**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**July 20, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, July 20, 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 Bengtson at 6:30 p.m. Directors Oakley, Kirk, Bengtson, Dille and Meredith were present. Also present, Assistant Fire Chief, Sean Hartley and Assistant Fire Chief, Mark Wilson. Fire Chief, Harry Ward and Administrative Assistant Dana Schulke were excused. Members of the public in attendance, Tina Wilson.
2. Review of Meeting Agenda Items – The agenda was reviewed and item 8.5 was added under New Business for the discussion of Resolution 2017-07 for the transfer of funds.
3. Election Of Board Officers - Director Kirk made a nomination to elect Director Bengtson as President for the 2017-2018 term, Director Meredith seconded the nomination and all were in favor. Director Oakley made a nomination to elect Dennis Kirk as Vice President for the 2017-2018 term, Director Meredith seconded the nomination and all were in favor. Director Kirk nominated Barbara Oakley as secretary for 2017-2018 term, Director Dille seconded the nomination and all were in favor. Director Kirk made a nomination for John Meredith as Treasurer for the 2017-2018 term, Director Oakley seconded the nomination and all were in favor. Director Bengtson congratulated everyone on their positions.
4. Approval of Board Meeting Minutes.
	1. May 18, 2017 Board Meeting minutes – Director Dille stated that under item 5, he is not a registered voter in Jefferson County, therefore we need to take out “and is a registered voter for Jefferson County” in the minutes. He also stated that we need to change the word “will” in item 11.1 to the word “may be a few meetings that he will not be able to attend”. Director Dille made a motion to approve the May 18th, 2017 minutes as amended, Director Kirk seconded the motion, there was no further discussion and all were in favor, (5-0).
	2. June 22, 2017 Public Budget Hearing minutes – It was stated by Assistant Chief Wilson that under item 2, last sentence had and extra “with” in it and should be taken out. Director Kirk made a motion to approve the June 22, 2017 minutes as amended, Director Oakley seconded the motion, there was no further discussion and all were in favor,

(5-0).

* 1. July 17, 2017 Board Workshop minutes – Director Dille made a motion to approve the July 17, 2017 Board Workshop minutes as presented, Director Meredith seconded the motion. Director’s Kirk and Oakley abstained from voting as they were not at the workshop. There was no further discussion and three were in favor, (3-0).
1. Financial Reports -
	1. Director Bengtson presented the financial report as of the end of June 2017. In the Bank of the Cascades general account there was $(2,503.94), the Board received an explanation of this account by Assistant Chief Hartley, via email. Bank of the Cascade-Payroll account, $2,590.63. In the Jefferson County Treasury the account balances were: Bond Fund $54,732.44, Building/Equipment Capital Reserve Fund $222,255.53, General Fund $7,329.89, Local Option Levy Fund $286,166.15 and our Pay Pal account had $45.00. Accounts Receivable there was $1,071.44. Total assets of $571,727.14. Director Kirk made a motion to approve the June 2017 financial report as presented, Director Meredith 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 Meredith and Director Kirk will sign checks on Wednesday, August 9th and Director Meredith and Director Oakley will sign checks on Friday, August 25th.
2. Comments from the public – none
3. Unfinished Business - none
4. New Business.
	1. Discussion and approval of 2017-2020 Union Contract – The Board went into Executive Session to discuss the Union Contract at 6:53pm with Assistant Chief Hartley. The Board and Assistant Chief Hartley came out of the Executive Session at 7:10 pm and reopened the regular Board meeting. A motion was made by Director Dille to approve the 2017-2020 Union Contract as written, Director Meredith seconded the motion, there was no further discussion and all were in favor, (5-0).
	2. Discussion on adjusting start times of Board meetings for 2017-2018 fiscal year - Assistant Chief Hartley stated that there has been discussion on pinning down start times of the Board meetings throughout this term and for the future. This is so we can be consistent with the Board meetings in the future. Director Kirk explained to Director Dille and Director Meredith the purpose of this topic. There was discussion by the Board and Assistant Chief Wilson as to what time works best for his schedule. Assistant Chief Wilson stated that he will be able to get out of work a little earlier to come to the Board meetings if they start around 3:00/3:30. It was proposed by Director Bengtson that in the months of November, December, January and February that the Board meetings start at 3:00 pm. All the other month’s the start time of the meetings will be at 6:30 pm. Assistant Chief Hartley stated that August 17 is around the time of when the outside public will be starting to come to view the Eclipse. There was discussion between the Board and both Chief’s as to possibly moving the date of the August Board meeting. Director Kirk made a motion to move the August Board meeting to Tuesday, August 15th at 6:30 pm instead of Thursday, August 17th, due to the Eclipse event and also to move the start times of the meetings to 3:00 pm in the months of November, December, January and February. All other months will remain at 6:30 pm per our Bylaws. Director Oakley seconded the motion, all were in favor, motion approved (5-0).
	3. Discussion on Board members attending the SDAO Board of Directors and Management Staff Training – In the Board packet there was material from SDAO in regards to the Board of Directors and Management Staff Training for the two new Board members. Both have been registered and will be attending.
	4. Discussion and approval of funds allocated for new command apparatus – Assistant Fire Chief, Sean Hartley stated to the Board that we are asking for approval of $50,000 for the purchase of a new command vehicle, which would include the lights, canopy, slide out bed, toolboxes and all the extra’s. Assistant Fire Chief, Mark Wilson explained to the Board the kind of vehicle the District would like to purchase. Chief Hartley stated to the Board the public safety price for this acquisition would be around $27,000. Director Dille made a motion to approve purchase of a new command vehicle, not to exceed $50,000. Director Kirk seconded the motion, there was no further discussion, all were in favor,

(5-0).

* 1. Discussion and approval of Resolution 2017-07 for the transfer of funds from an existing appropriation in the General Fund - Assistant Fire Chief, Sean Hartley explained to the Board that we are transferring a certain amount out of contingency funds into the Materials & Services: Radio/Communication line item in the General fund. This is to accommodate the cell phone stipend the Fire Chief is receiving and also the three Captains. Director Kirk made a motion to approve Resolution 2017-07 to transfer funds from an existing appropriation in the General Fund: Contingency to Materials & Services: Radio’s and Communication line item, Director Meredith seconded the motion, and all were in favor,

(5-0).

1. Fire Chief’s Report – Assistant Fire Chief, Sean Hartley thanked everyone for attending and helping out at the Open House. He stated we had three fires in three days this past month. We had good response on these fires and mutual aid. He also stated we have been busy with ambulance calls. We have the touch-a-truck event at the Recreational program here on the Ranch tomorrow and next Friday. We are getting ready for the Eclipse and we will have a command center here at our station and the staffing will be increased for this event as well.
2. Operations Report – Assistant Fire Chief, Mark Wilson stated the Honor Guard did a debriefing after the Memorial ceremony at the Open House and really enjoyed the barbeque we had for them after the Memorial Ceremony. The support volunteers have put together a “just-in-case” group to help cook meals for our crew when they are on fires or rescues. There has been several training meetings on some software programs, such as Intterra which is a GPS system for Fire Fighters. We have had several taskforce activations on other fires. We have received several certifications from DPSST for our students, volunteers and staff. Chief Wilson stated that he has done a lot of repairs and servicing of our apparatus. The next Blood Drive is Wednesday, August 23rd at noon. There has been several Eclipse meetings in the area and various concerns about the event, all agencies will be on their own for any fires. He has also been to the DMV to acquire the title on 541.
3. Correspondence/Recognitions. – We received a letter and picture from Ted Carlin in regards to an old fire truck the District used to have. We also received a congratulations from David Wolting on our 40th Anniversary and also a note from a resident congratulating us on our anniversary.
4. Comments/Questions. Comments/Questions:
	1. Public – It was stated by Tina Wilson that in the future we might want to look at other days and times of the week for our Open House
	2. Chief, Staff and/or Volunteers –
	3. Board – Director Meredith mentioned the Car Club event on September 16th at the grass area by the tennis courts. He also asked if someone has a food handler’s card for our pancake breakfast coming up. He has one if no one else does.
5. Adjournment by Director Bengtson at 8:18 p.m.

Respectfully,

Dana Schulke

Administrative Assistant