

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

February 16, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, February 16, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1. 1 Flag Salute by Director Wilson

1.2 Called to Order at 6:30 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Director's Norberg, Oakley, Wilson, and Green. Director Pahl attended the meeting electronically through the Zoom platform. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto and FF/Paramedic Ryan Ahrendt. Members of the public in attendance – Bill Burt, Joe Costigan and Linda Kay Widmer.

2. Review of Meeting Agenda Items – no changes or additions

3. Approval of the Board meeting minutes from January 19, 2023.

3.1 The Board Meeting minutes were reviewed by the Board. Director Green made a motion to approve the January 19th minutes as presented, Director Oakley seconded the motion. All in favor stated “Aye,” motion approved, (5-0).

4. Financial Reports -

4.1 Financial reports for January 2023 – the financials were in the Board packet. Director Pahl stated that our Bond payment did not clear until January. He also stated that we have finally closed our US Bank account, however our First Interstate Bank account is still open because we are still getting ambulance billing revenue in that account. The billing company (Systems Design West) is working on contacting all the vendors to get the account changed over to our Chase account. Director Wilson made a motion to approve the January 2023 financials as presented. Director Green 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, March 10th and Director Norberg and Director Green will sign checks on Monday, March 27th, 2023.

5. Unfinished Business –

5.1 Update on Steering Committee - Chief Hartley stated he is putting information together for all the committee members and he is looking to hold a meeting with everyone the first week in March.

5.2 Update on Wildfire Preparedness Open House – Dana stated the agenda has been set for the presenters and she emailed it out yesterday to everyone. She sent an email out to all the CERT members to see if they can man their recruitment table. She will then email the Volunteers to see if a few of them can man the Volunteer recruitment table.

Everything is on schedule. Chief Hartley reminded everyone this event is on Saturday, April 29th.

6. New Business:

6.1 - Revision of Board policy 8.10A (Equal Employment Opportunity policy) – Chief Hartley stated we received a survey tool from the Department of Human Services, Office of Civil Rights that needs to be completed since we have received Federal grant funds. They are asking for a copy of our Equal Employment Opportunity policy, however we are missing some language that they are requesting. Chief Hartley stated we emailed to the Board language that was missing for their policy 8.10A (Equal Employment Opportunity policy). He also stated that another policy is being requested from us, (Limited English Proficiency policy) that we are currently drafting, and it will be an Administrative policy. This is for if we had a patient or resident with limited English and how we would respond and communicate with them. Director Wilson stated that they can add a #3 which will follow 8.10 A, #1 & #2 and add the necessary language. Director Wilson made a motion to adopt the language for section #3 on the Board policy Equal Employment Opportunity policy as presented, Director Norberg seconded the motion. All voted by stating “Aye” for approval, motion passed, (5-0).

6.2 - Discussion on creating Board policy to never terminate a staff member without prior legal advice. Chief Hartley stated he spoke with Spencer at SDAO regarding this policy, and it should fall under an Administrative policy, and he has all the language that should be stated in the policy. Director Green stated he has an issue with the word “never”. Chief Hartley stated in the language he received back from Spencer at SDAO, the words “will seek legal counsel” will be utilized instead. Chief Hartley went into details about the \$25,000 deductible that we would have to pay to SDAO if we did not follow the reasonable advice provided by them. The Board reiterated that this should be an Administrative policy and when it came to any firing of a Fire Chief, all members of the Board have to vote for the termination of the Fire Chief and legal advice must be adhered to a head of time. There was no further discussion.

6.3 – Selection of Board members to attend Union negotiations – Director Pahl stated that June ends our Union contract and Chief Hartley is our Union negotiator. He stated it is customary for Board members to observe in the negotiations and discuss with Chief Hartley. He stated he would like to volunteer to be part of the negotiation process and Director Norberg offered to assist in the negotiations as well. Director Wilson offered to assist as well. There was no further discussion.

7. Fire Chief Report - His report was in the Board packet. He stated we have not slowed down with the number of calls we are getting. He reviewed topics in his report. Director Green had a question on the assisted and received medical aid calls and Chief Hartley explained what happened on that particular call. Chief Hartley stated we should be hearing about our staffing and engine grants we applied for through OSFM in March. He stated we are on schedule to start our Exhaust System project in the Bay for next week. He stated that a March 9th meeting will be held at 6: 30 pm with the Board and the current Budget Committee to go over our current budget. There was no other questions from the Board.

Director Wilson stated the Volunteer Association will be having their Easter Egg Hunt on Saturday, April 8th at 10:00 am, He asked if we would have any Levy information handout to pass out to residents during this event. Chief Hartley stated he believes we will have a handout.

Director Green stated we should have some bullet points of information such as the cost of a fire engine, etc.

8. CERT Report - Linda Kay stated the CERT members took November and December off for training. She, Norm Park, and Chief Hartley now have 3 programmed radios in service for the CERT team to utilize and will be doing training on them this month. In the month of January, she completed the CERT Program Manager course and is certified. She is the only one in Central Oregon that we are aware of that is a certified CERT program manager. She is having issues with getting Instructors to do another Basic training for CERT in the month of March. She is working on a Map Your Neighborhood project with the Phase Reps.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - Bill Burt had a question regarding the March 9th meeting and if we were going to email out the Budget Law requirements/manual. Chief Hartley stated we can download the manual and signup for the classes online.

10. Correspondence/Recognitions/Good of the order - Chief Hartley stated we received a nice certificate from the Ready Set Go program on the number of hours we have put into wildfire mitigation and lot assessments. Dana stated we received a Thank You note from Oregon PERS for recording all our contributions on time for 2022. Director Oakley asked a question about the gate that was hit by our ambulance and if there was something the property owner could have done differently so it would have not been hit. Chief Hartley stated if we would have had the gate code ahead of time to make sure it was open, that would have helped. We will be putting out some information to the residents through social media and the Telegraph newspaper about getting the District their gate codes, etc. Director Wilson stated that the Honor Guard is very busy with funerals and still looking for more members to join the Honor Guard. There was mention of the Lions Club raising their rates for the use of the limb dump. Chief Hartley stated the HOA and the Lions Club together were applying for the Oregon State Fire Marshal Community Wildfire Reduction grant to get some equipment for the Lions Club, etc. Dana stated she received notice that she has been assigned jury duty by Jefferson County for the months of March and April. Director Pahl stated that our 2022 Annual Report will be up on our website the next couple of days.

11. Adjournment by Director Norberg at 7:20 pm.

Respectfully,
Dana Schulke
Administrative Assistant