

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

**Board Meeting Minutes  
16 January 2020**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 16 January 2020 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

**Board Meeting Minutes:**

1. **Meeting Called to Order at:** 06:30 pm by Director Barbara Oakley, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

**1.1. Roll Call by:** Director Mark Wilson: Director's Brad Pahl, Jeff Green and John Meredith were all present. Also, at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley and Administrative Assistant Dana Schulke. Also, in attendance was: Staff Captain; Alysha Delorto. Responding Volunteers; Marta McGovern Philpott and Nolan Wironen. Support Volunteers; Kay Norberg, Pat Hayes and Tina Wilson. Public in attendance was; Bob Bengtson, Bill Burt, John Hayes and Jerry Davis.

**1.2. Flag Salute Led by:** Director Pahl

2. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or removed from the Agenda. Director Pahl asked if we could do the all the Resolutions prior to doing the Chief's review. It was agreed to move all three Resolutions up to the start of the New Business and do Chiefs review afterwards.

3. **Approval of Board Meeting Minutes:**

**3.1:** Director Oakley asked for approval of the 19 December 2019 Regular Board meeting minutes. Director Wilson stated there was a correction Chief Ward had made known to him via email on the SDIS Grant about the \$5000.00 amount that we would be required to make that it was actually they would only match a maximum amount of \$5000.00 regardless of the project cost that was in the Chiefs report. Director Green made a motion to accept the Board Meeting minutes for 19 December 2019 as corrected. Director Meredith seconded the motion. A unanimous voice vote passed the motion.

4. **Financial Reports:**

**4.1:** Director Green read the financial report into the record. (See attached) Director Oakley had a question on the Freightliner line items in the check register about an item labeled as "Customer Good Will" about if it was a credit. Chief Ward stated he saw it as well and Administrative Assistant Schulke stated that is what was written on the paperwork from Freightliner so that is what she wrote. Director Pahl made a motion to

accept the financial statements for 19 December 2019. The motion was seconded by Director Meredith. A unanimous voice vote approved the motion.

**4.2** Board Members to sign checks in February. Monday 10 February 2020 and Monday 24 February 2020. Director Wilson offered to sign on the 10<sup>th</sup> with Director Green. Director Oakley will sign on the 24<sup>th</sup> with Director Green.

**5. Comments from the Public on current meeting agenda-** None.

## **6. Unfinished Business**

**6.1** Review of LOSAP Program Chief Ward stated they had been in contact with OFDDA and they verified all the funds are where they need to be. He stated in 2015 they had called Valic and told them they needed to get them this money and Valic said yes send it to us and it should not have gone to them it should have gone to OFFDA. Chief then stated Laurel from OFDDA said they knew better and since it did not have a plan to go into it went into "Plan 1" and it should have gone into "Plan 10". Chief then read an email from Laurel of OFDDA stating she had accounted for all the contributions for the LOSAP program from 2015 to 2018. In this email Laurel stated she is happy to report she has verified all the LOSAP contributions made from 2015 to 2018. Since the earlier contributions were sent directly to Valic with no plan number assigned they were then named as plan one. She continued stating she will work to change the plan number designation for those folks, but the most important thing is the contributions have been made to those individuals accounts and they were, so all is good here. Chief stated what is happening now is Assistant Chief Hartley and Laurel are going to go back through for days of separation and vesting and any of that money will be redistributed so they will be making sure everything is squared away. Director Wilson asked if that would be retroactive to any member's accounts who were there then. Chief stated yes for whatever accounts that are there and added he is not sure of everything that is going on. Director Green stated he is still trying to get his account activated. Chief offered the Valic paperwork to Director Green to remove his funds adding it will get squared away. Director Wilson asked if we should go back to other volunteers who are not here anymore to make sure they have their accounts. Chief stated if they didn't know they could get ahold of him to find out. Director Wilson asked how they would know who is no longer here that left four years ago, adding it's been four years since this started. He used a former student as an example and asked how they would know if they needed to get ahold of Chief, adding we should reach out to them. Chief stated if they were not vested then they won't have an account. Then added if they look at anyone not vested they would look at their account and distribute the money. Director Green asked if Chief and staff would be contacting anyone who needed to be reached. Assistant Chief Hartley stated yes they would be reaching out to everyone who has any money in the program and said that is what we are working on with OFDDA. Director Wilson thanked them for doing this. Director Oakley asked if there were any other questions for the Chief on LOSAP. There were none.

**6.2** Discussion and approval on Anti-Harassment Policy. There was discussion about how we are changing the policy to fit the necessary requirements of the State yet keep a lot of

our existing policy since it was already good. After some discussion from Director Pahl and Wilson it was decided to forego any approval tonight. Director Oakley stated that we would then wait until February to approve the policy.

## **7. New Business:**

- 7.1** Approval of Resolution 2020-01 receiving unanticipated funds for Safety and Security Grant. Director Pahl moved to accept the Resolution and Director Wilson seconded the motion. A unanimous voice vote approved Resolution 2020-01.
- 7.2** Approval of Resolution 2020-02 receiving unanticipated funds for General Fund from DPSST in the amount of \$40000.00 for the training building. Director Pahl moved to approve the Resolution 2020-02 and Director Green seconded. A unanimous voice vote approved the motion.
- 7.3** Approval of Resolution 2020-03 to surplus the existing District SCBA compressor which listed as aged and no longer useful to the District. Director Pahl made the motion to approve Resolution 2020-03 to surplus and sell the SCBA compressor to Lowell Fire District. Director Meredith seconded the motion and a unanimous voice vote approved the motion. Director Oakley stated the Board needs to sign all the Resolutions prior to leaving tonight so don't leave.
- 7.4** Executive session for Fire Chief Review and Evaluation. Director Oakley asked the Chief if he wanted to have it in open session and he replied no. The regular meeting was adjourned at 07:00 p.m. to allow the Executive session to take place.

The regular Board Meeting was called back to order at 07:51 p.m. by Director Oakley. Director Meredith announced the outcome of the Executive session. We conducted the review and concluded it and will be written up and we're done with it.

## **8. Fire Chiefs Report-** Chief Ward reported the following-

- Chief stated Director Wilson had asked who was going to the SDAO conference. He stated Administrative Assistant Schulke was going and his schedule would not allow him to go adding that most of the Board members are not going. Administrative Assistant Schulke is enrolled in an academy through SDAO and she will be able to complete a lot of the requirements by going to this conference.
- Chief stated that Director Green had brought up a good question a while ago and he was glad he did. He stated they had started the stipend stuff and looked at the grant, they had gotten a lot of information from attorneys and auditors and not one of them had anything to say about PERS. He had gone back and looked at all the documents and there was no information from anybody about PERS. So, he called PERS and they were very helpful, and Director Green was correct and we should have been boarded onto the PERS system and all of the Volunteers should have been added onto the PERS program. PERS said yes, all the volunteers need to be enrolled.

- Chief stated Director Pahl had a question about Norco and Freightliner credits and asked if his questions had been answered sufficiently. Director Pahl stated yes they had been.
- The question of AED's from last month was they had done some research for nonprofits but could not find any funds for public and said you can buy them on Amazon for about \$1500.00. If the businesses could call us we could give them some direction on how to proceed.
- Cell phone reimbursements criteria he has written in his report. In order to be eligible they have to be an EMT, a Fire Fighter 1 or a Wildland Fire Fighter.
- Chief said he made a call to FLSA and they said if you are a first responder you have to get FLSA.
- Chief stated the Board has approved the Resolution to get grant funds from DPSST and he called them to find out the procedure and in the past the entity paid for the work and then contacted DPSST for reimbursement.
- Budget meeting is 7 May at 06:00 p.m. and is the first budget meeting.
- Chief said he talked with the ambulance company and they have a tentative date of 15 April for delivery.
- 25 April we are going to do an Emergency preparedness Open House adding in the kids challenge and since we get better attendance in the spring than the fall he decided to put it all together at one time. During this event he explained a tradition of housing a new piece of apparatus by being pulled in by men or horses into the station allowing the board and the staff with volunteers to do it a couple of times.
- Captain Fast is back to work and pulled his first shift earlier this past Monday.
- Director Green asked if he would get back to us with any financial impact the PERS thing may cause. He stated once they had all the numbers plugged into the form and have a good idea, they can do that. Director Wilson asked if we should keep it in "Old Business" and Chief said we could.

#### **9. Operations Report-**

- Chief stated that our new monitors are here.
- Director Oakley questioned the call report and was corrected about January being 2019 numbers and not 2020. We had less calls than last year which was attributed to the low numbers of wildland fire calls.

#### **10. Correspondence and Recognitions-**

- Director Oakley stated the Terrebonne School had sent a nice thank you about the Christmas program (Referring to SWAFF and Food & Toy Drive).
- Director Wilson had a note that had two questions about the grants. He stated he believes both were answered already but to clarify the first question was the \$5000.00 SDIS grant for fencing was how much we would have to provide to get that which was \$5000.00 and the DPSST is a non-matching grant so we are hoping we will get the money back quickly. The other question was where in our budget was the matching money coming from and that had been explained of coming out of our Capital Reserve contingency money and how much and that was the \$5000.00.
- The other correspondence he had received was from the Oregon State Treasury and it was a form showing Bond obligations and it is only showing our general obligation

but then it talks about our ambulance bond and he believes we need to contact them to submit this new bond on the form to make the necessary corrections. He said he would get with Chief and staff to get this completed after the meeting.

**11. Comments / Questions-**

- None from Public or volunteers and staff.
- Chief stated he could have brought it up in correspondence, but we had three people come in this week and wanted to thank us for taking care of them or family members.
- Director Wilson thanked the Chief for his list of answering all the items he had brought forward to close them or put them into "Old Business"

**12. Adjournment-** With no further business, Director Oakley adjourned the meeting at 08:09 pm.

Respectively submitted by,

Mark W. Wilson  
Secretary, Director Position # 5  
Crooked River Ranch Rural Fire Protection District Fire Board

