

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

**Board Meeting Minutes
September 16, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 16, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

1. Called to Order by Director Pahl at 6:30 p.m., and roll call was taken by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke, Captain, Tom Fast and Volunteer, Marta McGovern-Philpott. Members of the public were Carl Harbour and Jesse Harbour.
2. **Review of Meeting Agenda Items** - Director Pahl stated that he will be having Chief Ward review his report, etc. as soon as possible as he is in Ohio, and it was 3 hours ahead. So, he will bump him up on the Agenda.
3. **Approval of the Board Meeting minutes from August 19, 2021** - Director Wilson made a motion to approve the minutes, as presented. Director Green seconded the motion, all Board members stated “yes” of approving the minutes, motion approved (5-0).
4. **Financial Reports, 4.1** – Director Norberg stated there were no issues with the financials and everything looked good. She stated she was able to go online and approve the ACH payments set up in the First Interstate platform and it worked well. Director Oakley made a motion to approve the financials as presented. Director Green seconded. All Board members stated “yes” of approving the financials, motion approved (5-0).
4.2 Appointment of Board members to sign checks in September: On Monday, October 11th the check signing will be Director Norberg and Director Green, and on Monday, October 25th it will be Director Norberg and Director Oakley. Director Norberg stated that she would like to see Director Wilson sign checks occasionally. Director Wilson stated he has had a “out of control” life with conflicting commitments. Director Wilson also asked if the Board was going to get corrected financials for July. Assistant Fire Chief Hartley stated he will work on revising them and will get them out to the Board.

*At this time, Director Pahl skipped to the Fire Chief’s report, #7 on the Agenda.

Fire Chief’s report - the report was in the Board packet for review. Chief Ward stated that in regard to the item on his report that references the sale of the 5-ton, he just found out by Chief Hartley today that the Buyer does not want to purchase the apparatus. Chief Hartley has contacted GOVDEALS about how to handle the situation with the Buyer. Director Wilson stated that he is aware of someone who would like to purchase it but did not know how to access the GOVDEALS website. Chief Ward then stated he had submitted some questions to our attorney regarding the mandatory vaccine mandate for our personnel. One of the options was to have the non-vaccinated volunteer be classified as a firefighter role only. They will not be allowed to

attend to any medical calls or traffic accidents. Our attorney has drafted some language for the paperwork that would need to be signed by the volunteer should they choose to stay with the District. Chief Ward also stated that he has been thinking of not abiding by the mandatory vaccine mandate that the Governor has enforced. If the District didn't abide by the mandate, the State of Oregon could pull our ambulance license, and Jefferson County could hire a private ambulance service to come out to the Ranch. If that happens and we would never get our license back. Another option for the volunteer would be to take a six month leave of absence. They could still come to drills on Monday night but would not be able to go on any calls at all. Director Oakley asked if we know if the mandate was going to be permanent or temporary. Chief Ward stated he was not sure but had a feeling it would be permanent. He stated this is where we are at with this situation currently and he does not want to lose anyone. There are the Medical and Religious exemptions the volunteer could use as well, if approved by the District and our attorney. Director Pahl asked if the level of service would drop if we lost the volunteers who are not vaccinated. Chief Ward stated it would be a huge loss of talent for the ones who are thinking of leaving, however he feels we would still be ok in servicing our residents. Director Green asked if there will be any changes with our surrounding mutual aid districts. Chief Ward stated he is not aware of any changes at this time but will reach out to Chief Kehmna at Redmond Fire to see what his thoughts are on how this affects our mutual aid agreement. A discussion ensued from the Board members regarding mutual aid and state conflagrations. Chief Ward assured he Board that we would not be sending anyone out on state conflagrations or out of the region. Director Pahl asked if we were at risk in losing our Medicare/Medicaid payments if we did not follow the mandate. Chief Ward said yes, we would lose those funds for the District. Director Pahl made a motion to have the District adhere to the State of Oregon mandate for the COVID-19 vaccine for employees and volunteers. Director Oakley seconded the motion. Director's Pahl, Green, Norberg and Oakley stated "yes" for the motion. Director Wilson stated "no" against the motion. Motion passed (4-1). Director Oakley thanked Chief Ward for putting the time and effort into finding a solution to keep all our personnel. Director Pahl confirmed with Chief Ward that our open house for the training facility will still be October 30th.

5.1 Discussion/Approval of Board Policy 17.01 Cyber Security - Director Pahl asked if there were any other changes to this policy, which was in the Board packet. He thanked Director Wilson for putting it the new format. Director Norberg made a motion to approve the policy, Director Oakley seconded. All Board members stated "yes" to approve the policy, motion passed (5-0).

5.2 Project Updates – Director Pahl stated the Electronic Bill pay process is going well and he asked Assistant Chief Hartley if we have received our audit back yet. We have not. Director Norberg and Director Wilson stated they will be getting together prior to meeting with the Chief for his annual review.

6.1 Discussion/Approval of Resolution 2021-08 to Adopt the Board policy manual – Director Pahl asked the Board how they felt about giving the policies to the attorney for pre-review, prior to adopting the Board policy manual, via Resolution. All Board members agreed the policies should go to our attorney first before the adoption. Dana had emailed the State of Oregon asking them about the correct Oregon State Archivist date in policy 16.01 (4.A) but did not get an answer back from them. She will make sure the attorney receives all the revised Board policies for review, along with having him verify the Oregon State Archivist date in policy 16.01 (4.A). Approval of the Resolution will be put under old business for next month's meeting.

6.2 Discussion/Approval of Resolution 2021-09 to received unanticipated revenue to the general fund - Director Pahl stated the Resolution was in the Board packet and it acknowledged that we will be receiving conflagration funds from the Patton Meadow fire, which will be \$7,660.87. A discussion ensued regarding the resolution number. Director Oakley made a motion, Director Norberg seconded the motion. A roll call was done by Director Oakey and all Board members stated “yes” to approve the resolution. Motion passed, (5-0).

8. Operations Report – the report was in the Board packet for Board review. Assistant Chief Hartley stated that one item not on his report was that the District was just awarded the SAFER grant again for an additional 4 years. This will assist with recruitment and retention of volunteers for the District. The amount is \$313,400 (which will be spread out over four years) will cover the continuation of the volunteer stipend program, the physicals for the volunteers and purchasing new PPE for them. Assistant Chief Hartley stated we will plan on having a Resolution ready for these funds to approve in next months Board meeting. He also stated we had an issue with one of utility pickups (591), the heater core was leaking in the cab. It is currently at the Ford dealership being worked on. He also mentioned that Jeff Scheetz has been doing most of the property inspections and Director Pahl stated there is a plan to train more volunteers and support staff to do the property inspections in the future.

9. Comments from the public - there were none.

10. Correspondence/Recognitions/ Good of the Order – Director Green mentioned that he and Director Pahl had a two on one meeting with Chief Ward. They did some brainstorming to increase staffing levels for the District. Director Wilson thanked Captain Fast for attending a future funeral with the Honor Guard. They have had a run of funerals lately and have been very busy. He also reminded the Board about putting items on the agenda and they are a group of five and not one. Also mentioned was that the Oregon Veterans Motorcycle Association event at the Big Dog on 9/11 was a success, but they were disappointed Chief Ward or other staff was not able to attend the event.

10. Adjournment by Director Pahl at 7:23 pm.

Respectfully,
Dana Schulke
Administrative Assistant