

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

**Board Meeting Minutes**  
**April 21, 2022**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 21, 2022, at 6:30 p.m. at the fire station.

**Board Meeting Minutes**

- 1. 1.2 Called to Order** by Director Pahl at 6:30 p.m. Roll call was taken by Director Oakley and the following participants were in attendance of the meeting: Director Pahl, Director Oakley, Director Norberg and Director Wilson. Director Green was excused. Also in attendance was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Tom Fast. Members of the public in attendance were Bill Burt and Tina Wilson.
- 2. Review of Meeting Agenda Items** - Director Pahl asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes and Board Workshop minutes from March 2022** – Director Pahl asked if there were any corrections to be made to the March Board meeting minutes. Director Wilson made a motion to approve the minutes as presented, Director Norberg seconded the motion. All Board members stated their approval by raising their hands to approve the amended minutes. Motion was approved, (4-0). Director Pahl then asked the Board if there were any corrections to be made for the Board Workshop minutes. Director Wilson made a motion to approve the minutes as amended. Director Oakley seconded the motion. All Board members stated their approval of the Board Workshop minutes by raising their hands as a “yes” vote to approve the workshop minutes. Motion was approved, (4-0).
- 4. 4.1 Approval of March 2022 Financials** – Director Pahl asked Director Norberg if there were any corrections or questions regarding the March financials. She stated that everything looked great, and everything balanced. Chief Ward and Chief Hartley were able to answer the questions that Director Wilson had at the time of the check signing. Director Pahl made a motion to approve the March financials as presented, Director Wilson seconded the motion. All Board members raised their hands to vote “yes” for the approval of the March financials. Motion passed, (4-0).  
**4.2 Appointment of Board members to sign checks in May 2022.** Dana asked the Board if the 9<sup>th</sup> date could be pushed to the May 10<sup>th</sup> instead. It was decided that Director Norberg and Director Oakley will sign checks on Tuesday, May 10<sup>th</sup> and Director Norberg and Director Wilson will sign checks on Wednesday, May 25<sup>th</sup>, 2022, with Director Pahl as a back up in case Director Wilson can’t make the signing of the checks.

**Old Business:**

**5.1 Update on Steering Committee** – Chief Ward stated they had a meeting last Friday and they finalized their questions for the survey that will go out to the public. They took out some of the questions and added some extra questions that SDAO suggested. Some of the questions consisted of asking about our

services, how old they were for demographic purposes, and if they owned a home. These questions will be put in Survey Monkey as well as in a postcard to send out to the public. A QR Code will be on the postcard so they can point their phone to it, and it will take them right to Survey Money. Chief Ward stated his goal is to have it out the first of next month. A tentative date of May 21st has been set for the Stakeholders meeting. He stated that our mutual aid operations partners will be here as well, and can be in a different room from the other business owners. Chief Ward stated he will be getting ahold of Dan Olson from SDAO to assist in drafting the questions for the meeting. Director Pahl stated he will be asking two Board members to attend the meeting. Director Norberg stated that she can help out at this meeting and Director Wilson stated he can as well, if he is available.

**5.2 Update on the Emergency Preparedness Open House** - Chief Ward stated that we have four presenters for the Open House. Representatives from Bureau of Land Management, Oregon Department of Forestry, the State Fire Marshal's office, and Central Oregon Intergovernmental Council will be in attendance. Director Pahl asked how we are getting the word out for this event. Chief Ward stated it is on our website, we have a banner up here on the Ranch, as well as a social media blast on Nextdoor and Facebook. Director Pahl stated he will be attending the Open House as well as Director Norberg. Chief Ward stated that a few of our Community Service Volunteers will be assisting in the event.

**5.3 Further discussion on increasing the Fire Med membership fee-** In the Board packet there were answered questions from Systems Design West. This is regarding some billing questions the Board had and our Fire Med membership write-off's. Director Wilson had a question regarding our GEMT funds and if they get deposited into our ambulance billing revenue, Chief Hartley stated "yes" they do. Director Wilson stated that he did go to the Easter Egg hunt and passed out the Fire Med brochures to guests. He stated that the age group with children are more interested in the program, rather than the elderly population. He stated we need to hit every demographic on the Ranch to get a lot more memberships. A discussion ensued regarding how the program is being presented and discussed with the public, as well as the possibility of doing a mailing of a post card to the residents. Bill Burt suggested that we put an article in the Telegraph every month as it would not cost us anything. Chief Ward stated that we are working on getting a nicer, more professional looking display board to advertise the Fire Med program at all events. We are also looking into emailing out the Fire Med membership card to the residents and we will continue to brainstorm on more ideas for this program. We will revisit this topic on the August agenda.

#### **New Business:**

**6.1 Review of 2020/2021 Workers Comp Claims** - As stated in the Fire Chief's report, Director Pahl asked for the number of workers comp claims we had in 2020/2021. Chief Ward stated we only had two, one consisted of a hand injury on a fire and the other was a member of the District that got overheated in training and we transported them to the hospital. Director Pahl stated that he is getting these types of topics to the Board to review and discuss for the future and let them be aware of them. He also stated that he would like to see a copy of our Insurance coverage for the property and vehicles at our next Board meeting. There was no further discussion on this topic.

**7. Fire Chief's Report** – the Chief's report was in the Board packet for review. Chief Ward stated that the buzz on our CERT/Community Service Volunteer applicants is very positive. He said he received an email from Ashley at Deschutes County Sheriff's office saying she has another person from Black Butte Fire who will be attending our CERT training in June. The Chief has been interviewing all the applicants

for the CERT/Community Service Volunteer programs and he is putting together a good plan for starting a Senior Fall program. Also, in his report he stated that the Easter Egg Hunt was a great success despite the snow we had. Director Norberg asked about an update on the Bay floor issue. Chief Ward stated that he has received all the quotes he needed, and these figures are in the new Budget (under Capital) for the Board & Committee to review on May 5th. Director Pahl asked about our RFP for new banking services. Chief Ward stated that we have talked to all the banks that did not make our qualifications and we have decided on Chase Bank. A representative from Chase came out to our Station to review their webpage and platform. The representative from Chase reviewed all the capabilities on their dashboard that meet our needs, along with having a “direct” feed into our Xero accounting platform, as well as managing & paying our credit cards through one platform. Chief Ward also stated that Jefferson County contacted us to house 500 COVID-19 test kits and have them available for residents to pick up from the Station, rather than driving to Madras to get tested.

**8. Operations Report** – the report was submitted by Chief Hartley. Chief Hartley stated that we finished the quarter with 142 calls, in which we are only 4 calls behind from this time last year. As stated in his report, we have purchased new battery-operated reciprocating saws and a battery-operated circular saw which were allocated in the fire operations budget for this year. Chief Hartley also stated that we found out today that one of our previous students, Garrett Schweigert, received a contingent offer at McMinnville Fire. Chief Ward stated that we are working on getting the Antique apparatus running as we have finally been able to get it started, although it will need brakes. We will hopefully have it fully up and running for the 4<sup>th</sup> of July parade. Director Wilson stated that the last time he had that apparatus running was around 1999/2000, however the brakes failed when he left his house on the way to the parade, so it never made it down there.

**9. Comments from the Public, Board or Staff** - Bill Burt stated to the attendees that the day of our Open House (April 30<sup>th</sup>), is also the same weekend as the Steele Stampede. He asked Chief Ward how many people are signed up for the CERT training, Chief Ward replied with 19. Bill also asked the Chief if we will be participating in the 4<sup>th</sup> of July parade as it will be the 50<sup>th</sup> anniversary of Crooked River Ranch. Director Norberg stated that our Ambulance revenue has surpassed what we have budgeted which is good. Director Wilson asked why the CRR Water and Sanitary bills cannot be paid or “pre-scheduled” ahead of time, to pay on the 15<sup>th</sup>. Chief Hartley and Dana stated with those two vendors, you cannot “pre-schedule” the payments to be paid on the 15<sup>th</sup> of the month. Director Wilson also stated that the Oregon Fallen Firefighter memorial had to move from September to June 9<sup>th</sup> at the DPSST facility. They will be placing the names of the fallen firefighters on the memorial wall. He also stated that the Oregon Fire Chief’s conference is May 4<sup>th</sup> and 5<sup>th</sup> in Bend and the Honor Guard will be doing the opening ceremony.

**10. Correspondence/Recognitions/ Good of the Order** – we received a nice thank you note from a resident who was transported by our crew. Director Pahl reminded everyone of the Budget Committee meeting on May 5<sup>th</sup>, here at the Station at 6:00 pm. Director Norberg stated that she is enrolled in the SDAO Board Academy.

**10. Adjournment** by Director Pahl at 7:30 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant