

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

**July 20, 2023**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, July 20, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Board Meeting Minutes**

**1.1 Flag Salute** – done by Director Gayheart

**1. 2 Called to Order** at 6:00 pm by Director Palmer. Director Costigan completed the role call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan and Pahl. Director Norberg was initially excused, however, signed on via the Zoom platform shortly after the meeting was called to order. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Wiley. Student volunteers in attendance were Alex Silva, Brook O’Conner, Emily Lara, and Jackson Spadaro. Members of the public in attendance were Bill Burt, Randy Peterson, and Linda Kay Widmer. Barbara Oakley attended the meeting via the Zoom platform.

**2. Review of the Agenda** - there were no changes as time.

**3. Review/Approval of Workshop & Meeting Minutes** –

**3.1 & 3.2 Approval of Board Workshop & Meeting minutes from June 15<sup>th</sup>, 2023, and July 11<sup>th</sup>, 2023** - The minutes were reviewed by the Board and Director Costigan made a motion to approve the Board Meeting minutes as presented/written. Director Pahl seconded the motion. Director Palmer then asked for a motion to approve the Board Workshop minutes from July 11, 2023 - Director Pahl made a motion to approve the Board Workshop minutes from July 11, as presented/written and Director Gayheart seconded the motion. All in favor voted yes by stating “Aye,” motion carried (4-0).

**4. Financial Reports** -

**4.1 Financial reports for June 2023** – Director Pahl stated we have completed our fiscal year 2022/2023. The Budget Variance was given to the Board for review, and he stated our Auditors will be here on Monday, July 24<sup>th</sup> to review the documentation from last fiscal year. He and Director Norberg will be meeting with the Auditors to answer any questions they may have. He feels confident everything will go well. Director Pahl asked if anyone had any questions regarding the budget variance. Director Costigan asked a question about the operating expenses and the contingency line item. He wanted to know if the contingency amount had been spent and Chief Hartley clarified that those funds under contingency had not been spent. There were no further questions and Director Palmer asked for a motion at this time. Director Costigan made a motion to approve the June financials as presented, Director Pahl seconded the motion. All were in favor and stated “Aye,” motion carried (5-0) as Director Norberg was on the Zoom platform and was able to vote.

**4.2 Appointment of Board members to sign checks** – It was decided that Director Palmer and Director Gayheart will sign checks on Thursday, August 10<sup>th</sup> and Director Costigan and Director Norberg (or Palmer, if Norberg is not available) will sign checks on Monday, August 28<sup>th</sup>, 2023.

**5. Unfinished Business –**

**5.1 Discussion on upcoming Levy** – Fire Chief, Sean Hartley stated that he had a presentation to present to the Board and audience which was up on the TV Flatscreen so everyone could see. Chief Hartley went over his power point presentation which included a history of data on prior levy increases, call volume, etc. for the District. He thanked all the members of the steering committee for helping him gather the data. In a 10-year span we are now up to two calls a day with many calls overlapping each other. He went into depth on how we respond to calls, the timing, and the amount of calls the District is receiving. He asked the Board to approve the rate of \$1.17 per 1,000 of assessed value for the November ballot, which would be a .28 increase to the operating levy. By requesting this additional amount, we would be able to add additional staffing to increase our response time, etc.

**(At this time, the meeting was put on recess and recording was stopped. This was done by a motion by the Directors due to an unanticipated interruption).**

Public attendee, Bill Burt decided to leave the building during this recess.

Director Palmer reconvened the meeting and Chief Hartley asked to bump up his Fire Chief's report and continue with his Civil Service Commission update, as he would be leaving the meeting shortly due to unforeseen circumstances.

Chief Hartley finished his presentation to the Board and audience in regard to increasing our levy amount. Discussion ensued between Director Costigan and Chief Hartley regarding some of the figures shown on the sheet that was passed out to the Board. Director Palmer asked Chief Hartley if the figure that he has proposed does not pass in November, if our current levy amount would sustain the District, and Chief Hartley said it would not. Chief Hartley said that Plan B would be conducting a survey for the residents and ask them what we could do better to get the requested amount to pass. We will have to reevaluate all our personnel expenses and see where we can cut back if that is the case. Chief Hartley stated we will need to have a special meeting next week to approve the Resolution to increase the amount which will have to be next week. Director Palmer asked for a motion to approve the \$1.17 per 1,000 assessed value. Director Pahl made a motion and Director Gayheart seconded the motion. All in favor voted "Aye," motion passed (5-0). Director Palmer initiated a special meeting on Thursday, July 27<sup>th</sup>. Chief Hartley stated we would need to change it to Wednesday, July 26<sup>th</sup> due to the CERT meeting on Thursday. It was decided by all Board members that Wednesday, the 26<sup>th</sup> at 6:30 pm will be the special meeting.

**5.2 Civil Service Commission update** – Chief Hartley is working on setting up a date with the members to work through our Civil Service Rules. Once the rules are done, then he can review the hiring process for potential candidates. There was no further discussion.

**At this time, the Fire Chief's Report (#7) was reviewed so Chief Hartley could leave the meeting.**

**Fire Chief Report** - His report was in the Board packet. The number of service calls were discussed for the month of June. Chief Hartley stated that the student academy has been going well. He said that August 11<sup>th</sup> at 6:00 pm will be the swearing in ceremony. He might be including the promotion of Adam Wiley who has completed all his necessary courses to achieve Captain status. He also said he is promoting Dennis Senko to our Fire Marshal as he has been achieving all the necessary courses to achieve Fire Marshal status. The Chief spoke about the Library conversion which will be starting soon. There was also

discussion about the homeless camps that have been popping up on the Ranch and Chief Hartley is aware of them and working with the Jefferson County Sheriff's Office on it. He is also working with the federal Grasslands personnel on the areas around the end of Spur Place, Jefferson View, and Waterhole on fire abatement. At this time Chief Hartley left the meeting.

**6. New Business:**

**6.1 Discussion on Board Meeting times/days** – Director Palmer asked Director Pahl to explain this annual topic. Director Pahl stated that there has always been discussion on whether the Board would like to change the times of the meetings to accommodate staff that have to stay late and deal with winter weather. Director Palmer stated he would hesitate to move the time of the Board meetings due to the timing of our Levy. Discussion ensued between the Board on this topic. It was decided that the Board will keep the meetings at 6:30 pm until we are past November.

**6.2 Discussion on Board Director compensation/reimbursement** – Director Palmer stated that he has read the Board policy on this topic, and he feels that it is not necessary for the Board to be reimbursed. Discussion ensued with the Board members, and it was decided upon that no compensation will be issued to the Board members. There was no further discussion.

**6.3 Discussion on new Board members attending SDAO Regional Board training @ Eagle Crest on August 15<sup>th</sup>** - Director Palmer asked how many Board members could attend this training, Dana stated there is room for two at this time. Discussion ensued between the Board members in regard to several SDAO training opportunities that will be coming up that other members can attend. Dana stated that she can make reservations for the training for Director Gayheart and Director Costigan to attend the training at Eagle Crest.

**8. Update on CERT program** - Linda Kay Widmer addressed the Board stating the CERT members had a great mass casualty drill with the volunteers and staff last week. They learned a lot. Captain Wiley was in charge of this drill and a great exercise for the CERT members. She will be working with Chief Hartley on having monthly meetings again. She will be working on getting more training lined up in September when everyone is back from vacation. She stated that Dana had some great ideas on soliciting for members through social media and she will be working on this as well. She mentioned that we have lost a few members due to them moving away, etc.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** - Randy Peterson had a question regarding our Levy amount compared to other Districts. Director Costigan stated we are comparable to other Districts that transport but would have to follow up with Chief Hartley on the actual figures. Director Costigan stated the steering committee had a hard time producing the number that was decided upon. Even at the number they arrived at it will be a big concern if it will pass. Mr. Peterson stated that he will be for the increase and thanked everyone for what they are doing for the District.

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** - none

**12. Adjournment** by Director Palmer at 7:56 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant