**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Workshop Meeting**

**February 7, 2017**

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, February 7, 2017 at 10:00am at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon.

**Board Workshop Minutes**

1. Called to Order by Director Norberg at 10:00 am. Directors Fisher, Bengtson, Kirk, Norberg and Oakley were present. Also present were Fire Chief Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant Dana Schulke. Assistant Volunteer Fire Chief Mark Wilson was excused. Members of the public in attendance, Brad Pahl.
2. Review of revised Purchasing Policies submitted by attorney – Fire Chief, Harry Ward stated the attorney had sent us the revised packet of purchasing policies for 2016, along with a copy of a resolution stating that Board and Local Contract Review Board will be opting out of the Attorney’s General’s Model Public Contracting Rues and amending public contracting rules for our District. Administrative Assistant Dana Schulke explained the process of reviewing the findings and exemptions from our attorney and how we need to file a Notice of Public Hearing in one trade journal and in our local newspaper so many days before the date of the hearing. It was then stated that once the Board/Local Contract Review Board reviews the attorney’s findings/exemptions at the hearing and there is no public impute or questions, we can then approve the resolution to adopt our amended public contracting rules at the March Board meeting.
3. Apparatus Plan for 2017 - Fire Chief, Harry Ward stated and explained in detail how a couple of our apparatus (command vehicle and white ambulance) are not fitting our needs at this time. He stated that he has created a rotation plan of the apparatus once we acquire new ones. He then stated that Chief Wilson is doing a lot of research on both kinds of vehicles to get the best possible pricing. His goal is to get a new command vehicle by the beginning of summer 2017, and then put funds aside for a new ambulance for 2018-2019 budget year. We will also look into financing at a few financial institutions, per the request of Director Kirk. Once we have final figures for what the command vehicle will cost, he will inform the Board as soon as possible.
4. Long Term Staffing – Fire Chief, Harry Ward stated that he has crunched a few numbers to see how we could accommodate 3 additional full time staff members for the District. At this point and time he stated the Ranch would need a lot of growth and commercial building in order to increase our budget for additional staffing. We would have to “over double” our Levy which would not go over well with the residents/tax payers of the Ranch. It was agreed by all that the Board and Staff will have to inform residents ahead of time of the District’s needs and give everyone a “heads up” so-to-speak before we start petitioning to increase the next Levy. It was suggested by Director Bengtson that we should email Congressman Walden to relay what our needs are for the Ranch.
5. Volunteer Retention and Recruitment - Assistant Fire Chief, Sean Hartley stated that we have acquired (4) additional volunteers for our District. Including students, we now have approximately 21 volunteers at this point and time. Chief Hartley is looking into a SAFER grant for volunteer retention and see what kind of benefits we could offer our volunteers.

There was further discussion between the Board and Staff on the date of the Volunteer Banquet/Picnic and what plans were being made for the 40th anniversary of the District on July 1st. Director Bengtson stated he would like to get a calendar of events for the rest of the year so the Board can prepare for them.

 6. Adjournment by Director Norberg at 11:42 am.

Respectfully,

Dana Schulke

Administrative Assistant