

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

**Board Meeting Minutes
November 18, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, November 18th, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

- 1. Called to Order** by Director Pahl at 6:31 p.m. Director Oakley did the roll call, and the following participants were in attendance of the meeting: Director Pahl, Director Oakley, Director Norberg and Director Wilson. Director Green was excused from the meeting. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke and Captain, Alysha Delorto. There were no members of the public attending the meeting.
- 2. Review of Meeting Agenda Items** - Director Pahl stated that he would like to bump up the discussion on the 2020/2021 Audit report from Accuity, LLC prior to the Fire Chief's performance review/Executive Session. There were no other additions or deletions to the agenda.
- 3. Approval of the Board Meeting minutes from October 21, 2021** – Director Pahl asked if there were any corrections to be made, Director Norberg stated the minutes looked good to her. She made a motion to approve the October 21, 2021, minutes as presented, and Director Oakley seconded the motion. Director Pahl asked all those in favor to state “yes” for the approval of the minutes. All Director’s in attendance stated “yes”, motion passed, (4-0).
- 4.1 Approval of October 2021 Financials** – Director Pahl asked Director Norberg if there were any corrections to be made on these financials and if all accounts were balanced. Director Norberg stated that everything looked good and all accounts balanced. Director Wilson wanted to point out that when he and Director Norberg did the last check signing there was no documentation for the PayPal and Stripe accounts. In the future they would like to see documentation/ itemized reports from those two vendors to see that they match up. Assistant Chief Hartley stated that we will see what we can pull from their websites to provide that information. Director Pahl stated that he noticed our Radio/Communications line item almost has reached it budgeted amount. Assistant Fire Chief Hartley stated that unless we have something drastic happen with the radios, we should be fine sitting at this amount and there should be no further radio/communications expenses. Director Oakley made a motion to approve the October 2021 financials as presented, Director Wilson seconded the motion. All Directors who were in favor of the motion, stated “yes” of the approval of the financials. Motion passed, (4-0).

4.2 Appointment of Board members to sign checks in December 2021: It was stated that Director Norberg and Director Pahl will sign checks on Thursday, December 9th and Director Norberg and Director Oakley will sign checks on Thursday, December 23rd, 2021.

5.1 Approval of Board policies 2.02, 2.03, 3.01, 3.02, 4.01, 4.03, 4.04, 4.05, 7.02, 8.10 B, 8.10E, 9.01, 14.01, 14.05 and 16.01 - Director Pahl stated the finalized and corrected policies were in their board packet. Director Wilson asked if all his questions and notations got answered and corrected, as well as the renumbering of one of the policies. Director Norberg stated the numbering got revised and corrected. Director Wilson made a motion to approve policies 2.02, 2.03, 3.01, 3.02, 4.01, 4.03, 4.04, 4.05, 7.02, 8.10 B, 8.10E, 9.01, 14.01, 14.05 and 16.01 as revised and presented, Director Norberg seconded the motion. All Directors who were in favor of the motion, stated “yes” of the approval of the revised policies listed above. Motion passed, (4-0).

5.2 Discussion/Approval of Resolution 2021-08 to update and adopt the District’s Board policy manual – Director Pahl stated at this time they will accept the approval of Resolution 2021-08 to update and adopt the revised Board policy manual. He read through the Resolution verbiage to repeal and replace all prior policies. Director Oakley made a motion to approve Resolution 2021-08 to update and approve the Board policy manual as presented, Director Norberg seconded the motion. All Directors who were in favor of the motion, stated “yes” of the approval of Resolution 2021-08. Motion passed, (4-0).

The topic of the discussion on 2020/2021 Audit by Accuity, LLC., was bumped up at this time - Director Pahl asked Chief Ward if he had comments regarding the final audit. Chief Ward said he thought our auditors were happy with the way we are doing things and we did see the same language as usual in the final report. Director Pahl asked if we had the same “boiler plate” letter that we acknowledged, and it has been mailed to the State. Chief Ward said yes, we did send it to the State. Assistant Chief Hartley stated he had nothing to add regarding the audit. There was no further discussion on this topic.

5.3 Performance Review of Fire Chief/Executive Session – Director Pahl stated at this time, the Board members and Chief Ward will go into Executive Session, which was at 6:45 pm to do his performance review. Recording was stopped at this time and all in attendance were put in the waiting room while the Board was in Executive Session. The Board came out of Executive Session at 7:19 pm and recording of the Board meeting had started. There was no media in attendance of this Executive Session and no decisions had been made.

6.1 Discussion on accepting unanticipated funds by Resolution - Director Pahl stated that Director Green had a question regarding this topic. Director Pahl stated that essentially, the Resolution is a direction of where to distribute the unanticipated funds when they are received by the District. It is not actual recording of the funds. Chief Ward stated that whether it is conflagration or grant funds we usually accept the money and state where it will go. Over time, for the grant funds, we will be sending the State/Fed’s (or whoever) a monthly report as to how the funds were spent by the District, then they will send us the funds, or we get reimbursed for it. Only the SDAO grant funds give us the option to get the funds up front, or after the projects have been completed. Director Oakley stated that if we were doing something wrong, our Auditors would have stated it and pulled us aside to make any corrections on how these funds were accepted. Director Wilson stated that at the time the unanticipated funds resolution was being approved last month, both he and Director Green thought that the funds were already

posted to our accounts,(per the financials they had received in October), and they were not. Director Pahl stated that he was concerned about this matter as well, but after speaking with Chief Ward he is comfortable with how things are processed when it comes to receiving unanticipated grant funds. There was no further discussion on this topic.

7. Fire Chief's Report – Director Norberg stated she would like to see on the future agendas an update on the steering committee for the Levy increase and what they are doing. Chief Ward stated that he has one more person to contact to be on the steering committee and he will also put together a timeline and benchmarks. Basically, the Board is looking for a calendar/timeline update for all the future Board meetings. Chief Ward stated that he is having a meeting with Jefferson County in December and his goal is to work with the steering committee after the first of the year to come up with the amount we will be asking for in the November 2022 election. He is also getting out a questionnaire to the public in the of Spring 2022. He also stated that our next Emergency Preparedness Open House will be on April 30th, 2022, which is a Saturday. Director Pahl stated he has been noticing all the fire prevention notices going out on Facebook. Chief Ward stated that next month's Telegraph will have a big spread on our Ribbon Cutting Open House that we had back on October 30th.

8. Operations Report – Assistant Chief Hartley stated that he has nothing to add to the report. Director Pahl asked him what his projections will be for the number of calls for the year. Assistant Chief Hartley stated that currently we are at 558 and he is predicting that we will go over the 620 range for the year. Director Pahl asked Administrative Assistant, Dana Schulke about a report on the Title 3 grant applications. She stated that Shelby from the Central Oregon Intergovernmental Council came to our station to find out how we are encouraging our residents to apply for the grant, as we are the top fire district in Title 3 grant applications that have been processed.

9. Comments from the Board, Staff or public on current/future agenda - there was none.

10. Correspondence/Recognitions/ Good of the Order – Director Pahl stated that he would like to see us go back to in person meetings after the first of the year, however there might be an option for a “hybrid” option for attending our Board meetings. Chief Hartley will investigate pricing for microphones, etc. for the possible hybrid meetings. Also, we have a Blood Drive coming up on November 23rd at the Station. Director Oakley asked about what the game plan is for Christmas this year and wrapping presents for the Giving Tree and for Shop With A Firefighter day. Chief Ward will have Captain Delorto and her assistant send an email out to everyone for helping at those events. There were also comments about names being on the email chain of people who are not with our Volunteer Association anymore and they need to be removed. Director Oakley stated that she did look in the comment box in the lobby and there was nothing in there. Director Wilson stated he wanted to thank Chief Ward for thanking the Honor Guard for attending all the funerals for line of duty deaths, etc. Their commander has taken a vacation and Director Wilson is in charge for the next two weeks. He said it was very rewarding to be in the Honor Guard.

10. Adjournment by Director Pahl at 7:46 pm.

Respectfully,
Dana Schulke
Administrative Assistant