

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

October 19, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 19, 2023, at 6:30 pm, 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 at 6:30 pm by Director Norberg. Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan, Norberg and Pahl. Also, in attendance were Fire Chief, Sean Hartley. Administrative Assistant Dana Schulke, Captain Adam Wiley, and part-time employee Ryan Ahrendt. Members of the public in attendance were Bill Burt, Mike Dries, Linda Kay Widmer, Bob, and Charlotte Beveridge.

1.1 Flag Salute – led by Director Palmer

2. Review of the Agenda - Director Norberg reviewed the agenda and stated that we will be adding the Board Workshop minutes from October 12th for approval under 3.1.

3. Review/Approval of Meeting Minutes –

3.1 Approval of Board Meeting minutes from September 21, 2023, and Board Workshop minutes from October 12th, 2023 - The minutes were in the Board packet and reviewed by all Directors. A motion was made by Director Pahl to approve the Board meeting minutes from September 21st and the Board Workshop minutes from October 12th, 2023, as presented. Director Costigan seconded the motion, all were in favor by stating “Aye”, motion carried, (5-0).

4. Financial Reports -

4.1 Acknowledge receipt and approval of financial reports for September 2023 - Director Pahl stated the financials are in the Board packet. He reminded the Board that if they do not understand anything while signing checks, that is the time to ask questions while Chief and Dana are there. He stated that the General Fund Balance Sheet net income shows \$1,044,424.33. Director Pahl asked a question to Chief Hartley in regard to CERT credit card charges not showing up on the September Payable Detail report. Chief Hartley stated that it depends on when the charge was made and our cutoff date for the statements is. Director Palmer made a motion to accept the September financials as presented. Director Costigan seconded the motion, all were in favor by stating “Aye”, motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Costigan will sign checks on Thursday, November 9th and Director Norberg and Director Palmer will sign checks on Monday, November 27, 2023.

5. Unfinished Business –

5.1 Discussion on upcoming Levy - Chief Hartley stated he wanted to address the issue with Redmond Fire, (who by mistake) mailed their Levy information to our residents.

Chief Hartley stated he put out clarification on social media on this issue, and our own postcards with our Levy information will be going out next week to our residents. He also stated he will be attending the Lion's Club meeting with Director Palmer that is coming up, as well as going with Captain Delorto to the Senior Center to teach the members how to do CPR. At this time, he will be answering questions regarding our Levy at the Senior Center. He asked if any of the Board Directors would like to go with him to the Senior Center on October 27th and Director Pahl volunteered to go with Chief Hartley on that day.

5.2 Civil Service Commission update – Chief Hartley stated this topic ties in with item 6.2 in regarding the draft rules that came back from our Attorney. He clarified to the public that the Resolution is to approve the rules for the Civil Service Commission. It was recommended by our Attorney that the Board adopt the rules for the Civil Service Commission, as there is no state ORS to adopt civil service rules a certain way. Director Costigan asked when the commission was getting together and Chief Hartley stated it depends on when Vicki (secretary of the commission) can finalize the draft with edits from the attorney, for final approval. After this is completed, we will hold another hearing, etc. and review the process for hiring another FF/Paramedic.

6. New Business:

6.1 Discussion/Approval of Resolution 2023-06 on receiving and appropriating VFA grant funds into the General Fund – Chief Hartley stated the Oregon Department of Forestry had received funds to offer a grant opportunity to Fire Districts. Chief Hartley applied for the grant funds for additional VHF mobile radios, and we were awarded the funds. The funds are a 50/50 match, so we will be able to purchase the three additional radios, along with the other three that we have already put in our budget for this year. Director Pahl made a motion to approve Resolution 2023-06 to receive and appropriate the funds into our General Fund, as presented. Director Costigan seconded the motion. All in favor stated "Aye", motion carried, (5-0).

6.2 Discussion/Approval of Resolution 2023-07 to approve the rules for the District's Civil Service Commission - It was suggested by Director Palmer that we table this topic until the final rules and hearing are done. The rest of the Board members were in favor and all stated "Aye" to table this and it will be put on November's Board agenda.

6.3 Discussion on Board voting neutrality - Director Norberg stated it was brought to her attention that the District received a voting ballot, to vote on Board members for the local water district. She stated that the Board does not have a policy regarding the District participation in voting. Chief Hartley reached out to the attorney at Special Districts Association of Oregon, and he was not aware of any other districts that participate in voting for other districts, or entities. The attorney suggested that our Board have a discussion on if we will be participating in doing this as a District and set a policy. Discussion ensued between the Board members on whether they need a policy or not and if the Board would weigh in on certain issues, or on a case-by-case basis. It was decided that Director Pahl will work with Dana on this and get back to the Board next month on this topic. No action was taken regarding this topic, to be continued.

6.4 Discussion on the FireMed program - Director Pahl stated that due to many things that have popped up with vacations, etc. he is suggesting that we table this topic until this

month. He stated that Chief Hartley has brought to his attention some other issues with credit cards that we need to dive into deeper. So, this topic will be tabled and put on the agenda for the November meeting.

7. Fire Chief's report - the Chief's report was in the Board packet for all Director's to review. Director Norberg asked the Board if there were any comments or questions from his report. There were no questions from the Board regarding his report. The Chief did say we are busy with the service calls, and we are rapidly approaching the 600 mark again. There was discussion on how many response volunteers we have for the District and who has left us. Director Pahl asked about our funds set aside for our part-timers and the Chief stated those funds should take us through to the end of November. He stated that for the November agenda we should add this topic to the agenda and talk about the funds we have set aside for the FF/Paramedic position that have not been utilized yet. There was no further discussion.

8. Update on CERT program - Linda Kay stated the training meeting they had last week was great. The Deschutes County Search and Rescue team came out and trained the team. Classroom work was involved along with doing searches out in the back field. Director Pahl assisted in the training. She mentioned that there are a couple of good apps for their phones that were mentioned by the DCSR team, that would help the CERT members, along with showing the members of the team their command vehicle. She stated that we have ordered some of the items for traffic management which was purchased through a \$1,000 grant opportunity through Deschutes County. It was stated that the CERT group will be taking November and December off for training.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - There was discussion regarding doing a supplemental budget soon for the funds we are receiving for the extrication tools and for the cabinet work to be done on the new dorms. We will have to do this in the next week or so once we receive all the proposals back from the cabinet companies. Director Pahl asked about how the Senior Fall program is coming along, and Captain Wiley commented on that.

Bill Burt commented on the voting process for the water company and what is stated in their bylaws. Dana stated that she received her Level 1 & Level 3 accreditation through the Oregon Fire Service Office Administrators organization. Director Norberg reminded everyone that Chief Hartley and she will be attending the OFDDA conference the first week in November.

12. Adjournment by Director Norberg at 7:14 pm.

Respectfully,
Dana Schulke
Administrative Assistant