

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

August 18, 2022

Board Meeting Minutes

1. **Called to Order** by Director Norberg at 6:30pm. Roll call was done by Director Oakley and the following individuals were in attendance: Director's Norberg, Pahl, Green, and Oakley. Director Wilson was excused from the meeting. Also in attendance was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Tom Fast. Public in attendance was William Burt and Josh Huber and Ron Mexico(via the Zoom on-line platform).

2. **Review of Meeting Agenda Items** – the Board reviewed the agenda and Director Pahl wanted to add the topic of the Civil Service Commission under New Business, 6.3. There were no further deletions or added topics.

3. **Approval of the Board Meeting minutes from July 21, 2022:**

3.1 The minutes were reviewed by the Board Meeting Minutes from July 21, 2022. Director Pahl made a motion to approve the minutes as presented, Director Green seconded the motion. All four Board members stated for "Aye" for the approval of the minutes. Motion approved, (4-0).

4. **Financial Reports -**

4.1 Financial reports for July 2022 – Director Pahl stated that all reports are in order. The staff is still dealing with some on-line issues with Crooked River Ranch Water and Crook River Ranch Sanitary, but we are in the process of resolving it. He stated that we have received our credit cards for the staff and the Auditors stated that everything went well with the 2021/2022 audit. Director Norberg had a question regarding Bigfoot beverages on the Payable Invoice Detail report. Chief Ward stated it was for the purchase of water to be delivered to the District. She also asked about the Invoice for L.N. Curtis & Son's and why the amount was so high. Chief Ward stated it was for replacing one of the holding tanks on the water tenders, because the frame was bent, as well as replacing one of the rubber bladders on the dunk tank, for the water tender.

Director Oakley made a motion to approve the July 2022 financials as presented, Director Norberg seconded the motion. All four Board members approved the financials by stating "Aye", motion was approved, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Green and Director Norberg will sign the checks on Thursday, September 8th and Director Pahl and Director Oakley will sign checks on Monday, September 26th, 2022.

5. **Unfinished Business –**

5.1 **Update on steering committee** – Chief Ward had a meeting the end of last month with the committee. They went through all the SurveyMonkey surveys from the residents. He said they are moving on to the community stakeholders meeting, and he has contacted several people on the Ranch to participate in this meeting. He stated that Daniel Olson from SDAO will be facilitating the meeting. There will also be a separate meeting for mutual aid partners to participant in and hash out data and goals for our District. Dates for the stakeholders meeting will possibly be on September 3rd or 17th, and two Board members will be a part of this meeting.

5.2 **Update on CERT program** – Chief Ward stated that the CERT fall basic training class will not happen. We currently only have a few people who are interested in taking it, so it will probably be set up Hybrid style so they can take the class online and do the final exam (hands on training) in person at the station. Director Pahl asked if some of the people who attended the first class were "snowbirds". Chief Ward stated there are a few who are. He stated the CERT team will be having two trainings this month.

Director Pahl asked if there would be a possibility if we could get a representative from ODOT to come and do traffic control training and Chief Ward stated it would be a possibility. There was no further discussion.

5.3 Update on ID cards for CERT/Community Service Volunteers - Chief Ward stated that we are still in the process of working on the ID cards and finalizing pictures. Dana and Captain Fast are working on putting the names with the pictures. Each card will have a different stripe on the card depending on if the District member is a CERT member, Community Service Volunteer, or Director. Director Norberg stated that Joan McKenzie would like to be notified of when the District needs help with events, etc. She is ready to participate as a Community Service Volunteer. There was no further discussion.

5.4 Update on Letter received by residents on Senate Bill 762 - Chief Ward received an update from the Oregon State Fire Marshal and from his meeting with the Central Oregon Fire Chief's association. They are continually working on the defensible space code for the State of Oregon. It is supposed to go into effect January 1st, 2023, however it will take up to two years just to educate people on what needs to be done on their properties, so enforcement of the fines will not be initiated right away. The ODF map is being revised from the old map and anyone who appealed their property being at "high" risk will be re-evaluated. Chief Ward stated that this means we will still be doing lot assessments, and at some point, we may be asked by the State Fire Marshal to go out to the properties and evaluate them, but things are still in the works. There will be a class scheduled at our Station next month for anybody to come and learn about fire defensible space around your home.

6. New Business:

6.1 Discussion on Audit from 2021/2022 - Director Pahl stated that we are hoping to have the auditors here at our September meeting to review the audit. There was no further discussion.

6.2 Discussion on Board Workshop topics for September 1st – Director Norberg stated that the number one topic for this workshop is the Fire Chief's evaluation and how the process of the evaluation should be implemented. Director Pahl stated that he will not be able to attend this workshop. Another topic Director Norberg mentioned was the Levy coming up and initiating ideas to present at the workshop. Lastly, Director Pahl mentioned that another topic that needs to be discussed was goals for the District for the next 1, 5 and 10 years and how the Board wants to achieve them. There was discussion with the Board on how each Board member needs to participate in submitting goals they would like to see for the District.

6.3 Discussion on Civil Service Commission - Chief Ward stated the members of the Civil Service Commission are Rich Hoffmann, Dave Palmer, and Debbie Miles. He has emailed them all our existing Civil Service rules and the Resolution that was adopted to create a Civil Service Commission from years ago. He stated that we are just starting with new committee members for the hiring process of a Firefighter/Paramedic position. This position is being advertised on our website, Daily Dispatch, etc. There was no further discussion.

7. Fire Chiefs Report - Chief Ward added to his report that we will be having a Volunteer Recruitment Picnic on August 20th. He had read in an article that it is best for response volunteer candidates to be away from the station and gather at a different environment with their families with District staff. This way you can speak to them about our District and what is involved in being a volunteer, what training is necessary, and driving classes they have to take. There was discussion with Chief Ward and Director Green about Skid Truck training and where these classes can be taken for future volunteer candidates. There was no further discussion on this topic.

8. Operations Report - Chief Hartley stated that we had a good month for Fire Med membership (14 new members). He also added to his report that the students have completed their driver academy as of last Friday. Now we have to get them drive time on actual calls. Director Norberg asked how the hose testing went. Chief Ward stated we had 2 hoses as of today that had issues.

9. Comments/Questions:

9.1 Public input on the current agenda/ – William Burt stated that Judy La Pora (Ranch Manager) had knee surgery and the day after her surgery, her husband went into the hospital with several issues. If he passes, she will not be available for several weeks. He also stated that this Saturday, August 20th is the annual homeowners meeting at 9:00 am, and on September 7th they will announce the winners of the HOA Board election with the new directors. Also, on September 8th is the Jefferson County Planning Commission for the land use behind the Fire Station. He stated that there are rumors going around regarding the use of this property. He has been in touch with the McPherson's attorney, and it has always been the intent to have this property be part of the Crooked River Ranch Club and Maintenance Association. However, laws have changed throughout the past years, and everyone is working together to make this development happen in a cohesive manner. Mr. Burt asked Chief Ward if this development was going to cause an issue, as far as protection of fire. Chief Ward stated no, if anything, it will help get rid of all the wild brush which is hazardous for fire. Mr. Burt also stated that in the last planning meeting, there was a gentleman who stated he was a fireman and he lived here on the Ranch. Bill stated that this "fireman" person confirmed in the past meeting that it would be worse for the home development to be on that property, rather than the existing brush and trees that is currently there. Bill asked Chief Ward if this is true. Chief Ward stated he has a phone call into some people to find out who that "fireman" person was who stated that incorrect information. Chief Ward stated that he will be at the annual meeting this Saturday, as well as the meeting on September 8th. There was no further discussion.

9.2 Public input on future agenda topics – none.

10. Correspondence/Recognitions/Good of the order - Director Oakley stated there was nothing in the Suggestion Box in the lobby.

12. Adjournment by Director Norberg at 7:25 pm.

Respectfully,
Dana Schulke
Administrative Assistant