

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

Board Workshop Meeting  
November 15, 2022

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, November 15, 2022, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Board Workshop Minutes**

**Flag Salute:** Director Wilson led the flag salute.

**Called to Order** by Director Norberg at 6:30 pm.

**Roll Call by Director Oakley:** Directors Oakley, Norberg, Wilson, Pahl and Green were present. Also present was Acting Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, and Adam Wiley (who left for a call at 6:40 and then returned at 7:10pm. Public in attendance, Tina Wilson, Mike Dries, Linda Kay Widmer, Bill Burt, and Joseph Costigan.

**Discussion on Oregon State Fire Marshall Grant for Capacity Staffing:** Director Norberg passed this topic over to Acting Fire Chief Sean Hartley. At this time, Chief Hartley stated that at the last Board Meeting he talked about the Oregon State Fire Marshall Staffing Capacity grant. This grant is for small, urban fire districts that lie in the Wildland Urban Interface areas of Oregon. He was asked to put some numbers together to present to the Board at tonight's workshop. He started off by going over how the Captain's hiring process went, as we only received one application, from an internal candidate. In talking with that person who applied for the position, he stated that he did not want to set up that person for failure for the testing process, since we only had one applicant. His plan moving forward, is to move the internal employee to a shift position, once Captain Fast leaves. All Officers will be on duty to back him up on the shift, and the other Captains will proceed on their shift as normal. We were able to utilize the summer staffing grant that we received over the summer from the Oregon State Fire Marshal's office and not touch our funds that were allocated in our budget for part-time staff. We will be keeping some of our part-times throughout the next couple of months, as they will be able to fill some of our coverage needs.

Chief Hartley then presented the Board with a Power Point presentation on the flatscreen, which consisted of current and past financial data. He reviewed of taxes received, income vs. expenditures, and revenue received over our budgeted amount. Any overages we have been rolling the funds into our Capital Fund. In regard to the historical call data, we are averaging the same number of calls per day. However, when we look at the time frame of when the majority of calls come in, it is between 8:00 am and 8:00 pm. He then stated we have had many back-to-

back calls which is when we have the staffing issues. However, our mutual aid partners are able to assist. Chief Hartley then went into Personnel costs on this year's budget, which did not take into account the SAFER grant stipends, or the part-time program. He then went into two different staffing modules on the presentation and explained each one to the Board. He then stated that Option 1 is doable without applying for the grant the State Fire Marshal is offering. Joe Costigan asked a question regarding Option 1 and Chief Hartley clarified the figures and mentor roles of himself and Lieutenant Day. Chief Hartley stated that the employee that is moving into the Shift role will be mentored, and he will be up to speed in six months to alleviate the workload on himself and others.

Chief Hartley then stated that the OSFM grant to increase capacity will pay up to two, firefighter/paramedic employees. It is a match grant, so at the first year it is 10% which would save us a little over \$137,500. Year two is a 25% match, which is a savings of \$125,000, and year three would be a 50% match, which would save us a little over \$91,000. Chief Hartley then stated that we do not have a Personnel Reserve Fund in our budget, so if one of our members gets injured on the job, we would have to fill that position with a temporary hire person or part-time personnel, which would eat up our budget. However, if we have a Personnel Reserve Fund with funds set aside for anything unanticipated, we can then pull from this fund for any personnel staffing issues. This is something to think about if we receive the grant funds.

Chief Hartley then presented Option 2 with hiring additional two employees (2 per shift) and the numbers shown were a bit higher. So, the grant savings are about the same, there is no real big pay difference. He went into detail and talked about several calls they had been on the past month where we really needed people and Redmond Fire had to assist. The plan of Option 1 or Option 2 gives us some depth to provide emergency response to the community.

Chief Hartley stated he has also reached out to SDAO and HR Answers to do a salary evaluation for us to see where we are in providing competitive pay for our staff, size, and budget. Discussion ensued between Chief Hartley and the Board regarding the pay, benefits, etc. Also discussed was the amount of calls we get during the night. Chief Hartley said he was waiting for that data to arrive from the State Fire Marshal's Office.

Looking at the numbers Chief Hartley presented, Option 2 would be really tight financially, if we did not apply for the grant. We also need to look at where we can trim down on other budget line items. There is also the option of applying for the SAFER grant to extend the extra staffing past the three years, but this grant is harder to get and not guaranteed. If we did get the SAFER grant, it would be smooth sailing and it would get us through to the next Local Option Levy. More questions ensued by the Board and some of the talking points discussed in this meeting would be good for the public to know when we talk about our Levy next year. Director Oakley asked what Chief Hartley needed in order to proceed in applying for the OSFM Staffing grant. Chief Hartley stating he just has to plug in some numbers and the application deadline is at the end of the month. We should know if we were awarded the grant in January 2023. Funds should be awarded to us in March or April 2023. Chief Hartley stated that he heard from the Board that Option 2 would be what they are shooting for. He can work on next years budget and have some

figures ready for the Board at the Board meeting on Thursday. More discussion ensued from the Board and members of the public and Chief Hartley. There was discussion on how fire districts and departments will eventually be merging together, as there is just not enough people applying for fire service positions. Chief Hartley stating there will be a slight reduction in overtime by adding the additional staff, as he utilized larger numbers when he presented these numbers. Getting people to fulfill the extra positions for our District will be a challenge, should we receive the grant. Further discussion ensued regarding our current students and where they were with their schooling, etc. Chief Hartley stated we will be utilizing some of our part-time employees that were here over the summer to get us through the next few months, until the grant funds are received.

A discussion ensued regarding Civil Service Commission. Chief Hartley stated he has read through the existing rules that this District from 2007 and they are very outdated. He has received drafts from other surrounding districts, as well as a copy of one from SDAO, which are way more than our small District needs. He stated he has learned that the Board of Directors is responsible for appointing Civil Service Members. He has some people in mind, but the Board would have to approve and find more members. It has to be a minimum of three members.

**Discussion on Fire Chief Negotiations:** Director Wilson stated that he, Director Pahl and Chief Hartley have had a meeting in regarding contract addendums, agreements, etc. Director Wilson stated he emailed out a draft to all Board members last night. All Board members were to review the draft, and email Director Pahl with any corrections, or comments. Any corrections, comments etc. will be brought up in the Executive Session on Thursday to discuss. He stated he and Director Pahl have been diligently working on this and Chief Hartley has seen some of this agreement, but not all of it. There was no further discussion.

Adjournment by Director Norberg at 7:45 pm.

Respectively submitted by:

Administrative Assistant, Dana Schulke