

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

**Board Meeting Minutes
November 16, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, November 16, 2017 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 Kirk, Bengtson, Dille, Meredith and Oakley were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Mark Wilson was excused from the meeting. Also in attendance was Captain David McDonald and Dennis Senko. Members of the public in attendance, Tina Wilson and Kay Norberg. Prior to the start of the meeting Joe Shaffer, Dick Stevens and Lani Chu from the Crooked River Ranch Car Club presented the Volunteer Association with a check and did not stay for the meeting.
2. Review of Meeting Agenda Items – agenda was reviewed, there was a 7.7 added under New Business for discussion on the purchase of radios through a grant we have received.
3. **Approval of Board Meeting Minutes.**
 - 3.1. October 19, 2017 Board Meeting minutes – Minutes were reviewed and Director Kirk made a motion to approve the October 19, 2017 minutes as presented. Director Dille seconded the motion and there was no further discussion. All were in favor and motion passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of October 2017. In the First Interstate Bank general account there was \$19,032.92. In the First Interstate Bank-Payroll account we have, \$2,854.51. In the Jefferson County Treasury the account balances were: Bond Fund \$69,067.22, Building/Equipment Capital Reserve Fund \$172,971.85, General Fund \$77,094.28, Local Option Levy Fund \$35,850.50 and our Pay Pal account had \$25.00. Accounts Receivable there was \$85.00. Director Kirk made a motion to approve the October 2017 financial report as presented, Director Oakley seconded the motion, all were in favor, motion passed (5-0). There was no further discussion.
 - 4.2. Appointment of Board members to sign checks. – It was decided upon that Director Meredith and Director Oakley will sign checks on Monday, December 11th and Director Meredith and Director Kirk will sign checks on Friday, December 22nd, 2017.
5. **Comments from the public – none**
6. **Unfinished Business –**
 - 6.1 Discussion on Civil Service Commission – Fire Chief, Harry Ward stated that at this time our attorney has the prior paperwork on the commission and is reviewing it. We probably will not hear anything back from him until after Thanksgiving. This topic will be put under Old Business for our December Board meeting.

6.2 Discussion on Fire Chief's review – at 3:15 pm, Director Bengtson stated the Board was going into Executive Session. The Board came out of Executive Session and Director Bengtson opened the regular Board meeting again at 3:27 pm. He stated the Board had given Fire Chief, Harry Ward a very positive review and thanked him for all his hard work and accomplishments.

7. New Business.

7.1 Discussion/Approval of Resolution 2017-08 for receiving unanticipated conflagration revenue to the general fund – Assistant Fire Chief, Sean Hartley stated these funds received are from conflagration of the Millie and Eagle Creek Fires over the summer. This resolution allows us to appropriate the funds to Personnel Services & Materials/Services in our general fund. Director Dille made a motion to approve Resolution 2017-08 for receiving the unanticipated conflagration funds into our general fund, appropriating to Personnel and Materials/Services. Director Kirk seconded the motion. All were in favor and motion passed, (5-0).

7.2 Discussion/Approval on Resolution 2017-09 for receiving unanticipated FEMA SAFER grant revenue to the general fund – Assistant Fire Chief, Sean Hartley stated these were unanticipated funds from the SAFER grant we had applied for. These funds are allocated to Personnel Services for the shift stipend for Volunteers, and also Material & Services for Medical Physicals for new volunteers and for Training/Travel. There was a correction noted by Director Dille on the Resolution in regards to the figure under Materials/Services. It should read \$9422. for the Materials/Services column. A motion was made by Director Kirk to approve Resolution 2017-09 for receiving unforeseen SAFER grant funds to be allocated to our general fund, for Personnel Services and Materials/Services as amended. Director Dille seconded the motion, all were in favor and motion passed, (5-0).

7.3 Discussion/Approval of Resolution 2017-10A for receiving unanticipated Volunteer Firefighter Assistance grant revenue to the general fund – Assistant Fire Chief, Sean Hartley stated we received this federally funded grant and it is a 50/50 matching grant. We have to match the funds that are awarded to us. Resolution 10A covers receiving and appropriating the grant funds and Resolution 10B covers the matching funds. This grant is replacing all our Wildland Personal Protective Equipment. Director Kirk made a motion to approve Resolution 2017-10A for receiving unanticipated Volunteer Firefighter Assistance grant funds to our general fund, allocating to Material/Services. Director Meredith seconded the motion, all were in favor and motion passed, (5-0).

7.4 Discussion/Approval of Resolution 2017-10B to transfer appropriation in the general fund for the purpose of required matching expenditures for the 2017 VFA grant - a motion was made by Director Meredith to approve Resolution 2017-10B to transfer appropriations in the general fund for the purpose of required matching expenditures for the 2017 Volunteer Firefighter Assistance grant. Director Kirk seconded the motion. All were in favor and motion passed, (5-0).

7.5 Discussion on Local Budget Law Class – this topic will be put under Unfinished Business for the December Board meeting. Will have to move the February Board meeting to another day and figure out which Board members will be attending the class.

7.6 Review of annual audit for 2016/2017 fiscal year – Fire Chief, Harry Ward stated our audit went well with Accuity, LLC. There were just a couple items they would like to see

signatures on when the Board is reviewing the financials, such as the bank reconciliations and end of the month journal entries. There was no further discussion.

7.7 Discussion on purchase of new radios through grant funds – Assistant Fire Chief, Sean Hartley stated that he has had many discussions with Chief Ward and the other Central Oregon agencies as to which kind of radios are going to be purchased through the grant funds received. After getting input from Deschutes County 911 and other agencies, his thoughts were to purchase radios that would allow upgrades. Due to the nature of the funds being received to us for the radios, we will have to do a supplemental budget. His thoughts were to purchase a single band system, rather than dual, so that we will not have to incur more expense. The other agencies will have to migrate to us at their expense and not ours. Chief Hartley stated that after we were able to demo some of the radios, he wanted to go with Harris & Tate, this way we can program the radios all at the same time through computer, and not program them one at a time. All the radios will be purchased by Bend Fire and we will have to reimburse them. All the mobile radios will go to 911 for testing and we are looking at an eight week window to get everything done by the grant timeframe. We will have to put about \$20,000 in for extra accessories. A motion was made by Director Kirk to continue researching the radio issue and to come up with a solution as soon as possible. Director Dille seconded the motion. All were in favor and motion passed, (5-0). This topic will be put under Unfinished Business for the December Board meeting.

8. Fire Chiefs Report - Fire Chief, Harry Ward stated that we have seven officers that have just finished their Fire Officer II. A community survey will be going out tomorrow to get feedback from residents on what their expectations are, from our fire department. The new command apparatus is almost ready and he has created a promotional exam for one candidate who has qualified for the promotion. He reminded everyone that our holiday potluck is on Saturday, December 2nd and there will be a promotional ceremony.

9. Operations Report – an operations report was submitted by Assistant Fire Chief, Mark Wilson. The Board reviewed the report and there was no further discussion.

10. Correspondence/Recognitions – there were copies of many thank yous from residents in Sisters. These were for helping on the conflagration for the Mille fire and were very appreciative.

11. Comments/Questions:

11.1 Public -

11.2 Chief, Staff and/or Volunteers –

11.3 Board – Director Oakley questioned if residents were allowed to burn horse manure. Per Assistant Fire Chief, Sean Hartley, they contacted DEQ and it is not allowed. Resident has been informed.

11. Adjournment by Director Bengtson at 4.34 p.m.

Respectfully,
Dana Schulke
Administrative Assistant