

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

**Board Meeting Minutes
May 16, 2019**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 16 at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

Board Meeting Minutes

- 1.** Called to Order by Director Bengtson at 6:30 p.m. Directors Meredith, Oakley, Bengtson and Kirk were present. Also present, Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain David McDonald and Dennis Senko and Amy Weddle. Public in attendance, Brad Pahl, Bill Burt, Mark Wilson, Tina Wilson, Kay Norberg, and Patricia Hayes.
- 2.** Review of Meeting Agenda Items – the Board reviewed the agenda and there was nothing to add.
- 3. Approval of the Board Meeting/Workshop Minutes.**
 - 3.1.** April 18, 2019 Board minutes – minutes were reviewed and read by the Board.
Director Oakley made a motion to approve the April 2019 Board meeting minutes as presented. Director Meredith seconded the motion. All were in favor, except Director Kirk who abstained from the motion because he was not at the last meeting. The motion passed, (3-0).
- 4. Financial Reports -**
 - 4.1 Director Meredith presented the financial report as of the end of March 2019.** In the First Interstate Bank general account, there was \$16,136. In the First Interstate Bank-Payroll account, we had \$2,655. In the Jefferson County Treasury the account balances were: Bond Fund \$33,667 and the Capital Reserve Fund \$186,462. In the General Fund we had, \$179,207. In the Local Option Levy Fund we had \$237,098. In Accounts Receivable we had \$410. Director Kirk made a motion to approve the April 2019 financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (4-0).
 - 4.2 Appointment of Board members to sign checks** – It was decided that Director Kirk and Director Meredith will sign checks on Monday, June 10th and Director Oakley and Director Meredith will sign checks on Monday, June 24th, 2019.
- 5. Comments from the public** – none
- 6. Unfinished Business** –
 - 6.1 Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that everything is going well. The live date has now been pushed back to Monday, May 20th. Deschutes County 911 was out this week programing the base radios and also our new pagers, all our equipment has now been received. We should be ready to go for Monday’s switch over. There was nothing else to report.

6.2 Follow-up on Active Threat Protocol/Drill – Fire Chief, Harry Ward stated that at this time there is nothing to report on this topic.

7. New Business:

7.1 Discussion on ambulance billing company/opening new account: Fire Chief, Harry Ward stated that our new ambulance company that has been chosen to process our ambulance billing, does not want to keep our money, they want to deposit it right away. Our current provider that we utilize is holding our money until the end of the month and gaining interest on our money. They are also raising our rate, per chart, as of July 1st, 2019. Therefore, with the new company that we have chosen who is located in Washington, they stated we could do one of two things to get the funds to us. They could mail us the checks that are received via certified mail, or deposit the checks for us at a local bank. However, there is not a First Interstate Bank in the area where they are located, so we would like to open an account with US Bank specifically, just to receive the deposits from the billing company. It is \$100 to open the account with US Bank. Once we receive the deposit into the US Bank account, we would then transfer the funds into our First Interstate Bank account. Director Bengtson asked if everything would be done electronically, Chief Ward stated yes. There are some things we need to set up to get this process going. He stated that our auditors would prefer we do this process, rather than receiving checks in the mail. Director Bengtson stated that our new ambulance billing company is only charging us half of what the existing company was going to charge us after July 1st, which is going up to \$52 a chart. Sisters-Camp Sherman Fire has switched over to the new company and has been very happy with them. Director Bengtson asked if there were any questions at this time, there were none. Director Kirk made a motion to open an account with US Bank for the purposes of receiving our ambulance billing payments from Systems Design West, LLC as of July 1, 2019. Director Oakley seconded the motion, all were in favor, motion passed (4-0).

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that we had a fire in our newest water tender. There was a wire fire inside the cab of the tender, on the way to a taskforce activation to LaPine. We had to bring the apparatus back to the Station for further investigation, and we had an electrician come out from Pape' Kenworth to see if it was drivable. We then took the apparatus to Pape' Kenworth and the insurance adjuster came out to inspect it. The insurance adjuster stated that due to an overheated "aftermarket" wire that was not fused correctly, that is what started the fire in the cab. Service Pro has been out to clean the cab of the apparatus, then it is going to be worked on by Pape' Kenworth, then Service Pro will come back out for final cleaning. All the radios will have to be taken out and cleaned, as well as other items. They will inspect the chassis for any other issues. We are hoping to have it back by the end of next week. Chief Ward attended a class in Salem last week on Surviving the Fire Service. It was a class that was designated on cancer prevention, etc. He has been working diligently on this issue with our personnel. He also learned at the class that as we apply for grants and if they are designated towards health and wellness, your grant application is automatically moved up to the top of the pile. We will be looking at grant options for health and wellness. He and Chief Hartley attended the Chief's conference and some of this subject matter was discussed at the conference. He stated that Captain McDonald will be going to the National Fire Academy in September. He will be getting good training and education. Chief Ward also stated that we have received five connex boxes that were donated from Les Schwab for our training grounds behind the station. Other fire districts are looking at what we are doing for the training grounds. Director Kirk asked if it

was worth our while to look at all our other apparatus to have them checked out for wiring issues, Chief Ward stated that they have looked at some of the others and will continue to look into this matter. Director Meredith asked who is currently writing our grants. Chief Ward stated that it has been Chief Hartley and Gary White in the past. Director Meredith asked if it would be worth our while to have someone else write our grants so it does not take away from the duties of the District. Chief Ward stated that he has written down a few names of grant writers who could assist us in the future.

9. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet. He added to the report that last Saturday he and Captain McDonald interviewed 7 potential student volunteers and we have given 3 of them offers to join our student program. It was stated by Chief Hartley that we reimburse the students for their tuition. There was nothing else to report.

10. Correspondence/Recognitions – none

11. Comments/Questions:

11.1 **Public** – Kay Norberg stated that the Budget Committee minutes are completed. Mark Wilson asked about the 25 calls for ambulance billing, it was clarified that it was 25 transports, not calls. Patricia Hayes had a question about the financial statements, wanted to know why we were not adding up on a few line items and if there were any journal entries that were back dated, we were off \$671.12. There were six categories that do not balance. Director Bengtson stated that we will look into this. Brad Pahl wanted to know how many website visits we have had and if it was utilized a lot. Chief Hartley stated he can look into this and get back to him. Dennis Senko stated he received a call from a phase rep and they are putting together an information faire for certain groups to inform the public of what groups and services are available here on the Ranch, this is on June 8th from 10am – 2pm.

11.2 **Chief, Staff and/or Volunteers** – Chief Ward stated that the Volunteer Association budgeted some funds for the District to purchase Thermal Imaging Camera's which were received last week. Chief Hartley stated they had a medical call yesterday and the deputy from Jefferson County Sheriff's office really helped them with the call, he was very grateful.

11.3 **Board** – nothing.

12. Adjournment by Director Bengtson at 7:02 pm.

Respectfully,
Dana Schulke
Administrative Assistant