**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**December 21, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 21, 2017, 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 Kirk, Bengtson, Dille, Meredith and Oakley were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Assistant Fire Chief, Mark Wilson and Administrative Assistant, Dana Schulke. Also in attendance was Captain Alysha Delorto. Members of the public in attendance, Tina Wilson.
2. Review of Meeting Agenda Items – agenda was reviewed, there was a 7.2 added under New Business for discussion on the surplus of Ford Explorer. No other topics were added.
3. **Approval of Board Meeting Minutes.**
   1. November 16, Board Meeting minutes – Minutes were reviewed and a few spelling errors had to be corrected. Director Dille made a motion to approve the minutes as amended. Director Kirk seconded the motion and there was no further discussion. All were in favor and motion passed, (5-0).
4. **Financial Reports -** 
   1. Director Meredith presented the financial report as of the end of November 2017. In the First Interstate Bank general account, there was $17,982.64. In the First Interstate Bank-Payroll account, we had $4,591.48. In the Jefferson County Treasury, the account balances were: Bond Fund $156,869.96, Building/Equipment Capital Reserve Fund $173,117.73, General Fund $465,883.58, Local Option Levy Fund $194,570.23 and our Pay Pal account had $176.71. Accounts Receivable there was $40.00. Director Kirk made a motion to approve the November 2017 financial report as presented, 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 by Director Meredith and Director Oakley will sign checks on Monday, January 8th and Director Meredith and Director Kirk will sign checks on Thursday, January 25th, 2017.
5. **Comments from the public** – none
6. **Unfinished Business** –

**6.1** Follow-up on Civil Service Commission – Fire Chief Harry Ward stated to the Board that he received an email from our Attorney. A copy of the email was given to the Board members, prior to the start of the meeting. After reviewing the email from our Attorney, it was stated in the email that Assistant Chief Hartley’s daily job description is not to fight fires on a daily basis, only to fill in on an as-needed basis. He is not counted as a 4th firefighter for our District. Therefore, a Civil Service Commission is not needed for our District. There was no further discussion on this topic.

**6.2** Discussion on the purchase of Radios/AFG Grant – Assistant Fire Chief, Sean Hartley stated the radios have been purchased through Bend Fire. They are currently at Deschutes County 911 for programming and once we receive them, we will owe Bend Fire a check for our portion. He stated we should be receiving them by the end of January 2018 if all goes well. There was no further discussion.

**6.3** Discussion on rescheduling February 2018 Board Meeting – Director Bengtson stated that due to the fact the Local Budget Law Class was on the same day of our February Board meeting we need to reschedule the day or time. It was stated by Director Dille that we could just push back the start time of the Board meeting, from 3:00 pm to 4:00 pm. Everyone agreed that our Board meeting in February will start at 4:00 pm and there was no further discussion.

**6.4** Discussion on attending Local Budget Law Class – Director Bengtson stated he has been to the class several times. Director’s Dille and Meredith stated they could attend the Local Budget Law class in Redmond. It was asked that Administrative Assistant, Dana Schulke send email reminders to them to attend the class. This is a free class and there was no need to register attendees. There was no further discussion.

**6.5** Discussion on attending the 2018 SDAO annual conference- Director Bengtson stated he had been to many of the SDAO conferences and suggested the two newest Board director’s attend the conference in February, as there are many good topics. It was mentioned by Director Bengtson that on Thursday, February 11th there is a class on grant writing and maybe Gary White, our Fire Marshal or someone from the District should attend this class, as it will be very beneficial to us. Director Bengtson stated he will let Fire Chief, Harry Ward decide as to who can attend the Grant Writing class. Director’s Dille and Meredith agreed to attend the SDAO conference in Seaside, OR and Administrative Assistant, Dana Schulke will register both individuals for the conference and make room reservations.

**6.6** Discussion on setting up an SDAO Board Practices Assessment with George Dunkel **-** Director Bengtson stated that we are busy and to hold off the Assessment until March or April to discuss. Administrative Assistant, Dana Schulke stated that George Dunkel is very busy and if this assessment is something the Board would like to do, then we better book it now so we have it on the calendar. Director Bengtson stated he will get in contact with George and see when he is available and then email the Board with some dates.There was no further discussion.

**7. New Business**.

**7.1** Discussion/Approval of Resolution 2017-11 Adopting a Supplemental Budget for 2017/2018 fiscal year and making appropriations – Director Bengtson reviewed and read the Resolution to adopt the supplemental budget for this fiscal year. Director Meredith made a motion to approve Resolution 2017-11 to adopt the Supplemental Budget for the 2017/2018 fiscal year as amended (to read the current date), Director Dille seconded the motion. All were in favor and the motion passed, (5-0). The Resolution was corrected with the current date of December 21st, 2017 and all Board members signed the Resolution.

**7.2** Discussion on the surplus of the Ford Explorer –Fire Chief, Harry Ward stated that since the new command apparatus was in service, he would like to surplus the Ford Explorer and give it to the Alfalfa Fire District for $1.00. Currently, it has a lot of mileage on it and the Alfalfa Fire District could really use a vehicle to help get them up and running. The Fire Chief at Alfalfa Fire was going to spend money out of his own pocket to get a vehicle. Chief Ward, Assistant Chief Wilson and Hartley discussed this matter and if we sold the Ford Explorer through GOVDEALS, we would only get a couple hundred dollars for it, because of the age and mileage. Therefore, they thought it would be a good idea to give them this vehicle to their District for $1.00. The Board all agreed to surplus this vehicle and there was no further discussion.

**8. Fire Chiefs Report** - Fire Chief, Harry Ward stated that he has been working on his Strategic Plan and Assistant Chief Hartley has been working on the Standard of Coverage. Chief Ward is also setting up a panel with SDAO on our strengths and weaknesses, which will be facilitated by a retired fire chief. We also received our survey back from the residents that was sent out via email. Chief Ward also attended a Wildland Firefighter listening session in Portland to reduce line of duty deaths. Our next staff meeting will be on January 8th and we will start our wish list for the next budget year. As of this morning we had 529 calls this year. There we no other subjects presented.

**9. Operations Report** – an operations report was submitted by Assistant Fire Chief, Mark Wilson. Besides the topics on the report the Board had, he stated that our donations this year were very high for the Food and Toy Drive and Shop with Firefighter. He also stated people are calling UBER now instead of ambulances because it is cheaper. Chief Ward stated he is building mini doll houses to light fires on for training and we have a speaker from the original Prineville Hotshots coming in February to go over stress and first aid management to our crew. Director Bengtson stated that we should set up another Board workshop to discuss the final figures for our Levy increase. It was agreed that a workshop would work before the next Board meeting on January 18th.

**10. Correspondence/Recognitions** – there were two thank you notes in the Board packet, one from Nancy Popp of Crooked River Realty to thank us for helping out at Trick or Trunk and another was from a resident that we transported.

**11. Comments/Questions:**

* 1. Public - none
  2. Chief, Staff and/or Volunteers – none

11.3 Board – Director Oakley stated she liked all the Christmas Decorations this year and Director Bengtson wished everyone a Merry Christmas.

11. Adjournment by Director Bengtson at 4.07 p.m.

Respectfully,

Dana Schulke

Administrative Assistant