**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**19 December 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 19 December 2019 at 6:30 pm at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon 97760.

**Board Meeting Minutes:**

1. **Meeting Called to Order at:** Called to order by Director Oakley at 6:30 pm, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.
   1. **Roll Call by:** Director Wilson: Director Pahl and Director Green were present. Director Meredith was excused. Also at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley, and Administrative Assistant Dana Schulke. Also in attendance: Staff Captain Alysha Delorto. Responding Volunteers: Garrett Schweigert, Michael McClellan Marta McGovern Philpott, Emma Parker, Lieutenant Frank Day, and Gordon Kelly. Support Volunteers: Pat Hayes, Tina Wilson and Kay Norberg. Public in attendance: Bill Burt, Jerry Green, Sue Green, and John Hayes.
   2. **Flag Salute:**

Led by Director Pahl.

1. **Review of Agenda:**

Director Oakley asked if anyone had anything to be added or comments on the Agenda.

No additions or changes.

1. **Approval of Workshop and Board Meeting Minutes:**

**3.1**: The Workshop minutes Director Oakley had one correction she had missed before, which was the adjournment was listed as 6:00pm and that was when the meeting had started. She knew the meeting had not lasted more than an hour. Director Wilson stated he would look at his notes and make the correction and submit them for publication. Director Pahl made the motion to accept the minutes as amended and Director Green seconded. A unanimous voice vote approved the motion.

**3.2**: Director Oakley asked for approval of the 21 November 2019 Regular Board meeting minutes. Kay Norberg voiced a concern about the listing of attendees to the meeting that her name is listed as a member of the public. She believes she has been a member of the Support Volunteers for the last couple of years. Director Wilson stated that the records he has that she is not listed on the rosters as a Support Volunteer. Kay Norberg stated she had signed paperwork to be included as a Support Volunteer. Director Wilson again stated he can only go off the rosters he has and if there is an updated roster available he will make changes. He asked Assistant Chief Hartley if he had updated rosters and if he could get copies of them to know who is in what group. Director Pahl made a motion to approve the minutes and Director Green seconded the motion. A unanimous voice vote approved the motion.

1. **Financial Reports:**

**4.1:**  Director Green reported that the Xero program had to be corrected again and as of the current time the financials are shown as the attached document: (See attachment)

Director Pahl and Director Wilson had some questions in the check register about some credits and charges. Chief Ward and Administrative Assistant Schulke attempted to answer the questions but more research will be needed. Director Green had a question about an expenditure that was more of an operational question for the reimbursement Red Cross to Kay Norberg for $9.00. Chief Ward stated this was a reimbursement to Kay for supplying the items to the Red Cross for the blood drive. Director Green said he was not questioning that but questioned if we were setting an operational policy for supplying other organizations that meet at the station. Director Green stated as long as we are not exposing ourselves to other organizations. Lieutenant Frank Day submitted some comments about other past events in our station. Director Pahl stated he had never seen this line item before. Director Wilson stated he too had never seen this type of reimbursement before. Director Green stated he was satisfied with the answer the Chief gave which was “We’re covered”. Director Pahl made the motion to accept the financials as presented. Director Wilson seconded the motion. A unanimous voice vote passed the motion.

**4.2:** Board Members to sign checks in December. Director Wilson stated he could sign on Thursday 9 January 2020 and Director Pahl stated he could take Monday 27 January 2020.

1. **Comments from the Public in regards to our current meeting agenda items-** None.
2. **Unfinished Business**:
   1. Review of the Volunteer Stipend Program: Director Green stated he and Chief Ward had talked right after our last Board meeting about stipends and PERS and he had not heard back from him so he did some research. He found some information that he believes we need to dig into which pertains to what constitutes a Volunteer and an employee and what drives PERS payments. There was a lot of discussion between Director Green, Chief Ward and Director Wilson. Chief stated he would copy the document off the PERS website and follow up.
3. **New Business:**

**7.1** Attendance to SDAO Conference in Seaside in February. Director Oakley asked who would like to attend. There was discussion and Director Oakley asked if this would go towards our insurance discount and Chief Ward stated yes and also Administrative Assistant Schulke was involved in some sort of academy and some of the classes would go towards her completion of the academy. Director Oakley directed all Board members to reach out to Administrative Assistant Schulke if they wanted to attend.

**7.2** Approval of revised harassment policy from HR Answers: Chief Ward stated that Administrative Assistant Schulke had sent off the revised printed form of the suggested policy with our changes for approval from HR Answers and what we have in front of us is what she received back. There was discussion from all the Directors present and Chief Ward about how to proceed. Administrative Assistant Schulke offered to send our policy to HR Answers for review to see if ours is acceptable as is. Director Oakley asked Director Wilson and Pahl to take the lead on this subject and report back. Director Wilson stated he did not believe we were in violation of the law currently even after the 1 January deadline with our current policy.

**7.3** Review of the Board policy manual. Director Oakley stated the last time the policy manual was reviewed and adopted was in 2017. She would like us to review it again not thinking we need to make any major changes. It was decided that the Board would start next month with chapter one at the next meeting.

1. **Fire Chiefs Report-** Chief Ward stated we received the SDIS Safety and Security Grant for the fence project of which we will be required to spend up to $5000.00 as the match. He contacted Redmond Fencing and discussed the project and explained we needed to do some appropriation of funds to get things started. The next item was a grant request out to DPSST for funds to work on the training building. He said we were waiting on final approval of that and it would be $40,000.00 towards that project. He then commented about the Volunteer Association ‘Giving Tree’ project and SWAFF went well. He received a lot of good responses from the other two departments who helped us (Cloverdale and Alfalfa). He stated we were wrapping up things for the calendar year and we would be starting in February all officer meetings. Chief Ward then stated he needed a review and he has goals set and has some goals done and he needs to review them so he can get those out there to allow others to help him on them. Director Oakley asked Chief Ward how he had his review done in the past and thought he had met with two Board members and then the Board went into Executive session to complete the process. Director Green asked if there was a list of goals currently that the Board could review. Chief Ward stated he had them and he had started writing what he has accomplished and what he has plans for in the future.

**9. Operations Report-** (See attached report) Assistant Chief Hartley stated we are 29 calls behind where we were at this time last year. Chief Ward stated we were up on EMS calls though. Director Wilson stated that we had previously discussed the wiring needs for the new SCBA compressor and was questioning if this was included in the bid for the new compressor or if it would come out of building maintenance funds. Chief Ward stated that it would have to come from elsewhere then the bid. Director Pahl asked about the heart monitors and Assistant Chief Hartley stated we were staying with Zoll branded monitors. Chief Ward then stated that they had a buyer for our old SCBA compressor already. Director Green brought up an item about a business down on Business Circle questioning how to acquire an AED and if the Department had any to give them or what avenues were available to get one for the business. Assistant Chief Hartley stated he would have to see if there were any community grants and he will look into that.

**10. Correspondence and Recognitions-** Director Oakley stated she had none and Director Wilson stated the suggestion box was empty however he had one item that happened today and that was a gentleman wanted to make a donation to the Volunteer Association Toy and Food Drive and dropped a check off at Marks work so he could give it to the Volunteers at the Board meeting tonight. Director Wilson considered that to be correspondence. Director Oakley wanted to recognize the Volunteers for their work on revamping the SWAFF and Food & Toy drive and it worked extremely well between the Volunteers and the staff.

**11. Comments / Questions from public on next month’s agenda-** None.

**12. Comments from public on this month’s agenda material-** None.

**13. Comments from Chief; Staff; Volunteers-** Volunteer Marta McGovern Philpott made comments about the giving tree and she wanted to recognize this community for doing so much and that the Association had only to purchase the food boxes and the fact the Car Club had donated $1500.00 to them and they had an individual donate over $2000.00 and individual $500.00 donations and just wanted to say it was overwhelming. Lieutenant Frank Day wanted to go back to SWAFF and commented it was a crap shoot and wanted to try something new. He stated that the staff was heavily involved in assisting getting the projects completed, because we represent the District not just the Volunteer Association. He then asked for everyone to really support the organization and stated that unfortunately this year we had a situation where someone who normally helps was going to help and was going to call us to find out the agenda this year and they were told we were not doing SWAFF this year and it came from within the ranks, this building, and it really disturbs him that someone would say that and that it was undermining the organization and what they are trying to do for the community and to please keep that in mind and that going forward next year that we try new things all the time but we need to back up the organization.

**14. Comments from the Board-** Director Green commented that it was great what the District and Volunteers pulled off this year and added as Kay Norberg had commented on earlier about updating some e-mail lists and felt we could do a better job of this. He had heard from some people in the public who were interested in helping and they did not receive any correspondence, just as Kay was not on the Support Volunteer list. He believes some people’s names fell off of some lists and he would like to see updates to them to allow people who have helped in the past to be contacted to help if available moving forward. Lieutenant Day replied we ask people to please if they want to help or volunteer with us or be supports or just help with a particular event to contact us to let us know. Sometimes some year’s people want to help and some year’s they don’t, the person he was referring to was they were reaching out and they were stopped by the comment that it was not happening. He would expect people who are not receiving information to contact us and say ‘Hey we would like to help out’. Continuing he stated it is not our responsibility to get someone on the list, it’s not Sean’s responsibility to get someone on the list, kind of like Kay filling out the paperwork and doing what she is supposed to do to get on the list like she told us and he talked in depth about past practice with former Chief McLaren. Director Green stated he was referring to people who have helped for many years and had been contacted in the past and this year they were not contacted. Lieutenant Day stated to have them please contact us with their information so they don’t get left off because we will not hunt them down. Director Green stated you don’t know who is left off because he doesn’t know who is on the lists currently. Lieutenant Day replied stating it’s the fault of anyone who didn’t get invited because they didn’t ask. He then went on a rampage of accusations of Board Members not supporting the District and undermining the whole District and accused Board Members of inappropriate meetings with the Chief of one on one. At this point Director Green asked Lieutenant Day to stop talking as he was being very aggressive and with no factual basis for his accusations. Lieutenant Day said no and it was a public meeting and he is a member of the public. Chief Ward did state that he does not meet with any one Board Member at any time, but they are always “Two on One” meetings. There was a lot of discussion over the whole topic with many different people inputting their personal feelings. Nothing was resolved in this discussion. At the conclusion of the topic Director Oakley asked if there were any other comments. Director Wilson stated he had forgotten to bring up an item that was discussed in the “Two on One” meeting that he and Director Oakley had had with Chief Ward previously and that we have to bring the contents of these meetings to the Board at the next Regular Board meeting. The item was one he forgot to put in our agenda was they had talked about the LOSAP Program and how they could go back and square it up and get the proper report documentation. There was a lot of discussion and there will be follow up information soon. Director Wilson asked Assistant Chief Hartley if he had accurate documents to support what had been happening in the past. Assistant Chief Hartley stated there was a change due to the system not working properly and he could not remember the date it changed but he would have to go back and look. Director Wilson again stated he would like to see these documents and suggested we put the LOSAP on next month’s agenda as a topic. Director Wilson also brought up again about getting updated rosters so he would know who is in what group, so when he is doing the minutes he gets the information correct. Assistant Chief Hartley said yes. He then commented that last month one of the weekly reports was sent out by Captain McDonald and the Board received the update and it was nice to know what is going on in the District, so again he is asking to be included in the email list. He then asked if Chief Ward could submit his report the same way Assistant Chief Hartley submits the operation report for inclusion to the minutes rather than having to type it all in. Director Wilson then brought up a question from an HOA Board member about CPR Classes for the public apologizing that he should have brought it up last month but forgot. The question he had for Captain DeLorto was on “Hands Only CPR” since there is no card certification, is there a limit of the number of students to put on the class. She said yes just because of watching the students perform. Director Wilson then asked about some follow up on a suggested trauma class from a suggestion back in September. Chief Ward stated that it is part of the strategic plan is to look at that. He stated right now they would like to get the manikins so they can do CPR classes but it’s down the road a ways. Director Wilson then asked about receiving the corrected policy 2019-03 Term limitations policy for the Policy books. Director Pahl stated he had not seen a copy and Administrative Assistant Schulke stated she would follow up on that. Director Wilson stated the Standard Operating Guidelines had been mentioned in the July meeting and he has not seen anything on that since. Chief Ward stated that right now we are operating off the Central Oregon Fire Operations Group SOG’s. He said ours is their book with our logo and that we will not have our own book any longer and what they will do is put them in Target Solutions. He then stated that COFOG is getting ready to do a major overhaul of their SOG package and we will abide by them. Director Wilson then brought up items from the workshop for follow up on. One of them was about the union contract and was questioning if Chief Ward was planning on doing an opening. Chief Ward stated no and that they have to notify him of opening it. He said he talked to Tom about it and was told they would not want to start for a few months. Director Wilson then brought up the Budget committee member process and wondered where we are at with it. Chief Ward said it is started. Director Wilson then asked about the follow up on the cell phone stipend program. Assistant Chief Hartley stated it is a quarterly payout only and that he was waiting on some physicals and back ground checks to come back and Director Wilson stated he would have thought since some of these people were paid part time help this would have all been completed previously. Chief Ward stated no. Director Wilson then brought up the new PERS 6% employee make up program being instituted which just came out and if we had any plans in place to deal with it. Chief Ward then stated about FMLA stuff coming down that we will have to pay more time off for people. Director Wilson replied about FSLA that he had been reading some of that stuff and there is mention about number of employees and when it is required. Chief Ward stated he believes it is in the Union contract that we will pay FSLA. There was further discussion but nothing finalized.

Director Wilson then asked Assistant Chief Hartley if he was going to send him updated rosters and or the whole Board the lists. Assistant Chief Hartley said he could do that.

**15. Adjournment-** With no further business, Director Oakley adjourned the meeting at 8:00 pm.

Respectively submitted by,

Mark W. Wilson

Secretary, Director Position # 5

Crooked River Ranch Rural Fire Protection District Fire Board