

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

March 16, 2023

A Joint Public Hearing & Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors/Local Contract Review Board took place on Thursday, March 16, 2023, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Public Hearing

1.1 Flag Salute by Director Wilson

1.2 Called to Order at 6:00 pm. Roll call was taken by Director Pahl and the following individuals were in attendance: Director's Norberg, Wilson, Green and Pahl. Director Oakley attended the meeting electronically through the Zoom platform. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke and Firefighter/Paramedic Adam Wiley. Members of the public in attendance – Bill Burt and Mike Dries.

2. Discussion/Public Hearing to Amend Public Contracting rules for Crooked River Ranch R.F.P.D – At this time Chief Hartley stated the purpose of this hearing. We were notified by our legal counsel that last year there were some changes done through Legislature on public contracting. Our legal counsel recommended that we update our rules to the current 2022 rules which had some major changes. Most notable was the threshold for public improvement contracts, which was at \$5,000 and is now at \$10,000. Also, public hearings are not necessarily required for public improvement exemptions. Instead, a notice must be published, and a hearing only needs to be held if one is requested by members of the public. There were some changes in the ORS's. Chief Hartley stated we received the public contracting packet from our legal counsel, and the last time we revised our public contracting rules was back in 2017. He stated that because our District is small, the Board of Directors is considered the Local Contract Review Board. Director Wilson asked if these rules affect the Board policies and Chief Harley stated no, as this is for if we have a fire engine built, or any public contracting needs for the District. He clarified that our Administrative policy states that we will follow the current Public Contracting rules. At this time, Chief Hartley asked if there was any public comment from the audience. There was none.

3. Approval of Resolution - Director Pahl stated to Director Norberg that he would like to refer this Resolution to the Board meeting and add it as 6.4 under New Business for approval.

4. Public Hearing was Adjourned by Director Norberg at 6.07 pm.

Board Meeting

1. Called to Order by Director Norberg at 6:08 pm

1.1 Roll Call was taken by Director Pahl and the following individuals were in attendance: Director's Norberg, Wilson, Green and Pahl. Director Oakley attended the meeting electronically through the Zoom platform. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke and Firefighter/Paramedic Adam Wiley. Members of the public in attendance – Bill Burt and Mike Dries.

2. Review of Agenda - Director Norberg stated she wanted to add to the agenda was the letter the Board received from the Lions Club wanting to have the Fire District be a stop on their treasure hunt they are having. It was decided this was to be discussed under Correspondence.

3. Approval of the Board meeting minutes from February 16, 2023.

3.1 The Board Meeting minutes were reviewed by the Board. Director Wilson made a motion to approve the February 16th minutes as presented, Director Pahl seconded the motion. All in favor stated "Aye," motion approved, (5-0).

4. Financial Reports -

4.1 Financial reports for January 2023 – Director Pahl reviewed the figures on the Balance Sheet with the Board. Director Pahl stated that in the Payable Vendor detail report you will see CIT-First Citizens Bank, which is our new lender for the Lease of the Copier. Director Pahl had some questions in regard to some of the line items in our Budget which pertained to Building Maintenance, Radios/Communications, the Volunteer Incentive Program, and our Wellness Program, and why they are trending behind budget. Chief Hartley stated that some of the invoices for each line item have not been received yet to pay. He stated that in regard to the Wellness Program, some of our staff and volunteers have not had a physical yet, and therefore invoices for the physicals will arrive in May or June to bump up the YTD figures. Director Green made a motion to approve the February 2023 financials as presented. Director Wilson seconded the motion. All voted by stating "Aye," motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Oakley will sign the checks on Monday, April 10th and Director Norberg and Director Wilson will sign checks on Monday, April 24th, 2023.

5. Unfinished Business –

5.1 Update on Steering Committee - Chief Hartley stated he was waiting for the Collective Bargaining meeting to happen this week, which happened yesterday. He just has to tweak a couple items on the revised agreement and then he should be able to hold a meeting with the Steering Committee soon.

5.2 Update on Wildfire Preparedness Open House – Dana stated she has been working on some handouts for the Open House. She will be touching base with all the presenters and making sure they are all set with their presentations. She is hoping that the Board members will be at the event to assist in giving station tours at the beginning and end of

the event. She would like everyone to be at the station around 9:00/9:15 am on April 29th. Director Norberg offered to make cookies for the event. There was no further discussion.

6. New Business:

6.1 - SDAO Best Practices Requirements for 2023 – Chief Hartley stated we have received the requirements for this year’s credit requirements. This year’s topics are geared around Emergency Preparedness. We have a couple items on the requirements that we have met already. He stated that we already have a Disaster Preparedness plan/policy which is one of the requirements. There are some checklists that our staff need to go through and also attendance of a class/training online which we should be able to take care of soon. This will all give us our 10% discount on our liability insurance. There was no further discussion.

6.2 - Contract Negotiations – Chief Hartley stated he met with the Union members yesterday and there are just a few little, small items to iron out. We should have a final draft for review soon. Everything went smoothly. There was no further discussion.

6.3 - Fire Station Exterior Savings/Ideas - Chief Hartley stated he and Adam (employee) walked around the station and tried to come up with ideas to cut costs on our utilities. Some of our utilities in next year’s budget will be going up significantly and he and the staff are figuring out ways to cut costs. One of which is our water, which will be going up at least five times higher than what it is now. One thought he had was to eliminate the grass areas around the station and do some hardscaping with rock around the building, and cap off some of the sprinklers. Another idea is to turn the light bulbs in the training room into LED. He is asking everyone to send him emails with other ideas to cut costs. There was discussion on possibly putting Turf in the back area, etc. Director Wilson brought up the Can Lights that are above the Bay door on the outside, and if we really need them. Chief Hartley also stated that when the new exhaust system was being put in, the contractor noticed that a lot of cold air is coming through the louvered slats, and we can cover them up now that we have the new system. He also stated that in the future, he plans to put together a work party to clean up the landscaping, etc. and will do a barbecue for everyone who is helping.

6.4 - Approval of Joint Resolution 2023-01 of the District Board and Local Contract Review Board Amending Contracting Rules - Director Wilson made a motion to approve Resolution 2023-01 to revise the District’s Public Contracting Rules on behalf of the Crooked River Ranch Rural Fire Protection District and Local Contract Review Board as presented. Director Pahl seconded the motion. All voted by stated “Aye,” motion passed, (5-0).

7. Fire Chief Report - His report was in the Board packet. Chief Hartley reviewed his report with the Board, in regard to the number of calls we had in February. He invited everyone to our Swearing in Ceremony on Monday, March 20th at 6:00 pm. He thanked all our Community Service Volunteers who are doing our Lot Assessments, as we are the leading community in submitting the grant applications. He said we had to extend our application process as we had an applicant drop out and it only left us with two candidates. We are hoping to get more applicants by April 14th.

8. CERT Report - Chief Hartley stated that due to the weather in February, they cancelled their last meeting. However, another training is scheduled for next week and Sergeant Pond will be

coming out to go over Drones with the CERT members. He has been working on the State's Homeland Security Grant from last year and amending it so that we can get some traffic control equipment.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order – Bill Burt stated that the Lions Club is doing a Treasure Hunt type of event to raise awareness to residents of what the Lions Club does and to increase membership. They are hoping to have the fire district involved with this event on May 13th. A discussion ensued on having Board members, as well as Community Service Volunteers and Staff participating in the event, and it will be a good opportunity to pass out defensible space material, sign up people who might be interested in our CERT program, etc. Chief Hartley stated that he will send an email out to everyone to get interested participants. Chief Hartley also stated we received an email from a resident to say thank you for all our help on a call they went to. Director Pahl congratulated the person who is putting out all the District's social media as they are doing a great job. Director Wilson stated he and the Honor Guard will be doing another funeral for a firefighter who passed.

11. Adjournment by Director Norberg at 6:45 pm.

Respectfully,
Dana Schulke
Administrative Assistant