

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

**Board Meeting Minutes
January 20, 2022**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 20, 2022, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

- 1. Called to Order** by Director Pahl at 6:30 p.m. Director Oakley did the roll call, and the following participants were in attendance of the meeting: Director Pahl, Director Green, Director Oakley, Director Norberg and Director Wilson. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke and Captain, Tom Fast. The only member of the public in attendance was Bill Burt.
- 2. Review of Meeting Agenda Items - Director Pahl** asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes from December 16, 2021** – Director Pahl asked if there were any corrections to be made to the December minutes. Director Oakley made a motion to approve the December 16, ²⁰²¹, minutes as presented. Director Norberg seconded the motion. Director Pahl asked all those in favor to state “yes” for the approval of the minutes. All Director’s in attendance stated “yes,” motion passed, (5-0).
- 4.1 Approval of December 2021 Financials** – Director Pahl asked Director Norberg if there were any corrections to be made on the December financials. Director Norberg stated she had a couple questions on the financials. One was in regard to Capital Reserve Fund, under Capital Outlay Apparatus Purchase for \$50,000. She asked what this was for. Director Pahl stated this was for the purchase of the new 591 truck that was budgeted for this fiscal year. Chief Ward stated that the truck will not be built until May of 2022 and this truck was budgeted to replace the old white truck which has over 200,000 miles on it. Director Norberg stated she thought this was placed on hold. Director Pahl stated it was budgeted for this year and approved by the budget committee. The other question Director Norberg asked was under the Payable Invoice Detail form under the Stryker Medical Invoice. She asked if we had to have repairs done on the cots. Chief Ward stated it is the annual maintenance on the cots and the company has had tough time getting us the invoices on time and is budgeted every year. Director Norberg also asked about the Northwest Safety Clean invoice and how many sets of turnouts they were for. Administrative Assistant Schulke stated that Captain McDonald usually ships out the turnouts twice as not all of them go out at the same time. Director Wilson asked if we could go back to the \$50,000 truck purchase as he stated he does not remember this getting approved for the current budget we are in. Both Chief Ward and Director Pahl stated it did get approved during the budget meeting as funds were put in for this Capital purchase along with all the items that have to be added to it. Director Green stated that he is looking at the Budget Variance for the Capital Reserve Fund and there is nothing showing in the last column showing the original amount of \$50,000. Chief Hartley pulled up the original budget document

on the screen so everyone could see and there was \$50,000 showing that it was approved by Budget Committee and the Board. Director Wilson asked why the \$50,000 was not initially showing in the original budget column in the Budget Variance. Chief Hartley stated that due to the fact that he has to manually enter that last column on that Budget Variance, he missed adding that \$50,000 into that column and will get that corrected. Director Green also asked why the third column stated "YTD Budget" when it should just read "Budget." Administrative Assistant Schulke stated it was an error on her part as she has to manually adjust all the columns each month to add that verbiage. Chief Hartley stated he will correct the last column and get that fixed. Director Norberg stated that everything else balanced and was fine except that Jefferson County was late in getting us their reports to finish the reconciliations. Director Green made a motion to approve the December financials as amended. Director Oakley seconded the motion. All Director's stated approval with a "yes" vote, motion was approved, (5-0). Director Wilson asked if the Board was going to get an updated Payable Invoice Detail report for December, as stated in the email Assistant Schulke sent. Director Pahl and Director Norberg stated the updated report was attached to the email that was sent out by Assistant Schulke.

4.2 Appointment of Board members to sign checks in February 2021. It was decided that Director Norberg and Director Pahl will sign checks on Thursday, February 10th, and Director Norberg and Director Green will sign checks on Thursday, February 24th, 2022.

Old Business:

5.1 Update on Steering Committee – there was none as the meeting is next Friday.

New Business:

6.1 Appointment of Budget Officer for 2022/2023 Fiscal Year Budget/Calendar - Director Pahl asked who would like to be the Budget Officer and Director Oakley stated she believes it will be Chief Ward. Chief Ward accepted the position and reviewed the Budget Calendar that was in the Board packet. He said our goal is to have everything completed by May with having a cushion of extra time to make any adjustments that are needed at the last minute. Director Oakley asked if there were any new budget committee members appointed yet as SDAO put out an email of when the virtual budget law classes were going to be. Chief Ward stated we are still in need of one more member for the committee, as the person we did ask decided not to participate on the committee. We will ask one other person that we have in mind and let the Board know at the next Board meeting.

6.2 Update on Emergency Preparedness Open House for 2022 – Chief Ward stated that he and Dana went through this event a couple of weeks ago and she is contacting vendors to participate. He will have everyone spread out in the Bay's, rather than the training room. Currently we do plan to have it at the station and have certain speakers on various subjects. Depending on what is happening with the pandemic, we may utilize the training room, or may not. We will just have to wait and see as it gets closer. We are still looking at the end of April to have this event. If anything, else, we can do it virtually again like last year.

6.3 Discussion on Sureline phone/internet outages – Director Pahl stated that last year we transferred over to Sureline for our phones and internet. After several months of getting the phones to work correctly, we have had numerous outages since then. He asked Chief Ward or Hartley about these outages as Director Oakley is concerned the public will not be able to get ahold of anyone at the Station. It is a continuing issue, we did save money when we did the switchover, however the outages are continuing with the phones and internet. Director Oakley stated that it will be hard for the Board to present the Levy information when the public cannot even get ahold of anyone, with the doors locked

and the phones not working. She is really concerned about how dependable this company is and really take a look at how many times we have had outages etc. Chief Ward stated that from what he was told the last time we had an outage, there was a power outage with the storm we had in December, etc. There is supposed to be a switch over to a cell phone when it does go out, however that has not been happening. Chief Hartley has been in constant contact with Sureline, and we have to be a little patient with them. Director Pahl stated that we really need to have a heart-to-heart talk with them to state that we are not happy with the performance of their services. Chief Ward stated that we will keep up on this and all outages have been documented. There was a discussion from the Board in regard to getting a credit on our invoices for all the downtime.

7. Fire Chief's Report – The report was in the Board packet. Chief Ward stated that he should be back to work on Monday. Director Green asked about the shadow box that was purchased and asked who retired. Chief Ward stated that Gary White retired, and we are putting something together to present to him, along with working on the Awards banquet. Director Pahl asked about the Community Service Volunteer meeting and when it might be rescheduled. Chief Ward stated that it will be in March or April. He also stated that we found a piece of equipment that will accommodate the new law to accommodate the public with live virtual meetings. This will interface with any platform that is utilized for public meetings. Director Pahl asked when the RFPs were due back and Assistant Schulke stated mid-March.

8. Operations Report – Assistant Chief Hartley stated he has nothing to add to the report. Director Green asked what the total number of calls were for 2020, which was 611 and in 2021 we had 627. We had a slight increase in service calls compared to 2020. It was stated that we lost one of our volunteers, Manisha Khatawoda, due to accepting a Paramedic position in Texas. Director Pahl asked about the status of the Bay floors and the heating situation. Chief Hartley stated that the electrician came out and evaluated some connections for the Southside. It might be the timer control or the heating elements. We need to have the electrician and the heating company come out at the same time to figure out what is going on. It does look like it can be repaired once we call tech support. There was no further discussion.

9. Comments from the Board, Staff, or public on current/future agenda - Bill Burt stated the Steel Stampede will happen in May and also, they are trying to put together another Rodeo. It will be in the acreage down by the old Heritage House. There are talks about making permanent rodeo grounds to have an annual rodeo. Director Wilson stated that the 5-ton is back and repaired. All receipts were put on Chief Wards desk for reimbursement in the amount of \$747.96. He did put in a battery that was donated by Hagemeister Electric. Chief Hartley stated that we have already put the 5-ton up for sale on GOVDEALS and we have had one bid for it already. Chief Hartley will work with Director Wilson on getting him the information on other websites to list the truck.

10. Correspondence/Recognitions/ Good of the Order – Director Oakley checked on the suggestion box and there was nothing in it.

10. Adjournment by Director Pahl at 7:15 pm.

Respectfully,
Dana Schulke
Administrative Assistant