

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday November 19, 2024 at 11:30 A.M.**

1. For the Record: Open Meeting and Introductions by President Roshak at: 11:30 AM

Present: George Roshak, President; Oliver Tatom, Vice President; Kent Haarberg, Treasurer; Ray Miao, Director; Steve Davidson, Director; Roger Johnson, CEO, Gary Marshall, Executive Director; Todd Riley, Fire Chief, Mike Hand, Drew Norris, Trish Connolly, Deputy Fire Chief; Scott Wyman, Battalion Chief, Crosby Grindle, Budget Committee Member; Greg Bryant, Deschutes Riverwoods Guest.

2. Public Comment: Bryant thanked staff for sending a fire engine to the DRW Christmas Parade on December 7th at 6:00 P.M..

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

4. Consideration of monthly expenses:

Treasurer Haarberg gave a report on the monthly expenses. He made a transfer from the Capital Improvement Fund to pay for the alarm system repair at station 301. Check number 5970 to SDAO was voided due to an inappropriate invoice. Roger provided an overview of the problem with the invoice which was a result of SDAO not recognizing the pass-through of funds from the District to the City of Bend. The interest payment on the note was paid to US Bank. 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.

October 2024 Checks Written:

5963	Bend Fire Pipes & Drums	Food for workshop	2,113.39
5964	CMS Medicare Insurance	Employee benefit	248.40
5965	Elite Security & Fire Alarm	Replace fire alarm system	13,207.54
5966	EO Media	Advertisement	78.75
5967	Mastercard	See below	1,424.41
5968	Gary Marshall	Employee benefits	80.00
5969	Pacific Source	Employee benefits	723.93
5970	SDAO	2025 membership dues	6,250.00
5971	Chris Mahr & Associates	Accounting services	1,400.00
5972	Levrum, Inc. Code 3 Software	Software	4,950.00
5973	Phil Anderson	Legal	385.00
EFT	US Bank	Interest payment	158,250.00
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	<u>3,383.74</u>
		TOTALS	205,450.15

Mastercard:

Amazon	Uniforms	359.91
Surf Thru	Vehicle	46.00
Ed Staub	Fuel	56.64
Office Max	Office supplies	88.68
Dandy's	Board meeting	249.00
Worthy Brewing	Agenda meeting	85.00
Microsoft	Software	6.99
Wordpress Web Page	Software	48.00
Ed Staub	Fuel	46.93
Red Robin	Facilities meeting	57.96
Century Link	Telephone	68.18
Fred Meyer	Board meeting	61.12
Newport Market Avenue	Board meeting	<u>250.00</u>
	TOTAL Mastercard	1,424.41

10/31/2024 Bank Balances:

First Interstate Checking	32,539.05
First Interstate Money Market	107,021.51
LGIP Operating Fund	573,122.28
LGIP Capital Improvement Fund	1,587,690.73

Transfer from LGIP Capital Improvement Fund to Operating Account in the amount of \$13,207.54.

Transfer from LGIP Operating Fund to US Bank \$158,250.00 for debt payment.

Staff to transfer \$50,000 from the Money Market to Operating Account.

5. Reports:

A. Fire Department Reports: Fire Chief & Management Team: Riley reported that the new data hub is now live, which is where dashboard response data can be viewed real time. Riley recommended linking to the District website. Firefighter academy is graduating on December 20, 2024 at 2:00 P.M.. Would like to have someone from the District at the graduation if possible as the six graduates are a result of the passing of the levy to support enhanced staffing. There will be a demonstration of skills learned and then a badge pinning ceremony. Riley provided an update on the DRW grant. Five proposals were received and they are being scored at this time. A contractor should be selected by Friday November 22, 2024. Once the contractor is selected, a written contract will be executed and hopefully work can begin as soon as December. Melissa Steele is leading this program. Tatom expressed his appreciation for the report and keeping the project moving forward. Riley provided an update on Juniper Ridge. Deschutes County is back on track and approved funding yesterday for the case management side of the project. The original timeline is still in effect. May 31, 2025 the East side of the tracks will have a full removal of campers. The temporary safe stay area will be 40 acres on the west side of the tracks. In 2026 the temporary safe stay area will be cut in half to 20 acres. Full removal of all campers by December of 2026. The City does have a grant request submitted for a fuel removal project in Juniper Ridge. Tatom questioned the response report and emergency responses greater than 12 minutes and stated some of the locations looked like the incidents were in Juniper Ridge. Hand indicated there have been a couple responses in this area. Sometimes the fire department only receives GPS coordinates which makes it hard to find and navigate to in a timely manner.

Connolly provided a facilities report and advised that four of the District facilities are more than 20

years old so there is a lot of work that is planned. Station 304 (East) is scheduled for an interior remodel this year and will receive new flooring and paint along with framing in the fire pole to prevent vehicle exhaust fumes from entering the living area of the station. Painting and flooring work will begin early January. Station 303 (South) generator is being replaced at this time. Station 305 (North) kitchen remodel is planned for this year and a walk through with contractors is scheduled for next Wednesday. Station 302 (Tumalo) work is underway to enclose the patio area on the East side of the station to provide additional storage space. Future work in spring of 2025 includes replacing HVAC and water heaters in all stations except Tumalo and Pilot Butte. Requesting bids to complete replacement of windows at station 305 (North). Tatom requested a document that shows all of the planned projects for the facilities. Connolly has the information on a spreadsheet and would be happy to share with the Board. Miao requested that reports about facilities include not only the station number but also named location.

Hand informed the Board that staff is taking a request to update the station alerting system to Council for consideration. The alerting system update is approximately \$850,000. The current system is no longer supported.

Norris stated in December they are picking up an ambulance that is receiving a new chassis. Once that unit is in service another will be sent to receive a new chassis. The awards banquet is scheduled for January 24th 5:00 P.M. at Bend Golf and Country Club. Norris also thanked the Board for their support of the banquet.

Roshak expressed safety concerns with training vehicle located at station 304 (East). Current fencing does not seem adequate to prevent someone from accessing the vehicle, which could pose a risk to the District. Tatom shared concerns with the location of the vehicle in relation to a park and school and potential liability for the District. Hand stated that staff was planning to install additional signage at the location. The original agreement was to keep the vehicle on site for 60 days. Hand indicated that it is beneficial to have the vehicle there for training staff without leaving their service area. Board expressed support of the training on new equipment and asked staff to install a more rigid cyclone fence around the vehicle.

Johnson provided an update on his onboarding to the District. He recognized the support and thoroughness of Marshall and the orientation provided. Duties and responsibilities between the CEO and Executive Director have been reviewed and divided up to provide clear lines of responsibility. Johnson will be reaching out to Directors and administrative staff to schedule one on one meetings in the coming weeks to help gain perspective and prioritize work in the coming months. Oregon Department of Forestry is sending letters out to residents in the next week or two (Note: after the meeting Johnson received notification from ODF that the letters won't be mailed until January 2, 2025) that are mapped as being in the high wildfire hazard area and wildland urban interface. The letters will include regulatory and educational material. State agencies are taking a "education first approach" approach to the new regulations. The District has requested a draft of the letter prior to it being mailed so we can prepare for any questions residents may have. Board questioned how enforcement may look going forward. Johnson stated that it will be difficult with current staffing to enforce all of the standards statewide. State agencies will look for partnerships with local agencies and may prioritize areas based on complaints. Building code requirements will likely be enforced by building departments. SDAO conference is in Bend this year, February 7-9 at

the Riverhouse. The US Fire Administration has appointed former Oregon Fire Chief Bob Horton to the position of US Wildfire and Policy Branch Chief.

Marshall provided clarification on the Master Lease agreement with the City of Bend. If buildings are damaged by one of the crews, then the deductible would be paid by the city. If a building is damaged by an act of God or the public, the District will pay the deductible. The fire safety trailer has been turned over to Klamath County Fire Prevention Cooperative. Insurance coverage on the trailer will be cancelled. The District has only received two phone calls regarding the increase of the local option tax. The Barberich annexation is moving forward again. There was a problem with the legal description at the Department of Revenue that has been corrected. Marshall discussed options for processing annexations in the future if the number of people requesting annexations surpasses the ability of staff to process them. No change is recommended at this time. Marshall attended Project Wildfire this morning. During the meeting Alison Green presented on SB 762, upcoming regulations related to defensible space, wildfire hazard map and building codes. Marshall discussed the city adoption of the Oregon Fire Code and the potential need to adopt in the District. The District also needs to create an ordinance for all fees the District charges. Miao questioned whether the District would need to utilize legal counsel to review the ordinance. Special Districts Association often has model policy and ordinances that could be used without legal counsel review. Discussed role of the County in adopting Ordinances.

Haarberg providing accounting report. Revenue should increase significantly next month with the receipt of property taxes. Expenditures are tracking within budget.

6. Old Business:

Marshall and Haarberg provided an update on the foreclosed property issue. Deschutes County is one of the first Counties to bring up the issue. SDAO is aware of the issue and is monitoring. Recommendation to continue to monitor the issue and see what happens going forward. Potentially about \$30,000 of liability for the District.

Roshak discussed concerns regarding people living on public lands adjacent to the Woodside Ranch neighborhood near China Hat Road. Question raised regarding the number of emergency responses in the China Hat Rd. area. Chief Riley indicated he could pull the response data for the Board. Roshak discussed the ability of the Deschutes County Sheriffs Office to enforce rules related to littering on federal lands. Concerns voiced related to the safety of people living in the forest as well as adjacent property owners. Johnson to follow up with USFS to discuss options. Appreciation by the Board that Deschutes County is working with the City on the Juniper Ridge parcel

7. New Business:

Johnson advised that three Director positions are up in 2025: Roshak, Davidson, Tatom

Marshall provided an update on the 305 (North Station) Access Grant Extension. Marshall signed the paperwork for ODOT grant extension. Personnel are using the access at this time.

Haarberg questioned whether Costco or new roundabouts are impacting response times. Riley advised that they are not impacting response times.

Roshak addressed the establishment of a City-District Consolidation Committee. Will leave on the agenda for future meetings. Riley advised that new Councilors are being onboarded and will participate in goal setting in January. Councilors will receive assignments once this process takes place.

Roshak indicated that he would like to keep the land transfer status for station 306 on the agenda as well. Riley indicated that he would discuss with the City Manager (Eric King).

Grindle addressed the Board and stated that there are several CO-OP contracts available for station alerting and station generators available and he is happy to help if the District or City is interested in utilizing this resource. Grindle also advised that there is a new national association of special districts that advocates for the needs of special districts in the U.S..

Roshak discussed options for staff vehicles for the CEO and Executive Director. Currently the District owns one vehicle and has two part-time employees. The Board discussed options including buying another vehicle, providing a vehicle allowance or providing mileage reimbursement. After discussion, the Board approved by consensus, reimbursing the CEO at the federal mileage rate for business use of his personal vehicle. Johnson to submit monthly records of mileage for reimbursement.

Tatom discussed the need to measure how District investments are meeting the needs of the employees and district residents. Tatom also would like to ensure that employees are aware of the services and support the District provides the department. He would like to see reports on how new investments in staffing, as a result of the new levy, are improving service delivery. Riley indicated that morale within the department is really good and there are always opportunities to continue to educate staff about the role of the District and how it benefits the fire department. Riley discussed the likely improvements of response times and the need to celebrate successes when they occur. General discussion between Directors regarding the role of the District and how it communicates with citizens regarding services and the value received for the taxes paid to the District.

Connolly advised the Board that the station remodeling projects are very important to staff and she continuously reminds staff about how the District supports the improvements to their facilities.

8. Good of the Order:

Marshall discussed the upcoming awards banquet and stated that the District has often given an award to an employee that goes out of their way to support the District. The District approved providing an award to a designated employee.

9. Board Meeting Adjournment at: 1:30 PM.

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

