with a live map.

7. New Business:

A. CEO Employment Agreement Approval: Will be discussed in Executive Session.

B. CEO Candidate and Selection Committee: Will be discussed in Executive Session.

C. OFDDA Conference November 7-9th, Sunriver: Marshall made the Board aware of this conference and training. Marshall will not be attending although he will register any Board member with interest.

8. Good of the Order: Wodja is leaving the City of Bend and moving to Winston Salem, North Carolina. She discussed her new position. Roshak said she will be missed, and the Board wished her well in her new endeavors. Riley asked the Board to mark their calendars for September 28th for a Fire Department Open House 10am to 1pm at the North Fire Station. Norris also said the Awards Banquet is January 24th.

9. Executive Session: Comments Excluded

10. Regular Board Meeting Reconvened at 12:52: Haarberg made a motion that the Selection Committee should proceed with Interviews and the President to present a job offer with an Employment Agreement if the President desires, but will be subject to an approved Employment Background and Final Board Approval Candidate Acceptance at the Boards next regular Board meeting. Tatom seconded the motion. Motion passed unanimously.

11. Board Meeting Adjournment at: 12:55 PM.

12. Next Regular Board Meeting: October 15, 2024 at 11:30 AM.