

Crooked River Ranch RFPD

6971 SW Shad Rd

Terrebonne, OR 97760

March 19, 2026

A Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, March 19, 2026, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

- 1. Roll Call-** Taken by Director Pahl and the following were in attendance: Directors Palmer, Cross, Pahl, Costigan, and Fletcher. Also in attendance were Administrative Assistant Dana Schulke, Fire Marshal Dennis Senko, and Firefighter Alan Smoke. Fire Chief Sean Hartley joined the meeting via the Zoom platform. Members of the public were Mike Dries, Eddie Chancy, Darren Squier, John and Carol Stevens, Bill Burt, Linda Kay Widmer, Kay Limbaugh, Susan Holt and Robin Huber.
- 2. Review of the Agenda –** Director Palmer reviewed the agenda. There were no new topics to add or any deleted topics.
- 3. Approval of the minutes –**
 - 3.1 Board Meeting minutes from Thursday, February 19, 2026 –** Director Fletcher made a motion to approve meeting minutes from February 19th as presented. Director Costigan seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).
 - 3.2 Board Workshop minutes from Thursday, March 5, 2026 –** Director Fletcher made a motion to approve the board workshop minutes from March 5th as presented. Director Costigan seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).
- 4. Acknowledge receipt and approval of the financial reports for February 2026 –** Director Costigan referred to the Budget Variance from February, noting that the ambulance billing income is still a little behind from last year at this time. He further reported that the amounts collected from previous levied taxes were greater than expected, and there are sufficient funds in the Bond Fund to pay the June interest on the interfund loan taken to cover the bond payment. It was also noted that there are currently problems with the financial management software that are being worked on. Director Palmer asked for clarification on the increase in Jefferson County tax revenue, and Director Costigan explained that the anticipated amount in the budget did not include

funds that were previously held back due to an error by the County. Director Pahl made a motion to approve the February 2026 financials as presented. Director Cross seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

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

5. Unfinished Business –

5.1 Discussion/Action on Sale of Apparatus to Warm Springs Fire – Chief Hartley reported that information was sent to Chief Spaulding, who will present it to the Tribal Council. There has been no response to date, so this item was tabled. Director Costigan asked about the current value of the old engine 521, and Chief Hartley replied that it is being offered for \$30,000, and the original purchase price was \$25,000.

5.2 Discussion on Board policy for Fire Chief’s Performance Review, interviewing of personnel for consistency – Director Palmer provided Board members with a draft policy, and Director Costigan presented an example of a self-evaluation document from a different agency, and he noted that it contained objective terminology that could be adapted for this Department’s use. Directors Cross and Costigan presented examples from other agencies. After reviewing all the documents, Director Cross felt the simplicity of the draft done by Director Palmer was best suited for this Fire Chief’s review process. Director Palmer will continue to refine the draft and will include the self-evaluation piece. Director Cross suggested that if public input was going to be included in the process, wording would have to be different due to the complicated questions that are specific to the inner workings of the Department. Director Costigan indicated that there should be three different evaluation tools: one for staff, one for other allied agencies, one for public input. There was discussion about choosing who will be surveyed, and it was determined that different agencies or residents might be selected each year. Director Palmer further clarified that this issue is about formalizing the review process for the position of Fire Chief.

6. New Business –

6.1 Discussion/Approval of Resolution 2026-03 for the purchase of new dining table and chairs with grant funds received – Chief Hartley explained that this resolution will authorize use of some of the funds from the \$7500 Jefferson County grant to replace the dining table and chairs, an expenditure that has been repeatedly postponed for higher priority items. Chief Hartley also noted that the staff suggested purchasing two more pre-loaded pre-connect trays for the new engine, which will provide an operational benefit. Director Palmer asked about the age of the current dining room table and chairs, and

Chief Hartley replied that they were purchased in 2008. The total replacement cost would be about \$5200. The table will be purchased from Oregon Corrections Enterprises at a cost of \$1900. It will be 12 feet long by 40 inches wide and will seat ten people. Director Pahl made a motion to approve Resolution 2026-03 to receive unanticipated grant funds from Jefferson County in the amount of \$7500. Director Costigan seconded the motion. All were in favor by stating “Aye”; motion carried (5-0).

- 7. Fire Chief’s Report** – Chief Hartley reported that Senator Merkley’s Town Hall meeting has been postponed. Director Palmer asked about the Limb Dump burn, and Chief Hartley explained that weather has been the main issue preventing the burn. He also noted there is a possibility that burn season will close earlier than normal this year.
- 8. CERT Report** – Linda Kay Widmer reported that February training included CPR, and the next training will be on March 30th where a representative from ODOT will offer a refresher on traffic management. CERT was activated for a motor vehicle accident on March 4th on Shad Road. There are now three prospective new members who need to turn in their applications, and some of the snowbird members are beginning to return to the Ranch. She also stated she will need volunteers for the Easter Egg hunt for that day.
- 9. Comment/Questions** –
 - 9.1 Public input on the current agenda topics** – There was none.
 - 9.2 Public input on future agenda topics** – Director Costigan was asked to prepare an explanation of how a potential/additional tax levy would work.
- 10. Correspondence/Recognitions/Good of the Order** – Director Palmer was recognized for the article in the Bend Bulletin about his “Target Cancer” program. Director Palmer reported that all PERS reporting requirements for 2025 were met. The April calendar includes the Easter Egg Hunt at the ballfield on April 4th at 10 AM, Coffee and Conversation with the Chief and the Sheriff on April 9th at the Over the Edge Taphouse from 10 AM to Noon, Budget Committee training and current financial review on April 9th. Proposed first draft ordinance for the recovery costs will be April 16th, and April 25th is the Wildfire Preparedness Open House from 10 AM to 1 PM.
- 11. Adjournment** – Director Palmer adjourned the meeting at 6:50 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant