

**Crooked River Ranch RFPD  
6971 SW Shad Rd  
Terrebonne, OR 97760-9250  
April 18, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 18, 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 6:30 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, Pahl and Gayheart. Staff members attending the meeting were Fire Chief Sean Hartley, Captain Alysha Delorto and Administrative Assistant Dana Schulke. Members of the public present were Bill Burt, Mike Dries, Linda Kay Widmer, Robin Huber, and Corey Halyer.

**2. Review of the Agenda** - Director Norberg reviewed the agenda and there were no deletions or additions of topics.

#### **3. Approval Minutes**

**3.1 Board Meeting Minutes from March 21, 2024** – The minutes were in the Board packet for review. Director Pahl made a motion to approve the March 21<sup>st</sup> minutes as written. Director Palmer 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 March 2024** – Director Pahl stated that we have balanced for the month of March. He reported that we have \$1,504,252.70 in the General Fund. There were no further questions from the Board on financials. Director Costigan made a motion to approve the March 2024 financials as presented. Director Palmer 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 Costigan will sign checks on Thursday, May 9th, and Director Norberg and Director Gayheart will sign checks on Tuesday, May 29th, 2024.

#### **5. Unfinished Business –**

**5.1 Update on Emergency Preparedness Open House on May 4th** – Dana stated that everything is going well. The agenda and presenters have been set for the event. Social media posts are going out to the public. She stated that everything will be held in the Bay this year and not in the training room. Hopefully, our new fire apparatus truck from the State will be here and a “push ceremony” will be held at the end of the event. There was no further discussion.

**5.2 Discussion on Public Meetings policy revision/update** – Director Norberg stated that they will have to revise their public meetings policy in order to receive the percentage off on

our insurance. They have up until November 1<sup>st</sup> to have this done. A Board Workshop will be scheduled for July to review this policy, as well as reviewing our Fire Med membership program. There was no further discussion.

**6. New Business –**

**6.1 Discussion on increase of the district’s ambulance rates -** There was a comparison sheet with other fire district rates in the Board packet. The Chief stated he would like to increase our rates for transports, as our District has very low rates compared to other districts in the State. Director Costigan stated that he is on board with increasing the rates, however, a public hearing will have to take place in May in order for our residents to attend. This can be done prior to the May Board meeting. The proposed rates were in the Board packet, and they would be effective as of July 1, 2024. There was no further discussion.

**6.2 Discussion on Oregon State Fire Marshal Wildland Fire Season staffing grant –** Chief Hartley stated that we received the summer staffing grant again from the Oregon State Fire Marshal’s office. The Chief stated that he will contact a few of the summer employees we had last year to see if they would like to work at our District again, and an announcement will go out on our webpage. A Resolution will have to be drafted to accept these funds into the General Fund, which will be done at the May Board meeting.

**7. Fire Chief’s Report –** The report was in the Board packet for all to review. The Chief reviewed the number of calls we have had for the year so far, and we are done compared to the prior year. The Chief passed out to the Board a comparison sheet on Fire Med statistics from 2023 to 2024. He stated that last month we wrote off a lot more because there were a few family member transports that increased the write-offs.

**8. CERT Report -** Linda Kay stated that that she has lost another CERT member on the team, so she is really looking for new candidates to join the team and get Basic training done. She will be collaborating with Captain Wiley and Dana on setting up a mock training exercise for their annual requirements, and for Dana’s OFSOA accreditation. She stated that she and Barb coordinated the Easter Egg hunt with the help of Myrsideys and everything went well. They will know what to do for next year by separating the age ranges, etc. There was no further discussion.

**9. Comments/Questions:**

**9.1 Public Input on current agenda topics –** None.

**9.1 Public Input on future agenda topics –** None

**10. Correspondence/Recognitions/Good of the Order –** There were several thank you notes from various residents in the Board packet, along with a thank you from Oregon PERS stating that the district has reported all their contributions within a timely manner.

**11. Adjournment** by Director Norberg at 7:06 pm.

Respectively submitted by:

Dana Schulke  
Administrative Assistant