**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Joint Public Budget Hearing & Board Meeting Minutes**

**June 20, 2019**

A Joint Public Budget Hearing and Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 20, 2019 at 6:00 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch, Oregon. The Public Budget Hearing started at 6:00 pm with the Board Meeting immediately following the hearing.

**Public Budget Hearing Minutes**

1. **Called to Order** by Director Bengtson at 6:00 pm. Roll call was taken by Director Oakley and the following individuals were in attendance: Director Bengtson, Director Kirk, Director Meredith and Director Oakley. Also in attendance, Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke, as well as Captain, Alysha Delorto, Volunteers Dennis Senko, Myrsideys Steward and Colton Steinke. Members of the public in attendance, Brad Pahl, Tammy Pahl, Jeff Green, Brenda Davis, Patricia Hayes, John Hayes, Mark W. Wilson, Tina Wilson, Bill Sundin, Kay Norberg, Bill Burt and Kate Zemke. There were three individuals who did not sign in for the meeting, two are believed to be related to Jeff Green (possibly his parents), and the other was Mike Knoke. After roll call was taken, the flag salute was done by Director Kirk.

2. **Presentation of the Budget** - Fire Chief, Harry Ward stated that the budget was reviewed at the Budget Committee meeting and there have been no changes. The total for the budget is $1,418,082 and we are looking good. We plan on carrying over about $215,000 depending on how this month ends. He asked if there are any questions from the Board. The Board approved of the new budget and there were no comments from the public. Director Bengtson asked for a motion. Director Kirk asked if they had to make a motion now, since they were going to approve the Resolution for the budget in the Board meeting following this public hearing. They did not make a motion and will review the Resolution in the Board meeting. There was no further discussion.

3**. Adjournment** – Director Bengtson ended the budget hearing at 6:06 pm.

**Board Meeting Minutes**

1. **Called to Order** by Director Bengtson at 6:06pm. Roll call was taken by Director Oakley and the following individuals that were listed above in the Public Budget Hearing also attended the Board Meeting. Two people attended this meeting about half way through, which were Todd and Angie Nace.

2. **Review of Meeting Agenda Items** – the Board reviewed the agenda and there was nothing to add.

3**. Approval of the Board Meeting Minutes.**

3.1 May 16, 2019 Board minutes – minutes were reviewed and read by the Board and they had no corrections, however, Mark Wilson stated that the spelling of Pape Kenilworth was incorrect and it should be Pape Kenworth. Director Oakley made a motion to approve the minutes as amended, Director Kirk seconded the motion. All were in favor, motion passed (4-0).

4. **Financial Reports -**

4.1 **Director Meredith presented the financial report as of the end of May 2019**. In the First Interstate Bank general account, there was $7,194.55. In the First Interstate Bank-Payroll account, we had $2,852.78. In the Jefferson County Treasury the account balances were: Bond Fund $37,330.99 and the Capital Reserve Fund $186,820.78. In the General Fund we had, $136,224.04. In the Local Option Levy Fund we had $242,868.00. In Accounts Receivable we had $365. Director Kirk made a motion to approve the May 2019 financial report as presented, Director Oakley seconded the motion, all were in favor and the motion passed, (4-0).

4.2 **Appointment of Board members to sign checks** – It was decided that the new Director coming on board, Jeff Green will sign checks on Tuesday, July 9th and the new Director, Brad Pahl, will sign checks on Thursday, July 25th, 2019. It has yet to be determined who will be the second person signing checks. This is to follow after new Board members are sworn in and positions are established. Director Oakley stated she would be available for both dates if needed.

**5. Comments from the public** – only one person, Kay Norberg has signed up to speak, however she stated that she would like to wait until the end of the meeting.

**6. Unfinished Business** –

6.1 **Follow-up discussion on the new Radios –** Assistant Fire Chief, Sean Hartley stated the transition went smoothly with just a few hiccups. The crew has been utilizing the new radios for response and it is working fine. Everything is hooked up and working well. There was no further discussion and topic will be removed from unfinished business.

**7. New Business**:

7.1 **Discussion and Approval of Resolution 2019-02 to adopt the 2019/2020 Fiscal Budget –** Director Bengtson read through all of the Resolution which stated the items in the General Fund totaling $1,203,082., Bond payment for the Station $165,800 and our Capital Reserve Fund in the amount of $75,000. Total Appropriations of all funds totaled $1,443.882, total unappropriated amounts for all funds totaled $364,366, which is a total budget of $1,808,248. General Fund tax amount 1.8379 and local option tax was 0.89, Bond Levy amount $168,603. The above figures were approved and adopted on Thursday, June 20th, 2019. Director Oakley made a motion to approve Resolution 2019-02 to adopt the 2019/2020 fiscal budget as written. Director Kirk seconded the motion. All were in favor and motion passed, (4-0).

7.2 **Discussion and Approval of ordering a new Ambulance for the District** – Fire Chief, Harry Ward gave the final quote to the Board on the purchase of a new ambulance. There was a second quote which was separate for a “Loader” that we could get for less money than going with the initial company. We have gone to a smaller bottle of oxygen, so the loader does not have to be so big. Director Bengtson asked if we were getting a Demo, Chief Ward stated we are not. The manufacturer is going to demonstrate our new ambulance at industry shows and at other agencies for no more than 90 days, or no more than 5,000 miles from Salt Lake City to here. In doing this the manufacturer has decreased the price by $4,000. In speaking with the manufacturer, it will take about 120 days to build and we will received it 90 days after that, which is faster than what we anticipated. The total of the purchase would be $231,040.71 and we plan on putting $75,000 down. The financing would be $156,040.71. Depending on when everything is signed, we should receive it sometime next spring. Chief Ward clarified with Director Bengtson that the price for the Loader is included in the financing, we do not have to pay separately for it. The Loader will be delivered to the manufacturer and they will add it. This ambulance is the only one in the State of Oregon, as it is geared for all safety measures for the crew and patient. It has seatbelts and airbags inside for the crew, it is designed completely for the crew when they attend to a patient and if they ever crash. Chief Ward commended our staff for working on this project for such a long time. It is built to accommodate extra equipment, etc. Horton, the manufacturer, has been very accommodating and Savvick Buying Group is a competitive buying company that does the work for us (as far as the completive bidding process). Chief Ward has all the documentation from them and will have it ready for the Auditors when they come. A motion was made by Director Kirk to approve the ordering of a new ambulance through Savvik Buying Group, a competitive bidding company. Director Meredith seconded the motion. Director Bengtson asked about the financial package/financing and when we had to make the payments. Chief Ward clarified that the payments are only made once a year. Our first payment will not be due until December of 2020. If we do the Resolution to order the ambulance in July, the rate will be locked in at 4.1%. Patricia Hayes asked Director Bengtson if she could ask a question in regards to the ambulance, Director Bengtson stated “no”, it has been discussed by the Board and staff has done all their homework on this project. A motion has been put on the table and all were in favor, motion passed, and (4-0).

7.3 **Discussion on increasing the price of our Fire Med membership** – Fire Chief, Harry Ward stated that we were approached by Lifeflight to manage our Fire Med membership. We have crunched some numbers and we would have to increase it by 25% to accommodate them managing our membership. He stated that he put an email out to the Board in regards to this topic. Chief Ward stated that in receiving reply’s back, Director Bengtson and Director Oakley had concerns about raising the fee for the membership. Director Bengtson stated that we just raised taxes on our residents. Chief Ward stated that we are currently breaking even on it, however if they take it over they will be able to do all the mass marketing and manage it. Director Oakley stated that she feels it will not benefit us if they take it over. Director Meredith stated that he is still thinking this over and not sure about the increase of $10. Chief Ward stated he can speak with Victor at Lifeflight to see if there is any other way we can run some more numbers to make the increase work. This topic will be put under old business for July’s meeting.

7.4 Swearing **in of new Board Officers/Directors effective July 1, 2019** – Director Bengtson asked for the four new Board Directors to come to the front row. Kate Zemke, the Clerk from Jefferson County came up as well to swear in the four new Board members. Kate congratulated all the new members on winning the election. She confirmed with all members that they received their certificates. She swore in Brad Pahl, Position 1, Jeff Green, Position 3, Barbara Oakley, Position 4, and Mark W. Wilson in Position 5. Signed Oath’s were given to Dana Schulke to file and copies were made to give to Kate.

 7.5 **Election of Board Officers for the 2019/2020 term, effective July 1,** **2019** - Director Bengtson opened up nominations for positions on the Board. New Board Director, Brad Pahl nominated Barbara Oakley for President, it was seconded by Director Meredith. There were no other nominations. Barbara Oakley is now President. Director Bengtson opened nominations for Vice President. Director Oakley nominated new Board Director Brad Pahl for Vice President. It was seconded by Director Wilson. There were no other nominations for Vice President and Director Pahl will now be Vice President. Director Oakley nominated new Board Director, Mark W. Wilson as Secretary. It was seconded by Director Pahl. There were no other nominations for Secretary. New Board Director Mark W. Wilson is Secretary. New Board Director, Jeff Green nominated Director Meredith as Treasurer. It was seconded by Director Wilson. There were no other nominations for Treasurer. Therefore, Director Meredith was appointed Treasurer. All positions have all been filled.

**8. Fire Chiefs Report** – Fire Chief, Harry Ward stated that the EMS Billing set up with the new company is almost complete. He is researching collection agencies locally and then will have it completed. We have not received an answer yet on our FEMA grant application, as they are a bit backed up with the government shut down that happened. The training area behind the Fire Station is coming along with the stacking of the connexs. We have three new students joining us as of July 8th. They will be going to Academy to learn Wildland and Structural fire protocol. He stated that his focus on Health/Wellness for staff is coming along. Captain Delorto is spearheading a peer support program, which is part of the Health/Wellness program Chief is focusing on. We have switched our Employee Assistance Program from St. Charles to SDAO & the State Firefighter Council, due to the fact it will be cheaper for the District. Chief Ward thanked Myrsideys Steward for mentioning to him that we could utilize “in kind” training hours for the VFA grant match we applied for and received. The amount of the grant was for $14,527. He stated that he will be going to two family reunions over the summer, one in July and one in August. Lastly, he was appointed Chair of the Central Oregon Fire Chief’s Association for a two year term (this was added later on in the meeting, as a “go-back” as part of his report).

**9. Operations Report** – an operations report was submitted to the Board by Assistant Fire Chief, Sean Hartley in the Board packet. He added that we have had a lot of Volunteers go to classes to get certifications, Captain Delorto is working on Peer Support Program and we are applying for a lot of grants. Director Kirk stated that he saw a link that we might want to put on our webpage that talks about local wildfires. There was no further discussion.

**10. Correspondence/Recognitions**  – We received a letter from Accuity, LLC (our Auditor) which indicated that they will only be sending us three copies and a PDF copy of the final audit to save paper. Chief Ward stated that we will also be cutting down on the amount of Board packets we provide in order to save paper.

**11. Comments/Questions:**

11.1 **Public** – Kay Norberg stated that she wanted to thank Bob Bengtson & Dennis Kirk for serving on the Board. She indicated that all Board members should work as one and should work together. She wished them well.

11.2 **Chief, Staff and/or Volunteers** – Dana Schulke presented Cards to Bob Bengtson and Dennis Kirk. Volunteer, Dennis Senko stated they have new Board members for the Volunteer Association. Frank Day is now President, Bobby Edwards is now Vice President, Marta McGovern-Philpott is Secretary, Colton Steinke is Treasurer and Myrsideys Steward is Sargent of Arms. He also stated the Volunteer Association will be ordering a Brick to lay at the new Memorial, on behalf of Wendell Beck.

11.3 **Board** – Director Kirk stated that it was an honor to serve on the Board and he will miss being at the Station. He thanked Chief Ward, Assistant Fire Chief, Sean Hartley and also Dana Schulke for what they do. He also thanked Captain Delorto and staff and will be supporting the District in the future. Director Meredith wanted to bring to the attention of everyone that he saw a television program last Sunday about growing concerns with cancer and other diseases with Firefighters. He wanted to verify with Chief Ward that we are following certain protocols when it comes to PTSD, preventing possible contaminations with cancer and doing wash downs after working on a fire. He asked if we were working on getting an exhaust system in the Bay. Chief Ward stated he has some one lined up to help write a grant for us for the exhaust system we need. He also stated that when our new students go to Academy, they will be listening to Kimberly Lightley and Steve Pengra. Kimberly has been dealing with PTSD and Steve currently has Cancer. There is a legislative group working with the Chief’s Association on including Volunteer Firefighters in the Presumptive Cancer Law. He encouraged everyone to contact their congressman to get Volunteers included in this law.

**12. Adjournment** by Director Bengtson at 7:23 pm.

Respectfully,

Dana Schulke

Administrative Assistant