

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

**Workshop Meeting Minutes  
20 October 2020**

A Virtual Workshop Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 October 2020 at 6:30 PM online using “ZOOM” meeting platform.

**Meeting Minutes:**

**1. Meeting Called to Order at:** 6:32 pm by Director Brad Pahl who also announced for the record that our meeting is being held through Zoom and is accessible to persons with disabilities and will be recorded.

**1.1. Roll Call by:** Director Wilson: Directors Pahl, Oakley, Green; Chief Ward, Assistant Chief Hartley, Administrative Assistant Schulke. Also present was Tina Wilson. Director Meredith was absent.

**2. Purpose of the Workshop:**

Director Pahl stated the purpose of the workshop is to review Board policies 9 and 10 only and also the Cross training of the staff.

Item 1 Policy reviews are as follows:

- Policy 9.01 Director Pahl stated he had questions on the ORS and how it was addressing the policy. There was discussion and it was decided to leave the policy as it is written.
- Policy 9.02 Director Wilson wanted to add in section under letter A, he would like to add “Volunteer Membership”. After discussion this was approved.
- Policy 9.03 Director Wilson stated he had questions on the timeline listed Director Pahl agreed and after much discussion it was decided to change the timeline to reflect what actually needs to be done. The changes will be reflected in the new document to be voted on during the November meeting. Director Wilson also noted the spelling error showing the word moral instead of morale under 6.2. This too will be corrected.
- Policy 9.04 No changes.
- Policy 9.05 No changes.
- Policy 9.06 Director Wilson questioned the language of the Chief only talking to the Board president and proposed a change to make it the Chief would use a chain of command approach to reach more than one Director. After discussion Director Green suggested to change the one small portion of the language to read the Fire Chief will reach out to two Board Members rather than just the

Board President. Director Oakley stated that the word "Absense" was spelled incorrectly. The new wording will be presented for a vote in November.

- Policy 9.07 Director Wilson noted the word "Objections" will be changed to "Objectives". Also in section C. the word "serves" needs to be "serve".
- Policy 9.08 No changes.
- Policy 9.09 This policy was eliminated as it was the signature page in essence.
- Policy 10.01 Director Pahl stated he was informed the letter A. was needing correction of where it could be found in the administrative policy. Director Wilson suggested we remove the exact location so if the policy has to change it will not require a change to the Board policy. The new language will be reflected in the policy for approval at the November meeting.

Director Pahl then stated we will be doing polices 11, 12 and 13 and that will be next year.

Item 2. The discussion was Cross Training of the staff to be able to perform each other's jobs when necessary.

Chief Ward explained the proposed process and would like to start in late November or early December when the updated financial training for the Xero system starts. He also wants the Captains to write out their duties that they manage so they can share it with others and someone can step in and take over at any time. Director Wilson suggested that Chief put everything in writing on some sort of calendar so everyone has a date to be sure they complete their duties and there are expectations. Director Pahl questioned about if there is a District calendar. More discussion followed. Director Pahl stated his goal is we do not have to contact any member when they are on vacation to ask them questions to complete a task.

Administrative Assistant Schulke stated there is an office manual in Chiefs office and she will be changing it slightly to reflect the payroll changes. Director Wilson questioned Chief if he has any expected date to lay out a plan and to provide it to the Board. Director Green stated he believes the Board is looking for a general outline of the Chiefs Process to accomplish the training. Director Pahl stated we will revisit this at our December meeting.

Chief stated the building is being painted.

Director Pahl stated Director Oakley and himself will be starting the interviews for the Chiefs review tomorrow. He went on to explain he will have the paperwork to all Board Members prior to the November meeting.

**Adjournment-** Director Pahl adjourned the workshop at 7:25 p.m.

Respectively submitted by,  
Mark W. Wilson  
Secretary, Director Position # 5  
Crooked River Ranch Rural Fire Protection District Fire Board