

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

**Board Meeting Minutes  
19 September 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 19 September 2019 at the conclusion of the Supplemental Budget Meeting that concluded at 6:05 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

**Board Meeting Minutes:**

**1. Meeting Called to Order at:** by Director Barbara Oakley.

**1.1. Roll Call by:** Director Brad Pahl: Jeff Green was present via phone. Director Wilson was excused and John Meredith was absent. Also at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Hartley and Administrative Assistant Dana Schulke. Also in attendance was: Staff Captain; Alysha DeLorto. Responding Volunteers; Community Services Officer Dennis Senko, Amy Weddle, Emma Parker, Chase Wilder, Michael McClellan and Garret Schweigert. Support Volunteer Pat Hayes. Public in attendance was; Dennis Kirk, Kay Norberg, John Hayes, and Bill Burt.

**1.2. Flag Salute:**

Had taken place during the Supplemental Budget Meeting.

**2. Review of Agenda:**

Director Oakley asked if anyone had anything to be added or removed from the Agenda. There were no changes.

**3. Approval of Board Meeting Minutes:**

**3.1:** Director Oakley asked for approval of the 15 August 2019 Regular Board meeting minutes. (Director Meredith arrived for the meeting.) Chief Ward commented the minutes stated that they have him as saying he had a donation of \$400.00 for paint for the connex's but what he has is a pledge of \$400.00. Not cash in hand. Motion to accept the minutes as amended was made by Director Pahl and seconded by Director Meredith. Voice vote passed unanimously.

**4. Financial Reports:**

**4.1:** Director Oakley asked if Director Meredith was going to read the financials into the record and he confirmed he would. Director Meredith read the documents as follows: The statement shows the Bond Fund is sitting at \$11,189.98. The Capital Reserve Fund is sitting at \$173,867.34. FIB Checking is at \$12,121.35 and FIB Payroll is at \$2655.48. The General Fund is at \$13,783.41. Under the Local Option Levy Fund is \$187964.92. PayPal has \$602.07 and US Bank has \$100.73 for a total of Cash and Cash Equivalents of \$402,285.28, which is also the amount of the Total Current Assets as well as the Total Assets. Under Liabilities and Equity FIB Credit Cards is \$5,792.97 Payroll Liabilities is \$494.63 for a Total Current

Liabilities of \$6,287.60 which is also Total Liabilities amount. Current Year earnings are \$395,997.68 for a Total Liabilities and Equity amount of \$402,285.28. Director Oakley asked Director Green if he had anything to add. Director Green then asked Assistant Chief Hartley to please explain how the Balance Sheet is now balancing the accounts and what the Board needs to add together to make the numbers total. Assistant Chief Hartley answered yes and explained the situation. Director Oakley asked if the budgetary sheets that were handed out during the meeting would be in our next month's packet. It was confirmed they would be. Director Oakley asked for a motion to approve the financial reports. Director Meredith made a motion to approve the financial reports. Director Pahl seconded the motion. Director Oakley called for the question asking if there were any more questions or comments. Hearing none a unanimous voice vote passed the motion.

**4.2** Board Members to sign checks in October. Wednesday 09 October 2019 and Friday 25 October 2019. Director Green commented he would be available both of those days at roughly 04:30 pm. Director Meredith offered to sign on the 9<sup>th</sup> with Director Green. Director Oakley offered to sign on the 25<sup>th</sup> with Director Green.

5. **Comments from the Public-** None at this time.

6. **Unfinished Business:**

**6.1** Fencing of the property: Chief Ward stated he was trying to get clarification to see what fence we need. He talked with Jason Jantze and he recommended to Jason that we run fence down Quail from the driveway down to corner of property line, which he stated Jason said it would be a great start along the road instead of doing it in bits and pieces. He hopes to hear from him by Friday or Monday and give us his recommendations back.

**6.2** Painting of the connex containers: Chief Ward stated he had met with Sherwin-Williams representative that had come out and looked at the building to see what kind of product we would need and what type of preparation we would need to do to paint them. They sent us a quote for the paint and right now we are just waiting on them because the manager is checking on a donation with the regional manager. Chief then stated that in the next 30 days he would like to see it painted. Director Meredith then stated he would like to go back to the previous subject matter of the fence. He stated he had talked to Director Wilson and said Director Wilson and his major concern is other kids messing around on the connex's and falling off holding us liable for it. Continuing stating he believes that is a large part of Director Wilson's concern. Director Oakley asked if any of our security cameras picked up that area out there. Chief Ward stated yes the one of on the east end does pick up some of the area. Administrative Assistant Schulke stated it does not reach the stacked ones. Director Meredith stated he brought it up because he believes it is a valid concern.

**6.3** Flags for the flag pole: Chief Ward stated he found the ORS and handed it out. He added this is DAS policy that references the ORS he printed out. Director Meredith stated basically what it says is if a facility flies the American flag it should fly the POW flag directly below it and the Oregon state flag directly below that. Chief Ward agreed and added it states all other County Municipal, School Districts and Special District buildings. Chief Ward stated his only concern is the cost of replacing those three flags. Director Meredith stated they don't all have to be the same size. Director Oakley

asked if Chief Ward would be looking into it and wondered if all three would fit on the pole. Director Meredith stated that they will fit. Chief Ward added the pole is the right size because it is at least 20 feet adding that the hardware is easy.

**6.4** SDAO “SAFEpersonnel” Online Training: Director Oakley stated that she thought Director Wilson wanted to remind everyone that you are signed up now and you can access the online training if you desire and if you have any problems you can ask Administrative Assistant Schulke.

**6.5** Notification of Events: Director Oakley stated that this subject was brought up by Director Wilson when the Senator was here. She added Director Wilson was wondering if there was some sort of calendar or something that could come out to the Board Members to let them know what’s transpiring. There was discussion of how Chief found out. Director Oakley asked if things are coming up to please let the Board know as early as they (Staff) can and we would appreciate it. Director Pahl asked when “Trunk or Treat” is. Administrative Assistant Schulke stated it was October 31<sup>st</sup>.

## **7. New Business:**

**7.1** Agenda Format: Director Oakley stated she would like to hold this over until Director Wilson could be here as he has some ideas and would like him to present them in person.

**7.2** Discussion/Approval of Resolution 2019-06 which is for the Supplemental Budget: Director Oakley stated we have the Resolution of 2019-06 in the matter of making a supplemental budget for an occurrence which was not ascertained at the time of original preparation. Director Oakley then read the document provided into the record. Director Oakley then asked if there were any comments or questions. Hearing none Director Oakley asked for a motion on the resolution. Director Pahl moved to approve Resolution 2019-06 in the matter of making a supplemental budget for an occurrence which was not ascertained at the time of original preparation and to make the Supplemental Budget changes as presented. Director Meredith seconded the motion. Director Oakley called for the vote on Resolution 2019-06 in the matter of making a supplemental budget for an occurrence which was not ascertained at the time of original preparation. A unanimous voice vote passed the motion.

**7.3** Resolution 2019-07 Receiving unanticipated grant revenue to the General Fund: Director Oakley asked if there was anything to add to that. Assistant Chief Hartley explained what the grant was about. He stated on September 11 2019 we were notified we were recipients of all items that we had requested and that the total of the grant (Federal Portion) \$121,819.09 and our match of that is 5% which is \$6090.91. Director Pahl asked if Director Oakley would like to read it. She then read the document into the record. Director Oakley then asked if there were any questions or comments. Director Pahl stated as a small correction in the language of the reading that the General Fund transfer out was not \$20,000 but was \$6,090.91 decrease with an adjusted balance of \$13,909.09. Small applause broke out. Director Oakley entertained a motion to approve Resolution 2019-07. Director Meredith made a motion to approve Resolution 2019-07 for receiving unanticipated Assistance to Firefighter Grant Fund and to appropriate those funds to the General Fund and authorize the Grant award expenditures as amended.

Director Pahl seconded the motion. Director Oakley called for a vote and it was passed with a unanimous voice vote.

- **Fire Chiefs Report-** Chief Ward stated we had an Open House on Saturday and even though it was well attended it is still not what he would like to see. He added Assistant Chief Hartley, Fire Marshal Gary White and himself will start working on grants for next year starting next week. He said they are looking at several options one being a fire engine. Director Green announced he was falling off the call due to location of his vehicle. Chief Ward stated they are going to be doing lots of research and looking at other grants and lots of other departments that have been successful in getting apparatus grants so we will be talking with them. He stated when we look at what our maintenance has been this last little bit and especially over the last year it's either get this done now or we have to expend it without a grant. He believes we are going to have to do something soon as we had one engine in for about a month for repairs and the other one is the same age. So they are going to start that next week referring to grant writing process. Director Oakley asked Chief if there was not real good history of these grants getting approved and Chief Ward stated there was some locally that have received grants with Redmond being one and stated that they received their Water Tender on a grant. Director Oakley asked what an average amount is for a grant and Chief Ward asked her if she was referring to an engine and she replied yes. Chief Ward stated somewhere between \$350,000.00 and \$500,000.00. Chief Ward stated this would be a 30 year engine if we bought brand new and with our call volume that is so low. He talked about an engine that Cloverdale bought about two years ago that they looked at yesterday which was about \$450,000.00 and stated that engine would last us 20 plus years because we don't go on that many fire calls, unlike our ambulances. He then stated that today he started a new tradition with attending the State Memorial and that he took our three new students and went to the Oregon Fallen Firefighter Memorial in Salem. Chief Ward then moved onto other subjects that we are working on with one being Captain Delorto is getting new quotes on monitors so we can get those purchased and into service as soon as we can, and the same way with the compressors and stated we already have quotes coming in for those.

**9. Operations Report-** Assistant Chief Hartley asked our three new students to stand and be recognized and stated that they had all successfully completed the joint academy and then fulfilled their in-house academy and that they are now on shifts and responding on calls. He then asked if there were any questions on the Operations report and Director Oakley stated she did not have any questions but she does see our calls keep going up. Director Pahl agreed. Assistant Chief Hartley confirmed yes with the fact August was 64 calls and it was a very busy month. Director Pahl asked if we were little behind last years and Assistant Chief Hartley stated yes but we were slowly catching up, and we may not see 600 calls but a lot of it depends on the weather to see if it changes.

**10. Correspondence and Recognitions-** Director Oakley stated we had a couple "Thank You's" Director Meredith stated there was one additional item and it was and it was a suggestion from Bonni Reeves and it says "Please put on a Trauma Class on how to apply a tourniquet properly. It saves lives." Director Oakley stated that was good.

**11. Comments / Questions-** Director Oakley asked if there was any comments or questions from the public. There were none. Director Oakley asked Chief and staff if they had any comments or questions. Director Pahl stated Director Wilsons knee replacement surgery went well. Director Oakley then asked the Directors if they had any comments and Director Meredith sincerely apologized for being late.

**12. Adjournment-** With no further business, Director Oakley adjourned the meeting at 6:51 pm.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board