

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

Board Meeting Minutes (Virtual Style Meeting)

20 May 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 20 May 2021 at 6:30 PM online using “ZOOM Webinar” meeting platform.

Board Meeting Minutes

1. Meeting Called to Order at: 6:30 pm By Director Pahl.

1.1. Roll Call: Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley, Dana Schulke, Tom Fast, Kay Norberg, Marta McGovern Philpott’s, William Burt and Tina Wilson.

2. Review of Agenda: Director Pahl asked if there were any changes. Director Wilson questioned if we were going to discuss Policy 14. It was decided to add it into old business.

3. Approval of Board Meeting and Special Board Meeting Minutes:

3.1 (See last month’s Board packet for copies of both minutes.) Director Pahl asked for corrections on the 15 April 2021 Board Meeting minutes. Director Green commented under the Chiefs report there needed to be a correction about DPSST donated \$35,000.00 and Director Pahl restated that they had awarded \$35,000.00. Director Wilson stated Chief had stated the total amount DPSST had donated was \$75,000.00. Chief Ward confirmed this was the case. Director Pahl stated they awarded \$35,000.00 and the total was \$75,000.00. Director Wilson stated he would check the recording and if it needed to be corrected he would do so. Director Pahl asked if there were any corrections to the 6 May 2021 Special Board Meeting minutes. Hearing none Director Pahl asked for a motion to accept both the 15 April Board and 6 May Special Board meeting minutes. Director Meredith made a motion to accept both the April 2021 Board Meeting minutes and the May 2021 Special Board Meeting minutes as presented. Director Oakley seconded the motion. A voice vote passed motion unanimously.

4. Financial Report:

4.1. (See last month’s Board packet for information.) Director Green stated Assistant Chief Hartley had provided him a “preliminary budget” that we were asking for to compare July information to current figures. Assistant Chief Hartley stated he had a final draft and asked when Director Green would like it distributed. Director Green stated as soon as possible. Director Green stated he had to come in and sign a transfer for May’s PERS funds. Director Pahl stated since it was in May that would not be in April’s financials and we will discuss it in May. Director Oakley made a motion to accept the April 2021 financials as presented. Director Meredith seconded the motion. A voice vote passed motion unanimously.

4.2. Check signing for June: Board Members to sign checks on Wednesday the 9th and Thursday the 24th. Director’s Green and Meredith will sign on the 9th. Director’s Green and Pahl will sign on the 24th.

5. Unfinished Business:

- 5.1.** Collective Bargaining agreement: Chief Ward explained the portion of contract to do with wages had been opened providing a 1.5% and then 2% wage increase. Director Pahl stated these amounts were included in the new budget. Director Wilson questioned whether this would be retroactive or beginning 1 July 2021 under the new budget. Chief Ward stated it would be starting in the new budget year. Director Pahl stated both he and Director Oakley had been in all the negotiations and both asked for approval of this new contract. Director Wilson made a motion to accept the contract changes. Director Meredith seconded the motion. Tom Fast corrected Chief Ward's presentation of the contract information that the percentages were actually a 2% increase the first year and a 1.5% increase the second year. Director Wilson stood by his motion. Director Oakley seconded. Roll call vote passed unanimously.
- 5.2.** Update on projects: Director Pahl asked about the training center. Director Wilson stated Chief had covered that in the Chiefs report. Other Directors agreed. Director Pahl questioned about the roof. Chief stated they had some roofing to finish on the areas that will not be cut. He stated 90% of the project is completed and the 10% remaining is going to be the tedious portion to complete. Director Pahl asked Director Oakley about the cyber security. Director Oakley stated she was going to be meeting with Assistant Chief Hartley and Administrative Assistant Schulke next week to get started on it. Director Pahl asked Director Green about the electronic bill payment. Director Green stated they have discussed a couple of options and since we are currently paying our Master Card online that we would have to have the Board sign off on the receipts in the same manner but we need to get something in writing for next month's meeting to discuss and possibly approve. Director Pahl asked Director Oakley if we may have something next meeting to review and discuss. Director Oakley felt we would.
- 5.3.** Discussion of Policy 14: Director Pahl stated we had received back from the Auditors the policy that was sent to them. They were pleased we are updating and maintaining our Policy on that. Director Pahl added that we also need to include Director Green's electronic bill paying procedure in it as well. Administrative Assistant Schulke stated that they ("The Auditors") had said they saw no red flags in any of the policies and were pleased that the Board was reviewing them. Director Wilson stated from what Director Green had stated we should be able to use the current wording of how we are currently paying the credit card and put it in the correct section of the policy on how we would be paying other entities, so the auditors would only need to review that very small section and not the whole policy again. Director Pahl agreed.

6. New Business:

- 6.1.** Discussion on Ambulance rate increase: Chief Ward was hoping to have the numbers in the Board packet but they did not make it. This item will be covered next month at the regular meeting. Director Meredith asked if this would have any impact on the Firemed amounts and Chief Ward stated no it would not change them, only the increase to the billing entities. Director Green brought up the increases of expenses and used gloves for an example of they were \$19.00 a box and are now close to \$50.00. Assistant Chief Hartley stated that a lot of the normal supplies are going up due to COVID.

7. **Chiefs Report:** (See last month's Board Packet for the report.) Director Wilson asked if Chief had been working with the Honor Guard with his packet. Chief Ward stated he has been working with National Fallen Firefighters Foundation and the local assistance state teams. He explained some of the details including the amounts have gone up for assistance. Director Wilson stated he knew the Volunteer Association had set aside about \$10,000.00 worth of money within hours to the families. Chief added the state has money to get to the family within days. He then expanded on the packet information. Director Green asked about the reader board sign. Chief Ward stated they are still working on the reader board. He stated that Impact Graphics had retired so Dana Signs has taken over Impact Graphics. Director Pahl asked Chief about the current station policy on COVID rules. Chief Ward stated masks are still required and expanded their in house procedures. Director Meredith asked if this applied to general public. Chief Ward stated yes.
8. **Operations Report:** (See last month's Board Packet for the report.) Director Pahl stated he saw our Firemed membership had gone up by one. He also asked about part time help. Assistant Chief Hartley answered they have been hiring part time workers for the summer.
9. **Correspondence and Recognitions:** Director Pahl asked the Directors if they had anything. Director Wilson stated there was nothing in the suggestion box in the foyer. Director Pahl welcomed Board Member Elect Kay Norberg to the Board and stated we need to get her a copy of the policy book for her to review. Director Oakley congratulated Director Pahl on his reelection. Director Wilson asked about getting a new copy of policies to Director Elect Norberg. Director Pahl stated Administrative Assistant Schulke will be giving her a copy of the original. He then stated we will have the swearing in by the county clerk and Board position elections will be held at the June meeting. Director Meredith stated he would not be available to be at the June meeting and expressed his feelings as to his service. Other Directors thanked him for his service. He was also invited to visit when he could.
10. **Comments and questions:** Director Pahl asked if there were any other comments. Director Green thanked Director Meredith and also welcomed Director Elect Norberg to the Board. Director Wilson apologized for missing the Budget meeting and explained why this happened.
11. **Adjournment:** Meeting adjourned at 7:07 pm.

Respectfully
Submitted by,
Mark W. Wilson
Secretary
Director Position # 5
Crooked River Ranch Rural Fire Protection District Fire Board