

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

January 19, 2023

A Board Workshop & Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 19, 2023, at 6:00 pm, 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 by Director Norberg at 6:00 pm

Director Wilson led the Flag Salute

Roll Call by Director Oakley: The following individuals were in attendance – Director’s Norberg, Oakley, Wilson, and Green. Director Pahl attended the meeting electronically through the Zoom platform, as well as Fire Chief, Sean Hartley. Also in attendance was Administrative Assistant, Dana Schulke, Captain David McDonald, and Paramedic Frank Iovino. Members of the public in attendance – Mike Dries, Bill Burt and Joe Costigan.

Purpose of the Board Workshop: This workshop was to discuss the Board of Director positions that will be vacated after June 30th, 2023. Director Norberg asked the audience if there were any questions, they had to ask the Board in reference to Board positions. Director Oakley asked if there was anyone in the audience who was interested in being on the Board. Attendee of the Workshop, Joe Costigan stated he turned in a Board application and is interested. He did state he will be running for an open position. Bill Burt asked the current Board which members will be leaving at the end of June. Director Green stated that he will not be putting his name on the ballot again for the Board. Director Wilson stated that he will not be putting his name on the ballot as he is interested in being a response volunteer with the District again. Director Oakley will not put her name on the ballot as well. Director Norberg stated that she and Director Pahl will still be on the Board. She also stated that whoever come’s on board will be receiving a notebook of the Board policies and procedures. She also stated the Board policies were just reviewed the last couple of years and they need to be updated and looked at yearly. Director Norberg asked if Fire Chief Sean Hartley had anything to add. He said “no” and thanked everyone who is in attendance. Joe Costigan stated that it appears that there is not a lot of interest from the residents to be on the Fire Board. It was an extremely hard decision for him to make if he should run for a Board position or not. He thought about the time commitment, roles and responsibilities and that it might be a deterrent for other residents to consider. Director Oakley stated that most residents know the Board is here, everything is running smoothly, and we do not have any controversy. It is hard to even get people to attend our events. Director Green stated that he is amazed of the amount of people that “don’t know” how the District runs and how the process of calling an ambulance works for the Ranch. Director Norberg stated that it is hard to get people to run for any position, on any Board now a days. Bill Burt stated that when

he ran for the HOA Board, there was very few of the residents who voted. Director Wilson stated that we should put an ad in the Telegraph on how many hours are expected of a Fire Board member and explain what duties are involved to help engage interest. Joe Costigan clarified his earlier comment and asked the Board if people are not applying for the positions because they are not sure of what is expected, and what the time commitment would be. He stated that it is an honor to serve on a Board and it might be a lack of ignorance. Director Norberg stated that most of our residents indicated they would like to find out things from the Fire District through social media and we are utilizing that platform to get the word out on the available Board positions. Discussion ensued about putting "Seeking Fire Board Members" on the Reader Board in front of the station. Director Norberg stated there is a constant rotation of Board members who help sign checks, etc. and the position of Treasurer probably has the most responsibility on the Board.

More discussion ensued regarding the time commitment and for the current Board to work on the number of hours they currently put into the District. We could put an ad in the Telegraph and on social media to inform residents regarding that information. Final comments were stated from Director Pahl regarding the time commitment and rotation of positions, etc. Director Green stated that other fire departments in the state of Oregon allow district volunteers to be on the Board, as we currently have a policy that states this is not allowed. It would open the opportunity to run for a position and allow a bigger pool for people who might be interested. This is something to think about going forward and possibly bring up at one of the next workshops. Director Norberg concluded with final comments about our Levy coming up and staffing needs. Director Oakley stated that March 16th, 2023, is the last day to submit a petition to Jefferson County for the ballot. There was no further discussion.

Workshop Adjournment by Director Norberg at 6:28 pm and a Board meeting immediately followed.

Board Meeting Minutes

1. Called to Order by Director Norberg at 6:28 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Director's Norberg, Oakley, Wilson, and Green. Director Pahl attended the meeting electronically through the Zoom platform, as well as Fire Chief, Sean Hartley. Also in attendance was Administrative Assistant, Dana Schulke, Captain David McDonald, and Paramedic Frank Iovino. Members of the public in attendance – Mike Dries, Bill Burt and Joe Costigan.

2. Review of Meeting Agenda Items – The agenda was reviewed by Director Norberg. It was noted that 5.2 will be eliminated as this topic is in the Fire Chief's report. Also, item #8 will be eliminated as there was nothing to discuss.

3. Approval of the Board meeting minutes from December 15, 2022.

3.1 The Board Meeting minutes were reviewed by the Board. Director Wilson made a motion to approve the Board Meeting minutes from December 15, 2023, as presented. Director Green seconded the motion. All voted by stating "Aye," motion carried, (5-0).

4. Financial Reports -

4.1 Financial reports for December 2022 – Director Pahl stated the financials were in the Board packet. He stated that on the Balance Sheet, it is slightly different because the Bond

payment that was due at the end of December did not clear until January 2023. Everything else is good. The transfer of \$75,000 was made to the Capital Reserve and we are going to leave open the First Interstate account until we are assured that ambulance billing payments will not be deposited into that account. Director Wilson asked about the Visa transaction for the Amazon Prime membership if it got paid twice. Dana stated it was just a duplicate entry. He also asked Chief Hartley about staff credit cards and their limits, as Adam's transactions were higher than the rest of the staff. Director Wilson made a motion to approve the December financials as presented. Director Oakley seconded the motion. All voted by stating "Aye," motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Wilson will sign the checks on Friday, February 10th and Director Norberg and Director Green will sign checks on Thursday, February 23, 2023.

5. Unfinished Business –

5.1 Update on Steering Committee - Chief Hartley had to reschedule his meeting from yesterday to Monday, January 23rd at 4:00pm. He stated at this meeting he plans on talking about staffing, levy planning, future community priorities, and he would like to add some members to this committee. Director Pahl asked about adding Stakeholders to the meeting on the 23rd. Chief Hartley stated, he will add them to this meeting.

5.2 Update of Building Heat in Bay – Director Norberg asked Chief Hartley if everything was working for the heat in the Bay. Chief Hartley stated "yes" and the next step would be to get ahold of HVAC contractors to do the heat upgrades in the building, as well as meet with Oregon Energy Trust.

6. New Business:

6.1 - Update of Wildfire Preparedness Open House - Dana stated that this year's open house will be a little different, as there will not be vendors. It will be all presentation based. Chief Hartley is letting her take the lead on this event, as she is going for her OFSOA accreditation and part of it is to organize an open house. She stated that the event will be on Saturday, April 29th from 10:00 am to 1:00 pm. The list of presenters will be from the following agencies: State Fire Marshal's office, Central Oregon Intergovernmental Council, Heart of Oregon, Oregon Department of Forestry, Bureau of Land Management and David Pond from Jefferson County Sheriff's Office. Tours of the station will be available, along with a CERT and Volunteer recruitment tables. There was no further discussion.

6.2 - Appointment of Budget Officer / Calendar and Budget Committee members for the 2023/2024 Fiscal year budget. A copy of the Budget calendar and list of committee members was listed in the Board packet for review. Chief Hartley stated all committee members from last year will be on this committee for 23/24. He stated the calendar was in their packets with a timeline and if there is no changes of dates, this will be the timeline of working on the 23/24 budget. Dana stated the budget committee meeting will be on Thursday, April 27th at 6:00 pm and the presentation figures will be given out to everyone a couple weeks prior. Director Wilson made a motion to approve Fire Chief, Sean Hartley as the Budget Officer, as well as the calendar and members that were presented. Director Oakley seconded the motion. All voted by stating "Aye," motion carried, (5-0).

6.3 – Discussion/Approval of destruction of EMS records - Chief Hartley stated that this is not something that we have done annually. In looking at what we had in the records

room, there were 5-10 boxes that Captain Delorto went through that were EMS medical records. She used the state archive guideline for reviewing the medical records and per our Board policy, destruction of records have to be run by the Board for destruction. Director Green asked about the time frame they had to be kept. Dana stated she believes it was seven years and if the chart contained a minor, those records have to be kept longer. A Destruction Certificate has to be signed by all Board members and Data Delete will come to the station and destroy the files. Director Wilson made a motion to approve the destruction of EMS records that are past their retention period. Director Oakley seconded the motion. All voted by stating "Aye," motion carried, (5-0).

7. Fire Chief Report - Chief Hartley added 2 items to his report that was in the Board packet. He interviewed three candidates for the temporary positions for C Shift. Also, he said that we have received all the conflag checks from the state and Dana is in the process of setting up the ACH to Jefferson County to put funds into the Capital Reserve Fund. The total is just under \$13,000 for the vehicle usage on the conflagration. Director Norberg stated that Chief Hartley is updating the Project sheet with any new information on the District projects. Director Wilson had a question for Chief Hartley regarding the pre-build meeting for the vehicle exhaust capture system. It pertained to the 5-ton and side outlet exhaust. Chief Hartley stated we are going to hold off on that truck for now because there will be some involvement with getting that truck transitioned over for the new exhaust system, and we do not utilize this truck very much, specially in the winter time. If we get the OSFM grant for a vehicle, we will have some apparatus changes in the future.

8. CERT Report - Chief Hartley stated he and Linda Kay have been adding courses to their training schedule that everyone should be working on. There might be a upcoming training that our CERT members will be able to attend, along with our response volunteers.

9. Comments/Questions:

9.1 Public input on the current agenda - none

9.2 Public input on future agenda topics - Dana brought to the Board's attention that additional verbiage has to be added to our agenda at the beginning that states "other accommodations needed for attending the meeting should be made to CRR Fire @ 541-923-6776 at least 48 hours before the meeting".

10. Correspondence/Recognitions/Good of the order - Director Oakley had a question regarding the Open House in April and the Central Oregon Intergovernmental Council & the Heart of Oregon. Director Wilson stated that two Board members of Redmond Fire passed away and funeral services have been scheduled. The Honor Guard will be present at the services. There was also a nice donation letter in the Board packet from the Redmond Real Estate Community Foundation as well as two thank you cards for the District's services.

11. Adjournment by Director Norberg at 7:20 pm.

Respectfully,
Dana Schulke
Administrative Assistant