

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

**Board Meeting Minutes
December 20, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on December 20, 2018 at 3:00 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 3:00 p.m. Directors Dille, Kirk, Meredith, Oakley and Bengtson were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Mark Wilson was excused. Also in attendance, Captain Tom Fast and Volunteer Marta McGovern Philpott. Members of the public in attendance, Tina Wilson, Patricia Hayes and Brad Pahl. Halfway through the meeting two students attended the meeting, Nolan Wironen and Cayla Forsythe.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. November 15, 2018 board minutes – minutes were reviewed by the Board and the following corrections were made: Under 7.2 first sentence, change the word “our” to “the”. Also, add “for the future” right after the word “benchmark”. Under 8.0, change the word “cement” to “concrete”. Director Kirk made a motion to approve the November 15, 2018 Board meeting minutes as amended, Director Dille seconded the motion, and all were in favor and the motion passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of November 2018. In the First Interstate Bank general account, there was \$7,023.86. In the First Interstate Bank-Payroll account, we had \$2,924.32. In the Jefferson County Treasury the account balances were: Bond Fund \$153,346.29, Capital Reserve Fund \$184,740.67, General Fund \$532,012.04, Local Option Levy Fund \$222,963.75. Accounts Receivable there was \$320.00. Director Kirk made a motion to approve the November 2018 financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (5-0).
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Dille and Director Meredith will sign checks on Wednesday, January 9th and Director Oakley and Director Meredith will sign checks on Friday, January 25, 2019.
5. **Comments from the public** – none
6. **Unfinished Business** –
 - 6.1 **Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that training with the new radios has been ongoing and we have done our Firefighter mayday training. We are working with Deschutes County 911, they are having someone come out to our District and demonstrate final features/procedures on them. Everything

seems to be going well. Director Bengtson asked if the radios work well in the canyons. Assistant Chief Hartley stated they work really well in the canyons. Chief Ward stated that we are looking at April or May to go “live” in Central Oregon will all the radios. There was no further discussion on this topic.

6.2 Follow-up on Active Shooter Threat Protocol/Drill – Fire Chief, Harry Ward stated that he has been in contact with Jefferson County Sheriff’s office and they are planning on coming out to our District to go over procedures, and how we should operate in emergency situations when we go out on calls. Ranch Chapel is working on a plan of action as well. We are looking at doing an Active Shooter drill for the Ranch the first part of the year. We are also looking at bringing in DPSST for the drill.

6.3 Final Review of 2017/2018 Audit - Director Bengtson stated that he was at the Station on Wednesday, December 19th and he and Assistant Chief Hartley spoke with our Auditor over the phone, however Chief Hartley had to leave during the phone call due to an emergency call. Director Bengtson stated that our Auditor was very pleased with our audit for 2017/2018 and even though we had a few issues with our accounting program in setting up the separate funds, we still did very well. He referred to page 30 of the final audit and stated that we did better than expected when it came down to the total expenditures and from Personnel services, Materials & Services, Capital Outlay and Contingency. We came out 38% higher than what was budgeted for our ending fund balance. Overall it was a great outcome and Director Bengtson congratulated the staff for all their efforts. Tina Wilson asked about the \$10,000 in grant funds on page 30. Assistant Chief Hartley stated it was what was actually used, we did not have a full year to utilize the funds, so the amount carries forward to the following fiscal year. If we have excess funds that are not utilized, we can ask for an extension for the following year. The funds utilized can be seen on the Budget Variance/General Fund under Grant funds/revenue. There is a section under Materials & Services: Safer Grant Funds that was utilized for physicals for the volunteers and the other piece is under Personnel Services: Volunteer Shift Stipends. There was no further discussion on this topic.

7. New Business –

7.1 Recruitment of three Board Director Positions – Fire Chief, Harry Ward stated that there will be three positions available on the Board for next fiscal term. It will be position 5, 3 & 4. He stated that if anyone knows of people that might be interested in running, please contact them.

7.2 SDAO 2019 Annual Conference in Sunriver, OR - Director Bengtson stated the brochure of the conference was in the board packet. He has talked to Chief Ward & Assistant Chief Hartley and they would be interested in attending, if any of the Board directors are not interested in attending. He suggested that traveling down to Sunriver might be tough, so lodging might be a good idea. Director Dille stated that he and Director Meredith attended the conference last year. Director Dille stated there are some sessions that are pertinent to our District and he might be interested in attending. We will have to make a decision by January for attending the conference and let Dana know as soon as possible.

7.3 Award of SDAO Safety & Security Grant, Approval of Resolution No. 2018-05 for receiving unanticipated revenue to the General Fund- Fire Chief, Harry Ward stated that

every year SDAO has an opportunity to apply for their Safety & Security Grant (of which our District did) and we were awarded the amount of \$3,457.00 towards security cameras for the building. Director Bengtson wanted to know by putting the security cameras on the building if we will get a discount on our insurance. Chief Ward stated “yes” and the amount will be prorated depending on when we get the cameras up and running, probably in February or March. There will be software with six cameras, one of which will be in the lobby area. Once we get them up, we can also add more later if need be. Director Dille stated that he would like to have one in the Training room as well in the future, Chief Ward stated it would be approximately \$800 to add. We will be working with the Jefferson County Sheriff’s office on what they recommend for the lobby windows, as we have also been getting quotes for security glass and it is very expensive. Director Kirk made a motion to approve Resolution 2018-05 for receiving the unanticipated grant funds to the Crooked River Ranch Rural Fire Protection General Fund, as written, Director Dille seconded the motion. All were in favor, motion passed (5-0).

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that he will be leaving for a trip to Sacramento for the National Firefighters Foundation to rewrite their curriculum. He will not be at the January Board meeting. Right now we are at 559 calls for the end of November. We will probably be over 600 by the end of the year as we are getting lots of back to back calls in a day. He reminded everyone that Saturday, January 19th is the day of our annual awards banquet and potluck and it will be at 4:00 pm. We will also do a casual picnic in the summertime just to have fun and relax. Captain Fast is working on our SCBA confidence course and Les Schwab should be donating the Conexus’s in the spring. He also received a call today from Congressman Wyden’s office and they said that last night our CRR Protection Act bill will be packaged with a Land bill. There was a senator from Utah that wanted to debate it. There was not enough time to do that, so they will reconvene next year to debate it in the Senate. He also stated that at the last staff meeting we worked on more training from the Attributes of Leadership program.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

10. Correspondence/Recognitions – the only correspondence received was an email to Chief Ward from Sandy Gallaway from SDAO. It stated that we were awarded the Safety & Security grant funds for the security cameras.

11. Comments/Questions:

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – Support volunteer, Tina Wilson stated the applicants for the food & toy boxes will be picking them up tonight from 6-8:00 pm, rather than tomorrow night. Also, the Pump house restaurant event served 150 meals for the toy drive for our District. It was very well attended and a huge success.

11.3 **Board** – Dennis Kirk stated he will not be at the January Board meeting.

12. Adjournment by Director Bengtson at 3:53 pm.

Respectfully,
Dana Schulke
Administrative Assistant