

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

**Board Meeting Minutes (Virtual Style Meeting)**  
**18 February 2021**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 18 February 2021 at 6:30 PM online using "ZOOM" 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, Kay Norberg, Tom Fast, Bill Burt and Tina Wilson.
2. **Review of Agenda:** Director Pahl moved the financial discrepancies in section 5.1 up to the Financials report section.
3. **Approval of Board Meeting Minutes:**
  - 3.1. & 3.2 A motion to accept the 21 January 2021 Board Meeting minutes and the minutes of 28 January 2021 Board Workshop as presented was made by Director Meredith and seconded by Director Oakley. A voice vote: Unanimous vote passed motion.
4. **Financial Report:**
  - 4.1. (See last month's Board packet for information.) Director Pahl brought up the variances from the last meeting financials. Assistant Chief Hartley answered these questions about the variances. He brought up a question from the last month's meeting on the conflagration funds showing in the budget variance fund. He stated the negative number was due to the money not being received as of yet. Then Hartley stated there was a question about the sale of assets. Director Wilson corrected Hartley about the question into the fact the numbers were being used as an example not that they were actually in question. Director Green explained the numbers shown are in relation to what we were expecting to receive and how to track these for a tool to show how much we started with originally in our budget versus what we actually brought in. He expanded his explanation with the fact we could use these as a tool to make it easier to budget with the true numbers rather than adjusting the budget numbers from the original numbers. Discussion ensued. It was agreed to have these numbers ready for next month to be sure they would be ready for the first budget committee meeting in April. Then Director Wilson brought up the negative numbers on the Capital Fund and Hartley stated that there was a journal entry for a grant fund from DPSST which had been located in the wrong spot so this was corrected. Director Green had brought up the question on the Visa card payment and it was determined the payment was being made off the charges instead of the balance so credits were not being taken into account so we have just over \$100.00 credit on the card balance. This had been researched and the card balance will be paid going forward instead of the actual charges. All the credits were due to returned products. Director Oakley made the motion to approve the financial statements as presented. Director Meredith seconded. Voice vote: Unanimous vote passed motion.

- 4.2. Check signing for February: Board Members to sign checks on Wednesday the 10<sup>th</sup> and Thursday the 25<sup>th</sup>. Director's Oakley and Pahl will sign on the 10<sup>th</sup>. Director's Green and Meredith will sign on the 25<sup>th</sup>.

**5. Unfinished Business:**

5.1. Moved to financials

5.2. Discussion / Approval of Board Policy 13.01 Director Code of Ethics. Director Oakley suggested after the title and before #1 that it needs a lead in line similar to what is stated in the second section. Discussion ensued. Director Wilson stated he would follow up on this with some suggested changes in the language and send it out to the Board for review prior to the next meeting. Director Meredith brought up an item of concern on the unethical practices section that there is no mention of any kind of corrections or penalties. Discussion ensued. Director Pahl agreed with Director Meredith. Director Wilson was directed to follow up on this and have something for the next meeting.

5.3. Discussion / Approval of Policy 24.01 for Sign Board. Discussion about the messages and the physical looks of the sign board were discussed. Director Meredith brought up the fact the website is not on the new one. Chief Ward stated it will be once the roof is completed. More discussion and Director Meredith made a motion to accept the policy 24.01 as presented. Director Oakley seconded. Voice vote: Unanimous vote passed motion.

5.4. Discussion/ Approval 2021-02 for the purchase of the "Mask Cuff" air respirators. Chief Ward presented facts of comparable items and they found nothing that would work. He explained the facts and a small discussion ensued. He explained he had discussed the units with the staff and assured the Board that the units would be used on any "sick person" call going forward, not just for COVID-19 calls. He explained the quote when questioned on the items being purchase. More discussion and questions. Director Green did ask if anyone was using these in the EMS ambulance field locally or otherwise. Chief stated he was unaware of anyone using them at this time. Director Green asked about the status of vaccines. Assistant Chief Hartley explained how the process was being handled in the area. Discussion and more questions were asked by Directors Green and Wilson. Assistant Chief Hartley explained it is not a mandatory item. More discussion about this fact occurred. Director Wilson questioned the money being used to purchase these and asked why we were not using the CARES money that we received previously rather than using General Fund contingency monies. Chief Ward and Director Pahl stated that this would require a supplemental budget and it would cost \$600.00 to move the money from where it is located in the Capital Reserve fund. Chief Ward then stated he is hopeful we will be getting more money that may be used for reimbursement of these funds. Director Green asked Chief Ward if he had been in contact with Redmond or Bend about these. Chief Ward stated he has not. Director Wilson stated he had heard the vaccine and an N-95 mask covered the risk of getting COVID-19. More discussion ensued. Motion made by Director Meredith and seconded by Director Oakley. Roll call vote: Unanimous vote with Director Green and Wilson stating they want to use the Cares Funds to make the purchase.

**6. New Business:**

- 6.1. Appointment of Budget Committee members. Chief Ward stated we have two members that their time had expired. He stated Kay Norberg had volunteered and then he asked Administrative Assistant Schulke to assist with the other names. The other person is named "Joe" and he had worked for Black Butte Fire as a Volunteer and Harold Fox who had worked as a maintenance worker for CRR. She stated that this would fill the three open positions. Bill Burt asked if he was still on the Budget Committee and he was assured he was still on the committee. Director Pahl asked if we needed a motion to approve these people and went on to say we should offer them an opportunity to run for the Fire Board. He also stated that of this time no one has filed for the two Fire Board positions that will be vacant this term. He also stated he had recently seen an advertisement for Special Road District openings to be filled.
- 6.2. Date for the next Board workshop. Director Pahl stated his goal was to complete the Board policy book prior to the new Board Members being elected. He then asked for suggested date for the workshop. Discussion ensued and several dates were suggested including the 25<sup>th</sup> and the 23<sup>rd</sup>. It was decided to have the Workshop on Tuesday the 23<sup>rd</sup> at 6:30PM. We will review the main financial policy.
7. **Chiefs Report:** (See last month's Board Packet for the report.) Chief Ward asked if there were any questions. Director Oakley asked about the fact Jefferson County was going to perform the vaccination clinic at the Ranch Chapel instead of the fire station. Chief Ward stated they wanted to do it inside to help with warmth for everyone. Director Wilson asked if the Chiefs report was where the SDAO answer was about the policy book. He stated he thought the incorrect question was asked. Chief stated there was a long discussion in the meeting so he asked what he understood the last question was in regards of having two sets of policies with one being in the administrative policy and the Board policy books. Director Pahl stated what he would like to do is just review the policies and not try to eliminate any at this time. Director Wilson disagreed stating he felt it was waste of our time. He stated they are operational policies and Director Pahl disagreed. Discussion ensued. There was no final decision other than Director Pahl stating the discussion was over. Chief Ward discussed the Emergency Preparedness and explained that the contingency plan is of it being a webinar instead of a public personal event. There was a discussion of recording the live event for use in the future.
8. **Operations Report:** (See last month's Board Packet for the report.) Director Pahl stated he sees the Firemed renewals are not happening. Administrative Assistant Schulke stated she is getting returned mail from a lot of people moving off the Ranch. Calls 39 according to Director Pahl and this is the same as last year.
9. **Correspondence and Recognitions:** Director Pahl stated there is a Thank You from the Lions Club for the Limb Dump Burn. (See last month's Board packet for a copy.) Chief Ward stated they are talking with the Lions Club about doing a Fire Free weekend in the future.
10. **Comments and questions:** Director Pahl asked and there was no comments from the Board. Administrative Assistant Schulke asked about website activity for the March meeting and was told by Director Pahl to wait until April. There were no comments from anyone else.
11. **Adjournment:** Meeting adjourned at 7:45 pm.
- Respectfully Submitted by, Mark W. Wilson Secretary, Director

