

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

September 21, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 21, 2023, at 6:30 pm, 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 at 6:30 pm by Director Norberg. Director Costigan completed the role call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan, Norberg and Pahl. Also, in attendance was Administrative Assistant Dana Schulke and Captain Alysha Delorto. Fire Chief, Sean Hartley was excused from the meeting. Members of the public in attendance were Bill Burt, Mike Dries, and Linda Kay Widmer. Barbara Oakley attended the meeting via the Zoom platform, as well as Kori Sarrett from Accuity, LLC.

1.1 Flag Salute – done by Director Palmer

2. Review of the Agenda - Director Pahl wanted to add a 6.2 for Fire Chief’s evaluation/compensation discussion and a 6.3 to discuss the Fire Med program.

3. Review/Approval of Meeting Minutes –

3.1 & 3.2 Approval of Supplemental Budget Hearing minutes & Board Meeting minutes from August 17, 2023 - The minutes were in the Board packet and reviewed by all directors. A motion was made by Director Pahl to approve the Supplemental Budget Hearing minutes and the Board meeting minutes as presented. Director Costigan seconded the motion, all were in favor by stating “Aye”, motion carried, (5-0).

4. Financial Reports -

4.1 Review of the 2022/2023 fiscal year audit – All Board members received a copy of the audit, prior to the meeting. At this time Kori Sarrett from Accuity, LLC presented the Board the process of an audit and why one needs to be done. Kori stated that all went well, as Dana was able to provide them with documentation up front before their arrival in the summer, which speeds things up for them. There was only one small issue pertaining to a \$30 overage in a Resolution for the Debt Service Fund, which was a typographical error. She said the staff of the District do a good job in reviewing all financial data. There were no questions from the Board and Kori signed off of the Zoom platform.

4.2 Acknowledge receipt and approval of financial reports for July & August 2023 - Director Pahl started off by talking about the July financial statements. He stated they found \$28 issue (which was a shipping charge) and now the July General Fund Net Income has balanced, to \$1, 223,460.82. The August financials have balanced, and the corrected General Fund net income was \$1,176,592.99. Director Costigan had a question in regard to a significant difference in the Ambulance Billing revenue, compared to the previous month. Director Pahl explained that we had switched to a new billing company as of July 1st and it will take a couple of months to start seeing the revenue come into our Chase account. Director Costigan brought this question up

only for transparency reasons. Director Pahl has some questions in regard to a few vendor payments that were duplicated, along with ambulance billing refund checks, which were answered by Dana. Director Costigan made a motion to approve both the July & August financials as presented, Director Pahl seconded the motion, all in favor stated “Aye”, motion carried, (5-0).

4.3 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Costigan will sign checks on Tuesday, October 10th and Director Norberg and Director Gayheart will sign checks on Wednesday, October 25th, 2023.

5. Unfinished Business –

5.1 Discussion on upcoming Levy - Chief Hartley provided the Board with documentation regarding the levy in their Board packets (while he was away). He stated the information video had been completed and was available to view on our website. There were two “Coffee with the Chief” meetings held at the station for the public to attend, and they were able to ask many questions at these meetings. The media had scheduled a date to come out and speak with Chief Hartley regarding the Levy and a segment was done on KTVZ news. He is also scheduling some days to meet with the local organizations to go over any questions members may have about the District and Levy. He is also working with Grant (our Public Information Officer) on postcards or mailers to mail out to the public.

5.2 Civil Service Commission update - Chief Hartley also provided the Board with documentation regarding this subject. He stated the Commission held their first meeting and discussed a draft of the Civil Service Commission rules for the District. Debbie Miles was nominated as Chair of the Commission and Vicki Burt was nominated as Secretary of the Commission. Richard Hoffmann is also a member of the Commission. Once the draft rules are updated, they will go to our Attorney for final review and comments. Then a meeting will be scheduled with the Commission to review the Attorney’s comments.

6. New Business:

6.1 Discussion/Approval of Resolution 2023-05 on receiving an appropriating conflagration revenue - Director Pahl stated the Resolution was in the Board packet and it is for receiving the funds from the State from three Conflagrations and appropriating the funds to the correct line items in the General Fund and Capital Reserve fund. Director Palmer made a motion to approve Resolution 2023-05 to receive and appropriate the Conflagration revenue, as presented. Director Costigan seconded the motion. All in favor of the approval stated “Aye”, motion carried, (5-0).

6.2 Discussion on Fire Chief’s evaluation - Director Pahl stated that December will be Chief Hartley’s one year anniversary and an evaluation will need to be done. Per Chief’s contract, after six months of being in the position, he was supposed to receive an increase in his salary and waived this increase last June. He wanted to wait until the new fiscal year started until receiving it. Since the Board neglected to adjust his increase in July, Director Pahl made a motion to increase Chief Hartley’s compensation, effective July 1, 2023, as per his contract. Director Gayheart seconded the motion. All in favor stated “Aye”, motion carried, (5-0).

6.3 Discussion on the Fire Med program - Director Pahl stated he would like to have a review of the Fire Med program to make sure we are solvent in this program. Along with that, he would like to review the payment methods for membership. He would like to evaluate the methods of utilizing PayPal and Stripe, to see which one is used more frequently, etc. He would like to look at this in terms of customer service. This will be put on the agenda for October’s meeting.

7. Fire Chief's report - the Chief's report was in the Board packet for all Director's to review. Director Norberg asked the Board if there were any comments or questions from his report. There were no questions.

8. Update on CERT program - Linda Kay Widmer stated their August training meeting was a little different, as the team had to sign on the computer and review Mass Casualty training. They have not purchased their signage for traffic management as of yet, as she has to find time to get together with Chief Hartley to purchase them. The team enjoyed helping with the Pancake Breakfast again this year. She handed out six applications to residents who would be interested in being on the CERT team, however, none of them have been returned back to the station. She has received confirmation this week for next week's training which will be on Search and Rescue. A member of the Deschutes County Search and Rescue team will be coming out to train everyone.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - Bill Burt stated that the limb dump will be open through the end of October. He also stated that the Jefferson County Commission meeting was held last week, and it looks like there will now be a delay in the subdivision that will be behind the fire station. It has been put on hold until further notice.

12. Adjournment by Director Norberg at 7:17 pm.

Respectfully,
Dana Schulke
Administrative Assistant