**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**September 21, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 21, 2017 at 2:00 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 2:00 p.m. Directors Kirk, Bengtson, Dille and Meredith were present. Director Oakley was excused from the meeting. 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 present, Captain Alysha Delorto, Cayla Forsythe and Blair Brock. Members of the public in attendance, Patricia Hayes and Kay Norberg.
2. Review of Meeting Agenda Items – agenda was reviewed, no additional topics were added.
3. Approval of Board Meeting Minutes.
   1. August 15, 2017 Board Meeting minutes – Minutes were reviewed and there were no corrections. Director Dille made a motion to approve the August 15, 2017 minutes as written, Director Kirk seconded the motion, there was no further discussion and all were in favor, (4-0).
4. Financial Reports -
   1. Director Meredith presented the financial report as of the end of August 2017. It was stated from Director Meredith that Assistant Chief Hartley had to work on the reconciliation by hand, as our Bank Feeds in Xero were not in sync with the Bank. It is currently being worked on by both parties at this point. In the First Interstate Bank general account there was $7,235.72, in the First Interstate Bank-Payroll account, $2,702.03. In the Jefferson County Treasury the account balances were: Bond Fund $55,899.46, Building/Equipment Capital Reserve Fund $172,639.00, General Fund $8,288.70, Local Option Levy Fund $161,881.14 and our Pay Pal account had $25.00. Accounts Receivable there was ($26.00) and undeposited funds were at $40.00. Total assets of $408,685.05. Director Kirk made a motion to approve the August 2017 financial report as presented, Director Dille seconded the motion, all were in favor, motion passed (4-0). 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, October 9th and Director Meredith and Director Bengtson will sign checks on Wednesday, October 25, 2017.
5. Comments from the public – none
6. Unfinished Business –

6.1 Discussion on scheduling workshop to discuss Levy increase – Fire Chief, Harry Ward stated that we need to nail down an amount for the increase in our levy next year.   
There was much discussion on how the residents of the Ranch do support us. There was talk on how we need to finalize and crunch some numbers to present to the public in a tri-fold brochure. Chief Ward also stated that it would be good to have a meeting at the Station next year for the residents to attend. That way he can then address our needs for the District at that time and answer any questions the residents may have. It was decided that Chief Ward will pick a few dates to have a Board Workshop to finalize the amount and will get the dates out to the Board as soon as possible. There was no further discussion.

1. New Business.
   1. – Discussion on merits of Drone use. Director Kirk was inquiring about the use of a Drone for the District and if there is a need for one. Currently Jefferson County Sheriff’s office does have one and we have already talked to them about letting our District use it when the time arises. Assistant Fire Chief, Sean Hartley stated they are very costly, up to $10,000 and he does not see a pressing need for one right now. He can’t justify spending the money. The Board agreed that it was not necessary to have one and there was no further discussion on the matter.
   2. Discussion on allowing Fire Arms on District property – Fire Chief, Harry Ward stated that he did some investigating as to having fire arms allowed on the District’s property. If a person has a concealed weapons license the only locations they are not allowed to bring their weapon with them are Courts and Schools. We might be opening up a can of worms if we do not allow weapons/guns to be on the property. Most people have a permit to carry a weapon and at this time, unless we have an issue with a weapon on the property we should allow them. It was stated by the Board that we do not have a policy on weapons and we should consider drafting one. There was no further discussion.
   3. Discussion on the District’s Civil Service Commission – Director Dille discussed with Fire Chief, Harry Ward that the District has not had a Civil Service Commission since 2009. It is a state statute that we have one. Chief Ward stated that he will follow up with this matter with our Attorney and also speak to Chief Moor at Redmond Fire & Rescue to see we if may utilize their commission. This topic will be under Old Business at October’s Board meeting for further discussion.
2. Fire Chief’s Report – Fire Chief, Harry Ward stated that Jeff from SDAO would like to come to our District and do a Board assessment. They will provide lunch and we might want to put this on our radar for the first part of next year. This class or assessment would count towards our 10% off on our insurance. Currently, he is working on our Standard of Coverage for the District. He would like to put out a survey to the residents as to what their expectations are for our Fire District. The National Fallen Firefighters Foundation will also give us an assessment of our plan at no charge. We received news that we were accepted for the SAFER grant this year. We will be receiving $180,000 over 4 years to help us with volunteer retention, physicals, etc. Chief will be speaking with our Attorney on what type of financial assistance can be given to the Volunteer’s as an incentive for working at our District. He also stated that the Gardening Room has now been changed to a decontamination room for all Personal Protective Equipment, (PPE). This area will help reduce carcinogens on the PPE that cause Cancer. We are in the process of figuring out how to document our process of decomposing when returning from a fire. Lastly, he stated that we have started our Fire Explorer Post here at our District and the first meeting with the kids is Wednesday, September 17th at 7:00 pm.
3. Operations Report – an operations report was submitted by Assistant Chief Wilson. The report was in the Board packet and comments were made that they really like this format. There were no comments or concerns about the material in the report and no further discussion.
4. Correspondence/Recognitions – A Thank You note was written by Donna Weaver stating her appreciation of the staff/volunteers at the District.
5. Comments/Questions. Comments/Questions:
   1. Public – Kay Norberg asked about the Fire Chief’s review and how we were a bit off schedule on getting that done. It was discussed from the Board that his review will be done at the end of May 2018. It was asked to put this topic under Old Business for the October Board meeting to discuss.
   2. Chief, Staff and/or Volunteers – Dana Schulke stated that she will be at the OFSOA conference from October 17th through the 20th.
   3. Board – Director Meredith stated the Car Show was very successful and Director Kirk stated that our Pancake Breakfast over Labor Day weekend went well. Director Kirk also stated he would like to pursue a Memorial Fund for the residents of the Ranch to bequeath funds to the Fire Department if someone passes away. We need to talk to our Attorney on how we would set that type of fund up.
6. Adjournment by Director Bengtson at 3:00 p.m.

Respectfully,

Dana Schulke

Administrative Assistant