

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

Board Meeting Minutes
February 15, 2018

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 15, at 4:00 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 4:01 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, Sean Hartley, and Assistant Fire Chief, Mark Wilson. Administrative Assistant, Dana Schulke was excused from the meeting. Also in attendance were Captain David McDonald and Volunteer, Jeff Scheetz. Members of the public in attendance, Tina Wilson.
2. Review of Meeting Agenda Items – No other topics were added.
3. **Approval of Board Workshop & Board Meeting Minutes.**
 - 3.1. January 18, 2018, Board Workshop minutes– minutes were reviewed, and Director Dille made a motion to approve the Board Workshop minutes as written. Director Meredith seconded the motion, and there was no further discussion. All were in favor and motion passed, (4-0).
 - 3.2. January 18, 2018, Board Meeting minutes – minutes were reviewed. Three (3) corrections had to be made. The numeric date was left out of Item 4.2, under Item 7.3 Chief Hartley’s name was missing a “t,” and under Item 7.4, Director Dille made a motion to increase our operating levy “up to, but no more than .20”, to total .89 cents per 1,000. There were no other corrections to be made. Director Dille made a motion to approve the January minutes as amended. Director Oakley seconded the motion. All were in favor of the motion and, it passed, (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of January 2018. In the First Interstate Bank general account, there was \$4,053.78. In the First Interstate Bank-Payroll account, we had \$3,381.21. In the Jefferson County Treasury, the account balances were: Bond Fund \$32,809.78, Building/Equipment Capital Reserve Fund \$193,607.74, General Fund \$332,283.19, Local Option Levy Fund \$177,968.69 and our Pay Pal account had \$25.54. Accounts Receivable there was \$765.00. Director Dille made a motion to approve the January 2018 financial report as amended; Director Oakley 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 Meredith and Director Oakley will sign checks on Friday, March 9th and Director Meredith and Director Bengtson will sign checks on Monday, March 26, 2018.

5. Comments from the public – none

6. Unfinished Business –

6.1 Follow-up discussion on options for District funds - Fire Chief Harry Ward included an email from Jefferson County in the Board packet stating that our funds are with the Local Government Investment Pool and are insured. Jefferson County is in the process of changing banks so that the County will not be held to a "minimum ledger balance," like they are now. Director Bengtson asked that we keep the Board up to date on when Jefferson County switches over to the new bank. Chief Hartley confirmed that we are earning interest on all four of our accounts. There was no further discussion on this topic.

6.2 Follow-up discussion on presentation of facts for Alternate Exit for Ranch Residents - Fire Chief, Harry Ward stated that in last month's Board meeting he was asked to draft facts about having an Alternate Exit for the Ranch. He had written a statement of which a copy was in the Board packet. The statement said it would improve public safety for everyone. A copy of Chief Ward's statement will be going in the local Telegraph paper for the residents to read. There was no further discussion on this topic.

7. New Business.

7.1 Discussion/Approval of Resolution 2018-01 Adopting and Revising Public Records Policy for the District – Fire Chief, Harry Ward stated the due to the new laws that took effect on January 1, we had to change our Public Records policy. We had asked our Attorney to look at our current one and make the changes for us, along with revising our Public Records Request form. The Board had reviewed the Resolution written by our Attorney, and there were no further questions. Director Oakley made a motion to approve Resolution 2018-01 to Adopt and Revise our Public Records Policy as presented. Director Dille seconded the motion. All were in favor of the approval, motion passed (4-0).

8. Fire Chiefs Report - Fire Chief, Harry Ward stated our Strategic Plan is coming almost done. Our SWOT assessment was completed, it went well and was a good process. This will help with completing our Strategic Plan. He also stated the Chief Hartley is working on our vulnerability to line of duty deaths report. The budget process is underway and our next staff meeting in March we will be compiling numbers for the 2018-2019 budget. Chief Ward also stated that he has looked into charitable gift giving to the Fire Department, per the request of Director Kirk. He has found a schedule/policy which describes three different ways of giving. We sent this information to our Auditor to look at, and they changed some wording. We will send our final documentation to our Attorney to look at before we post any information on our website. He will have final information for the Board on this at the next Board meeting. The Safety Committee met and reviewed some incidents. The next meeting will be in March and they will be reviewing a safety policy that Special Districts Insurance Services would like to see. He has also put together a steering committee to assist with questions from the public on the levy increase. April 7th is our annual banquet. On April 14th we are having an Emergency Preparedness Open House. There was no further discussion.

9. Operations Report – an operations report was submitted by Assistant Fire Chief, Mark Wilson. He clarified that the report sent from his email is the final report and not the one in the Board packet.

10. Correspondence/Recognitions – there was no correspondence

11. Comments/Questions:

11.1 Public - none

11.2 Chief, Staff and/or Volunteers – Tina Wilson mentioned the support volunteers are starting to stuff the Easter Eggs for the Easter Egg Hunt at the end of March. The Volunteer Association will be buying most of the items to put in the eggs this year.

11.3 Board – Director Dille had a question about the SDAO Board Assessment. We are waiting to hear from the SDAO's representative to schedule a time to do it.

12. Adjournment by Director Bengtson at 4:45 pm.

Respectfully,
Dana Schulke
Administrative Assistant