

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

**Workshop Meeting Minutes
09 July 2020**

A Virtual Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 09 July 2020 at 6:00 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

Meeting Minutes:

1. **Meeting Called to Order at:** 6:33 pm by Director Brad Pahl who also announced for the record that our meeting is being held through Zoom and is accessible to persons with disabilities and will be recorded.

1.1. Flag Salute: None

1.2. Roll Call by: Director Wilson: Directors Pahl, Oakley, Meredith, Green; Chief Ward, Assistant Chief Hartley, Administrative Assistant Schulke. Also present was David McDonald and Tina Wilson.

2. **Purpose of the Workshop:**

Director Pahl stated the purpose of the workshop is to review Board policies only, not any policies to do with staff or volunteers. It was decided to go through each policy line by line but will not be read. He will go through each one and if any Board member has a change or correction they will speak up at the appropriate time.

- Policy 1.01 was the first one to be started with. Director Wilson reminded Director Pahl that we had all gone over several policies previously and that there was an issue with formatting to coincide with the table of contents. Since we all had our originals Director Pahl proceeded through the policies line by line.
- Policy 2 page 4 management letter E. A question in regards to the sentence that includes "assistants" after "the Fire Chief". This should be changed to eliminate anyone except the Chief. It was agreed to do this. Director Green question if formatting would be addressed as we moved forward. Director Pahl confirmed that it would be.
- Policy 3 Director Pahl noted there was no mention of hiring the Chief Officer. It was determined it was in fact not there. Chief Ward stated in 9.02 there is a mention of selecting the Fire Chief but Director Pahl stated that there was nothing mentioned about hiring the Fire Chief. Discussion ensued. It was decided that there would be a change proposed to that specific language reflecting what is in the Chiefs contract. Director Green made mention of the Clerk of the Board. Discussion followed. It was decided to leave it as is with the Clerk of the Board being the Administrative Assistant.

- Policy 4 Distribution of material to Board members was brought up. Discussion followed. This discussion included the process of meeting with Board President additional Board Member and Chief. Page 4 of 9 clarified executive session needing an example of a sample notice placed into the back of the policy book. 4.04 “electronic recording” Discussion followed including someone objecting to being recorded. Minutes of the meetings. How to store them forever. This is still a work in progress. Policy about “Media” person requesting to be in an Executive session question came up. Discussion of how do you decide who are actual media. This was going to be followed up by Chief with SDAO.
- Policy 5 discussion started and formatting was discussed about making all the policies the same. Including header names being different with chapter 5 being an Administrative Policy and the others state Board Policies. Need to change the title. Then the subject came up about whether it should be in our book. It was decided to not have the policy in the Board policy book. Chief needs to make sure the Administrative Policy has the proper form included in it for an example.
- Policy 6 One question about superseded dates do we need two dates on any policies? Not answered.
- Policy 7 No comments or issues.
- Policy 8 was discussed in detail and it was decided to remove this policy from the Board Policy book with the Exception of the Harassment section as a stand-alone section. Discussion included Director Wilson providing his notes to the Chief to review.
- Policy 9 was introduced and it was decide to stop for more preparation.

Adjournment- Director Pahl adjourned the workshop at 7:43 p.m.

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