

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

**Board Meeting Minutes
March 15, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, March 15, at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 6:30 p.m. Directors Bengtson, Dille, Meredith, Kirk, and Oakley were present. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, and Administrative Assistant, Dana Schulke. Assistant Fire Chief, Mark Wilson was excused from the meeting. Also in attendance, Captain Alysha Delorto and Volunteer Dennis Senko. Members of the public in attendance, Pat Hayes, and Kay Norberg.
2. Review of Meeting Agenda Items – No other topics were added.
3. **Approval of the Board Meeting Minutes.**
 - 3.1. February 15, 2018, Board Meeting minutes – minutes were reviewed by the Board and Staff. There were no corrections to be made. Director Dille made a motion to approve the February minutes as presented. Director Kirk seconded the motion. All were in favor of the motion and, it passed, (5-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of February 2018. In the First Interstate Bank general account, there was \$15,308.02. In the First Interstate Bank-Payroll account, we had \$3,120.49. In the Jefferson County Treasury the account balances were: Bond Fund \$35,991.86, Building/Equipment Capital Reserve Fund \$193,807.48, General Fund \$264,368.67, Local Option Levy Fund \$184,241.53. Accounts Receivable there was \$90.00. Director Kirk made a motion to approve the February 2018 financial report as presented; Director Dille seconded the motion, all were in favor, motion passed (5-0). Director Bengtson stated that we finally were able to locate the “uncleared checks” penny issue and it is now off of the Balance Sheet and had Assistant Chief Hartley explained the discrepancy. There was no further discussion.
 - 4.2. Appointment of Board members to sign checks. – It was decided that Director Meredith and Director Kirk will sign checks on Monday, April 9th and Director Meredith and Director Oakley will sign checks on Tuesday, April 24, 2018.
5. **Comments from the public – none**
6. **Unfinished Business –**
 - 6.1 Follow-up discussion on Charitable Bequest donations to the District - Fire Chief Harry Ward stated that he had been working on this topic for the past couple months. He had done a lot of research and had drafted verbiage for people to put in their wills, with the assistance of our Auditor and Attorney. A sample of the verbiage was in the Board packets, with four different options. There was also a sample form in the Board packet

for residents to complete and give to the District to keep on file. This information will be put on our website for residents to access. Chief Ward will also put this information out in the Telegraph newspaper to inform residents.

7. New Business – there was no new business to discuss

8. Fire Chiefs Report - Fire Chief, Harry Ward stated that he has put together a Steering committee to gather information about our Levy increase. Once they have gathered all the pertinent information, they will meet with the Board of Directors. We are also meeting with a consultant as well to gather the proper data. Director Bengtson stated that we will need a Board Workshop prior to the April Board meeting to discuss this topic. Chief Ward also stated that we had chartered the Explorer program for another year. He is planning on having an Open House for the parents of the Explorers, so they can see what they have achieved in the program. We are also meeting with several ambulance companies to look at what they offer, and see how we want to design the one we want. He went to San Diego last week to work on behalf of the National Fallen Firefighters Association at the Firehouse World Convention. He met with a representative from Plymo Vent to discuss options on an exhaust system for our Bay. We may have an opportunity to apply for an AFG grant to get a system for our Station. He also stated that we are halfway through our Fire Officer 1 class and it is going well. He and Assistant Chief Hartley are also meeting with our health insurance representative next Monday to discuss options for employee health benefits. He found out last week our employee benefits are going up next year by 14%.

9. Operations Report – an operations report was submitted by Assistant Fire Chief, Mark Wilson. Director Bengtson stated that midway down on his report there was a reference to Assistant Chief Wilson finding the penny discrepancy on the Balance Sheet. He wanted Assistant Chief Hartley to explain how the discrepancy was found. Assistant Chief Hartley stated that PERS was the issue and it has been rectified. There was no further discussion.

10. Correspondence/Recognitions – there was a flyer in the Board packet about the Oregon Fire Service Conference in October. They will discuss who will be attending at a later date. Director Bengtson also stated that Dana had received an email from Rob Mills of SDAO in regards to doing the Board Assessment. Director Bengtson will email him to see how we can schedule an assessment for our District.

11. Comments/Questions:

11.1 Public - none

11.2 Chief, Staff and/or Volunteers – Volunteer Dennis Senko reminded everyone about the Easter egg hunt on Saturday, March 31st.

11.3 Board – Director Bengtson stated the Directors should give Dana their binders to revise the Public Records policy. Director Kirk stated that he wanted to bring to our attention that there was a discussion at the Board Workshop at the Crooked River Ranch Water Company. This is in regards to assessing the need for water if there was a fire on the lower side of the Ranch, or if the Church or Administration building catches on fire. The issue that has come up at the Water Company is liability issues and if those buildings catch on fire, the Water Company will not be able to supply any water to put the fires out. The Board at the Water Company is figuring out ways to solve this issue, such as possibly doing away with the current infrastructure which is aging, however, it would cost a tremendous amount of money to replace it. Many

other solutions have been discussed and the Water Company will be working on this issue over the next few months. Director Kirk also stated that he will not be able to attend the Fire Board meeting in April as he will be out of town.

11.4 12. Adjournment by Director Bengtson at 7:17 pm.

Respectfully,
Dana Schulke
Administrative Assistant