

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

Board Meeting Minutes (Virtual Style Meeting)
17 September 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 17 September 2020 at the conclusion of the Supplemental Budget Hearing online using “ZOOM” meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:14 pm By Director Pahl.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, John Meredith, Mark Wilson, Harry Ward, Dana Schulke, Alysha Delorto, Bill Burt, Kay Norberg, Tina Wilson and Marta McGovern-Philpott.
2. **Review of Agenda:** There were no additions or changes to the agenda.
3. **Approval of Board Meeting Minutes:**
 - 3.1. Motion for 20 August 2020 Board Meeting Minutes made by Director Oakley as presented. Director Green seconded. Roll call vote: Unanimous vote passed motion.
4. **Financial Report:**
 - 4.1. Director Green stated the current supplied financials are not going to be approved due to the errors and the inability to have them corrected or questioned since Assistant Chief Hartley is not present. Director Green then stated we should review them and vote on them next month. Director Pahl asked Chief Ward for an explanation. Chief Ward went into the issues and Assistant Chief Hartley has been out on a fire. Director Green then explained the documents did not match each other and Administrative Assistant Schulke concurred with Director Green’s statements when questioned by Director Pahl. Director Green then stated we rely a lot on Assistant Chief Hartley and thought it would behoove us to get more training for Chief Ward and Administrative Assistant Schulke to be sure there is a plan in place in case something happens to Assistant Chief Hartley. Administrative Assistant Schulke stated we do have an auditor who is getting very familiar with Xero and there is a gentleman who specializes with Xero and if we need help we can go to him. She then stated she was going to get with Assistant Chief Hartley when he gets back to go over the issues and will be his full back up by the end of the year. Chief Ward agreed. Director Green stated he believes we really need a plan with a training plan in place as soon as possible. A discussion ensued between the Directors and Chief. It was decided that the financials will be reviewed next month. Director Pahl stated we will discuss cross training at the next workshop.
 - 4.2. Check signing for October: Board Members to sign checks in October on Friday the 9th and Monday the 26th. Director Green stated he will not be available for check signing on the 9th. Director Oakley & Wilson will sign on the 9th. The agenda meeting will be on the 8th with Director Pahl and Director Wilson. Director Green and Director Meredith will sign on the 26th.
5. **Unfinished Business:**

- 5.1. Chief evaluation form. Director Oakley stated she and Director Meredith had met and they went over the current paperwork. She then explained what they had discussed and that she had met with Director Pahl. She then asked for the Board Members to submit two questions to be given to all members who are under the Chiefs supervision. Director Pahl added his comments about trying to make this new review to reflect Chief being a Chief Officer and not a member of the line personnel. Director Oakley stated Chiefs review is due by the end of October.
 - 5.2. Flu shot clinic time is on October 8th from 8:00 am to 12:00 pm. There will also be one on the 5th for the Volunteers and Board Members if they can't make it to the one on the 8th. It will be in the evening during drill.
 - 5.3. Fire Marshal data was explained by Chief Ward that they can get finite results of our calls other than they are EMS only or Fire only.
 - 5.4. Follow up on Executive session agenda format. There was some confusion on Director Wilson's part as to which policy there was documentation missing and he read Policy 5 which had been removed from the Board policy book and was given to Chief. It was decided this was in reference to a request form for public records. Director Pahl then discussed the issue of a media type of people being in the Executive session. Chief Ward then explained what SDAO had come back to him about who is media. Director Wilson stated he had wanted to bring forward what Chief had found out about a week after the request had been asked of him after last month's meeting. The question that was brought up last month was what or who decides who public media is. Also who is allowed in Executive Sessions and what can be reported. Director Wilson then brought up the policy he had been confused about earlier and it was actually policy # 4 where it refers to Executive Session in Policy 4.03 page 3 of 3; #9 notice of meetings and has the reference of a "Sample Notice" listed and that is what is needed to be included in the packet. Administrative Assistant Schulke acknowledged what was needed and will provide that for inclusion in the Policy Manual.
 - 5.5. (This agenda item was covered in previous section discussion.)
6. **New Business:**
- 6.1. Resolution 2020-08 Supplemental Budget. Director Pahl went over the highlights of the Resolution produced from the Supplemental Budget Hearing held prior to the current meeting. He then read the actual dollar amounts and changes. (See September Board packet for the document.) Motion to accept the Resolution 2020-08 Motion made by Director Green. Director Meredith seconded. Roll call vote: Unanimous vote passed Resolution 2020-08.
 - 6.2. Policy discussion and approval of 1.01-1.03; 2.01-2.05; 3.01-3.02; 4.01-4.06; 5 to be left blank; 6.01; 7.01-7.02; 8.10 sections A-E. Director Meredith motion to accept and Director Green Seconded. Roll call vote: Unanimous vote passed all policies as listed. Director Wilson would sign them tonight since he was at the station. Director Pahl will sign them on October 8th at the Agenda setting meeting.
 - 6.3. Work session for October or November. Discussion followed. It was decided to discuss cross training of duties and two more policies, 9 and 10. It was decided to have the workshop on October 20th at 6:30 pm.

- 6.4. Chief's annual review which entails meeting with staff, volunteers and students. Director Oakley volunteered to assist Director Pahl in getting this completed using the new format.
7. **Chiefs Report:** (See last month's Board Packet for the report.) Submitted by Chief Ward in Board packet. Chief stated he is hoping our tender will be back in the next couple of days. The crew and unit 531 have been out almost 14 days and they are currently in Paisley. There was no questions or comments.
 8. **Operations Report:** (See last month's Board Packet for the report.) Chief Ward reviewed the information and stated the numbers may change due to how the report was run. He said he will go over it with Assistant Chief Hartley when he gets back to make any corrections. Director Pahl asked to add how many hits on our website accrues for the website as well as the Board minutes.
 9. **Correspondence and Recognitions:** There were a couple of Thank You cards received. One was from Richard and Jacklyn Lapsley. (See last month's Board Packet for the card.) Director Meredith stated has had several people approach him about giving Kudos to the Department personnel. Director Pahl then read the second card into the record. He also showed the panel that was given to the department that is hanging in the station that came with the Thank You card. There was nothing in the suggestion box in the lobby.
 10. **Comments and questions:** Director Pahl also asked if we had any good of the order. He then thanked everyone who has sacrificed time with their families in the effort to assist with all the fires around the state. Director Wilson shared about several assistance programs in our area for the "Refugees" from the burnt out areas around the state and that most churches in Redmond have assistance for these people. He then asked for everyone to use their social media to share the information so people can take advantage of all the goodness out there. He also brought up an item in Policy 2.04 #1 page 1 of 3 about a \$50.00 compensation for Board Members. He said we need to vote on this he believes. Director Pahl announced the Highway dedication of Highway 26 for POW / MIA September 18th in Madras and that also the Fallen Firefighter Red Light Memorial September 27th to October 4th. Chief Ward stated that the station will be lit up red again this year. Director Wilson brought up thanking everyone for donating school supplies and Tina had been thanked by the school when she dropped them off last week. Chief explained how training will be happening with small groups using all the guidelines coming down from OSHA and the smoke recommendations.
 11. **Adjournment:** Meeting adjourned at 7:20 pm.

Respectfully Submitted by,
Mark W. Wilson Secretary,
Director Position # 5
Crooked River Ranch Rural Fire Protection District Fire Board