

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

**December 21, 2023**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 21st, 2023, at 6:30 pm, 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** at 6:30 pm by Director Norberg. Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Gayheart, Costigan, Norberg and Pahl. Also, in attendance was Fire Chief, Sean Hartley. Administrative Assistant Dana Schulke was excused. Captain David McDonald, Firefighter/Paramedic Laura Waldron, and Volunteer Paramedic/PIO, Grant Caudel were also in attendance. Members of the public in attendance were Vicki Burt and Randy Peterson.

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

**2. Review of the Agenda** - Director Norberg reviewed the agenda and there was mention from the Board that they would like to move the Performance Evaluation of the Fire Chief (Executive Session) to after Correspondence and Recognitions.

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

**3.1 Approval of the Board meeting minutes from November 16, 2023** - The minutes were in the Board packet for review. Director Palmer a motion to approve the minutes as presented, Director Costigan seconded the motion. All voted to approve the minutes by stating “Aye,” motion carried, (5-0).

**4. Financial Reports** -

**4.1 Acknowledge receipt and approval of financial reports for November 2023** - Director Pahl stated the financials are in the Board packet. He stated that on the Balance Sheet the General Fund Net Income was \$1,912,731.37. He also stated that the transfer of \$75,000 has been made to the Capital Reserve account and the ambulance payment and Bond payment for the building have been posted for this month. Director Palmer made a motion to approve the November financials as presented; Director Gayheart seconded the motion. All voted to approve the financials by stating “Aye,” motion carried, (5-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Costigan will sign checks on Wednesday, January 10 and Director Norberg and Director Gayheart will sign checks on Thursday, January 25, 2024.

**5. Unfinished Business** – none

**6. New Business:**

**6.1 Update on Fire Alarm System for the building** – at this time, Chief Hartley handed out three quotes from different vendors who will be able to replace the fire alarm system. His recommendation was to use Elite Security & Fire Alarm. He stated that Bend Fire utilizes them. The amount shown on the proposal would be for one year paid for, and it

would bring our system up to code, and replace our existing propriety system. This company is local, and they will monitor our station. Director Palmer asked about the turn-around time for their certified Electricians to come out to our station if something had to be fixed. Chief Hartley stated for service calls to diagnose the situation it would be within 24 hours.

**6.2 Discussion/approval of Resolution 2023-08 to appropriate funds to replace the stations fire alarm system** - Due to the funding transfer from the Capital Fund, this will require a Supplemental Budget, per Chief Hartley (who spoke to our Auditor about this). Chief Hartley requested a motion to approve the proposal from Elite Security (out of the three that we received). Director Gayheart made a motion to approve the Elite Security proposal as presented by Chief Hartley; Director Costigan seconded the motion. All voted to approve the proposal by stating “Aye,” motion carried, (5-0).

**6.3 Discussion on attending the SDAO conference in February** – Chief Hartley stated the SDAL conference brochure was in the Board packet for review. If any of the Board members are interested in attending, they are to contact the Chief or Dana for registration.

**6.4 (Executive Session was moved to after Correspondence, per the suggestion of Director Pahl)**

**7. Fire Chiefs Report** – the Chief’s report was in the Board packet for all to review. He stated that he has heard from the State Fire Marshal’s office, and we should be receiving our new engine by the end of February or first of March. We have received the VHF radios we ordered from the VFA grant we received. We have also exceeded the number of calls for 2023 compared to prior years, which is a new record for the district.

**8. Comments/Questions:**

**9.1 Public input on the current agenda** - none

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

**10. Correspondence/Recognitions/Good of the order** – Director Norberg stated there were thank you notes from the homeschooled kids that took a tour of the station. Director Costigan stated he received a thank you note from Barbara Oakley for the flowers we sent her.

**11. Performance Review of Fire Chief (Executive Session)** – at this time, the Board went into Executive Session with Chief Hartley at 6:56 pm. The Board came out of Executive Session and reconvened at 7:53 pm.

**12. Adjournment** by Director Norberg at 7:54 pm

Respectfully,  
Dana Schulke  
Administrative Assistant