

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

**Joint Public Budget Hearing & Board Meeting Minutes  
June 16, 2022**

A Joint Public Budget Hearing and Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 16, 2022, at 6:00 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The Public Budget Hearing started at 6:00 pm with the Board Meeting immediately following the hearing.

**Public Budget Hearing Minutes**

1. **Called to Order** by Director Pahl at 6:00 pm. Roll call was taken by Director Oakley and the following were in attendance: Director Pahl, Director Oakley, and Director Norberg. Director Green was excused from the hearing and the board meeting. Director Wilson was due to arrive at any time and was getting on the phone to attend the hearing and Board meeting. Also in attendance, Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and employee, Frank Iovino. Members of the public in attendance were Tina Wilson, Debbie Sappenfield (Budget Committee member) and Linda Kay Widmer.

2. **Presentation of the 2022/2023 Budget** – Fire Chief, Harry Ward stated that a few changes to the 2022/2023 budget were made, after meeting with the Budget Committee and Board. One of which was our Advertising line item. After further discussion with staff, we remembered that there is an election coming up in May of next year and as advertising costs have been rising, so we had to raise the amount for advertising costs in Professional Services. The other change is that we are now lowering the amount in the line item for Workers Comp, as we received our invoice, and it was not as high as we thought it was going to be. We raised Professional Services to accommodate the fee that is charged for Blake at Tactical Solutions to process our paperwork for the GEMT funds. Another change was that we raised the Administration line item in Materials and Services to accommodate the election fees that will be charged for the Election of new Board members. In the Capital Reserve fund, we carried over the \$50,000 that was in this year’s budget for the new support truck we ordered as it is not going to be ready by the end of this June. So, the line item of Apparatus Capital Purchases has been increased by \$50,000. Director Norberg asked about putting money into the Capital Reserve Fund and Chief Hartley stated we had put \$50,000 into that account this year, and for next year there will be a \$75,000 transfer going into that fund. Director Pahl asked if there were any other questions regarding the changes. Tina Wilson asked a question about our insurance (regarding having no amount for Business Income Loss) and how it would affect our new budget for next year. Director Pahl stated that we will address this insurance issue now since she brought it up. Answers to the questions the Board had were in the Board packet. Chief Ward stated that we really do not need the Flood Insurance as if water damage happens inside the building, it would be covered under a different policy. He stated that we will ask our Insurance carrier to see if it is necessary to have the Business Income added to our policy and get back to the Board on that. A discussion ensued on this topic between the Board and staff and more answers are to follow regarding our Insurance at the next Board meeting. Director Pahl presented a motion to approve the 2022/2023 fiscal budget with the proposed changes presented by Chief Ward. Director Oakley made a motion to approve the 2022/2023 fiscal budget with the presented changes, Director Norberg seconded the motion. All in attendance for yes, motion carried, (3-0).

3. **Adjournment** – Director Pahl ended the budget hearing at 6:18 pm and a short recess followed.

## **Board Meeting Minutes**

1. **Called to Order** by Director Pahl at 6:20pm.

Roll call was taken by Director Oakley and the following individuals that were listed above in the Public Budget Hearing also attended the Board Meeting, except for Frank Iovino and Debbie Sappenfield who did not stay for the Board meeting. Director Wilson was driving to meeting and attending via phone until arriving at the meeting at 6:46 pm.

2. **Review of Meeting Agenda Items** – the Board reviewed the agenda and there was nothing to add or delete.

3. **Approval of the May 19<sup>th</sup>, 2022, Board Meeting Minutes.**

3.1 The minutes were reviewed by the Board, and they had no corrections. Director Norberg made a motion to approve the minutes as presented, Director Oakley seconded the motion. All voted “yes” and were in favor of approving the minutes, motion carried (3-0). Director Wilson was in route to the meeting and was not here at the time to approve or vote on the motion.

4. **Financial Reports -**

4.1 **Financial reports for May 2022** – Director Norberg stated that all the financials look good, but she had a couple questions regarding the Payables Invoice Detail report. One was an update on the grant for CERT PPE. Chief Ward stated that he received an email back from them and they wanted more clarification on our request, he and Ashley from Deschutes County Emergency Services are working on it. The other question she had was regarding the service awards and the amount of them. Chief Ward clarified that the awards are 6-8 weeks out to receive them and we are hoping to have our awards ceremony in September. She also asked a question regarding the use of the credit card and the limit each employee has on them. Chief Ward stated that each card will have its own limit for the new credit cards we received from our new lender. Director Norberg stated that our payment on the Master Card was very high in May, and she would like to see us not spend so much, as we are not sure if our Levy will pass next November. Director Oakley made a motion to approve the May 2022 financials as presented; Director Pahl made a second motion. All in attendance voted yes to approve the financials, motion carried (3-0). At this time, Director Wilson phoned into the meeting and was able to attend at 6:46pm.

4.2 **Appointment of Board members to sign checks** – It was decided that Director Wilson will sign on Monday, July 11<sup>th</sup> and Director Norberg will sign on Monday, July 25<sup>th</sup>. The other person to sign has been put on hold until the position of Treasurer is elected for the 2022/2023 term.

5. **Unfinished Business –**

5.1 **Update on steering committee** – Chief Ward stated that the surveys are out, and we have received at least fifty back, which is more than we received last time. Three residents came into the station to print them off and do while they were at the station. We have another week to leave it open and available. We have also received a lot of Fire Med memberships from doing this survey. Director Wilson stated he was having issues with the survey under the “other” category and Chief Hartley stated he would investigate this issue. It was stated by other attendees of the meeting that some residents did not receive the postcard about doing the survey. Chief Ward stated the purpose of the survey should indicate what the public thinks we should be doing. Once we receive the results, it will be given to the Steering Committee to guide them on the next steps for rates, service, etc. Chief Ward stated that recruitment for volunteers is our number one priority right now. Director Pahl stated that in October we will be forming an ad hoc committee to review the data we receive back and review our Levy figures. A discussion ensued between the Board and Chief regarding the renewal of the Levy. There was no further discussion of this topic.

5.2 **Discussion of Fire Med membership fee** - Data was provided in the Board packets from previous months for the Board to review and discuss. Director Pahl asked that we talk about the rate and what the membership covers. Chief Ward stated what the program entails. Collection statistics were looked

at and the amount of write offs on our ambulance billing. There was much discussion on the “disallowed” portion on the data sheet and how it would not do us any good to raise the rate, and we are still waiting for the figures from October/November/December of 2021 to come from the billing company to finalize 2021 figures. At this time Director Wilson physically came to the meeting. He had a question regarding our Ambulance Billing income in the financials and stated that the amount we are writing off is not really hurting us because we are exceeding our billing income for the year. He stated that he does not see us making anymore money from increasing the fee for the membership. He would like to see an increase in the membership and get more applications, rather than raise the fee. There was further discussion on this between the Chief and the Board. There was a decision made from the Board not increase the fee for this year and to look at the membership again at this time next year.

**5.3 Update on Insurance for the District** – this topic was discussed under the Budget Hearing.

## **6. New Business:**

**6.1 Discussion and Approval of Resolution 2022-02 to adopt the 2022/2023 Fiscal Budget** – Director Pahl asked if there was any discussion in regarding the Resolution. There was none. Director Pahl read the Resolution and asked for a motion. and Director Oakley made a motion to approve Resolution 2022-02 to adopt the 2022/2023 fiscal budget. Director Pahl seconded the motion. All voted yes to approve the Resolution as presented, motion passed (4-0).

**6.2 Discussion on setting a date for Board Workshop** – There was Board discussion regarding Thursday, June 28<sup>th</sup> at 6:30 pm for the Board Workshop, however, there is already a meeting set for that night for the Community Service Volunteers. It was decided to have the Board Workshop on Thursday, June 30<sup>th</sup> at 6:30 pm.

**6.3 Election of Board Officers Board positions effective July 1, 2022** – Director Pahl has spoken with Director Green, and he would prefer to not have a position on the Board as his work schedule is hectic. A nomination for Kay Norberg as Board President was submitted by Director Oakley. Director Norberg accepted the nomination, and all Board members present voted yes for Director Norberg to be President. A nomination for Mark Wilson as Vice President was submitted by Director Norberg. Director Wilson accepted the nomination, and all Board members present voted yes for Director Wilson to be Vice President. Director Pahl nominated Director Oakley to be Secretary and Director Oakley accepted the nomination. All Board members present voted yes for Director Oakley to be Secretary. Director Norberg nominated Director Pahl as Treasurer; Director Pahl accepted the nomination. All Board members present voted yes for Director Pahl as Treasurer of the Board.

**7. Fire Chiefs Report** – an options report was submitted to the Board by Chief Ward and in the Board packet. Chief Ward stated that we met with the Chase representative this week and he has started the process of onboarding the three administrative personnel to the new platform to start after July 1. Director Wilson had a question regarding the use of credit cards and if each employee has a limit on their cards. Chief Ward stated yes, they do have monetary limits. Chief Ward stated that our CERT training class is this weekend, and each participant must have completed the computer training course and provide the district with their certificate. Chief Ward has also sponsored Linda Kay Widmer in the Program Management class for CERT. Director Oakley asked if the antique will be ready for the parade. Chief Ward stated we are working on it, but it is still having some issues. Director Norberg asked about her and Director Oakley getting the photographs ready for the history of the district, and when Chief Ward can meet with them.

**8. Operations Report** – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet. Chief Hartley stated we hired six seasonal part-time employees as of June 1<sup>st</sup>. He also reported that we received the Oregon State Fire Marshal grant for staffing during the summer in the amount of \$35,000. Director Norberg gave Chief Hartley a bag full of items the district has lost over the years.

## **9. Comments/Questions:**

**9.1 Public input on the current agenda** - nothing

**9.2 Public input on future agenda topics – nothing**

**10. Correspondence/Recognitions/Good of the order** - Director Wilson stated he attended a funeral on June 5<sup>th</sup> for Honor Guard and attended other events on behalf of the Honor Guard. He also requested a breakdown of the GEMT funds we have received compared to actual ambulance billing we have received for the next operations report, or the financials. Director Norberg asked about our Driving policy for the CERT participants as it only refers to employees and not volunteers. Chief Ward stated that volunteers are considered employees of the district because we pay Workers Compensation on them. Chief Hartley stated that before the Board leaves this evening, they may want to pop into the kitchen and say good by to our student Greg Haner who is leaving us for an internship at Mid-Columbia Fire and Rescue in The Dallas. Chief Ward went into the kitchen to get Greg, and all wished him well on his new position.

**12. Adjournment** by Director Pahl at 7:34 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant