**Crooked River Ranch RFPD**

**6971 SW Shad Rd**

**Terrebonne, OR 97760-9250**

**Regular Board Meeting**

**February 15, 2017**

A regular Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Wednesday, February 15, 2017 at 1:00 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 1:00 p.m. Directors Fisher, Bengtson, Oakley, Kirk and Norberg were present. Also present, Fire Chief Harry Ward and Administrative Assistant Dana Schulke. Volunteer Assistant Fire Chief, Mark Wilson was excused from the meeting and Assistant Fire Chief, Sean Hartley arrived to the meeting after responding to a call. Also in attendance were Captain Alysha Gilpatrick and Riley Jones. Myrsideys Steward arrived to the meeting after responding to the same call that Assistant Fire Chief, Sean Hartley was on. Members of the public in attendance, Tina Wilson and John Meredith.
2. Review of Meeting Agenda Items – Director Norberg went through the agenda and added the discussion of Resolution 2017-02 to transfer funds from and existing appropriation in the general fund, which was prepared on the day before the meeting. This topic was added at 7.4 under New Business.
3. Approval of Board Minutes.
	1. January 19, 2017 Board Workshop minutes. A motion was made by Director Kirk to approve the January 19, 2017 Board Workshop minutes as written. Director Oakley seconded the motion. There was no further discussion. All were in favor, motion passed unanimously, (5-0).
	2. February 7, 2017 Board Workshop meeting minutes – Director Oakley made a motion to approve the February 7, 2017 Board workshop 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 Bengtson made a motion to approve the January 2017 financial reports as presented. Director Kirk seconded the motion. All were in favor, motion passed unanimously, (5-0).
	2. Appointment of Board members to sign checks in March. – It was decided upon that Director Fisher and Director Norberg will sign checks on Thursday, March 9th and Director Fisher and Director Kirk will sign checks on Friday, March 24th of 2017.
5. Comments from the public - none
6. Unfinished Business -
	1. Recruitment of Board Members – Fire Chief Harry Ward stated that he has spoken to several residents of the Ranch in regards to applying for the Board of Directors position. After speaking to them, there does not seem to be much interest. Director Fisher stated that John Meredith was in attendance of our meeting and he might be interested in running for a Director position. Mr. Meredith introduced himself and said he might be interested in running and will decide after the meeting is over with. It was stated that Position 1 and 2 will be open, and Director Oakley will be applying for Position 4. The County will appoint someone if no one else decides to run for the other position. There was no further discussion.
7. New Business.
	1. Discussion and appointment of Budget Committee members for the 2017-2018 budget. Fire Chief, Harry Ward stated that he has spoken to the following individuals to sit on our Budget Committee, Brad Pahl and Bim Gander. Since he was not able to find another resident to replace Amy-Louise Roxberg, she has agreed to sit on the committee for one year until we are able to find another committee member. A motion was made by Director Kirk to approve the appointment of Keith Bedell, Mark Dearman, Brad Pahl, Bim Gander and Amy-Louise Roxberg as the Budget Committee members for the 2017-2018 budget. Director Bengtson seconded the motion. There was no further discussion and all were in favor. Motion passed unanimously, (5-0).
	2. Discussion and review of revised Purchasing Policies/Public Contracting Rules and exemptions. The Board had received the revised Purchasing & Public Contracting packet from our attorney at our workshop meeting that was held on Tuesday, February 7, 2017.

There were several questions from the Board in regards to certain findings the attorney had indicated on the letter that was addressed to Dana, and in the sample resolution and exhibit that was attached. Fire Chief, Harry Ward stated that if the Board agrees, he would like to have the hearing for the public prior to our next Board meeting in March, which will give the Board time to continue to review the findings stated by the attorney and prepare questions. Director Bengtson stated that it would be a good idea to have our attorney available by phone to answer questions at the hearing. All were in agreement and there was no further discussion.

* 1. Discussion and approval of a new command vehicle – Fire Chief, Harry Ward stated that he has done a lot or research on the design and purchase of a new command vehicle. As of right now, rates have increased, per Jason at Bank of the Cascades and Chief Ward stated he feels that we could pay for a new command vehicle with the current funds we have now instead of using financing from banks. He also stated that he has received three quotes from various vendors. Director Kirk stated we should consider other options for financing, such as using his lender in Arizona that does signature loans. Director Bengtson stated he does not think it is a good idea to use our funds to purchase a new vehicle at this time. The Board agreed that a separate meeting should take place to discuss the purchase of the new vehicle. A resolution or supplemental budget will have to be done, as this was not a planned expense for the District. Fire Chief, Harry Ward will inform everyone of a date in the future to discuss this matter.
	2. Discussion and approval of Resolution 2017-02 for the transfer of funds from Contingency to Capital Outlay, Building & Capital Purchases - Fire Chief, Harry Ward stated we have begun the painting process of the interior of the building. After much discussion with the Staff, it was decided that all the building should be done, and not separate areas. In order to do so, we will have to move some additional funds from our Contingency fund to our Capital Outlay/Grant Awards: Building Capital Purchases to get the rest of the building done. Therefore, Director Bengtson made a motion to approve Resolution 2017-02 for the Transfer of Funds from our Contingency fund to the Capital Outlay & Grant Awards: Building Capital Purchases for the purposes of completing the interior painting of the building, as written. Director Kirk seconded the motion, there was no further discussion and all were in favor, motion passed unanimously, (5-0).
1. Fire Chief’s Report – Fire Chief, Harry Ward stated that our countertops are currently being made and will be put in at the end of March. The limb dump burn last weekend went well. On April 29th, he will be on a panel for the Emergency Management Forum that will be held in the Family Center at Ranch Chapel. Last year’s attendance was well received and we are hoping the attendance for this year will go well. He also stated the Myrsideys Steward, one of our students has received a job offer in Klamath Falls. We are very proud of her and hope she will be around part-time in the summer.
2. Operations Report – the operations report was submitted in writing by Volunteer Assistant Fire Chief, Mark Wilson and was in the Board packet. There was no discussion on it.
3. Correspondence/Recognitions. –Comments/Questions.
	1. Public – John Meredith stated that he was at the meeting as a resident and as a member of the Car Club. He wanted to inform everyone about the Car Show that will be coming up at the Senior Center and if using a propane barbeque would be ok to cook the food. Fire Chief, Harry Ward stated that it would be fine to use at the event.
	2. Chief, Staff and/or Volunteers – Administrative Assistant, Dana Schulke asked about the time of the March Board meeting. It was decided from the Board that next month’s Board meeting will go back to the usual time of 6:30pm, with the Notice of Public Hearing prior to which will start at 5:30pm.
	3. Board – no comment.
4. Adjournment by Director Norberg at 2:19 p.m.

Respectfully,

Dana Schulke

Administrative Assistant