

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

**Board Meeting Minutes  
June 20, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Wednesday, June 20, 2018 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 6:33 p.m. Directors Bengtson, Dille, Kirk and Oakley were present. Director Meredith arrived at 6:43 pm to the meeting and was not able to vote on some of the items on the agenda. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Sean Hartley was excused from the meeting. Also in attendance was Captain, Tom Fast and Volunteer, Dennis Senko.
2. Review of Meeting Agenda Items – The agenda was reviewed and there were no added items to the agenda. Due to Director Meredith arriving late, the order of items discussed were switched around to accommodate his pending arrival.
3. **Approval of the Public Budget Hearing minutes and Board Meeting Minutes.**
  - 3.1. May 17, 2018 Public Budget Hearing minutes – minutes were reviewed by the Board and Staff. There were no corrections to be made. Director Dille made a motion to approve the May 17<sup>th</sup> Public Budget Hearing minutes as written. Director Oakley seconded the motion. All were in favor, motion passed (4-0).
  - 3.2. May 17, 108 Board meeting minutes – minutes were reviewed and a few grammar corrections were to be made: under 6.1 add an additional “m” to the word programmed, under 7.1 change the word review, to “reviewed” and under item 10, take out the two “A’s” in the first sentence. Director Oakley made a motion to approve the May 17<sup>th</sup> Board meeting minutes as amended, Director Dille seconded the motion, and all were in favor, (4-0).
4. **Financial Reports -**
  - 4.1. Director Meredith presented the financial report as of the end of May 2018. In the First Interstate Bank general account, there was \$16,175.60. In the First Interstate Bank-Payroll account, we had \$2,701.40. In the Jefferson County Treasury the account balances were: Bond Fund \$40,863.25, Building/Equipment Capital Reserve Fund \$183,142.78, General Fund \$123,869.73, Local Option Levy Fund \$193,121.33. Accounts Receivable there was \$180.00. Director Bengtson stated that our expenses are exceeding our budget and wanted to know which line item was setting us over. It was noted that our Administration line item was over by \$6,000 due to memberships that we pay for, along with Building/Maintenance and Uniforms for personnel. There was no further discussion.

Director Oakley made a motion to approve the May financial report as presented; Director Kirk seconded the motion, all were in favor, motion passed (5-0)

**4.2 Appointment of Board members to sign checks** – It was decided that Director Kirk and Director Meredith will sign checks on Monday, July 9 and Director Meredith and Director Oakley will sign checks on Wednesday, July 25th, 2018.

**5. Comments from the public** – none

**6. Unfinished Business** –

**6.1 Follow-up discussion on the new Radios** – Chief Ward stated the radios are here and still being programmed. Black Butte Fire has already received their radios to test out. We are hoping to get ours within the next week to test out and see where we have “holes” in coverage on the Ranch. There was no further discussion on this topic.

**6.2 Follow-up discussion/approval of Resolution 2018-02 to adopt the 2018/2019 fiscal budget** – Director Bengtson reviewed the resolution and informed the Board that the budget was behind color coded to understand where all the numbers come from on the Resolution. Director Kirk made a motion to approve Resolution 2018-02 to adopt the 2018/2019 fiscal budget as presented. Director Dille seconded the motion. Director Bengtson then reviewed the tax section on the resolution with the Board. All were in favor and motion was approved, (4-0).

**6.3 Follow-up discussion/review of the Code of Ethics-Conflict of Interest policy** – Chief Ward stated the policy was put together due to the recommendation of our attorney and SDAO. He stated that it is one policy and there is an acknowledgment at the back of it for the Board and Administrative staff to sign. Board and Administrative staff reviewed the policy. Director Kirk stated that a couple grammar and spelling errors had to be corrected. The spelling and grammar errors were noted in the meeting and the policy will be revised by Dana. An amended version will be emailed to the Board. The Board signed the acknowledgement and there was no further discussion.

**7. New Business** –

**7.1 Surplus of 1991 Ford 350 Brush Truck & Fire Equipment** – Chief Ward stated that since we have received the newer brush truck from ODF, we will be surplus the older Ford brush truck for \$20,000. He signed an agreement through Brindlee Mountain Fire, which is a brokerage company. If we sell it on our own or locally, we do not owe them a dime. Other items that will be surplus will be fire equipment that came off the other brush truck that we no longer need, and has little value to it. It was stated by Assistant Chief Wilson that he disagrees with the surplus of the 1991 Ford brush truck, due to several reasons. He stated that the old brush truck was just fine to utilize and he had spent many hours making it under weight. Also, the maintenance on the new one we just received is an issue. It was recommended by Wright Ford to change out the exhaust manifold and he said nothing else has been checked out on it, he wants to make sure it is in top shape. He does not have the time to check it all out. Also, it was agreed that we were keeping the old brush through this fire season. There was much discussion on this issue with the Board and Assistant Chief Wilson. Director Kirk made a motion to surplus the old 1991 brush truck and Director Oakley seconded, only three were in favor and two were opposed. There was further discussion in regards to this topic. There was a new motion made by Director Kirk to approve the surplus of the 1991 Ford 350 Brush truck “after the month of October” to get through fire season, but to surplus the old fire

equipment now. Director Oakley seconded the motion. All were in favor and motion passed, (5-0). Chief Ward will contact the brokerage firm to see if we can push back having them list the sale information until October.

**7.2 Election of Board officers for the 2018/2019 term effective July 1, 2018** – Director Bengtson stated that it was time to elect directors for new positions for the 2018/2019 term. There were several nominations from each director as to who will be President, Vice President, Secretary and Treasurer. The Board directors will be in the following positions as of July 1, 2018: Bob Bengtson as President, Dennis Kirk as Vice President, Barbara Oakley as Secretary, John Meredith as Treasurer and Jim Dille, Director. There was no further discussion.

**7.3 Review of Chief's contract** - Director Bengtson stated the Board will go into Executive Session at 7:24 pm to discuss Chief Ward's employment contract. The Board came out of Executive Session at 7:40 pm. A motion was made by Director Dille to extend Chief Ward's contract as amended in Executive Session for the period of July 1, 2018 to June 30<sup>th</sup>, 2020. Director Meredith seconded the motion. All were in favor and the motion passed at (5-0). There was no further discussion.

**8. Fire Chiefs Report** – Chief Ward stated there was a huge memorial service for the Bend Firefighter that died. Assistant Chief Wilson and Captain Tom Fast were heavily involved with preparing the honor guard ceremony. He stated that our volunteer, Joe Woodruff is now a probationary honor guard member. Copies of the Strategic Plan were passed out to the Board to review and make any comments. We had a few brush fires on the Ranch the last couple of weeks and our first Taskforce deployment for the season on BLM land near Warm Springs. There are three new students with our District who started at the regional academy which goes until mid-August. We will be participating in the June 30<sup>th</sup> parade festivities and have a booth at the event. Flyers about the District Levy increase will be available to pass out to residents along the parade route and at the booth. Chief also wrote a press release about the Levy increase which was sent to the media. After July we can apply for our ballot measure with Jefferson County, then we will be able to get signage up and do more advertising. The local Union will be assisting us with flyers, banners, etc. which will be paid for by the Political Action Committee.

**9. Operations Report** – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. He also passed out to the Board copies of the minutes from the last Volunteer Association meeting for their review.

**10. Correspondence/Recognitions** – none.

**11. Comments/Questions:**

11.1 Public – no comments

11.2 Chief, Staff and/or Volunteers – no comments

11.3 Board – Director Kirk thanked the staff for coming to his house on May 1<sup>st</sup>. Director Dille stated that the contract was awarded to a company in Sisters to start the Alternate Exit project. In the RFP it stated the Alternate Exit is to be completed by October.

12. Adjournment by Director Bengtson at 8:14 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant