

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

**Board Meeting Minutes  
February 17, 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 6:32 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, David McDonald. Members of the public in attendance was Bill Burt and Volunteer, Dennis Senko.
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 January minutes. Director Norberg stated that she did have a correction on 4.1 halfway down, the paragraph that stated, “Chief Ward stated it is the annual maintenance on the cots and the company has a very had time getting...” The sentence should read “...the company has had a tough time getting us the invoices on time....” Director Wilson stated he had a correction as well, under 9. Comments from the Board. He stated that “We can put a battery back on the truck so the pump will run....,” should say, “he did put in the donated battery that was donated from Hagemester Electric.” There were no other corrections. Director Pahl entertained a motion to be made to approve the minutes. Director Norberg made a motion to approve the minutes as amended, Director Wilson seconded the motion. All Board members stated their approval by saying “yes” to approve the amended minutes. Motion was approved, (5-0).
4. **4.1 Approval of January 2022 Financials – Director** Pahl asked Director Norberg if there were any corrections or questions regarding the January financials. Director Norberg had a question on page 7 of the Payable Invoice Detail report. She was questioning the Mt. Bachelor Fitness Invoice and why it was so expensive. Chief Ward stated that our treadmill stopped working in the fitness center, and we had to get a new treadmill. We also put on consignment with Mt. Bachelor our bike that no one was using. She also asked if the members and volunteers were utilizing the treadmill and Chief Hartley stated it is well utilized by everyone and it was a volunteer who was on the initial treadmill when it stopped working. Director Norberg also asked about Pape’ Kenworth and what the tax amount was on the invoice. Director Wilson stated it is the Corporate Activity Tax that our Governor put in place. We all get charged this tax and everyone must pay it. It is mostly the larger companies that do a large volume of business who pass this tax on to the customer, as the smaller companies absorb this tax. Director Norberg also asked about the Point&Pay invoice that showed return of insufficient funds. Chief Hartley stated that there was an ambulance payment made via credit card

through the ambulance billing company, the payment was made but was declined by the credit card company. This is being rebilled by the ambulance billing company with an extra charge due to the first payment being declined. She also asked about the Target Solutions invoice and what all the charges are for. Chief Ward stated this is for all the modules or applications for the software package. We do all our training through this software, along with all our policies, our scheduled maintenance for all the apparatus and personnel evaluations. Chief Ward stated that these charges are annual for the software. Director Wilson asked about the General Fund budget variance, under Personnel Services and why these figures went up because in the original budget it was showing a much lower amount. Chief Ward stated this is the Conflagration funds that came in which increased that line item, along with the Payroll Taxes. There were no other questions. Director Pahl asked for a motion to be made. Director Oakley made a motion to approve the financials as presented, Director Green seconded the motion. All Board members approved the financials by stating “yes” with a vote to approve them. Motion was approved, (5-0).

5. **4.2 Appointment of Board members to sign checks in March 2021.** It was decided that Director Norberg and Director Pahl will sign checks on Thursday, March 10<sup>th</sup> and Director Norberg and Director Oakley will sign checks on Friday, March 25<sup>th</sup>, 2022.

#### **Old Business:**

**5.1 Update on Steering Committee & attendance of SDAO Conference** – Chief Ward stated that they had a good meeting last month. They had a discussion on what issues were the most important for the District. The number one item discussed was Staffing, the second was Apparatus replacement. Also, Community Risk Reduction and BLS Volunteer response was a topic. In the next meeting they will have, the items will be put in the order of priority and the goals they want to achieve. Chief Ward also stated that we have changed up our website to include the number of calls from the prior month. We are really trying to inform the public as to what has been going on at the District through our website, the Telegraph, and social media. He also stated that we are hoping to have the Easter Egg hunt in April, depending on COVID. Director Pahl added that it was an effective meeting and must agree with everything Chief Ward stated, along with going through our strengths and weaknesses. Chief Ward stated that the next step will be developing survey questions to have the public answer and the Board will be getting more information on this. This will be done through Survey Monkey or by a paper questionnaire. Director Pahl and Director Oakley also attended the SDAO conference. Director Pahl has ordered some material/books which will be helpful for the Board. He stated that the hot topics were Risk Management, Cyber Security, Data Management and Ransomware. He would like to review our Cybersecurity over the next year. Heat and Smoke was another hot topic as OSHA will be developing a new policy for this. Director Oakley sat in on the Strategic Planning session and the one thing she took away from this session is that the Board needs to have input and they need to know what is in the strategic plan. The Board will be held accountable if anything does go wrong from what is in it. Chief Ward stated we do have one currently that Director Wilson participated in a few years back. We have checked off almost all the goals listed in our current strategic plan. There was no further discussion.

#### **New Business:**

**6.1 Discussion on Turnout Cleaning Expenses** - Chief Ward stated that Captain McDonald has put together a good plan to send out our turnouts for inspection. He sends out a certain amount to Northwest Safety Clean for inspection, cleaning, etc., and the company sends them back. Then he sends

out another set of turnouts for inspection, repairs, cleaning, etc. This explains why there are two invoices that are given to us. For clarification, we did not purchase new sets of turnouts, these were existing sets we had that need to be inspected and cleaned.

**6.2 Discussion on Staffing for Increased Call Volume** – Director Pahl stated that Director Wilson was questioning this topic and what we are looking at for the next fiscal year. Chief Ward stated that he has put all the numbers together (salary, PERS, benefits, etc.) and we are going to plug those into the next budget to see if it will be viable and if we will be able to sustain having that additional Firefighter/Paramedic. The last thing he wants to do is hire someone and then must let them go after a year because we cannot sustain this position. Director Pahl clarified that it would be a 40-hour a week position when they start. He is still working out the details on what the schedule would be. Director Green asked if there are grants to aid us in adding this position. Chief Ward stated there is the SAFFER grant and a couple of others for recruitment and retention. Director Green also asked about the overtime that would be reduced if we added an extra person and Chief has taken this into account. Director Pahl asked who the current budget committee members are. Chief Ward stated we have Ken Fisher, Bill Burt, Bob Bengtson, Joe Costigan and Debbie Sappenfield.

**6.3 Discussion on SDAO Best Practices Requirements for 2022** – Director Pahl stated that the requirements are listed in the Board packet. Director Pahl stated that three of the five have already been completed, however each board member is responsible for taking a class online or in person, as well as an additional person signing up for the Board Leadership program. The purpose of this is so that we can receive 10% off our Insurance from SDAO.

**7. Fire Chief's Report** – Chief Ward's report was in the Board packet. Chief Ward did give an update on the CWPP for Jefferson County and that public comment for it is in March. Director Pahl asked about the next date for the Steering Committee meeting and Chief Ward stated he does not have a date for that just yet but will get the information out as soon as he has pinned down date. There was a burn-to-learn that was done last week and two of our students attended. Another three will be going this week to live fire training. Jefferson County Fire has also asked us to attend a live fire training in Madras. Director Norberg stated she was so happy to see the antique apparatus moving and being driven, and she also saw all the burn piles at the south end entrance of the Ranch that needed to be burned. Chief Ward stated during our Emergency Preparedness Open House in April, BLM will be here to go over their plan to burn all those piles and will hold a public meeting to inform residents of what will be happening in November/December of this year. There will be a good training opportunity for us to collaborate with them when this burn does take place. We will be sending a couple of our members to this to check off task needed for their training books. Chief Ward also stated the Lower Bridge Rangeland Association is happening and they are getting final approval through ODF. Chief Hartley reviewed which properties would be covered under this new association of which there will be dues to pay for protection.

**8. Operations Report** – This report was in the Board packet. Chief Hartley reviewed the call stats from January. He also stated the next Red Cross Blood Drive will be on March 31<sup>st</sup>. Director Norberg stated the one parking lot light is out and Chief Hartley stated we are aware of it, and we are getting pricing on the bulb to replace it.

**9. Comments from the Public, Board or Staff,** - Bill Burt asked when we were going to burn the limb dump, Chief Ward stated it will be on the 26<sup>th</sup> and Cloverdale Fire will be assisting us. He also stated the Lions Club needs to get a permit to pick up the wood from the piles on the south end of the Ranch. He asked if the promoter of the Rodeo contacted us for standby assistance, Chief Ward said yes, he has. Bill stated the new rodeo grounds will be down by Commercial Loop and there is eighty-five acres down

there that will be able to provide ample parking. Director Pahl stated that our Community Service Volunteer/CERT meeting has been rescheduled for Thursday, March 24<sup>th</sup> at 6:00 pm. Director Wilson asked where the 5-ton went after being sold, Chief Ward stated it is now in Granite, OR to help a fire protection district there. Director Wilson also reviewed the Honor Guard funeral service he attended at the St. Paul rodeo grounds. Chief Ward stated he is hoping the Chief from St. Paul Fire will reach out to him regarding their loss. Director Wilson also stated he has another funeral to attend next week and the support by the fire service has been well attended at these funeral services. Chief Ward said he was extremely impressed with the service, and by the Honor Guard. Director Pahl stated there are a couple of house bills that affect us, such as the Income Tax Credit for Volunteers which is going forward to the Senate, and the presumptive Cancer bill, in which he stated he was not sure if this one will go through. Director Pahl and Chief Ward stated that some verbiage needs to be changed in Chapter 14 under Banking Services, which will be put on the agenda for next month's meeting. Director Pahl asked if Director Wilson can work on a date for the two-on-one meeting with Chief Ward as it is his turn to attend. Chief Ward asked if two Board members that could come to the Station to review the Owl Video Conferencing for our Board meetings.

**10. Correspondence/Recognitions/ Good of the Order – none**

**10. Adjournment** by Director Pahl at 7:39 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant