

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

September 15, 2022

Board Meeting Minutes

1. **Called to Order** by Director Norberg at 6:30pm. Roll call was done by Director Oakley and the following individuals were in attendance: Director's Norberg, Wilson, Oakley, Pahl and Green. Also in attendance was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain David McDonald. Public in attendance were Joe Costigan, Kori Sarrett, William Burt, Linda Kay Widmer, Mike Dries and Tina Wilson.

2. **Review of Meeting Agenda Items** – Director Norberg stated that Executive Session (6.4) will be taken off the agenda. Chief Hartley stated that 6.2 can be tabled until the next meeting. Director Wilson stated he would like to add the topic of the OFDDA conference to replace the Executive Session, 6.4. Director Pahl stated that we should probably have a discussion on segregation of duties and add that as 4.3.

3. Approval of the Board Meeting minutes from August 18, 2022, and Board Workshop Minutes from September 1, 2022

3.1 & 3.2: The minutes from the Board Meeting and Board Workshop were reviewed by the Board. Director Wilson had emailed Dana with some minor spelling/grammar corrections on the Board Workshop minutes, they were corrected and revised in the Board packet showing on our website. Director Wilson made a motion to approve the Board meeting minutes and the Board Workshop minutes as amended. Director Pahl seconded the motion. All Board members were in favor by stating "Aye," motion carried, (5-0).

4. Financial Reports -

4.1 Financial reports for August 2022 – Director Pahl stated the financials have been corrected from a small error caught by Director Wilson. Director Green made a motion to approve the financials as presented, Director Wilson seconded the motion. All Board members were in favor by stating "Aye." Motion was approved, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Pahl and Director Wilson will sign the checks on Monday, October 10th and Director Pahl and Director Green will sign checks on Wednesday, October 26th, 2022. Director Norberg will sign checks on behalf of Director Pahl since he will be assisting the District staff in some of the financial duties that are necessary for the segregation of duties.

4.3 Segregation of Duties - this was discussed by Kori under 5.1.

5. Unfinished Business –

5.1 Discussion on Final 2021/2022 Audit by Kori Sarrett (Accuity, LLC) – Kori stated that all went well when they were here doing the audit at the end of July. There were no issues. Our audit is not completed yet, as there is a LOSAP vesting schedule she is working on with Chief Hartley. She stated that they did not see any significant deficiencies this past year. The one issue prior to them coming was corrected, which was regarding the Ambulance Billing, but it was corrected by Chief Hartley, and all is good. Director Pahl

asked about the segregation of duties. Kori stated we are doing a good job right now with the Board being involved in overseeing the financials, etc. She stated the Treasurer of the Board should step in on a few duties until a Fire Chief is hired. There were several questions asked by the Board to Kori, in regard to staffing positions and processes. Director Pahl asked if we only had two administrative personnel what category would that put us in. She said the District would be under a “deficiency” which would be reported to the State. Chief Hartley stated the big piece of things we need to have the Board Treasurer do is the bank reconciliations, which actually can be any Board member who is available. A discussion ensued regarding the Board being involved in the day-to-day operations. There was no further discussion and Kori left the meeting. Director Norberg stated now that Director Pahl will be doing the Bank reconciliations, we will have to have someone else sign the checks for a while. She said she will sign them until further notice.

5.2 Update on Steering Committee – Chief Ward stated the committee will continue. He is hoping that Joe Costigan will take over as chair. He will speak with Chief Hartley before he leaves in regard to future planning. He feels the committee will have to focus on how to hire new personnel as the money will have to go towards this rather than everything else at the District.

5.3 Update on CERT program - Linda Kay Widmer stated they had their first monthly meeting in August with Sergeant Pond from Jefferson County Sherrif’s office. This training consisted of learning when the CERT team would be deployed and how they would help the Sherrif’s office. They are looking for a trainer from ODOT for October and this month’s training will be on Cribbing. The CERT t-shirts are here and the straps for the hard hats are here as well. Pictures were taken at the August meeting for their CERT badges. Chief Hartley is working on adding CERT members to BRIX (which is a digital paging system for your cell phone). Interested residents who have already passed their background checks and interview with the Chief will be allowed to attend the monthly meetings, until an additional Basic training class can be scheduled. Many CERT members assisted in the Pancake breakfast and Chief Ward stated we have received a \$1,000 grant from the Office of Emergency Management for the CERT program.

6. New Business:

6.1 Discussion/Approval on Resolution 2022-04 to receive unanticipated revenue into the General Fund- Chief Hartley stated we have had one volunteer member of the Oregon State Fire Marshal’s Incident Command Team who went to the Juniper Flats fire, as well as another 10-day deployment at another fire. Volunteer Lieutenant Day went to another conflagration. So, we are getting funds from all these conflagrations from the State. Once we approve this resolution, we will be able to pay them. Director Pahl made a motion to approve Resolution 2022-04 to receive the unanticipated funds into our General Fund as presented, Director Wilson seconded the motion. All in favor stated “Aye,” motion carried, (5-0).

6.2 Discussion/Approval of Resolution 2022-05 to accept unanticipated grant funds from the Assistance to Firefighter grant for Exhaust System in Bay - This topic was tabled until the next Board meeting. We have not received back all the proposals for the Exhaust System to do the Resolution.

6.3 Appointment of interim Acting in Capacity (AIC) Chief for the District. – The Board had discussed in their workshop having Chief Hartley be the AIC for the District. Director Green made a motion to nominate Chief Hartley as the AIC Fire Chief for the District, Director Wilson seconded that nomination/motion. All Board members in favor stated “Aye,” motion passed, (5-0). Director Green stated he feels the Board needs to post the Fire Chief position as soon as possible. Director Norberg stated they need to review the Fire Chief Job Description first before they post or do anything. Director Oakley stated the Board needs to discuss how they want to go about hiring a Fire Chief before they post the availability of the position, and they need to keep this process going. Director Green would like to have a Board Workshop next week to discuss how the Board will be proceeding. There was discussion on which dates to have the Board Workshop on. It was decided that Thursday, September 22nd will be the day of the Workshop @ 6:30 pm.

6.4 Executive Session – was taken off the agenda.

Added discussion on OFDDA Conference in November. Director Wilson stated the Oregon Fire District Directors Association is in Hood River on November 3rd-5th. He is questioning if they have to be there during the whole conference. He confirmed with Laurel at OFDDA that they can attend one day only if they want to. Director Wilson stated he will probably attend the 4th and 5th and get back to Dana to register if he will be going.

7. Fire Chiefs Report - Chief Ward had emailed his report out to the Board. He stated that at the Pancake Breakfast we had about three hundred guests attend. Total donations were \$3124 from guests, \$110 in Challenge Coins sold and we received a check from the Lion’s Club in the amount of \$3,000 earmarked for the Holiday events.

8. Operations Report - Chief Hartley stated we had some slow months for the summer, until we got to August which was busy. We assisted Redmond Fire on the Obsidian Fire. Director Pahl asked about Personnel status. Chief Ward stated that September 22nd is a busy day, as we are doing a skills assessment in the morning with the one candidate (for the 40-hour week position). Once we get them hired, then we will be going out for hiring a replacement for Captain Fast’s position and post that position. Director Pahl asked if we have a Community Service Volunteer Coordinator. Chief Ward stated “yes,” it is Dennis Senko. There was discussion on getting assistance from Energy Trust on the Exhaust System in the Bays.

9. Comments/Questions:

9.1 Public input on the current agenda – Joe Costigan, a retired Firefighter addressed the Board in regard to the topics on the agenda and future topics to be discussed. He thanked Chief Ward for his service and congratulated Chief Hartley for accepting the AIC position. He stated, we as a District, are facing unprecedented times in the next year. He stated that he has been on the budget committee for the District and said we are going to have a hard time finding qualified people for what we are paying. He understands that the wage scale is Union dictated. He addressed concerns about and examples of surrounding fire districts that are paying much higher salaries. He stated to the Board they need to address the money issue otherwise we will not get the qualified candidates we are looking for. He also addressed other options to hiring a Fire Chief and finding a good fit for the District. He suggested looking at unconventional ways to get a Fire Chief so that they can focus on getting extra money for personnel.

9.2 Public input on future agenda topics – none.

10. Correspondence/Recognitions/Good of the order - Director Norberg stated there was a nice thank you letter from a resident in their packets. Tina Wilson stated a "Thank You" from a resident whose husband passed away. Director Pahl asked about a date and time for an Exit Interview with Chief Ward. It will probably be Thursday, September 22nd by Director Norberg and Director Pahl. Captain McDonald asked a question about the next Workshop and if that will be enough time to discuss how to find a Fire Chief. He had concerns about not being asked his thoughts on the process, etc. The Board expressed they have to look at all different avenues and structure of the District and they will make sure they get every one's input prior to the next workshop. Chief Hartley stated that he thinks the workshop will require a lot of data for the Board to discuss different options for staffing, etc. The Board will be looking at all ideas from everyone in the District to figure out how to staff the District and increase salaries.

Dana stated that she will be at the OFSOA conference the first week of October, Tuesday through Friday.

12. Adjournment by Director Norberg at 8:04 pm.

Respectfully,
Dana Schulke
Administrative Assistant