

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

**Board Meeting Minutes
18 July 2019**

The monthly Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, 18 July 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: 06:30 pm by Director Barbara Oakley, who also announced for the record that our location is accessible to persons with disabilities and will be recorded.

1.1. Roll Call by: Director Mark Wilson: Director's Brad Pahl, Jeff Green and John Meredith were all present. Also at the start of the meeting present was: Fire Chief Harry Ward, Assistant Chief Sean Hartley. Excused was Administrative Assistant Dana Schulke. Also in attendance was: Staff Captains; Alysha DeLorto, David McDonald, and Tom Fast. Responding Volunteers; Lieutenant Frank Day, Marta McGovern-Philpot and Community Services Officer Dennis Senko. Support Volunteers; Pat Hayes and Tina Wilson. Public in attendance was; John Hayes, Brenda Davis, Dennis Kirk, Bill Burt, Kay Norberg, Jerry & Sue Green, Bob Bengtson. Part time employee present was Brodie Blok

1.2. Flag Salute Led by: Director Pahl

Comment from Director Barbara Oakley:

Director Oakley wanted to mention at our last meeting (20 June 2019) which was also our Budget Hearing, that it was failed to be noted that the Budget Committee members were present. Those Members present were: Brad Pahl, Bill Sundin, Kay Norberg and Mike Knoke.

2. Review of Agenda:

Director Oakley asked if anyone had anything to be added or removed from the Agenda. Director Wilson had a note: Under item 1.1 that he is titled as a "Directory" instead of a "Director".

3. Approval of Board Meeting Minutes and Special Board Meeting Minutes:

3.1: Director Oakley asked if anyone had any comments on or changes to the 20 June 2019 Regular Board meeting minutes. Director Wilson confirmed that the Board was discussing the joint meeting of the Budget and Regular Board meetings on 20 June 2019. It was confirmed yes that was what was being reviewed. Director Wilson then asked if we were actually in our Board meeting or were we still reviewing the Agenda. Directors Oakley and Meredith both confirmed we were in the meeting. Director Wilson stated that he felt there was some confusion in several sections. In section 7.2 there were many different items mentioned in the minutes that were confusing, one reference was

to "The Loader". In one place he believes the term "Loader" is referring to an oxygen bottle loader and in another place he believes it is referring to a hydraulic assist loader for the electric patient cot. Director Wilson felt the explanation was convoluted to as what is actually being purchased or not being purchased with the ambulance. He requested that maybe we review the recording with that section to verify what the intentions are of what was being said during the meeting. Director Oakley asked Chief Ward if we could have Administrative Assistant Schulke review the recording. Director Wilson asked if he could get a copy of the recording and offered to rewrite the minutes. Chief Ward stated he thought there was a question by former Director Kirk about whether we were going to get a loader for the oxygen bottle or not, which he then stated he had said no because we were going to get smaller bottles of oxygen. Director Oakley then asked what we should do in relation to the approval of the minutes. She stated maybe we should hold them over until the next meeting. Director Wilson stated he thought that would be the proper thing to do as there were other items that needed clarification such as section 7.5 in relations to not having the names of the nomination persons for each of the officer positions. They all had the primary nominator names mentioned but only the President had the name of the secondary nominator listed. None of the other officer positions had the "Seconds" listed. Again Director Wilson stated he would like to hear the recording and make the necessary amendments and email out a new copy to all the Board Members like he had done for the Special Board Meeting minutes to be reviewed prior to the meeting to allow all the Board members to have time to read them over and email any changes or corrections back so a corrected set would be presented at the meeting. Director Oakley confirmed we would hold over the 20 July 2019 minutes until next month.

3.2: Director Oakley then moved on to the Special Board Meeting minutes for the 02 July 2019 meeting to entertain a motion to accept the minutes after asking if there were any questions, comments or changes. Director Green made a motion to accept the minutes of the 02 July 2019 Special Meeting as written. The second was made by Director Pahl. A unanimous voice vote passed the motion.

4. Financial Reports:

4.1: Director Green stated he is working with Assistant Chief Hartley and Chief Ward in regards to some of the accounts listed on the balance sheet. Director Green stated there has been a couple of errors that appear to be clerical errors. He also stated that the errors have been going on for some time and that both Assistant Chief Hartley and Chief Ward are working with the auditors to get them corrected. He also stated that he has some emails in regards to some of the communications with the auditor. He also stated that he had been doing an audit on some of the accounts of the Funds. He stated the Bond Fund has \$9837.30, the Capitol Reserve Fund is \$173181.57, the First Interstate Bank checking account is \$5259.71, the First Interstate Bank Payroll account is \$2819.19, the General Fund is \$82169.25, the Local Option Levy Fund is \$244,244.24, and PayPal is \$170.26 for a total of Cash and Equivalent amount of \$517,681.47. He then stated this is what is on the balance sheet but there will be amendments coming to this at the next meeting as both Assistant Chief Hartley and Chief Ward work on getting some the corrections taken care of. He also stated what we can tell on the dollar amount being

recorded in the Levy Fund is you have checks out and you have checks that have cleared. A lot of the checks that have cleared are being recorded as if they have cleared when they have not, so we are stating we have "X Dollars" in the bank and some of the checks have not cleared so our liabilities are actually more than what is actually stated whether the checks have cleared or will clear in the next couple of weeks, a month or whenever they end up clearing out of the account. This is part of the problem and Assistant Chief Hartley is going to work on how we are going to record that so as to make it clear in the balance sheet to reflect that information. He stated they did find the clerical errors in working with the auditors and read part of an email he received from Assistant Chief Hartley. 'In redoing our balance sheet with the new Treasurer we have found that three transfers were done incorrectly. These were for payments made in November, February and May. The funds were spent out of our appropriations from the Capitol Reserve Fund, however I did not explain this well enough to Dana. She only pulled money for these payments from the General Fund. This means the Capital Reserve Fund has extra money and the General Fund has not enough money. We will need help to correct this in Xero. We will be contacting the county to back date the transfers to 6-30-19 to correct the error between the funds. I believe we will need to do a journal entry to correct this in Xero....' There is still an error of \$763.00 when the parties in the email compares all the funds balances. Chief Hartley had nothing to add other than he is working with the auditor and answering their questions. Chief Ward stated that all in all the system works due to the fact he looks at it and then Assistant Chief Hartley looks it over and then Administrative Assistant Schulke and then the Treasurer which brought things to light and is causing a check and balance situation. Director Green stated we would have an amended statement next month for June 2019 amounts. These reports will have input from the auditor and will be out in August according to Assistant Chief Hartley. Director Meredith made a motion to table June 2019 financial as presented and verbally amended until we get additional information. Director Wilson seconded the motion. A unanimous voice vote was made to pass the motion.

4.2 Board Members to sign checks in August. Friday 09 August 2019 and Monday 26 August 2019. Director Wilson offered to sign on the 9th with Director Green. They decided on a 4:30 pm time to meet to sign the checks. Director Oakley will sign on the 26th with Director Green.

5. Comments from the Public- None at this time as several people wanted to wait until the end of the meeting time in case their questions were answered. Chief Ward asked all attending the meeting to please sign in for the record.

6. Unfinished Business

6.1. Director Oakley presented that we have a follow up discussion on increasing our Fire Med fees. Chief Ward stated that we had previously had a conversation and quite a few opinions from former Board members were stated at our June meeting. This included raising the fee and having someone else manage the program or keep the fees the same and continue to manage it ourselves. He stated as we were looking at everything and he had found Sisters Fire is doing the same study so he took their research and used it. He determined at this time it would do no good to raise the fees or change anything we are currently doing. He

said it would do more good to raise awareness and create a marketing strategy to get more participants than raise the fees so we would generate more funds by having more people in the program. We could do this at our public events like the Independence Day celebration and the Open House event. He would like to do a membership marketing program to increase participation which will increase funds rather than increasing fees. Director Wilson stated he had heard some departments are beginning to look at the "write-off" policy on Fire Med programs to still send a bill to the participants after the insurance pays their portion. Chief Ward stated this is coming from the fact a lot of departments are "Jumping ship" from the billing companies. It was agreed that more members in the program would be a better avenue to pursue to keep the program operational and financially stable.

6.2. Follow up discussion and possible adoption of Resolution 2019-03 "Amending & Extending Term Limitations for Board Positions as Officers".

Director Oakley stated we had talked a little bit about this at our Special Board meeting. She explained we ran into a situation that we had elected a Director as Treasurer for a third term accidentally. Still referring to previous discussion about the what if no one wanted to do the job or were unable to do the job that we came up with a resolution to extend the term limitations on a case by case basis and would be a one year extension only. This would be for emergencies only and would also require a vote by the standing Board to approve such an extension. Director Meredith stated he was a little bit opposed to the idea and expanded on the why to keep it the same. He recognized this was special circumstance and he had been directly involved since it was his position that was the issue. However the term limits had been set for a reason and have been that way for a long time. Director Oakley reaffirmed that this would be only for emergencies. Director Wilson stated he would still like to leave it as is and that in the past it had been brought up that we did have working people involved in the Board and there was a time we did not have any retired people on the Board. Director Green stated that he thought this would be a viable solution to a problem and that this viable solution could be put into play at any given time if it was determined to be an emergency. He was not sure if we needed to put in a stop gap to solve a problem we no longer have. Director Oakley stated she did not see it that way, she sees it as being in the policy already so if there is an emergency there is a policy to handle the situation at the time. This would avoid having to put together a resolution and have to pass that to then allow a policy change at that time. She agreed we don't have an issue now but is looking for future issues to be avoided. Director Pahl stated the desire is to always go with the normal process but this would make a Plan B that still requires the whole Board to approve of it and to have it in place so that if a situation does arise this would allow a vote and be done. Director Green then stated that this resolution is written just fine and just proposed the question is do we put it into play now or save it if another emergency arises? Director Oakley asked for clarification from Director Green. He stated do we pass the resolution and put it into the policy book now or do we do nothing at this time and save the resolution language for future use if needed. Director Oakley asked for a motion on the resolution 2019-03. Director Pahl made the motion to accept the resolution 2019-03 and Director Green seconded the motion. Director Oakley asked if there was any more discussion. The vote was split with Directors Pahl

and Green “for” and Directors Meredith and Wilson “against” and Director Oakley breaking the tie with a “for” vote passing the resolution with a three to two vote.

7. New Business:

7.1 Discussion on changing day of Board Meeting and start times of the current fiscal year Board Meetings for 2019 / 2020: Director Oakley stated historically that this is when we set our meeting day and time and Chief Ward confirmed that this is the meeting we normally set our meeting day and time for the next year. Director Green led off the discussion with his comments from the Special Board Meeting explaining his request to move the meeting to Wednesday evenings instead of Thursday evenings. The main reason was the working Board members could take advantage of not having to stay late on a Thursday evening for a Board meeting if they were taking a day off from work on a Friday, it would allow them to leave Thursday evening to go on their vacation or family trip without missing a Board Meeting if we held them on Wednesdays. He stated he had discussed with Chief Ward about any potential conflicts and Chief Ward stated there were no conflicts that he was aware of. Chief Ward stated the only conflict would be Monday evenings due to training nights. Director Pahl asked if it would conflict with Blood Drives that were scheduled. Assistant Chief Hartley stated potentially there could be but stated the blood drives are normally over at 6:00 pm. He then stated in the future he would schedule the dates around to avoid any potential conflicts. Director Wilson asked how many blood drives were left this year. Assistant Chief Hartley stated there were three drives left. Director Oakley question if we had three left for this year and Assistant Chief Hartley stated yes. Director Green stated potentially 50% of our next meetings for 2019. Dennis Kirk questioned Director Oakley as to whether this would be in conflict with the Home Owners Association meetings on Wednesday. There was a small discussion about when the HOA meetings and workshops if they were on Mondays or Wednesdays and it was determined their meetings were on Wednesdays and were in the morning so no conflict would happen. Director Oakley asked if the blood drives could possibly be moved if needed. Assistant Chief Hartley stated he would ask about it. Bob Bengtson asked Director Oakley if there was a Board Policy in regards to meeting days and times. Director Green answered that yes there is a written policy in place and that it would require a resolution to have it changed. He confirmed it was only a discussion at this point. He also said the policy states the time is written in the policy as well, so over the years when the times were changed in the winter the policy had stated the time of the meeting so the policy would need to be changed anyway and be more generalized so the policy would state only the day and not the time. Director Oakley asked Director Pahl if this would affect him. Director Pahl stated he had committed to this position and so whatever day the meeting is he has committed to being here. Director Meredith inquired if Wednesday was better or worse for Director Pahl and he replied it was of little difference to him, however he did like Thursday better. Director Wilson stated he liked the Wednesday choice so he could leave earlier Thursday to make a trip to Seattle and be there for Friday. Director Oakley agreed and stated however it would require a huge change to all the calendars and the like so a couple of people could get a longer weekend, however if she was still working she would probably want the same thing. Director Oakley asked if we

needed to vote on this and Director Wilson stated he believes we will need to do a policy rewrite to change the policy and Chief Ward agreed we would have to change and adopt the new policy. Director Green stated we just needed to vote to see if we would like to change the day as a group but either way the policy needs to be changed for facts earlier described as to relation of times. Director Oakley stated in the past, in the winter we had changed to earlier in the day and questioned as to whether Director Green and Director Wilson could make the earlier times with their employment schedules. Director Wilson stated most likely not as to being available at 1:00 pm and Chief Ward stated the meetings were at 3:30 pm in the past. Director Wilson stated in the winter if snow equipment goes down he would most likely be unable to leave work for any reason until the equipment is back out moving snow. Director Green stated he had committed to being at the meetings and if he had to be here he would however, later in the evening would work better for him. Director Oakley inquired of Director Pahl who stated he did not see why we could not leave them at 6:30 pm year round. She then inquired of Director Meredith, (Unable to hear his answer on recording.) Director Green stated if we eliminated the time in the policy we could set the time at any time. Director Meredith stated he was concerned about informing the public on the times and Director Green agreed. Director Wilson stated the notification had to be at least 10 days in advance of the meeting according to policy. Director Green continued the discussion in reference of knowing weather conditions and being able to change the time as needed. He inquired as to what happened in the past with inclement weather, of did the Board change the times of the meeting? Assistant Chief Hartley stated that it had been preplanned the time would be changed for the winter months. Director Oakley stated it had been changed in the HOA newsletter that the times would be earlier and stated that the information had to be sent in to them pretty far in advance. Director Oakley called for a voice vote to see if there was interest in changing the meeting day to Wednesday from Thursday. Directors Meredith, Green and Wilson were for changing to Wednesday. Chief Ward stated they would make a policy change and bring it back to the Directors for approval at the next meeting. Director Meredith asked the audience how the change would affect them. Director Green stated that this was a little vote to change the day but now we need to actually review the policy to change that, and be sure to leave the time out of the new policy. Assistant Chief Hartley questioned if this was a consensus vote or a motion. Director Green confirmed yes it was a consensus vote not a motion. Director Oakley stated that it would be the next meeting we would have a policy to review and vote on. Director Wilson stated September would be the earliest we could do a vote because of statutes on resolution and policy changes and it is possible it could be October and he would reread the statute for policy changes in the Oregon Fire District Directors Association handbook to confirm the required number of meetings for a policy change to occur. It was decided the Directors would address this next month. Chief Ward stated they would get it written and have a draft out for the Directors to look at before the next meeting.

7.2 Approval of Resolution 2019-04 for the Lease Purchase Agreement for the Purpose of Procuring an Ambulance, Loader and Related Equipment- Director Oakley stated that Chief Ward had given us all the information at the last meeting (20 June 2019). Chief Ward stated we had looked at a few financing options including our own bank. He received a few quotes and all of them were within a few points of each other on interest rates. He chose to go

with Capitol Financial because of the customer service. He was able to have them run numbers in 30 minutes from his request time, whereas others didn't call back at all. Also their accuracy was right on and their rates were within a point or less. Director Meredith asked if the rate was 4.1% and Chief Ward stated yes it was 4.1%. Director Oakley stated that this resolution was to give The Chief the ability to complete the financing of the purchase. Director Oakley then read the resolution into the record. (See Attachment.) Director Oakley then asked if there was any questions or comments. Director Wilson asked to clarify if the name of the financing company was Capitol Financial or Government Capital Corporation? Chief Ward confirmed it was Government Capital Corporation. Director Wilson then questioned if the Loader that was being referred to was actually the Stryker Electric Cot Loader. Again Chief Ward confirmed this was the case. Chief Ward then stated the related equipment would be items needed to be added to the Cot to allow it to fit the new Loader. Director Wilson asked if we would be using our existing electric cot and Chief Ward confirmed we would be using our existing cot with the necessary upgrades. Chief Ward then stated that this would not go into effect until budget year 2020/2021. He continued the first payment would not be due until that next budget year. Director Wilson asked for clarification and Chief Ward replied the first payment would be due 31 December 2020. Director Oakley then asked if there were any other comments. Support Volunteer Tina Wilson asked if there was a reason there was no dollar amounts in the resolution. Director Meredith stated that the matter had been previously discussed. Assistant Chief Hartley stated that the information was in the contract from last month. Director Green asked Chief Ward if he knew the dollar amount. Chief Ward stated the thought it was \$229,000.00. He stated the Loader was \$20,000.00 and the ambulance was \$209,000.00 and change. He stated the payment would be \$21000.00 a year. Bob Bengtson stated the amount was \$231,040.00. Chief Ward confirmed the amount and stated we would be financing an amount of \$156,000.00 of that full amount. Director Green questioned if we would be putting down \$75,000.00 and Chief Ward confirmed that was true. Director Wilson asked if this was a lease purchase or an outright purchase. Chief Ward stated it was a lease, then corrected himself stating it was a purchase, but that Government Capital Corporation called it a lease /purchase. Brenda Davis asked if it was lease to own. Chief Ward stated no, that we are not leasing it from the company, rather buying it and that we would be financing it through Government Capital Corporation. Director Oakley then asked if there were any other questions. There were none so Director Oakley asked to entertain a motion. Director Green made a motion to approve resolution 2019-04. Director Meredith seconded the motion. Director Oakley then read the preprinted motion language from the Staff to the Board of Directors. A unanimous voice vote passed the resolution. Director Oakley then asked Chief Ward if he had the original resolution for the Board to sign. Assistant Chief Hartley stated that they had it at their table. Director Wilson made an inquiry note to Director Oakley that when we passed resolution 2019-03 shouldn't it have been read into the record as well. A small discussion between Chief Ward, Assistant Chief Hartley, Director Wilson and Director Oakley ensued and was determined that was the case. Director Oakley then read the resolution in its entirety. (See Attached.)

7.3 Board Communication Methods- Director Wilson wanted to bring up communications in this day of technology that he did not accidentally create a meeting by sending out an email

to all Board members and the fact we have an email address of board@crrfire.org and also text messages or phone calls wants to make sure we are receiving information, as in the case of Independence Day celebration that in the past he used to receive emails about what was going on as far as events and trainings happening in the next week and no longer receives those emails. He asked Chief Ward if there was a way the Board Members could get that communication to allow them to know what is going on in the District and to also allow them to go participate in the event. Director Meredith stated that since they are not related to policy that it should not be much of an issue. Chief Ward stated in the past things like the pancake breakfast we brought that up at the Board Meeting. He just wanted to be sure the Board Members did not sit more than two at a table. He stated they could send out an email reminder if we desired. Director Wilson stated that Assistant Chief Hartley used to send out a weekly update. Chief Ward stated he still does. Director Wilson asked if the Board Members are privy to this report. Assistant Chief Hartley stated that in the past since most of the report is operational the Board did not want to see it and fill the email inboxes up with that kind of stuff at operational level. Assistant Chief Hartley stated that as far as events they try to include the Board in that communication and break them out into separate emails if needed and even send them more often. Director Wilson stated personally he likes to know what is going on so when someone approaches him in the public he can at least tell them who they need to talk to, like the Chief or it is just a simple explanation item and can answer the question right there for the person. Director Green stated not so much operational information but event items occurring and the times of those events like the Easter Egg Hunt. Director Meredith stated as long as there is no policy involvement there shouldn't be any kind of issue. Director Wilson then stated he was just trying to be informed more of functions and training, since people still believe he is on the fire department as a responder, and he would be able to explain to them the reason there is a big fire behind the fire station is there is a training event happening. He added specifically he had been looking at some of the reports the Board receives one being the operations report and the call report. In the call report it shows how many calls we had and what type of calls being there was. In trying to use this report in the financial ability he stated for an example we had 46 medical calls, and not digging into HIPPA information, how many of those made money. Using an example of, if they were ALS transports or BLS transports or non-transports so we would know if we charged \$1200.00 for an ALS transport and we had 10 of those last month. Captain Delorto stated all of our transports are the same price. Assistant Chief Hartley stated that there is no distinction between our transports. Director Wilson stated the report does not show the number of transports it just shows the number of medical calls and if we knew how many transports there were we could use the math for budgeting purposes. Director Green stated using the information Director Wilson is requesting would allow the historical data to see if there are trends for the income of a month to see if there is a busier time of year of transports for planning purposes. Chief Ward stated that we get all of that information from our billing company and we know exactly how much we get at the end of each month. Director Green stated the trending process could assist in planning for staffing needs at different times of the year and would be helpful. Chief Ward stated he does have that information and that we have the amount of money as an invoice of what we have to pay the billing company. He stated Captain

Delorto tracks all of that and doesn't know why we would need a report to show what he already knows. Director Green questioned if we knew what our trend was currently in relation to the call volume to how many transports there were. Chief Ward stated our call volume was down slightly from last year. Assistant Chief Hartley stated the transport volume was down as well and was in relation to the call volume. Chief Ward then stated that this information is getting into the operations part of the department, and that the Board is supposed to be doing policy and his job is doing the operations. He then stated he could run the report every month but did not see what that would have to do with our decisions on policy. Director Green stated he was curious so it could be used for budgeting purposes and that we were just learning we were down 50% of calls from last year. Kay Norberg stated at budget time we would know exactly where we are at. Captain McDonald stated that we were not down 50% of calls or transports, he added at six months we would be at 610 instead of 620 calls so that we are down a very small percentage. Chief Ward and Assistant Chief Hartley stated we are at the 50% mark for the year. Clarification by Director Green and Chief Ward was we were half the number of calls for half the year compared to all of the calls for the whole year last year. Director Green stated he is not interested in the operational side just the financial side. Director Wilson stated he was interested in how much money was coming in from the report since it shows how many medical and rescues, for example 26 this month, and 42 last month so how much money came in from those calls. Director Green stated the financials would show how much money came in. Captain McDonald stated the amount of money we see on the financials is what we actually receive because we may not get paid for all the transports. Assistant Chief Hartley stated the ambulance revenue can be 30 to 60 days behind the transport time. Chief Ward stated we just got our last invoice from our previous billing company, and whatever they are still working on which could include collections. Director Wilson stated that we should then be able to track it through the financials then. Chief Ward confirmed that was true.

7.4 Board Involvement with the Department- Director Wilson stated that the discussions from the previous section covered the questions he had in this subject matter.

8. Fire Chiefs Report- Chief Ward stated that the academy was in week two for new students and we have three news students and we have one new volunteer who is going to COCC. They already have their EMT and is also a Wildland Fire Fighter and he is in the academy as well. The class is a smaller class this year compared to last year so it is being beneficial for all. He stated he is instructing in the academy and was there today teaching. The class is having a lot more interaction with other departments than previously. He stated we are down from six or seven departments to four so the student count is down to sixteen. He stated Brodie Blok is assisting in the training at the academy using his experience from back east where had some truck company interaction.

Chief Ward stated he received a call from the County yesterday at about 6:30 pm. The County had come out right before the 4th of July and said we wanted to hold off on stacking the connex's. Then the call yesterday from the County said to go ahead with what you're doing. He called the crane today to make an appointment and was told they could stack them tomorrow and could not wait for next week so he is having them come out tomorrow to stack them at 8:00 am. That portion will then be complete and the next stage is painting them and completing the installations of the doors, windows and all that stuff. He would like to get them

painted as quickly as possible and stated Support Volunteer Mark Jaehnig is pursuing donations for paint.

Chief Ward reported the Staff is working on the Standard Operating Guidelines. Assistant Chief Hartley has completed a couple and Chief Ward has a few to review. He stated he has a goal to review these and they have a few more to do. He reported since they are caught up with other duties this is allowing them to review the Standard Operating Guidelines for procedures on how they respond to emergencies. Making sure they are current; are using current terminology and current strategies and tactics for what we do compared to what we did ten years ago.

The HVAC system had a failure about two or three weeks ago of a burnt out air handling unit. Mountain View Heating has come out for the repairs and ordered parts which should have been here this week and they will schedule to come out to complete the repairs. Assistant Chief Hartley stated he talked to Mountain View Heating this afternoon and the parts had arrived today and they plan on being out Monday afternoon to start repairs. Chief Ward stated the building turned 10 years old and is having some pains.

Chief Ward stated along with policies and procedures Captain Delorto has been working on return to work policies and he is reviewing one on mental health. Chief Ward stated these are for taking care of our people mentally and making sure they're ready to come back to work when they're ready to come back to work.

Chief Ward reported that engine 521 had an issue with the parking brake during the parade and it was reported by Responding Volunteer Lieutenant Frank Day that the parking brake would not hold and allowed the vehicle to roll backward. The unit was taken to Freightliner in Redmond for inspection and repairs. He stated he had the invoice here and that it was still not completed as they are waiting for slack adjusters as they were not adjusting properly. They had to order them from Pierce and Hughes Fire was able to locate a set and should be here any day. He talked to Freightliner today and they still had not arrived yet. He stated the invoice indicated the right drive axle brakes were metal on metal due to one of the pads being gone. He stated the unit will be serviced and a DOT inspection will be performed while it's in there, along with some other things. Hoping it will be back next week.

Chief Ward reported we received a VFA grant. He said we talked about it last month and we were unsure if it was getting funded and he received a letter stating it is fully funded so Captain McDonald is going to start working on updating the quotes we received for the equipment that was written when the grant was requested. He is hoping we will get all that equipment ordered in the next few weeks. Director Wilson asked what this grant was. Assistant Chief Hartley and Chief Ward stated it was the Volunteer Firefighter Assistance Grant from ODF which would allow us to get lots of other stuff including 1200 feet of 4" hose so we can supply the other engine with supply hose and also add 200 feet of 4" onto the existing engine 521 load to allow it to reach up a long driveway of which we have at least one that is 1100 feet long, we want to make sure we can make that lay of hose if needed. Chief Ward stated that we still have not heard from the Feds on AFG Grant which was for the heart monitors and a breathing air compressor. He stated that they have not awarded any of those grants across the country.

Chief Ward stated he is going on vacation on 31 July 2019 and will be back on 12 August 2019 and is heading to a family reunion in Missouri.

9. Operations Report- Assistant Chief Hartley stated he had nothing to add but did bring up the fact the call volume is down slightly from last year which allowed the staff to get some project work done.

10. Correspondence and Recognitions- Director Oakley stated she had one piece of correspondence and Chief Ward stated he had one as well. The one Director Oakley was referring to was in our packet and Chief Ward stated another one came in after the packet went out. He then read a thank you to the CRR EMT crew for assistance from Jordan Jones. Director Wilson stated that this would actually make three as there were two in our packet. Chief Ward confirmed that there was actually three with two being in the packet. Director Oakley asked if there was any further correspondence. Director Wilson stated he wanted to make sure we were all receiving a pamphlet from SDAO because we had a color photocopy in our packet at the Special Meeting as well as received a mailed copy in our mail boxes in the station from SDAO and also received it in an email from SDAO. Apparently this must be a very important document to have received so many copies.

11. Comments / Questions- Director Oakley asked if there was any comments or questions from the audience using the sign in list starting with Responding Volunteer Lieutenant Frank Day. He stated he had comments on the Fire Med subject, he wanted to remind everyone that there are other Fire Med companies out there to pay for everything including Life Flight; Air link and Fire Med. So if we start looking at raising our fees we could jeopardize our revenue. He stated he would advise against raising the fee confirming with Chief Ward that the current operation is covering its expenses. Director Oakley asked Kay Norberg who replied her questions had been answered. Director Oakley asked Responding Volunteer Marta McGovern-Philpott replied her questions had been answered as well. Director Oakley then asked Chief, Staff or Volunteers if they had any comments or questions. Chief Ward asked of the Board Members if they had all been signed up for the 13 August 2019 training. Director Green indicated he had not yet but that he would be able to go. Assistant Chief Hartley asked Director Green if he still needed to be signed up. Director Green stated he had told Administrative Assistant Schulke at our Special Board Meeting he needed to be signed up and that he has not seen a confirmation from SDAO. Director Wilson stated he had requested time off from work for this. Chief Ward stated they would check on Directors Green application. Staff had no comments or questions. Dennis Kirk asked everyone about potential conflicts with meeting night and asked if anyone knew when the Special Road District meetings were. Several people answered (Unintelligible on the recording of who they were.) but was determined the meetings would not interfere with each other. Director Green stated he had the deposit he received from Assistant Chief Hartley today and would be making that deposit tomorrow morning. Assistant Chief Hartley thanked him. Director Oakley then asked the Board of Directors for questions or comments. Director Wilson had one question and he couldn't remember if it came from SDAO website or OFDDA website but in reference to being a Board Member and being bonded. He asked if the Board had ever been bonded and Assistant Chief Hartley stated yes they had and he believes it is part of our insurance and he would check with Administrative Assistant Schulke and SDAO that our insurance automatically includes bonding of the Board Members. Assistant Chief Hartley assured the Board he would follow up in this matter. Director Wilson stated that there were certain amounts of bonding required for budget sizes. Assistant Chief Hartley stated he was aware of this fact. Director Wilson stated that we (Board Members) are personally liable

for what happens in our Fire District. Director Wilson then commented on the old business issue of the motorhome that had been left on our property finally disappeared. Chief Ward explained the owner had someone come and retrieve it for him and Captain Fast was able to get it started for them to drive it away. Director Wilson then stated since he did not know 521 was out of service but questioned Chief Ward that when it comes back are we going to send 522 out for its repairs that were determined to be needed last year. Chief Ward replied yes it would be sent out for repairs as the next thing. Director Oakley asked Director Pahl if he had anything. Director Pahl stated that whatever day we decide to have our meetings on that he would not be here in October.

12. Adjournment- With no further business, Director Oakley adjourned the meeting at 7:50 pm.

Respectively submitted by,

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