**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**October 19, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 19, 2017 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 6:31 p.m. Directors Kirk, Bengtson, Dille, Meredith and Oakley were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Assistant Fire Chief, Mark Wilson. Administrative Assistant, Dana Schulke was excused from the meeting. Also in attendance was Captain Tom Fast and Westin Martin. Members of the public in attendance, Tina Wilson and Patricia Hayes.
2. Review of Meeting Agenda Items – agenda was reviewed, no changes were made.
3. Approval of Board Meeting Minutes.
   1. September 21, 2017 Board Meeting minutes – Minutes were reviewed and Assistant Chief, Mark Wilson stated there were a couple corrections. The spelling of Chief Moor’s last name does not have an “e” at the end, and the word “could” should be changed to “may” in item 7.3. Also in item 8, the word “decompose”, should be changed to “decontamination” room. Director Dille made a motion to approve the September 21, 2017 minutes as amended, Director Kirk seconded the motion and there was no further discussion. Director Oakley did not vote or abstain from this motion as she was not at the Board meeting in September. Four of the Board members were in favor of the approval of the minutes, as amended, (4-0).
   2. October 11, 2017 Board Workshop minutes – Minutes were reviewed and there were no corrections. Director Meredith made a motion to approve the October 11, 2017 Board Workshop minutes as written. Director Dille seconded the motion and there was no further discussion. All were in favor to approve the Board Workshop minutes, (5-0)
4. Financial Reports -
   1. Director Meredith presented the financial report as of the end of September 2017. In the First Interstate Bank general account there was ($-4,222.36), however, Assistant Chief Hartley interjected and stated that due to the First Interstate Bank feeds and our Xero accounting platform not being in sync, our actual amount in the FIB general account is $11,653.33 as of the 29th of September. In the First Interstate Bank-Payroll account we have, $2,742.84. In the Jefferson County Treasury the account balances were: Bond Fund $56,352.13, Building/Equipment Capital Reserve Fund $172,817.07, General Fund $9,796.51, Local Option Levy Fund $100,558.58 and our Pay Pal account had $25.00. Accounts Receivable there was ($26.00) and undeposited funds were at $40.00. With the adjustment of the amount in the FIB Checking account, this brings our total assets of $353,959.46. Director Kirk made a motion to approve the September 2017 financial report as amended, Director Oakley seconded the motion, all were in favor, motion passed (5-0). There was no further discussion.
   2. Appointment of Board members to sign checks. – It was decided upon that Director Meredith and Director Oakley will sign checks on Thursday, November 9th and Director Meredith and Director Kirk will sign checks on Friday, November 24, 2017.
5. Comments from the public – none
6. Unfinished Business –

6.1 Discussion on Fire Chief’s Review – Director Kirk stated he went through Chief Ward’s current contract and wanted to make sure Chief was in line with his 6 month review and his annual review, which has to be done yet. Director Kirk reminded everyone about the stages of Chief’s contract, as far as expectations, goals and objectives, etc. Director Bengtson stated that since the Chief’s review is not public, therefore, he would like to go into Executive Session at 6:49 pm to discuss Chief Ward’s review. All Board members came out of Executive Session and Director Bengtson reopened the regular Board meeting at 6:56 pm. It was stated by Director Bengtson that the Board will be doing Chief Ward’s annual review in November 2017 after certain tasks are completed. Per Director Kirk, there are various items in Chief’s contract that need to be looked at and questioned, which will be part of Chief Ward’s review process. We will have to contact our Attorney in May 2018 to make some adjustments, since the contract is up in September 2018. There was no further discussion on this topic.

6.2 Discussion on Civil Service Commission – Fire Chief, Harry Ward stated he has done research on this topic and we do have to have a commission. He found old documentation on a prior commission for our District. The prior documentation will have to be sent to our Attorney to be revised. Once the Attorney has revised the commission documentation, Chief Ward will do his due diligence in searching for at least three members to serve on the commission. There was no further discussion on this topic.

1. New Business.
   1. Discussion on supplemental budget needed for AFG/SAFER grant funds received- Assistant Fire Chief, Sean Hartley stated that he had received good news today from our Auditor. According to them, we will not have to do a supplemental budget for the grant funds we are receiving. If the unforeseen grant funds are for a specific purpose, only a Resolution transfer is needed to receive the funds. Chief Hartley stated he will get documentation is writing from the Auditor and Dana has verified the information with our Auditor (who is also is attending the OFSOA conference). Chief Hartley then spoke about the AFG Radio grant that all the Central Oregon agencies received. He went to a meeting and found out the grant was awarded for 1.99 million and FEMA only awarded the grant for just under 1.4 million. Unfortunately FEMA ran out of funds to apply for an amendment of the funds. The accessories for the radios will not be included in the funds granted, therefore, the radio vendor’s are looking into some special deals to alleviate the shortfall of the funds not received. We should have numbers for costs next week, there will be a 10% match of which we will have to pay. There was discussion on what accessories would need to be purchased for the radios.
2. Fire Chief’s Report – Fire Chief, Harry Ward stated he is still working on our Strategic Plan and our Standard of Coverage. This needs to be completed fairly quickly as these items are needed for a software program we are sharing with other agencies. Fire Officer 2 class was finished up this week. All but two individuals will be certified. Next month will be a promotional exam for volunteers, then a swearing in ceremony will happen after that. He is currently putting ideas together for a Safety Grant we want to apply for. There was discussion on applying for a grant through FEMA for the alternative exit project. It was stated by Director Dille that Bim Gander has already investigated that option for funding and nothing was available for the project. There was no further discussion.
3. Operations Report – an operations report was submitted by Assistant Chief Wilson via email. Chief Ward stated that we did have a fire last Sunday and our crew did a great job on knocking it down. There was no further discussion. Director Bengtson asked if we have received all the parts for the new command apparatus. Assistant Chief Wilson stated he has to go through the shipment, as he thinks there was one light that might be missing.
4. Correspondence/Recognitions – none
5. Comments/Questions:
   1. Public - Patricia Hayes asked if we had received our Audit back yet, Assistant Chief Hartley stated we should have it next month. There will not be a formal presentation of the audit.
   2. Chief, Staff and/or Volunteers – Tina Wilson stated that we have two support volunteers that are in the hospital. It was stated by Assistant Chief Wilson that flowers should be sent to Angie Nace.
   3. Board – Director Oakley asked about donations for the Halloween Candy. Director Meredith stated that November 11th is Veterans Day and he asked if our District could participate in the Bend parade that starts at 11:00 am. He also stated that the Car Show down at the Senior Center was a huge success and our fire apparatus was very well received at the event. He thanked Assistant Chief Wilson for bringing the apparatus down to the event.
6. Adjournment by Director Bengtson at 7.52 p.m.

Respectfully,

Dana Schulke

Administrative Assistant