

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

**February 15, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 15, 2024. The Board meeting was held at 6:30 pm and was held 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** at 6:00 pm by Director Norberg
  - 1.1 Flag Salute** – led by Director Palmer
  - 1.2 Roll Call** – Director Costigan completed the roll call, and the following individuals were in attendance: Directors Palmer, Costigan, Norberg, Gayheart and Pahl. Also attending the meeting was Fire Chief Sean Hartley, and Captain Adam Wiley. Administrative Assistant Dana Schulke was excused. Members of the public present were Bill Burt, Linda Kay Widmer and Corey Heyen.
- 2. Review of the Agenda** - Director Norberg reviewed the agenda. Director Costigan suggested that they bump up the Fire Chief’s report right after Unfinished Business. That way if there are any new topics to discuss, it will go under New Business.
- 3. Review/Approval of Meeting Minutes from January 18, 2024** – The minutes were in the Board packet for review. Director Pahl made a motion to approve the minutes from January 18, 2024, meeting, as presented. Director Gayheart seconded the motion. All voted to approve the minutes by stating “Aye,” motion carried, (5-0).
- 4. Financial Reports -**
  - 4.1 Acknowledge receipt and approval of financial reports for January 2024** - Director Pahl stated that we have balanced for the month of January, and everything came together. Chief Hartley stated that Jefferson County’s current Treasurer has resigned from the position, and Jeff Rasmussen the interim Treasurer, and Gabriel Soliz is now the finance director who is managing all the reporting to the agencies. There was a small issue with the reporting, which Gabriel was able to correct and submit back to Chief Hartley. Director Paul stated that we have \$1,704,507.61 in our General Fund for January. Director Palmer made a motion to approve the January 2024 financials as presented. Director Gayheart seconded the motion. All voted to approve the financials by stating “Aye,” motion carried, (5-0).
  - 4.2 Appointment of Board members to sign checks** – It was decided that Director Norberg and Director Gayheart will sign checks on Tuesday, March 12th and Director Norberg and Director Costigan will sign checks on Monday, March 25<sup>th</sup>, 2024.
- 5. Unfinished Business –**
  - 5.1 Update on 5-ton wildland engine donation** – Chief Hartley stated that we have received the paperwork back from our Attorney for the donation of the 5-ton. He will

inform everyone when the contact for the Lower Bridge Rangeland Fire Protection can get it on Tuesday, the 20th. Chief Hartley would like the Board members to come to the station that day for photo opportunities.

**5.2 Discussion on date and time of next workshop meeting** - per Director Norberg, we have most of the topics to discuss, however a date and time must be pinned down. There was discussion about having the workshop on Thursday, February 29<sup>th</sup>, as well as meeting at 2:00 pm in the afternoon, rather than in the evening. The time and date were agreed upon by all Board members. Nothing further was discussed.

**6. Fire Chief's Report** – at this time, the Board bumped up the Chief's report. The report was in the Board packet for all to review. Chief Hartley stated that BLM has completed most of their pile burning, they only have a couple more to do in the spring or late fall. Director Palmer asked if the left-over piles were "chippable"? Chief Hartley will ask and get back to him on that question. The Chief informed the Board to save the date of Saturday, May 4<sup>th</sup> for our annual Emergency Preparedness Open House. It will be from 10:00 am – 1:00pm. More information is to follow on presenters and vendors. 531 was out in Prineville at Omco to add some more storage to it and we got it back in service today. Our snowplow is in for repairs due to a glass, due to a bungee cord striking the window. The Chief is waiting for a call from the State regarding receiving our new fire truck, as we should be getting it by the end of March. He also stated that we are reviewing our standards of guidelines for operational procedures. His hope is to have this project done by the end of April. He is meeting with Sgt. Bryan Skidgel with Jefferson County Sherriff's office to review the evacuation procedures for the Ranch, which will include other agencies, our CERT team, etc. Chief Hartley also stated that he wanted to thank Vicki Burt for helping us with all the administrative tasks while Dana was out on medical leave. He also stated that a few nights ago we had back-to-back calls and his staffing plan worked accordingly by having both ambulances available for the calls. There was no further discussion in his report.

**7. New Business** – there was no "new" business discussed

**8. CERT report** - Linda Kay stated in a personal note that she got her first ride in the ambulance and was treated very well by the staff. She stated the team took November and December off from training. The January training consisted of Sgt. Skidgel coming and reviewing with the team his efforts on getting a Search and Rescue team put together with different resources, etc. She stated that one of the CERT members got to go to an additional training class for traffic control management, which came out of the CERT line item in the district's budget. She is hoping that in March the team will be refreshing their CPR skills, along with reviewing the evacuation plans with Chief Hartley and Sgt. Skidgel. She is collaborating with them on getting better signage throughout the Ranch for evaluation purposes. Director Gayheart asked how many members are in the CERT team. Linda Kay stated she has seven regulars that show up all the time, with a few others that are hit and miss on their attendance. Director Gayheart asked if she was planning any basic training for the future, she stated it has been hard to schedule one as she likes to have at least ten people attend the basic training. It was mentioned that the CERT team will be presented on the district's website, and she is currently working with Grant, our PIO, on this. There was also discussion on doing live-fire training with the CERT team to help the district's crew find bodies in the structure, etc.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** – Corey Heyen stated he has had issues with his neighbors and some post-traumatic stress from being in the war. Director Costigan was encouraging public input and questions to ensure more transparency.

**9.2 Public input on future agenda topics** – Bill Burt asked if there were actual plans to look at for evacuations. Chief Hartley stated that he is meeting with Sgt. Skidgel tomorrow regarding this, and it will be mapped out to share with everyone in the future.

**10. Correspondence/Recognitions/Good of the order** – Linda Kay stated that she has emailed the National Weather Service to request weather spotting training at our facility. Chief Hartley stated that we will be getting a new weather monitoring system, and it will be in next year's budget.

**11. Adjournment** by Director Norberg at 7:14 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant