

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

Board Meeting Minutes (First Virtual Style Meeting)
16 April 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 16 April 2020 at 06:30 pm online using "ZOOM" meeting platform. This was due to the "COVID 19 Rules and Regulations" in place at the time.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:37pm by Director Oakley, She announced for the record that this was our very first ever virtual meeting.
 - 1.1. **Roll Call:** Barb Oakley, Brad Pahl, Jeff Green, Mark Wilson, John Meredith, Harry Ward, Sean Hartley, Dana Schulke, David McDonald, Marta McGovern-Philpott, Travis Delorto, Tina Wilson, Bill Burt, John Hayes and Warren.
 - 1.2. **Flag Salute Led by-** None.
2. **Review of Agenda:** No Changes.
3. **Approval of Board Meeting Minutes:** No March meeting due to the COVID 19 situation. Motion by Director Green to accept the February meeting minutes. Seconded by Director Meredith. Vote by roll call: Directors Oakley; Green; Meredith and Wilson voted Aye. Director Pahl voted Nay.
4. **Financial Reports:**
 - 4.1. Director Green read the February financial report into the record. (See attached as appendix "A") Director Wilson made a motion to accept the February financials as presented. Director Pahl seconded. Roll call vote and motion passed unanimously.
 - 4.2. Director Green then read the March financial report into the record. (See attached appendix "B") He stated all things balanced to the statement but he wanted to bring up a column that is mislabeled on our budget variance on the General fund paperwork. He asked Assistant Chief Hartley to look at the form titled General fund budget variance column number three on March and February. It is titled Year to Date Budget and that is not actually year to date but is the annual budget amounts. He explained that the year to date would be just the prorated amount for the year to date. Assistant Chief Hartley stated he would look into it. Director Pahl made a motion to accept the financials as presented and Director Meredith seconded the motion. Roll call vote and motion passed unanimously.
 - 4.3. Board Members to sign checks in May on Monday the 11th and Friday the 22th. Director Meredith the 11th and Director Pahl the 25th. Director Green both signings.

Comments from the Public on current meeting agenda: This was not done due to the format of the meeting.

5. **Unfinished Business:**

Tabled.

6. **New Business:**

6.1. Review of Budget calendar and the committee: Budget check list was in Board packet, along with Budget Committee Members names. The first meeting with the Fire Board is scheduled May 7th. The proposed budget document links are on the banner of the web site. More information will be sent out using the newsletter (Telegraph). There were questions and concerns about the March 30th proposed budget timeline being on track; the fact that our call volume was down; impacts to our financials by income being down due to the virus causing less calls as well as people not paying their taxes; income being down regionally and that other people are making adjustments for less income with the effects of this possibly lasting more than a year. Chief Ward addressed some of the questions and concerns.

6.2. Discussion of Review of Resolution 2020-04 for appropriation received revenue from the Sale of Assets to Materials and Services by Chief Ward. There was a discussion of appropriate moving of funds and directly depositing them in the assigned line item. This is actually a transfer of funds from General Fund into Materials and Services and not a receipt of funds into the General Fund. There was discussion of how to sign this document. Director Meredith made the motion to pass 2020-04 and Director Pahl seconded. Roll call vote passed unanimously.

7. **Fire Chiefs Report:** (See last month's minutes for the report.) There were questions about the fence and the financials showing we had only paid a third of the bill and in the Chief's report it says the project is completed. The fence was completed and the payment went out on the 15th. Questions about airbags and CPR mannequins was if they had been purchased not by the district, but if the Volunteer Association had purchased them already. The Volunteer Association was going to vote on that decision. Questions about the delay on the new ambulance. The delay is due to lack of drivers. There was a concern brought up the necessity of having two Board Members in on the Union negotiations, rather than the Board being handed a document to sign at the completion of negotiations. There was a discussion including the concern of a conflict of interest by the Administrative staff to the Union staff. It was decided that Directors Oakley and Pahl would be involved in the negotiations.

8. **Operations Report:** (See last month's meeting minutes) Questions about no information on March numbers being in the report. The March numbers did not come in until after the report had been written. There has been tracking of everything purchased for the COVID 19 and will be submitted for reimbursement from the Federal Government.

9. **Correspondence and Recognitions:** The District received a letter from the Secretary of State office about the 2018-2019 audit. Director Oakley answered this letter last year at the direction of then President Bengtson, so she asked Assistant Chief Hartley about it and to see if there was any specific item in the audit that caused it. She had intended to bring this up at the March meeting but since we didn't have a March meeting she took it upon herself and just copied last year's letter and sent it in. Director Oakley then summarized a letter from the Tumalo Community Church offering to pray for us. She then read a letter from the PERS department thanking the Department for turning in all the required records on time.

There was also a "Best Practices" brochure from SDOA / SDIS for getting the education and other requirements to receive a discount on insurance premiums in the next year. The suggestion box at the station was empty. Chief Ward believes Tina Wilson is behind it, but they have received a lot of masks including N95 masks from the public. There was a comment made that we need to communicate in emails so the whole Board is getting the information to stay informed. It was brought up again the fact the Agenda was not received until Monday and that Volunteers and staff are receiving the Agenda on Friday. A question of why the Board does not get the emails at the same time as the rest of the department personnel especially ones that pertain to the Board of Directors.

10. Comments / Questions: None.

11. Adjournment: Adjourned the meeting at 07:40 pm. Question asked about having any Workshop meetings to address the Board Policies review. These will be pushed out for now. Next meeting May 7th for Budget Meeting.

Respectfully Submitted by,

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

"Appendix A"
to April Minutes

Balance Sheet

Crooked River Ranch Fire & Rescue
As of February 28, 2020
Cash Basis

	FEB 28, 2020
Assets	
<u>Current Assets</u>	
<u>Cash and Cash Equivalents</u>	
Bond Fund	
Capital Reserve Fund	29,016.43
FIB - Checking	114,168.22
FIB - Payroll	22,131.63
General Fund	2,401.29
Local Option Levy Fund	354,046.16
PayPal	343,313.31
US Bank	219.61
Total Cash and Cash Equivalents	12,262.49
Total Current Assets	877,559.14
Total Assets	877,559.14
Liabilities and Equity	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
FIB - Credit Cards	3,362.88
Payroll Liabilities	494.63
Total Current Liabilities	3,857.51
Total Liabilities	3,857.51
<u>Equity</u>	
Current Year Earnings	873,701.63
Total Equity	873,701.63
Total Liabilities and Equity	877,559.14
	\$ 734,374.49
	- \$ 3,857.51
	<u>\$ 730,516.98</u>

"APPENDIX B"
to April minutes

Balance Sheet

Crooked River Ranch Fire & Rescue

As of March 31, 2020

Cash Basis

	MAR 31, 2020
Assets	
Current Assets	
Cash and Cash Equivalents	
Bond Fund	30,086.24
Capital Reserve Fund	114,350.56
FIB - Checking	24,797.78
FIB - Payroll	2,509.18
General Fund	223,818.26
Local Option Levy Fund	345,826.47
PayPal	63.27
US Bank	11,400.49
Total Cash and Cash Equivalents	752,852.25
Total Current Assets	752,852.25
Total Assets	752,852.25
Liabilities and Equity	
Liabilities	
Current Liabilities	
FIB - Credit Cards	1,366.74
Payroll Liabilities	494.63
Total Current Liabilities	1,861.37
Total Liabilities	1,861.37
Equity	
Current Year Earnings	750,990.88
Total Equity	750,990.88
Total Liabilities and Equity	752,852.25

\$ 608,415.45
-\$ 1,861.37

\$ 606,554.08