**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**June 15, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 15, 2017 at 6:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon.

**Board Meeting Minutes**

1. Called to Order by Director Norberg at 6:30 p.m. Directors Oakley, Kirk, Norberg, Bengtson and Fisher were present. Also present, Fire Chief Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant Dana Schulke. Assistant Fire Chief Mark Wilson was excused. Also in attendance, Captain Tom Fast. Members of the public in attendance, Jim Dille and John Meredith.
2. Review of Meeting Agenda Items – The agenda was reviewed and 7.2 was removed from the agenda as election of directors cannot take place until the July Board meeting.
3. Approval of Board Meeting Minutes.
   1. May 18, 2017 Board Meeting minutes – Director Bengtson made a motion to approve the May 18, 2017 Board meeting minutes as written. Director Kirk seconded the motion. There was no further discussion. All were in favor, motion passed unanimously, (5-0).
4. Financial Reports -
   1. Director Fisher presented the financial report as of the end of May 2017. In the Bank of the Cascades general account there was $20,251.88, Bank of the Cascade-Payroll account, $2,322.89. In the Jefferson County Treasury the account balances were: Bond Fund $84,705.12, Building/Equipment Capital Reserve Fund $222,063.44, General Fund $69,664.63, Local Option Levy Fund $285,186.87 and our Pay Pal account had $108.24. Accounts Receivable there was $-250.00. Total assets of $684,193.07. Director Oakley made a motion to approve the May financial report as presented, Director Kirk seconded the motion, all were in favor, motion passed (5-0). There was no further discussion.
   2. Appointment of Board members to sign checks. – It was decided upon that Director Kirk and Director Bengtson will sign checks on Monday, July 10th and Director Kirk and Director Oakley will sign checks on Monday, July 24th.
5. Comments from the public – James Dille stated he has had some concerns with a couple residents on the Ranch coming to his house in Milwaukie and taking pictures. They are having issues with him running for our Fire District Board when he is not a full time resident on the Ranch. He stated that this matter was brought to the attention of the Jefferson County Clerk before he ran for the position and it was not a concern for the County, due to the fact that he does have a house that he stays in on the Ranch. He wanted the Board to be aware that this was going on and will keep them posted if any further issues arise from this situation.
6. Unfinished Business -
   1. Discussion on facts compiled for Operating Levy – Fire Chief, Harry Ward stated he created a sheet of expense facts for the Board to review. It was broken down by certain years and by several line items such as personnel, utilities, etc. The Board reviewed the information and it was very helpful for them for when they discuss the upcoming operation levy with the public. There were several questions from the Board on some of the line item increases. Director Bengtson stated he would like to see more of a “bar chart” to give to the public so they will understand the increase of expenses the District has. Director Bengtson and Director Kirk stated they would like to get together with Chief Ward and discuss the increase of the operation levy in 2018 and come up with a final figure. There was no further discussion.
7. New Business.
   1. Swearing in / Oath of Office for new Board Directors - At this time Director Norberg had Barbara Oakley, James Dille and John Meredith stand up and repeat the Oath of Office that Jefferson County provided for our District. All three individuals were sworn into office as Board Directors. John Meredith and James Dille were presented with shirts for them to wear at July’s meeting.
8. Fire Chief’s Report – Fire Chief, Harry Ward stated that our annual picnic/banquet went well. He is currently teaching the Firefighter 1 class for six people. He has completed the contract negotiations for our three Captains and will look over the final contract next week. He stated we had our first fire of the summer this past week. We are also finalizing our plans for the open house on July 1st and working on extra staffing for the Solar Eclipse event in August.
9. Operations Report – the operations report was submitted in writing by Assistant Fire Chief, Mark Wilson. The Board reviewed the report and had no further comments.
10. Correspondence/Recognitions. –Comments/Questions. We had received a huge thank you from a resident who we assisted on a medical issue. We also received a thank you letter from Judy LaPora of the CRR Club and Maintenance Association for being on stand-by for any medical issues at the Steel Stampede.
11. Comments/Questions:
    1. Public – James Dille stated that once he is on the Board, there may be a few meetings that he will not be able to attend.
    2. Chief, Staff and/or Volunteers – Administrative Assistant, Dana Schulke stated that she will not be able to attend next month’s Board meeting, as well as Fire Chief, Harry Ward.
    3. Board – Director Bengtson asked if he could bring a Boy Scout troop to tour the Fire Station and Director Oakley stated she attended a meeting where it was mentioned that our Fire District has the fastest response time in the area, according to under Sheriff Marc Heckathorn.
12. Adjournment by Director Norberg at 7:42 p.m.

Respectfully,

Dana Schulke

Administrative Assistant