

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

February 29, 2024

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 24, at 2:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Workshop Minutes

Called to Order at 2:01 pm by Director Norberg

1.1 Flag Salute – led by Director Palmer

1.2 Director Costigan completed the roll call, and the following individuals were in attendance: Directors Gayheart, Costigan, Norberg, Pahl and Palmer. Also, in attendance was Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Alysha Delorto. Members of the public in attendance were William Burt and Robin Huber.

2. Discussion on comparison to neighboring fire districts - Director Costigan stated that in a prior discussion he participated in, there was mention of comparing our district to others in Central Oregon. He thought it would be beneficial to mention who the neighboring districts are for clarification purposes. They are as follows: Warm Springs Fire, Black Butte Fire, Bend Fire, Crook County Fire, Sisters-Camp Sherman Fire, Sunriver Fire, LaPine Fire, Redmond Fire and Jefferson County Fire & EMS. Cloverdale Fire was mentioned; however, they are an agency that does not transport to the hospital. Director Costigan stated that some of these agencies are in comparison to ours financially on the EMS side. Captain Delorto stated that Warm Springs is federally funded, therefore for comparison purposes, they are not included in any data collection. Director Palmer asked Chief Hartley about Collective Bargaining Agreements and utilizing comparable size district’s when collecting data. Chief Hartley stated he does utilize the same similar districts when collecting data for revising the Collective Bargaining Agreement.

3. Discussion on Fire Med memberships / rates – There was a comparison sheet of neighboring fire districts and what their Fire Med membership rates were in the Board packet. Chief Hartley stated they he has found no other fire district that charges less than we do. Redmond Fire is the closest at \$50. Their Board of Directors is looking at raising their rates, or potentially doing away with the program. Redmond Fire’s Fire Med program is managed by Life Flight, who charges an administrative fee for collecting the payments, etc. It was stated by Administrative Assistant Schulke that Jefferson County Fire & EMS has a lifetime membership option of \$1,000. Chief Hartley stated that the income from the Fire Med program is still covering the number of write-offs at the end of the month. Discussion ensued between the Board and Chief Hartley regarding the costs of the program, materials, Dana’s time for processing the payments, when the district started the \$45 fee for the program, etc. Additional discussion ensued regarding why residents are not taking

advantage of the program, that it is a service to the community. The organization “MASA” is cutting into the Fire Med program, which affects the membership. Director Costigan stated that we need to look at a full year’s data on the program to make a decision on increasing the rate, or not. Director Gayheart stated that he would like to see 3 years’ worth of data, at 15% loss consecutively to make a decision. After much discussion, it was decided that the Board would like to see consecutive numbers each month on the costs of the program (Dana’s time, materials, postage etc.) The Board will then revisit this topic at a later date once they have received more data from Chief Hartley.

4. Discussion on revising the District’s Vision Statement – Chief Hartley had the current Vision, Mission, and Core Values in the Board packet for review. Chief Hartley asked the Board if they would like to revise the Vision statement, and do they find that it is still representative of what we are trying to achieve. He also included the pages from the Executive Officer Book from DPSST and National Fire Academy regarding having a Vision/ Mission statement and Core Values. He is having the Board review the statements as he has found out from some other agencies that your Vision and Mission statement (as well as Core Values) has become outdated. We need to review them every 5 years or so to make sure it fits the direction of where we are going. Discussion ensued between the Board members and Chief Hartley. Chief Hartley is asking the staff as well as the Board members to provide different core values to reduce the size of how many we currently have. Once everything has been brought to the table and given to Chief Hartley, he will incorporate them into the revised Strategic Plan that he is working on. This topic will be discussed further at a later date.

5. Discussion on acquiring a new Fire Apparatus for the District / Financing / Used vs. New - At this time Chief Hartley brought up to the Board the need for a new fire truck to replace 521 (which is going on 25 years old). Chief Hartley has reached out to get quotes from several fire apparatus manufacturers. We have applied for 3 AFG grants to acquire a new engine and have been turned down. There was much discussion between the Board and Chief Hartley regarding costs for a used apparatus and costs for a new apparatus. Chief Hartley stated overall, he feels we need to purchase a commercial cab new engine. He presented the Board with several quotes for a new engine.

Director Costigan stated he would like to see a bid and all the specifications for our needs and wants, as per Chief Hartley we will have to do a Request for Proposal or go through a group purchasing organization that specializes in public safety purchases. Chief Hartley showed the Board pictures of potential apparatus that are used. Chief Hartley stated that the next piece of this acquisition would be how to finance this purchase. We have made four payments on the ambulance, and we could pay the ambulance off, which would be a little over \$79,000. There was discussion on several options on how to finance and acquire the new apparatus and for what we can sell 522.

There was a question from Bill Burt in regard to the Capital Reserve Fund and what items we are saving for. Discussion ensued regarding the mileage of the ambulances and their use. Chief Hartley’s plan is to acquire another new ambulance, then refurbish the older ones, along with getting a new structure engine. Discussion ensued about leasing options, current interest rates and when we decided to order the new engine. Director Pahl stated he would like to get the ambulance paid off in December 2024, as well as be prepared to pay half down on the new engine. Chief Hartley stated if he has the Board’s consensus, he can put the purchase of the engine in the proposed budget for next year, as it will take a couple years even to take delivery of it. It was agreed upon by the Board and he will reach out to the financing companies to get figures.

6. Discussion on revising the district's ambulance rates - Captain Delorto collected data on the ambulance rates from the surrounding agencies. Warm Springs and Black Butte were left out due to federal funding and ambulance fees included in homeowners' association fees. The bottom of the sheet that the Board had showed average figures, as well as what Captain Delorto is proposing that we increase in the next fiscal year. Currently, we are at the bottom 25% with our current rates. GEMT funds/ rates for our District are currently at \$3,900 per transport. Discussion ensued regarding different rates for different treatments that we do for Diabetic calls, Cardia Arrest, etc. Captain Delorto stated that the proposed figures she is introducing would be for 5 years, and then more data would be collected as we get closer to that fifth year to see if an increase would be proposed again. Director Costigan stated that the proposed numbers puts us right to where Jefferson County Fire & EMS is. The Board agreed to the proposed numbers. Chief Hartley stated these rates would be affective July 1, 2024. The Board will need to revise the rates in a Board meeting and make a Resolution attaching the new rates. This topic will be discussed at the April Board meeting for any public comment. In May it will be discussed again, and the vote and Resolution can be signed at June's Board meeting. Discussion ensued regarding body recovery from the canyon. The Chief stated he does not feel we should charge for this, as families are already going through a traumatic situation, and it is a good training opportunity for our crew. We may consider charging a rate for rescues, as we have equipment that has to go through a lot of wear and tear, etc. This has yet to be determined for our District.

7. Adjournment of the workshop ended at by Director Norberg @ 4:13 pm