

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

Board Meeting Minutes (Virtual Style Meeting)

15 April 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 15 April 2021 at 6:30 PM online using “ZOOM Webinar” 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, Dana Schulke, Alysha Delorto, Kay Norberg, William Burt and Tina Wilson.

2. Review of Agenda: Director Pahl asked if there were any changes. Director Wilson stated he wanted to insert a section to discuss Policy 13.01, maybe put it between 5.2 and 5.3. Director Pahl agreed.

3. Approval of Board Meeting and Workshop Minutes:

3.1 (See last month’s Board packet for a copy.) Director Oakley made a motion to accept the 18 March 2021 meeting minutes as presented. Director Meredith seconded the motion. A voice vote passed motion unanimously. A motion to pass the 23 March 2021 workshop minutes made by Director Wilson. Director Oakley seconded. A voice vote passed motion unanimously.

4. Financial Report:

4.1. (See last month’s Board packet for information.) Director Green stated all the reports and balance sheets matched up and he thanked the staff. Director Oakley made a motion to accept the 20 March 2021 financials as presented. Director Meredith seconded the motion. Director Oakley had a question to the Chief about the financials about the tax on the new ambulance. Chief Ward stated it is a new tax being levied by the state for all new “Trucks” being purchased from out of the state. Director Green stated it went into effect 01 January 2018. Chief Ward stated the ambulance company told him they had never had anyone pay it prior to us. A voice vote passed motion unanimously.

4.2. Check signing for May: Board Members to sign checks on Monday the 10th and Tuesday the 25th. Director’s Green and Meredith will sign on the 10th. Director’s Green and Oakley will sign on the 25th.

5. Unfinished Business:

5.1. After Action Review of the Emergency Preparedness Workshop: Chief Ward stated they have receive a lot of comments from the attendees thanking us for putting this on. Lots of requests for lot assessments. There was 95 tickets and they estimate 70 to 80 people actually attended the Webinar event. It was decided it was a success. They will utilize the format next year even if they split the vendors from the speakers in the building for in person workshop. Chief explained more items about plants being given away as well as gift bags. They will continue to give away the gift bags until they are gone to anyone who comes to the station as well as send out a reminder with a survey attached to it to all the attendees. Director Pahl thanked the staff as well as the Sherriff’s office for all the help and support.

- 5.2.** Review of Board policy section 14.0 (Financial Management / Investments): Director Pahl commented that this policy is the most discussed, texted, reviewed and emailed document we have reviewed in the last two years that he could remember. Director Wilson stated he found a numerical issue on policy 14.01. The bottom of the page was incorrectly labeled 14.08. Director Wilson stated he would fix that in the final copy. Administrative Assistant had a question about the electronic mobile deposit process in policy 14.03. There was a short discussion about where to place the actual document in the policy book. There was also a comment about the document needing a minor change to eliminate the name “Xero” from it and adding the language to reflect the accounting system in use to make it a timeless document. There was a question by Director Oakley about the Credit Card policy showed an incomplete statement about the word accept. It was determined by Director Pahl that both the old and the new document are stating the same language. Chief Ward read the actual Credit Card acceptance usage agreement and stated it was missing the sentence about First Interstate Bank Credit Card. Director Pahl asked Administrative Assistant if she understood that. She confirmed she did. Director Pahl then asked if there was anything else and if the Board was happy with the policy the way it is. It was determined the policy could be corrected with a few minor corrections of the missing sentence and the format checked and then be sent off to the auditors for approval. Director Pahl talked about the Mobile Deposit form and eliminating the name “Xero” and changing it to current accounting system. Director Green stated there is actually two places this is stated in the document and need to be changed.
- 5.3.** Discussion about transferring Board Policies 15 (Animals on premises), 18 (Fire District logo), 20 (Destruction of pre-hospital records), 22 (Disposal of surplus property), 24 (Reader board) moving them to the Administrative Manual under the auspice of the Fire Chief. Also removing Policy 17 (Notary Public Responsibility) completely. Director Pahl made the motion to move all the stated policies (15, 18, 20, 22, 24.) and eliminating number 17. Director Oakley seconded the motion. Voice vote unanimous passed the motion. Director Oakley asked about the need of passing a motion for policy 14.10 through 14.08. Director Pahl stated we would wait to hear back from the auditors. Administrative Assistant Schulke asked about a proposed language preface that Director Wilson submitted. Director Wilson stated he wanted everyone to be sure that since there was a hand written comment on the Policy 13.01 in the packet stating it was revised and he wanted everyone to understand that the included policy was the actual completed version and that it was not a revision. There was a short discussion on the preface statement submitted by Director Wilson and Director Wilson asked Director Pahl to read his preface statement and suggested it be placed in the very beginning of the Board Policy Book rather than in a policy. A discussion ensued on where to place it. It was decided to use Director Pahl’s statement which reads “Board Members as a representatives of the Crooked River Ranch Rural Fire Protection Districts are held to the same standards and procedures as an employee of the District and thus must adhere to all policies and procedures established by the Board, the Administrative or Operational Policy.” A small discussion ensued. It was decided as a group to place this statement in the very front of the Board Policy Book.

6. New Business:

6.1. Discussion on Website and taking payments online: Assistant Chief Hartley explained the process and that it has not been possible until today through our website company "Streamline". This will involve the same company we use for getting paid through PayPal. Director Green questioned whether the District would have any involvement in the actual credit card number. Assistant Chief Hartley stated no we would not have that information and it would be the same as current payments. Director Pahl asked if this would also be used for Fire Med and Assistant Chief Hartley stated yes it would be used for that and explained how it is all integrated. He also stated this has been one of the most requested items to pay the District for any business from the public.

6.2. Director Pahl brought up the subject from back in August about posting recorded minutes on the website and that we would take 6 months to determine how our traffic was going on our website to see if it was worth doing so. He explained some of the data and stated he sees no reason to post our recordings on the website. He asked if there were any comments. Director Wilson made a comment that basically what is being stated is we don't see any reason to put the minutes on the website. More discussion of possibly how to do them electronically and it was decided not to pursue this avenue at all. If someone would like a recorded session they can request that and we would be happy to provide that. The written ones are available on the website.

6.3. Discussion on Disaster Operational plan: Chief Ward asked if there was any questions. Director Oakley asked about some sort of identification card for the Board Members to allow them to respond to the station during an incident. Chief Ward stated yes we can get some and explained the process and also the procedures of how they would be used. There was more discussion including the possible use to access the building using the same cards in the future.

7. Chiefs Report: (See last month's Board Packet for the report.) Director Oakley asked about any decisions on closing burning. Chief Ward stated there was discussion of the Chiefs as to when to close burning. He said May 4th there is a Chiefs meeting that will discuss this in depth. Director Pahl commented good news on the grant for the training center. Chief Ward stated DPSST has donated \$75,000 and they want the project completed in this biennium. He is hoping to be completed by mid-June. Director Wilson asked about the Collective Bargaining agreement as to when the Board would need to sign off on it. Chief Ward supplied a small amount of information and said he is getting with Directors Pahl and Oakley to see if it can be settled very quickly.

8. Operations Report: (See last month's Board Packet for the report.) Assistant Chief Hartley stated we were very busy in March with 55 calls and multiple occasions of back to back calls. He expanded his explanation on out of the area responses. Director Oakley brought up about people coming to the station and asked if we needed to send out a reminder to use 911. Assistant Chief Hartley said some of these, are people coming to the station to use the red 911 phone. Director Green commented about people not having a home phone or cell phones are turned off. He thought a public safety announcement to the public about the fact there is a phone to call 911 at the station could be helpful. There was a short discussion and it was decided a public announcement would be made by Assistant Chief Hartley stating that even

if a cell phone does not have a contract it is still capable of dialing 911. Director Wilson asked about the Firemed data being month to date or is it year to date. It is month to date.

9. Correspondence and Recognitions: Director Pahl asked the Directors if they had anything. Director Pahl presented to the Board the idea Director Green being allowed to see how to utilize online bill paying for the District working with District staff. Director Pahl wanted the Boards approval for Director Green to be allowed to work “One on One” with any of the three staff being Chief Ward, Assistant Chief Hartley or Administrative Assistant Schulke. Director Green stated he is trying to make this process still pass the two Board Members signing off on paying bills and wanted to be sure he was allowed to work one on one with our staff and not violate our policy of two Board Members to staff member restriction. He would like to put something together and have the auditors sign off on it before presenting a final process for the Board to sign off on. All the Directors agreed this would be a good process. Director Pahl then brought up the Cyber Security policy and Director Oakley volunteered to take this on and he would like her to be able to work in the same manner of “One on One” with the staff to get this completed. There was no objections on either process. Director Wilson asked if we already had a Cyber Security process in place, not just a policy. Assistant Chief Hartley explained how things are operating currently. Director Pahl asked Director Wilson if he had signed Policy 13.01 at the station. Director Wilson stated no he had not because he wanted to clarify with the whole Board about the discrepancies that were discussed earlier in this meeting. Director Pahl then brought up in person meetings to Chief Ward and said they were hoping to have the Budget committee meeting and then the next Board meeting as well. There was short explanation involving new COVID numbers in the county and different ways to hold these meetings with the public. There was discussion of how to hold the meeting either virtually or in person. It was decided to make the final decision on 23 April 2021 to hold the meeting virtually or in person, due to the required 30 day notice of a public meeting.

10. Comments and questions: Director Pahl went through the Directors asking if there was any comments or correspondence and no one had any. Chief Ward commented on the “Thank You” letter from Chief Riley of Bend Fire thanking the District for their participation in the Bull Springs fire. Administrative Assistant Schulke stated she has completed her Human Resources certifications in 4 months.

11. Adjournment: Meeting adjourned at 7:52 pm.

Respectfully

Submitted by,

Mark W. Wilson

Secretary

Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board