

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

**July 24, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Wednesday July 24, 2024, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon. This was a rescheduled meeting which was supposed to take place on Thursday, July 18<sup>th</sup>,

### **Board Meeting Minutes**

#### **1. Called to Order by Director Norberg at 6:00 pm.**

1.1 Roll Call was initiated by Director Norberg and the following were in attendance: Director’s Norberg, Pahl, Costigan, and Palmer. Director Gayheart was excused. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain David McDonald. Members of the public in attendance were Mike Dries, Robin Huber, Bill Burt, Vicki Burt, Linda Kay Widmer, Randy Peterson, and Dan Eiron.

**2. Review of Meeting Agenda Items** – Director Palmer reviewed the agenda with the Board and there were no changes to the agenda.

**3. Approval of the Board meeting minutes from May 16, 2024.** Director Pahl made a motion to approve the minutes from June 20<sup>th</sup>, 2024, as presented. Director Costigan seconded the motion. All were in favor by stating “Aye,” motion carried, (4-0).

#### **4. Financial Reports -**

**4.1 Financial reports for June 2024** – The financials were in the Board packet. Director Costigan stated that in general we did very well last year. There were a few line items that we went over budget on, but there were good reasons. Overall, we stayed under budget. Director Pahl stated that he was pleased with our outcome for last year and we did carry over a good amount of money for this fiscal year, which was \$1.3 million. Per Chief Hartley there were several reasons why we carried over so much money. For the Bond fund we carried over a little over \$5,900 and for the Capital Reserve Fund \$465,000. Director Norberg made a motion to approve the June 2024 financials as presented, Director Pahl seconded the motion. All were in favor by stating “Aye,” motion carried, (4-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Pahl and Director Palmer will sign checks on Monday, August 12th, and Directors Palmer and Norberg will sign checks on Monday, August 26th, 2024.

#### **5. Unfinished Business –**

**5.1 Update on revising the District’s Public Meeting policy.** Director Palmer asked if there was any other information from SDAO on this. Dana stated that there is a sample of what SDAO is looking for in their Board packets. Chief Hartley suggested that this topic be included in the agenda for the Board Workshop in August. It was decided to have this be a topic at the Workshop, as it would give the Board more time to review the verbiage in our

current policy and have a draft ready to review at the Board Workshop and have the final to adopt at the next Board meeting in August.

**5.2 Discussion on Board Workshop topics** - Director Norberg stated she would like to add the topic of last week's Fire, and what we could have done better, etc. Chief Hartley asked the Board to email him questions, etc., so he has answers ready at the Board Workshop for this topic. Besides this topic, the Fire Med program will be a topic of discussion, as well as the review of the drafted Public Meetings policy. There was no further discussion.

## **6. New Business:**

**6.1 – Discussion on Board Meeting times/days** – Director Palmer stated this topic is brought up every July to discuss with the current Board and asked for input from the Board. Discussion ensued between the Board members in regard to leaving the meeting day on the third Thursday of each month as this seems to work well for everyone. As far as the start times, discussion went back and forth as to the winter months and possibly holding the meetings earlier in the day, if the weather is bad. Director Palmer stated that it does not matter what time we start the meetings because unfortunately we will be excluding someone no matter what time the meeting starts. It was decided to keep the 6:30 start time, with a possible change once the winter months arrive. There was no further discussion.

**6.2 – Discussion on Board Director compensation/reimbursement** - Director Palmer stated that by law, Board members can be compensated up to \$50 and currently our Board members are not compensated. Director Costigan stated that whatever costs are involved for the Board members are already taken care of through the district funds, therefore he considers our Board to have a donation of time only and should not be compensated. Director Palmer stated they will remain at status quo and not be compensated. There was no further discussion.

**6.3 - Discussion/Approval of purchase order for a new fire truck for the district** - Chief Hartley stated that he has received a quote from Pierce/Hughes Fire Equipment which has met our needs the most and also is the less expense of all the quotes he received (because it is a stock apparatus and not custom). He reviewed all the necessary equipment needed with Captain McDonald and the decision was made to go with Pierce/Hughes Fire Equipment. He reviewed the Purchase Order details with the Board which included two discounts. Once the Board approves the Purchase Order and the Resolution, Hughes Fire can get started on the truck details. Director Costigan asked what other fire districts have this type of apparatus, as he through Lebanon Fire had one. Chief Hartley stated yes, however their apparatus from Hughes costs over \$600K because it was 4-wheel drive. Chief Hartley stated another reason we chose a stock apparatus is because of the delivery time, which will hopefully be around November. Director Pahl made a motion to approve the purchase order for a new apparatus, Director Norberg seconded the motion. All were in favor by stating that "Aye," motion carried, (4-0).

**6.4 – Discussion/Approval of Resolution 2024-05 to finance a new fire engine for the district.** – Chief Hartley stated that in the Board packet was a draft of the Resolution to approve the financing through Government Capital, who also finances our Ambulance. He reached out to two other financing companies, one of which was Chase Bank who does not finance equipment. We have a good working relationship with Government Capital already, so this Resolution allows us to engage in the financing. Chief asked the Board what they

would like to do for a down payment. Discussion ensued with the Board and Chief regarding the down payment amount. Director Pahl made a motion to approve Resolution 2024-05 to engage in the purchase agreement with Government Capital with a down payment of \$250K for a new fire apparatus, as presented. Director Costigan seconded the motion. Director Norberg, (Secretary) asked each Board member if they approved the Resolution to finance and do a down payment of \$250K, all stated “Aye” and the motion carried, (4-0).

**7. Fire Chief Report** - His report was in the Board packet for the Board to see. He stated that tomorrow is the day when we can go pick up our new fire truck from the Oregon State Fire Marshal’s office. June was a very busy month, as we had sixty-six calls. We have helped out other fire districts with the fires they had. We have two new students going through a joint academy right now. We still have our FF/Paramedic position open. Unfortunately, Redmond Fire and Bend Fire are hiring right now as well, so we are competing with them for recruitment. He stated that at the last four drill nights we have had, we have had four new potential volunteers show up who are interested in our fire district. He stated that last week’s fire was a little over eight acres and it was not malicious. He then pointed out that there were statistics for the Fire Med program in the Board packet, which he then reviewed with the Board. He stated we have spent more then we have brought in for this program and we are in the red. This will be part of the discussion in the Board Workshop on August 8<sup>th</sup>. Director Pahl asked if there was a problem with 541 and the Chief stated yes. There were tire issues on a mutual aid fire, steering issues, etc. It is at TS&S Ford in Madras being looked at and it has to do with the track bar that should have been changed out.

**8. CERT Report** – Linda Kay stated at the last CERT meeting they did additional radio training, and they are scheduled to meet with the Chief tomorrow to review last week’s fire and what they can do to improve for the next one. She is working on standing orders and will review the draft with the Chief, so everyone is on the same page. Director Costigan stated they did a wonderful job considering he kidnapped Linda to go to the fire and deliver water, etc. She has a few ideas to recruit more people in the future which will include Basic Training one day a week, rather than cramming it into one weekend.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** – Bill Burt asked about the two new apparatus we are getting and if they had a one-year warranty.

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** - Chief Hartley stated he received an email around 4:45 pm today regarding Portland General Electric and values being misreported for taxes. He reviewed the email with the Board and will follow up with our attorney and our auditors in regard to this situation and what we have to pay back to them. As of right now, our estimated tax refund that we would be responsible for would be around \$63,000. As he receives more information, he will share it with the Board.

**12. Adjournment** by Director Palmer at 7:35 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant