

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

**Board Workshop Meeting
July 13, 2021**

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Tuesday, July 13, 2021, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Workshop Minutes

1. **Called to Order** by Director Pahl at 6:31 pm. An opening statement was made by Director Pahl in regard to wearing a mask in the building if you have not been vaccinated for COVID-19.

1.1 Roll Call by Director Oakley: Directors Pahl, Green, Oakley, Norberg and Wilson were present for the meeting. Those also present were Fire Chief, Harry Ward, Administrative Assistant, Dana Schulke and Captain, Alysha Delorto. Assistant Fire Chief, Sean Hartley was excused from the meeting. There were no members of the public in attendance.

1.2 Flag Salute – Director Green lead the flag salute.

2. **Discussion and review of the following policies: 16.01 (Electronic Mail), 19.01 (Land, Facilities and Equipment Use), 21.01 (Confidentiality), 23.01 (Social Media), 25.01 (Whistleblower Protection) and 26.01 (Schedule of Fees).** The meeting started with review of 16.01, Electronic Mail. The Board reviewed this policy and questioned 3(B) and the Oregon number that was listed. Also, in question was 4(A) and the date that was stated on the policy for the Records Retention Schedule by the Oregon State Archivist. It was asked by the Board for Administrative Assistant, Dana Schulke to check this information and make sure it is current. She will email the Board once she finds out if those two items are current. Another item in question was 4(E) as it did not make sense. It will have to be revised. The next policy that was reviewed was 19.01, Land, Facilities and Equipment Use. It was noted that on the second bullet point under A, the word “endorsement” should read “enforcement”. Also noted on this policy was the general liability limit of \$1,000,000. Director Wilson stated that he believes it should be increased to at least \$2,000,000. The Board asked if Fire Chief, Harry Ward could follow up with our insurance carrier on this amount and get back to them to see if this amount will suffice. There were no other revisions to this policy. The next policy under review was 21.01, Confidentiality. There were many grammar and spelling errors that were noted under A, as well as B. These will be corrected. There were no other comments on this policy, other than to correct the grammar and spelling. The next policy under review was 23.01, Social Media. It was noted by Director Norberg that under F, the word “consequences” was spelled wrong and had to be corrected. At this time, the Board asked if the Administration manual had a Social Media policy. Fire Chief, Harry Ward stated he was quite sure that we did. At this time, Administrative Assistant, Dana Schulke went to get the Administration manual to double check, and there was a policy on social media. Looking at the policy, they were almost identical. The Board asked for Chief Ward to do a review of the

Administration/Operations social media policy to be done, to make sure all the pertinent Board social media policy verbiage was in the Administration policy. The Board decided that it was not necessary to have this policy in their manual and it will be deleted from the Board policy manual. The Board will follow all the guidelines listed in the social media policy that is in the Administration/Operations manual. The next policy that was under review was 25.01, Whistleblower Protection. Under “the purpose”, the Board was questioning the Oregon Revised Statute number and if this was correct. They asked Administrative Assistant, Dana Schulke to double check with Special District’s Association of Oregon on this and get back to them. It was also noted that under G, the word “city” needed to be changed to “district” in a few places, as well as changing the word “manager” under number 3, to “the Fire Chief”. Other than those items noted there were no other changes to this policy. The Board will wait to hear from Administrative Assistant, Dana Schulke to see if the Oregon Revised Statute number is correct. There were no other revisions to be made on this policy. The next policy that was reviewed was 26.01, Schedule of Fees. A discussion ensued in regard to having the actual fees listed on the schedule. Director Wilson stated that we should just have generic verbiage on the policy that states the Board will approve all fees for the District through a resolution. Director Green stated that they should scratch the number 26.01 and just have an addendum that states all fees presented by the Fire Chief for the District will be approved by the Board via resolution. The Board agreed to this, and it will be revised.

3. Discussion on process of paying invoices online – Director Green asked if anyone has any objection to paying the bills online. Then he asked Administrative Assistant, Dana Schulke what the auditors thought of the process. She stated that they were fine with the process, as there are at least four people involved with the process. Director Oakley stated that the bottom line to this process is that the payments will not be made to the vendors until the Board has reviewed all the invoices and the payable invoice detail report is signed off by the Board. The Board was all in agreement that this process will work, and it will be put in section 14 of the Board policy manual, under 14.03. There was no further discussion on this new process.

4. Adjournment by Director Pahl at 7:40 pm .

Respectively submitted,

Dana Schulke
Administrative Assistant