

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

**Board Meeting Minutes
21 November 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 21 November 2019 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: Called to order by Director Oakley at 6:31 pm, 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 Wilson: Director Pahl, Director Meredith and Director Green were present. Also at the start of the meeting present was: Assistant Chief Hartley, and Administrative Assistant Schulke. Fire Chief Ward was excused. Also in attendance: Staff Captain DeLorto. Responding Volunteers: Community Service Officer Senko, Michael McClellan and Gordon Kelly. Support Volunteers: Tina Wilson and Pat Hayes. Public in attendance: Bill Burt, Kay Norberg, John Hayes, Jerry Davis and Barb Pace.

1.2. Flag Salute:

Led by Director Pahl.

2. Review of Agenda: No additions or changes.

3. Approval of Workshop and Board Meeting Minutes:

3.1: It was decided to approve the Workshop minutes next month since Director Wilson had not provided a copy to be printed in the Board packet but had emailed them to the Board only two days ago.

3.2: Director Oakley asked for approval of the 17 October 2019 Regular Board meeting minutes. Director Meredith made a motion to approve the minutes and Director Green seconded the motion. A unanimous voice vote approved the motion.

4. Financial Reports:

4.1: Director Green reported as of 31 October 2019:

Bond Fund was at \$27,330.23.

Capital Reserve Fund was at \$99,508.44.

FIB Checking is at \$16,350.49.

FIB Credit Card was at \$3,464.24.

FIB Payroll is at \$3,158.10.

General Fund is at \$77,534.02.

Local Option Levy Fund is \$77,373.66.

PayPal has \$45.00.

US Bank has \$2,862.00 for a total of Cash and Cash Equivalents of \$303,626.18.

Payroll Liabilities is \$494.63 for a Total Current Liabilities of \$494.63.

Equity Current Year earnings are \$303,131.55.

Total Equity is \$303,131.55, for a Total Liabilities and Equity amount of \$303,626.18. Director Oakley asked for a motion to approve the October 2019 financial reports as presented. Director Green stated all of the accounts transferred balance to the Balance Sheet and were checked over for this month. Director Wilson had a question on the General Fund, that on the ledger it showed a budgeted amount of \$234,000.00 and we are currently \$94,766.72 over budget. He is wondering where that money came from. Assistant Chief Hartley stated it was carry over from last year being yearend budget to this year. Director Pahl made the motion to accept the financials as presented. Director Wilson seconded the motion. A unanimous voice vote passed the motion.

4.2: Board Members to sign checks in December. Monday 9 December 2019 and Monday 23 December 2019. Director Oakley will sign on the 23rd and Director Pahl will sign on the 9th with Director Green signing both of those days.

5. **Comments from the Public in regards to our current meeting agenda items-** None.

6. **Unfinished Business:**

6.1 Fencing of the property: Assistant Chief Hartley stated the grant had been submitted to SDAO for Safety and Security Grant for the fencing and we are waiting to hear back if we get approved. He also stated Chief Ward is working on the signs to go on the building. Director Wilson stated he had talked to the Chief after the workshop about the fence project and using volunteer help to cut costs.

6.2 Flags for the flag pole: The three flags are on the pole and several Directors commented on how good they look.

6.3 Bonding of Board Members: Assistant Chief Hartley stated Chief Ward and Dana had been talking with SDIS to look at other carrier of our crime policy and bonding coverage. SDIS recommend going with Traveler's for our coverage because it has broader coverage than our current policy as well as save us a little bit of money. The new policy will become effective 1 January 2020 and our current policy will expire 31 December 2019. Director Wilson stated he had talked with a representative from WHA at the OFDDA conference in the vendor area and that gentleman was able to provide the specific language he had been requesting from staff showing the Board is covered fully with definitions, descriptions of members of the District. However it did not show the dollar amount they are covered for.

7. **New Business:**

7.1 No new business.

8. **Fire Chiefs Report-** Chief Ward had submitted a written report. (Please see the attached report) Director Wilson had a question on the SCBA compressor as in the Chiefs report it states which one they have decided on, to follow up on purchasing and in the Operations report it stated we have ordered one. Assistant Chief Hartley stated they had to send out a representative to verify if we had the proper space and electricity requirements for the unit. Director Pahl asked about the heart monitors. Hartley stated they will hopefully have a decision tomorrow. Director Pahl asked about the college involvement in the training and

Hartley stated Chief has been talking with the college about having their metal lab work on the building project of the training center for things like stairs and other metal needs for their capstone projects to complete their degree.

9. Operations Report- (See attached report) Assistant Chief Hartley added October 31st we are 25 calls behind from last year but are 3 calls ahead for EMS calls. His guess is we didn't have as busy of a fire season so that is where the discrepancies came from. Director Pahl asked for an explanation of what a "Good Intent" call is. Hartley stated a good intent is when someone calls for a problem and we show up and there is no problem. If they saw a fire and we show up and it is a legal open burn so no problem. Or they smell smoke and there is no issue. Director Wilson asked about rope rescue and Hartley stated that falls into the Rescue category.

10. Correspondence and Recognitions- Director Oakley stated she had a thank you letter from Pat and Larry Kelly thanking the department and also letter that was included in the packet was a thank you from someone who had a baby and we can't read the signature. Director Wilson had one from the box from last month. He read the comment which was "Firehouse Breakfast so bad - so cold food- many won't go back - have to change = KEEP FOOD HOT". Director Green stated he was approached by someone who had called the department for help and was very pleased and couldn't say enough about how the personnel treated her in such a difficult time.

11. Comments / Questions from public on next month's agenda- Director Oakley asked if there were any questions. There was a question about a brown station wagon that had been sitting out by the can drop for several weeks and they were wondering if it had been towed. Hartley stated they had broken down and were from out of town but had communicated they were trying to get it running to move. It was conveyed it was in a bad spot so the donated cans could not be loaded into a pickup very easily.

12. Comments from public on this month's agenda material- None.

13. Comments from Chief; Staff; Volunteers- Assistant Chief Hartley stated this Monday 25 November 2019 at 6:00 pm there will be a swearing in ceremony for seven newest volunteers here at the station. Administrative Assistant Schulke stated she would send out an email in regards to the holiday potluck party on Monday 16 December 2019 around 6:00pm, the same day they will be boxing up the food for the Food Drive. Director Pahl asked about the Shop With A Fire Fighter program. Captain Delorto stated it would be on 14 December 2019 at 9:00am. Director Oakley asked how the people who will be wrapping gifts know when to be here. Delorto stated to be here around noon.

14. Comments from the Board- Director Meredith wanted to commend Mark on the writing of the minutes, adding he thinks he is spending a lot of time and feels he could condense them to save some of his time, have the essence of the material and not so much detail. Director Wilson thanked Director Meredith, stating he had sent a very condensed version to Barb correcting himself with Director Oakley and Director Meredith corrected himself stating he should have called Mark, Director Wilson. Director Wilson stated they had just gone over this subject at the OFDDA conference about meeting protocols and stated he was fine with first names if everyone else was too since we don't have meeting difficulties. Everyone agreed with first names. Mark then thanked the Board for allowing him to go to the OFDDA conference saying he met a lot of people and met with different vendors including the GEMT and they had a class on it. He also wanted to bring up he had met with a representative of Valic on the LOSAP program and said there is some confusion and said the representative had no idea he had retired and there was

more discussion needed to clarify and if we need to put it on the agenda or have a two on with Chief to clear it up. Last question from Mark was about cellphone stipend criteria. He asked Sean if he had something he used since there were so many volunteers not receiving it on the financials in relation to how many volunteers are on the roster. Sean said they have to have their FF1; EMT or Wildland FF certification. Sean added they have not been issued by DPSST so they are not receiving the stipend. John asked about the number of swearing in participants. Sean said it was three students and four volunteers.

15. Adjournment- With no further business, Director Oakley adjourned the meeting at 7:05 pm.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board