

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

November 21, 2024

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, November 21, 2024, 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 by Director Palmer at 6:30 pm.

1.1 Flag Salute was led by Director Pahl.

1.2 Roll Call was taken by Director Norberg and the following were in attendance: Director’s Palmer, Pahl, Norberg, Costigan, and Gayheart. Also in attendance Administrative Assistant Dana Schulke, Captain Adam Wiley, and Firefighter Laura Waldron. Fire Chief Sean Hartley was excused from the meeting. Members of the public were Mike Dries, Linda Kay Widmer, Robin Huber and Bill Burt.

2. Review of Meeting Agenda Items – Director Palmer reviewed the agenda with the Board and there were no changes to the agenda.

3. Approval of the Board meeting minutes from October 17, 2024. Dana stated that there was a small typo under Section 7, Fire Chief’s report, should read 521 instead of 522. Director Pahl made a motion to approve the October 17th, 2024, ss amended. Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

4. Financial Reports -

4.1 Approval/receipt of the financial reports for October 2024. Director Costigan stated that we have balanced for the October financials. Director Pahl made a motion to approve the October 2024 financial as presented. Director Norberg seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

4.2 Appointment of Board members to sign checks for Tuesday, December 10 and Friday, December 20th, 2024 – It was decided that Director Gayheart and Director Palmer will sign checks on Tuesday, December 10, and Directors Norberg and Pahl will sign checks on Friday, December 20, 2024.

5. Unfinished Business –

5.1 PGE Tax Refund Update – Director Costigan stated that Jefferson County is paying our portion of the PGE refund through the ARF funds, and he feels that we can now drop this topic from the agenda in the future. There was no further discussion.

6. New Business –

6.1 Discussion/Approval of Resolution 2024-09 to transfer appropriations in the General Fund – Director Costigan. Director Costigan stated that Chief Hartley had shared with the Board last month that we are just about to go over our budget for Vehicle Maintenance and will need to transfer funds from the contingency line item in the General Fund. It was also stated by Dana that we are going to reimburse SAIF for our Worker’s Compensation claims, which will come out of the Personnel Services line item. Therefore, additional funds will be coming out of the contingency line item, as we did not know about this reimbursement program that SAIF has when this year’s budget was created. Director Pahl made a motion to approve Resolution 2024-09 to transfer appropriations in the Contingency line item into Materials & Services and Personnel Services, as presented. Director Norberg seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

6.2 Fire Chief Annual Review –. Director Pahl stated it is that time of year where they will need to do Chief Hartley’s review. He stated that he will be in contact with the Board Directors via email, as well as meeting

with staff. We will have to do an Executive Session in December's Board meeting for the Board to do his review. There was no further discussion.

6.3 Budget Committee Vacancies – Director Palmer & Dana Schulke - Director Plamer stated we have a couple Budget Committee members whose terms are up, and we need some people to fill their positions. Dana stated that Ken Fisher, Bill Burt, and Bob Bengtson's terms are up, so we will need three people to fill their positions. Director Palmer asked everyone to get the word out, along with putting it on our website, telegraph, and social media. There was no further discussion.

7. Fire Chief's Report - Chief's report was in the Board packet for the Board to review. Several topics were listed, such as hiring Alan Smoke (our newest FF/Paramedic), repairing of the cracks in the parking lot, attendance of the OFDDA conference in Sunriver, and various apparatus that have had issues/maintenance.

8. CERT report – Linda Kay stated that they have been doing a lot of traffic control for car accidents. She is still looking to recruit new members for the team. She also stated that in November and December they will not be having any training, due to the holidays.

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 – Dana stated she had made some notes from attending the OFSOA conference. David Nelson from SDAO stated we should be putting our Strategic Plan under Old Business on our agenda to review each month. The other topic was having a policy regarding credit card reward points. Director Palmer stated these are good topics to discuss at our December Board meeting and will put them on the agenda.

11. Adjournment by Director Palmer at 7:21 pm