

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

**Board Meeting Minutes**  
**15 August 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 15 August 2019 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

**Board Meeting Minutes:**

1. **Meeting Called to Order at:** 06:32 pm by Director Barbara Oakley, who also announced for the record that our location is accessible to persons with disabilities and will be recorded. She also asked for everyone to sign in on the registration sheet.

**1.1. Roll Call by:** Director Mark Wilson: Director's Brad Pahl, Jeff Green and John Meredith were all present. Also at the start of the meeting present was: Fire Chief Harry Ward and Administrative Assistant Dana Schulke. Excused was Assistant Chief Sean Hartley. Also in attendance was: Staff Captain; Alysha DeLorto. Responding Volunteers; Lieutenant Frank Day, Firefighter Jeff Scheetz, and Community Services Officer Dennis Senko. Support Volunteers; Pat Hayes and Tina Wilson. Public in attendance was; John Hayes, Brenda Davis, Bill Burt, Kay Norberg, Jerry & Sue Green.

**1.2. Flag Salute Led by:** Director Pahl

2. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or removed from the Agenda. Director Wilson asked to add several items. First was an amendment of Resolution 2019-004 to add as new business under 7.2. He also would like to talk about SDAO online training as new business under 7.3.

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

**3.1:** Director Oakley asked for approval of the 20 June 2019 Regular Board meeting minutes. Director Wilson made a motion to accept the joint Budget and Board Meeting minutes for 20 June 2019 as corrected. Director Meredith seconded the motion. A unanimous voice vote passed the motion.

**3.2:** Director Oakley then moved on to the Board Meeting minutes for the 18 July 2019 meeting to entertain a motion to accept the minutes after asking if there were any questions, comments or changes. Director Green made a motion to accept the minutes of the 18 July 2019 Board Meeting as written. The second was made by Director Meredith. A unanimous voice vote passed the motion.

4. **Financial Reports:**

**4.1:** Director Green stated that the auditors had not yet made it out, we still have a balance sheet error with the financials. He commented that going through the financials for June and July, that all of the accounts do balance to the stated accounts in our book keeping system to what the bank statements state. The problem we still have is the

balance sheet and we don't know why, but the auditors are supposed to here on Thursday and Friday 22 and 23 August 2019 to help get the balance sheet corrected. Director Wilson stated that if Director Green was comfortable with what was happening he would make a motion to accept the financials balance sheet for June 2019. Director Green corrected the motion to state the financial statements so Director Wilson corrected his motion to accept the financial statements for 30 June 2019. The motion was seconded by Director Pahl. A unanimous voice vote approved the motion. Director Green then moved onto the July financial reports stating we have the exact same issue of the balance sheet not matching the fund balances. He stated the Capital Reserve Fund is sitting at \$173525.55. The Bond Fund is sitting at \$10576.36. The General Fund is at \$272042.47. He added that since those balances equal what is in the statements he would propose we approve the financial statements for July 2019. Director Meredith made a motion to approve the July 2019 financial statements as presented. Director Pahl seconded the motion. There was a small discussion. Director Oakley asked for a vote to approve the motion on the table. A unanimous voice vote passed the motion.

**4.2** Board Members to sign checks in September. Monday 09 September 2019 and Tuesday 24 September 2019. Director Meredith offered to sign on the 9<sup>th</sup> with Director Green. Director Pahl will sign on the 24<sup>th</sup> with Director Green.

**5. Comments from the Public-** None at this time.

## **6. Unfinished Business**

**6.1** Director Oakley presented that we have a follow up discussion on moving the day of the Board meeting. There was discussion. Director Wilson made a motion to change our meeting nights to Wednesdays adding that we should leave the time in the policy as SDAO stated we should have the time in there. Director Green seconded the motion. Director Oakley called for a vote and Directors Wilson and Green were for votes and Directors Pahl and Meredith were against votes with Director Oakley breaking the tie with a nay vote. Motion failed.

## **7. New Business:**

**7.1** Discussion of Resolution 2019-05 in the matter of receiving unanticipated revenue to the General Fund of Crooked River Ranch Rural Fire Protection District. The fund came from a VFA (Volunteer Firefighter Assistance) Grant matching funds in the amount of \$10,000.00. Chief Ward stated we had put in for a \$20,000.00 grant request to VFA and thought we would be covered by the "In kind match" but found out that only gave us the \$10,000.00 instead of the full \$20,000.00. Director Meredith made a motion to approve Resolution 2019-05 and Director Green seconded the motion. A unanimous voice vote passed the resolution.

**7.2** Amending of Resolution 2019-04 to insert a "Not to exceed dollar amount" for the Lease Purchase Agreement for the Purpose of Procuring an Ambulance, Loader and Related Equipment- Director Wilson made the motion to amend Resolution 2019-04 to add the language of "Not to exceed \$235,000.00" in the appropriate places in the

paperwork. Director Green seconded the motion. Director Oakley called for the question. A unanimous voice vote passed the motion.

**7.3** SDAO online training. Director Wilson handed out a copy of paperwork about online training available from SDAO through their website. Chief Ward stated he would follow up to get the Board the access. Director Oakley confirmed with Chief that this would happen.

**8. Fire Chiefs Report-** Chief Ward stated that he had been gone on vacation. He stated the connex's have been stacked and some training has already occurred on them. He stated we had a \$400.00 donation before he left on vacation and another \$500.00 donation came in to paint them and that project will be done pretty soon. He stated we also received a donation of a forcible entry prop from the State which is a permanent loan from DPSST (Department of Public Safety Standards Training). Chief reported that tomorrow would be the graduation of the Firefighter One Academy class. He stated Engine 521 is back in service, also we are working on our open house planned for 14 September 2019. He stated he and Administrative Assistant Schulke started working on a plan and came up with a link to go on our website once the page is built for people to pay and or sign up for Firemed.

**9. Operations Report-** Assistant Chief Hartley was not present. She commented that the month of July looked like we were up with 51 calls for the month. Chief Ward stated we were still on average for what we did last year.

**10. Correspondence and Recognitions-** Director Oakley stated she had no correspondence and asked if anyone had anything. She then asked Director Wilson if there was anything in the suggestion box. Director Wilson stated that there was none.

**11. Comments / Questions-** Director Oakley asked if there was any comments or questions from the public using the sign-in list. Support Volunteer Pat Hayes commented about the Firemed being put on the website and was questioning the cost of the PayPal system. Chief Ward stated it would be on the website and that the costs would not be any different than we already are paying. Support Volunteer Pat Hayes then asked what the PayPal charges per transaction are. Chief Ward asked Administrative Assistant Schulke and Director Meredith answered he believes it is one dollar. Chief Ward and Administrative Assistant Schulke agreed with Director Meredith. Chief Ward had a "Go-Back" in his Chiefs report. He stated he had posted pictures on our Facebook page of our building as they were training. Director Wilson asked Chief Ward about the use of the building as anchor points and that he was told that engineered anchors are a requirement when working off of a manmade structure. Chief Ward confirmed that they were not using the structure as an anchor point and that when they get the railings up and that Captain Fast had found engineered anchors that can be fastened to the structure for about \$50.00 each. Director Wilson also questioned if this structure would affect our liability insurance. Chief Ward answered the only thing Jason Jantze (?) said was we had to put a fence around it, so we would be going after a safety and security grant next year to put a fence around it or partially around the whole property. Director Green brought up the SDAO training that occurred on Tuesday earlier in the week that there was lots of good information and believes they will be coming out as we go forward and some questions as well. Director Oakley stated that there was a lot of good information and some items that she had heard over the years that are untrue. She too has a lot of notes from the training. Director Green brought up one item from the training and it was how the minutes of our meetings are transcribed or

not transcribed since we have the digital recording and do we even need them transcribed since we have the digital recording on. Director Wilson agreed that it could be a simple approval of the recording adding that the Executive meetings had two interesting items come out. One was the small printed phrase that is typed on the bottom of our Board Meeting announcement that states the Board can enter into Executive session at any time is incorrect and needs to be removed. He stated the Executive meetings have to be announced just like regular meetings with the same notices. Support Volunteer Tina Wilson made a comment about a subject that was forgotten to be brought up which was the flags at the station. Director Wilson stated that he forgot about our flag situation and that we are in violation of Oregon Law for not having all three flags on our pole. Those flags being U.S, POW and State. This was brought up at the SDAO training that any public building in the state of Oregon that has a flag pole capable of flying all three flags shall do so. Director Pahl stated he had not found that law yet. Responding Volunteer Lieutenant Frank Day stated then what about other public buildings. Director Wilson stated that he found the information in the power point slide prints and it is HB 2880 in relation to the flag situation. The HB is from 2017 and took effect on 1 January 2018 and addresses all government buildings including special districts and their existing flag poles as well as new construction building rules in relation to flag poles. Community Services Officer Dennis Senko stated he found on DAS website a statewide policy 107-011-160 and that it references three state statutes. Responding Volunteer Lieutenant Frank Day commented that it does state in there about being suitable. Director Wilson stated that ours is suitable except we just can't have the 4' X 6' flag, we would need to go back to 3' X 5' for all three flags. Responding Volunteer Lieutenant Frank Day stated as a member of the public he preferred the Fire Board save the money for the two flags and use the money somewhere else because they would have to be changed so often. Director Wilson commented on the fact we were on the subject of money in an effort to save some could we not have color copies of our Board packets since the only colored item is or logo and the cost between color copies and black & white is extremely expensive. Administrative Assistant Schulke stated we can change that. Director Meredith stated that was a good suggestion.

**12. Adjournment-** With no further business, Director Oakley adjourned the meeting at 7:34 pm.

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