

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

Board Meeting Minutes (Virtual Style Meeting)

21 January 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 21 January 2021 at 6:30 PM online using "ZOOM" meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:32 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley was on a call, Dana Schulke, Marta McGovern-Philpot, and Tina Wilson (Dana stated there was a technical issue of getting Tina in the meeting online.).
2. **Review of Agenda:** There were no changes other than a spelling error.
3. **Approval of Board Meeting Minutes:**
 - 3.1. A motion to accept the 17 December 2020 minutes as presented was made by Director Meredith and seconded by Director Oakley. A voice vote: Unanimous vote passed motion.
4. **Financial Report:**
 - 4.1. (See last month's Board packet for information.) Director Green stated he had asked Dana about some Xero clerical entries and questioned if she was able to get answers yet. She stated she had not been able to get to that item yet. Director Green stated that it is strictly a clerical issue not a balance issue or fund issue. Director Green asked if we could put that on the next month's agenda. Director Wilson had a couple of questions on some entries on the "Year to Day" actual numbers in the presented paperwork versus the "Original Budget" numbers. He presented the examples in the General Fund and Capital Reserve Fund. Particularly the "Conflagration" line items and he used "Sale of Assets" as an example of the way it should show he believes. Director Green agreed this was incorrectly recorded. Director Wilson then questioned the sale or trade in of the SCBA compressor and Chief Ward stated we actually sold the old compressor so the money was considered miscellaneous income. Director Wilson moved onto the Capital Reserve Fund asking about the negative numbers in "Operating Expenses" He stated this has been going on since the beginning of the budget year and he had not caught it until this month. Director Green agreed he had not caught it before either. Chief asked Dana to check with Sean on this subject. Director Wilson also noted the Bond Fund is doing the same thing. Director Green stated this may be a Xero issue as well. Director Wilson made a motion to accept the financials Director Green had read the balance sheet for 31 December 2020. Seconded by Director Oakley. Voice vote: Unanimous vote passed the motion.

Director Green had a question on some correspondence he had received about some LOSAP monies and Chief Ward stated he would follow up on it. This was money that was returned for non-qualifying members money going back into the funds of vested members accounts. This would be in the agenda for next month meeting.

4.2. Check signing for February: Board Members to sign checks on Tuesday the 9th and Monday the 22nd. Director's Meredith and Green will sign on the 9th. Director's Green and Pahl will sign on the 22nd.

5. **Unfinished Business:**

5.1. None

6. **New Business:**

6.1. Review of Board Policy 11.01 (Hazard Communication) and 12.01 (Use of District Vehicles). Director Pahl opened the floor for discussion. Director Wilson shared his question on all the policies that seem to pertain to "Operational" type of policies. Chief Ward commented that the policy 11.01 referenced an SOG that does not exist any longer. Discussion ensued. The final question was does the Board need most of these types of policies. Chief Ward will check with SDAO and SDIS to see if these policies can be removed or if they need to reference Operational policies.

6.2. Appointment of Budget Officer for 2021/2022 Fiscal Year Budget. Chief Ward was appointed by the Board to take this position. Also there was a short discussion on the Budget committee member nominations and Budget calendar.

6.3. Discussion on County tax forecast for next budget year. Chief Ward spoke on this subject and stated that the County feels we are in a good position for income in the next year. They have seen higher income this year mainly from businesses due to COVID funding required taxes being paid up to date.

6.4. Discussion / possible approval of Resolution 2021-01 for receiving unanticipated funds from SDAO Safety and Security Grant funds of \$1178.00 to be put in the general fund. Motion made by Director Meredith to accept the funds for the backup cameras to be installed on apparatus and Director Oakley seconded. Roll Call vote passed motion unanimously. Chief Ward stated 572 had been installed yesterday and 591 was installed on Monday. The tenders will be installed next week. Discussion on how the process of matching and qualifying for the grant to receive the funds.

6.5. Update on Emergency Preparedness Workshop. Chief Ward explained that there is a plan in place for in person participation and has contingencies plans as well depending on how many people want to participate. A final backup plan is a webinar. Director Pahl asked if presenters were all set and Dana listed off a group of people who will be presenting. Date is 10 April 2021 for the event.

6.6. Discussion / possible approval on purchasing MaxAir positive pressure air purifying respirators for airway protection on COVID 19. Chief Ward presented the request and how the hospital is using them. He described the system and how it is worn. He stated the cost is approximately \$8000.00 for four of them. Discussion ensued. Director Green asked about what the useful life of these would be after COVID is over. Chief stated they would be used for certain patients with certain health issues even after COVID is over. Marta commented and explained how the system works pertaining to how the hospital is utilizing them. It was decided to have Chief Ward pursue research on a system and bring it back to us for possible approval.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Chief Ward asked if there were any questions. No questions or comments.

8. **Operations Report:** (See last month's Board Packet for the report.) Final data for 2020. Calls were up 36 calls according to Director Pahl.
9. **Correspondence and Recognitions:** Director Pahl stated there were two positions open for Board Members. Position one (Director Pahl) and two (Director Meredith) will be open for elections. Director Wilson stated the suggestion box in the foyer was empty. Director Pahl stated there was one Thank You / Christmas wishes to the staff in the packet. (See last month's Board packet for a copy.)
10. **Comments and questions:** Director Pahl asked about the annual report being completed. Chief Ward stated it would be out and can be emailed to the Board Members. Dana stated it was on the website. Director Meredith asked about the reader board status. Chief explained they have been working on it and will be trying to have it up by next Monday. Second item Director Meredith asked about was wondering if we have offered our facility to be utilized for a vaccine inoculation location similar to like we did for the testing. Chief Ward stated he would follow up with health care officials to see what their needs and plans were and would offer our facility to them if needed. No other Directors had comments.
11. **Adjournment:** Meeting adjourned at 7:40 pm.

Respectfully Submitted by, Mark W. Wilson Secretary, Director
Position # 5 Crooked River Ranch Rural Fire Protection District Fire Board