

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

**Board Meeting Minutes
December 16, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 16, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

- 1. Called to Order** by Director Pahl at 6:30 p.m. Director Oakley did the roll call, and the following participants were in attendance of the meeting: Director Pahl, Director Green, Director Oakley, Director Norberg and Director Wilson. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. The only member of the public in attendance was Bill Burt.
- 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 from November 18, 2021** – Director Pahl asked if there were any corrections to be made to the November minutes. Director Norberg stated she found two corrections. One was on page 2 under 5.1. The word “packed” should be “packet.” The second correction was on page 3 under #7 (Fire Chief’s Report). The last sentence did not read correctly and should say “Chief Ward stated that next month’s Telegraph will have a big spread on our Ribbon Cutting Open House that we had back on October 30th.” Director Oakley made a motion to approve the November 18, 2021, minutes as amended. Director Green seconded the motion. Director Pahl asked all those in favor to state “yes” for the approval of the minutes. All Director’s in attendance stated “yes,” motion passed, (5-0).
- 4.1 Approval of October 2021 Financials** – Director Pahl asked Director Norberg if there were any corrections to be made on the November financials. Director Norberg stated that everything was ok, however she had asked Assistant Chief Hartley to speak about the two accounts from last month (PayPal and Stripe). Assistant Chief Hartley stated that in reference to these two accounts, he was able to pull reports from these two accounts and reconcile them with the bank statements and what was in our Xero accounting platform. He stated that these reports are not included in the Board packet as there are partial credit card numbers and names listed on these reports. It would not be appropriate to put this information in the board packet due to this information that is listed on the reports. He also stated that on the current financials, you will not see the PayPal or Stripe accounts listed as they were both reconciled to a zero balance, and nothing was outstanding. Director Pahl asked if these reports will be available for the Board to look at when they come to sign checks and review the monthly bank statements. It was stated from Assistant Chief Hartley that they will be available for review. Director Green had a question on the General Account Budget Variance. Under the Materials & Services - Volunteer Incentive

line item and the Wellness program line items, the YTD actual does not seem to be following trend compared to what we have budgeted. Assistant Chief Hartley stated that part of the Volunteer Incentive program is the Length of Service Award Program, and that payment comes out of our budget in January. Also, the physicals for the volunteers will be getting back on track after the first of the year, which also comes out of the Wellness line item. Director Wilson had a question regarding the Payable Invoice Detail report. He asked why Amazon was showing by itself, when there are other Amazon transactions that fall under the Mastercard account. Per Assistant Chief Hartley, this was possibly due to how it was entered into Xero and should have been coded under the Mastercard account. Chief Ward and Captain Fast had purchased the item listed from Amazon and when it was entered into Xero (our accounting platform), it did not get coded correctly. Assistant Chief Hartley will investigate this. Director Pahl asked for a motion. Director Oakley made a motion to accept the financial reports for November 2021, Director Green seconded the motion. All Director's stated approval with a "yes" vote, motion was approved, (5-0).

4.2 Appointment of Board members to sign checks in January 2022: It was stated that Director Norberg and Director Pahl will sign checks on Monday, January 10th, and Director Norberg and Director Green will sign checks on Tuesday, January 25th, 2022.

5.1 Update on steering committee members for Levy – At this time, Chief Ward stated that he had a meeting last Friday and it went well. He has representatives from the community, the volunteers, the staff, the Board, himself, and Assistant Chief Hartley. This meeting included how to start the process regarding our operational levy. There were many questions, and good conversations as to how we do business and how we get things going. He is planning to have a stake holder meeting in April 2022, which will include members of the Lions Club, the HOA Board members, and other community members to see what they feel is the most important thing we do here on the Ranch. This meeting will drive (or indicate) as to where we are going to go in the future, and it will help us figure out if we will be increasing our levy amount, etc. All and all it was a good first meeting. Director Pahl stated this is the strategic planning portion of developing the goals for the District and see how it applies to our operating levy. It is a two-step process. Director Pahl asked about the stake holders meeting and how many people would be involved. Chief Ward stated he is not sure at this time and will be working on this next meeting and what it will entail. He is utilizing the Strategic Vision Plan through the National Firefighters Foundation as a guide. Director Norberg asked why he is waiting until April for the next meeting? Chief Ward stated the meeting in April is the stake holder meeting, and he is waiting until all the "snowbirds" come back to the Ranch, but he does plan on meeting monthly with the committee members to keep the momentum going. There were no other questions from the Board at this time and Director Pahl stated that there will be some focus groups in the future on this and other Board members will be utilized in some capacity. We will keep everyone posted on this process.

6.1 Discussion on attending the SDAO Conference in February 2022 - Director Pahl stated the information is in their packets. There is a virtual format as well. If any Board members are interested in attending, please let Dana know so she can get them registered.

7. Fire Chief's Report – Chief Ward stated he had no other information to report. He did review the item on his report regarding the CERT (Citizens Emergency Response Team). As stated in his

report, he had a meeting with Nathan Garibay and Ashly Volz (from Deschutes County Sherriff's office), as well as Judy Lapora and Bill Burt from the HOA. He stated that after speaking with all of them, the best thing to do is for our District to charter a team. This would involve Community Service Volunteers in the District that would also assist us with the many programs that the District has. All training for CERT and our programs would be done at our station. Chief Ward stated that if we have another "snow mageddon," the CERT team can go out and assist the residents with certain needs, etc. There is going to be a meeting on January 13th, 2022, for anyone who is interested in CERT and volunteering with our other programs. Director Pahl stated the CERT program has been a "stalled" program to try to get up and running. He would like the meeting information to be sent out to all interested residents who have already taken the CERT class in Bend, along with any other interested parties here on the Ranch. Chief Ward stated all training will be free, as well as the ongoing training. Nathan Garibay is looking into grants for the personal protective equipment for us and Chief Ward is looking into all insurance matters regarding this program.

Director Norberg asked Chief Ward about a topic listed on his report. This is regarding the Burn Building and DPSST. Chief Ward explained what it was and the necessity of certifications that are required to do this type of live fire training for burning a building. DPSST will be funding the completion of this building at our District and in return all training for this instructor certification will be done at our station for the staff at DPSST, along with others at Redmond Fire, Bend Fire, etc.

Director Pahl asked about our apparatus and all the maintenance happening on them. Chief Ward stated that on 522 we have some maintenance issues on it that are not worth putting the money into. It is not out of service, however, there are some exhaust leaks, front axle issues, etc. that need to be fixed and the expense for the front axle alone is \$5,000. Everything does work on the vehicle, but the expense for the repairs is not worth it. Therefore, we have contacted FEP to put us on the top of the list for a Type 3 to use, along with applying for an AFG grant for a new apparatus as well as a new exhaust system in the Bays.

8. Operations Report – Assistant Chief Hartley stated we are at 610 for the number of calls as of today and he foresees us passing up the number of calls we had last year.

9. Comments from the Board, Staff or public on current/future agenda - Bill Burt stated he will have a HOA Board member attend the January 13th meeting to get more information regarding the CERT progress. Director Norberg stated she enjoyed the Shopping with a Firefighter event that happened on December 11th. Director Wilson stated he has completed some projects and that he now has some extra time to work on the 5-ton apparatus. Chief Ward stated that he would like Director Wilson to give him a call tomorrow to discuss this. Director Wilson stated it might be later in the day, after work before he can call Chief Ward to discuss the 5-ton.

10. Correspondence/Recognitions/ Good of the Order – Director Oakley stated there was nothing in the suggestion box. Director Pahl stated the Reader Board is now completed.

10. Adjournment by Director Pahl at 7:12 pm.

Respectfully,
Dana Schulke
Administrative Assistant