

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

**Board Meeting Minutes
February 21, 2019**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 21st at 3:00 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 3:00 p.m. Directors Kirk, Meredith, Oakley and Bengtson were present. Director Bengtson stated that Director Dille is resigning from the Board and will discuss this further later on in the meeting. Also present, Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain David McDonald. Members of the public in attendance, Patricia Hayes, Brad Pahl and William Burt.
2. Review of Meeting Agenda Items – Agenda was reviewed and 7.3 was added to discuss the resignation of Director Dille and 7.4 was added to discuss the revision on Resolution 2018-04.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. January 17, 2019 Board minutes – minutes were reviewed & read by the Board. Director Oakley made a motion to approve the January 17, 2019 Board meeting minutes as presented, Director Meredith seconded the motion, all were in favor except for Director Kirk as he was not at the last board meeting so sustained from voting. The motion passed, (3-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of January 2019. In the First Interstate Bank general account, there was \$10,257.67. In the First Interstate Bank-Payroll account, we had \$4,201.20. In the Jefferson County Treasury the account balances were: Bond Fund \$27,549.99, Capital Reserve Fund \$185,391.20, General Fund \$331,731.76, Local Option Levy Fund \$227,639.80. In Accounts Receivable there was \$320.00. Director Kirk made a motion to approve the January 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, March 11th and Director Bengtson and Director Meredith will sign checks on Monday, March 25, 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 we are working with Deschutes County 911 on training four of our staff and then when they come back they will train the rest of the volunteers. We are moving forward and implementing the radios at drill.

6.2 Follow-up on Active Shooter Threat Protocol/Drill – Fire Chief, Harry Ward stated that we (Dana and Chief Ward) drove to the Jefferson County Sheriff’s office to check out their security film on their windows. He also received a document to implement security measures on day to day operations if an active threat arises. He will be reviewing this document and hopefully implementing some of the steps if we have an active threat. Director Kirk asked if we have looked into a bullet proof window for the lobby. Chief Ward said that we have investigated this option and it is not cost prohibitive at this time and it is very expensive. There was no further discussion on this topic.

7. New Business –

7.1 Performance Review of Fire Chief (Executive Session) – Director Bengtson stated that at this time they will be going into Executive Session at 3:13 pm. The Board came out of Executive Session at 3:31 pm and continued the regular Board meeting. He reported the Fire Chief had a good review and thanked Chief Ward for doing a good job.

7.2 Discussion on Board Workshop date - Fire Chief, Harry Ward stated that there are many things going on that he needs to review with the Board, such as financing for a new ambulance and day to day items. He will be picking a few dates and will email the Board with some options for the workshop. Director Kirk would like an agenda for the workshop for costs, etc. There was no further discussion on this topic.

7.3 Discussion on Board position #1, resignation of Director Dille – Director Bengtson received an email yesterday evening from Director Dille stating that he sold his home here on the Ranch and will be moving out early next week. He will be emailing his resignation to Chief Ward and Director Bengtson. Director Bengtson stated that normally if a Board member resigns or leaves, the Board can appoint someone to fill the position. However, due to the fact that this is an election year, that position goes out for election for a 2 year term to fill the position. He is hoping that a few people run for the position and if they have any questions they can contact Director Bengtson or Chief Ward. Director Meredith asked when the election was and it was stated by a few people in the meeting that it is coming up in May. Submissions are being accepted now and you have to go to Madras and file a \$10 fee. There was no further discussion on this topic.

7.4 Discussion on revising Resolution 2018-04 – Assistant Fire Chief, Sean Hartley stated that after reviewing some of the financials, he noticed a typo on Resolution 2018-04. He is reviewing the Resolution with our auditors to see how to make the correction and he should have the revised one ready by the next Board meeting. This was regarding the state conflagration funds we received for working outside of our District. There was no further discussion.

8. Fire Chiefs Report – Fire Chief, Harry Ward stated Dana is working on our Annual Report and if the Board has anything they would like to address in the report, please let her know. Over the next six months we will be promoting a new Lieutenant, then we will have 3. He also stated the wiring is in for the security cameras and the cameras themselves will be in next week. The software is accessible for Dana, the Captains and Chief Hartley to view from their computers. He also attended the Fire Marshal meeting and they talked about the conflagration plan for this summer and how to reduce the deployment times. We got ahold of the owner of the RV that was abandoned on our property. They are trying to find their son to have it removed off our property. Saturday is the day to burn the Lion’s limb dump. Director Oakley asked if we were

looking into burning the patch of grass at the bottom of Hill. Chief Ward stated he will have to speak to the HOA on that and find out if we can.

9. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley. January was a busy month and as of today, we had two back-to-back calls this morning. There was no further discussion.

10. Correspondence/Recognitions – Director Bengtson stated that in the Board packet there was a thank you note from the American Red Cross. There was also the SDIS Best Practices guideline for this year in the Board packet. Dana stated there are only two items that need to be done on it and we will be good for our 10% discount.

11. Comments/Questions:

11.1 **Public** – Brad Phal stated that Deputy Dave Blann’s service will be next Thursday, February 28th at Westside Church at 1:00 pm.

11.2 **Chief, Staff and/or Volunteers** – nothing

11.3 **Board** – nothing

12. Adjournment by Director Bengtson at 3:49 pm.

Respectfully,
Dana Schulke
Administrative Assistant