

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

Board Meeting Minutes
March 21, 2019

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, March 21st at 6:30 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 6:30 p.m. Directors Kirk, Meredith, Oakley and Bengtson were present. Also present, Fire Chief, Harry Ward and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Also in attendance, Captain Alysha Delorto and Volunteers Dennis Senko. Garrett Schwagert and Amy Weddle. Members of the public in attendance, Patricia Hayes, Brad Pahl, William Burt, Mark Wilson, Tina Wilson, Jeff Green and Barbara Pace.
2. Review of Meeting Agenda Items –
3. **Approval of the Board Meeting/Workshop Minutes.**
 - 3.1. February 21, 2019 Board minutes – minutes were reviewed and read by the Board. Director Kirk made a motion to approve the February 21, 2019 Board meeting minutes as presented, Director Oakley seconded the motion. All were in favor and the motion passed, (4-0).
 - 3.2. March 11, 2019 Board Workshop minutes - the workshop minutes were review and read by the Board. Director Oakley made a motion to approved the March 11, 2019 Board workshop minutes as presented. Director Meredith seconded the motion. All were in favor and the motion passed, (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of February 2019. In the First Interstate Bank general account, there was \$16,668.37. In the First Interstate Bank-Payroll account, we had \$2,846.01. In the Jefferson County Treasury the account balances were: Bond Fund \$31,563.08, Capital Reserve Fund \$185,742.93, General Fund \$284,411.80, Local Option Levy Fund \$233,866.98. Director Meredith stated that the First Interstate Checking, Payroll and Credit Card amounts are off due to the bank feeds not connecting with Xero, our accounting platform. In Accounts Receivable there was \$410.00. Director Bengtson also stated to the audience the issue with our First Interstate Checking, Payroll and Credit Card accounts, in regards to the bank feeds not connecting to our Bank, and that the issue lies with a third party which connects the two together. Director Kirk made a motion to approve the February 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 Oakley and Director Meredith will sign checks on Wednesday, April 10th and Director Bengtson and Director Meredith will sign checks on Wednesday, April 24th, 2019.
5. **Comments from the public** – none

6. Unfinished Business –

6.1 Follow-up discussion on the new Radios – Fire Chief, Harry Ward stated he went to the User Board meeting and the decision was made to start using the new radios & system on May 15th. Since the station learning systems have yet to happen and the base radios have not been received, they pushed the date back. A radio tech at Deschutes County 911 will be assigned to our District specifically, so if any issues arise with our new radios they will get right on it. He anticipates this through fire season. Chief Hartley went to the Central Oregon Fire Operations meeting yesterday and it was decided everyone in Central Oregon will go to a single dispatch channel first, then will be assigned an operations channel which will work out well in the long run.

6.2 Follow-up on Active Shooter Threat Protocol/Drill – Fire Chief, Harry Ward stated he received information on a thumb drive on active shooter and is reviewing it. It will take him a while to go through it to see what tactics will pertain to us. The security cameras are up so that Dana can see who is in the parking lot. If there are any issues in the parking lot, she can lock the door immediately and call 911. Director Bengtson asked Chief Ward if he can review with the audience how we received the security cameras and where they are located. Chief Ward reviewed the camera information with the audience and how we have six cameras around the building and one in the lobby inside the building. Currently, two people can be on their computers to see the outside of the building and we are hoping to get more user licenses in the future to add more users. If there is any motion outside it will alert us with infra-red at night. Jeff Green asked if we have tested the system to blow up the picture to actually see faces of the individual. Chief Ward stated when the installer was out here he showed us the various capabilities of the system. Our system records up to two weeks and will automatically drop off prior recordings. There was no further discussion on this subject.

7. New Business –

7.1 Discussion and Approval of revised Resolution 2018-04 for unanticipated revenue to the General Fund and correction to the Conflagration revenue line item. – Director Bengtson stated that Assistant Chief Hartley discovered that when working on moving the funds for the Conflagration revenue, he noticed the funds should have been \$2,019.68, instead of \$1,019.68 which is what shows on the initial Resolution 2018-04. Therefore, Director Bengtson read through the “revised” Resolution 2018-04 to properly make the correction. Once Director Bengtson read the “revised” Resolution, Director Kirk made a motion to approve the “revised” Resolution 2018-04 to correct the increase on the Conflagration revenue received from \$1,019.68 to \$2,019.68, making the Adjusted Budget line item to \$3,019.68, as presented. Director Oakley seconded the motion. All were in favor and the motion passes, (4-0).

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that the building is 10 years old and it is showing itself. We had an issue with the fan in the Laundry Room and had to get that fixed, along with getting the kitchen sink unplugged, and also one of the lobby toilets was leaking. Also, we will have to do some repairs to the gutters on the backside of the building. We will start looking at putting a costs analysis together for ambulance transports. Once we have the analysis done, we will know if we have to raise our ambulance rates. We are receiving input from other districts as to what they are currently charging. He stated our Emergency Preparedness Open House will be Saturday, April 27th from 10:00 am – 1:00 pm. We have about nine vendors participating in this event. Captain Delorto attended a course on Peer Support training and is working on a training class for our District. This is becoming a big deal in the fire

service, with substance abuse, etc., and we are getting on top of this so it does not present any problems in our District. Captain McDonald was accepted in the National Fire Academy in Maryland, and will be taking several classes this September, as well as next year. Dana went to a workshop yesterday which was hosted by our Auditor, and got lots of insight as to what they are looking for on our annual audits. Lastly, he stated that the Central Oregon fire organizations are holding a simulation event of what happens if we become the next “Paradise, CA Fire”. He said Board members are welcome to attend and he has already registered for this event on April 18th. It is the same day as our Board meeting, however, ends at 4:30 pm. It is being held at the Deschutes County Fairgrounds in Redmond. Director Meredith asked if we have a preventative maintenance schedule of some sort because the fan issue in the Laundry room could have been a big issue. Chief Ward stated that we do have it on our District calendar and it will pop up on our computers. Dana usually reminds us on the day it pops up on the computer. There was no further discussion.

9. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet for the Board to review. There was nothing to add.

10. Correspondence/Recognitions – Director Bengtson stated that we just received a letter from the State of Oregon in reference to acknowledging the segregation of duties by the staff and Board of Directors. This letter went out to all districts in the State of Oregon. Director Bengtson asked if Director Oakley could draft a letter of response back to the State of Oregon Audits division, acknowledging that we have a small district and that we are segregating the financial duties to the best of our ability. Director Meredith explained to the audience what the letter meant by “segregation of duties” and that we just do not have the staff to oversee every step of financial duties. Director Bengtson also stated that in the Board packet there was a thank you from Ben & Joan Johnson thanking the District for keeping them safe.

11. Comments/Questions:

- 11.1 **Public** – Brad Pahl stated that the Jefferson County Sheriff’s office will be doing boat inspections for the residents on the Ranch, on the same day as the Emergency Preparedness Open House. Brad also asked a question, in regards to the Travel expenses on the ledger not matching up and wanted to know why. Dana stated that she will investigate this, however, Chief Ward then stated that he and Captain Fast had moved an item from the Travel line item, which should have gone into the Training line item.
- 11.2 **Chief, Staff and/or Volunteers** – Volunteer, Dennis Senko stated that the Easter egg hunt is Saturday, April 20th and details are being finalized shortly. It is being headed up by Volunteers, Marta McGovern-Philpott and Myrsideys Steward.
- 11.3 **Board** – Director Bengtson stated that there are four positions available for the Board of Directors.

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

Respectfully,
Dana Schulke
Administrative Assistant