

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

**Board Meeting Minutes
August 16, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 16, 2018 at 6:30 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 6:30 p.m. Directors Bengtson, Dille, Meredith and Oakley were present. Director Kirk was excused from the meeting. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Paul Hammerquist. Members of the public were Tina Wilson, Patricia Hayes and Kay Norberg.
- 2.** Review of Meeting Agenda Items – Agenda was reviewed and Fire Chief, Harry Ward wanted to add a 7.2 under New Business to include the discussion of the Oregon Equal Pay Law.
- 3. Approval of the Board Meeting Minutes.**
 - 3.1.** July 19th, 2018 Board meeting minutes – minutes were reviewed by the Board and Director Dille made a motion to approve the July 19, 2018 Board meeting minutes as presented, Director Meredith seconded the motion, and all were in favor and the motion passed, (4-0).
 - 3.2.** August 6, 2018 Special Board meeting minutes – the minutes were reviewed by the Board. Director Dille made a motion to approve the minutes for the August 6, 2018 Special Board meeting as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (4-0).
- 4. Financial Reports -**
 - 4.1.** Director Meredith presented the financial report as of the end of July 2018. In the First Interstate Bank general account, there was \$7,869.84. In the First Interstate Bank-Payroll account, we had \$2,214.28. In the Jefferson County Treasury the account balances were: Bond Fund \$12,727.21, Building/Equipment Capital Reserve Fund \$183,647.01, General Fund \$14,256.85, Local Option Levy Fund \$180,777.97. Accounts Receivable there was \$495.00. Director Bengtson stated that there is a page in their financial packet of voided checks and explained how the checks had to be voided. He also explained that Assistant Chief Hartley had a good conversation with our Auditor and we have reformatted our financial reports to clarify each fund, per the request of our Auditor. Patricia Hayes asked if there were corrected financials from June as requested in the previous Board meeting. Director Bengtson stated that what was in the Board packet are the corrected financials reports. Director Oakley made a motion to approve the July financial report as presented, Director Dille seconded the motion, all were in favor and the motion passed, (4-0).
 - 4.2 Appointment of Board members to sign checks** – It was decided that Director Dille and Director Meredith will sign checks on Monday, September 10 and Director Oakley and Director Meredith will sign checks on Monday, September 24 2018.
- 5. Comments from the public** – Kay Norberg stated she does have a comment, but will comment at the end of the meeting. Pat Hayes asked how the public was informed of the special board

meeting on Monday, August 6th. Director Bengtson stated that we inform the media and local news outlets of our meetings and they should be posting them. Dana also stated that the notices get emailed to the media outlets, such as the Bend Bulletin. There was no further discussion.

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios – Assistant Fire Chief, Sean Hartley stated that we have received 3 new radios and they are in the testing stages; they worked really well. In the canyons they are a little spotty, but the coverage over all is great. The rest of the radios should be here in September after they are programed. There was no further discussion.

6.2 Discussion on Levy renewal advertising – Director Bengtson stated that we have applied for the ballot measure and we have not received a ballot number as of yet. Fire Chief, Harry Ward stated that we had nice presentation boards made to use at the Labor Day breakfast and our open house in October. Director Bengtson stated he would like to see one or two Board members at the Labor Day breakfast to talk about the Levy. There was no further discussion.

7. New Business –

7.1 District Parking Lots – Director Bengtson stated that he would like Director Oakley to talk about this topic. Director Oakley stated that recently residents have been parking on our corner lot where it says “no overnight parking”. Kay Norberg stated that she has noticed a few residents parking their cars during the day on the lot in the School Bus area and was concerned that they were leaving their cars parked overnight. She stated we should keep an eye on this as it may pose a problem down the road. People may take advantage of the parking on the lot, which is specifically used for the kids to wait for the bus during school, etc. Chief Ward stated that one of the cars is only parking there to catch a ride during the day and he is leaving at night. The Board and Chief Ward will keep an eye on this situation and there was no further discussion.

7.2 Oregon Equal Pay Law – Fire Chief, Harry Ward stated that Dana and Chief Hartley went to the SDAO HR class a few weeks back and one of the big topics was the Oregon Equal Pay Law. He stated that an analysis has to be done in regards to justify everyone’s salary. This analysis will be utilized as a defense tool if the District faces any discrimination claim based on disparity in compensation. He stated that there are three options we can utilize for this analysis. We can do the analysis ourselves, have our Attorney prepare the analysis which will cost approximately \$2,000., or have HR Answers – come to our District and gather the data and prepare the report. They charge \$180.00 per hour and estimate approximately 4 hours of data collection and reviewing, and then 4 hours of preparing the analysis. HR Answers presented this information at the SDAO HR class and really seem to be on top of this new law. Chief Ward is suggesting that we utilized them to prepare the analysis. Director Bengtson stated that we should not use our Attorney due to the cost they charge to prepare it. Director Bengtson entertained a motion to utilize HR Answers to prepare the analysis. There was much discussion on this topic between the Board and staff. Director Dille made a motion to utilize HR Answers to create our analysis at \$180 per hour, but not to exceed 8 hours of time (\$1,440.). Director Meredith seconded the motion, all were in favor, motion passed, (4-0).

8. Fire Chiefs Report – Chief Ward stated that over the last two weeks he has been on morning conference calls with other Chief’s and it was decided that no one will be sending anyone to conflags, due to the amount of fires we have had locally. We are keeping resources close to home. He started working with the State Fire Marshal on inspections here on the Ranch, specifically, the Sandbagger and the Administration building. It was well received that we are doing these inspections. Lists were created of what needs to be done to correct certain issues at these locations. There are about 20 commercial buildings that need to be done here on the Ranch. He also stated the Crooked River Ranch

Fire Protection Act could be going before the Senate committee for Natural Resources on August 22nd. He is concerned about it because Congressman Wyden's & Merkley's representatives stated they have witnesses to go against it. The Strategic Plan is done and the revisions were made, will get copies out to everyone. Also the Standard of Coverage is completed. We also have a good support volunteer that is assisting us in getting us used Connex's from Les Schwab Tires for our training grounds, along with possibly getting cement donated from Knife River to create our training ground. He stated our open house will be Saturday, October 6th from 12-4pm and there will be lots of planned booths, demonstrations and games for the kids. Airlink and Lifeflight will hopefully be at the open house. He also stated that we had an inspector come out from Redmond Fire to work with Chief Hartley on investigating the cause of the fire we had last Sunday evening. It was determined that wires from the heat pump were frayed and started the fire underneath the back deck of the home. There was discussion on the events of the fire, etc.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson.

10. Correspondence/Recognitions – There was a comment card in the lobby box which was just thanking everyone at the fire station for assisting a resident.

11. Comments/Questions:

11.1 **Public** – Kay Norberg stated she is very impressed with our District and she was indicating that Chief Hartley has put in a lot of time here at the Station.

11.2 **Chief, Staff and/or Volunteers** – Assistant Chief Wilson stated that Dennis Senko is still having medical issues and he wanted Chief Wilson to make sure he mentioned that the Labor Day Breakfast is coming up. Support Volunteers Tina Wilson and Pat Hayes have taken inventory of what is needed for the event. Also, the Car Show is coming up on September 15th and he is asking for help to work at both the Breakfast and the MacPherson park event. They need help with setting up everything at the event. Also, Tina Wilson stated the students are collecting items for the community garage sale, all proceeds will go directly to the students only to help fund their gas and food expenses. No proceeds will be going into the District or Volunteer Association. Also, Tina and Pat have already taken some school supplies to the Terrebonne and Culver school districts.

11.3 **Board** – Director Meredith wanted clarification on the date of the Labor Day Breakfast. It was stated by Chief Wilson that it is always on the Sunday before Labor Day. The start time may change to 7:30 am to 11:30 am, instead of 7:00 am to 11:00 am. Director Dille stated he was happy to see both Chief's at the ground breaking for the Alternate Exit. Also, the Blood Drive is coming up on August 22nd. The Board discussed how to get ahold of Director Kirk and get an update on his surgery. Director Bengtson stated he will not be at the September Board meeting as he will be on vacation.

12. Adjournment by Director Bengtson at 7:30 pm.

Respectfully,
Dana Schulke
Administrative Assistant