

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

**Board Meeting Minutes  
November 15, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on November 15, 2018 at 3:00 p.m. 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 by Director Bengtson at 3:00 p.m. Directors Dille, Kirk, Meredith, Oakley and Bengtson were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain Alysha Delorto. Members of the public in attendance, Tina Wilson and Kay Norberg.
- 2.** Review of Meeting Agenda Items – Agenda was reviewed and there was nothing else to add.
- 3. Approval of the Board Meeting Minutes.**
  - 3.1.** October 18, 2018 Board meeting minutes – minutes were reviewed by the Board and no corrections had to be made. Director Dille made a motion to approve the October 18, 2018 Board meeting minutes as presented, Director Kirk seconded the motion, and all were in favor and the motion passed, (5-0).
- 4. Financial Reports -**
  - 4.1.** Director Meredith presented the financial report as of the end of September 2018. In the First Interstate Bank general account, there was \$13,065.85. In the First Interstate Bank-Payroll account, we had \$2,975.45. In the Jefferson County Treasury the account balances were: Bond Fund \$27,070.78, Capital Reserve Fund \$184,434.40, General Fund \$61,762.36, Local Option Levy Fund \$51,820.15. Accounts Receivable there was \$500.00. Director Kirk made a motion to approve the October 2018 financial report as presented, Director Dille seconded the motion, all were in favor and the motion passed, (5-0).
  - 4.2 Appointment of Board members to sign checks** – It was decided that Director Kirk and Director Meredith will sign checks on Monday, December 10th and Director Dille and Director Meredith will sign checks on Friday, December 21st 2018.
- 5. Comments from the public** – none
- 6. Unfinished Business** –
  - 6.1 Follow-up discussion on the new Radios** – Assistant Fire Chief, Sean Hartley stated that all the new radios are here at the Station. He is in the process of doing inventory and working on a training calendar to start training with them. Training should be complete after the first part of next year. There was no further discussion.
- 7. New Business** –
  - 7.1 Active Shooter Threat Protocol** – Fire Chief, Harry Ward stated that he met with Dana and Chief Hartley in regards to putting together a protocol for any type of active shooter threat here at the Station. This will include a protocol for Board Meetings, etc. He stated that right now in the Board meeting everyone is out in the open and vulnerable.

He is also looking at Lobby window area into Dana's office and will be working with glass consultants on getting quotes to replace the window or get a type of film to put on the glass to slow any bullets down. He is working with Nathan Garibay from Deschutes County to come out and create a protocol for the District. In conjunction, Ranch Chapel is working on creating a protocol as well, and our ultimate goal is to have a mock drill in place to prepare for any type of active threat in our community. Director Kirk asked Chief Ward to share his information with Frank Day at the CRR Water Department on what information he found out on the bullet proof glass, etc. Director Dille also stated he would like our information shared with Richard Jensen at the HOA who is the safety officer for the HOA. There was no further discussion on this topic.

**7.2 Review of SDAO Educational Board Assessment by Rob Moore** - Director Bengtson stated that the assessment of our Board came out good. There was only one issue indicated on the assessment, which was that we do not have a plan in place for any type of succession planning, once a Board member, or staff member leaves the District. Director Kirk stated to use this as a benchmark for the future to review and discuss. Within the next 60-90 days, Rob Moore (consultant for SDAO), will be doing a follow up with the Board on what plans we have in place if and when someone leaves the District. There was no further discussion on this topic.

**7.3 Draft of 2017/2018 Audit** - Fire Chief, Harry Ward stated that we have received a Draft of our 2017/2018 audit from Accuity, LLC. Both Chief Ward and Chief Hartley reviewed the audit and responded back to the Auditor with a couple questions and corrections on the names of the current Board members. We should have the final audit by the end of the year. There was no further discussion on this topic.

**8. Fire Chiefs Report** – Fire Chief, Harry Ward stated that we sold the 1991 Ford F350 brush truck for \$6,000 and we received a good offer on it. One of the Type 1 engines is in the shop in Springfield, this is to fix the front pump seal that failed in the testing stages. The cost will be about \$5,000 to repair as there is a lot of man hours involved with fixing this issue. Director Bengtson stated that we might want to do a resolution to move funds from our Capital Reserve fund to the Vehicle Maintenance line item to pay for this. The conex's behind the station have been moved around to develop our new training area. The concrete for this has been poured and we are now waiting for Les Schwab to donate the other 5 conex's to stack on top and around the new training grounds. We plan to have this area done by May of 2019. The Command staff had a meeting last month to go over goals, such as a safety meeting schedule, enhancing our Volunteer communications, etc. He also stated that he and Chief Hartley have been working a lot of shifts to fill in while the students are at school.

**9. Operations Report** – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. There were no questions from the Board on the report.

**10. Correspondence/Recognitions** – none

**11. Comments/Questions:**

11.1 **Public** – none

11.2 **Chief, Staff and/or Volunteers** – Support volunteer, Tina Wilson mentioned that Shop with a Fire Fighter and the Food & Toy Drive are next month and will be very busy.

11.3 **Board** – Director Kirk stated expressed concern over the development of the MacPherson property around the Fire Station. Until we know more as to what they plan on building, we will have to wait and see if there will be enough water supply from the CRR Water Company. Director Meredith thanked everyone for attending the groundbreaking for the new Veterans Memorial down by the Tennis Court. Director Dille stated that the ribbon cutting for the new alternate exit will be at noon on November 27<sup>th</sup>.

12. Adjournment by Director Bengtson at 3:38 pm

Respectfully,  
Dana Schulke  
Administrative Assistant