**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Joint Public Hearing and Board Meeting Minutes**

**March 16, 2017**

A joint public hearing and regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors and Local Contract Review Board took place on Thursday, March 16, 2017 at 5:30 p.m. at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road, Crooked River Ranch Oregon.

**Joint Public Hearing and Board Meeting Minutes**

1. Called to Order by Director Norberg at 5:30 p.m. Directors Fisher, Oakley, Kirk and Norberg were present. Director Bengtson was excused from the meeting. Also present, Fire Chief Harry Ward, Volunteer Assistant Fire Chief, Mark Wilson and Administrative Assistant Dana Schulke. Assistant Fire Chief Sean Hartley was absent. Also in attendance were Captain David McDonald and Riley Jones. Members of the public in attendance, James Dille and Tina Wilson.
2. Review of Meeting Agenda Items – Director Norberg stated that she would like to move item 7.1 to the top of the agenda which is the Public Hearing on the public contracting rules. This was due to our attorney only being available until 6:00 pm by phone, in case there were any questions during the hearing. There was discussion from Director Kirk to James Dille as to what the amended public rules entailed. After review of the Joint Resolution 2017-03 by the Board and Local Contract Review Board, there was a motion made by Director Fisher to approve Resolution 2017-03 in the matter of Joint Resolution of the Board of Directors and Local Contract Review Board opting out of the Attorney General’s Model Public Contracting Rules and amending public contracting rules for Crooked River Ranch Fire & Rescue. Director Oakley seconded the motion, all were in favor and motion passed, (4-0).
3. Approval of Board Minutes.
   1. February 15, 2017 Board Workshop meeting minutes – Director Kirk made a motion to approve the February 15, 2017 Board meeting minutes as written. Director Fisher seconded the motion. There was no further discussion. All were in favor, motion passed unanimously, (4-0).
4. Financial Reports -
   1. Director Fisher presented the financial report as of the end of February, 2017. In the Bank of the Cascades general account there was $61,030.39, Bank of the Cascade-Payroll account, $3,153.87. In the Jefferson County Treasury the account balances were: Bond Fund $47,166.26, Building/Equipment Capital Reserve Fund $221,522.67, General Fund $250,152.38 and the Local Option Levy Fund $275,826.89. Accounts Receivable there was $-5.00. Total assets $858,887.46. Director Kirk made a motion to approve the February financial report as presented, Director Oakley seconded the motion, all were in favor, motion passed (4-0).
   2. Appointment of Board members to sign checks in April. – It was decided upon that Director Fisher and Director Kirk will sign checks on Monday, April 10th and Director Fisher and Director Oakley will sign checks on Monday, April 24th of 2017.
5. Comments from the public - none
6. Unfinished Business -
   1. Recruitment of Board Members – Fire Chief Harry Ward stated that we have one candidate for each of the two positions available running for the Board. There was no further discussion on this topic.
7. New Business.
   1. See minutes written under item 2.
8. Fire Chief’s Report – Fire Chief, Harry Ward stated that the FireAdmin software is working well. We have received price quotes on the new command vehicle we would like to purchase. At this time he has decided that he will wait to purchase the vehicle in the next fiscal year, rather than doing a supplemental budget. There was discussion on the lenders who have contacted us on their rates and Director Kirk stated that maybe credit unions should be contacted to see what rates they would charge us. Chief Ward then stated we have received a few proposals for auditing services. The new countertop in the kitchen will be installed the first week of April. He also stated that he attended a cancer prevention class and will be creating a revised policy on decontaminating the crew when they are back from putting out a fire. In closing, he stated that he will be out of the Station the first week of April to attend a fire dynamics class. Director Norberg questioned the status of receiving new radios. Chief Ward explained that we have a good chance of receiving the new radios through the grant Bend Fire applied for, as it was to cover all the Central Oregon agencies. Director Norberg then stated she would like to locate the original signed contract that Chief Ward signed when he came on board. There was no further discussion.
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 his report and asked about the status of the heavy brush trucks. One is at his house to finish putting the tool boxes on and the other is sitting in the Bay and is ready to use. Fire Chief, Harry Ward then stated that our grant check from SDAO should be here soon so that we can purchase the power cot.
10. Correspondence/Recognitions. –Comments/Questions. There was a thank you not from Beverly “Joan” McKenzie.
11. Comments/Questions:
    1. Public – none
    2. Chief, Staff and/or Volunteers – Administrative Assistant Dana Schulke stated that for the record, this meeting was a Joint Public Hearing and Board Meeting. Assistant Volunteer Fire Chief Mark Wilson stated that he has been “out of commission” for the past month and is hoping to return soon. He also stated he has contacted the Honor Guard for our open house event on July 1st.
    3. Board – no comment
12. Adjournment by Director Norberg at 6:08 p.m.

Respectfully,

Dana Schulke

Administrative Assistant