

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

Board Meeting Minutes (Virtual Style Meeting)

17 June 2021

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 07 June 2021 at 6:30 PM online using "ZOOM Webinar" meeting platform.

Board Meeting Minutes

1. **Meeting Called to Order at:** 6:28 pm By Director Pahl and announced the packet is available on the CRR Fire & Rescue website, the meeting will be on the Zoom platform, is accessible to the disabled, and would be recorded.
 - 1.1. **Roll Call:** Brad Pahl, Barb Oakley, Mark Wilson, Harry Ward, Sean Hartley, Kay Norberg, Alysha Delorto, David McDonald and Kate Zemke were present. Jeff Green and John Meredith arrived late. Dana Schulke was excused.
2. **Review of Agenda:** Director Pahl asked if there were any changes.
3. **Approval of Board Meeting Minutes:**
 - 3.1 (See last month's Board packet for copies of the minutes.) Director Oakley made a motion to accept the May 2021 Board Meeting minutes as presented. Director Pahl seconded the motion. A voice vote passed motion unanimously.
4. **Financial Report:**
 - 4.1. (See last month's Board packet for information.) Director Pahl stated since Director Green was not here, he asked Assistant Chief Hartley if Director Green had mentioned any issues with the financials when he reviewed them. Assistant Chief Hartley stated he was unaware of any issues mentioned by Director Green. Director Pahl had some questions on the payables and went over several small items some of which were a new phone service, a reimbursement to Captain McDonald and whether several items had been budgeted for. Director Green came online at this time and he was trying to locate Director Meredith who would be there momentarily. Director Green stated he had reviewed the financials and stated all the reports balanced to the statements. Director Wilson questioned Director Green about an issue from last month about a payment to PERS. Director Green then explained the issue had been in the financials for PERS they had to write a second check to cover a shortage in the payment. He couldn't remember the amount when questioned by Director Pahl. Assistant Chief Hartley stated he believes they had to transfer about \$3000.00 into the FIB account to cover the unexpected costs due to someone had worked more than 600 hours and caused an unexpected PERS expense. Director Green acknowledged Director Meredith had arrived at his location and was now online. Assistant Chief Hartley stated he was still researching and confirmed it was \$3000.00 and Director Green again stated he just wanted it mentioned on the record that a transfer had taken place. Director Meredith made a motion to accept the May financials. Director Oakley seconded the motion. A voice vote passed motion unanimously.
 - 4.2. Check signing for July: Board Members to sign checks on Friday the 9th and Monday the 26th. Director Wilson questioned if we should be assigning this as we have not elected

new Board Officers yet. Director Pahl stated the Treasurer will be at both signings regardless. Director Pahl stated he would sign on the 9th. Director Oakley will sign on the 26th.

5. Unfinished Business:

5.1. Proposal on increasing ambulance rates: (See last month's packet for a printed report form with all the current rates and proposed new rates.) Chief Ward brought in Captain Delorto who then explained the new rates. A discussion followed with questions and answers on the why we were proposing new higher rates. A motion to accept the new ambulance rates was made by Director Oakley and Director Meredith seconded the motion. A unanimous roll call vote passed the motion.

5.2. Discussion of Policy 14: Director Pahl stated that the Auditors had approved the policy and nothing had changed since we last looked at it. Director Oakley made a motion to accept the new Policy 14 and Director Meredith seconded the motion. A roll call vote was unanimous pass.

5.3. Update on projects: Director Oakley reported she did not have any thing written up on the cyber security policy and was questioning the office staff what we needed to have written and explained Chief Ward was checking with other departments as to what we really need. Director Pahl stated the online bill pay would be discussed in the July workshop. Director Green mentioned Assistant Chief Hartley and Administrative Assistant Schulke would be contacting the Auditors to present a proposed procedure which is similar to our credit card policy.

6. New Business:

6.1. Discussion on a workshop in July to complete the policy review and to review the online bill pay: July 22nd was proposed by Director Oakley. It was discussed and decided to have the workshop on July 13th at 6:30 pm.

6.2. Approval / Discussion of Resolution 2021-04: (See last month's packet for a copy of the proposed 2021/2022 fiscal year.) Director Pahl asked Director Green about a form he had requested to review. Director Wilson explained that this was the form that had been requested during the last month's Board meeting, adding no one had received it. Director Pahl asked Director Green if he had seen it as well as what his opinion of it was. Director Green explained it was just for the budgeting numbers to allow a gauge of where we are sitting currently. Assistant Chief Hartley stated he was trying to get ahold of Director Green to clarify if he wanted it sent out now or wait to start including the information next financial year and it was his fault for not connecting with him. Director Green stated we wanted to see the numbers of this year's budget to compare them to the unchanged last year numbers and feels we should see them going forward even if they are on the far edge so we would have a base line of where we came from, where we are going and it needs to have a foundation. Assistant Chief Hartley stated he had the document and will email it out right now to all Board Members. Director Wilson clarified it would be the 2020/2021 beginning unchanged numbers. Assistant Chief Hartley confirmed this. Director Pahl stated that we may want to review this information so he would continue forward with the next item on the agenda while the Board Members did so.

6.3 Swearing in of newly elected Directors: Jefferson County Clerk Kate Zemke swore in Director Brad Pahl and Director Kay Norberg to the Crooked River Ranch Rural Fire Protection District.

Director Pahl asked if we needed to go back to the discussion of **6.2**. Director Wilson stated it was very difficult to go over the document in such a short amount of time since there were no totals and each line would need to be examined. Director Oakley asked Director Wilson if this would have any effect on tonight's presented budget. Director Wilson stated that he had noticed one item when he had been chatting with Director Pahl, between the Budget Hearing and the current Board Meeting, on the Capital Reserve Fund page 7 under "Cash on Hand". What was in the 2020/2021 adopted budget was \$115,000.00 and what is currently in the proposed 2021/2022 new budget is now \$359,000.00 which he believes is COVID money. Director Wilson believes this is supposed to be only spent on COVID related expenses, not have it as "Cash on Hand". Director Pahl stated that if it's not spent then it is cash on hand. Director Wilson stated he understood that however it still needs to reflect that it is designated money and we can't just go use it to go purchase a new fire truck. He feels it needs to be labeled as COVID Funds. Director Green asked if there was a way to break it out further on the line item report to show we have not spent it frivolously so we could track it in the budget. He is concerned if we get audited we need to show where the money has been spent to prove we have not spent it where it was actually being spent. Director Pahl agreed with Director Green and asked if there was a way to do this and asked Chief Ward and Assistant Chief Hartley if they had any ideas. Assistant Chief Hartley stated it would still be under "Cash on Hand". Director Wilson disagreed and stated it should be under Grant Funds on line 5. Chief Ward stated he does not understand and said the money we received was reimbursement for money spent in the CARES Act and he would need to do more research about it. He does not believe there are regulations on what we spend the money on. He stated we spent the money for supplies and personnel and everything else during that period of time and we were reimbursed for that, it's not like we received the money as a grant to purchase COVID type equipment. He questioned that once COVID is over what are we supposed to do with the money. Director Green stated he wants to make sure we are covered in the event of being asked and we can show where we spent the COVID money. Chief Ward stated that we had already done that by giving them the number for reimbursement. Director Wilson stated the CARES Act was for unbudgeted expenses. Director Pahl stated what he was understanding what Chief Ward was saying was this was for documented expenses for mileage, personnel and equipment that we had already expended, paid, and it was a reimbursement, not for future expenditures. Chief Ward agreed. Director Wilson stated if it was a reimbursement then we should not have increased our budget by \$250,000.00 then because we had the budgeted money to pay those expenses. Chief Ward stated that we are just following the rules the Federal Government had set out. Director Pahl stated we had received that money in. Director Green questioned that we did not have any additional expenditures for the \$250,000.00 in this current budgeted year, all our expenses were normal, nothing above and beyond any normal year. Assistant Chief Hartley stated that the reimbursement money that we received got put into the budget to reimburse the line items that we were spending out of it and the funds that

were left in there were transferred to the Capital Reserve Fund as cash out of our General Fund Budget. Director Wilson stated that he believes that everyone needs to look at Resolution 2020-09 in the second paragraph to see the language. Director Pahl read the language into the record. Director Green asked if it was just him and does not see that we had an additional \$250,000.00 of expenses this year. Chief Ward stated No, those were incurred in that period of time before and he wanted to say whenever the CARES Act went in and those were everything that qualified for the grant or reimbursement. Director Oakley stated this included personnel and payroll issues and Chief Ward stated yes and we had bought some PPE and things like that. Director Green stated what Director Pahl had read did that not state this was additional costs. Director Pahl stated that was one of three factors. Director Green stated he feels we have not had \$250,000.00 of additional costs, yes we had some increased prices and we purchased some safety items for the crew but we are not talking about \$200,000.00 but maybe an additional \$25,000.00. Director Pahl asked Chief Ward if he had the report showing what was submitted to them as expenses. Chief Ward stated yes but it would take some time to find. Director Green stated he just wants to make sure we have covered our bases since this is a lot of money and we have a lot of extra money sitting in our account because of the \$250,000.00 because we have been working off of our normal bank account minus the \$250,000.00 and this has been our cushion for the upcoming year and wants to make sure we are covering ourselves to protect ourselves for any forthcoming purchases because we really have not had any additional expenses in this year due to COVID that would equal that \$250,000.00 hence why we have so much left over. Director Oakley stated that if they had to submit the documentation in order to get the reimbursement then it's already been documented and they just reimbursed us, saying that is already taken care of, adding she is missing the point. She is not seeing the issue here. Director Green stated asking Chief Ward to correct him if he was wrong, that they had submitted for us the expenses and those expense submitted during COVID time were our normal expenses nothing additional to the tune of \$250,000.00 we were granted. Chief Ward confirmed that. Director Green stated we have not had \$250,000.00 worth of expenses due to COVID above and beyond our budgeted number. Chief Ward agreed then stated the way the CARES Act was written was if we had personnel in station ready to respond to a Corona Virus case and we responded to take care of them, us just being here to respond to those calls was the reason we got that money. Director Green clarified it was irrelevant if we were there or not. Chief Ward agreed and stated we just had to be here to go, available and we responded to those calls. Director Oakley stated we would not know if it was COVID until we got there. Chief Ward stated he wants to check exactly on how that money should be spent, and we have not spent any of it. Director Green asked to be excused trying to be very cautious with this money to be sure we do not end up in an audit situation caught up with other agencies, we are just trying to be careful. Discussion continued and Chief Ward closed with stating to let him check on the procedures with the State and other personnel and he should have an answer by the end of next week. Director Oakley stated we needed to get this budget passed by the end of the month so Chief Ward would have money to operate. Chief Ward stated yes. Director Oakley then asked if we were going to need a special meeting to get it passed. Director Pahl stated we

would do that a week from tonight. Chief Ward asked if there was anything else other than the \$250,000.00 in question. Director Wilson stated that once he went through the document that Assistant Chief Hartley had just sent out this evening, he may have some but would email them out to the group for review. Director Wilson then asked if this needed to go back to the Budget Committee, Director Pahl and Chief Ward both said no. Director Pahl asked Chief if he would have an answer by next week and Chief Ward stated yes. Director Pahl stated then we would have a special meeting next Thursday.

6.4 Election of Board Offices: Director Pahl thanked both Directors Wilson and Green for two years of service as Secretary and Treasurer Positions. He then moved onto nominations. Director Oakley nominated Brad Pahl for president. Director Norberg seconded the nomination. Director Green moved to close nominations. Voice vote unanimously confirmed the nomination. Director Norberg nominated Jeff Green for vice president. Director Wilson seconded. Voice vote unanimously confirmed the nomination. Director Norberg nominated Director Oakley as secretary. Director Pahl seconded. Voice vote unanimously confirmed the nomination. Director Oakley nominated Director Norberg for treasurer. Director Pahl seconded. Voice vote unanimously confirmed the nomination.

6.5 Fire Chief contract: Director Pahl asked if we needed an Executive Session and proceeded to suspend the meeting to allow the Board to move into the Executive Session at 7:37pm. The meeting resumed at 7:46 pm. Director Pahl stated we had met with Chief Ward and reviewed his contract. The vacation will be increased from 10 to 15 hours per month and also a 2% COLA for a two year contract. Director Wilson stated we need to vote in the contract. Motion made by Director Oakley to accept the contract. Director Wilson seconded. A voice vote of 4 Directors unanimously approved the contract. (Director Meredith had stepped out of the meeting.)

7. **Chiefs Report:** (See last month's Board Packet for the report.) Director Wilson asked about removal of the trees in front of the station if they had to do an environmental study. Chief Ward stated the birds were a detriment to society and they were dive bombing the patrons who came to the front door. Chief Ward stated he did have one correction about Kimberly Lightly had come on the last Monday and had a good conversation on stress first aid taking care of each other and Captain Delorto talked about peer support. Director Pahl asked Captain Delorto questions about the meeting as well as where we are at with our peer support. Captain Delorto answered those questions and shared from the meetings and plans on both. Director Oakley asked Chief Ward about opening the station, any activities and participation in the 4th of July celebration activities. Chief Ward stated they are planning on putting up a booth in the park and participate in the drive around the Ranch, put a pop-up up and lots of fire defense stuff and probably do the obstacle course for the kids. He also stated he needs to talk to the Volunteer Association about doing the pancake breakfast this fall and is recommending they do the event. They have not made the decision yet. As far as the station opening up he said they are waiting on the Governor decision of being 70%. Director Pahl asked what the current rules are in the station. Chief Ward stated if you have the vaccine you do not need to wear a mask. If you are running calls you are wearing a mask. He stated the CDC guidelines about mask requirements. Director Oakley asked about an in person meeting next month. Chief Ward stated they are hoping we can and Director Pahl stated we

are doing what we can to make this happen, adding we will update everyone as to this process.

8. **Operations Report:** (See last month's Board Packet for the report.) Director Pahl asked if our "Seasonals" have started. Assistant Chief Hartley stated we had everyone but one, who is in the process of being hired.
9. **Correspondence and Recognitions:** Director Pahl asked the Directors if they had anything. Director Wilson stated he had one item, which was wanting to make sure about our policies that all of them are being in the new book and are being enforced at this time. Director Pahl stated there is one policy book in the station and that it is updated with our newly approved policies and it is up to each Director to keep their own book up to date. He then stated Director Norberg was given an older original copy and was informed it was not up to date. Director Wilson then stated he had a question to Chief Ward in regards to an apparatus plan but he is concerned that the five ton heavy brush truck that is sitting outside is deteriorating. Chief Ward stated he is planning on getting rid of it and it has been budgeted to sell it. He reached out to Brindle Mountain for advice and also the Idaho Army Surplus Motor Pool and was told the chassis is worth \$6,000.00 and retail would be sold for up to \$15,000.00. They did not know what the value of the fire body. Director Wilson stated he just hates to see it outside deteriorating. Director Pahl asked about the suggestion box. Director Wilson stated he had checked it while he was at the station, adding that there has never been anything in there when he has checked it for the last several months. Director Wilson stated he did see we had purchased more forms for the suggestion box. Director Wilson then confirmed the special meeting would be at 6:30pm next Thursday.
10. **Comments and questions:** (See item #9 above for comments and questions.)
11. **Adjournment:** Meeting adjourned at 8:00 pm.

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