

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

**Board Meeting Minutes (Virtual Style Meeting)**

**20 August 2020**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 August 2020 at 06:30 pm online using “ZOOM” meeting platform.

**Board Meeting Minutes**

**1. Meeting Called to Order at:** 6:30 By Director Pahl.

**1.1. Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, David McDonald, John Hayes, Bill Burt, Kay Norberg, and Tina Wilson.

**2. Review of Agenda:** There were no additions or changes to the agenda.

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

**3.1.** Motion for 16 July 2020 Board Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.

**4. Financial Report:**

**4.1.** Director Green read the financials into the record. (See last month’s Board Packet for details.) Director Wilson questioned why these were not presented at the check signing when Director Green and Wilson were there to have them reviewed. Director Pahl answered that Jefferson County had not responded with some information to allow them to be finalized. Director Meredith made a motion to accept the July 2020 financials as presented. Director Wilson seconded. Roll call vote: Unanimous vote passed motion.

**4.2.** Final update discussion on First Interstate Bank Mobile App for deposits. The Auditors had signed off on the written procedure provided to them and the Board, approving the new plan. The printed process had been updated to show no names so it is a general procedure that can be used into the future with no changes. It was discussed that it should be installed into the policy book under section 14.09. It was concluded everything is on track to be presented for a vote. Motion made by Director Green to make the new mobile banking operation as part of section 14.09 of the Board of Directors Policy Manual. Director Oakley seconded the motion. Roll call vote: Unanimous vote passed motion. Director Pahl thanked Director Green for bringing this to the Board to make things easier for everyone.

**4.3.** Discussion of why we were not having a Resolution and Supplemental Budget Hearing to transfer funds at this time. This was partly due to finalization of 2019/2020 financials audit not being completed as well as some of the AFG Grant monies needing to be finalized due to savings on some purchases. Chief Ward then stated he would like to use some of the money to paint the station and explained the current process he has going on to get the building painting estimates and prices of the supplies. There was discussion of color choices. Director Pahl brought up there will be more funds coming from COVID preparedness money and asked Chief to explain. Chief Ward stated he had some of this in his report and went on to explain there is roughly \$156,000.00 we will receive from the CARES Act. Director Wilson made a suggestion of waiting to do the Supplemental

Budget Hearing after all the financials are completed since the ambulance had sold online. It was decided to put this off until next month. There was more discussion of putting in for reimbursement for funds from the CARES act on a regular basis.

- 4.4. Board Members to sign checks in September on Thursday the 10<sup>th</sup> and Thursday the 24<sup>th</sup>. Director Green stated he will not be available for check signing on the 10<sup>th</sup>. Director Pahl & Wilson will sign on the 10<sup>th</sup>. Director Green and Director Oakley will sign on the 24<sup>th</sup>.

5. **Unfinished Business:**

5.1. Subject of posting the recorded minutes on website was reviewed and a verbal update from Chief Ward to the Board about what other departments and Districts were doing in Central Oregon. Discussion ensued, and Director Wilson asked Assistant Chief Hartley what information he found out from our web site manager. He explained what was stated it and the discussion continued. It was decided to not post them online at this time after the discussion ended. Assistant Chief Hartley is to report back his findings of the data from the website on how many views there are of the Board Meeting minutes in the next month.

5.2. A final copy of the two documents as part of a new Board Member interest packet was included in the Board packet for review. Discussion of where these documents will be available for public access. It was decided that it would be available on the website under the Board of Directors section and also in the lobby. It was determined there was no need for a vote. (See last month's Board Packet for copies.)

6. **New Business:**

6.1. Auditors update from Director Oakley was presented. She shared what the auditors had to say about our internal controls and procedures. The auditors were fine with what we are doing due to our size. She emphasized we do our due diligence and quoted Director Green of his statement of "Trust but verify" in regards to the financial information we are provided from our staff. Director Pahl also stated we should ask questions of the financials when we are reviewing them if we have any questions at that time.

6.2. Fire Chiefs annual review documentation was discussed and Director Pahl would like a better review document. He asked to have a committee for this. One was formed with Director Oakley and Director Meredith and they were tasked to come up with a new form utilizing various organizations forms to make one fit our needs of what our Chief's job description is. This also rolled into a discussion of how the interaction with Jefferson County building department has in relation to inspecting driveways and Chief being the go between of the resident and of the County to clarify expectations and what truly needs to be done. Chief Ward stated he has a power point document of what California uses for a Chief review form and he would send that out to the Directors.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Submitted by Chief Ward in Board packet. Chief amended his last item of working from home after returning from his vacation due to staffing concerns. He will be in the station wearing a mask and taking his temperature several times a day for 48 to 72 hours. Director Pahl asked if there were any objections to the Chiefs vacation. There were no comments or objections.

8. **Operations Report:** (See last month's Board Packet for the report.) Assistant Chief Hartley reviewed the information with no additions. Director Pahl reminded everyone about the student graduation on August 29<sup>th</sup> at 11:00 am.

- 9. Correspondence and Recognitions:** There was a Thank you card received from Cindy and John Jensen. (See last month's Board Packet for the card.) Director Pahl read the card into the record. There was nothing in the suggestion box in the lobby. Director Pahl also stated that SDAO had sent out via email and US Mail of a computerized based District Directors Academy. Director Pahl added he would like to see some Board Members sign up for this. He also stated he would like to see some future workshops where we could have some team building exercises and other items. Director Oakley asked about flu shots and whether they would be available soon due to recommendations to get them sooner than later. Assistant Chief Hartley stated they had "Your Care" scheduled to come out October 8th for a public flu shot clinic. He also stated they had "Your Care" scheduled to come out October 5th for staff and Directors if they wanted one. Director Pahl announced Director Oakley had a Birthday the day before the meeting.
- 10. Comments / Questions:** Director Oakley wanted to commend everyone for their work during the recent busy call volume with all the vehicle crashes, medical calls and fires. Director Green agreed and thanked everyone as well. Director Wilson also wanted to thank everyone and stated he had heard a Task Force had been called over from Lane County to assist when things were so busy. He then asked Chief Ward if he had announced the sale of the ambulance on the website. Chief Ward then stated there had been a little bit of bid war toward the end of the auction and the ambulance sold for \$13000.00. He then explained there is a new inter-county mutual aid agreement with several counties including Klamath and Lane in an effort to speed up the process to get help from others if needed. Director Meredith had nothing to add. Director Pahl brought up the BLM property treatment plan for the former wilderness study area and wanted everyone to know they will be making some impact on the area in the near future. Chief Ward stated he would attempt to send out a link to the map of everyone's review.
- 11. Adjournment:** Meeting adjourned at 07:31 pm.

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