

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

Board Meeting Minutes

1. **Called to Order** by Director Norberg at 6:30pm. Roll call was done by Director Oakley and the following individuals were in attendance: Director's Norberg, Pahl, Green, Wilson, and Oakley. Also in attendance was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Alysha Delorto. Public in attendance was William Burt, Tina Wilson, and Linda Kay Widmer.

2. **Review of Meeting Agenda Items** – the Board reviewed the agenda and there was nothing to add or delete.

3. **Approval of the Board Meeting minutes from June 16, 2022, and the Board Workshop minutes from June 30, 2022:**

3.1 The minutes were reviewed by the Board Meeting Minutes from June 16th, 2022, and Director Wilson stated that under 6.2 he noticed that it should read, "Tuesday", June 28th, and not Thursday as there might have been some back-and-forth discussion as to the dates discussed for the Board Workshop. Director Pahl made a motion to approve the Board Meeting minutes as amended, Director Green seconded the motion. All five voted yes by saying "Aye," motion was approved, (5-0).

3.2 The Board reviewed the Board Workshop minutes from June 30, 2022. Director Wilson made a motion to approve the Board Workshop minutes as presented, Director Pahl seconded the motion. All five voted yes by saying "Aye," motion was approved, (5-0).

4. **Financial Reports -**

4.1 Financial reports for June 2022 – Director Pahl stated that June was the end of our fiscal year and we ended on a good note. He stated there was a small discrepancy of unrestricted net assets showing on the Balance Sheet and Chief Hartley is collaborating with our Auditors on rectifying this problem as something might be misdated. Director Wilson asked about the \$50,000 that was transferred over at the beginning of the year and if it was for the new truck that we have been waiting for. Chief Ward stated "yes, it is" and we carried over that amount into this budget year as we do not know when it will be ready. Director Pahl also stated that everything is accounted for on the financials and it balances. Director Norberg asked for a motion. Director Green made the motion to approve the financials as presented, Director Oakley seconded the motion. All five voted yes by saying "Aye," motion passed (5-0). Director Pahl also stated to the Board that the last check signing was with our new bank, Chase. He stated that the ACH transfers can only be set up 2 days prior to the actual payment date. He also stated that the auditors will be here next week.

4.2 Appointment of Board members to sign checks – It was decided that Director Pahl and Director Green will sign on Wednesday, August 10th and Director Pahl and Director Oakley will sign checks on Thursday, August 25, 2022.

5. **Unfinished Business –**

5.1 Update on steering committee – Chief Ward stated that we have the final data from the survey we asked our residents to complete. We had 235 turned in and Chief Ward was surprised that the most important thing the residents are requiring from us is Structure/Home protection, then EMS/Medical attendance then Wildland protection. He stated our residents prefer getting a text message on their phones to receive communication from us, then social media would be a second preference. Chief Ward will be looking into a couple options for getting text messages out to our residents. He will be setting up a meeting with the Steering Committee/Strategic Planning Group for the first week in August. Once this meeting has past, he will set up a Stakeholders meeting.

5.2 Update on Business Income Insurance coverage for the District - Chief Ward has spoken to Steve Silva from WHA Insurance and he stated that there is no need to have this coverage for our District.

Everything we have is under a schedule, so this coverage is not necessary to have. Chief Ward stated verbiage from documentation he had from Steve and reviewed it with the Board. It was suggested by the Board that we review our insurance every year, especially when our new truck arrives. There was discussion between Director Wilson and Chief Ward and Chief Hartley regarding replacement costs of the vehicles we have indicated on our policy. Director Norberg asked if Chief Ward knew where our truck is that we ordered and Chief Ward stated that it is with the Ford manufacturer at this time, and we have no idea when it will get here.

6. New Business:

6.1 Discussion on Board Meeting days, dates, and time - Director Norberg asked the Board if they would like to continue having the Board meetings on the third Thursday of every month and at 6:30 pm. Everyone was good with the third Thursday and same time we have been having them. Director Pahl added that he would like to have the following Thursday after the Board meeting for our quarterly Board Workshops. It was noted that the CERT meetings are now on the following Thursdays after the Board meetings. Director Wilson wanted to know if the first Thursday of the month works for everyone for the quarterly Board Workshops. The Board agreed it will work for everyone.

6.2 Discussion on Board Member compensation/reimbursement – Director Norberg stated that they have not been compensated in the past for being a Board member. This has to be stated and asked at the beginning of every July meeting. She asked the Board if everyone was still good with not being compensated and everyone agreed. There was no further discussion.

6.3 Update on CERT program – Linda Kay Widmer stated that we passed fourteen people through the Basic Training CERT program. She thanks Ashley Volz from Deschutes County Sheriff's Office for helping us get this program off the ground. She stated that their first training meeting is next Thursday, the twenty-eight at 6:30 pm and David Pond from the Jefferson County Sheriff's Office will be here to go over the instances for activating the CERT team for the Ranch. She also discussed other topics they would like to discuss for future trainings, and she is setting up another Basic Training class for people that were on a waiting list. Chief Ward stated everything is going well with this program and our Community Service Volunteers are working with Dennis Senko on learning how to install smoke detectors, make & install the emergency address signs, etc. Director Pahl asked how Mike Dries and Jeff Scheetz are doing with the property inspections and Chief Ward stated it is going well. Chief Ward stated he is scheduling a day for the Community Service Volunteers to train on the safety surveys for seniors and who would like to be involved with that program.

6.4 Discussion on Fire Chief's review process – It was discussed by the Board on how they would like to manage the process for the Fire Chief's evaluation. Director Pahl stated they have done same process the past few years and utilized the same external and internal sources. He feels that they need to change the process and he would like to meet in Executive Session. The Board would submit their ideas and opinions on what they expect from the Chief, as well as Chief submitting his future goals, etc. Chief Ward suggested that goals and ideas could be talked about in a Board Workshop and then the final evaluation would be done in Executive Session. All Board members agreed to this idea, and it will be a topic for the September Board Workshop.

6.5 Discussion/Approval of Resolution 2022-03 to accept the OSFM Grant funds for summer staffing – Chief Hartley stated we have received all the paperwork from the Fire Marshal's office, as well as the \$35,000 check. Director Wilson made a motion to approve Resolution 2022-23 to accept the OSFM grant funds into our General Fund. Director Pahl seconded the motion. Director Oakley did roll call of all the members in attendance and all stated "yes" to approve the resolution. The motion passed, (5-0).

7. Fire Chiefs Report – the Fire Chief's report was submitted and in the Board packet. Chief Ward added a special thank you to all who participated in the CERT training, including the instructors and all helpers to make the training a success. He received lots of positive comments. Director Wilson asked about the new boiler and

if it will be run with propane. Chief Ward will be getting several bids from the vendors to get the ball rolling on replacing the boiler. Chief Ward also added that we will be hosting the school supply drive again this year. Director Norberg asked about the Fire Med memberships and how many we have received this month. Dana stated so far for this month we are about fourteen new members. Director Norberg also asked about when the Labor Day breakfast was, and Chief Ward stated we will be doing the pancake breakfast for sure. Chief Ward stated that he is working with Captain Fast to get ID cards made for our CERT members and all members of the District. Everyone will be getting their pictures taken to have these cards made.

8. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet. Chief Hartley stated we have two new students going through academy and it is going well. We have one student taking her EMT test and after that she will be good to go. He also stated that we had a brush fire yesterday and we had a good number of staff and volunteers show up, as well as some mutual aid. The two new students were able to attend to this fire and excited to go on the fire. Director Pahl asked if academy is going well and if we were adhering to the OSHA Heat and Smoke rules. Chief Ward stated yes, and they are trying to wrap things up by noon or 1:00 pm. Chief Hartley stated that we received a little over \$40,000 in GEMT funds.

9. Comments/Questions:

9.1 Public input on the current agenda – William Burt stated that the Heritage House does not have any asbestos and that its great news. He asked that we do not “overwork” Mike Dries as he is still one of five left on the HOA Board of Directors. He also stated that he received his letter from the State Fire Marshal’s office, and it stated he was in a “high” risk area. Chief Ward asked if there was a phone number on that letter that he could call. William Burt wanted to know what that meant by living in a “high risk” area and what is he supposed to do next. He also thanked Director Norberg and Director Oakley for staffing the history table on the 4th of July event. Chief Ward said he has some material from the State Marshal’s office that he has to go through to understand what the next steps for residents regarding clearing defensible space around their home.

9.2 Public input on future agenda topics – nothing

10. Correspondence/Recognitions/Good of the order - there was a thank you note from one of the CERT team members thanking the District for starting the CERT program. Chief Ward stated that we have the part for the antique and just waiting for our person from TEC equipment to come and install it. Linda Kay Widmer stated that when she was at the 4th of July booth with Dana, there were several residents who stated they were so glad our fire district is here on the Ranch.

12. Adjournment by Director Norberg at 7:32 pm.

Respectfully,
Dana Schulke
Administrative Assistant