

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

**Board Meeting Minutes
August 19, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 19, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

1. Called to Order by Director Pahl at 6:31 p.m., and roll call was taken by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward and Administrative Assistant, Dana Schulke, Captain, Alysha Delorto and Volunteer, Marta McGovern-Philpott. Assistant Fire Chief, Sean Hartley was excused. Members of the public were John and Pat Hayes.
2. **Review of Meeting Agenda Items** – Director Pahl stated that item 6.1 will be dealt with under 5.1, approval of policies. There were no other items to be added or deleted from the agenda.
3. **Approval of the Board Workshop & Board Meeting minutes from July 13th and July 15th - (3.1 and 3.2).** A review of the Board Workshop minutes from July 13th was done by the Board. Director Wilson questioned the word “Opinion” on section 2 of the Board Workshop minutes. He thought it should read “Oregon”. Director Pahl looked at the old policy and it did say “Opinion”, not Oregon. Administrative Assistant, Dana Schulke thought it should read Oregon. These minutes will be amended. The Board Meeting minutes from July 15th were then reviewed and Director Norberg had a correction on section 7 of the Fire Chief’s report. She said she did not understand the second sentence and it did sound right. Chief Ward stated he did say that sentence in the way it currently read in the minutes. There were no other corrections or questions to these minutes. Director Wilson made a motion to approve the Board Workshop minutes from July 13th as amended and Board Meeting minutes from July 15th as presented. Director Green seconded the motion. A roll call was done by Director Oakley and all Board members approved the motion, (5-0).
4. **Financial Reports, 4.1** – Director Norberg stated that she spent time with Chief Hartley and Director Green to review the financials. She stated that Director Wilson had asked a question about the \$35,000 that is on the Balance Sheet and what it was. Administrative Assistant, Dana Schulke stated these funds were from the second DPSST grant that we were awarded and received in July. The funds did not get moved out of our general operating account until August. Director Green stated that we need to ask our Auditor how to make the correction since he feels the accounts will not be balanced against the actual statements. Dana stated that she will speak with Chief Hartley and our Auditor regarding the difference and an email will go out to the Board with an answer. Director Wilson also stated that on the Budget Variance for the General Fund and the Capital Reserve Fund the contingency figures showed a minus and should be corrected. The Board agreed that they can approve the financials with

the amended corrections. Director Green made a motion to accept the financials as amended, Director Oakley seconded the motion. All members of the Board stated “yes” via a roll call and the motion passed, (5-0).

4.2 Appointment of Board members to sign checks in September: On September 9th the check signing will be Director Norberg and Director Green, and on September 23rd it will be Director Norberg and Director Oakley.

5. Unfinished Business –

5.1 Approval of revised policies 14.03 Electronic Payment Process, 16.01 Electronic Email, 19.01 Land, Facilities & Equipment Use, 21.01 Confidentiality and 25.01 Whistleblower Protection – Director Pahl stated all the policy numbers for approval, except 14.03. Director Norberg made a motion to approve all the policies stated by Director Pahl. Director Green had a point of discussion on 16.01, Electronic Mail. Under section 2/C he asked why anyone would who ever send an email under another employee’s name at all? A discussion ensued about even having the words “without authorization” in the policy. Director Wilson stated that this is an easy fix, and they can eliminate those words in the policy. Director Wilson revised the policy and emailed it out to the Board. He also was questioning if Dana ever followed up on the Oregon State Archivist date that was in section 4/A in the policy. Dana apologized for not following up on that and will get back to the Board with the correct date. Director Norberg revised her motion to approve all the policies, excluding 14.03, amending 16.01, and approving 19.01, 21.01 and 25.01. A roll call was done by Director Oakley, all Board members voted “yes”, motion was approved, (5-0).

Discussion on 14.03 Electronic Payment Process Policy (6.1 on the agenda) - Director Pahl stated the Auditor strongly suggested the Board add a final Board approval process to this policy. This is an additional verification process from what the Administrative Assistant has input online into the banking platform website. A Board member would then approve and release the payment for processing. A discussion ensued regarding when the ACH payments would be ready for final approval by the Board. It was decided that Dana will have all the ACH transactions ready to go in the banking platform when the Board is at the station to sign checks. Director Wilson stated he added the requested Board approval verbiage to the 14.03 policy per the recommendation of our Auditor. Director Green made a motion to approve the amended 14.03 Electronic Payment Process policy, Director Oakley seconded the motion. A roll call was done by Director Oakley and all Board members voted “yes”. Motion passed, (5-0).

5.2 Project Updates – Director Pahl asked about Customer Service and our new phone system. Chief Ward stated phone calls are being answered and there has not been much foot traffic coming into the station. He said our biggest problem is going to be what Governor Brown announced in her press conference today. This was in reference to all health care personnel must be vaccinated. Chief stated that a few of our volunteers had a meeting with him this afternoon and were adamant about not getting vaccinated, and if they must get vaccinated, they will walk out. We could easily lose 25% of our volunteers over this. There was much discussion from the Board and Chief Ward regarding this subject matter. Chief Ward suggested that everyone, including Board member, need to email, write letters, and call the Governors’ office to let them know how this will affect

our District. Director Pahl also mentioned that the Fire Chief's review is due in October and Director Wilson offered to do it. Director Norberg offered to work with Director Wilson on this project. Director Pahl stated our Levy is coming up in 2023 and Chief Ward is putting together a steering committee to work on this. Director Pahl also asked Chief Ward about our dedication ceremony for the new training center. Chief Ward is working on a date for this and still plans on having this event. It was mentioned by Director Pahl that our Labor Day Pancake Breakfast has been postponed and we will possibly push it out to a later date.

6. New Business:

6.2 Discussion/Approval of Cyber Security Policy – Director Oakley stated that she sent a copy of this policy out to the Board. Director's Green and Wilson had some concerns about some of the content. The language must be stronger in the policy. She said the Board's job is to re-enforce, review and to stay on top of the policy, to make sure we have all the criteria listed. Director Oakley stated that when she attended one of the Cyber Security classes, the speaker stated that if our computer system goes down for any reason, we should have the capability of getting it back up and operating. We need good storage and people that are well trained in getting it back up and running. Director Pahl stated this topic will be carried over to old business for the September Board meeting, and Director Wilson will revise the policy so that it is in the new format, under policy 17.01

6.3 Discussion/Approval of Resolution 2021-07 to surplus the 5-ton military apparatus– Director Pahl asked Chief Ward for a review of what is on the 5-ton currently and will be taken off the apparatus. Chief Ward asked Director Wilson to submit a list of items that were on the apparatus since he built it. Director Wilson asked if someone could move the apparatus outside so he can crawl underneath and create a list of the parts, etc. A reserve of \$15,000 was discussed. Director Oakley made a motion to approve Resolution 2021-07 to surplus the 5-ton apparatus as presented, Director Norberg seconded the motion. A roll call was done by Director Oakley and all members of the Board said "yes" to approving Resolution 2021-07, a unanimous vote, (5-0).

6.4 Discussion on Evacuation Levels – Director Oakley asked Chief Ward who calls or decides when to evacuate the residents on the Ranch. She said there was an issue years ago regarding this topic and stated the Fire Chief was the only person authorized to call for an evacuation of the Ranch. Chief Ward said the Sheriff's office is the authorized agency to call for an evacuation and set the levels of evacuation. Director Pahl suggested putting the levels of evacuation on our reader board.

7. Fire Chief's report - the report was in the Board packet for review. Chief Ward did not have anything else to add to it.

8. Operations Report – the report was in the Board packet for review. Chief Ward stated we had sent two people down to the Lakeview fire last weekend. Director Pahl mentioned that we are showing a lot of false alarm calls which are usually medical device calls. Our Title 3 grant applications are steady. Chief Ward is working on a training program to get more of our staff trained on doing lot inspections. He would like to utilize the support volunteers and get them involved with doing the inspections, as well as checking smoke alarm, etc. Director Pahl recognized the three students that have started with us, Kyle Ward, Brooklyn Emerson, and Elizabeth Ramirez.

9 Correspondence/Recognitions/ Good of the Order – Director Wilson stated that he and Director Pahl had a two- on- one meeting with Chief Ward. The topics of this meeting were about the surplus of the 5-ton, Cyber Security, and accountability for all personnel if mistakes are made. He stated the two- on-one meeting should be done on a regular basis with the Chief. Director Wilson also mentioned the Special Districts Insurance Services Security Grant is now open, and we may want to apply for it for our District security measures. Director Wilson was also questioning a few items on the Payable Invoice Detail report that were clarified in the meeting by Chief Ward. Under good of the order, Volunteer Marta McGovern-Philpott thanked Director Wilson for being part of the Honor Guard service that she attended on August 7th. Director Wilson mentioned that Tina Wilson and Pat Hayes are coordinating the school supply drive and donations have been coming into the station lobby. Chief Ward stated that he will not be attending the September Board meeting, as he will be out of town.

10. Adjournment by Director Pahl at 8.12 pm.

Respectfully,
Dana Schulke
Administrative Assistant