

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

**Board Meeting Minutes
20 February 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 February 2020 at 06:00pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

Board Meeting Minutes

- 1. Meeting Called to Order at:** 6:30pm by Director Oakley who also announced for the record that our location is accessible to persons with disabilities and will be recorded.
 - 1.1. Roll Call by:** Director Mark Wilson: Director's Pahl, Oakley and Green were all present. Director Meredith was present via phone from Florida. Also at the start of the meeting present was: Fire Chief Ward, Assistant Chief Hartley and Administrative Assistant Schulke. Also in attendance was Captain Delorto and Responding Volunteer Community Services Officer Dennis Senko. Support Volunteers present were Tina Wilson, Pat Hayes and Kay Norberg. Public in attendance was Bill Burt and John Hayes.
 - 1.2. Flag Salute Led by-** Director Pahl
- 2. Review of Agenda:** Director Oakley asked if there were any additions or deletions. Chief Ward stated yes that we had already taken care of item 7.1. He stated that it had been taken care of last month. Director Wilson asked if this was referring to the DPSST Grant funds. Chief Ward stated yes. Assistant Chief Hartley added that this had all been allocated and was completed. The moving of the funds had been taken care of. Director Wilson asked about the other policies that were to be reviewed as far the ones we had talked about in section 8 and section 1. Director Oakley answered that yes they were included in the agenda.
- 3. Approval of Board Meeting Minutes:** Director Oakley asked if anyone had any corrections to the minutes. Kay Norberg stated that she wanted to offer her services to Director Wilson. There was a lot of conversation. Director Oakley and Director Wilson thanked her for her offer. Director Green made a motion to accept the minutes as corrected. Director Wilson stated that they were already corrected so Director Green amended his motion to say as presented. Director Meredith seconded the motion. A unanimous voice vote approved the motion.
- 4. Financial Reports:**
 - 4.1.** Director Green read the financial report into the record. (See attached as Appendix "A") Director Green stated he had balanced each account to the bank statements and everything matches. Kay Norberg asked a question about our Capitol Reserve Fund. There was lot of explanation from Chief Ward and Assistant Chief Hartley. Director

Oakley asked if there were any other questions or comments on the financial reports. Director Wilson asked about an item on the Payable invoice detail under Freightliner that it looks like we have a credit for \$1294.05 but it says paid next to it even though it is showing as a credit. Assistant Chief Hartley stated that there was an error of paying the bill twice and that this was to remove the double payment out of our system. Director Wilson asked if it was a book keeping error and Assistant Chief Hartley stated yes. Director Wilson then asked about another one he had seen which was under Your Care for a physical on the bottom page where there is a split between the lines that there is a physical that does not show a person's name for who it was for. Director Green stated he had checked that and it was good. Director Oakley then asked about Swift Steel 1 ½ by 1 ½ stakes and that they had spelled stakes like a piece of meat steak. Director Oakley then asked if there were any other comments. Director Pahl made a motion to approve the January Financial Reports as presented. Director Wilson instructed Director Meredith to go ahead so Director Meredith seconded the motion. A unanimous voice vote approved the motion.

4.2. Board Members to sign checks in March on the 9th and the 25th. Monday the 9th. Director Oakley clarified that Director Pahl would be on the 9th and Director Meredith would be on the 25th.

5. Comments from the Public on current meeting agenda: Director Oakley asked if there were any comments. No comments

6. Unfinished Business:

6.1. Anti-harassment Policy: Director Oakley asked this to be presented by Director Pahl. He stated in the packets we have the new policy 8.1 A; B; C; D and E. Director Oakley asked if all of these were for the anti-harassment policy and Director Pahl confirmed that is the case that these all are included in the policy. He then named off each section as titled. A, being Equal Opportunity; B. being the Anti-harassment; C. being the Immigration and Naturalization ; D. being Violence in the Workplace; and E. being the Anti-Bullying. Director Pahl stated these were for the Boards consideration and with the recommendation for being approved. Director Green stated he had talked with Director Wilson on 8.1 C there was a 2.B that had an extra "and". Director Wilson stated that when he had broken up the subtitles to label them he had neglected to remove the "and" words from between them as well as taking off the semicolon. Director Wilson stated he had also proposed a signature sheet previously and showed a copy to the group. He stated this would make the process uniform and would be easily amended in the future without having to change a bunch of stuff to amend a policy. Director Oakley asked if we needed to vote on these policies. Director Wilson and Pahl both stated yes. Director Oakley then asked if there was any more discussion on the policies as presented. Director Pahl stated there was no discussion. Director Green made a motion to accept the Anti-harassment policy numbers 8.1A; 8.1B; 8.1C; 8.1D and 8.1E. Director Meredith seconded the motion. A unanimous voice vote passed the motion. Director Pahl asked Director Wilson to fix the error Director Green had pointed out and Director Wilson stated he would. Director Oakley then stated she would like to float item 7.2 and that we could move into item 7.3 to discuss Board Workshop to review Board policies. Director Wilson

asked if we were going to complete items still in section 6. Director Oakley apologized and moved back to the next item in section 6.

6.2. PERS for Volunteers: Director Wilson wanted to finish the subject and to clarify that any Volunteer that is getting a stipend is now enrolled in the PERS system and then asked how it works for anyone not employed by a PERS employer outside of here, does money go into an account for them. Chief Ward stated only if they meet the requirements. He then explained the program in detail. Director Wilson asked how he is going to track the actual call hours. Chief Ward stated they would use the run report and Assistant Chief Hartley stated it would be tracked by the unit they are assigned to and it is back in quarters available. Director Pahl asked if there could be a possibility of us taking a hit at the end of the year for someone who works elsewhere. Chief Ward stated that those people would be getting it paid throughout the year Assistant Chief Hartley stated that if someone is already a PERS employee elsewhere and they have made it past their 6 months and are now earning their PERS, if they don't tell us PERS will tell us, and then we would know to make the contributions. Director Green stated if they had made their criteria, he wanted to make sure we had a backup besides ourselves. Director Oakley asked if that answered the questions Director Wilson had and if it covered the other item about going backwards. Director Wilson stated yes it answered all those questions except about the going backwards pay for anyone who has already been a PERS employee before this time of how are we paying that. Assistant Chief Hartley stated for the people it effected back the two years it amounted to about \$1200.00. PERS had submitted that invoice to us and they paid it.

6.3. PERS 6% makeup plan for employees: **This was not discussed.**

6.4. FLSA Director Wilson asked about the paperwork he had found on the desk about WHD Department of Labor labeled fact sheet 17A and he had a copy of fact sheet 8 and is the one he had found. Chief Ward stated he had called them again and they provided him with this sheet dated January 2020. Director Wilson stated he had the sheet that specifically said information about small departments and you have to have more than 5 fire fighting employees. Chief Ward stated that the sheet must be very old because the lady he talked to said to him you pay no matter what. All first responders get paid FLSA. Director Wilson asked if what Chief Ward is saying, is they had done away with the exception of small departments and Chief Ward replied yes. Director Wilson stated he was looking at ways to save money to allow us to hire more people and that is why he was researching this.

7. New Business:

7.1. Discussion / Approval to move funds from Capitol Fund to General Fund to complete training grounds project- Fire Chief Ward (This was removed from the agenda due to it being completed last month.)

7.2. Review of Section 1 of Board policies- Director Oakley **This was no discussed.**

7.3. Discussion on scheduling quarterly Workshops to review Board Policies: Director Oakley stated that Director Pahl had brought this up a while back, and she had talked about doing them in sections or do one at each meeting. Director Pahl stated he would like to see a quarterly Workshop. A discussion ensued by all with it being decided the last Friday of the month of March being the 27th at 6:30 pm would work. Director Oakley questioned

since we are going to start the quarterly Workshops on these, do we want to try to review Policy 1 tonight. Director Wilson stated that he and Director Pahl had reviewed this one and it was more just a format change with no language change. This would be an easy one to sign off and Director Pahl stated he agreed that there were no changes to be made it was merely formatting of it. Director Oakley asked if Director Wilson was planning on using this same format on all of them going forward. Director Wilson stated that he was and explained. There was a lot of discussion between all the Board and Administrative Assistant Schulke with Support Volunteer Kay Norberg adding information from the previous Board experience. Director Pahl stated we should just take the policies to the workshop. Director Oakley stated we will discuss the policies and cover the formatting as well in the Workshop. Director Green agreed he was fine with discussing in the Workshop. Director Pahl stated to make a note of discussing policies 1; 3; 4; 10 and 12. This will happen on the 27th of March at 6:30 pm. Administrative Assistant Schulke asked if Director Wilson was going to be doing the whole thing or if she would be doing it. Director Green asked her if she meant making changes. She replied yes. Director Wilson stated he was planning on doing it by typing it all up and she would be in charge of putting it in the book. Director Green stated it sounded like Director Wilson was volunteering for the task. Assistant Chief Hartley stated they were not used to doing it that way and it is a change for them. Administrative Assistant Schulke stated she needed the clarification.

8. Fire Chiefs Report: (See attached as Appendix B) He added a couple things,

- Open house would be on the 25th and he will be checking into a car seat clinic along with the boat inspection.
- Saturday will be the burning the limb dump and will be starting very
- Administrative Assistant Schulke questioned Director Pahl about if the Sheriff's office would be doing the boat inspection on the 25th of April. Director Pahl confirmed yes would.

9. Operations Report: (See attached as Appendix C) Assistant Chief Hartley stated the Zoll monitors were in service. He added they are prepared for a new computer dispatching software in some of the iPad's in the apparatus and they have been training on it and it will go live on the 3rd of March. Director Pahl thanked him for putting in last year's call information on the form for comparison.

10. Correspondence and Recognitions:

- Director Oakley stated the correspondence she had was about training classes one of which is budget training on "Budget Law" in Redmond on March 5th.
- Director Pahl asked if we had Budget Committee members yet. (Unable to hear on recording an answer from anyone.)
- Director Oakley brought up another training titled "Board Duties and Responsibilities" on March 18th with a dinner at 5:30 p.m. and the training starting at 6:00 p.m. located at the fire department in Jefferson County. Director Wilson stated there was nothing in the box in the lobby and he had a received an email at 10:00 a.m. this morning. It was from Sloan Delorto who is from Streamline which is our webpage company. The email is referencing an

upcoming webinar titled “Engage your community” and Director Wilson read the rest of the email to the group.

11. Comments / Questions: Director Oakley asked if there was any comments or questions from the public in regard to next month’s agenda. Support Volunteer Tina Wilson asked if there was any information on the LOSAP. She stated that she had been questioned from Angela and Todd Nace if she knew anything more after telling them about the meeting last month that Assistant Chief Hartley stated he was working on it. Chief Ward stated all they need to do is come see us because he has the paperwork once it leaves our hands we have nothing to do with it. Support Volunteer Tina Wilson stated again that Assistant Chief Hartley was still working on the allocated amounts. Both Chief Ward and Assistant Chief Hartley stated that was all completed and that they now need to talk to Valic. Director Wilson asked as a former Volunteer not a Board Member, do we as Volunteers get an accounting of what was put in their accounts on behalf of the District. Chief Ward stated we should have gotten statements. Director Wilson stated that the Volunteers never received anything from the District or Valic. Chief Ward repeated the statement would come from Valic. Director Wilson stated he was not talking about statements from Valic, he is questioning the deposit amounts from the District into the system using the matrix. Assistant Chief Hartley stated that they had put a letter stating ‘Thank you for your service and you made your LOSAP’ and how much the amount was. He added that there had been an individual letter in an envelope to each person and they were placed into their mailbox. Director Wilson asked Director Green if he had ever seen those letters. Director Green stated he had never seen one of those letters. Director Wilson stated he did remember one letter that Assistant Chief Hartley had handed out at a drill night and he has that letter but no other information about LOSAP funds. Director Wilson then commented former Volunteers were looking to find out what was being put in on their behalf and referred to Chief Ward about the meeting they had previously, referencing the incorrect information and mentioned seniority was incorrect. Assistant Chief Hartley questioned if Director Wilson was asking for information in regards to what he personally had received. Director Wilson stated that there should be a list of what everyone had received individually. Director Green stated he had just received a statement from Valic and it was the first one he had ever seen. Chief Ward then stated that if an individual did not fill out everything with Valic and finish it then that the money is just sitting there. Director Green had talked with Valic, he said they had only received part of the information that he had sat in a meeting and filled out. The person came back a second time and the funds did not go into the funds he had chosen and they went into a cash fund which is very low risk as to what he had chosen for higher risk but they have just been sitting there doing very little. He again stated that he never received anything from Valic and that he was not listed as a member. He filled out the paperwork he just received from Chief Ward and sent it in via fax and Valic replied to him and sent him his first statement showing his money is sitting in a savings account rather than in the growth funds he had chosen. Director Wilson stated he had just received an email at 5:50 p.m. from Jennifer of Valic of an email that she had cc’d him on that was sent to Genoa of OFDDA back on November 12th. The email referred to an email talking about being a former Volunteer and now being a Board member. Director Wilson asked Director Green if he had questioned them about it. Director Wilson stated it sounded like they were still trying to find things out. Director Wilson then asked the question of if we went

back to stipends then why keep the LOSAP. Chief Ward stated that the Stipend money was going to run out in the next year or so. Director Wilson stated that we budget \$10,000.00 for LOSAP and now it could be allocated back to stipends and explained the only reason they had gotten rid of the system was they were in violation of the law and we had to get rid of it. Director Wilson asked why not just get rid of LOSAP. Director Green stated his vote would be to have nothing to do with Valic. Director Wilson asked Chief Ward if he disagreed with him that the stipend program is a whole lot easier to deal with than LOSAP. Chief Ward replied yes he thinks stipends is easier. Assistant Chief Hartley stated we have no decision on who the vendor is that OFDDA picks for the financial institution to handle the funds. Director Green stated it was up to the Volunteers to what they preferred since when the stipend grant money runs out, there is no money. Chief Ward stated stipend money is going to be a lot smaller, Director Green agreed but stated the LOSAP money is no different, as far as an incentive and since we found a way to use stipends legally. Director Wilson again stated that the \$10,000.00 could be used towards stipends. Director Green stated maybe the Volunteers have something different to do. Support Volunteer Tina Wilson asked when the money will be sent in to the LOSAP account for this year. Assistant Chief Hartley stated the check has already has been sent in to OFDDA. She asked if it was in this month's budget then. Assistant Chief Hartley and Director Green both said it was in last month's budget. Director Green said he remembered seeing it and Assistant Chief Hartley stated the check went to OFDDA. Volunteer Coordinator Dennis Senko stated that the money was not in the LOSAP program because he just checked his account and it was not there. Administrative Assistant Schulke stated they may have just gotten the check last week so it may not have been deposited yet. Chief Ward stated OFDDA gets the check and then it has to go to Valic. Dennis stated he had 32% interest in January and there was no additional money but it would be nice to get it in a timely fashion to take advantage of the market changes. Chief Ward stated that once we send the check we have no control over it. Director Wilson asked about a form being filled out and then the check is cut using the information for who gets how much money into their account. Assistant Chief Hartley stated yes and the check was written on 15th February. Support Volunteer Tina Wilson then stated that was the answer she was looking for of when the check was written and the money is not out of our budget. There was a lot of conversation between Director Green, Administrative Assistant Schulke and Assistant Chief Hartley as to when the money came out of the account. It was decided it would show up on the financials at the March meeting. Chief Ward then stated again to have any former Volunteers come to him to get the paperwork to obtain any money they have in the account. Director Oakley asked if there were any questions about this meeting's agenda. Then asked if the Chief and staff had any questions or comments. She then asked for questions from the Volunteers. Support Volunteer Tina Wilson asked if we have started on Easter yet. Assistant Chief Hartley stated he believes there is an Association meeting coming up saying he needs to look at his calendar. Director Oakley asked if there were any questions from the Board. Director Wilson stated he had one little item from when he, Director Green, Administrative Assistant Schulke and Assistant Chief Hartley were in signing checks Amazon came up and he asked if we could just buy a one year subscription because it is cheaper than paying \$13.00 once a month. Administrative Assistant Schulke stated she would look into it. Chief Ward stated they could. Administrative Assistant Schulke asked if everyone would be at the meeting next month.

12. Adjournment: With no further business, Director Oakley adjourned the meeting at 08:09 pm.

Respectfully Submitted by,

Mark W. Wilson
Secretary, Director Position # 5
Crooked River Ranch Rural Fire Protection District Fire Board