

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

**Board Meeting Minutes  
May 17, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 17, 2018 at 6:12 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 6:12 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, and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Also in attendance was Captain, Tom Fast. Members of the public in attendance, Tina Wilson, Patricia Hayes, and Kay Norberg.
2. Review of Meeting Agenda Items – The agenda was reviewed and Director Bengtson stated that after item 5 (Comments from the public), the Board will go into Executive Session.
3. **Approval of the Board Meeting Minutes.**
  - 3.1. April 19, 2018 Board Meeting minutes – minutes were reviewed by the Board and Staff. There were no other corrections to be made. Director Dille made a motion to approve the April Board meeting minutes as written. Director Oakley 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 April 2018. In the First Interstate Bank general account, there was \$22,052.55. In the First Interstate Bank-Payroll account, we had \$2,590.57. In the Jefferson County Treasury the account balances were: Bond Fund \$38,116.41, Building/Equipment Capital Reserve Fund \$194,268.98, General Fund \$160,707.07, Local Option Levy Fund \$187,824.94. Accounts Receivable there was \$1,282.01. Director Oakley made a motion to approve the April 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 Bengtson and Director Kirk or Dille will sign checks on Monday, June 11th and Director Meredith and Director Oakley will sign checks on Monday, June 25<sup>th</sup>, 2018.
5. **Comments from the public** – Tina Wilson asked a question about the minutes, in regards to the new Radios being available 30 days after we receive them from Deschutes County 911. Chief Ward clarified that once we receive them, the system will go live however, we won't be utilizing them just yet. We will test them out in all areas of the Ranch first and then start to use them after fire season is over with. There was no further comment from the public.

**(5.1)** At this time, the Board went into Executive Session at 6:24 pm for a Personnel matter. The Board came out of Executive Session at 6:38 pm and informed everyone there was nothing to discuss at this time.

## **6. Unfinished Business –**

**6.1 Follow-up discussion on the new Radios –** Chief Ward stated they are still at Deschutes County 911 being programmed. There was nothing else to report at this time.

**6.2 Follow-up discussion on revising time of Board meetings -** Director Bengtson stated that at this point and time we will be keeping the start time of our Board meetings at 6:30 pm, and for winter time the start time will continue to be at 3:00 pm for November, December, January and February. These times will accommodate our Volunteers if they would like to attend the meetings, as well as the residents/public who work during the day. There was no further discussion on this topic.

**6.3 Follow-up discussion/review of District possibly utilizing other law firms –** Dana Schulke had submitted a list of law firms that was in the Board packet. The Board had reviewed the cost structure of each one and after further review and discussion, the Board and Chief Ward stated they will stay with our current law firm which is Local Government Law Group/Speer Hoyt. There was no further discussion on this topic.

**6.4 Follow-up discussion on a date for the SDAO Board Assessment –** Director Bengtson stated he has a date for the Board assessment which will be Tuesday, November 6<sup>th</sup>. The Chief and the Board will be attending the Special Districts Association of Oregon Board Assessment and Rob Moore (from SDAO) will be contacting everyone about 2 weeks prior to review information prior to the assessment. There was no further discussion on this topic.

## **7. New Business –**

**7.1 Review of Code of Ethics/Conflict of Interest policy –** A copy of the Code of Ethics/Conflict of Interest policy was in the Board packet for the Board to review. Chief Ward had stated that this is a policy for the Board members to review and the attorney has also reviewed it. It was stated by Director Bengtson that he would like to put this item under Old Business at June's Board meeting so the Board members have time to review it. There was no further discussion on this topic.

**7.2 Review/Approval of Resolution 2018-02 to adopt the 2018/2019 fiscal budget –** Director Bengtson and Board members reviewed the Resolution. It was stated by Director Dille that we seem to be missing a fund on the form and Director Bengtson stated the figures did not make sense. Assistant Chief Wilson went through the figures and compared them with the budget. It was stated by Director Bengtson that until the Board fully understands the figures on the Resolution, he would like to postpone this item and put it under Old Business at June's Board meeting. There was no further discussion on this topic.

**8. Fire Chiefs Report –** Chief Ward stated that he attended the Oregon Fire Chief's conference at Eagle Crest Resort. He stated that Assistant Chief Wilson, Assistant Chief Hartley, Volunteer Frank Day and Volunteer Jeff Scheetz all received Distinguished Service awards from the association and attended the luncheon last Thursday, along with some personnel from Redmond Fire and Jefferson County Fire. He stated that it was a good conference and enjoyed the speakers. Director Bengtson asked if we were able to utilize the Water Trucks from the CRR Road District if

we had a fire. Chief Ward will get in contact with Robert from the Road District to see if we have an agreement of some sort for them to assist us in a fire. Chief Ward stated that we will not be burning the lower pasture down by the Senior Center as it is still green and will not burn. We will set this up to burn earlier in the upcoming year. He stated we had a structure fire on Dove last month and we put in practice our Cancer Protection policy. Everyone was able to create an assembly line to decontaminate themselves after the fire and this process will only get better as we do it after every fire. Tomorrow we have Air Link coming for our Community Appreciation Day and they will be having their helicopter come and serve hamburgers and hot dogs. Chief stated we have a few volunteers coming to assist with cooking. This was the end of his report.

**9. Operations Report** – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. Chief Wilson added to his report that we assisted at a fire that Redmond had over by Smith Rock last Sunday evening. Everything went well.

**10. Correspondence/Recognitions** – We had two thank you notes from residents who live on the Ranch. Director Oakley stated there was a card in the suggestion box from a concerned resident asking about weight requirements for our firefighters. They had attached an article to the card about maintaining a healthy weight and exercise for our firefighters. The card was given to the Chief.

**11. Comments/Questions:**

11.1 Public – no comments

11.2 Chief, Staff and/or Volunteers – Assistant Chief Wilson stated that we are putting on a CPR class tomorrow night for the HOA staff here at the station. There will be another Hands Only CPR class on June 2<sup>nd</sup> here at the station. He also informed Director Meredith that our medical director taught the “Stop the Bleed” class two weeks ago at drill.

11.3 Board – no comments

12. Adjournment by Director Bengtson at 7:22 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant