

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

**Board Meeting Minutes
October 21, 2021**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 21st, 2021, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

1. Called to Order by Director Pahl at 6:31 p.m., and roll call was done by Director Oakley. Directors Pahl, Oakley, Wilson, Norberg, and Green were present. Also in attendance was Fire Chief, Harry Ward (who joined the meeting at 7:18 pm), Assistant Fire Chief, Sean Hartley, and Administrative Assistant, Dana Schulke. Members of the public attending the meeting were William Burt and John/Patricia Hayes.
2. **Review of Meeting Agenda Items** - Director Pahl asked if there were any additions/deletions to the current agenda. There was none.
3. **Approval of the Board Meeting minutes from September 16, 2021** - Director Pahl asked the Board if there was any corrections to be made on these minutes. Director Oakley made a motion to approve the minutes as presented. Director Green seconded the motion. Director Wilson had a question regarding the minutes that were in the packet, compared to the minutes that were emailed out to the Board. The minutes in the Board packet were the revised actual minutes. There was a voice vote done by the Board on the minutes and all Board members stated “yes” to approve the minutes, motion passed, (5-0).
4. **Financial Reports for September 2021-**
 - 4.1 **Approval** – Director Pahl asked Director Norberg if there was any discrepancies in the financial report. Director Norberg stated everything looked good. Director Wilson had a question about the Resolution that was passed last month for receiving the unanticipated conflagration funds for \$7,661. It appeared that these funds were not shown on the current General Fund Budget Variance in the Board packet. Assistant Chief Hartley stated that was correct and for some reason the figures he put into the accounting platform did not save. The expenses saved correctly but the budget figures did not. Therefore, Assistant Chief Hartley was revising the Budget Variance during the meeting, and he emailed out the corrected Budget Variance to all Board members which showed the correct figures. The current Balance Sheet in the Board packet is balanced and reconciled for each bank account. Director Pahl asked if there was a motion to accept the financials. Director Green made the motion to accept the financials as amended. Director Oakley seconded the motion. A voice vote was done by all Board members and they all state “yes.” Motion passed, (5-0).
 - 4.2 **Appointment of Board members to sign checks in November:** Director Norberg and Director Wilson stated they will sign checks on Wednesday, November 10th, and Director

Norberg and Director Oakley will sign checks on Wednesday, November 24th, 2021. Director Pahl will substitute for Director Norberg if she will be out of town.

5.1 Discussion/Review of Board Policies by Attorney - Director Pahl stated the revisions the Attorney made were in their Board packet. Director Wilson stated he would like to go through all the Attorney comments and review everything during the meeting. The Board started with policy 2.0 and ended with policy 25.01. The Attorney made various comments on the policies. Discussions ensued from the Board by agreeing with making the verbiage changes or they decided to delete/keep what was in the initial policies. Administrative Assistant, Dana Schulke was noting the changes and will email the revised policies out to the Board. There was no further discussion on this topic and Chief Ward joined the meeting at this time.

5.2 Project Updates – Open House on October 30th. Chief Ward stated that the plan is to highlight all our new acquisitions over the last couple of years. There will also be several training scenarios going on to show the public, as well as some hazmat training and rope techniques. We will be showing the public our new training building and fire prevention scenarios. At 3:00 there will be a hose cutting to dedicate the new training facility. Chief Ward has invited several vendors and people who have helped us build the facility, as well as the surrounding fire districts to attend the event. Director Pahl asked Chief Ward if the students could take down the information on the reader board about tonight’s Board meeting and just leave the information about the Open House. Chief Ward stated he will get that taken care of. He is also getting a sign to put on top of the reader board which will have our website information on it.

The other project Chief is working on is getting the 5-ton military apparatus sold by GOVDEALS. He stated that it did not meet the reserve of \$15,000. We could have sold it to the highest bidder, but Chief Ward stated that we have now decided to wait to sell it and get the fuel pump rebuilt which would take care of any issues that buyers would be concerned about. Once it is rebuilt, we will put it back on GOVDEALS to sell.

Chief Ward also stated that he has another project going on. He is working with Dennis Senko to get more Community Service Volunteers to the District to assist us with various programs. This would include Smoke Detector installation, Property Inspections, Fire Prevention, Elderly Safety, etc.

6.1 Discussion on Oregon Fire District Directors Association Conference on November 4-6th, 2021 – Director Pahl stated that he will be attending the conference virtually. No other Board members will be in attendance.

6.2 Discussion on final audit by Accuity for 2020/2021 - Final audit was emailed to the Board on the 20th. Director Pahl & Wilson stated that they feel the Board needs more time to review the audit and would like to put it on the agenda under “old business” for next month’s Board meeting.

6.3 Discussion/Approval of Resolution 2021-10 to accept and received unanticipated SAFER grant revenue – Assistant Chief Hartley explained that the amount listed on the Resolution is 25% of the total grant amount which is for \$313,400. This amount will be divided up over a four-year period, which was recommended by our Auditors, as we probably will not utilize all of it. This SAFER grant was applied for to duplicate the current SAFER grant we were awarded and is up in December 2021. This will help us with volunteer shift stipends, volunteer physicals, and new Personal Protective Equipment. Director Pahl asked if there was a motion to approve Resolution 2021-10 to accept the unanticipated SAFER grant funds. Director Pahl made a motion

to approve and accept the funds, Director Oakley seconded the motion. A roll call vote was done by Director Oakley, and all Board members stated “yes” to approve the Resolution. Motion passed, (5-0).

6.4 Update on performance review of Fire Chief - Director Pahl asked the Board if they want to postpone this until next month and if Chief Ward wanted to have a public performance review or a Special Board Meeting. Chief Ward stated “no,” he does not want a public meeting or Special Board meeting to do his performance review. Director Norberg stated they are not ready and have not completed his review. This topic will be moved to “old business” on the November agenda.

7. Fire Chief’s Report - the Chief’s report was in the Board packet. Director Pahl asked if anyone had any questions regarding the report. Chief Ward added that as of today, we are now in a learning partnership with Columbia Southern University and all employees, and their family members will be able to get a tuition discount to achieve their advanced degrees. He finalized the memo of understanding today with them and this is a great benefit for our District.

8. Operations Report – Director Norberg stated that after looking at the report, our call volume is up, and we have been extremely busy. Director Pahl went back to the financial report and asked about the costs of a shut off valve and why the smaller one cost more money. Assistant Chief Hartley stated these items were purchased as part of the VFA grant and we will be getting reimbursed for these.

9. Comments from the Board, Staff or public on current/future agenda - Director Wilson stated that regarding the OFDDA conference that is being held in November, the Honor Guard is attending this event for posting duties. They also have a line- of- duty death service on November 4th and 5th, and another service to attend in this same timeframe. Director Wilson also offered his services to take off the pump on the 5-ton we are selling, as this is older iron, and he is familiar with taking it off and on. Director Wilson also stated that we need to tell TEC Equipment to put our vehicles inside their building and not to leave them outside when they are working on them.

10. Correspondence/Recognitions/ Good of the Order – There were two thank you notes in the Board packet, one from a resident and the other from a former part-time/seasonal employee that worked for the District over the summer. William Burt stated to the Board and Staff that the Lion’s had a senior’s program to help with inspections of their homes for falls etc. He will look for the flyer and give it to the District when he finds it. He also stated that he will do another term for being on the Budget Committee. The Board had received the email from Assistant Chief Hartley for the revised Budget Variance for the General Fund. Director Wilson questioned the MTD column and the YTD figures, which showed there was no money brought in as the conflagration funds have not been received yet.

10. Adjournment by Director Pahl at 8.03 pm.

Respectfully,
Dana Schulke
Administrative Assistant