**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**May 18, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors and Local Contract Review Board took place on Thursday, May 18, 2017 at 6:30 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 6:30 p.m. Directors Oakley, Kirk, Norberg and Bengtson were present. Director Fisher was excused. Also present, Fire Chief Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant Dana Schulke. Assistant Fire Chief Mark Wilson was excused. Also in attendance were Captain Alysha Gilpatrick-Delorto, Westin Martin, and Dennis Senko. Members of the public in attendance, Tina Wilson and Jim Dille.
2. Review of Meeting Agenda Items – The agenda was reviewed and no changes or additional topics were added.
3. Approval of Board Meeting Minutes.
	1. April 20, 2017 Board Meeting minutes – Director Bengtson made a motion to approve the April 20, 2017 Board meeting minutes as written. Director Kirk seconded the motion. There was no further discussion. All were in favor, motion passed unanimously, (4-0).
4. Financial Reports -
	1. Director Norberg presented the financial report as of the end of April 2017 (on behalf of Director Fisher who was excused from the meeting). In the Bank of the Cascades general account there was $10,793.33, Bank of the Cascade-Payroll account, $2,412.48. In the Jefferson County Treasury the account balances were: Bond Fund $80,399.60, Building/Equipment Capital Reserve Fund $221,875.24, General Fund $128,705.55, Local Option Levy Fund $279,144.09 and our Pay Pal account had $131.54. Accounts Receivable there was $410.00. Total assets of $723,911.83. Director Kirk made a motion to approve the April financial report as presented, Director Bengtson seconded the motion, all were in favor, motion passed (4-0). There was no further discussion.
	2. Appointment of Board members to sign checks in June. – It was decided upon that Director Fisher and Director Bengtson will sign checks on Friday, June 9th and Director Fisher and Director Kirk will sign checks on Friday, June 23.
5. Comments from the public - none
6. Unfinished Business -
	1. Discussion on the Operating Levy – Fire Chief, Harry Ward stated he created a tri-fold brochure regarding the operating levy. It had questions in it that the residents of the Ranch might be asking in regards to the levy. Chief Ward had done some research on the building levy and the first one was back in 2004 at .69 cents. With the calculations that he and Assistant Chief Hartley did, we would be saving the residents $8.66 per tax lot. Director Kirk stated that he would like to see know what our current expenses are, so that he may inform the residents of how much our expenses are and how much they will increase in the future, etc. Chief Ward and Assistant Chief Hartley stated that they will put a benchmark of our expenses together to show the Board at the next meeting.
	2. Discussion on acquiring a new ambulance - Fire Chief, Harry Ward stated that our original goal was to replace 572 in 2 years, however, after looking at the cost of purchasing one at today’s prices (approximately $175,000), he has decided that we will revisit the idea next year and see how much money we could put down in order to have less financing for the ambulance. The Board was inquiring about the status of 572 and how old it is. Chief Ward stated that we could get a decent price for it if we sold it next year, but less the longer we wait to sell it. Director Kirk stated that he spoke to someone on the HOA Board on possibly setting up a trust for residents to donate funds to the Fire District once they pass away. This would help in acquiring any equipment or vehicles that are needed for the District. There was no further discussion
7. New Business.
	1. Discussion and Adoption of Resolution 2017-05 for updating the Board Policy Manual – There was no discussion on the topic and a motion was made by Director Bengtson to approve Resolution 2017-05 for the Adoption and Updating of the District’s Board Policy Manual. Director Kirk seconded the motion. All were in favor and motion passed, (4-0).
	2. Discussion on RFP mailed out for Banking Services – Assistant Fire Chief, Sean Hartley stated that Administrative Assistant, Dana Schulke mailed out several RFP’s to many financial institutions. We had only received three back, one from Washington Federal, one from US Bank and the other from Bank of the Cascades, which is our current bank the District utilizes. Chief Harley stated that after reviewing all three proposals, it was decided upon that we will stay with Bank of the Cascades, even though their name will be changing to First Interstate Bank after July 1st. Their fees for certain services can’t be beat and we have a good relationship with the representative we currently have. There was no further discussion on this topic.
8. Fire Chief’s Report – Fire Chief, Harry Ward stated there has been much discussion on the fallen Fire Chief, Wendell Beck and the memorial service we are doing at our open house. It has been brought to his attention that after we might think about calling our Station the “Wendell L. Beck Fire Station”. Director Kirk has some concerns about it and asked, “what if we have other firefighters pass, what we will do for them?” Chief Ward stated that we are in pre-planning stages for a memorial wall around the flag pole in place of the bricks at the base of the flag pole. The sidewalk and area around it is currently not straight or level. Chief Ward also stated that he is starting to revise our strategic plan and working on officer development with Jefferson County Fire District #1, as well as plans for the grounds and volunteer retention. He also attended the Oregon Fire Chief’s conference last week. There was no further discussion.
9. Operations Report – the operations report was submitted in writing by Assistant Fire Chief, Mark Wilson and was in the Board packet. The Board reviewed the report and had no further comments.
10. Correspondence/Recognitions. –Comments/Questions. There were two thank you notes in the Board packet and also a memo from SDAO asking if we would like some DVD’s from the February Conference that we were not able to attend.
11. Comments/Questions:
	1. Public – none
	2. Chief, Staff and/or Volunteers – Tina Wilson stated that the next blood drive is June 14th at the Station.
	3. Board – Director Kirk congratulated Jim Dille on his election to the Board of Directors and Director Bengtson congratulated the staff on sticking to our current budget.
12. Adjournment by Director Norberg at 7:19 p.m.

Respectfully,

Dana Schulke

Administrative Assistant