

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

Board Meeting Minutes (Virtual Style Meeting)

16 July 2020

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 16 July 2020 at 06:30 pm online using "ZOOM" meeting platform.

Board Meeting Minutes

- 1. Meeting Called to Order at: 6:33 By Director Pahl.**
 - 1.1. Roll Call:** Brad Pahl, Barb Oakley, Jeff Green, Mark Wilson, Harry Ward, Dana Schulke, David McDonald, Marta McGovern-Philpott, Kay Norberg, Pat / John Hayes and Tina Wilson. Director Meredith was excused. (There was a technical issue that did not allow some meeting participants to be able to hear the first part of the meeting until the end of the financials were being read. The recording also did not start until after the roll call vote of agenda item 3.1.)
- 2. Review of Agenda:** Not on recording.
- 3. Approval of Board Meeting Minutes:**
 - 3.1.** Motion for 18 June 2020 Public Budget Hearing Minutes made by Director Oakley as presented. Directed Green seconded. (Recording starts here.) Roll call Vote: Unanimous vote passed motion.
 - 3.2.** Motion for 18 June 2020 Board Meeting Minutes made by Director Green as presented. Directed Oakley seconded. Roll call Vote: Unanimous vote passed motion.
 - 3.3.** Motion for 25 June 2020 Special Board Meeting Minutes made by Director Oakley as amended with date correction. Directed Green seconded. Roll call Vote: Unanimous vote passed motion.
 - 3.4.** Motion for 09 July 2020 Board Meeting Minutes made by Director Green as presented. Directed Oakley seconded. Roll call Vote: Unanimous vote passed motion.
- 4. Financial Report:**
 - 4.1.** Director Green stated there was no errors noted and read the financials into the record. (See last month's minutes for details.) Director Oakley made a motion to accept the June 2020 financials as presented. Director Wilson seconded. Roll call vote: Unanimous vote passed motion.
 - 4.2.** Update Discussion on First Interstate Bank Mobile app for deposits. Director Pahl stated we had approved this last month. Director Green reminded everyone we had approved the concept. It was previously decided we needed a procedure for our Auditor to review and approve that we have the correct safety procedure for protection in place. Director Green then reviewed the written presented procedure. Discussion ensued and it was decided to wait until the Auditors sign off on the written procedure prior to the Board approving the new plan. Director Pahl stated he had a conversation with Assistant Chief Hartley to have a recap on our fiscal year that is just ending. He explained Assistant Chief Harley's answer and questioned Administrative Assistant Schulke about having things in place for the Auditors. It was concluded everything is on track to be presented by 31 July 2020 for the Auditors to review.

4.3. Board Members to sign checks in August on Monday the 10th and Tuesday the 25th. Director Wilson the 10th and Director Oakley the 25th. Director Green both signings at 4:30 PM.

5. **Unfinished Business:**

5.1. Update on Surplus ambulance. The previous resolution had an error on vehicle brand and this was corrected so all the Board members have to sign the new copy. Chief Ward then explained that Director Wilson presented to him with a complete description of the Ambulance to allow them to put it up for sale with a \$9000.00 reserve on several websites and publically announcing it on our website and possibly the Telegraph Paper.

6. **New Business:**

6.1. Discussion on Board meeting times for the upcoming year. Discussion followed and it was decided to leave it the same mainly due to the virtual style meeting will keep weather and out of town from affecting the meeting. Director Pahl discussed the meeting for setting the next Board meeting agenda. It was decided to use a rotation like the check signing for the second person to in the meeting with Director Pahl and the Chief to abide by the policy of two Board members be present when meeting with the Chief. The next agenda meeting will be 13 August 2020 and will be Director Pahl and Wilson as close to 1:00 pm as possible. Director Wilson state he does not get off work until 1:30 pm but will get here as soon as feasible.

6.2. Discussion of Board information packet. Director Pahl presented the printed material. Discussion ensued. It was decided to have a permanent document instead of the presented document. Using the presented document and making minor changes of eliminating specific email addresses and phone numbers other than using the "administration" email and the station phone number.

7. **Fire Chiefs Report:** (See last month's Board Packet for the report.) Submitted by Chief Ward in Board packet. Director Green noted the call volume had dropped in June. Chief Ward stated the laundry machines in the station for personnel use were failing and have purchased new home owner style machines due to cost of commercial rated machines.

8. **Operations Report:** (See last month's Board Packet for the report.) Director Wilson asked if Hartley had been able to retrieve the answer to Director Meredith's question of what the special call was last month. Chief Ward state he didn't think so because he was working on getting the mutual aid call information. Chief Ward then stated we had three of our students achieve completion of necessary steps to become EMT's.

9. **Correspondence and Recognitions:** None. Nothing in the suggestion box.

10. **Comments / Questions:** Director Wilson stated he had a conversation with a web site manager about putting our recordings of our minutes on the website by using the recording file as a link through our "Meeting minutes" tab and the person can access it that way. It does not take any more storage space or cost any money to do this.

11. **Adjournment:** Meeting adjourned at 07:11 pm.

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