

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

**August 17, 2023**

A Supplemental Budget Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 17, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

### **Supplemental Budget Hearing**

**Called to Order** by Director Norberg at 6:30 pm

**1.1 Flag Salute** – Was led by Director Palmer

**1.2 Roll Call** - Was done by Director Costigan and the following individuals were in attendance: Directors Palmer, Costigan, Norberg and Pahl. Director Gayheart attended the meeting via the Zoom platform. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Firefighter/EMT Kyler Graziano. Members of the public in attendance were Michael Dries, Bill Burt, Linda Kay Widmer and Robin Huber. Barbara Oakley attended the meeting via the Zoom platform.

**2. Supplemental Budget presentation:** Chief Hartley stated that in the Board packet is an updated budget for 2023/2024. The highlighted figures on the budget document is where the changes were being made for approval. The first change was in our resources as we did not utilize 2 staff positions that we had budgeted for, therefore we carried over \$250K than we originally intended. The other change on the income side was revenue from two conflagrations that volunteers went on, along with the use of our apparatus on the fires. On page 2 under Personnel Services, we increased wages for the two volunteers that went on the conflagrations, which increased the baseline on page 2. Another item that was not included in the original budget was the replacement of a VHF radio in 592, which is needed for conflagrations. This figure for the radio shows under radios/communications in the supplemental budget. The summary of figures in the General Fund for Personnel Services and Materials & Services and the transfer from the state grant we received all were revised. The auditors recommended having a reserve for future expenditures in the Capital Reserve Fund and putting the balance of the staffing capacity grant under reserved for future expenditures, which increased this fund. The \$2,250 we received for the apparatus we sent to the Golden Fire was transferred into the Capital Reserve Fund, which increased our reserve for Future Expenditures. We also took out the contingency funds from the Capital Reserve Fund, as this is not allowed in a Capital Reserve fund, according to our auditors. There were no comments or further questions from the Board, or from the public.

**3. Adjournment** by Director Norberg at 6:42 pm

### **Board Meeting Minutes**

**1. Called to Order** at 6:42 pm by Director Norberg.

**1.1 Roll Call** – Was done by Director Costigan and the following individuals were in attendance: Directors Palmer, Costigan, Norberg and Pahl. Director Gayheart attended the meeting via the Zoom platform. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Firefighter/EMT Kyler Graziano. Members of the

public in attendance were Michael Dries, Bill Burt, Linda Kay Widmer and Robin Huber. Barbara Oakley attended the meeting via the Zoom platform.

**2. Review of the Agenda** - there were no changes or additional topics added at this time.

**3. Review/Approval of Board Meeting Minutes –**

**3.1 Approval of Board Meeting minutes from July 20, 2023** - The minutes were reviewed by the Board and Director Norberg made a motion to approve the Board Meeting minutes as presented. Director Costigan seconded the motion. All in favor voted yes by stating “Aye,” motion carried (5-0).

**3.2 Approval of the Special Board Meeting minutes from July 26, 2023** - The minutes were reviewed by the Board and Director Pahl made a motion to approve the Special Board Meeting minutes as presented. Director Palmer seconded the motion. All in favor voted yes by stating “Aye,” motion carried (5-0).

**4. Financial Reports -**

**4.1 Financial reports for July 2023 –** Director Pahl stated that usually we balance on our operating account, but due to the closing of our audit with Accuity (our Audit firm), the numbers do not match. This possibility is due to the closing of our First Interstate Bank account. Chief Hartley is working with our auditors to get additional information he may need to balance. Therefore, the Board decided to move this item to the September Board meeting for review and approval.

**4.2 Appointment of Board members to sign checks –** It was decided that Director Norberg and Director Costigan will sign checks on Monday, September 11th and Director Norberg and Director Palmer will sign checks on Monday, September 25th, 2023.

**5. Unfinished Business –**

**5.1 Update on Levy increase for November ballot –** Chief Hartley stated he has our information regarding the levy on our website and he is working with our Public Information Officer on a video regarding the levy. Chief Hartley has all the information on what he is going to say, and he has submitted all the necessary documents to Kate at Jefferson County. We are waiting for our Ballot number sometime next week. Chief Hartley will be scheduling some meetings with residents and clubs in the future in regard to the District and upcoming levy. There was no further discussion.

**5.2 Civil Service Commission update –** Chief Hartley stated he has given civil service rules to Vicki Burt, who is on the committee for review and revisions. It has been difficult to schedule a meeting with the committee members, but it looks like they will be able to be the week of August 28<sup>th</sup>. Board members are not required to attend this but if they would like to attend, they may. There was no further discussion.

**6. New Business:**

**6.1 Discussion/Approval of Resolution 2023-04 to approve the 2023/2024 Supplemental Budget as presented in the hearing –** Chief Hartley asked the Board if there were any questions regarding the supplemental budget. There were none. Director Costigan made a motion to approve Resolution 2023-04 to approve the 2023/2024 supplemental budget as presented. Director Pahl seconded the motion. All in favor voted yes by stating “Aye,” motion carried, (5-0).

**7. Fire Chiefs Report –** Chief Hartley stated that at 2:30 pm this afternoon, Rhett Wiley was born at 7 lbs. 13 oz’s, Mom, Dad, and baby are doing well. July was a busy month as we had 70 calls for service. August is looking to be busy as well, with many overlapping calls. Chief met with Mike Knoke from the HOA, Tim Bell, and Lauren Street from the COIC in regard to some projects around the Ranch that need to be worked on for fuels reduction. These projects will be worked on this fall. Fire Academy has concluded

and our swearing in ceremony went really well. The students are starting their shifts on August 21<sup>st</sup>. The Dorm conversion is underway, and it will be nice to have the extra dorms once it is completed. Director Norberg asked about the company Blue Mountain Networks. Chief Hartley clarified that Sureline Broadband and two other companies merged and formed Blue Mountain Networks and they handle our phones and internet. She also asked about Oregon Health Authority and why we issued money to them. Chief clarified that it had to do with the GEMT funds/reimbursements we receive, and we have to pay an administrative fee and nonfederal amounts first to then, before we get our share of those funds.

**8. Update on CERT program** – Linda Kay stated the CERT team had excellent training on Traffic management in July. They still need to purchase the signs for traffic which is in their budget. She stated she has discovered that the group is very weak when it comes to radio communication, so she will be doing more training on that. They have lost four team members this past year and she has challenged all team members to find other members, as well as putting information in the Telegraph and social media. Once they have an additional 10 members, she will put together another Basic Training class.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** – Bill Burt asked the Board and Chief if there will be information up at the Pancake Breakfast about the Levy. Chief Hartley stated they will have a booth with all the information. Chief Hartley stated the Volunteer Association has purchased new griddles for the pancake breakfast.

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** - Director Norberg stated we have received a nice thank you note from a resident regarding the District's services. For the Good of the Order, Chief Hartley stated that the State Fire Marshal's office had a grant opportunity for fuels reduction projects. Jefferson County Fire, the CRR HOA, The Lion's Club and several others applied for it. The Lion's Club was the only recipient (out of all who applied) who received the grant funds. They received a little over \$80,000 to purchase a chipper, dump trailer, larger wood splitter to assist them with getting the limbs of trees chipped, etc.

**12. Adjournment** by Director Norberg at 7:15 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant