

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday December 17, 2024 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:32 A.M.**
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, Deputy Chief; Drew Norris, Deputy Chief; Trish Connolly, Deputy Chief; Betsy Tucker, Bend Fire; Melissa Steele Bend Fire; T.J. Kennedy, Budget Committee Member; Barb Campbell, City Councilor; Robin Church, Guest.
- 2. Public Comment:** No public comment.
- 3. Approval of minutes from last meeting:** Roshak made a motion to approve the minutes. Motion seconded by Haarberg. Motion approved unanimously.
- 4. Consideration of monthly expenses:**
Treasurer Haarberg gave a report on the monthly expenses. There were two checks written after the report was prepared. One check to EO Media for \$78.75 (Check # 5987) and a second check to Director Miao for \$85.00 (Check # 5988) He reconciled the books. He has reviewed the expenses, and he said all balances are in order and verified. Haarberg made two transfers from checking to LGIP as stated, one to Capital Improvement Fund and the other to the Operating fund. Haarberg noted that the district has received facility rent checks from the City and those have been deposited. Motion by Haarberg to approve the Monthly Expenses. Motion seconded by Miao. Motion passed unanimously.

November 2024 Checks Written:

5974	Chris Mahr & Associates	Accounting services	1,400.00
5975	CMS Medicare Insurance	Employee benefit	272.70
5976	Mastercard	See below	3,444.81
5977	Gary Marshall	Employee benefits	46.95
5978	George Roshak	Life flight and AirMedCare	214.00
5979	Klippel Water Inc.	Fire free grant	1,778.60
5980	Pacific Source	Employee benefits	723.93
5981	Roger Johnson	Employee benefits	3,574.94
5982	SDIS	Employee benefits	1,689.50
5983	Void – printed incorrectly		
5984	Void – printed incorrectly		
5985	Tanya Hawkins – SOS Maint.	Septic service	356.00
5986	Widgi Creek HOA	Fire free grant	1,933.04
EFT	Payroll	Payroll	13,535.27
EFT	Payroll Taxes	Payroll taxes	10,165.87
EFT	Precisely Payroll	Payroll Fee	<u>67.70</u>
		TOTALS	39,203.31

Mastercard:

Amazon	Label maker	60.88
Surf Thru	Vehicle	46.00
Lowe's	Tumalo – outdoor building	2,723.30
Ed Staub	Fuel	111.48
Brother's John	Staff meeting	39.00
Aloha-Cafe	Board meeting	195.50
Worthy Brewing	Agenda meeting	73.00
Microsoft	Software	6.99
Ed Staub	Fuel	55.74
Safeway	Board meeting	15.39
Pappy's Pizzeria	See below**	33.05
AirMedCare Network	Board expense	50.00
El Caporal	Staff meeting	<u>34.48</u>
	TOTAL Mastercard	3,444.81

11/30/2024 Bank Balances:

First Interstate Checking	49,220.31
First Interstate Money Market	57,038.66
LGIP Operating Fund	8,446,589.01
LGIP Capital Improvement Fund	1,580,957.37

Transfer from the Operating Account to LGIP Capital Improvement Fund in the amount of \$185,151.
Transfer from Operating Fund to either Money Market or LGIP General Fund \$100,000.

** This was an employee personal expense. Gary used the wrong card by accident. We reduced his cell phone allowance by this amount.

5. Reports:

Fire Department Reports: Fire Chief & Management Team: Riley thanked the Board for their work and support of the fire department. Riley reported on the new councilor orientation process which included an orientation of the relationship between the city and the district as well as a tour of station 306. Riley invited the Board to the academy graduation Friday at the North Station at 2:00. Riley invited the Board to attend the awards banquet on January 24th at Bend Golf and Country Club.

Steele provided an update on the fuels mitigation project in Deschutes River Woods. Steele indicated that they received four bids for the work and a contractor has been selected. Burn Bot from Medford was the contractor selected. Burn Bot was the lowest bid on the project at \$156,000. Some additional funds are available to treat fuels around the Morning Star School. Steele is hopeful the work can be completed prior to the 2025 fire season. Director Miao asked about community outreach regarding the project. Steele advised the Board that there has been outreach to the community and a second outreach will take place prior to starting work. Miao questioned liability associated with the project. Steele advised that the City's procurement department is reviewing the contracts. Tatom asked about whether the mitigation work is being done on private lands. Steele advised that the mitigation work is being done on private lands on the East side of Deschutes River Woods. The USFS is performing mitigation work on federal lands south of the community. Deschutes River Woods residents also received a mitigation grant to work within the neighborhood. The Office of State Fire Marshal provided the grant funding.

Connolly provided a facilities report which included a spreadsheet identifying planned improvements in the current fiscal year. The spreadsheet identified which agency is funding the improvements. Connolly indicated she received the bids back for the kitchen remodel at station 305 (north station), the lowest bid for the work was around \$93,000. The generator project at station 303 (south station) is taking a little longer than anticipated. HVAC and hot water heater upgrades will take place in the spring. The remodel of station 304 (east station) will start in January. Marshall asked about timing of roof replacements and Connolly advised roof replacements would likely start in the 2026-2027 budget year. Kennedy asked if each station has a generator and Connolly confirmed they do, but due to the age of the generators it is difficult to find parts to maintain the units. Tatom thanked Connolly for providing the spreadsheet for the Board. Marshall identified that the district budgeted \$150,000 in the current budget for facility repairs and improvements. Campbell asked if the HVAC and water heaters would be “Green” units. Connolly advised that there are some limitations based on the facilities’ electrical capacity, but they would install as efficient units as possible.

CEO Report:

Johnson thanked the directors for their willingness to schedule individual meetings in the past month, and onboarding is continuing to go well. The Oregon Department of Forestry has delayed delivery of letters to residents in the high hazard-WUI areas until January. ODF will provide a copy of the letter to the district prior to the letters being mailed to residents. Johnson will provide a copy of the letter to the Board once it is received. Johnson has scheduled Bend-Fort Rock District Ranger Kevin Stock to attend the February board meeting to address plans related to camping on federal lands adjacent to the district. Johnson advised that the legislative session will be starting in January of 2025 and wildfire funding will be a topic of discussion. The Governor’s proposed budget includes continued funding for the Office of State Fire Marshal upstaffing and immediate response programs. Johnson discussed bringing a model legislative advocacy policy to the Board for consideration next month.

Executive Director Report:

Marshall provided an update on the Barbarich annexation. The Board of Commissioners approved the annexation, which completes the process. Marshall sent the directors the draft foreclosed lands agreement between the County and District. The agreement doesn’t require immediate attention, but the board will need to address the issue in the future. The fire prevention trailer has been successfully transferred. Auditors will report to the board at the January meeting. Marshall provided a draft employment contract that will need to be addressed prior to the next payroll period. Marshall has been appointed to the Executive Board of Keep Oregon Green for another three-year term. The board discussed approval of Marshall’s employment contract. Consensus of the board was to authorize the Board President to sign the contract after directors have reviewed the document and emailed the President with their approval of the document. Roshak asked that directors provide feedback to him regarding the contract within 7 days.

Treasurer report:

Haarberg providing accounting report. 92% of property taxes have been received. Expenditures are tracking within budget. Tatom questioned why the line item for Previous Levy Tax Received showed a negative number in the operating fund report. Johnson will research this and follow up with the board. (Note: The negative number was due to potential refunds to Horizon Air and Pacific Corp.)

General discussion regarding the draft foreclosed lands agreement between Deschutes County and the district. Directors requested that the draft contract be placed on the agenda for the January Board of Directors meeting. Marshall has spoken to the districts legal counsel about the issue and has authorized him to dedicate a couple hours of time if necessary to monitor the situation and advise the board. The board would like to have a recommendation from legal counsel prior to approving the agreement.

6. Old Business:

City-District Consolidation Committee: Roshak questioned if there was any progress or discussion regarding the issue at the city level. Riley indicated that it is probably a better issue for the City Manager to discuss when he is able to attend the meeting. The new councilors haven't been assigned areas of responsibility yet. Riley indicated that for the next several months, there may not be much to report on this issue. Roshak identified that the status of the land transfer may be in a similar status. Riley stated the land transfer process is connected to the transfer of public works to their new facility. Councilor Campbell indicated that she thought the public works would be in their new facility by the summer of 2025. Riley assured the board that the city is dedicated to meeting their commitments on these two agenda items but there likely won't be anything to report for the next few months. Roshak indicated that he would keep the items on the agenda because the district is planning for additional investments at station 306 (pilot butte) and it's important to keep these issues moving forward. Miao indicated that he and Roshak are the district representatives on the consolidation committee.

Marshall indicated that it might be a good idea to schedule a work session prior to next years budget preparation to work on these issues because the district will need to hire an architect and begin expending funds in preparation of the remodel.

Roshak addressed the encampment fires on public lands issue and the possibility of adding a budget item for fire extinguishers or dumpsters for trash removal. Roshak is planning to meet with the new Sheriff regarding the issue.

7. New Business:

Johnson discussed a draft ordinance that was included in the board packet. The draft ordinance was reviewed by SDAO legal counsel. The ordinance would need to be reviewed by the board at two separate meetings, then would become effective after 30 days. Tatom had questions about section 2 "fees due prior to producing records". Tatom also clarified titles for the board officers are President and Vice President not Chairman and Vice Chairman. Roshak discussed possibly

identifying that the President of the Board serves as Chair and Vice President of the board serves as Vice Chair of the board.

Johnson discussed the possibility of updating the board policies as time permits. SDAO produces a handbook for special districts that includes model policies. Marshall identified that board members do have some mandatory training requirements, and it may be possible to bring SDAO in to conduct the training. Tatom requested that the board policies be placed online once completed.

Miao provided information about the City of Bend planned UGB expansion of 100 acres of land on the south end of the City. Miao expressed concerns related to fire safety and the property being in the WUI, its adjacency to USFS lands and the density of homes. Miao recommended that the district promote public education, within Central Oregon, related to wildfire risks and emerging science on the issue. Directors supported the concept of public education on the issue as well as the district helping to facilitate a program. Marshall provided background on what events have been held in the past and connecting any outreach to the annual Fire Free event. Marshall and Johnson will work together to coordinate an outreach event for the spring.

Councilor Campbell discussed community outreach events within city districts and neighborhood associations.

8. Good of the Order:

Haarberg thanked Miao for forwarding the link to the movie “Elemental.”

Johnson recognized and thanked Mitch Webb for attending the meeting. The board and staff appreciate all of the staff and employees that provide services to our communities. The board expressed appreciation for Mitch’s work leading efforts to support the local option levy and encouraged other line staff to attend board meetings when available.

Tatom thanked Councilor Campbell for her service as liaison and support of the district during her time on the City Council.

Johnson reminded the board of the upcoming SDAO conference.

Riley provided an overview of a regional legislative coordination meeting that was held locally to address issues impacting the fire service.

9. Board Meeting Adjournment at: 12:58 PM.

10. Next Regular Board Meeting: January 21, 2025 at 11:30 AM.

