

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

Board Meeting Minutes (Virtual Style Meeting)

18 March 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 18 March 2021 at 6:30 PM online using “ZOOM Webinar” meeting platform.

Board Meeting Minutes

1. Meeting Called to Order at: 6:36 pm By Director Pahl.

1.1. Roll Call: Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, Kay Norberg, Alysha Delorto, Bill Burt, John Hayes and Tina Wilson.

2. Review of Agenda: Director Pahl stated 4.3 will be a Budget Document between Assistant Chief Hartley and Director Green.

3. Approval of Board Meeting Minutes:

3.1 (See last month’s Board packet for a copy.) Director Meredith made a motion to accept the 18 February 2021 meeting minutes as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously.

4. Financial Report:

4.1. (See last month’s Board packet for information.) Director Green stated he double checked the balance sheet in comparison to the account statements earlier this week and everything matched up. He then thanked everyone for the Board Member coverage on check signing while he was out of town. Director Wilson thanked Administrative Assistant Schulke for fixing an error on an account issue in the Payable Invoice Detail report prior to the meeting. Director Meredith made a motion to accept the financials as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously. Director Green then commented he had checked on the electronic deposits and everything was accounted for and balanced.

4.2. Check signing for April: Board Members to sign checks on Friday the 9th and Monday the 26th. Director’s Green and Pahl will sign on the 9th. Director’s Green and Meredith will sign on the 26th.

4.3. Director Pahl asked Director Green about a report that he had been working with Assistant Chief Hartley on about being able to use for Budgeting. It is adding another column to show our original budget from where we add money in from resolutions. Assistant Chief Hartley stated he would have to do it manually and should have it for next month’s meeting. Green stated maybe we can do this on a quarterly basis if possible. A small discussion ensued.

5. Unfinished Business:

5.1. Review and possible Approval on Policy 13 (Director Code of Ethics). Director Meredith brought up an issue with the document that was in the Board packet of duplicate documentation. Director Wilson stated he would check on what happened since he was unable to view the documents at this time. Director Pahl asked Director Meredith about an added sentence about possible disciplinary action and Director Wilson explained he

added a timeline and tried to leave it open for the Board to act as needed at the time. Director Meredith approved the addition. Director Oakley approved the added "Lead in" line Director Wilson added in the second section of the document. There was further discussion on why the document was printed incorrectly. A motion to accept Policy 13.01 (Director Code of Ethics) as amended made by Director Oakley and Director Green seconded. Roll Call vote. Motion passed unanimously.

5.2. List of Budget Committee members. (See last month's Board packet.) This document shows all the names and their terms. Director Pahl stated the Budget Committee has five members and the five Fire Board Members. Director Pahl then asked Chief Ward about a timeline on deadlines one being 30 April. Chief Ward stated we are doing pretty well and getting some numbers in and formatted. He hopes to have it finalized in the next couple of weeks. There was no questions from the Board at this time.

6. New Business: None on the agenda.

7. Chiefs Report: (See last month's Board Packet for the report.) Chief Ward stated the Workshop would not be live due to capacity restrictions due to COVID restrictions. He explained we would have a "Webinar" for the people who have signed up previously and this will hold approximately 100 people. He would rather have it in person but we just can't do that right now. He explained the process of online access and how to pick up the information for it at the station prior to it and also how to get items after the event. Director Meredith asked about how many people may be able to attend online and Chief explained we had only paid for 100 people at this time so the event is full. Director Pahl asked if all the presenters were ready to go. Chief Ward stated that Assistant Chief Hartley would make all of the presenters able to present documents online for the webinar. Director Pahl asked about occupation limits on the vehicle bays. Chief Ward stated he was concerned on noise levels in the bays so he just planned on using the webinar format. Advertisements for the event were discussed. Director Pahl commented on savings on purchase of the new Air Masks systems and Chief Ward commented it was due to buying directly from the manufacturer rather than a third party. Director Wilson asked about the extra money Director Pahl commented if it was Medicare funds for engine back up on medical calls. He was referring to the GEMT money, Assistant Chief Hartley stated. A discussion and explanation ensued. Director Wilson was stating he thought we were getting extra funds for "Engine assists" on all medical calls. Assistant Chief Hartley explained this was only for Medicaid and Oregon Health plan reimbursement calls. Chief Ward explained we were not charging for a second out unit for medical calls. Director Wilson stated he must have misunderstood the initial explanation of the GEMT program to assist rural fire departments who did not transport patients.

8. Operations Report: (See last month's Board Packet for the report.) Director Pahl commented we were down a little bit in call volume from 2020 in February. Assistant Chief Hartley commented he would need to check 2019 if needed. Director Green asked a question about the "Mutual Aid" and "Auto Aid" numbers. Assistant Chief Hartley stated they are YTD and he would add a title as asked by Director Green. Director Green asked about the "Fired" numbers and what the Non-renewals referred to. Assistant Chief Hartley explained these were people who mostly have moved off the Ranch. This is a MTD report. Director Green then asked if we could get a report for YTD of these Non-renewals. Assistant Chief Hartley stated we could not currently do that. Chief Ward stated they are trying to set up an online renewal

for Firemed. Director Wilson asked a question in regards to the call volume that it appears we are having more multiple calls at the same time from what he sees on Pulse Point, so that 572 has to go out a lot more often. Assistant Chief Hartley and Chief Ward stated that is true. Director Green then commented it was great to see a backer on the second out call yesterday. Director Wilson asked whether we were seeing enough personnel for the second out calls. Assistant Chief Hartley stated we have a good turnout from the Volunteers and Students that are not on shift. Director Pahl then had a go back in the Chief's report about the Union wanting to open discussion on a subject. He stated Director Oakley and himself would be available for this since it was the following morning at 8:00 am. He asked if any other Directors wanted to be included. No other Directors were able to be there.

9. Correspondence and Recognitions: Director Pahl asked the Directors if they had anything. Director Wilson had a question on the Reader Board and Chief Ward stated time is kind of short right now so it is hard to get out there to complete it. Director Wilson asked if we could use any Support Volunteers. Chief Ward stated he did not believe any of them could assist. A small discussion ensued.

10. Comments and questions: Director Pahl gave a shout out to some of our Students who achieved there Fire Fighter One certification. He also commented about Assistant Chief Hartley being the new Chair of the Central Oregon Fire Operations Group. He then commented on Chief Ward still being the Chair of the Central Oregon Fire Chiefs Association for two more meetings. Director Wilson announced the Oregon Fire Service Honor Guard has finally been released to start responding in small groups for Memorial Services or Funerals and Colors Posting. He then added there were several services scheduled and also the graduation ceremonies for Redmond Fire and Rescue's academy class. Director Pahl wanted to read a few of statements: 1. The Filing has closed for the Fire Board elections and we have one person for each opening and it appears he will be reelected. 2. "The Board agrees that while an individual Board Member may disagree with a policy or action adopted by the majority vote of the Board, he or she should support the policy and action once adopted as being considered the judgement of the Board." That comes from the Director Code of Ethics of the Board. From the Duties of the Board is # 3. "No individual Board Member may speak for or act on behalf of the Board or District except as authorized to do so by official Board action as provided in the minutes, guidelines or policies of the District." Director Meredith added "As Stated"

11. Adjournment: Meeting adjourned at 7:21 pm.

Respectfully

Submitted by,

Mark W. Wilson

Secretary

Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board