

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

**December 15, 2022**

**Board Meeting Minutes**

**1. Called to Order** by Director Norberg at 6:30pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Directors Norberg, Wilson, Oakley, Pahl and Green. Also, in attendance was Acting Fire Chief Sean Hartley and Administrative Assistant Dana Schulke. Captain David McDonald and Paramedic Frank Iovino were in attendance but left shortly after the meeting was called to order due to a call. Public in attendance were Linda Kay Widmer, William Burt, and Mike Dries.

**2. Review of Meeting Agenda Items** – Chief Hartley stated that he would like to add a Resolution under New Business, 6.1 to bring in unexpected revenue from a conflagration. Chief Hartley also stated that he will be adding some information to the Fire Chief’s report from Dennis Senko on our Community Service programs.

**3. Approval of the Board Workshop & Meeting minutes from November 15<sup>th</sup> and November 17<sup>th</sup>, 2022.**

**3.1 & 3.2** The Board Workshop minutes, and Board Meeting minutes were reviewed by the Board. Director Wilson made a motion to approve both the Board Workshop minutes and the Board Meeting minutes with a small punctuation correction from November 15<sup>th</sup> and 17<sup>th</sup> as presented. Director Pahl seconded the motion. All voted by stating “Aye,” motion carried, (5-0).

**4. Financial Reports -**

**4.1 Financial reports for November 2022** – Director Pahl stated the financial reports are in the Board packet. He asked if there were any questions. Director Green asked about the Carson Oil invoices and if we get a breakdown of what vehicles are being fueled. Chief Hartley stated that, “yes” we do as it is listed on the actual invoices. Director Oakley asked about the staff names listed on the Balance Sheet, as she has not seen that before. Chief Hartley stated the names on the Balance Sheet are staff members that have a credit card. He is working on clearing the names off the balance sheet by doing one big journal entry for the monthly payments. Director Oakley made a motion to approve the November 2022 financials as presented, Director Green seconded the motion. All voted by stating “Aye”, motion carried, (5-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Oakley will sign the checks on Tuesday, January 10th and Director Norberg and Director Wilson will sign checks on Wednesday, January 25, 2023.

**5. Unfinished Business –**

**5.1 Update on Steering Committee** - this topic has been tabled until the January 2023 meeting.

**5.2 Executive Session** – The Board went into Executive Session at 6:38 pm to consider employment of a public official, per ORS 192.660(2)(a). Chief Hartley was asked to join the Board in Executive Session. The Board came out of Executive Session and the meeting

was back in session at 7:10 pm. Director Pahl stated he would like to make a motion to approve the Fire Chief Job Description (as previously released to the Board), as written. Director Wilson seconded the motion. All voted by stating "Aye", motion carried, (5-0). Director Wilson made a motion to offer current "Acting in Capacity" Fire Chief, Sean Hartley an employment agreement (with two addendums) for Fire Chief of the Crooked River Ranch Fire & Rescue. Director Pahl seconded the motion. All voted by roll call stating "yes". A swearing in ceremony will be held at our District in January.

## **6. New Business:**

**6.1 - Discussion/Approval of Resolution 2022-06 to accept unanticipated revenue into the General Fund.** Chief Hartley stated a draft resolution was given to the Board members to review. He stated earlier that when we did the last Resolution to bring in conflagration funds from the Miller Road Fire and the Rum Creek Fire, our volunteer was still on the Double Creek fire, and we did not have the number of hours or equipment use hours submitted to us at that time. The total came to \$21,277 from the State of Oregon conflagration response to the Double Creek fire. Out of the \$12,585, \$8,692 will go into the Capital Reserve Fund to reserve for future expenditures. At this time Director Pahl made a motion to approve Resolution 2022-06 to receive unanticipated funds into the general fund. Director Green seconded the motion. All voted by stating "Aye", motion carried, (5-0).

## **7. Reports -**

**7.1 Fire Chief Report-** Chief Hartley stated his report was in the Board packet. He received an email from the Volunteer Association stating that Shop with a Firefighter was a success. The Giving Tree tags came to a total of 37 this year and all the gifts will be wrapped and distributed. Food boxes will also be provided to the families who applied. We had a total of 35 total Defensible Space grants and out of that, 31 have been paid from the Central Oregon Intergovernmental Council. The four that were not paid were from seniors who were not able to get the work completed. Chief Hartley is working with the Heart of Oregon to see if we can get assistance on those properties that could not complete the work. Director Green asked if we could possibly utilize the workforce from the prison in Madras. Chief Hartley stated that the Conservation Corp has the funds to assist the residents and he will be working on getting them connected to help clean up their properties. He stated that Dennis Senko reported we have not had any address sign request or smoke alarm request. One of the programs Dennis is working on is a Senior Fall program that will hopefully start up in January. Director Pahl asked if we were doing any CPR classes and Chief Hartley stated that Captain Delorto and Adam Wiley have taught some classes to the ATV club.

**7.2 CERT Report –** Linda Kay stated the CERT members have not met in November or December due to the holidays. However, Norm Park and Chief Hartley are working on getting some safety equipment for traffic control. They are also working on getting radios from the grant we received. She stated she is researching companies to get new bright yellow shirts for all the members.

## **8. Comments/Questions:**

**8.1 Public input on the current agenda -** Bill Burt stated that in the past, the Lions Club was working on a seniors fall program, just like Chief Hartley spoke about in his Fire Chief's report.

He might have some material to pass on to our District about it. Director Pahl asked about the HOA website. Bill Burt stated the website is really trashed, and you can only get to certain sections on the website. A brand-new website will have to be developed for the HOA. Many of the Ranch's important information was lost.

**8.2 Public input on future agenda topics – none**

**9. Correspondence/Recognitions/Good of the order** - Director Oakley will not be able to attend two meetings, one in March and the other in April of 2023. Director Pahl stated the Board needs to set a date for putting an ad in the newsletter for availability of Board positions. It was decided that January will be the month the information will go out. Director Pahl explained to the audience the District will have three Board positions available and residents who are interested will have to submit their paperwork to the Jefferson County Clerk by mid-March. Discussion ensued for having a Board Workshop prior to the January Board meeting at 6:00 pm to review the Board positions. Director Pahl asked if Chief Hartley attended the taxing district meeting. Chief Hartley did attend the meeting and he stated we are not competing with any other local option levies in the county, which is good news for us. Chief Hartley stated that Bend Fire has put out a poll for their residents to learn what their future looks like, prior to putting out a request for an increase in their levy. Director Pahl stated that we have to get the levy committee going so it will work in conjunction with the steering committee. Director Pahl also asked about the security cameras and Chief Hartley stated he put an email out to the Board with other options on how to get the extra cameras we need. The Board stated they feel it is a fire chief decision on where to come up with the funds to purchase the extra cameras and they will leave it up to Chief Hartley to handle. Chief Hartley stated this is one of his projects he is working on, along with the Bay heating situation. Discussion ensued with Director Green and Chief Hartley about the type of cameras we will be getting. Chief Hartley stated we are limited with the type of camera we can get, as it has to mesh with our existing ones. Director Pahl also asked about the Civil Service Commission and when we have to have one in place. Chief Hartley stated he is working on the document and rules for the commission and will have it ready for the Board soon. The Board will have to appoint members to the commission and Board members are not allowed to be on the commission. There was no further topics discussed.

**12. Adjournment** by Director Norberg at 7:42 pm

Respectfully,  
Dana Schulke  
Administrative Assistant