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

June 18, 2026

A Joint Public Hearing & Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 18th, 2026, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Public Hearing Minutes

1. Called to Order by Director Cross at 6:00 pm.

2. Review of the Agenda – Director Cross reviewed the agendas for both the public hearing and the regular board meeting.

3. Flag Salute – Led by Director Fletcher.

4. Roll Call – Taken by Director Pahl and the following were in attendance: Directors Cross, Pahl, Costigan, and Fletcher. Director Palmer was excused. Also in attendance, Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke. Members of the public were Mike Dries, Susan Holt, Kay Norberg, Linda Kay Widmer, Robin Huber, Stephanie & Steve Proffitt, Kay Limbaugh, and Bill & Vicki Burt. Barb Oakley attended virtually via the Zoom platform.

5. Consideration of an Ordinance adopting a Master Fee Schedule for the District – Chief Hartley presented the draft of Ordinance No. 26-01, which has been reviewed by legal counsel. The ordinance would amend the cost recovery and cost-based fees for services and would repeal Resolutions 2024-04 and 2024-06. The proposed fee schedule that was attached as an appendix to the draft was discussed in detail, with several line items clarified for members of the public.

6. Presentation of the 2026/2027 fiscal budget – Chief Hartley reported that the Budget Committee met in May and approved the proposed budget, which includes the General Fund, the Capital Reserve Fund, and the Bond Fund. The Chief noted that the biggest adjustment was made to salaries in order to make recruiting and retention of staff more competitive. This translates to one less FTE than the previous year.

7. **Adjournment –** The public hearing adjourned at 6:45 PM. Steve & Stephanie Proffitt left the meeting.

Board Meeting Minutes

1. **Roll Call** – Taken by Director Pahl and the following were in attendance: Directors Cross, Pahl, Costigan, and Fletcher. Director Palmer was excused. Also in attendance, Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke. Members of the public were Mike Dries, Susan Holt, Kay Norberg, Linda Kay Widmer, Robin Huber, Kay Limbaugh, and Bill & Vicki Burt. Barb Oakley attended virtually via the Zoom platform.

2. **Review of the Agenda –** Director Cross reviewed the agenda.

3. **Approval of the minutes**

   3.1 Board Meeting minutes from Thursday, May 21, 2026 – Director Fletcher made a motion to approve meeting minutes from May 21st as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

4. **Financial Reports**

   4.1 Acknowledge receipt and approval of the financial reports for May 2026 – Director Costigan reported that everything balanced as of May 30, 2026. He also clarified several line items on the report. After reviewing the Balance Sheet, he recommended that approximately $50,000 be transferred to the Capital Reserve Fund. Director Fletcher made a motion to approve the May 2026 financials as presented. Director Pahl seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

   4.2 Appointment of Board members to sign checks for Thursday, July 9th and Monday, July 27th, 2026 – Directors Costigan and Fletcher will sign on Thursday, July 9th, and Directors Cross and Pahl will sign on Monday, July 27th.

   4.3 Repayment of interfund loan – Director Costigan reviewed the original resolution that approved the interfund loan of $2588.96 from the CRF to the Bond Account. Director Costigan made a motion to transfer $2588.96 from the Bond Account to the Capital Reserve Fund to satisfy the loan. Director Pahl seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

5. **Unfinished Business –**

   5.1 Sale of Surplus Apparatus, old 521 – Chief Hartley reported that there still has been no decision from the Tribal Council to date. He has begun the process of listing the engine with a resale vendor.

5.2 Discussion and approval of salary amendment to Fire Chief's Contract – Discussion by Board members ensued regarding the salary adjustment to $120,000 for Chief Sean Hartley. Director Costigan voiced concerns about the process used to determine that amount. Director Fletcher made a motion to approve as appropriated via the district's budget process to grant a merit-based adjustment for the fire chief to a new annual base salary of $120,000 effective July 1, 2026, and authorize Board Director Pahl and Board Director Cross to document this salary adjustment for the fire chief's personnel file. Director Pahl seconded the motion. A roll-call vote was taken: Director Cross voted "Aye", Director Fletcher voted "Aye", Director Pahl voted "Aye, Director Costigan voted "No"; motion carried (3-1).

6. New Business –

6.1 Nominations of Board Officers for the 2026/2027 term, effective July 1, 2026 – Director Cross asked for nominations for Board officers. Director Fletcher nominated Director Cross for Board president. Director Pahl seconded the motion. All were in favor by stating "Aye"; motion carried (4-0). Director Costigan nominated Director Pahl for vice president. Director Cross seconded the motion. All were in favor by stating "Aye"; motion carried (4-0). Director Cross nominated Director Costigan for secretary. Director Fletcher seconded the motion. All were in favor by stating "Aye"; motion carried (4-0). Director Cross nominated Director Fletcher for treasurer. Director Pahl seconded the motion. All were in favor by stating "Aye"; motion carried (4-0). Director Pahl nominated Dana Schulke for Board clerk. Director Cross seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

6.2 Discussion/Approval of Resolution 2026-05 to adopt 2026/2027 fiscal budget – Director Fletcher stated for the record, "Be it resolved that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property with the district for tax year 2026-2027: 1) At the rate of $1.8379 per $1,000 of assessed value for permanent rate tax; 2) At the rate of $1.17 per $1,000 of assessed value for local option tax; and 3) In the amount of $225,484 for general obligation bonds. Director Fletcher made a motion to approve Resolution 2026-05, to approve the 2026/2027 fiscal budget as presented. Director Pahl seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

6.3 Discussion/Approval of Resolution 2026-06 to accept unanticipated grant funds from the Roundhouse Foundation – Director Pahl made a motion to accept unanticipated grant funds from the Roundhouse Foundation as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (4-0).

7. **Fire Chief's Report –** Chief Hartley's report was in the Board packet. He reported that the two open student positions have been filled, and the seasonal personnel provided by the OSFM grant will start within a few days. The appliances purchased with the Roundhouse Grant funds have been installed. He further reported that one of the ambulances had to be towed to Madras for repair because it wouldn't start after a patient transport to Redmond. It is now back in service. Chief Hartley also reported that Dennis Senko will be receiving a Lifetime Achievement Award from ODFA.

8. **CERT Report –** Linda Kay Widmer reported that May training was cancelled due to weather. The June training will be with CRR Road Department personnel to review and access supplies needed for traffic control. The team was able to purchase two more traffic management signs. They are working with Deschutes County Search & Rescue, hoping to get training from them in August or September. Chief Hartley stated research is ongoing to obtain portable lighting.

9. **Comment/Questions –**

   9.1 Public input on the current agenda topics – Chief Hartley confirmed for a member of the public that Resolution 2026-06 was voted on and approved.

   9.2 Public input on future agenda topics – There was none.

10. **Correspondence/Recognitions/Good of the Order –** Director Cross read two thank you notes from CRR residents. Chief Hartley presented Dana Schulke with her ten-year service pin.

11. **Adjournment –** Director Cross adjourned the meeting at 7:49 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant