

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

Board Meeting Minutes (Virtual Style Meeting)

19 November 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 19 November 2020 at 6:30 PM online using “ZOOM” meeting platform.

Board Meeting Minutes

- 1. Meeting Called to Order at:** 6:30 pm By Director Pahl.
 - 1.1. Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Sean Hartley was excused, Dana Schulke, David McDonald, Bill Burt, Kay Norberg, John & Pat Hayes and Tina Wilson.
- 2. Review of Agenda:** There was no changes.
- 3. Approval of Board Meeting Minutes:**
 - 3.1.** Motion for 15 October 2020 Board Meeting Minutes made by Director Meredith as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
 - 3.2.** Motion for 20 October 2020 Board Workshop Minutes made by Director Green as presented. Director Oakley seconded. Roll call vote: Unanimous vote passed motion.
- 4. Financial Report:** (Director Pahl shared information from SDAO that since our reports are available to the public at all our meetings they do not have to be read into the records.)
 - 4.1.** (See last month’s Board packet for information.) Director Pahl asked Director Green about any issues or changes. Director Green explained our system for auto deposit of checks worked as designed and caught a deposit issue error which was easily corrected. So the system in place is working. Small discussion on the Corona Virus Relief Fund monies and how they were showing in the financials. Motion to accept the financials as presented made by Director Meredith. Seconded by Director Oakley.
 - 4.2.** Check signing for December: Board Members to sign checks in December on Thursday the 10th and Monday the 28th. Director’s Pahl and Green will sign on the 10th. Director’s Green and Meredith will sign on the 28th.
- 5. Unfinished Business:**
 - 5.1.** Approval of revised Schedule of Fees (Board Policy 26.01) to add increased fee for Emergency Address Sign, etc. The paperwork is in the packet (See last month’s Board packet for a copy.) Motion to accept the new “Fee Schedule” as presented made by Director Oakley. Seconded by Director Meredith. Roll call vote: Unanimous vote passed motion.
 - 5.2.** Discussion of Board Members \$50.00 monthly compensation. Director Wilson asked SDAO to clarify the policy. He shared the information he received and a discussion ensued. A motion to disapprove all Board Members of receiving any daily compensation as discussed here and pursuant to Board Policy # 2.04-1.-A. was made by Director Meredith. Seconded by Director Wilson. Roll call vote: Unanimous vote passed motion.
 - 5.3.** Performance review of Fire Chief – Director Pahl read the requirements of an Executive Session per ORS 192.660 (2) (i) to review and evaluate the employment-related

performance of the Chief Executive Officer. Board Meeting was adjourned while the Executive session was held. 7:19 pm

6. New Business:

6.1. Discussion / Approval of revised Board Policy 9.01-9.08 Fire Chief Role and Board Policy 10.01 Safety and Loss Prevention. Director Meredith made a motion to accept all policies presented. Directed Oakley seconded. Roll call vote: Unanimous vote passed motion.

6.2. Discussion / Approval of Resolution 2020-10 accepting and receiving unanticipated revenue of \$12932.24 for personnel costs from the Coronavirus Relief Fund to the District's General Fund. Motion made to accept by Director Meredith and seconded by Director Green. Roll call vote Directors Pahl, Oakley, Meredith and Green were yes vote. Director Wilson was no vote, Motion passed 4-1.

6.3. New COVID 19 protocol for staff. Chief Ward explained the new requirements of over 20 sections. This covered when and where masks must be worn. Public is not allowed into the building. Board Members can come in to sign checks and he explained that process. Chief then shared information about a drive through test being held in the station building in the bays. Discussion followed on this subject.

7. Chiefs Report: (See last month's Board Packet for the report.) Chief Ward asked if there were any questions. Director Pahl asked about a target date for the open house. Chief stated April 5th is the target date currently and if we can't actually have it we would do a webinar. He then shared information about welcome kits through the HOA and we would provide materials for them as far as fire safety. Director Pahl mentioned the giving tree and food drive.

8. Operations Report: (See last month's Board Packet for the report.) Nothing to note according to Chief then added the safety committee is driving the COVID requirements. He added Chief Hartley had added the website information and pointed out the spike in October and the date was the 16th. There was discussion as to what coincided with training or the Board Meeting. Chief added he has been putting information on Facebook about cooking safety. Director Pahl commented on call volume and Fire Med membership changing. Director Wilson asked about a donation of air bags for rescue. Chief said it was an individual but could not remember the name. They are trying to bring him to the station to show him what he purchased and how it will be used.

9. Correspondence and Recognitions: Director Pahl commented on emails (See last month's packet.). Director Wilson stated that he and Director Pahl had discussed and questioned why the check signing could not be a set day rather than moving it around constantly. Director Pahl gave an explanation and asked Dana to further explain. She gave an explanation about it coinciding with payroll and time to fix any errors. Director Wilson asked about the projected training schedule and Chief said it is on the second Thursday of every month. He then expanded on the process. There is also a District calendar to view with this information on it. Director Wilson asked about the BLM progress on the fire prevention process since the approval of the Wilderness boundary change. Discussion followed. Administrative Assistant Schulke stated she is working on the annual report and it

should be out in January. Director Pahl stated we received our final audit report and are reviewing it.

10. Comments and questions: Bill Burt asked about the Chief still being employed since he came back from the Executive session. Director Pahl confirmed this is true.

11. Adjournment: Meeting adjourned at 7:50 pm.

Respectfully Submitted by,

Mark W. Wilson Secretary, Director

Position # 5 Crooked River Ranch Rural Fire Protection District Fire Board