

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

**Board Meeting Minutes (Virtual Style Meeting)**  
**18 June 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 18 June 2020 at 06:30 pm online using “ZOOM” meeting platform.

**Board Meeting Minutes**

1. **Meeting Called to Order at:** 6:22 By Director Oakley.
  - 1.1. **Roll Call:** Barb Oakley, Brad Pahl, Jeff Green, Mark Wilson, John Meredith, Harry Ward, Sean Hartley. (Due to technical errors there is no written roster of attendees.)
2. **Review of Agenda:** Director Green wants to add a discussion on the Board meeting and Workshop in July.
3. **Approval of Board Meeting Minutes:**
  - 3.1. Motion for April 16 2020 Board Meeting Minutes made by Director Meredith as amended Directed Green seconded. Roll call Vote: Unanimous vote passed motion.
  - 3.2. Correction on 4.2 signing of checks that the 25<sup>th</sup> is a Thursday not a Tuesday. Motion for May 21 2020 minutes as corrected was made by Director Green and seconded by Director Meredith and Director Pahl. Roll Call vote: Unanimous vote passed motion.
4. **Financial Report:**
  - 4.1. Director Green stated there was an error noted by Director Wilson that there was a \$45.00 difference and thanked Assistant Chief Hartley for finding the reason. He then read the May financial report into the record. He stated he had a conversation with Assistant Chief Hartley and found a payment for a Firemed subscription posted incorrectly. Director Meredith made a motion to accept the May 21 2020 financials as presented. Director Pahl seconded. Roll call vote: Unanimous vote passed motion.
  - 4.2. Board Members to sign checks in July on Friday the 10<sup>th</sup> and Monday the 27<sup>th</sup>. Director Pahl the 10<sup>th</sup> and Director Oakley the 27<sup>th</sup>. Director Green both signings at 4:30 PM.
  - 4.3. Discussion on First Interstate Bank Mobile app for deposits. Director Green presented the use of a new way to do deposits of all of our checks via a tablet the department already has. He explained his reasoning on why to do this and that it would only be used for checks and he would continue to make the cash deposits. Director Oakley questioned how it works and Director Green explained it in detail for the group. Director Meredith questioned how much staff time it could take and it was explained that it is potentially a time saver and was also being welcomed by the staff. More discussion. It was proposed to have a written procedure in place prior to implementing the system. Motion made by Director Meredith to approve the FIB Mobile App for deposits beginning July 1 2020. Seconded by Director Green. Roll Call vote: Unanimous vote passed motion.
5. **Unfinished Business:**
  - 5.1. None

**6. New Business:**

- 6.1.** Discussion of 2020-2023 Union Contract. Director Oakley stated if there was going to be discussion on wages etc. we would need to go into Executive Session. She then asked if there was any questions. Director Wilson questioned how we can do an Executive Session on the ZOOM forum. Chief Ward stated that Sean has a way to put everyone into a waiting room so they can't hear. Director Oakley stated since Director Wilson had the questions whether he felt we needed to go into Executive Session and he said yes. Director Oakley then adjourned the meeting to allow an Executive Session at 6:51 pm. Assistant Chief Hartley then set the stage for the Board, Chief and himself in the meeting. The Executive Meeting took place and the regular meeting was called back to order at 7:17 pm. Director Oakley announced somethings needed to be addressed in the Union contract so the Board decided a Special meeting would be needed and would be held next Thursday the 25<sup>th</sup> at 6:00.
- 6.2.** Resolution 2020-06 Surplus of old ambulance. Chief Ward explained they had talked to Redmond who sold several units. He explained the values of Redmond's units. Director Wilson stated he would like to see a reserve on this unit because the drive train is very desirable to certain people who would want it and not so much the ambulance. Director Oakley read the resolution into the record. Motion made by Director Meredith and seconded by Director Pahl. Roll Call vote unanimously passed. Director Wilson offered to Chief Ward to assist in the writing of the specifications of this ambulance for the sale information. Chief agreed.
- 6.3.** Resolution 2020-07 adopting the budget for 2020-2021. Discussion followed with some questions about the special meeting and budget possibly needing to be changed. It was decided it would not. Directly Oakley read the resolution into the record. Motion made by Director Green and seconded by Director Pahl. Roll call vote passed unanimously.
- 6.4.** Discussion of address signs price increase from \$20.00 to \$25.00. Small discussion on why the increase. Director Meredith made the motion to the proposed increase and Director Wilson seconded the motion. Roll call vote passed unanimously.
- 6.5.** Director Green wanted to discuss the Board meeting in July in regards with what happened in the sudden increase in the town of Unity of COVID 19 infections. (Breakdown of ZOOM system caused some of the Board to not be able to hear.) He explained more about what is happening in assisted living facilities and thought it would be best to stay on virtual meeting for at least the next month. It was discussed and decided to stay with virtual meetings until further notice.
- 6.6.** Voting of officers for next year. Director Pahl nominated for President by Director Meredith and seconded by Director Wilson. Director Oakley nominated for Vice President by Director Wilson and seconded by Director Meredith seconded. Director Wilson nominated for Secretary by Director Meredith and seconded by Director Pahl. Director Green nominated for Treasurer by Director Oakley and seconded by Director Meredith. The roll call vote was on the slate of all offices. The offices were filled as listed above as a unanimous vote.

- 7. Fire Chiefs Report:** (See last month's minutes for the report.) Submitted by Chief Ward in Board packet. Director Meredith asked about the taxes if they were coming in. Chief Ward

answered that nothing has changed this time of year but we will see what happens in November.

8. **Operations Report:** (See last month's meeting minutes.) Director Oakley commented on call volume being the same. Director Wilson asked about mutual aid calls for received and given. Assistant Chief Hartley stated he should be able to start providing that information at the next meeting. Director Meredith asked about a line in the report titled "Special and other Instances". What does that cover? Hartley stated he would have to check on it. Chief Ward commented about one of our students (Ethan Brown) is being hired by Umatilla Fire.
9. **Correspondence and Recognitions:** None. Nothing in the suggestion box due to the locked office.
10. **Comments / Questions:** Director Wilson questioned a comment made at the last meeting about Director Pahl's comment of who the "we" was for not opening the contract for the Chief. It was explained that the deadline to send out a letter to the Chief to open the contract had passed so it automatically renewed. Director Oakley announced about the next two meetings being the special meeting on Thursday the 25<sup>th</sup> at 6:00 pm and the Board Workshop meeting on July 9<sup>th</sup> at 6:30 pm discussing Board Policy Manual.
11. **Adjournment:** Meeting adjourned at 08:00 pm.

Respectfully Submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board