

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

October 20, 2022

Board Meeting Minutes

1. Called to Order by Director Norberg at 6:30pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Directors Norberg, Wilson, Oakley, Pahl and Green. Also, in attendance was Acting in Capacity Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Alysha Delorto. Public in attendance were Linda Kay Widmer, William Burt, Tina Wilson, Elizabeth Alstock, Birk Lowery and John and Patricia Hayes.

2. Review of Meeting Agenda Items – Agenda items were reviewed. Director Wilson suggested that the Board move 5.2 to section 7, under 7.2 right after the Fire Chief’s report for the future. Director Norberg wanted to add the topic of Fire Med, under New Business, 6.1.

3. Approval of the Board Meeting minutes from September 15, 2022, and Board Workshop Minutes from September 22, 2022.

3.1 & 3.2: The minutes from the Board Meeting and Board Workshop were reviewed by the Board. Director Wilson made a motion to approve the Board Meeting minutes from September 15th and the Board Workshop minutes from September 22 as presented. Director Pahl seconded the motion. All voted by stating “Aye,” motion carried, (5-0).

4. Financial Reports -

4.1 Financial reports for September 2022 – Director Pahl stated that the financials for September were all in order and balanced. He stated that we are still working out some kinks with Chase in regard to the ACH transactions and having them go through. We have had to cut some checks in place of the ACH transactions that are not going through Positive Pay. He stated that in regard to doing the Bank reconciliations, it is a daunting task, and it will take him over two hours, maybe more, to do them. So, he is asking for patience while he goes through this learning curve, and he is getting through it. Director Norberg asked about the \$1,750 for the new truck bumper on the Payable Invoice Detail report, and if the Board can get a breakdown of all the additional equipment costs that are being added to the new truck. Chief Hartley stated he is currently working on a spreadsheet for the additional equipment cost and will be submitting the figures to the Board. Director Pahl asked if there was a way to “tag” project items in our accounting platform. Chief Hartley stated that it would be difficult to do without doing it on a separate spreadsheet, but he does have a project sheet going with all the costs for the current projects. Director Wilson asked if it would benefit Director Pahl by having the Board members rotate to do the Bank reconciliations. Director Pahl stated let him get familiar with doing it first and he will get back to the Board on that. Director Wilson stated he had emailed Dana and copied Chief Hartley in regard to a double entry showing on the Payable Invoice Detail report. Chief Hartley had replied back to his email stating it was a PayPal issue. The amount Director Wilson was speaking about was in regard to another amount which showed twice. However, Dana stated that the one entry was voided which shows on the report. Director Oakley had a question in regard

to the Pancake breakfast expenses showing on the credit card. Chief Hartley replied that the District was reimbursed for those expenses, as the Volunteer Association does not have a credit card to utilize. Director Norberg stated that there has been a lot of work done on 522. Director Oakley made a motion to approve the September financials as presented. Director Green 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 Oakley will sign the checks on Thursday, November 10th and Director Green and Director Wilson will sign checks on Wednesday, November 23rd, 2022.

5. Unfinished Business –

5.1 Update on Steering Committee – Chief Hartley stated we have put this on "pause" until after the hiring processes are finished. Then we will ramp this committee back up and discuss what goals we want to achieve, etc. He stated he will try to sneak in a meeting for December, but it depends on how busy we are.

5.2 Discussion on Fire Chief Contract – Director Wilson stated that he and Director Pahl had a meeting with Chief Hartley to talk about salaries, job salaries, etc. They talked about giving Chief Hartley a 5% wage increase to his current salary for being in the Acting in Capacity role or until a new Chief is hired. This would be retroactive from September 23rd. Director Wilson also stated they have reached out to HR Answers to get some Fire Chief comparable salaries, as well as other staff positions and they are waiting for that data to come back to us. Director Wilson stated they have made a tentative offer/package to Chief Hartley, but they are still waiting to get the data back to finalize it. Director Pahl stated they have reviewed the current job description for the Fire Chief and Assistant Fire Chief and have combined some good bullet points for the new job description for the Fire Chief position. Director Wilson made a motion to adjust the Acting in Capacity Fire Chief's wage by 5%, retroactive to September 23rd. He suggested that it be in a separate check, so he does not get hit with the taxes. Director Green seconded the motion. All voted by stating "Aye," motion carried, (5-0).

5.3 Discussion/Approval on Resolution 2022-05 to accept unanticipated grant funds from the Assistance to Firefighter (AFG) grant for Exhaust System in Bay. Chief Hartley stated he received all the quotes back and reviewed them with Captain McDonald. They have narrowed it down to two vendors. They are waiting for some information back from the vendors. He stated there was some math errors on the Resolution that was in the Board packet. Under Reserved for Future Expenditures line item, it should be \$15,500 which adjusted the current budget to \$84,500 which will cover our 5% match and the little bit extra we will need to purchase the system. This resolution takes in the funds we are receiving for the AFG grant. Chief Hartley corrected the figures on the Resolution on the individual line items and not the total at the bottom for the Board to sign. Director Norberg read the Resolution to everyone with the adjusted figures. Director Oakley made a motion to approve Resolution 2022-05 to accept the unanticipated grant funds into our General Fund from the Assistance to Firefighter grant for our new exhaust system. Director Pahl seconded the motion. All voted by stating "Aye," motion carried, (5-0).

5.4 Update on Building/Apparatus Building Heat in Bay – Chief Hartley stated he had to have the Electrician come out again. One of our volunteers did some troubleshooting and we think we found the problem. We are testing it out right now with the cooler weather approaching. One of the heating elements still might be out in the boilers. If we need to have it replaced before the winter, we will have a contractor come out and fix it. For the long-term solution, he had a talk with one of the contractors that submitted a proposal, and he was honest in stating that he would not be able to get to our job before winter. It would be more like spring or summer of next year before he could get our project going. Energy Trust of Oregon called Chief Hartley and they had some questions on the project. Chief Hartley stated that for the future, we may want to think about doing the whole building instead of just the apparatus bays. He is going to ask Energy Trust of Oregon if they would fund the whole building project if we went that route, instead of just doing the apparatus bays. Chief Hartley said we will get this project scheduled for next spring and he will wait to see what Energy Trust of Oregon says about doing the whole building. There was no further discussion.

5.5 Discussion on Final Audit for 2021/2022 - Chief Hartley stated the auditors emailed us our audit from last fiscal year and there were no other changes. He asked if there were any questions from the Board on it and there were none.

6. New Business:

6.1 Discussion on Fire Med - Chief Hartley stated that there has been questions and confusion from Medicare participants in regard to Fire Med and if they were eligible. He clarified that Medicare participants are eligible, but Medicaid participants are not eligible for FireMed. This is because it is written in the States laws/OHA that Medicaid patients cannot participate in FireMed.

7. Reports -

7.1 Fire Chief Report- Chief Hartley stated he has a detailed report in the Board packet. It was a busy month for September for calls. Pump Testing has all been completed for the year. He submitted the SDIS Safety and Security Grant to add additional cameras around the building. The Captain position is posted on several platforms. The State Fire Marshal's office has a grant available for staffing smaller/rural fire districts. The grant is a 3-year grant which would cover additional costs for two full time firefighters for us. He is putting some numbers together for the Board to review. He stated that Adam Wiley has accepted the 40 hour a week firefighter/paramedic position with the district and starting next week. Director Wilson stated he likes grants, but he wants to be overly cautious as we dig into putting the numbers together for the next 3 years, as you have to factor in the great benefits that we offer which will be part of their salaries. Chief Hartley stated we have to make a good faith effort to continue to maintain these employees after the 3-year period. Discussion ensued between Chief Hartley and the Board on the prefigures Chief Hartley put together for the additional staff. A Board Workshop was discussed to review the numbers prior to the next Board meeting. The date of November 15th was agreed upon for a Board Workshop, at 6:30 pm. Lastly, Chief Hartley stated he is putting together a Project tracker for the Board which will be presented to the Board via email, after the meeting. There was discussion on the Flu

Shot Clinic we had which was well attended and Linda Kay was able to assist them in copying Driver's Licenses and Insurance cards.

7.2 CERT Report - Linda Kay Widmer stated that on September 25th the CERT team was deployed by Sargent Pond and Chief Hartley, due to a lost child here on the Ranch. She stated the CERT team has the BRIX notification system installed in their phones which gives you a text notification of what is needed. She stated a person from ODOT is coming next Thursday for the CERT training to learn about Traffic Control. Chief Hartley stated the representative from ODOT recommended that we get the CERT team certified in flagging/traffic control, which would entail getting some equipment. We do have some money in the budget for this equipment and training. Linda Kay stated that she is doing some research on getting brighter t-shirts and caps for the CERT team. She is suggesting that the team do independent courses in the months of November/December due to the Holidays coming up. Patricia Hayes has requested a CERT application, as it is for her neighbor who has already had the CERT basic training.

8. Comments/Questions:

8.1 Public input on the current agenda - none

8.2 Public input on future agenda topics – Tina Wilson suggested that the layout of the Board meeting in the future be changed. Chief Hartley stated that he and Dana were talking about this today and they are changing it up.

9. Correspondence/Recognitions/Good of the order - there was a nice thank you note from a resident in the Board packet who utilized our services. Director Wilson stated that the OFDDA conference is November 3rd – 5th and he will be attending on behalf of the Honor Guard, as well as in attendance at the conference as a BOD for our District. Director Norberg stated that Dana passed out a notice of the SDAO conference coming up in February and to save the date, the agenda is to follow. Director Wilson stated he would like to get a report from the Volunteer Association at future Board meetings, so the Board knows what is going on. Chief Hartley stated he will pass that along to the Association. John Hayes asked Chief Hartley about the big piles of tree limbs that are on BLM land. Chief Hartley stated that BLM is waiting for the weather to get cooler and for snow. This is a project we will be participating in, as they had to let the limbs dry out over the summer for them to burn cleaner. Director Green asked when Burning would be allowed. Chief Hartley stated that it will be allowed on November 1st.

12. Adjournment by Director Norberg at 7:34 pm.

Respectfully,
Dana Schulke
Administrative Assistant