**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Board Meeting Minutes**

**April 20, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors and Local Contract Review Board took place on Thursday, April 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 Norberg at 6:30 p.m. Directors Fisher, Oakley, Kirk, Norberg and Bengtson were present. Also present, Fire Chief Harry Ward, Volunteer Assistant Fire Chief, Mark Wilson, Assistant Fire Chief, Sean Hartley and Administrative Assistant Dana Schulke. Also in attendance were Captain David McDonald, Westin Martin, Justin Abts and Marta McGovern-Philpott. Members of the public in attendance, Tina Wilson and Sue Green.
2. Review of Meeting Agenda Items – Director Norberg stated that she would like to add a 7. 4 to the agenda to discuss the Levy that is up in November of 2018. No other additions or changes were made.
3. Approval of Board Meeting Minutes.
	1. March 16, 2017 Joint Public Hearing & Board Meeting minutes – Director Bengtson made a motion to approve the March 16, 2017 Joint Public Hearing and Board meeting minutes as amended to correct a spelling error. 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 March, 2017. In the Bank of the Cascades general account there was $8,294.97, Bank of the Cascade-Payroll account, $3,091.19. In the Jefferson County Treasury the account balances were: Bond Fund $78,985.74, Building/Equipment Capital Reserve Fund $221,710.50, General Fund $203,637.07, Local Option Levy Fund $277,250.32 and our Pay Pal account had $195.29. Accounts Receivable there was $-25.00. Total assets of $793,165.08. Director Bengtson stated that the format on the top portion of our Budget Variance sheet did not look right, there were some questionable figures. Assistant Fire Chief, Sean Hartley and Dana stated they will look into the error with Xero and get back to the Board on this matter. Director Bengtson made a motion to approve the March financial report as presented, Director Kirk seconded the motion, all were in favor, motion passed (5-0).
	2. Appointment of Board members to sign checks in May. – It was decided upon that Director Fisher and Director Bengtson will sign checks on Tuesday, May 9th and Director Fisher and Director Kirk will sign checks on Wednesday, May 24th of 2017.
5. Comments from the public - none
6. Unfinished Business -
	1. There was no unfinished business at this meeting.
7. New Business.
	1. Audit selection process – Fire Chief, Harry Ward stated that Dana had mailed out many Request for Proposals to various firms. We had only received three back by the dead line stated on the request. One of which was Price/Fronk who we have used for many years. After interviewing the other two firms, Chief Ward stated that Accuity, LLC best fit our needs for the size of our District. Director Bengtson made a motion to approve Accuity, LLC for our auditor for this fiscal year’s audit and the next two, Director Kirk seconded the motion. All were in favor, there was no further discussion, motion passed (5-0).
	2. Discussion and Approval of Resolution 2017-04 for the purchase of tool equipment boxes for wildland apparatus – Fire Chief, Harry Ward stated that we are very close on completing the wildland apparatus, however, due to the costs of the tool boxes that were ordered for it, we will need to move some funds from our contingency line item to the vehicle/maintenance line item in order to complete this project. There was discussion between the Board and staff as to when the apparatus will be completed. Assistant Volunteer Fire Chief, Mark Wilson stated that he is hoping to have the apparatus completely finished by the end of May. Director Bengtson made a motion to approve Resolution 2017-04 for the purchase of tool equipment boxes for the wildland apparatus as written, Director Oakley seconded the motion, all were in favor, motion passed (5-0).
	3. Surplus of the Ford/Crown Victoria – Fire Chief, Harry Ward stated the Ford Crown Victoria has about run its course. We have had some issues with it and he feels that it is time to surplus it. The Board asked Chief Ward how much money we could get if we sold it. Chief Ward stated maybe $1,000. to $1,500. There was discussion on what parts we could take off of the vehicle before it was sold, etc. It was agreed by all that it should be surplused at this point due to the age of it.
	4. Discussion on Levy (added item to agenda) – Director Kirk stated if we want them to talk about the Levy at our open house event on July 1st, the Board would like to have all the important facts about any increases etc. The Board would like to see comparisons in writing as to what things costs now, compared to what will be going up in 2018, such as PERS, etc. Fire Chief, Harry Ward stated that he will be putting together a fact sheet on what it cost the District to do business. One of the key elements mentioned was how much we saved the residents by refinancing our Bond for the building. There was no further discussion and it was agreed by all that a fact sheet and answers to questions will be printed up for the Board to review.
8. Fire Chief’s Report – Fire Chief, Harry Ward stated that the counter tops in the kitchen are in and the budgeted improvements for the building are complete. We have the Emergency Management Forum will be held on Saturday, April 29th at Ranch Chapel and some topics of discussion will be on the snow storm we had over the past winter and the solar eclipse in August of this year. Plans for our open house are going well. He reminded everyone that our Volunteer Appreciation Picnic is on Saturday, June 3rd down at the baseball field. He also said that he will be meeting with the Union in May on negotiations for the Captains. Director Bengtson stated that he would like to have Mike Taylor Construction come out again to look at the cement walkway at the entrance of the building. Director Bengtson also stated the tree at the corner of the building should be relocated because if it continues to grow, it will run into the eaves of the building.
9. Operations Report – the operations report was submitted in writing by Volunteer Assistant Fire Chief, Mark Wilson and was in the Board packet. The Board reviewed the report and had no further comments.
10. Correspondence/Recognitions. –Comments/Questions. There was a thank you note from Terri Southern for the flowers we had sent her. There were also reminder dates from SDAO on certain meetings that are coming up for the Board to attend. Director Oakley stated that we had a comment card from the comment box in the lobby. It stated that we should provide a “guest Wi-Fi” sign on. Assistant Fire Chief Hartley stated that he thinks our network would not be able to accommodate that request, however, he will check into it.
11. Comments/Questions:
	1. Public – none
	2. Chief, Staff and/or Volunteers – none
	3. Board – Director Kirk mentioned to Chief Ward if we have asked SDAO about any services for financing vehicles. Chief Ward stated that he will contact David Ulbricht about it.
12. Adjournment by Director Norberg at 7:36 p.m.

Respectfully,

Dana Schulke

Administrative Assistant