

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

**Board Meeting Minutes
January 18, 2018**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 18, at 3:00 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 3:00 p.m. Directors Kirk, Bengtson, Dille, Meredith and Oakley were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Assistant Fire Chief, Mark Wilson and Administrative Assistant, Dana Schulke. Also in attendance was Captain Tom Fast. Members of the public in attendance, Tina Wilson.
2. Review of Meeting Agenda Items – agenda was reviewed, and the following items were added to the agenda: 6.2, Confirmation of SDAO Conference and Local Budget Law Class attendance under Old Business. Under New Business item 7.3, follow-up discussion on the purchase of District Radios, item 7.4, Board to vote on Levy increase, 7.5, Discussion on Alternate Exit Progress/Concerns. No other topics were added.
3. **Approval of Supplemental Budget Hearing Minutes & Board Meeting Minutes.**
 - 3.1. December 21, 2017 Supplemental Budget Hearing – Minutes were reviewed, and Director Dille made a motion to approve the Supplemental Budget Hearing minutes as written. Director Kirk seconded the motion, and there was no further discussion. All were in favor and motion passed, (5-0).
 - 3.2. December 21, 2017 Board Meeting Minutes - Minutes were reviewed, and Director Kirk made a motion to approve the Board Meeting minutes as written. Director Meredith seconded the motion, and there was no further discussion. All were in favor and motion passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of December 2017. In the First Interstate Bank general account, there was \$36,230.30. In the First Interstate Bank-Payroll account, we had \$1825.50. In the Jefferson County Treasury, the account balances were: Bond Fund \$31,775.97, Building/Equipment Capital Reserve Fund \$173,117.73, General Fund \$387,205.11, Local Option Levy Fund \$196,587.22 and our Pay Pal account had \$68.27. Accounts Receivable there was \$585.00. Director Kirk made a motion to approve the December 2017 financial report as presented; Director Dille seconded the motion, all were in favor, motion passed (5-0). There was no further discussion.
 - 4.2. Appointment of Board members to sign checks. – It was decided that Director Bengtson and Director Oakley will sign checks on Friday, February 9th and Director Meredith and Director Dille will sign checks on Friday, February 23, 2018.
5. **Comments from the public – none**

6. Unfinished Business –

6.1 Follow-up discussion on Special Districts Board Practices Assessment by SDAO – Director Bengtson stated he spoke to George Dunkel. There is a special group of people that do the assessment. The assessment takes about 2 hours and will include the Board and Fire Chief. George will get ahold of the group that does the assessment and let Director Bengtson know when they are available to do it. There was no further discussion on this topic.

6.2 Confirmation of attending the SDAO Conference in February and Local Budget Law Class - Director Bengtson wanted to confirm that Director Dille and Director Meredith were attending the SDAO conference in February. It was stated by both Director's that they are attending and Dana has registered them and made room reservations. Director Dille stated he would be attending the Local Budget Law class with Chief Ward and Assistant Chief Hartley. There was no further discussion on this topic.

7. New Business.

7.1 Discussion on options for District funds - Director Oakley stated that she has reviewed our final audit and was concerned over a statement the audit firm had put in the final audit report. The Auditor stated that all our funds are with Jefferson County and are not insured if the County goes belly up. Director Oakley stated that we might want to look into other options so that our due diligence is done and other options have been investigated. Chief Ward stated that he would look into other options and get back to the Board next month. This topic will stay under Old Business on next month's Board agenda.

7.2 Discussion on LOSAP (Length of Service Awards Program) – Assistant Fire Chief Sean Hartley stated that we have eight volunteers out of fourteen, who were eligible for the program funds this year. The representative from the LOSAP program will be here to sign the new volunteers up if they are interested in the program. There was no further discussion on this topic.

7.3 Follow-up on District radios – Assistant Fire Chief, Sean Hartley stated that he found out Deschutes County 911 has had some hiccups with the new radios the police department had received. Apparently, there are some software issues that are not in sync with the new radios the police department has received. Other issues are on the Motorola side of the new radios they received. It was stated that the Unions are filing a grievance to OSHA to complain about the safety of the radios. Per Chief Hartley, more is to follow on this topic. It will be put on next month's February agenda under Old Business.

7.4 Approval/Vote on Levy Increase for November ballot – Director Bengtson stated that the Board had reviewed the spreadsheet of figures presented in the Workshop, by Chief Ward and Assistant Chief Hartley. He asked for a motion to approve the 20 cent increase, to total 89 cents per thousand, for the operating levy. Director Dille made a motion to increase our operating levy up to, but no more than 20 cents, to total 89 cents per 1000 for the November ballot, for our 2019-2024 fiscal years. Director Meredith seconded the motion. All were in favor, motion passed (5-0). There was no further discussion.

7.5 Discussion/concerns on the Alternate Exit progress - Director Meredith stated that he has been attending the HOA Board meetings. There are many vocal residents who are attending the meetings and they are contesting the Alternate Exit. Director Meredith is concerned about the Fire District giving the appearance of being political as this is a

heated topic on the Ranch right now. He stated there were some words said at the last HOA Board meeting from a resident which indicated they came from Chief Ward. He asked if we should make a correction or rebuttal in the local Telegraph newspaper. The Board is suggesting we cite facts from other mutual aid agencies and us about having an Alternate Exit and the need for one. Chief Ward stated that he and our Fire Marshal, Gary White will draft bullet points for review at the February Board meeting. This topic will be on the agenda for February's Board meeting. There was no further discussion on this topic.

8. Fire Chiefs Report - Fire Chief, Harry Ward stated that we are almost done with our Administrative policies. Chief Hartley is almost finished with our Standard of Coverage. We have a focus group coming in on Sunday, January 28 to discuss our strengths and weaknesses as a District. The group consists of a Student, Volunteer, President of the Volunteer Association and a Staff member. This is facilitated by a consultant that works with Special Districts Association of Oregon. A vulnerability assessment for active line- of- duty personnel is also in the works. Chief Ward also stated that our annual awards banquet would be on Saturday, April 7th here at the station. He also said that the next six months we would be having ambulance companies come to our District to see what is out there, and start doing specs on the new ambulance that we need. His final comment was that we now have a "guest" Wi-Fi. There were no further topics or discussion.

9. Operations Report – an operations report was submitted by Assistant Fire Chief, Mark Wilson. The Board reviewed the operations report and had no further questions. It was mentioned that we had 535 calls last year.

10. Correspondence/Recognitions – other than receiving our final copies of our 2016-2017 audit, there was no other correspondence received.

11. Comments/Questions:

11.1 Public - none

11.2 Chief, Staff and/or Volunteers – Assistant Fire Chief, Sean Hartley stated that as of last night, Dennis Senko and Mark Wilson are now CPR instructors. We had a couple Fire Explorers attend the CPR class last night and it went well. Assistant Fire Chief, Mark Wilson stated that the Easter Egg hunt is March 31 and they will start working on stuffing the eggs. Administrative Assistant, Dana Schulke stated that she will not be able to attend the February Board meeting.

11.3 Board – Director Kirk asked if any staff member was going to the grant class offered by SDAO. Assistant Chief Hartley will be attending the class. Director Dille stated that we need to put information out to the residents on the grants that we have applied for and received. There was no further discussion.

11. Adjournment by Director Bengtson at 4.12 p.m.

Respectfully,
Dana Schulke
Administrative Assistant