

**Approved Minutes
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday October 18, 2022 at 11:30 A.M.**

- 1. For the Record: Open Meeting and Introductions by President Roshak at: 11:31 AM.**
Present: George Roshak, President; Ray Miao, Vice President; Kent Haarberg, Secretary-Treasurer; Gary Cadez and Oliver Tatom, Directors; Gary Marshall, Executive Director; Kay Johnson, Accountant; Todd Riley, Fire Chief; Trish Connolly, Jason Bolen, Drew Norris Deputy Fire Chiefs; Andy Hood and Scott Wyman, Battalion Chiefs; Eric King, City Manager; Janette Townsend, City Finance Director; Mitch Webb, Firefighters Association.
- 2. Public Comment:** None
- 3. Approval of minutes from last meeting:** Approved by Consensus of the Board.
- 4. Consideration of monthly expenses:** Haarberg stated that check number 5736 payable to US Bank has been voided and that amount will be transferred next month upon Board approval. Haarberg said the new Totals will be \$24,066.74. Motion by Haarberg to approve the Monthly Expenses. Cadez seconded the motion. Motion Passed Unanimously.

October, 2022 Checks Written:

5729	Accuity	Audit	5,000.00
5730	EO M EO Media Group	Newspaper Ad	83.95
5731	Mastercard	See below	1,709.61
5732	Gary Marshall	Cell Phone	80.00
5733	Government Ethics	Ethics Annual Fee	658.59
5734	Kay Johnson	Accounting	1,200.00
5735	PacificSource	Employee Health Insurance	958.52
5736	U.S Bank	Debt Service Station 302&306	163,650.00
EFT	Executive Director	Payroll	7,127.09
EFT	Payroll Taxes	Payroll Taxes	4,296.26
EFT	Precisely Payroll	Payroll Fee	95.75
EFT	PERS	PERS	<u>2,896.97</u>
		TOTALS	187,716.74

Mastercard:

Surf thru Redmond	Car wash	35.00
Amazon	Tea	28.75
Worthy Brewing	Agenda Meeting	76.80
Tate & Tate	Board Lunch Meeting	288.45
Century Link	Office Phone	68.70
Zumar Industries	Address sign supplies	1,126.91
Sisters Meat & Smokehouse	Accounting Meeting	<u>85.00</u>
		1,709.61

9/30/2022 Bank Balances:

First Interstate Checking	25,627.88
First Interstate Money Market	288,842.60
LGIP Operating Fund	162,564.68
LGIP Capital Improvement Fund	1,122,121.78

*Transfer \$30,000 from MMA to Checking (send check for debt service in November. If sending before depositing rent payment from City, then make sure to transfer enough funds to cover that check as well)

5. Levy Discussion – Bend City Manager Eric King: King said he would like a recommendation from the Board to take to a City Council work session by November 2nd. Through a slide program Townsend reviewed the current and projected finances and reviewed the Levy staffing model options that were presented at the last Board meeting. Staffing model 1 is .81 cents. Staffing model 2 is .87 cents. Riley said that this department is at 1.62 firefighters per thousand population and the national average is about four times that according to Riley. Riley reviewed the function of the extra battalion and the importance of such which there would be a need to hire three new Battalion Chiefs. Hood and Wyman spoke on the capacity of the Battalion Chiefs. Tatom asked for total number of employees. Miao asked questions about the current bridge funding. Tatom asked what will the annual cost for the average homeowner? Riley discussed a State Fire Marshal grant process for additional fire inspectors, and he is advocating for Staffing Model 2. Roshak asked if the funds that support the fire prevention team is adequate and is city staff reviewing those funds to see if it is adequate for the amount of work they provide. Bolen said that prevention staff can not keep up with the number of commercial inspections needed within the City. Miao asked if there are other funding sources available to fund fire prevention. Roshak asked when the last time the fees for fire prevention were reviewed. King said that the City has a Policy that the amount of fees charged shall pay for the service provided. King would like to have two Board members at the City Council work session. Roshak said he is in full support of Staffing model 1 with 2 caveats. Roshak would like an IGA edit and that this support is only to go forward to establish the polling. Roshak also suggested if the polling is not successful to support Staffing model 1 then then he would support a bridge of funding to hire the additional 10 firefighters when needed. Miao agreed. Bolen didn't understand the bridging or how the City would come up with that funding. King reviewed Roshak's proposal. Tatom felt that there is such a small amount going from Staffing model 1 and 2 as most people will look at it as .80 cent range. Riley said that he would suggest dropping a couple cents which would then delete the Community Paramedic and the Logistics Technician. Bolen said if you look at the numbers it is only \$2.00 more per month per household. Miao said we are still quadrupling the levy amount. Riley said we can't rewind the clock and he can support this amount. The Management Team continued to discuss and articulate the need to ask the voters for additional funding for the second Battalion.

King asked if the Board would be willing to go to .84 cents to have it tested for polling. Tatom asked if it is possible to hold off on the second Battalion for a few years to save some funds. Haarberg said what is the difference between .81 cents to .87 cents. He said we will end up debating this again sometime in the future. Roshak is concerned that we are proposing a jump in a levy collection from \$3.5 million to \$14 million. Roshak wants to stay on the conservative side. King said they can decide on how the polling will be strategized. Tatom said that the Board should be united when we go before the voters. It was decided by consensus of the Board to move forward with .84 cents to polling. Roshak and Miao will attend the City Council work session on November 2nd.

6. Reports:

A. Fire Department Reports / Todd Riley: Riley reported that the Tumalo fire station was hit by a vehicle and that there is a promotional exam starting. He also reported on the number of calls for service. Connolly reported on the promotional process. Bolen gave a report on the Open House for fire prevention week. Miao asked if they provide fire extinguisher classes. Tatom asked about car seat classes. Norris reported on the new ambulance. Roshak asked Riley if he is comfortable with the .84 cents? Riley said yes because the City Manager is willing to review the fee structure to hire more fire inspectors.

B. Finance Report / Kay Johnson: Johnson gave a detailed report on the financial status of the Operating and the Capital Improvement Funds.

C. Executive Director Report / Gary Marshall: Marshall reported on the Project Wildfire committee meeting. Marshall and Melissa Steele from the Fire Prevention Division met with the Awbrey Meadows Homeowners Association and will have an additional Zoom meeting with them later this week. SDAO conference coming up in Sunriver. Marshall also asked the Board how we may want to proceed in the future when the IGA with the City of Bend states when there is damage to the buildings that it is up to Fire District to make the repairs and then the City insurance will repay our costs. Marshall is concerned that there may be a loss that would cost more than the amount of funds we have in our reserves. Marshall said as a risk manager we need to explore a secondary insurance or possibly changing the IGA language. Tatom asked why the City carries the insurance on our fire stations. Marshall would like to move forward and speak with our fire district legal counsel and the fire station architects and report back at the next Board meeting. Roshak wants us to find out what is the availability of credit. Haarberg said we should also talk with SDAO. Roshak and Haarberg said it makes sense the IGA is written this way for the Landlord to make the repairs. Miao requested we check into the insurance coverage. Marshall also reported on purchasing some new address sign blanks. He also reported on the Firefighters Awards Banquet, and that their committee has asked that if the Fire District would be willing to help out by paying for the entertainment. Johnson said we would have to require a receipt. The consensus of the Board was to pay up to \$3,000 for a band for their Awards Banquet.

7. Old Business:

A. Accountant Position Meeting / Kent Haarberg: Haarberg reported that they had a meeting with Chris Mahr and Associates to take over the Bookkeeping at the end of the fiscal year. Discussion followed about when Mahr may come to help with this year's budget process. A motion by Haarberg to approve the hiring of Chris Mahr and Associates with the condition that he is similar to price to the amount that Johnson is charging and that he is willing to assist in this year's budget process to become familiar on how we do it and that he would not be providing payroll services. Motion seconded by Cadez. Motion Passed Unanimously.

8. New Business:

A. Tumalo Fire Station Damage Plan: Discussed in depth earlier in the agenda.

B. North Station Highway 20 Access: Marshall reported that there is a need for direct access for the North fire station to gain access directly out to Highway 20. Now with the new roundabouts being constructed in the area, ODOT and the City want to give this access but it will probably take some fire district involvement. The fire district may have to dedicate some property to make this happen. Marshall will stay in touch with ODOT and report back at the next meeting.

9. Good of the Order: None

10. Board Meeting Adjournment at: 1:34 PM.

Next Regular Board Meeting: November 15, 2022 at 11:30 A.M.