

Crooked River Ranch RFPD

6971 SW Shad Rd

Terrebonne, OR 97760

April 16, 2026

A Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 16, 2026, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

- 1. Roll Call-** Taken by Director Pahl and the following were in attendance: Directors Cross, Pahl, Costigan, and Fletcher. Director Palmer was excused. Also in attendance were Fire Chief Sean Hartley and Administrative Assistant Dana Schulke. Members of the public were Mike Dries, Linda Kay Widmer, Kay Norberg, Darren Squier, Bill and Vicki Burt, Susan Holt, Monika Piatt and Fire Marshal Dennis Senko.
- 2. Review of the Agenda –** Director Cross reviewed the agenda. Director Costigan asked to add two items to New Business regarding the proposed fiscal budget for 2026/2027 and Chief’s proposed salary for next fiscal year.
- 3. Approval of the minutes –**
 - 3.1 Board Meeting minutes from Thursday, March 19, 2026 –** Director Costigan made a motion to approve meeting minutes from March 19th as presented. Director Fletcher seconded the motion. All were in favor by stating “Aye”; motion carried (4-0).
- 4. Acknowledge receipt and approval of the financial reports for March 2026 –** Director Costigan reported that everything balanced as of March 31, 2026. Chief Hartley reported that GEMT funds from the second quarter of 2025 were received, and preparations are being made to process the next payments. Director Pahl made a motion to approve the March 2026 financials as presented. Director Fletcher seconded the motion. All were in favor by stating “Aye”; motion carried (4-0).
 - 4.1 Appointment of Board members to sign checks for Monday, May 11th and Tuesday, May 26, 2026 –** Directors Pahl and Cross will sign on Monday, May 11th, and Directors Pahl and Fletcher will sign on Monday, May 26th.
 - 4.2 Review of potential/additional Levy for the District –** Director Costigan explained the details of the local tax structure and of a local options levy, which is approved by voters. The rate is currently \$1.17 per \$1000 of taxable assessed value and is set until

2029. He further explained the option to request an additional local option levy to increase staffing with competitive wages and benefits.

5. Unfinished Business –

5.1 Discussion/Action on Sale of Apparatus to Warm Springs Fire – Chief Hartley reported that there has been no response from the Tribal Council to date.

5.2 Discussion on Board policy for interview questions for staff/constituents on Fire Chief’s Performance Review – Director Cross reported that Director Palmer had submitted a draft based on previous Board discussions, and the consensus was that the format was well suited to the review process. Director Pahl made a motion to approve the revised Board Policy 9.03 for Fire Chief’s evaluation process as presented. Director Fletcher seconded the motion. All were in favor by stating “Aye”; motion carried (4-0).

6. New Business –

6.1 Review of Ambulance Billing fees and current fee schedule for the District – Chief Hartley suggested further consideration to initiate a treatment/no transport fee schedule, and to increase non-resident rates. When the Ordinance for Cost Recovery Fees is finalized with the attorney, it will contain an entire fee schedule, including fees for record requests.

6.2 Review of Ordinance for Cost Recovery Fees and date for first public hearing – Chief Hartley reported that our attorney had provided a draft ordinance from another fire district with potential language from the ORS, giving authority to a fire district to bill for cost recovery and the process to do so. Chief Hartley highlighted ORS 404.270 which limits the amount collectible from an individual requiring search and rescue to \$500 and further outlines restrictions of billing for these situations.

6.3 Review of Strategic Plan – Chief Hartley reported the status of the following goals: a contract with a grant writer is being reviewed; discussions regarding a local option levy are ongoing; compensation and benefits market study has been completed; the SDAO Summer Intern Grant is still pending; further cyber security training and assessments will take place this fall; research on the EMS billing fee proposed by Jefferson County Fire is ongoing; planning for expected retirement and succession has been completed; volunteer recruitment continues; Alan Smoke is doing much of the training planning and scheduling and is currently running the Firefighter I Academy; staff wellness and burn-out risk is being monitored. The Chief further reported problems with the Type 6 engine and the options being considered to repair or replace it.

6.4 Budget Document for the 2026/2027 fiscal budget – Director Costigan reported that an estimate of the Chief’s salary is required before the budget can be released, and he provided comparative salaries of other agencies. Chief Hartley stated he needed a figure

from the Board to put for his estimated salary, along with a few more days to wrap up the budget. It was stated that Chief Hartley will have the document ready by Wednesday, April 22nd.

6.5 Provide Chief salary estimate for the budget – After discussion of comparative salaries, Director Costigan made a motion to authorize the Chief to utilize the proposed salary amount of \$120,000 for the proposed 2026/2027 fiscal budget. Director Fletcher seconded the motion. All were in favor by stating “Aye”; motion carried (4-0).

7. Fire Chief’s Report – Chief Hartley reported that the Easter Egg Hunt was very successful. The Wildfire Preparedness Open House is April 25th. Grant opportunities were discussed and we have applied for them. Senator Merkley recognized the District at a recent Town Hall for the response to the Alder Springs Fire. As a result of that, the Chief has had a meeting with a staffer regarding the District’s issues and concerns. A grant has been submitted to possibly help with replacing some of the kitchen appliances that are failing.

8. CERT Report – Linda Kay Widmer reported that the March training included traffic control training by an ODOT representative. April training will include an evacuation drill with Sgt. Skidgel. Research is being done on options for lighting for nighttime events.

9. Comment/Questions –

9.1 Public input on the current agenda topics – A member of the public suggested that Fire Med information be made available at the Open House.

9.2 Public input on future agenda topics – There was none.

10. Correspondence/Recognitions/Good of the Order – Dana Schulke reminded the Board that there will be a training on May 7th with Jeff Griffin.

11. Adjournment – Director Cross adjourned the meeting at 7:54 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant