

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

January 18, 2024

A Supplemental Budget Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 18, 2024. The Supplemental Budget Hearing was held at 6:00 pm with the Board meeting following immediately after. The meetings were held at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Supplemental Budget Hearing Minutes

- 1. Called to Order** at 6:00 pm by Director Norberg.
 - 1.1 Flag Salute** – led by Director Palmer.
 - 1.2 Roll Call** – Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Costigan, and Norberg. Director Pahl attended the meeting virtually, and Director Gayheart was absent. Also attending virtually were Bob Bengtson, member of the Budget Committee, and Grant Caudel, volunteer paramedic/PIO. Also in attendance were Fire Chief, Sean Hartley and Captain Alysha Delorto. Administrative Assistant Dana Schulke was excused. Members of the public present were Bill Burt, member of the Budget Committee, and Vicki Burt, standing in for Ms. Schulke.
- 2. Supplemental Budget presentation** – Fire Chief Sean Hartley noted that the purpose of the supplemental budget is to allocate funds from the Capital Reserve Fund to replace the fire alarm system for the station. At the auditor’s request, the budget was adjusted to move the funds out of Reserved for Future Expenditure. The amount was increased by about 30%, taking into account the possibility of unforeseen costs, but the original quote from Elite still stands. Director Pahl suggested that we move this on to the Board of Directors for approval.
- 3. Comments or Questions** – Director Norberg sought public input. Bill Burt asked for clarification on the highlighted figures. Bob Bengtson stated that a fire station should have a reliable fire alarm system. Chief Hartley explained that the current system is dated, and that to add smoke alarms and visual detectors to the two new dorm rooms was going to cost more than the quote to replace and add sensors from a local company. Mr. Bengtson thanked Chief Hartley for keeping the budget committee informed throughout the process.
- 4. Adjournment** by Director Norberg at 6:06 pm.

Board Meeting Minutes

- 1. Called to Order** at 6:06 pm by Director Norberg.
 - 1.1 Roll Call** – Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Costigan, and Norberg. Director Pahl attended the meeting virtually, and Director Gayheart was absent. Also attending virtually were

Bob Bengtson, member of the Budget Committee, and Grant Caudel, volunteer paramedic/PIO. Also in attendance were Fire Chief, Sean Hartley and Captain Alysha Delorto. Administrative Assistant Dana Schulke was excused. Members of the public present were Bill Burt, member of the Budget Committee, and Vicki Burt, standing in for Ms. Schulke.

2. **Review of the Agenda** - Director Norberg reviewed the agenda.
3. **Review/Approval of Meeting Minutes from December 21, 2023** – The minutes were in the Board packet for review. Director Costigan made a motion to approve the minutes from December 21, 2023, as presented. Director Palmer seconded the motion. All voted to approve the minutes by stating “Aye,” motion carried, (4-0).

4. **Financial Reports -**

4.1 Acknowledge receipt and approval of financial reports for December 2023 - Director Pahl stated that in December two transfers were not done by the County Treasurer’s Office. Chief Hartley explained that two transfers for the end of the month were not processed by the County, and one transfer for the middle of the month was processed but was on someone else’s statement. He further explained there are some upcoming personnel changes at the County. This problem delayed the reconciliation, but all numbers are now in line, and updated statements have been received. Director Pahl noted the financials are in the Board packet. He stated that on the Balance Sheet the General Fund Net Income was \$1,762,803.23. Chief Hartley explained that the Visa Chase transactions were not included in the Payable Invoice Detail, and he distributed that information for inclusion in the financials. Director Pahl briefly discussed the FireMed data report, noting it was something to be monitored over the next months. Chief Hartley will provide more detail on this during his report. Director Palmer made a motion to approve the December 2023 financials as presented. Director Costigan seconded the motion. All voted to approve the financials by stating “Aye,” motion carried, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Palmer will sign checks on Monday, February 12 and Director Norberg and Director Costigan will sign checks on Monday, February 26, 2024.

5. **Unfinished Business –**

5.1 Resolution 2023-09 - There was no additional discussion. Director Costigan made a motion to approve Resolution 2023-09 for the supplemental budget appropriating funds to replace the station’s existing fire alarm system as presented. Director Palmer seconded the motion. Director Pahl asked if the Resolution should be changed from 2023 since it is now 2024. Chief Hartley agreed that it should be amended to 2024, even though it was drafted in 2023. The motion was amended by Director Costigan to approve Resolution 2024-01. Director Palmer seconded the motion. All voted to approve the resolution as amended by stating “Aye,” motion carried, (4-0).

6. **New Business –**

6.1 Appointment of Budget Officer for 2024/2025 Fiscal Year Budget / Calendar and Budget Committee members – Chief Hartley stated that the Budget Officer is normally the Fire Chief and needs to be appointed by the Board. He noted that the packet includes the list of current Budget Committee members, and he pointed out that the terms of three of those members will expire in June 2024. There has been interest expressed in

two open positions by two highly qualified individuals. Their letters of interest are included in the packet. The Budget Calendar was reviewed, and Chief Hartley explained some of the date changes that were made due to conflicts. He also noted that one item not included on the calendar was a “State of the Department” meeting, which has been done in the past. He further noted that information on budget training has been sent out. Director Costigan noted that two dates on the calendar were transposed (April 12th and April 10th); Chief Hartley will make the correction. Director Costigan moved to approve the 2024/2025 Fiscal Year Budget Committee members, to appoint Chief Hartley as the Budget Officer, and to approve the calendar as amended. Director Palmer seconded the motion. All voted to approve the motion by stating “Aye,” motion carried, (4-0).

6.2 Approval of surplus of 5-ton military apparatus to Lower Bridge Rangeland Fire Protection Association – Chief Hartley reported that he is in the process of obtaining the Hold Harmless Agreement in order to complete the donation of the equipment. The first step is to surplus the vehicle. The Items for Surplus form is included in the packets. The vehicle has the potential value of over \$1,000, which requires approval of the Board. Director Costigan had previously asked Chief Hartley to compare this vehicle to similar ones to determine its value. In doing so, the Chief found varying prices from \$5,000 up to \$25,000. He stressed the benefits of donating the vehicle because it keeps it local and makes it a mutual aid resource. The manager at Lower Bridge was very excited about getting the vehicle and noted it was very similar to a 2½-ton vehicle they obtained from Redmond. The vehicles were made by the same manufacturer, which will make training easier for them. Director Costigan asked if the transfer would be made prior to delivery of the Type 3 Engine coming from the State Fire Marshal. Chief Hartley replied it would be prior, which frees up bay space to park the new engine for set-up. Delivery of that engine is expected in February, and Chief Hartley will be going to Salem next week to get all the equipment needed to outfit the engine. Director Costigan made a motion to approve the surplus and donation of the 5-ton military apparatus to the Lower Bridge Rangeland Fire Protection Association as presented by Chief Hartley. Director Palmer seconded the motion. All voted to approve the motion by stating “Aye,” motion carried, (4-0).

6.3 Date/Time and topics for next Board workshop – The date for the workshop was tentatively set for February 29, 2024; time will be determined at a later date. Suggested topics for the workshop were the FireMed program, ambulance billing and reimbursement levels, and working toward obtaining a new Type 1 engine.

7. Fire Chief’s Report –

The Chief’s report was in the Board packets for all to review. He presented the Call Volume report for 2023, noting that a new record number of calls. He also presented FireMed data, comparing the write-offs to the amount actually made. He noted that administrative costs were not factored into the numbers. Director Costigan asked if any expenses were written off for memberships from other participating jurisdictions. Chief Hartley explained that the data available was not that specific, but he believes most, if not all, the memberships reported are from this jurisdiction. Director Costigan also asked if there was an estimate of the cost of supplies and administrative time involved. Chief Hartley estimated 8-16 hours of Dana’s time is spent on FireMed per month. He stated that it is

not necessarily meant to be a money-making program, but he questioned if the program should operate in the red. It was noted that we have the lowest membership fee of any in the state, with the average fee being between \$55 and \$75 per year. This data will continue to be monitored and will be revisited in July, at which time a rate increase may be considered. If a rate increase is approved, the Board agreed that several public hearings may be needed to explain the issues to the community. Chief Hartley also reported he is working on a continuity of business plan, training Captain Delorto to review invoices and approve payments in his absence. He is also working with the Captains to ensure there is duplication of duties and capabilities.

8. Comments/Questions:

8.1 Public input on the current agenda – Bill Burt agreed with the plan to monitor the FireMed program and consider a rate increase if needed.

8.2 Public input on future agenda topics – none

9. Correspondence/Recognitions/Good of the order – none

10. Adjournment by Director Norberg at 6:49 pm.

Respectfully,

Vicki Burt

Community Service Volunteer