

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

**Board Meeting Minutes
January 17, 2019**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on January 17, 2019 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 Dille, Meredith, Oakley and Bengtson were present, Director Kirk was excused from the meeting. Also present was Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Fire Chief, Harry Ward was excused from the meeting. Also in attendance, Captain David McDonald. Members of the public in attendance, Tina Wilson, Patricia Hayes, Brad Pahl, Kay Norberg and Barbara Pace.
2. Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. December 20, 2018 Board minutes – minutes were reviewed & read by the Board. Director Dille made a motion to approve the December 20, 2018 Board meeting minutes as presented, Director Meredith seconded the motion, all were in favor and the motion passed, (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of December 2018. In the First Interstate Bank general account, there was \$14,294.01. In the First Interstate Bank-Payroll account, we had \$2,917.54. In the Jefferson County Treasury the account balances were: Bond Fund \$26,171.45, Capital Reserve Fund \$185,039.18, General Fund \$418,060.86, Local Option Levy Fund \$226,423.64. In Accounts Receivable there was \$1,175.00. Director Oakley made a motion to approve the December 20, 2018 financial report as presented, Director Dille seconded the motion, all were in favor and the motion passed, (4-0).
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Dille and Director Meredith will sign checks on Monday, February 11th and Director Oakley and Director Meredith will sign checks on Monday, February 25, 2019.
5. **Comments from the public** – none
6. **Unfinished Business** –
 - 6.1 **Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that last week Deschutes Co. 911 was able to turn on the interlink between our repeater and the new radio system. This is allowing us to transition from the old radios to the new radios. This is working well and there are no coverage issues at this time. Full transition to the new radios will be in April. There was no further discussion.

6.2 Follow-up on Active Shooter Threat Protocol/Drill – Assistant Fire Chief, Sean Hartley stated that last Friday the deputy’s from the Jefferson County Sheriff’s office came to the Station and met with Dana to go over some ideas to make the building safer. Some of the pointers they suggested were getting the security camera’s (of which we have already received grant funds for), as well a recommendation to lock the front door while the crew is out of the Station and monitor who is coming into the building through the camera system. That way she can monitor who is coming around the corner and into the Station front door. Another recommendation was to put a privacy film on the windows so that people can’t see into the building. It would be hard for any active shooter to see people in the building with this particular film on the windows. This will also help with HVAC efficiency for the building as well. This film would be put on the front main side of the building (North & Westside). Director Meredith asked if the reflective film will be able stop any bullet entry into the glass. Assistant Chief Hartley stated that it is only a “deterrent” from looking into the building to see people. Unfortunately the quotes we have received for the security glass that the schools are using is astronomical, it will not fit in our budget at this time. There was no further discussion on this topic.

7. New Business –

7.1 Appointment of Budget Officer for 2019/2020 Budget – Director Bengtson stated that the Fire Chief is usually the budget officer and asked to entertain a motion to his appointment. Director Meredith made a motion to appoint Fire Chief, Harry Ward as the 2019/2020 Budget Officer, Director Dille seconded the motion, and all were in favor and motion passed, (4-0).

7.2 Discussion/Approval of Resolution 2019-01 to transfer funds from the Personnel Services Line item/Mechanic, to the Vehicle/Equipment Maintenance line item - Assistant Fire Chief, Sean Hartley stated that in the board packet there is Resolution 2019-01 to move the remainder of the funds in the Personnel Services: Mechanic line item to the Vehicle/Equipment Maintenance line item. This is due to the retirement of Mark Wilson and we no longer have a mechanic to work on our vehicles. We currently have \$10,200 to move to the Vehicle/Equipment Maintenance line item, which will change the amount for this line item to \$28,200.00 in the event we need to send out our vehicles for maintenance and repair. Director Oakley made a motion to approve Resolution 2019-01 to transfer the exiting amount left in the Personnel Services: Mechanic line item to the Vehicle/Equipment Maintenance line item as presented, Director Meredith seconded the motion. Director Bengtson read through Resolution 2019-01. All were in favor of the motion, which passed, (4-0).

8. Fire Chiefs Report – Assistant Fire Chief, Sean Hartley reminded everyone about our awards banquet/potluck this Saturday and would love to everyone to attend.

9. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley. He stated the main item to point out in this report was the amount of calls for last year, 622. This is a record for the District and we have had many volunteers step up and assist with many of them. There were no questions from the Board on the report. Director Meredith stated he would like to congratulate Captain Fast for completing the DPSST Firefighter Recertification process and Captain McDonald for assisting in the COCC joint recruitment process for students.

10. Correspondence/Recognitions – Director Bengtson stated the Board all received their copies of their SDAO newsletter. He also stated that he forwarded an email to the Board from Rob Moore, who did the Board assessment back in November of last year. We also received a thank you note from a resident, Claudia & Dave Fuller thanking the District for their services

11. Comments/Questions:

- 11.1 **Public** – Kay Norberg asked how many miles the Chief’s new truck has on it. Assistant Fire Chief, Sean Hartley stated that it has approximately 15,000.
- 11.2 **Chief, Staff and/or Volunteers** – Assistant Fire Chief, Sean Hartley stated that we are working on moving the abandoned RV on our corner lot. He is working with the Jefferson County Sheriff’s office on options for what we can do to move it, etc. We will hopefully get it resolved soon. Tina Wilson stated that the Blood Drive that happened yesterday did not go well. They had issues with the people that were drawing the blood.
- 11.3 **Board** – Director Meredith stated he wanted to let everyone know that the drawings for the First Responders/Veteran’s Memorial has been approved construction will be starting shortly. He thanked everyone for their support. Director Dille stated the HOA Board has received the final bill for the alternate exit and it was a smaller amount than what they thought it would be. The loan should be paid off within five years. Director Bengtson stated that it was nice to see new people at the Board meetings.

12. Adjournment by Director Bengtson at 3:29 pm.

Respectfully,
Dana Schulke
Administrative Assistant