

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

**Board Meeting Minutes
April 19, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 19, 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, Captain Alysha Delorto and Volunteer Dennis Senko. Members of the public in attendance, Tina Wilson, Pat Hayes, and Kate Zemke.
2. Review of Meeting Agenda Items – 7.2 was added under New Business to discuss the possibility of moving the time of the Board meetings to during the day.
3. **Approval of the Board Meeting Minutes/ Board Workshop.**
 - 3.1. March 15, 2018 Board Meeting minutes – minutes were reviewed by the Board and Staff. Dana Schulke stated that a spelling error had to be corrected under 4.1 to say “explained” rather than “explain”. Also under 11.3, the last paragraph had to remove the words “and they” right after the words Water Company. There were no other corrections to be made. Director Dille made a motion to approve the March Board meeting minutes as amended. Director Meredith seconded the motion. All were in favor, motion passed (4-0).
 - 3.2. April 5, 2018 Board Workshop minutes – minutes of the Board Workshop were reviewed by the Board and Staff. Director Dille made a motion to approve the Board Workshop minutes as presented. Director Meredith seconded the motion. All were in favor, motion passed. (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of March 2018. In the First Interstate Bank general account, there was \$15,207.82. In the First Interstate Bank-Payroll account, we had \$3,040.67. In the Jefferson County Treasury the account balances were: Bond Fund \$37,233.55, Building/Equipment Capital Reserve Fund \$194,013.20, General Fund \$218,408.78, Local Option Levy Fund \$186,210.64. Accounts Receivable there was \$270.00. Director Bengtson stated that on the Budget Variance report he had noticed that we are doing well with “tightening the belt” with our current budget. Director Oakley made a motion to approve the March financial report as presented; Director Dille seconded the motion, all were in favor, motion passed (4-0). There was no further discussion.

4.2. Appointment of Board members to sign checks. – It was decided that Director Meredith and Director Bengtson will sign checks on Wednesday, May 9th and Director Meredith and Director Oakley will sign checks on Friday, May 25th, 2018.

5. Comments from the public – no one signed up to speak.

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios received through grant. Assistant Chief, Sean Hartley stated that all the radios have arrived at Deschutes County 911/Dispatch and are being programed. We will not be transitioning to the new radios until the fall. We should be receiving the Invoice for the radios from Bend Fire in May to pay in this fiscal year. Director Meredith asked if they are finding any glitches with the use of the new radios. Assistant Chief Hartley stated that most of the coverage testing issues have been in the Bend area and they are working out the glitches. Once they are programed, we will try them out in different areas of the Ranch to make sure we have coverage in all areas. They should be up and running within 30 days. There was no further discussion on this topic.

6.2 Discussion on Board Assessment through SDAO - Director Bengtson stated that he has heard back from Rob Mills with SDAO Consulting Services. The dates for doing the Board Assessment in October are now full and there is only availability in the month of November. Director Bengtson gave the Board a few dates that were available in November for the Board Assessment. November 5th or 6th is good with the Board and Director Bengtson will then email the Board with which date works best, after he checks with Rob Mills. There was no further discussion.

7. New Business –

7.1 Discussion on moving June's Board meeting to the 20th. Chief Ward stated that June's meeting is usually the month where we make a motion to adopt the new budget for the upcoming fiscal year. On the 21st of June he will be flying out to National Fire Protection Association for a two day seminar, and Chief Hartley will be on vacation that week. Chief Ward asked the Board if moving the meeting to the 21st would be approved. The Board looked at their calendars and it was agreed by the Board members that June's meeting would be fine for the 20th of the month. There was no further discussion.

7.2 Discussion on moving the start time of the Board meetings to earlier in the day – Director Bengtson stated that he, Chief Ward and Chief Hartley had a brief discussion on the possibility of moving the start time of the Board meetings to earlier in the day, rather than at night. He stated that with working on our budget for 2018/2019, we are looking at ways to cut back and overtime was mentioned, not only for our Captains, but for Dana as well. It was suggested that maybe we could move our meetings to the day, rather than at night to help reduce Dana's overtime. Director Oakley stated that she did not have any issues with having it during the day, however one of the reasons we had them at night was to accommodate the volunteers/public who work during the day. There was much discussion between the Staff, Volunteers and Public as to the time. Assistant Chief Wilson stated that it's a double edge sword, are we trying to save money, or are we trying to accommodate the public with attending the meetings? Director Meredith asked if the amount of overtime is worth disrupting everyone's schedule. He would like to do a change that would have the least impact on staff and crew. There was still further

discussion between the Board and Staff. It was decided that this topic will be on next month's agenda under Old Business for further discussion.

8. Fire Chiefs Report – Chief Ward stated that we started the month out with our Annual Banquet and he thanked Dana for her efforts. Last Saturday we had our Emergency Preparedness Open House and it was well attended. We had 10 people sign up to become CERT certified. Our Wildland Fire Academy was canceled due to low attendance. Captain Fast and Chief met with Dave Palmer (HOA President) to look at the lower grass area by Hill Road for a practice burn. This is all subject to weather conditions and will include other agencies to assist. Fire Officer Class has been going on the last three weeks and is almost done. The budget is ready for next week's Budget committee meeting. Director Bengtson thanked Chief and Staff for putting up the High angle gear during the Open House, it was very informational.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. He verbally added that we are bringing on 3-4 new volunteers, one of our volunteers that was off of medical leave is now back. The sprinkler system in the Bay has been inspected by new company. They found many issues and fixed the sprinklers, however we have located a small leak in the compressor which needs to be repaired. Another CPR class has been set up for June 2nd @ 10:00 am which is open to the public. We will be doing a hands only CPR class for the Lyons Club.

10. Correspondence/Recognitions – There was a letter from our Attorney's office indicating their prices will be going up as of July 1, 2018. Dana will be investigating other firms for their pricing and will report back to the Board.

11. Comments/Questions:

11.1 Public – Pat Hayes would like to have copies of the financials available to the public so they can follow along. Dana will provide copies for the public. Pat Hayes also asked about how much the levy increase will be and stated that most residents are on a fixed income. Director Bengtson replied that expenses are going up and the District has no control over staff benefits or PERS increase.

11.2 Chief, Staff and/or Volunteers –nothing to report.

11.3 Board – Director Meredith attended a "Stop the Bleed" class in Bend and was wondering if our District would be able to offer a class for it. Assistant Chief Wilson stated that our main concern right now is to get the CPR classes going. Once this is established they will investigate the Stop the Bleed classes to teach. Director Oakley stated that with daylight lasting longer she would like to see the blinds put back on the windows behind them so that the public can see who is speaking, or rearrange the seating for the Board meetings. She also asked about when we will inform the public about the Levy increase. Chief Ward stated he will get the word out shortly and also do a press release.

12. Adjournment by Director Bengtson at 7:20 pm.

Respectfully,
Dana Schulke
Administrative Assistant