

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

Board Meeting Minutes (Virtual Style Meeting)
17 December 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 17 December 2020 at 6:30 PM online using "ZOOM" meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:34 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green (Excused), John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, Alysha Delorto, Bill Burt, Marta McGovern-Philpot, and Tina Wilson.
2. **Review of Agenda:** There were no changes.
3. **Approval of Board Meeting Minutes:**
 - 3.1. A correction to the November meeting minutes was made by Director Pahl in that the check signing names were not correct. Director Meredith signed checks on December 10th and Director Oakley will be signing the checks on the 28th. Motion for 19 November 2020 Board Meeting Minutes made by Director Oakley as corrected. Director Meredith seconded. Roll call vote: Unanimous vote passed motion.
4. **Financial Report:**
 - 4.1. (See last month's Board packet for information.) Director Pahl stated since Director Green was not present tonight and he would not be able to present them, he asked if anyone had any questions or corrections about the financials as presented. Hearing none, a motion to accept the financials as presented on the pretense Director Green did not find any errors upon his return, was made by Director Wilson. Seconded by Director Oakley. Roll call vote: Unanimous vote passed the motion.
 - 4.2. Check signing for January: Board Members to sign checks in January on Monday the 11th and Monday the 25th. Director's Meredith and Green will sign on the 11th. Director's Green and Oakley will sign on the 25th.
5. **Unfinished Business:**
 - 5.1. Update of the cross training of the staff duties. Chief Ward presented an explanation on how they have been working together on some of the current operations in the office and has been shared between the three of them in their daily duties. They are working on an employee manual and hope to have it completed by the end of January and implemented by February. Small discussion about specifics ensued. This will be an ongoing function for all the staff. Director Pahl stated we could close this item.
6. **New Business:**
 - 6.1. Discussion of workshop in January. Director Pahl said it was two part to set a date and the topic. He suggested we go over the next two chapters being 11 and 12. Director Wilson suggested that the Board review some of these in advance to possibly eliminate a lot of the policies since they are more operational than Board related. Director Pahl suggested we review 11 and 12 for review at our Board meeting on the 21st of January. Discussion ensued. Director Wilson made a motion to review policies 11, 12 and 13 at a

Workshop meeting on January 28th at 6:30 pm, if it is deemed that 11 and 12 have not been handled during the Board meeting on the 21st of January. Director Pahl agreed.

- 6.2. Review and discussion of audit from Acuity. Director Pahl asked Chief or Sean to review it. Chief stated he believed it went very well and the same comments have been made in years past are the same. A small explanation was presented by Director Pahl. Director Wilson brought up some information about two documents being presented and questioned this. Administrative Assistant explained she did not realize the paperwork was shipped differently so she only had given the Board Members a letter instead of the actual report. Director Pahl added some information and explained more on the subject.
- 6.3. Resolution 2020-11 in the matter to accept unanticipated conflagration funds. Director Pahl reviewed the document highlights noting a change in the original document about the ORS being corrected. Director Oakley made a motion to accept Resolution 2020-11 as presented. Director Pahl asked if there were any questions. Director Meredith seconded the motion. Roll call vote: Unanimous vote passed the motion.
7. **Chiefs Report:** (See last month's Board Packet for the report.) Chief Ward asked if there were any questions. He then presented some of updated information related to the COVID protocols from OSHA and some information from SDAO representative Jason Jantze. Director Pahl mentioned the COVID testing at the station. There was more explanation from Chief about the event.
8. **Operations Report:** (See last month's Board Packet for the report.) Comments from several Board Members mention call volume was down slightly. Director Meredith questioned if the donor of the new rescue airbag system had been identified. Chief stated the individual wanted to remain anonymous. Director Pahl asked about the giving tree and Director Meredith asked about the food drive. Chief answered the questions. He stated there was 12 families with a total of 60 people involved in receiving gifts and food this year.
9. **Correspondence and Recognitions:** Director Pahl stated there was a thank you card but the name was unreadable. (See last month's Board Packet for the card.) The person also left cookies for the crew. Director Pahl brought up the virtual conference for SDAO this year would be free and would like all Board Members to attempt to attend at least one session.
10. **Comments and questions:** Director Pahl asked if there were any comments. Holiday wishes were shared from all Board members. Director Pahl congratulated Chief on completing his Bachelor's degree. Staff shared holiday wishes as well.
11. **Adjournment:** Meeting adjourned at 7:10 pm.

Respectfully Submitted by, Mark W. Wilson Secretary, Director
Position # 5 Crooked River Ranch Rural Fire Protection District Fire Board