

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

**Board Meeting Minutes
October 18, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 18, 2018 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 6:32 p.m. Directors Dille, Meredith, Oakley and Bengtson were present. Director Kirk was excused from the meeting. Also present was Fire Chief, Harry Ward and Assistant Fire Chief, Mark Wilson. Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke were excused from the meeting. Also in attendance, Captain Tom Fast, volunteer Dennis Senko and members of the public, Tina Wilson, Patricia Hayes, and Dick Stevens.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add. At this time, Director Meredith spoke on behalf of the Car Club. They had a very successful car show this year. Due to the success of the Car Show they were able to draw funds from the Car Club to the Volunteer Fire Association. A check in the amount of \$1,500 was presented by Dick Stevens. He wanted to thank everyone for participating in the Car Show and stated they brought in about \$10,000 this year, compared to last year which was \$7,500. He presented the check to the President of the Association (Dennis Senko) and left the Board meeting.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. September 20, 2018 Board meeting minutes – minutes were reviewed by the Board and a few corrections had to be made. Under 4.1, the word “why” was to be added in front of the Worker’s Comp line item. Under 8.0 (Fire Chief’s report), the last sentence is to read “There was no further discussion on this topic”. Under 11.2, need to add how the students were presented with checks from the yard sale we had behind the Station and thanked the Board. Under 11.3, need to correct Director Dille’s comment to say, “Alternate Exit should be paved in the third week of October”. Director Dille made a motion to approve the September 20, 2018 Board meeting minutes as amended, Director Oakley seconded the motion, and all were in favor and the motion passed, (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of September 2018. In the First Interstate Bank general account, there was \$9,830.54. In the First Interstate Bank-Payroll account, we had \$2,810.58. In the Jefferson County Treasury the account balances were: Bond Fund \$13,519.91, Capital Reserve Fund \$184,172.82, General Fund \$7,715.19, Local Option Levy Fund \$74,429.94. Accounts Receivable there was \$545.00. Director Bengtson stated that our cash on hand as of September looked very weak,

however, as of October we have received some income from Fire Med, property taxes, etc., which has increased it some. Patricia Hayes questioned the payroll line amount as well as the utilities amounts, as it appeared that only ½ of the monthly expense amounts were included in the monthly report. There was much discussion in regards to these line items. Director Bengtson stated he will get the questions answered by Dana and Sean and get back to everyone at the next Board meeting. Director Dille made a motion to approve the September financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Bengtson and Director Meredith will sign checks on Friday, November 9th and Director Oakley and Director Meredith will sign checks on Monday, November 26th, 2018.

5. Comments from the public – none

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios – Assistant Fire Chief, Sean Hartley had typed up a status report on the new radios for the Board, which was given to the Board by Chief Ward at the beginning of the meeting. Chief Ward stated that last week Communications Northwest was out to work on the installation, however they brought the wrong mounting faceplates for some of the radios. There is a software update that needs to be done and the portable radios are still at 911 being programmed. We hope to get them at the end of this month. Training on the new radios will be done over several drill nights to show our personnel how to use them. Also, 911 is taking our current channel/frequency and meshing it into a digital format so dispatch can hear us and vice versa. We are not going live with the new system until everything is complete, including training. There was no further discussion on this topic.

6.2 Update on advertising for Local Option Levy Renewal – Fire Chief, Harry Ward stated trifold brochures were mailed out to the residents. Also, Captain Fast brought in the signs, and there will be a booth at the Farmers Market this Saturday. Chief Ward also stated that he attended the last Lions Club meeting to answer any questions they may have about the district. There was no further discussion on this topic.

7. New Business –

7.1 Discussion on SDAO Board Assessment on November 6th – Director Bengtson stated that he wanted to remind everyone when the assessment was. Also it was stated by the email included in the Board packet that the start time is 9:00 am. The assessment will be done in the training room. There was no further discussion on this topic.

7.2 Discussion/Approval of Resolution 2018-04 to Receive Unanticipated Conflagration revenue to the General Fund - Fire Chief, Harry Ward stated that we had a mutual aid fire early in the season, which turned into a conflagration (Graham Fire). The State paid us for assisting and helping on this fire. We had some staff and volunteers there, along with some of our apparatus. There was much discussion by the Board and members and the public on the amounts not being correct on the Resolution. Chief Ward wrote down the corrected amounts and will have Assistant Chief Hartley revise the figures tomorrow before the Board signs the Resolution. Director Bengtson read the Resolution with the corrected figures. Director Dille made a motion to approve Resolution 2018-04 to receive unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection

District, as amended. Director Meredith seconded the motion, all were in favor and the motion passed, (4-0).

8. Fire Chiefs Report – Chief Ward stated he had a Chief’s meeting today and as a group they decided to tentatively open burning on November 1st. However, it will depend on each county and their conditions, if they are favorable or not. He will put the information on the reader board when we find out. Our Open House was not well attended, due to the weather, but we were able to do some live demonstrations for some residents. Next year we will probably have it during the week of the community yard sale for better attendance. He, Chief Hartley and Chief Wilson have been reviewing our Volunteer application process, as it will be changing. There will be more ride-a-longs, attending of drill nights, etc. by the applicant. After the applicants attend the drill nights and do ride-a-longs, they will be interviewed again to see if this is something they really want to commit to doing, along with talking to their families about the time commitments. We have had lots of back-to-back calls, a very busy month. We are at approximately 488 calls right now. Chief Ward had an Eagle Scout come out to our Station and clean up the bricks by the flag pole as one of his badge projects. The bricks did not come out as clean as they hoped, but most of them look good. Our training area is coming along and Knife River is coming out to donate concrete for it. So far we have spent zero funds on this training grounds project, it has all been by donation to the Station.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

10. Correspondence/Recognitions – none

11. Comments/Questions:

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – Per Assistant Chief Wilson, the volunteers had a special meeting last Monday and they discussed the Food/Toy Drive, Shop with a Firefighter and the Trunk or Treat event coming up on October 26th. They decided that at the Shop with a Firefighter event, they will up the limit to \$100 for each kid for their Clothing and keep the limit at \$50 for each kid for their toys. He stated that they will need help for all events as there will be a lot to do for them.

11.3 **Board** – Director Meredith reminded everyone that the next four Board meetings will start at 3:00 pm.

12. Adjournment by Director Bengtson at 7:25 pm

Respectfully,
Dana Schulke
Administrative Assistant