

**Crooked River Ranch RFPD  
6971 SW Shad Rd  
Terrebonne, OR 97760-9250**

**Board Meeting Minutes  
July 15, 2021**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, July 15, 2021, at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

**Board Meeting Minutes**

- 1.** Called to Order by Director Pahl 6:30 p.m. and roll call was taken by Director Oakley. Directors Pahl, Oakley, Norberg and Wilson were present. Director Green attended by telephone. Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke were also present. Other personnel in attendance were Captain, Alysha Delorto and Volunteer, Travis Delorto. There were no members of the public attending the meeting. Director Pahl stated that anyone in attendance who has not been vaccinated for COVID-19 must wear a mask in our building.
- 2. Review of Meeting Agenda Items –** Director Pahl stated that everyone had a revised agenda which showed that we added 6.6 for discussion on the radio upgrades. Also added was 6.7, as Director Wilson wanted to speak about credit cards for employee use.
- 3. Approval of the Public Budget Hearing Meeting minutes/Board meeting/Special Board meeting minutes.**
  - 3.1.** Motion to approve the Public Budget Hearing minutes from June 17<sup>th</sup>, 2021 – Director Pahl asked if anyone had corrections to be made on these minutes. There were none.
  - 3.2.** Motion to approve the Board Meeting minutes from June 17<sup>th</sup>, 2021- Director Pahl asked if anyone had corrections to be made on these minutes. Director Norberg stated she had a few to go over. On page 3, under 6.2 there was a sentence that was missing the word “he” which then clarified the sentence. On the bottom of page 4, the sentence that stated, “ Director Oakley stated we need get this budget passed by the end of the month....”, should have said, “needed to get this budget passed by the end of the month”. There was also a correction on page 5 under the Chiefs Report, the word “tress” should have read “trees”. There were no other corrections to be made.
  - 3.3.** Motion to approve the Special Board Meeting minutes from June 24<sup>th</sup>, 2021 - Director Pahl asked if there were any corrections to be made on these minutes. There were none.

Director Pahl asked for a motion to approve all the minutes, with the Board meeting minutes for June 17<sup>th</sup> to be “amended” and the other minutes as presented. Director Oakley made a motion for all three sets of minutes to be approved and Director Norberg seconded the motion. Director Green voted yes over the phone; the other Directors voted by hand. All were in favor, motion passed, (5-0).

**4. Financial Reports -**

**4.1** Director Norberg stated that she had met with Director Green to review the financial report process and they will be meeting again for another review. Director Norberg stated that Chief Hartley informed her that there is a correction at the bottom of the Balance Sheet under “Total Liabilities and Equity”. The figure should be \$596,587.78 and not the \$595,745.65 figure. Director Wilson asked a question regarding the Tuition reimbursements on the Vendor Payable Detail Report, and why one of the students had received a higher figure than the others. Chief Ward had clarified his question. There were no other questions regarding the financial reports. Director Wilson made a motion to approve the June 2021 financials, Director Oakley seconded the motion. A roll call vote was taken by Director Oakley and all directors present voted yes for the amended financials. Director Green stated his approval over the phone. Motion passed, (5-0).

**4.2 Appointment of Board members to sign checks in August** - It was stated that Director Norberg and Director Green will sign checks on Monday, August 9<sup>th</sup>, and Director Norberg and Director Pahl will sign checks on Wednesday, August 25, 2021.

**5. Unfinished Business –**

**5.1 Project updates –** Director Pahl stated that the only unfinished project is the Cyber Security policy. He stated that Director Oakley has done a great job putting this policy together and it will be emailed out tomorrow to the Board and staff for review.

**6. New Business:**

**6.1 Discussion on Board meeting days, dates, and times** - Director Pahl stated that all our meetings are currently on the third Thursday of the month at 6:30 pm at the Fire Station. He asked if anyone has any issues with this current schedule for the meetings. Director Oakley stated she would like to have the meetings done virtually over Zoom if there is bad weather in the winter months. Director Pahl asked Director Green if he agreed with having the meetings over Zoom when the weather is bad, Director Green said yes over the phone. Director’s Wilson, Norberg, Oakley and Pahl were all in agreement to do the meetings virtually as an option when we have bad weather. There was no further discussion on this topic.

**6.2 Discussion on Director Code of Ethics –** Director Pahl reminded all the Board Directors that they must follow the policy for Code of Ethics. There was no further discussion.

**6.3 Discussion on Board Director compensation/reimbursement –** Director Pahl asked Director Wilson if he remembered what the Board policy was on this topic. Director Wilson stated that all they had to do was vote on whether the Board members wanted to be compensated or not, for this new fiscal year 2021-2022. Director Wilson made a motion to not be compensated for their time for the fiscal year 2021-22. Director Oakley and Director Green had seconded the motion. There was no further discussion. Director’s Pahl, Wilson, Norberg and Oakley voted “yes”, to not be compensated, and Director Green voted “yes” over the phone. Motion passed, (5-0).

**6.4 Discussion/Approval of Resolution 2021-05 revising Emergency Services rates –** Director Pahl stated that they all had a copy of the Resolution in their packets. The rates were approved by the Board back in June. After reading the Resolution, Director Pahl questioned the word “decrease” in the Resolution, which needed to be changed to “increase”. It was noted by Administrative Assistant, Dana Schulke and she will revise the

Resolution to revise the wording by the end of the meeting. Director Oakley made a motion to approve Resolution 2021-05 revising our Ambulance/Emergency Service Fees as amended. Director Wilson seconded the motion. There was no further discussion. Roll call was taken to approve Resolution 2021-05 by Director Oakley. All four Board members in attendance voted yes, Director Green voted yes by phone. Motion passed, (5-0).

**6.5 Discussion on Customer Service** – Director Green had stated & questioned the business hours of operation now that we have opened our doors to the public, along with answering the phones after business hours. Chief Ward stated that we are open on Friday's as he is at the Station and front door is open. Director Green had addressed some concerns he had experienced while stopping by the Station on a Friday to sign some documents. Director Norberg asked if there was a possibility that Chief Hartley and Administrative Assistant, Dana Schulke could alternate their days off, either Friday or Monday so the office and phones would be covered. Chief Ward then explained that both currently work 4/10's and they get much more accomplished in the day by working this schedule. A discussion ensued regarding our current telephone status when the night line kicks in, as well as residents making appointments. Chief Ward stated he will investigate the possibility of switching out their days off. Director Green indicated that his goal for this topic was to investigate the possibility of making some changes to accommodate the public. There was no further discussion.

**6.6 Discussion on Radio upgrade and Approval of Resolution 2021-06 transferring appropriations in the General Fund** - Chief Ward stated that many lessons have been learned over this past year. One of which is on radios and communication. There was a radio upgrade proposal in the Board packet which stated the problems we are facing when we need to speak with other agencies on our current radios. The ultimate problem is that we will not be able to communicate with Jefferson County as they are transitioning to a new digital VHF radio system. We are requesting a transfer of appropriations in the General Fund to upgrade our radios which would have VHF band added to them, making them a dual band radio. He stated it would cost a total of \$12,650. A discussion ensued regarding the surplus of our current Kenwood radios and how soon we will be able to get digital radios upgraded. Director Wilson made a motion to upgrade our radios and approve Resolution 2021-06 to transfer appropriations in the general fund, Director Norberg seconded the motion. A roll call vote was done by Director Oakley, all Board Directors in attendance voted yes, Director Green voted yes by telephone. The motion was passed which approved Resolution 2021-06 for the transfer of appropriations in the current budget, (5-0). There was no further discussion.

**6.7 Discussion on use of District credit cards** - Director Wilson stated that he was noticing the reimbursement costs back to the captains on certain purchases. He was asking why each one of them do not have District credit cards to use for purchases, rather than using their own credit cards. Chief Ward stated that the District has 4 credit cards currently with certain limits for each one, which our staff can use and check out with Dana. He is hesitant to give them personal cards at this time because we will be doing a Request for Proposal soon for new banking services after the first of the year. They currently can check out our District cards for purchases. There was no further discussion.

**7. Fire Chief's report** - Chief Ward's report was given to the Board at the meeting. He stated that our Training building behind the station has stalled a bit, due to the hot weather and the little detailed finished work needs to be completed. The reader board sign will be completed with the steel posts, and he is looking for a sign company that can make what we want on top of it. He also stated that last Monday the phones were ringing off the hook due to the fire that was close by. He sent an article to Phyllis Carlin regarding using power tools and starting fires. Director Oakley asked if there was a way we could put a recording on the new phones for information on fires. Director Pahl asked about the status of our grant applications. Chief Ward stated that we have yet to hear if we have been awarded anything from the Assistance to Firefighter grant or the Staffing for Adequate Fire and Emergency Response grant. We are currently waiting for a reply.

**8. Operations Report** – Chief Hartley's report was submitted in the Board packet with updates on the number of calls we have had, apparatus maintenance, number of Title 3 grant applications we have received and Fire Med memberships. Director Wilson had a question regarding 522's auxiliary pump seizing up and Director Norberg asked how many volunteers we had at this time. There were no other questions about the report. Director Pahl thanked Chief Hartley for being present on the Ranch when the fire broke out last Sunday. He was well received on posting comments on social media. Chief Ward added that we are also hosting a CPR class next week for the staff at the Homeowners Association.

**9 Correspondence/Recognitions** – none

**10. Comments/Questions:**

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – none

11.3 **Board** – none

**12. Adjournment** by Director Pahl at 7:38 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant