

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

Board Workshop Meeting  
September 1, 2022

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 1, 2022, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Board Workshop Minutes**

**Flag Salute:** Director Wilson led the flag salute.

**Called to Order** by Director Norberg at 6:30 pm.

**Roll Call by Director Oakley:** Directors Pahl attended (via the Zoom platform), Director Green, Director Wilson, Director Oakley, and Director Norberg were present. Also present was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto, Captain David McDonald. Volunteer, Marta McGovern Philpott and George Dunkle from Special Districts Association attended the meeting via the Zoom platform.

**Discussion on Hiring a new Fire Chief for the District:** Director Norberg asked George Dunkle to comment on the District's situation and process with hiring a new Fire Chief. George congratulated Chief Ward on his new position back in Missouri. He stated that he was at this meeting to share with the Board that there is no need to panic at this time with losing Chief Ward. He stated that our District is run really well with having our Assistant Chief here, as well as all the existing staff members. He stated that this will give the Board some time as to what they want to do in the future. The Board has an opportunity to step back and really think about the direction they want to go in the next six months. There are many options and possibilities that the Board can go. Other possibilities or opportunities might be to reach out to surrounding districts and to look outside the box. George did say that the pool of qualified candidates for district's our size is very limited right now. He stated that Special Districts Association of Oregon (SDAO) has come up with a pilot program that we may want to consider. This program would allow you to recruit internal or external candidates that might not have all the qualifications or experience but is familiar with the district and would like to learn and grow into the position through the help of SDAO. Other Boards with Fire Districts have looked at this opportunity. Director Wilson and Director Green stated some concerns and comments directed to George at this time. Director Green asked George and the Board if we might consider reorganizing or change to a different strategy to meet today's challenges. Further discussions ensued between the Board and George regarding the District's situation. Having a facilitator come meet with the Board was discussed, as well as reviewing the current strategic plan that was in place. George stated that having Assistant Chief Hartley "act in capacity" for the District would be an option while the Board figures out their plan of action. Further discussion ensued by Board members regarding our District being landlocked, having limited taxbase, etc. We have now the opportunity to structure the District for the future during this time. Statistics for our District will be looked at for the future planning and we might be reaching out to Dan Olson with SDAO to assist with the direction the Board would like to go. Director Pahl commented that we do need to look at other options for sure and asked for SDAO's help. George stated that SDAO does not provide interim Chief's but can help with assisting in other

options. George stated that with the other options, we are looking at getting someone on board at the first of the year. There was further discussion between the Board Directors and George on the planning and options that we need to think about. Director Pahl asked Chief Ward if Assistant Chief Hartley is up to acting as “acting in capacity”. Chief Ward stated that he had a conversation with the Redmond Fire Board members and the thought of consolidating might be an option for our District as we are currently running at top capacity. He feels that Chief Hartley is up to the task of “acting in capacity” until the Board decides on how they want to proceed. He has no doubt that Chief Hartley can run the District during this time. George stated that it is an “acting in capacity” position for Chief Hartley, if he does not want to give up his current position. The Board has an option to negotiate higher wages during this time he is in this “acting in capacity” position. Director Green stated to the two Captains that were in attendance how they would like to see the District run and will want their feedback in the days to come. Further discussion ensued between the Captains and Director Green. Director Oakley stated that we will have to move this along fairly quickly as we have a levy coming up next year and we do need to think about all our options. Chief Ward stated that there will also be a Board election coming up next year and we are not sure who the three new Board members might be, so we want to get this situation taken care of as soon as possible. Director Green stated that everything has to be talked about in an open forum. George stated that the Board should announce the formal appointment of Chief Hartley “acting in capacity” at the next Board meeting to make it formal. Director Norberg stated that the Board will be contacting him in the future for guidance on finding a new Fire Chief. George then left the meeting and the Board.

**Discussion on upcoming Levy details and ideas:** Director Norberg asked Chief Ward about options that we may have in thinking about the future of our District. This includes call volume, apparatus, and the obstacles we face. Staffing is a big hurdle we are facing and how to retain and keep our current personnel. He mentioned that we may want to vacate the Assistant Fire Chief position and pass on some of the duties to other staff members. The CERT program will take care of itself. He stated that ultimately the District needs two people per shift which would lower our overtime budget. Director Wilson stated that we need to educate the public on all aspects of what everything costs at our District. Chief Ward stated that he is not sure how long we can hold up at this pace. There was discussion on options for apparatus for the future. There was talk about when the Bond for the building is paid off, we should consider replacing apparatus and expanding our dorm room capacity. There was discussion on the use of the SAFER grant funds and going out for a second grant to maintain added personnel. It was mentioned that we will not get an “A team” person for additional staffing. It will be a person who will be starting out in the Fire service and getting their feet wet. There was also discussion between Chief Ward and Director Wilson on how we need to educate the public on how much things costs. Director Green suggested that we put “Did you Know’s” in the Telegraph or on our website to inform the public. Chief Ward suggested that the Steering Committee beware of all these high costs of things so they can work on a game plan for increasing our Levy. Director Wilson stated he went through the last Strategic Plan and there are lot of goals that need to be brought to fruition. This will be discussed at the next meeting. Director Norberg asked about our upcoming events and the Pancake Breakfast will be this Sunday and on Sunday, September 11<sup>th</sup> will be the Memorial down by the Tennis Court. Director Pahl asked Chief Ward to touch base with the Stakeholders that were invited to the meeting that was cancelled. Director Pahl also stated that one of his main goals that should be discussed next time is the recruitment and retention of volunteers and apparatus. Chief Ward stated that we will be having a swearing in ceremony on Saturday, September 17<sup>th</sup> at 6:30 pm at the Station to pass out awards, etc. Chief Ward stated that we received a grant for the exhaust system in the bays. This is the AFG grant and the max they will give us is \$100K. We were awarded \$95,000; however, we will need extra funds out of capital to complete the project. Chief Ward is asked the Board for a consensus to accept the funds we have been awarded and we will have to do a supplemental budget later on. The Board all agreed to accept the funds and they agreed to take funds

out of the Capital Reserve to accommodate the rest of the costs to complete the exhaust project. There was discussion on how the exhaust system will work in the Bays. Chief Hartley stated that there is one other grant available from the State Fire Marshal's office (initiated from Senate Bill 762) for an Apparatus and we are looking to apply for it for a Type 3 Engine, which would be a huge asset for our region. Director Pahl asked if the Board needs to plan another meeting, or have 2 on 1 meetings with Chief Hartley on a weekly basis to see where we are with hiring, staffing, etc. An Exit Interview will be done with Chief Ward prior to his departure.

Adjournment by Director Norberg at 7:53 pm.

Respectively submitted by:

Administrative Assistant, Dana Schulke