**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**August 15, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, August 15, 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. The day of the meeting was moved to Tuesday, August 15th, rather than August 17th, due to upcoming Solar Eclipse event.

**Board Meeting Minutes**

1. Called to Order by Director Bengtson at 6:30 p.m. Directors Oakley, Kirk, Bengtson, Dille and Meredith were present. Also present was Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke, Captain Tom Fast and Dennis Senko. Members of the public in attendance, Tina Wilson and Patricia Hayes. Fire Chief, Harry Ward and Assistant Fire Chief, Mark Wilson arrived to the meeting a few minutes late due to a call for a grass fire.
2. Review of Meeting Agenda Items – agenda was reviewed and no new items were added or any changes made to the agenda.
3. Approval of Board Meeting Minutes.
   1. July 20th, 2017 Board Meeting minutes – Minutes were reviewed and Assistant Fire Chief, Mark Wilson stated that on item 10 (Operations Report), the last sentence should not state that we acquired the license plates from the DMV, it should be removed. Director Meredith made a motion to approve the July 20th, 2017 minutes as amended, Director Kirk seconded the motion, there was no further discussion and all were in favor, (5-0).
4. Financial Reports -
   1. Director Meredith presented the financial report as of the end of July 2017. In the Bank of the Cascades general account there was $19,651.60, in the Bank of the Cascade-Payroll account, $2,740.03. In the Jefferson County Treasury the account balances were: Bond Fund $55,415.78, Building/Equipment Capital Reserve Fund $222,436.50, General Fund $6,699.55, Local Option Levy Fund $197,134.78 and our Pay Pal account had $45.00. Accounts Receivable there was ($111.00). Total assets of $504,123.24. Director Kirk made a motion to approve the July 2017 financial report as presented, Director Dille 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 Monday, September 11th and Director Meredith and Director Bengtson will sign checks on Monday, September 25th, 2017.
5. Comments from the public – none
6. Unfinished Business –

6.1 Refund of Bond Administration Fee – Director Bengtson stated that he received an email from Kelly Hill at Wells Fargo Corporate Trust Services. We had overpaid the administration fee when we did our refinance of our bond last December. He emailed Kelly back stating that she can mail us back the $800. In the form of a check back to the station. A copy of the email was in the board packet. There was no further discussion.

1. New Business.
   1. Discussion / Review of District Emails- Assistant Fire Chief, Sean Hartley passed out an instruction sheet on how to reply back with your District email, rather than a personal email account. He stated that any correspondence that is District related, the Board of Directors must use the District email. The Board policy on email use was also included in the Board packet for review. There was no further discussion.
2. Fire Chief’s Report – Fire Chief, Harry Ward stated that if a fire breaks out during the days leading up to the Eclipse event, we will have access to mutual aid. It was stated by Captain Tom Fast during this report by Chief Ward that we might want to look into getting a direct phone line for fire information, like we have for our burning information. Chief Ward also stated that our Auditors will be here on September 6th and 7th. He also stated that we had a good visit with Congressman Greg Walden, in regards to the WSA. He came out to our station and also looked at the area by Scout Camp Trail.
3. Operations Report – an operations report was submitted to the Board via email for their review, by Assistant Fire Chief, Mark Wilson. Chief Wilson then wanted to add a few more items that were not on the report. He received the response expectations for mutual aid from Redmond Fire & Rescue for any issues that might arise during the Eclipse event. He also stated that we need to review our current mutual aid agreement with other agencies. He stated the District is up to 355 calls for this year so far. There was no further discussion.
4. Correspondence/Recognitions. – none
5. Comments/Questions. Comments/Questions:
   1. Public – Tina Wilson stated we have the Blood Drive coming up on Wednesday, August 23rd, from 12:00 to 6:00 pm.
   2. Chief, Staff and/or Volunteers – Dennis Senko stated that the annual pancake breakfast is coming up Sunday, September 3rd. He still needs people to sign up to help with certain tasks.
   3. Board – Director Oakley stated that she will not be able to attend next month’s meeting as she will be on vacation. She also asked if there was any signage posted about Scout Camp Trail and also commended everyone for putting out last Saturday nights fire so quickly.
6. Adjournment by Director Bengtson at 7:13 p.m.

Respectfully,

Dana Schulke

Administrative Assistant