

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

**November 17, 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 Tom Fast and FF/Paramedic Adam Wiley were in attendance, but left at 6:56pm due to a call, then returned to the meeting at 7:30 pm. Public in attendance were Linda Kay Widmer, William Burt, Tina Wilson, Mike Dries and Colton Steinke (who attended until 6:55 pm, then left).

**2. Review of Meeting Agenda Items** – there was no additions or deletions to the agenda.

**3. Approval of the Board Meeting minutes from October 20, 2022**

**3.1** The minutes were reviewed by the Board. Director Pahl made a motion to approve the Board Meeting minutes from October 20th as presented. Director Green seconded the motion. All voted by stating “Aye,” motion carried, (5-0).

**4. Financial Reports -**

**4.1 Financial reports for October 2022** – Director Pahl stated that after the past 2-3 months he has the reconciliation process down. He also stated the \$9,332.50 showing at the bottom of the Balance Sheet has not been spent at the end of October (which showed September on the Balance Sheet). Director Wilson stated in his two-on-one meeting with Chief Hartley, he had to ask why “S. Hartley” was showing under Assets on the Balance Sheet. Chief Hartley explained that it was an overpayment on a credit card. Chief Hartley stated there are still some ambulance billing vendors that are still depositing our funds into First Interstate unfortunately, but that is being worked on by our billing company to make sure all the funds are getting into the Chase account. We plan on closing out the old US Bank account after the first of the year. Director Wilson made a motion to approve the October financials as presented, Director Oakley 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 Wilson will sign the checks on Friday, December 9th and Director Norberg and Director Green will sign checks on Tuesday, December 27, 2022.

**5. Unfinished Business –**

**5.1 Update on Steering Committee** – Chief Hartley reported the committee is going to meet after January 1<sup>st</sup>, as we have too many events in the next month and not enough days.

**5.2 Executive Session** – The Board went into Executive Session at 6:40 pm to consider employment of a public official, per ORS 192.660(2)(a). During this time, William Burt left at 7:40 pm (while the Board was in Executive Session). The Board came out of Executive Session at 7:45 pm and no decisions were made.

**5.3 Update on Grants** - Chief Hartley went over the list of grants. We have applied for the SDAO Safety Grant for additional security cameras. Also, we have applied for the

Assistance to Firefighter Grant for a new Engine and we are still waiting to hear back on both of these. We have received an AFG grant to install the Exhaust Removal System in the bay. The vendor is to install it in 12-16 weeks (around March/April). We have submitted the Oregon State Fire Marshal Engine grant and we are waiting to hear back on this one. Director Pahl made a recommendation to proceed with the Oregon State Fire Marshal Staffing grant (as discussed in the Board Workshop) and for Chief Hartley to draft the submission by November 30<sup>th</sup>. There was no further discussion.

## 6. New Business:

**6.1 Discussion on Board positions for May 2023 elections** - At this time Director Norberg stated there were going to be three positions available at the end of June 2023. She asked the current Board members who's terms were up if they will be running again for the Board. Director Wilson stated that he has an interest in being a volunteer with the District and feels he could be of better use in that capacity, so he will not be running again for the Board. Director Oakley stated she will probably not run again, and Director Green was undecided at this time. There was no further discussion.

## 7. Reports -

**7.1 Fire Chief Report**- The report was in the Board packet for review. Chief Hartley added to his report that Shop with a Firefighter will be on December 3<sup>rd</sup>. Captain Delorto will be sending out more information on this soon. The Bureau of Land Management pile burning project is occurring on a day-to-day basis and is dependent on the weather. Our personnel will be assisting on this project. Lastly, Chief Hartley congratulated Damion Hatch on passing his Paramedic test and getting hired at Redmond Fire & Rescue.

**7.2 CERT Report** – Linda Kay Widmer presented the Board and audience with her report. She stated last month for training they had a representative from the Oregon Department of Transportation come and speak about traffic control and management. She stated he had some good stories to tell and also some gruesome pictures to show. The CERT team has come up with a list of needs for directing traffic such as equipment, signs, and safety vests. Norm Park, one of the CERT members, is working with Chief Hartley on radio traffic. Linda Kay is also working on getting new safety T-shirts for all the members in a different color, so they will stand out more. She indicated that the team is taking November and December off and will reconvene in January after the Holidays are over. During this time, everyone will be completing two online courses. Director Wilson stated that at the OFDDA conference it was mentioned that there are a lot of private grants out there and the CERT team should go after those. Also, large companies (like Walmart) want to give money away and we should be knocking on their doors to get what the CERT team needs. Linda Kay also mentioned that Sergeant Pond at Jefferson County Sheriff's Office has some equipment as well that we might be able to get. She also stated that she is assisting Dana and Alysha with the District holiday party this year. It will be held on Saturday, January 7<sup>th</sup> at 5:00 pm. The District will be providing a Ham and beverages; a white elephant gift exchange will be done and another game. RSVP's will be needed to know how much Ham to buy, etc.

**8. Comments/Questions:**

**8.1 Public input on the current agenda** - Tina Wilson stated she spoke to Chief Hartley to make sure there is a Volunteers report under comments. Chief Hartley stated one was not provided to him for this meeting, so that is why it was not put down on the agenda.

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

**9. Correspondence/Recognitions/Good of the order** - Director Wilson stated he received a letter regarding the Northwest Leadership Seminar/Conference in March 2023 for anyone who is interested in attending. Director Oakley stated the Board received information from SDAO in regard to the Financial Data Transparency Act. SDAO is stating that all District's should be writing a letter to our Senators/Legislators to vote against this as it will have a huge impact on everyone's budget. The Board asked Director Oakley to draft the letters and the Board will sign it as soon as possible. Director Wilson stated there was a lot of good information at the OFDDA conference last month and he would like to go through the material with the Board at the next workshop. He also stated that at the OFDDA conference there is a Board President trophy given out every year and this year the Honor Guard was the recipient of the trophy. Director Wilson stated the Honor Guard has brought on two new members and the day after Thanksgiving is the 20-year anniversary of the Coos Bay Firefighters that were killed in the line of duty. The Honor Guard will be attending the service. Director Wilson stated that the Honor Guard is getting a lot of new members from the State Fire Marshal's Office, as the State Fire Marshal is a huge supporter of the Honor Guard. They are also getting members from DPSST (Department of Public Safety Standards Training). Director Pahl stated that Captain Fast is leaving us, and this will be his last Board meeting to attend. He congratulated him for all the years of service he has given the District and wished him well at his new location of employment.

**12. Adjournment** by Director Norberg at 8.29 pm

Respectfully,  
Dana Schulke  
Administrative Assistant