

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

**Board Meeting Minutes  
May 19, 2022**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, May 19, 2022, at 6:30 p.m. at the fire station.

**Board Meeting Minutes**

- 1. 1.2 Called to Order** by Director Pahl at 6:30 p.m. Roll call was taken by Director Oakley and the following participants were in attendance of the meeting: Director Pahl, Director Oakley, Director Norberg, Director Wilson, and Director Green. Also in attendance was Fire Chief Harry Ward, Assistant Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain David McDonald. Members of the public in attendance were Bill Burt and Tina Wilson.
- 2. Review of Meeting Agenda Items** - Director Pahl asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes from April 2022** – Director Pahl asked if there were any corrections to be made to the April Board meeting minutes. Director Wilson stated there is a small correction under 4.2., which stated, “Dana ask the Board” and it should be “Dana asked the Board.” Director Wilson made a motion to approve the minutes as amended, Director Oakley seconded the motion. All Board members stated their approval by stating “yes” to approve the amended minutes. Motion was approved, (5-0).
- 4. 4.1 Approval of March 2022 Financials** – Director Pahl asked Director Norberg if there were any corrections or questions regarding the April financials. Director Norberg stated there was one small issue that Assistant Fire Chief caught. There was a transfer that was missed, and it should have been taken out of the Capital Fund for the cot that was purchased. It has been resolved and corrected. Director Green had a question regarding the General Fund Budget Variance, regarding the Grant Funds YTD actual vs. the original budgeted amount. Assistant Chief Hartley stated there was an adjustment made to intake the SAFER grant funds. We had an amendment to the last grant due to the delay of PPE, so these funds were carried over. Director Green had another question regarding the PERS line item, he wanted to know if we were going to be short with a couple more months to go until the end of the fiscal year. Assistant Chief Hartley stated we should be fine in the next two months and be on target. Director Wilson had a question regarding totals, on the YTD actual columns. Assistant Chief Hartley stated the Month Actual amounts are already calculated in the YTD actual columns. Director Oakley asked a question regarding the Payable Invoice Detail report. She wanted to know if there was an issue regarding our Local Government Law Group and St. Charles. Chief Ward stated that we are not receiving the patient information from St. Charles that we were receiving before, in order to do case reviews with our Physician Director. Our Physician Director does not work for St. Charles anymore to receive the information and St. Charles is

stating they do not have the time nor staff to accommodate the request. Our attorney is doing research on this matter and other fire districts are having the same issue with St. Charles as we are. Director Oakley made a motion to approve the April financials as presented. Director Green seconded the motion. All Directors voted by stating “yes” to approve the financials. Motion passed, (5-0).

**4.2 Appointment of Board members to sign checks in June 2022.** It was decided that Director Norberg and Director Pahl will sign checks on Thursday, June 9th and Director Norberg and Director Wilson will sign checks on Thursday, June 23rd, 2022. Director Oakley will be available as a backup if Director Wilson cannot make the signing.

**Old Business:**

**5.1 Update on Steering Committee** – Chief Ward stated there was no meeting this week and the survey is completed. The postcard is done, and he needs to call the companies to find out which one is the cheapest to print them and do the mailing for us. There will be an option for the residents to come by the station and pick a survey up, if they do not have a computer, etc. We will need the survey data first before we have the stakeholders meeting which is currently postponed. Hopefully, we will receive the surveys back from residents by mid-June and possibly have the stake holders meeting on June 25<sup>th</sup>.

**5.2 Update on the Best Practices requirements from SDAO** - Administrative Assistant Dana Schulke stated we are all good and have met all the requirements. Director Pahl thanked all the Board Directors for attending their classes, etc.

**New Business:**

**6.1 Review of the District’s Auto/Property Insurance** – Director Pahl stated the information is in the Board packet to review. Director Wilson asked why we are paying \$5,000 for flood insurance. A discussion ensued regarding this topic. He also stated that at the top of the form they do not have our name listed correctly on the certificate. Director Wilson and Director Green also asked about what the Personal Property entails and what falls under that category. Discussion ensued on this topic with the Board Directors. Tina Wilson, (member of the public) asked about what Business Income is on the form. Chief Ward stated he will get ahold of Steve at WHA Insurance and get these questions answered. This topic will be carried over to old business for the July Board meeting.

**6.2 Update on Community Service Volunteers/CERT program** - Chief Ward stated he is shooting for twenty people for the CERT training class as a few have dropped out. We have some applications that have not been turned in to participate. Everyone he has spoken to is excited about the program. We are getting all the materials together and all the manuals have been received. There will be a computer/hybrid option available for those who cannot attend the physical training. Director Pahl stated that in conjunction with the program, there are other volunteers who will be assisting us with lot assessments and our other programs for the District. Discussion ensued between Chief Ward and Director Pahl as to who will be training the Community Service Volunteers. Director Pahl stated that Dana is benefiting from our Community Service Volunteers as they have been helping her in the office.

**6.3 Discussion on GEMT funds** - Chief Ward stated that Director Wilson had a question regarding these funds. These General Emergency Medical Transport (GEMT) funds, which come from Medicaid are deposited into the General Fund (under Ambulance revenue) and they are received

in different rounds. We have already received the first round of funds, and we are waiting on the second round to be released to us. Director Wilson asked how we ask for these funds. Chief Hartley stated we contract with Blake from Tactical Solutions. Blake provides us with a list of documentation that he needs from us, we send him the data he needs, and he compiles all the information into a big report for the Oregon Health Authority/Medicaid. They review the report and then inform us what the amount will be that we will be receiving. Chief Hartley reviewed the process with the Board. There were no other questions regarding this topic.

**7. Fire Chief's Report** – Chief Wards report was in the Board packet. Director Pahl asked if we were on track with getting our Antique running for the 4<sup>th</sup> of July parade and we are hoping to get it in full operation by then. Chief Ward stated that in 2023 we will have to deal with senate bill 762 which will require residents in high-risk fire areas to comply with code enforcement. They will have to clean up their properties to comply. The fire marshal's office will be collaborating with us on this. The fire marshal's office is putting together grant funds to assist residents in this new law, as well as helping fire districts get new apparatuses to fight fire with. Discussion ensued between the Board and Staff regarding boundary lines and the piles of trees that were left by BLM. Director Pahl asked about the Fire Instructors conference that Chief Ward and Captain Fast attended in Indiana. Director Pahl stated that we had a Budget Committee meeting in May and the only real changes were the addition of a Paramedic/FF and our CERT program line item. Director Wilson asked questions regarding the adopted budget for 2021/2022 and not all the numbers are the same on some of the line items. Chief Hartley clarified the terminology in reference to "adopting" the budget and "supplemental budgets."

**8. Operations Report** - Chief Hartley's report was in the Board packet. Chief Hartley stated the number of calls were a bit slower than the previous month. At the top of his report, there was a correction as it should have stated April, rather than May. Director Wilson stated he would like to see the total amount of Fire Med memberships on the future reports.

**9. Comments from the Public, Board or Staff** - Bill Burt asked about the Antique in the parade and about senate bill 762. Chief Ward stated we are still getting information about it, and more is to follow, and things are subject to change. Chief Hartley reiterated that we do have the Title 3 grant funds available to residents which will help offset the costs of cleaning up resident properties. Bill Burt stated the Ranch is going to have memorabilia available in the Juniper Room for the 50<sup>th</sup> celebration of the Ranch and if the fire district has some items to share, we can display them in the Juniper Room. He also stated that as of today, there is not enough staff to open the pool and if anyone knew of someone who would like to work at the pool, to send them down to the HOA. Director Wilson stated that he attended the Fire Chief's conference with the Honor Guard, and they are down to eleven members. The Honor Guard will be participating in the State memorial service at DPSST, and it will be open to the public. Director Norberg stated that her daughter is excited about the CERT program. Chief Ward stated that we are looking for kids that can participate in our CERT training for the final day of disaster simulation.

**10. Correspondence/Recognitions/ Good of the Order** – none

**10. Adjournment** by Director Pahl at 7:46 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant