

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

**June 15, 2023**

A Joint Public Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 15, 2023, at 6:00 pm, 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 Norberg at 6:00 pm. The flag salute was led by Director Pahl. Roll call was taken by Director Oakley and the following were in attendance: Director Norberg, Director Pahl, and Director Oakley. Director Green was excused from the meeting, and Director Wilson was due to arrive shortly. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto. Members of the public in attendance were Joe Costigan, Cole Gayheart, David Palmer, Bill Burt, Vicki Burt, and Kate Zemke (Jefferson County Clerk).

**2. Presentation of the 2023/2024 Budget** – Fire Chief Sean Hartley presented the budget as approved by the Budget Committee, noting the change of unanticipated revenue from the Oregon State Fire Marshal’s Office for the Staffing Capacity Grant, which added \$361,499.00 to the budget. The remainder of the budget is unchanged. Highlighted figures were noted in the budget that was in the Board packet with the increased changes.

**3. Comments from the Public** – Mr. Gayheart asked about a news report indicating additional State money that was possibly going to be made available to rural fire districts to obtain new equipment. Chief Hartley responded that he was unaware of any further funding, but he noted that the District had been awarded the Engine Program Grant for a Type 3 Wild Land Fire Engine, as well as the Staffing Capacity Grant and the \$35,000 Seasonal Staffing Grant. There was no further questions or comments from the public.

**4. Discussion/action of BOD** – none

**5. Adjournment** – Director Norberg ended the Budget Hearing at 6:05 pm.

### **Board Meeting Minutes**

**1. Called to Order** at 6:05 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Directors Norberg, Pahl, and Oakley. Director Green was excused from the meeting, and Director Wilson was to arrive shortly. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Alysha Delorto. Members of the public in attendance were Bill Burt, Vicki Burt, Joe Costigan, David Palmer, Cole Gayheart, and Kate Zemke, Jefferson County Clerk. At this time, Director Pahl suggested that some of the agenda items be bumped up to accommodate some members of the public.

**2. Swearing in of new board directors** - Kate Zemke, Jefferson County Clerk, administered the oath of office to Directors-elect David Palmer (Position 3), Joseph Costigan (Position 4), and Cole Gayheart (Position 5). The new directors signed all pertinent paperwork, and Ms. Zemke exited the meeting.

**3. Review of Meeting Agenda Items** – item numbers were moved around to accommodate the swearing in of new Board members at the beginning of the meeting.

**4. Approval of the Board meeting minutes from May 18, 2023.**

**4.1** The minutes were reviewed by the Board, and they had no corrections. Director Pahl made a motion to approve the minutes as presented. Director Oakley seconded the motion. All voted aye; motion carried (3-0).

**5. Financial Reports -**

**5.1 Financial reports for May 2023** – The financials were in the Board packet. Director Pahl reported ending net income of \$1,295,565.90. Director Pahl made a motion to approve the financial report as presented. Director Oakley seconded the motion. All voted aye; motion carried (3-0).

**5.2 Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Palmer will sign the checks on Monday, July 10th and Director Norberg and Director Costigan will sign checks on Tuesday, July 25th, 2023.

**6. Unfinished Business –**

**6.1 Update on Steering Committee** – Chief Hartley reported that the Committee has been working on the levy amount and data. Information based on a 5-year projection at various rates was included in the packets. The committee is asking the Board to review this information and provide input to enable the committee to make a more informed decision about setting the levy rate. It was noted that this levy will be on the ballot in November 2023 and implemented in July 2024. At this time, Director Wilson entered at 6:25 pm. Chief Hartley clarified some of the budget numbers and how they relate to historical spending. He will continue to work on making the figures more accurately reflect those spending patterns. There was concern voiced about the difficulty of raising the rate in the current economic environment, but the consensus was that some raise was going to be necessary. Questions and concerns of Directors will be submitted to Chief Hartley, and this discussion will continue at the July Board meeting. At this time, Peggy and Jason Gayheart entered the meeting.

**6.2 Review of Civil Service Commission** – Four applications for this commission were reviewed by the Board. Clarification was provided about eligibility of community volunteers for the commission. Director Pahl made a motion to appoint Richard Hoffmann, Debbie Miles, and Vicki Burt to the Civil Service Commission. All in favor voted aye (3); all opposed voted no (1); motion carried.

**7. New Business:**

**7.1 - Nominations of Board Officers for 2023/2024 term** – Kay Norberg was nominated for Board President by Director Pahl. Director Norberg accepted the nomination, and all Board members voted aye (4-0). David Palmer was nominated for Board Vice President by Director Norberg. Director Palmer accepted the nomination, and all Board members voted aye (4-0). Director Pahl volunteered to continue as Treasurer, and all Board

members voted aye (4-0). Director Costigan volunteered to serve as Secretary, and all Board members voted aye (4-0). These positions will take effect as of July 1, 2023.

**7.2 - Discussion/Approval of Resolution 2023-02 Adopting the Budget for 2023/2024 Fiscal Year** – Director Norberg asked if there was any discussion regarding the Resolution; there was none. Director Norberg read the Resolution and asked for a motion. There were a couple corrections that Chief Hartley spotted on the Resolution and Dana was able to correct them before signatures took place. Director Pahl made a motion to approve Resolution 2023-02 to adopt the 2023/2024 fiscal budget as corrected. Director Norberg seconded the motion. All voted aye; motion carried (4-0).

**8. Fire Chief Report** - His report was in the Board packet. Chief Hartley reported that the 300-call mark for the year has been passed. There were 51 calls in May. The District had their first wild land fire activation to assist in Warm Springs. Two new employees start the Fire Academy on June 19<sup>th</sup>, along with four new student volunteers from Central Oregon Community College. Also starting on the 19<sup>th</sup> are the seasonal part-timers. Lot assessments have slowed down slightly. Jefferson County Commissioners have approved an amendment to the Title 3 funds, making an additional \$4,500 available for Crooked River Ranch only. Fire Med numbers remain the same. Prep work is being done ahead of next year's budget for our Library Dorm conversion. Director Pahl welcomed new Board directors, voicing appreciation for their willingness to serve the community. He also recognized Directors Green, Wilson, and Oakley for their service on the Board.

**9. Executive Session** - The Board entered executive session at 7:15 pm to do the Fire Chief's Review. Regular meeting resumed at 7:43 pm.

**10. Comments/Questions:**

**9.1 Public input on the current agenda** - none

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** - Director Wilson stated he has heard there was information from SDAO regarding a Narcan grant, which he feels we should not apply for it. Chief Hartley stated he is aware of this grant opportunity, and we do not see enough overdose patients to warrant applying for this Narcan grant. He has already discussed this with Captain Delorto and our District will not be applying for it. He clarified that it is available through the Oregon Health Authority and not SDAO.

**12. Adjournment** by Director Norberg at 7:47 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant