

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

**Board Meeting Minutes
April 18, 2019**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 28 at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

Board Meeting Minutes

1. Called to Order by Director Bengtson at 6:30 p.m. Directors Meredith, Oakley and Bengtson were present. Director Kirk was excused from the meeting. Also present, Fire Chief, Harry Ward. Assistant Fire Chief, Sean Hartley was excused from the meeting, as well as Administrative Assistant, Dana Schulke. Also in attendance, Captain Tom Fast, Nolen Wironen and Marta McGovern-Philpott. Members of the public in attendance, Brad Pahl, Brenda Davis, Mark Wilson, Jeff Green, Tina Wilson, Kay Norberg, Michael Knoke and William Burt.
2. Review of Meeting Agenda Items – the Board reviewed the agenda and there was nothing to add.
3. **Approval of the Board Meeting/Workshop Minutes.**
 - 3.1. March 21, 2019 Board minutes – minutes were reviewed and read by the Board. Director Oakley made a motion to approve the March, 2019 Board meeting minutes as amended. Director Meredith seconded the motion. We need to add the question that Brad Pahl addressed about why the Travel expenses where not matching up, which should be just after his statement about the Boat inspections that will be available at the Station on April 27th. (Under 11.1) All were in favor and the motion passed, (3-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of March 2019. In the First Interstate Bank general account, there was \$16,005.18. In the First Interstate Bank-Payroll account, we had \$2,407.74. In the Jefferson County Treasury the account balances were: Bond Fund \$32,795.53, Capital Reserve Fund \$186,072.96, General Fund \$231,344.20, Local Option Levy Fund \$235,482.14. In Accounts Receivable we had \$590.00. Director Oakley made a motion to approve the March 2019 financial report as presented, Director Bengtson seconded the motion, all were in favor and the motion passed, (3-0). Brad Pahl asked if the revised Balance Sheet for February had to have a motion on it. Director Meredith stated that February's Balance Sheet was approved and had a motion on it with knowing the bank feeds were off for the three First Interstate accounts.
 - 4.2 **Appointment of Board members to sign checks** – It was decided that Director Bengtson and Director Meredith will sign checks on Thursday, May 9th and Director Oakley and Director Meredith will sign checks on Thursday, May 23rd, 2019.
5. **Comments from the public** – none
6. **Unfinished Business** –

6.1 Follow-up discussion on the new Radios – Fire Chief, Harry Ward stated that everything is going well. The live date is still scheduled for May 15th. We are still waiting for our base radios for the station. The training protocol is finished and Deschutes Co. 911 is thinking of recording it so that it can be uploaded into Target Solutions for everyone to review when they can.

6.2 Follow-up on Active Threat Protocol/Drill – Fire Chief, Harry Ward stated that he is still reviewing the documents he has received and putting a plan together for the District. He stated that we should change this topic to state “Active Threat Protocol”, rather than “Shooter”. There was no further discussion on this subject.

7. New Business – None

8. Fire Chiefs Report – Fire Chief, Harry Ward stated that vehicle maintenance will be done on all the vehicles by the end of May. He stated that he and Chief Hartley will be attending the Chiefs Conference on May 1st & 2nd. We also have put in for another grant last week through the Oregon Department of Forestry Assistance grant. This will be for replacement of wildland hose and nozzles as well as more supply hose and fittings to go with it. This is a 50/50 match but we were able use our Volunteer Training hours as in-kind donations and if this grant is awarded to us, we would not have to take anything out of our budget for the match. We are researching Ambulance Billing companies due to our current one raising their rates. We have found one that is about half the price of what our current one charges. We are also looking at a second company to utilize as well. Our current ambulance billing company will continue to finish out our current charts and have sent them a letter stating that as of July 1st we will be terminating our contract. Chief Ward also stated that we will be going with another EAP program for our District, through Special Districts Insurance Services which works with the states Firefighter council. Our career personnel will be free and our volunteers will be at \$14.27 per year. This program is much cheaper and we can utilize six visits, rather than only the three visits through the one we have currently. We have also been asked to be part of a burn-to-learn at Sisters-Camp Sherman Fire & Rescue and it is currently scheduled for June 8th, he is hoping it get it done sooner before fire season. He also stated that he, Director Meredith and Director Oakley attended the simulation event at the Deschutes County Fairgrounds today which was title “Could Central Oregon become the next Paradise”. They saw some dramatic fire behavior simulations, through Deschutes River Woods and the La Pine area. It was very eye opening for a lot of people that attended it today and the main thing that came out of it is “education”. Director Oakley stated that there was a gentleman there that spoke about the after math of the fire and what all the people had to go through after this huge fire in Paradise, California. Director Meredith stated the fire ripped through 18 miles in less than two hours. There were 87 people killed in the fire and a lot of heartache. People were not prepared and he would like to see the residents of the Ranch be more prepared if this happens to us. Director Oakley asked a question to Chief Ward in regards to the fire District working with the Special Road District in the placement of the Wildfire Evacuation signs, since the new alternate exit was done. Chief Ward stated that they have removed a few in that area because directional wise it was too confusing. It all comes down to where the fire will be located and where the Sheriff’s office directs the traffic. Director Meredith also stated that another item they mentioned at the symposium today was to make sure your trees are at least 50 feet away from your home, which will really make a difference if there is a fire. He is going to make a conscious effort to inform and educate our residents on this.

9. Operations Report – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet for the Board to review. There was nothing to add.

10. Correspondence/Recognitions – Director Bengtson stated we received a note from Oregon PERS thanking us for reporting all the figures before they were due in 2018. We also received a thank you from Beth Kidwell thanking the ambulance staff for saving her life.

11. Comments/Questions:

11.1 **Public** – Jeff Green asked a question in regards to the Balance Sheet and the Bond Fund. He was wondering about the Total Comprehensive Income on the Bond Fund, compared to the Capital Reserve Fund, gross profit line item. It was stated by Director Bengtson that some of the words used by our accounting system are hard to understand. Chief Ward stated the Capital Reserve Fund is our savings, we transfer money into it, where the Bond Fund is an expense. Also, Mike Knoke stated to Director Meredith that he was able to get a lot of educational material on the Ready, Set, Go program if there is a major fire. Director Bengtson stated that we have our Emergency Preparedness Open House on April 27th and should have some of this material available at that event. William Burt asked a question in regards to the fire department coming out to inspect your property for defensible space. Chief Ward said “yes” we still offer that program for our residents. This is usually part of the Title 3 grant funds process, however, we do not know if we have the funds available this year, but can still come out and inspect properties. Mark Wilson asked a question as to who will be doing the vehicle maintenance on the apparatus. Chief Ward said it will be Jeremy from Action Auto Repair.

11.2 **Chief, Staff and/or Volunteers** - Marta McGovern Philpott reminded everyone that the Easter Egg Hunt is this Saturday, April 20th.

11.3 **Board** – Director Bengtson stated that in our last board meeting it was asked by him to have Director Oakley write a reply back to the State of Oregon, in reference to the segregation of duties and that our Board is aware of this discrepancy. Director Oakley drafted the letter and sent to Dana. Dana then emailed it to Director Bengtson for review. Director Bengtson “accidentally” replied back to “all” the Board members, when it should have just been for Dana. From doing this action, it created a meeting. This was not intentional and he wanted to be up front about it and wanted to make sure everyone knew about it. Kay Norberg stated to everyone that George Gregory recently passed and he wanted to donate his tractor to the District. Kay stated that she was gifting the dump trailer that attaches to it to the District. It will be kept at her garage and the District can come and get it when they need it.

12. Adjournment by Director Bengtson at 7:07 pm.

Respectfully,
Dana Schulke
Administrative Assistant