

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

August 8, 2024

A Board Workshop meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, August 8, 2024, at 2:00 pm, as well as a Special meeting immediately right after the Workshop. It was held at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Workshop Minutes

Called to Order at 2:01 pm by Director Palmer

1.1 Flag Salute – led by Director Pahl

1.2 Director Norberg completed the roll call, and the following individuals were in attendance: Directors Gayheart, Costigan, Norberg, Pahl and Palmer. Also, in attendance was Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley.

Members of the public in attendance were William Burt, Robin Huber, Mike Dries, John Stevens (press) and Randy Peterson.

2. Training on Vector Solutions – Captain Wiley displayed Vector Solutions training up on the Flatscreen for the Board to review. A session on Public Meetings training is necessary for the Board to do, in order to get two percent of the Board Practices discount on our insurance. Director Costigan stated that he has already done the necessary Public Meetings training and it does not take very long to do. The rest of the Board members reviewed their login information with Captain Wiley to make sure they can access the platform. Discussion ensued regarding other courses the Board can take for further education. There is no cost to the District for the Board to utilize these courses. There were no further questions or discussions.

3. Discussion on revising the District's Public Meeting policy – Director Palmer asked if all the Board members have reviewed the current policy against the sample one from SDAO. Director Palmer asked if each topic had to be in the same order, which we will find out. Discussion ensued regarding the amount of time we need to get meeting notices out, along with notification to the public from two different sources for notification. Director Costigan stated he did not see the one week to ten-day notice in the sample policy, or our policy. Discussion ensued regarding the type of sources for notification to the public. Utilizing the Phase Reps from the Homeowners Association was mentioned as far as notification to the residents. Director Pahl stated he has reviewed the sample policy from SDAO and there are a couple paragraphs he would like to add to our current policy, along with other ORS's numbers. The Board members noticed that some of the pages were missing from the SDAO sample policy, therefore Dana went to print a new copy for the Board with all the pages. Audio recordings were also mentioned, which we already do. Director Palmer stated they needed to narrow down the notification time to be specified in our current policy, which 7-10 days was discussed. There was no further discussion.

4. Discussion on Fire Med program – Chief Hartley has statistical information from the last fiscal year up on the Flatscreen TV, which included the "write-off" data. He stated that the net Fire Med income was in the negative. He stated the \$45 a year fee is the lowest in the State and has not been increased for a long time. He stated he jotted down increased figures for a potential rate change for everyone to review. This is not a money maker program. It is a benefit to the residents to offset the cost of being transported. Discussion ensued between Chief Hartley and the Board in regard to getting more members to sign up, as

well as not being able to sell the membership to Medicaid patients. We have tried membership drives to encourage residents to sign up, but it has not worked. We have had Life Flight and Air Med contact us to see if we want them to take over the program. Both have suggested that an increase to \$60 needed to be done in order for them to assist us in the program. Discussion ensued regarding the use of credit cards to pay for the membership, as we are eating the fees for that as well, so our write-offs will be higher. There were several comments from the public on this topic and the Board decided that a rate change will have to be made and it will be a topic at the Board meeting next week. No further discussion.

5. Discussion on the Quail Fire - Director Norberg stated that she saw a few things on her end the day of the fire. She stated the phones were shut off and residents could not call in, and she felt some things could have been better that day. Chief Hartley stated he is working with the CERT team on standing orders for traffic control, water, and ice with coolers ready. He stated that as far as the phones, he has had discussion with Sargent Skidgel on this topic and his concern is that residents should be paying attention to the Everbridge reporting with the evacuation levels, rather than getting information from the Fire Station with the incorrect information. There was a test from the Everbridge system last spring that went to your cell phones and stated what zone you were in and to keep that in mind if you had to evacuate. Chief Hartley stated the churches on the Ranch have reached out to him for use of their buildings for residents to go to. Chief Hartley stated we have also been pushing people to sign up for the Watch Duty app on their phones, as they are very up to date on evacuation zones, etc. It was suggested that we push this information in the monthly Telegraph to get residents to find out which zone they are in, etc. Director Palmer asked Chief Hartley if the EOC phone lines were still in place. He said as far as he knows they are; however, he will check with our phone carrier to confirm. Chief Hartley stated we have an account with Oliver Lemons to get food for the crew, as well as Brand 44 in Terrebonne. This fire was a good learning experience and Director Costigan asked if the Board has certain responsibilities if another fire happens. Our PIO did an excellent job getting information out on social media and Chief Hartley stated we know what to tweak for next time.

6. Questions/Comments/Concerns from the Board/Public – John Stevens asked about the PGE refund matter, Director Palmer stated yes, it is the Special meeting right after this Workshop. Randy Peterson asked if we were going to do a flyer or something to educate our residents on defensible space and the reasons for it.

7. Adjournment of the workshop ended at 3:05 pm by Director Palmer

Special Meeting Minutes

Called to Order at 3:06 pm by Director Palmer, and this meeting was held at the Fire Station immediately after the Board Workshop.

1.3 Flag Salute – led by Director Pahl

1.4 Director Norberg completed the roll call, and the following individuals were in attendance: Directors Gayheart, Costigan, Norberg, Pahl and Palmer. Also, in attendance was Fire Chief Sean Hartley and Administrative Assistant Dana Schulke.

Members of the public in attendance were William Burt, Robin Huber, Mike Dries, John Stevens (press) and Randy Peterson. Barbara Oakley came to the meeting just shortly after roll call.

2. Discussion from the Board on PGE tax refund. – Director Palmer stated that as most know, Jefferson County has notified all special districts there was an over payment of taxes from PGE. Per the Department of Revenue, there is an Oregon Revised Statute (ORS 311.806(1)) that specifically requires the refund be issued from the unsegregated tax collections account provided in ORS 311.385. In accordance with State

Law and Oregon Supreme Court Opinion 270 Or. 624, these refunds are apportioned across all taxing districts in the County according to the distribution schedule established in accordance with ORS 311.390. Director Palmer stated this meeting is to discuss this matter and review the comments from our attorney regarding this topic. He feels there is a three-prong approach to this so it will not happen again in the future. Director Palmer stated the first is to find out if we have any type of legal action, we can take on this, if any. Second, he feels we need to be in direct talks with Jefferson County Commissioners, as well as all the other special districts that have to bear this weight. And third, we really need to work with all the other special districts and Special Districts of Oregon to have this law changed, as we cannot sustain paying back someone else's mistake. At this time, Director Palmer opened this topic up for discussion and thoughts from the Board and Chief Hartley. Chief Hartley stated the amount of refund that we owe from this is just under \$63,000. Discussion ensued between the Board members and Chief Hartley with many questions in regard the Supreme Court opinion from 1974, the Department of Revenue and the safeguards in place so this does not happen again. Barbara Oakley had a question as to who is claiming this ORS rule, is it the County? Director Palmer stated from his understanding, the Department of Revenue directed Jefferson County on the ORS ruling. More discussion ensued between the Board and the public. Chief Hartley stated that Jefferson County has requested a meeting with PGE to review the community impact this will have on all special districts and their county. This meeting has yet to take place, and a date has yet to be set.

Director Palmer initiated a motion to create three sub-committees. One to pursue the Legal side of this matter, the second would be on the Political side and the third would be on the Legislative side. Director Costigan seconded the motion. It was decided that Directors Palmer, Gayheart and Costigan will pursue the legal side of this. Director's Palmer and Pahl will work on the political side and Director's Gayheart and Norberg will work on the Legislative side.

This topic is to be continued and there was no further discussion.

Meeting adjourned by Director Palmer at 3:41 pm.

Respectfully submitted,

Dana Schulke, Administrative Assistant