

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

May 18, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 18, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1.1 Flag Salute by Director Green.

1.2 Called to Order at 6:30 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Directors Norberg, Pahl, Oakley and Green. Director Wilson was excused from the meeting. Also in attendance was Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, and Captain Alysha Delorto. Members of the public in attendance – Bill Burt, Vicki Burt, Joe Costigan, Linda Kay Widmer and Mike Dries.

2. Review of Meeting Agenda Items – No changes or additions.

3. Approval of the Board meeting minutes from April 20, 2023.

3.1 The minutes were reviewed by the Board. Director Pahl made a motion to approve the Public Hearing & Board meeting minutes from April 20, 2023, as presented. Director Green seconded the motion. All in favor stated “Aye,” motion approved (4-0)

4. Financial Reports:

4.1 Financial reports for April 2023 – The financials were in the Board packet. Director Pahl stated that as of April we had \$988,763.84 in the General Fund. Director Oakley had a question on the Budget Variance regarding the Beginning Fund Balance. She noted the Beginning Fund Balance was \$0.00, and the YTD was \$665,067.68. She asked what fund balance that was. Chief Hartley responded it was the unappropriated fund balance carried forward from last year to this year, posted July 1st. Director Pahl noted that Accuity will be conducting the annual audit in July. Director Green made a motion to approve the April 2023 financials as presented. Director Oakley seconded the motion. All voted by stating “Aye,” motion carried, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Oakley will sign the checks on Monday, June 12th and Director Norberg and Director Green will sign checks on Monday, June 26th, 2023.

5. Unfinished Business:

5.1 Update on Steering Committee – Chief Hartley reported that the Committee met two Friday’s ago and discussed moving forward with the additional data that the committee has received. Another meeting will be held sometime next week to generate a final recommendation. Director Norberg noted the Committee has asked some very good questions, and they are putting a lot of work into the project.

5.2 Update on hiring additional staff – Chief Hartley reported that background and reference checks have been done, and medical physicals are being completed. Final offers should be out at the end of next week, and the starting date for the two new people

would be June 19th. He noted that Sunriver Fire District is struggling to find applicants, and they are considering changing some of their requirements because of our success.

6. New Business:

6.1 Oregon State Fire Marshal Grant Update – Chief Hartley reported we received the Oregon Fire Service Capacity Staffing Grant, which is a three-year grant totaling a little over \$361,000. It includes staggered offset on wages and benefits for three years. He corrected a statement from an earlier email, noting it was not for an administration fee; it was for PPE and uniforms for the two new people. We also got the Seasonal Staffing Grant again this year, so we have had our part-time seasonal application period open and have received six applications to date. There are two returning from last year, one of the temporary hires wants to continue to work during this summer program. We have received three additional applications to review. We are waiting to sign paperwork on the Intergovernmental Grant on the new engine we are getting. There seems to be some confusion at the Fire Marshal's office about the chassis of the different model, from the original model that was emailed to us. The grant papers will be signed as soon as that is clarified.

6.2 Civil Service Commission – Chief Hartley noted that with the hiring of two new people, we are over the four that require us to have a Civil Service Commission. Dana has put together some requirements toward establishing that Commission, such as oversight and validation of the hiring process to ensure that policies are being followed, and review of job descriptions. This will be a Commission made up of three members of the public, and some individuals have already shown some interest. It will be advertised publicly on the Department website and in the June edition of the Telegraph, and applicants will be asked to submit a letter to the Board along with their application. Letters of interest and applications will be due the Monday before the next Board meeting. After Board review, applicants would be invited to the Board meeting. He noted that he had a copy of the Civil Service Commission rules that Sisters is using that can be adapted for our use. Director Pahl asked for clarification about when this Commission needs to be in place, and Chief Hartley noted that hiring the two new staff will put us over four, and the Commission needs to be operational before another hire can be made. Director Pahl also stated that he had reviewed the sample application form and noted that it asked for knowledge and experience of civil service, either as an employer or employee, which might eliminate many candidates with that verbiage on it. Chief Hartley responded that we could adapt the sample to meet our needs, as some other Districts have done. Director Green suggested substituting "experience in civil service" for "experience in employee management." Chief Hartley stated that the advertisement would clearly outline what the Commission is responsible for. Director Green suggested that the Commission is essentially an HR department. Director Pahl noted that there might be people with that experience, but we should not rule out otherwise qualified candidates. Dana noted that the Commission would consist of a Chair, a secretary, and one member at large. Director Oakley stated that Board Members or volunteers could not be on the Commission, which Dana confirmed.

7. Fire Chief Report: His report was in the Board packet. He reported that April was the slowest month for calls at 53. If this pace continues, we will be in the 675 range by the end of the year. Last year's total was 613. He noted that the Steering Committee has been reviewing this data. We are holding steady on FireMed. It was also reported that the Wildfire Preparedness Workshop went very well. Chief Hartley acknowledged Dana's efforts to coordinate presentations and

volunteers. He also noted that there has been lots of positive feedback from the attendees. Chief Hartley thanked the volunteer personnel who covered the Steel Stampede.

8. CERT Report: Linda Kay Widmer acknowledged the core group of people who have stuck with the program for a year. She is rewarding their dedication with new and improved backpacks. Radio training has continued. Chief Hartley will provide information on how to fill out an ICS 214 form for tracking information. The next training will be on mass casualty triage, or START, which is a different form of mass casualty triage. In June, the team is going to do an exercise with the Department so the staff and volunteers can learn what the CERT can do to help them. The goal is to be a force multiplier for the station. The exercise will take place on June 26th. Director Green reported a need for personnel with radio communication at the Steel Stampede in spots that are not clearly visible. Linda Kay asked if CERT could possibly assist with that since they are training in radio communication, and it was agreed it could be an option. Director Norberg reminded the Board that there will be a workshop on July 11th at 6 p.m. with Jeff Griffin from WHA Insurance; dinner will be served.

9. Comments/Questions:

9.1 Public input on the current agenda – None.

9.2 Public input on future agenda topics – Bill Burt commented on the community membership drive held by the CRR Lions Club. Everyone expressed disappointment in the turnout, but those who did stop by the Station were able to witness some training.

10. Correspondence/Recognitions/Good of the order – Director Pahl mentioned that one week from today the Budget Committee will meet at 6:00 p.m. Chief Hartley presented correspondence that he received just before the meeting from a resident that had been transported by ambulance in March. There were thank you notes for all four responders who were on the call. The Chief reported that this patient was recovering and doing well.

11. Adjournment by Director Norberg at 7:00 pm.

Respectfully,
Dana Schulke
Administrative Assistant