

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

**Board Meeting Minutes**

**March 17, 2022**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, March 17, 2022, at 6:30 p.m., via the Zoom platform.

**Board Meeting Minutes**

- 1. Called to Order** by Director Pahl at 6:30 p.m. Roll call was taken by Director Oakley and the following participants were in attendance of the meeting: Director Pahl, Director Green, Director Oakley, Director Norberg and Director Wilson. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant Dana Schulke. Captain Alysha Delorto signed on at 6:48pm. Members of the public in attendance Bill Burt, who signed on at 6:40 pm.
- 2. Review of Meeting Agenda Items** - Director Pahl asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes from February 2022** – Director Pahl asked if there were any corrections to be made to the February minutes. Director Norberg made a motion to approve the minutes as presented, Director Oakley seconded the motion. All Board members stated their approval by saying “yes” to approve the amended minutes. Motion was approved, (5-0).
- 4. 4.1 Approval of February 2022 Financials** – Director Pahl asked Director Norberg if there were any corrections or questions regarding the February financials. She stated that everything looked great, and everything balanced. Director Wilson asked a question regarding how the reports are printed as the line items are not lining up from the month before. Chief Hartley stated that Xero has done an update and added some new features. He said if it happens again next month to let him know and we can find out why the template report is doing that. Director Oakley made a motion to approve the financials as presented, Director Green seconded the motion. All Board members approved the financials by stating “yes” with a vote to approve them. Motion was approved, (5-0).
- 5. 4.2 Appointment of Board members to sign checks in April 2022.** It was decided that Director Norberg and Director Wilson will sign checks on Monday, April 11<sup>th</sup>, and Director Norberg and Director Green will sign checks on Monday, April 25th, 2022.

**Old Business:**

**5.1 Update on Steering Committee & attendance of SDAO Conference** – Chief Ward stated the committee had a meeting and discussed what questions they can ask the public for the survey that will be going out to the residents. They will be compiling the questions and submitting them to a representative from SDAO to help prepare the questionnaire. It will be going out digitally and by mail. Director Pahl stated that these questions will be reviewed at the Board Workshop on the 29<sup>th</sup> before the questionnaire goes out. There was no other information to discuss.

**5.2 Update on Board Training for SDAO Best Practices requirements** - Director Pahl asked the Board what webinars/classes they have attended. Director Oakley stated she attended one where George

Dunkle was the presenter. It was on Board member basic training and sitting through it again, she suggested that they all sit through the class every couple of years because procedures and processes change. It was a good class and the other class/webinar she attended was on the hiring of Fire Chiefs. They had a good process of what you go through with a Fire Chief. There were many scenarios on how to prepare for them. She also attended the Executive Session class/webinar which was exceptionally good. She also watched the Board dancing class. Director Wilson listened to the Boardroom Dancing class/webinar and stated there was valuable information on Board interaction and making sure everyone is on the same page. Director Norberg attended the same class/webinar and stated that we all must work together as a unit and pull together as a team. Director Pahl watched the same webinar and stated that the Board accomplishes more in a Board Workshop, and he would like to do a workshop every quarter. Administrative Assistant, Dana Schulke stated that she has not received any emails from Director Green on class/webinar attendance and that we need another Board member to sign up for the Board Leadership Academy. Director Norberg stated that she will do the Leadership Academy and Director Green stated he was planning to attend one of the classes this weekend. Director Pahl stated he is looking into a Board of Directors evaluation checklist for the future, which will be done at the Board Workshops. There was no further discussion.

**New Business:**

**6.1 Chapter 14, review of language for Banking Services** - Director Pahl stated it was recommended by our audit firm that we revise the language in Section 2, Banking Services, A/ii, so that it includes "any financial institution must be on the Oregon Treasurer's list of approved public depositories, as well as being FDIC insured, or be approved by the National Credit Union Administration, (ORS 295.002)." Discussion ensued with the Board members and Administrative Assistant, Dana Schulke. Director Pahl asked for a motion to approve the revised language for Chapter 14/Banking Services section. Director Norberg made a motion to approve the revised language as indicated above for Chapter 14/ under Banking Services requirements, Director Oakley seconded the motion. All Board members stated their approval by saying "yes" to approve the revised language as discussed. Motion was approved, (5-0).

**6.2 Discussion on increasing the Fire Med Membership Fee** – Chief Ward stated that currently we are at \$45 a year for the memberships. We have the lowest rate in the region and as we look at other Fire Med rates in the surrounding areas, most are running at \$55 - \$65. Director Pahl stated that we would like to raise the rate to \$55 as of July 1<sup>st</sup>. We could encourage residents to beat the increase rate and prepay. Director Oakley asked why we had to go up \$10 and why can't we only do \$5 increase. Discussion ensued with the Board and Chief Ward regarding the price. Director Oakley asked Chief Ward what things would look like if we had a \$5 increase. Chief Hartley stated that if we increased it by that about at 280 members would be approximately \$14,000. Discussion ensured with the Board and staff regarding the costs of processing Fire Med memberships. Per Chief Hartley, he stated the costs has always been \$45 since the program was instituted at our District. More discussion ensued between the Board and Chief Ward regarding the \$10 increase, which would be 20%. Chief Hartley stated he can access a report from the system that generates the billing charts and get back to the Board with the data. It was decided by the Board that this topic will be on the agenda for the Board Workshop and for the next Board meeting.

**6.3 Discussion/Approval of Resolution 2022-01 to consider a Supplement Budget and purchase of a Smoke machine for the District** – Director Pahl stated that in their Board packet was a nice thank you letter from a resident who was transported, which also included a \$5,000 check. Assistant Fire Chief, Sean Hartley stated we were blown away from the letter and the donation to the District. He said rather

than depositing the funds into Miscellaneous income in the General Fund, we decided to do a Supplemental Budget for the increase in our Capital Reserve Fund and purchase an item that the District needs for training purposes. This would be a Smoke Generating machine. This amount is currently in our First Interstate account and would be transferred to our Capital Reserve account. Captain Fast has secured a quote for this machine already for the exact amount of \$5,000. Director Norberg made a motion to approve Resolution 2022-01 to approve the donated funds in the amount of \$5,000 to purchase a Smoke Generating machine for the District as well as approve a supplemental budget for the fiscal year 2021/2022 as presented. Director Oakley seconded the motion. All Board members stated "yes" with a vote to approve the resolution and supplemental budget. Motion was approved, (5-0).

**6.4 Review of Cybersecurity for the District** – A Cybersecurity report was in the Board packet for all Board members to review. Chief Ward stated that he and Chief Hartley put this report together and as we do more procedures to secure our network, we will inform the Board as new practices are initiated for the District. Director Wilson asked if we are doing any testing for our employees. Chief Ward stated not has this time. A discussion ensued regarding fishing emails from Chief Hartley and how our Google service does a good service on flagging our emails. This topic will be on the Board meeting agenda for June, there was no further discussion.

**7. Fire Chief's Report** – the Chief's report was in the Board packet for review. Chief Ward had nothing to add to it. Director Norberg stated she was happy to see the antique fire truck moving around. Chief Ward also stated that on March 31<sup>st</sup>, the public hearing for the Community Wildfire Protection Plan for Jefferson County will be at Jefferson County Fire for anyone to attend. The Easter Egg hunt will be on April 16<sup>th</sup>.

**8. Operations Report** – the report was submitted by Chief Hartley and in the Board packet for review. Chief Hartley stated the Lions Limb Dump burn went very well this year. Chief Ward stated the Burn-to-Learn trainings went well and our students are getting trained on live fire scenarios. Chief Ward stated we have approximately thirty people attending our Community Service Volunteer/CERT meeting on March 24<sup>th</sup>.

**9. Comments from the Public, Board or Staff** - Director Pahl stated that from here on in, all meetings will be in person, as well as providing the public the option of attending our meetings virtually, through the purchase of the OWL and Zoom. He asked if there were any other topics the Board would like to have added to the Board Workshop agenda. Director Pahl would like to add to the agenda Communication with our constituents to the Workshop agenda. Director Wilson stated that he has many events coming up for the Honor Guard and his calendar is filling up rapidly. Bill Burt stated the last virtual Board meeting for the HOA will be Monday at 6:00 pm, all others will be in person. He also stated that a \$5.00 raise, or \$10 raise for the Fire Med members is not a problem for him, as he was just putting his two cents in for comment.

**10. Correspondence/Recognitions/ Good of the Order** – Director Oakley reminded all Board members to stop into the station and sign the Resolution that was passed.

**10. Adjournment** by Director Pahl at 7:34 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant