

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday October 15, 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, Mike Hand, Drew Norris, Deputy Fire Chief; Betsy Tucker, Business Manager; TJ Kennedy, Budget Committee Member; Eric King, City Manager; Greg Bryant, Deschutes Riverwoods Guest.

2. Public Comment: Bryant requested a fire engine for their Christmas Parade, and he wanted to know the status of the DRW Wildfire mitigation grant. Tucker gave him the status.

3. Approval of minutes from last meeting: Haarberg made a motion to approve the minutes. Motion seconded by Miao. Motion approved unanimously.

4. Consideration of monthly expenses:

Treasurer Haarberg gave a report on the monthly expenses. He said that the Legal line item is over budget due to IGA legal expenses. He reconciled the books. 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.

September 2024 Checks Written:

5956	Accuity	Audit progress billing	5,000.00
5957	Chris Mahr & Associates	Accounting	1,400.00
5958	EO Media Group	Advertising	87.50
5959	Mastercard	See below	848.01
5960	Gary Marshall	Employee benefits/reimb.	80.00
5961	PacificSource	Employee benefits	723.93
5962	Phil Anderson	Legal	3,003.00
EFT	Executive Director	Payroll	7,468.21
EFT	Payroll Taxes	Payroll taxes	5,425.93
EFT	Precisely Payroll	Payroll Fee	104.85
EFT	PERS	PERS retirement	<u>3,383.74</u>
		TOTALS	27,525.17

Mastercard:

Surf Thru	Vehicle	46.00
Ed Staub	Fuel	54.84
Pine Tavern	Staff meeting	74.40
Amazon	Uniforms	79.98
Worthy Brewing	Agenda meeting	73.20
Safeway	Board meeting	32.77
Microsoft	Software	6.99
Pastini	Board meeting meal	273.00

Ed Staub	Fuel	61.43
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Century Link	Telephone	68.90	
	NYC Sub Shop	Interview committee meeting	57.50
	NYC Sub Shop	Interview committee meeting	<u>19.00</u>
		TOTAL Mastercard	848.01

9/30/2024 Bank Balances:

First Interstate Checking	59,909.02
First Interstate Money Market	106,998.79
LGIP Operating Fund	563,644.85
LGIP Capital Improvement Fund	1,580,846.92

5. Reports:

A. Fire Department Reports: Fire Chief & Management Team: Riley reported that the new master lease agreement will go before Counsel in addition to the electronic Fire Dashboard Report and a Code amendment to allow specific burning within the City. Riley showed the new internet based public Dashboard report to the Board. Hand reported on new hires and those in the academy in addition to a promotional ceremony. He said that the Type 6 engine will arrive soon. Hand talked about a new temporary training prop for use at the East Fire Station. This vehicle prop will be used by the crew assigned to this station to relieve them from driving to the Training Center for this training. Roshak said he is concerned with the neighbors and the school children. Roshak said he would like to see a limit on the length of time it will be on the East station grounds. Miao said this should be a trial. Roshak asked why this training could not be used at the Training Center. Hand said the prop will be fenced and secured. Roshak does not have an objection at this time. He said to try it for two months. Hand said after two months he will report back to Marshall on the status. Norris gave an EMS report. Tatom encouraged the Chief to let the Firefighters Association representatives know they are welcome to attend the Board meetings. Marshall said that their President is invited monthly. King discussed Juniper Ridge and the Temporary Safe Area for the homeless in that area. Roshak said that we need to get the Federal Land Agencies involved and the new CEO for the Fire District will be addressing this and the District's Resolution. Roshak said thank you to King and the City for their efforts.

B. Executive Director Report: Marshall: Marshall gave a report on the Field Audit. He reported the IGA with the City regarding the State Fire Marshal/DRW grant is signed and recorded. Marshall said that the yesteryear rural landowner burning permit process is not used any longer and replaced with a new improved system to allow credit cards to pay for permits. Marshall said that the alarm system at the West Station needs to be replaced now, and it appears the price will be over \$15,000. He will keep the Board aware of the replacement and funding process. Tatom said that he would like to see the system on how the facilities group takes care of the buildings and budgets expenses for future projects. Marshall said that DC Connolly will be at the next meeting to demonstrate how the facilities group projects their projects and expenses.

C. Accounting Report: Haarberg said the Legal expenses are much higher than budgeted due to the Three IGA Legal expenses. Tatom asked if we will have to amend our budget since legal expenses are higher and over the budgeted amount. Haarberg said yes, we will, but it will be done at the end of the fiscal year.

6. Old Business:

A. Master Lease IGA Update: Marshall gave an update on the Master Lease IGA with the City. Marshall requested the Board to approve. Tatom said it looked good to him but needed more explanation on Major Repairs and how it relates to Minor Repairs where the City is responsible. Marshall said that between him, Tucker and legal counsel on both sides put language in the IGA with hope to keep the spirit from past negotiating between the City and the District with Board approval to find the needed funds between both parties to complete the major projects needed during the fiscal year. Marshall said it is difficult to articulate, that over a specific threshold is called a major project. He said there will always be discussion between both parties and approval by the Board for projects paid by the District. Marshall also discussed some of the other items within the IGA. Tatom had questions about the insurance deductible. Consensus from the Board was to approve and allow King to move this IGA forward to the Counsel for their approval.

B. Encampment Fires on Public Lands Update: Report given under Fire Department Reports.

7. New Business:

A. CEO Employment Approval: Roshak asked the Board if he should sign the employment agreement with the new CEO Roger Johnson. The Board approved him to sign.

B. Resolution to Surplus Fire Prevention Safety Trailer: Marshall gave a brief report on the Safety Trailer. Marshall read Resolution #142 to declare surplus property and to donate this safety trailer to the Central Oregon Fire Prevention Cooperative. Haarberg made a motion to approve Resolution #142. Tatom seconded the motion. Motion passed unanimously.

C. Deschutes County Proceeds from Foreclosed Property Meeting: Marshall said he and Miao attended a County meeting regarding the foreclosed property potential litigation against Deschutes County and all taxing entities within the County where foreclosed properties proceeds were given to the taxing entities. Marshall said his rough estimates show that the District has a liability of about \$30,000. Marshall said that the County is willing to pay our judgements and take that amount out of our future taxes. He said if we wanted to, we could put funds in a reserve to pay these potential legal judgements over the next several years. He has advised our legal counsel of this situation. Discussion followed. Options were discussed. There will be another County meeting on October 24th that Marshall and Haarberg will attend. Tatom asked if SDAO is involved and if they believe the Legislature has a solution to this debacle. Marshall will contact SDAO and report back to the Board.

D. Annexation Request for John Barberich at 63220 Johnson Road: Marshall gave the Board a property owner request to annex property into District. The owner has improvements on 3.03 acres. The property is surrounded by fire district boundaries. The owner has requested that the Board not charge him the \$500 for annexation fees. The Board declined to approve the \$500 fee elimination request but agreed for him to be annexed into the fire district with two conditions. One is for the Fire Chief to give approval and the second is that the petitioner submit the \$500 fee for annexation. Haarberg made a motion to approve the annexation with the two conditions requested by the Board. Motion seconded by Tatom. Motion passed unanimously.

8. Good of the Order: Marshall asked the Board if we could have a small welcome gathering for Roger Johnson and his wife Susie before he starts on November 1st. The Board approved this, and Marshall will get the date and time secured and notify the Board and Management Team. Davidson asked if the Tumalo fire station will be giving out treats this year. Riley said yes.

9. Board Meeting Adjournment at: 1:05 PM.

10. Next Regular Board Meeting: November 19, 2024 at 11:30 AM.