

**Approved Meeting Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday January 21, 2025 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by Vice President Tatom at: 11:32 A.M. Present:** 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; Jason Bolen, Bend Fire, Kasey Koenig, Bend Fire, Scott Wyman, Bend Fire, Kori Sarrett, District Auditor, Guy Neal, Guest, Laurence Le Mercier, Guest.
- 2. Public Comment:** Kasey Koenig introduced herself as a new member of Bend Fire and provided a background on her work history in fire prevention. Guy Neal and Laurence Le Mercier presented a letter to the Board from the Three Pines, Shevlin Commons and Skyliner Summit at Broken Top Firewise groups. After reviewing the letter with the Board and a general discussion among directors, city fire staff and district staff, Miao motioned to endorse the letter as presented. Haarberg seconded the motion which passed unanimously.
- 3. Auditor Report:** Kori Sarrett with Accuity LLC provided an overview and findings of the 2023-2024 fiscal year audit. Sarrett credited district staff and accountant for their work preparing for the audit. Sarrett advised that there was only one journal entry related to property taxes for \$27,000 and that there is a common challenge with small districts with segregation of duties. Sarrett advised that the district had a clean audit and provided a formal written report to the Board. There were no issues related to public contracting last year.
- 4. Approval of minutes from last meeting:** Haarberg made a motion to approve the minutes. Motion seconded by Miao. Motion approved unanimously.
- 5. Consideration of monthly expenses:**
Treasurer Haarberg gave a report on the monthly expenses. Haarberg has reconciled the accounts, and all balances are in order. Johnson transferred \$20,000 from the Money Market to the Operating Account. Haarberg noted that he has asked the district accountant to start including the beginning fund balances on the monthly report. Motion by Haarberg to pay the monthly expenses. Motion seconded by Miao. Motion passed unanimously. Johnson advised the Board that there were two checks for health insurance this month for himself and Marshal due to the timing of the Board meetings and due dates for insurance payments. The insurance checks won't be submitted until the due date for that month. Haarberg advised the Board that he would be adding Davidson to the LGIP accounts.

December 2024 Checks Written:

5989	Mastercard - 4425	See below	1,414.79
5990	Mastercard - 5631	See below	242.34
5991	SDIS Employee benefits		1,689.50
5992	SDIS Employee benefits		1,689.50
5993	PacificSource Employee benefits		723.93
5994	PacificSource Employee benefits		723.93
5995	Accuity Audit		6,000.00
5996	Chris Mahr & Associates	Accounting	1,400.00
5997	Cruise Master Engraving	Award	437.75
5998	Gary Marshall	Employee benefits	80.00
5999	Leo Lotito	Band entertainment	600.00
6000	Void – incorrect amount		
6001	Ray Miao	Board benefits	214.00
6002	Roger Johnson	Cell phone/mileage reimb.	582.50
6003	SDAO	Membership dues	1,346.00
6004	SDIS	Liability insurance	3,446.00
6005	Press Pros	Envelopes/business cards	273.57
EFT	PERS	PERS (Nov. & Dec.)	12,888.30
EFT	Payroll	Payroll	13,535.26
EFT	Payroll Taxes	Payroll taxes	10,123.88
EFT	Precisely Payroll	Payroll Fee	<u>105.20</u>
		TOTALS	57,516.45

Mastercard - 4425:

Surf Thru	Vehicle	46.00
Dandy's	Board meeting	224.00
Microsoft	Software	6.99
Ed Staub	Fuel	52.99
Olive Garden	Staff meeting	27.11
Oregon Beef	Christmas dinn. for stations	958.23
Winhost	Web hosting	59.40
The Great Greek	Staff meeting	<u>40.07</u>
	TOTAL Mastercard	1,414.79

Mastercard – 5631

Go Daddy	Domain renewal	44.34
Oregon Fire Chiefs Assoc.	Assoc. dues	120.00
Worthy Brewing	Board agenda meeting	<u>78.00</u>
	TOTAL Master card	242.34

12/31/2024 Bank Balances:

First Interstate Checking	56,644.90
First Interstate Money Market	57,051.16
LGIP Operating Fund	8,710,722.89
LGIP Capital Improvement Fund	1,772,945.41

Transfer from either, the Money Market to the Operating Account in the amount of \$20,000.

6. Reports:

Fire Department Reports: Fire Chief & Management Team: Riley stated that Kasey Koenig’s hiring is a result of the local option levy funding. Additionally, the fourth Advanced Life Support ambulance went into service yesterday. The fourth ambulance was placed at the North station (305). Wyman stated the addition of this ambulance will reduce the need for other stations to respond to this area and will reduce the number of responses that the truck company responds to in this station area. The board discussed potential benefits that might be realized regarding response times. Discussion regarding hand-off/wall times at the hospital, which staff indicated are good at this time. Wyman reported on calls outside of response time standards for the month. Delayed responses were due to travel distance from the station as well as snow and ice on the roads, which required units to utilize chains for traction. General discussion from directors regarding transportation route improvements and impacts to emergency responses. Riley stated the department will be presenting to the council tomorrow night with a recommendation to purchase two new fire engines and one new ladder truck. The cost of fire engines is around \$1 million, and ladder trucks cost around \$2 million. Funding for the new apparatus is coming out of the Fire Fund. Bend has personnel deployed to the Palisade Fire in California as part of a statewide mobilization of resources to California. 21 strike teams were deployed from Oregon. The strike teams will demobilize on January 23 and will return to Oregon. Hand provided an overview of how personnel are selected to participate in mobilizations and how their positions are back filled. Riley advised the Board that the new representative from the City Council to the Board will be Mayor Keebler. Riley discussed the planned fuel treatments in the China Hat Road area.

Norris provided an update on the Ambulance Operator testing process. 70 applications were received for the six available positions. Once the selections are made, the new employees will participate in a training academy in March. Bend is in the process of becoming a “heart safe community”. The department is working with other community stakeholders to implement the program. Norris indicated that the program would cover the city and district. Elements of the program provide broader community access to automated external defibrillators (AED). General discussion about grant program opportunities. Tatom discussed the fact that school district boundaries may not match district or city boundaries. Tatom also recognized department first responders who recently responded to a mental health emergency at one of the schools in the past week. School staff were very pleased with the speed and quality of care delivered.

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. Currently, the East station (304) is undergoing a remodeling project including painting and floors. The department is still working on the generator project at the South (303) station. A contractor has been selected for the kitchen remodel at the North (305) station (Mission Builders). A scope of work has been written for window replacement at this station as well. Some electrical panel work is needed in the Tumalo station warehouse. Tatom expressed his appreciation to Connolly for presenting the spreadsheet of planned projects. Connolly indicated that this spring the HVAC and water heaters are planned to be replaced. Marshal reminded the board that the district budgets \$150,000 yr. for facilities maintenance. In addition to this amount, the district budgets \$25,000 for smaller repairs that may be needed, such as enclosing the patio at the Tumalo warehouse. Money not used this fiscal year may be rolled into next years spending plan if necessary.

CEO Report:

The city and district are receiving a lot of requests for services relating to wildfire home risk assessments, ODF Hazard map and insurance questions. Johnson and Marshal met with Dave Howe to start developing this year's newsletter. The newsletter will be focused on wildfire safety and will coordinate with the city on public messaging. Miao discussed the need to start focusing more on the word fire instead of wildfire. Johnson discussed small changes to the board agenda and inclusion of staff reports for lengthy agenda topics. Johnson thanked Chief Connolly for providing a facilities tour of three stations including stations 306, 305 and 304. Johnson is meeting with Erik King this week. Next months board meeting will include Erik King and Kevin Stock who will discuss plans for china hat and juniper ridge. Tatom and Miao will be attending the SDAO conference with Johnson and Marshall. Received notice from Vector Solutions regarding enrollment with the online training platform. Tatom questioned whether district facilities meet defensible space standards. Marshal indicated that when the buildings were built they focused on fire resistive vegetation. Fuels work has been completed around the East (304) station. Discussed the possibility of using the stations as a model for the community to see proper defensible space. The board would like to have an assessment of district facilities prior to next years budget process. The district facilities incorporate many of the recommended building standards including class A roofs, double paned windows and non-combustible decks. Tatom asked if it would be possible to schedule facility tours of district stations. Riley stated he would be happy to facilitate a tour of the stations for the board. Johnson discussed the possibility of scheduling a tour in conjunction with a board work session.

Executive Director Report:

Marshal reported on the Project Wildfire meeting that he attended this morning. Deschutes County has hired a new grant coordinator and discussed planned projects for 2025. The City of Bend has a frequently asked questions guide about fire safety that is available. Discussed trending urban fire risks. Discussed the need to outreach with elected officials regarding needed policy changes. Also discussed the need to modernize development and building codes before a large fire impacts the community.

Treasurer report:

Haarberg stated that the Treasurer report was provided during the consideration of monthly expenses agenda item.

7. Old Business:

Riley indicated that there is no update on the following items:

- A. City-District consolidation committee
- B. Encampment fires on public lands
- C. 306 station land transfer

8. Correspondence:

Tatom reviewed a thank you card from “C” shift for the Christmas dinner prime rib. Also included in correspondence was a letter from the Three Pines, Shevlin Commons and Skyliner Summit at Broken Top Firewise communities. This was discussed under Public Comment.

9. New Business:

A. Board held the first reading of Ordinance 25-1 “An Ordinance Adopting Administrative Fees” the Ordinance was read by title and copies of the ordinance were available for all people in attendance. Haarberg motioned to approve Ordinance 25-1 by title. Seconded by Davidson, motion passed unanimously.

B. Auditor contract expires this year, staff has asked for an updated contract proposal. The district accountant recommends keeping the current auditor if the fee is reasonable as there are few auditors available at this time. District policy allows for renewal of professional service contracts without competitive bids. Staff will bring back a proposal to the board when they receive the quote.

C. SDAO Best practices. The district received a 8% discount on insurance costs this year by completing 4 out of 5 recommendations. Each complete recommendation provides a 2% rate reduction. Miao questioned whether the training directors completed at the SDAO conference would qualify for the credit.

D. Board policy 4.0 (public meeting policy) was presented along with staff report 25-2. Haarberg motioned to approve the policy, Davidson seconded and the motion passed unanimously.

E. Board policy 12.0 (legislative advocacy policy) was presented along with staff report 25-3. Haarberg motioned to approve the policy; Davidson seconded the motion which passed unanimously.

F. Discussed budget planning process for next fiscal year. Haarberg indicated that historically Haarberg, Davidson, LeeAnn and Marshal would meet and bring back a recommendation to the board. Tatom clarified that the representatives preparing the recommendation would be a work group of the board. The board confirmed that the work group would consist of the same members as the past and include Johnson in the group.

Johnson will let LeeAnn know what the schedule for preparing the document is. March Will approve budget officer and budget calendar. Work group will have budget complete prior to April meeting. Tatom asked directors to bring ideas/priorities to the February meeting. Johnson discussed scheduling a work session and facility tour in March. Johnson will send some dates out for possible work session in March, likely from 10-2.

10. Good of the Order:

Davidson asked about directors who are up for re-election this year. Davidson, Tatom, Roshak are all up for election this year.

Riley reminded the Board of the awards banquet this Friday.

11. Board Meeting Adjournment at: 1:10 PM.

12. Next Regular Board Meeting: February 18, 2025, at 11:30 AM.