**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Regular Board Meeting**

**Thursday, January 19, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 19, 2017 at 1:00 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 Norberg at 1:00 p.m. Directors Fisher, Kirk, Bengtson, Oakley and Norberg were present. Also present, Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley and Administrative Assistant Dana Schulke. Volunteer Assistant Fire Chief, Mark Wilson was excused from the meeting. Also in attendance were Captain David McDonald, Myrsideys Steward, and Riley Jones. Members of the public in attendance, Tina Wilson.
2. Review of Meeting Agenda Items – no changes
3. Approval of Board Minutes.
   1. December 20, 2016 Board meeting minutes. A motion was made by Director Bengtson to approve the December 20, 2016 Board meeting minutes as written. Director Oakley seconded the motion. There was no further discussion. All were in favor and motion passed unanimously, (5-0).
   2. January 12, 2017 Board Workshop minutes – Director Oakley made a motion to approve the January 12, 2017 Board Workshop minutes as written. Director Kirk seconded the motion. There was no further discussion. All were in favor and motion passed unanimously, (5-0).
4. Financial Reports
   1. Director Bengtson made a motion to approve the December 2016 financial reports as written. Director Kirk seconded the motion. All were in favor of the current financials as written. Motion passed unanimously, (5-0).
   2. Appointment of Board members to sign checks in February – It was stated by Director Oakley that she could sign checks with Director Fisher on Thursday, February 9th, 2017. It was stated by Director Kirk that he can sign checks with Director Fisher on Wednesday, February 22, 2017.
5. Comments from the public - none
6. Unfinished Business -
   1. SDAO Board Assessment Program – Director Bengtson stated that the Board should proceed with this program once the new Board members come on board July 1, 2017. Once a six month period has passed we will sign up for the assessment program and have the SDAO representative come out to our District for a Board workshop.
7. New Business.
   1. Recruitment of new Board members – It was stated by Fire Chief, Harry Ward that he has contacted a couple residents of the Ranch to see if they would be interested on serving on the District’s Board of Directors. It was stated by Director Bengtson that he should contact George “Mitch” Mitchener and also Mike Folkestad to see if they would be interested in running for the positions.
   2. Discussion and approval of Resolution 2017-01 for Appropriation of Grant Funds for Power Cot – Assistant Fire Chief, Sean Hartley stated that we have received the approval of grant funds from Special Districts Association of Oregon. In order to purchase a power cot for the ambulance we needed to transfer some additional funds from our Operating Contingency fund to the EMS Capital Reserve Fund to purchase the power cot. Director Kirk made a motion to approve Resolution 2017-01 for the Appropriation of the Grant Funds for the Power Cot as written, Director Oakley seconded the motion, and all were in favor of the Resolution and the motion passed unanimously, (5-0).
   3. Discussion and approval of the District’s attorney revising our current purchasing policies to current regulations – Fire Chief, Harry Ward stated that we received an email from our attorney stating that our current purchasing policies were outdated and we should consider revising them. The attorney offered to revise the policies and create a packet for us for a flat fee of approximately $400.00. Director Bengtson made a motion to have our attorney revise our purchasing policies to current standards and regulations. Director Kirk seconded the motion. There was no further discussion. All were in favor and the motion passed, (5-0).
8. Fire Chief’s Report – Fire Chief, Harry Ward stated that we have chosen a contractor to do the painting of the interior painting of the Station, as well as a contractor for the new kitchen counters. He also stated that he has contacted Sherriff Adkins to let him know that he will be moving the office for the Sherriff on duty to the records rooms and that we will be moving our records from the records room to the current Sherriff’s office. This is so we will have a space for the Volunteer staff to sit and work on the computer. Assistant Fire Chief, Sean Hartley did a visual presentation of our new website and the new features it will have. Fire Chief, Harry Ward also stated that we have purchased the FireAdmin software program and have started the beginning stages of gathering the data for it.
9. Operations Report – Assistant Volunteer Fire Chief Mark Wilson had submitted an Operations Report in the Board packet for the Board’s review. Director Norberg stated that she would like to have a Board Workshop to discuss the position of our current apparatus, our personnel, radios, etc. Fire Chief, Harry Ward stated that he will pick a date in February and email the Board with which date will work for them. Director Kirk questioned if Assistant Volunteer Fire Chief, Mark Wilson should be submitting the Operations Report, or if Assistant Fire Chief, Sean Hartley should be giving that report. Fire Chief, Harry Ward stated that he felt that report should be given by Assistant Volunteer Fire Chief, Mark Wilson and the written format for the Board packet will be an ongoing platform.
10. Correspondence/Recognitions. –Comments/Questions. Director Norberg stated that we received a thank you note from a resident on the Ranch.
    1. Public - None
    2. Chief, Staff and/or Volunteers – Administrative Assistant Dana Schulke stated that she will be out of the office from January 21st through February 1st.
    3. Board – Director Kirk stated the Board should be asking residents on the Ranch if they would be interested in running for the Board of Directors positions that are available.
11. Adjournment by Director Norberg at 1:50 pm.

Respectfully,

Dana Schulke

Administrative Assistant