

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

Board Meeting Minutes (Virtual Style Meeting)

15 October 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 15 October 2020 at 6:30 PM online using "ZOOM" meeting platform.

Board Meeting Minutes

- 1. Meeting Called to Order at:** 6:30 pm By Director Pahl.
 - 1.1. Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, David McDonald, Bill Burt, Kay Norberg, and Tina Wilson.
- 2. Review of Agenda:** There was an error and an omission in the agenda of items 3.1 which was labeled incorrectly and item 3.2 had been left off. These were corrected. (See below.)
- 3. Approval of Board Meeting Minutes:**
 - 3.1.** Motion for 20 September 2020 Supplemental Hearing Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
 - 3.2.** Motion for 20 September 2020 Board Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
- 4. Financial Report:**
 - 4.1.** Director Green read the August financials into the record. (See October's Board packet for information.) Motion to accept the corrected financials made by Director Oakley. Seconded by Director Meredith. Assistant Chief Hartley reported the problem had been caused by Jefferson County who had not posted the August funds until September so it caused everything to be out of balance on the financials.
 - 4.2.** Director Green read the September financials into the record. (See October's Board packet for information.) Motion made to accept the September financials as presented by Director Meredith. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
 - 4.3.** Check signing for October: Board Members to sign checks in November on Monday the 9th and Tuesday the 24th. Director's Pahl & Green will sign on the 9th. Director's Green and Meredith will sign on the 24th.
- 5. Unfinished Business:**
 - 5.1.** Update on Fire Chief Evaluation form and evaluation- Director Oakley stated Chief had completed his own evaluation with his goals and accomplishments. When Director Pahl returns from vacation and the rest of the Directors meet with their assigned personnel from around the Ranch to meet with, then they (Directors Pahl and Oakley) will meet with the Staff and Volunteers to go over the questionnaire that was prepared previously. Then the Board will meet with the Chief in executive session to complete the process. Director Wilson asked if the questions that were asked of all Directors to submit were included in the questionnaires. Director Oakley stated she did not have a list of questions. Director Pahl stated he also has some questions he wants to use on the questionnaire in the future. He said they will have it done by the Chiefs review for the

rest of the Board. Director Pahl stated he was trying to speed the process up and may have gone too quickly.

6. New Business:

- 6.1.** Discussion / Approval on \$50 monthly compensation for Board Members (per ORS 198.190) – Director Pahl / Director Wilson Director Pahl directed Director Wilson to research this subject and report back to the Board.
- 6.2.** District Fee Schedule / Approval of changes- Director Pahl stated a copy of the schedule of fees was presented in the packet but was missing the sign price that had been approved by the Board previously to \$25.00 per sign. Director Pahl also stated the conflagration section was different and Chief Ward reported that this had changed from the State Fire Marshal’s office. Since the document was missing some data it was decided to fix it and we would approve it next month.
- 6.3.** Discussion / Approval of Resolution 2020-09 accepting and receiving unanticipated revenue from the Federal CARES Coronavirus Relief Fund to the General Fund-(See October Board packet for the document.) Director Pahl asked Assistant Chief Hartley to explain where this money is actually coming from. He reported he had contacted the individual who has been filing on our behalf for the funds and was informed this is not CARES Act program money. It is Oregon Coronavirus Relief Fund which is administered by Oregon Department of Administrative Services and this ultimately comes from the US Treasury. In the email document he forwarded, it was highlighted in that document that for “Administrative convenience a state can presume that all payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID 19 public health emergency and thus can be covered by the Coronavirus Relief Fund.” He added to reflect the different language of removing the words CARES Act and substituting the Coronavirus Relief Fund. Director Pahl asked for questions. Director Meredith asked where the money was actually coming from the state or the federal government. Assistant Chief Hartley stated this is money coming from the US Treasury but is being dispersed from the State through their program. Director Wilson then explained he had read the documents from the US Treasury department that had been provided from SDAO in their newsletter, which included the same information but added the language about only unbudgeted money not all payroll. Director Pahl stated objection noted. Chief Ward then stated he had talked to Blake (The person who fills out the document for the funds for us.) and with our legal which he believes is the same legal group Sunriver uses and since their Board had the same question as Director Wilson and this document he has given the Board. He was told it is on the up and up and this is the Federal’s document not the state of Oregon. Director Pahl then read the Resolution Motion to accept the Resolution 2020-09. Motion made by Director Green. Director Meredith seconded. Roll call vote: Directors Pahl, Oakley, Green and Meredith voted “Yes”. Director Wilson voted “No”. Motion passed Resolution 2020-09 4-1 vote. Director Green then stated he believes this money should be left in the reserve funds for a length of time of a year or more and not spend it on anything in case these funds are needed to be returned. Director Pahl asked what the statute of limitations would be. Director Green then reaffirmed his statement. Chief

Ward stated he wants to keep the money in case funds do not come in for the 2021-2022 budget since we have not felt an impact yet from this.

7. **Chiefs Report:** (See October's Board Packet for the report.) Submitted by Chief Ward in Board packet. Chief asked if there were any questions. Director Oakley asked about what OSHA was doing that it was causing an issue with training. Chief Ward stated they are going back to the regulations of being together like it was back in March. He then explained how it would affect the department personnel. He also said SDAO and OFCA have been in OSHA's office to try to get them to relax the rules against the fire service departments. Director Oakley asked if there was anything the Board could do to help and Chief said not at this time. Director Wilson asked about the letter mentioned in Chiefs report. Chief said it has not been drafted yet.
8. **Operations Report:** (See October's Board Packet for the report.) Assistant Chief Hartley stated he had been asked to submit some data from our website which he had Dana send out to the Board. The information was sent to the Board but the website data information was not on the website at this time in the Board packet. Administrative Assistant Schulke said she would get it on there.
9. **Correspondence and Recognitions:** Director Wilson indicated he had asked Assistant Chief Hartley to move the suggestion box out to the open area so the public can reach it when the door is locked. He purposely left it unlock so it could be moved. There was nothing in it now.
10. **Comments and questions:** Director Pahl also asked if we had any good of the order. Director Wilson said he had two questions he had not been able to ask during the reports. In the Chiefs report it was mentioned Captain Fast had found a new way to clean the apparatus so he was wondering what the process was. Chief Ward explained the process to everyone how it was using chemicals rather than using so much brush action so it will cut down on scratching the vehicles. The second question was about the fire signs showing "Extreme" and was asking if these were accurate. Chief said they will be changing those on Saturday and went on to explain the regulations will be on the website. Director Meredith asked about the disposal of the 5 ton fire truck as he had seen some discussion in emails of something. Chief explained he had been talking with Director Pahl and Oakley about donating to someone on the west side of the mountains. Chief explained more about different conversations with different people and decided now was not the time to donate it but wait to see what the other people really needed. Director Meredith indicated he felt the vehicle could be used here in a bad fire situation and was hesitant to get rid of it. Director Wilson asked if it had been repaired yet. Chief said he contacted someone about a rebuilt fuel pump or rebuilt pumps. Chief then said they can't use the foam system on the unit inside the building because it has a crack. Director Wilson said those tanks have lifetime warranties. Director Pahl confirmed the donation was on hold then. Director Wilson stated he had read in the SDAO newsletter about the state relaxing a lot of regulations for the cleanup at the fire locations. Chief confirmed this information.
11. **Adjournment:** Meeting adjourned at 7:37 pm.

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

