

**Crooked River Ranch RFPD  
6971 SW Shad Rd  
Terrebonne, OR 97760-9250**

**September 19, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, September 19th, 2024, at 6:30 pm, 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 Palmer at 6:31 pm.**

1.1 Roll Call was taken by Director Norberg and the following were in attendance: Director’s Palmer, Pahl, Norberg, Costigan, and Gayheart. Also in attendance were Fire Chief Sean Hartley and Administrative Assistant Dana Schulke. Also in attendance was Captain Ahrendt (part-timer) and Captain David McDonald (who came in at 6:45 pm, however left after 15 min). Members of the public in attendance were Linda Kay Widmer, Mike Dries, Randy Peterson, and William Burt.

**2. Review of Meeting Agenda Items** – Director Palmer reviewed the agenda with the Board and there were no changes to the agenda.

**3.1 Approval of the Board meeting minutes from August 15, 2024** - Director Costigan stated there was a spelling error in one of the paragraphs that should say “political” side. Director Pahl made a motion to approve the Board meeting minutes from August 15<sup>th</sup>, as amended. Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**3.2 Approval of Special Board meeting minutes from August 19<sup>th</sup>, 2024** – Director Costigan stated he did not say that he was going to draw up a list of names to contact regarding the PGE matter. It was noted that Chief Hartley and Director Norberg were going to draw up a list of names. Director Pahl made a motion to approve the Special Board meeting minutes from August 19<sup>th</sup>, as amended. Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**3.3 Approval of Special Board meeting minutes from August 27<sup>th</sup>, 2024** – Director Pahl made a motion to approve the Special Board meeting minutes from August 27<sup>th</sup>, as presented. Director Costigan seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**4. Financial Reports -**

**4.1 Financial reports for July 2024** – Director Costigan and Chief Hartley stated that once we clarified the hiccup with our Auditor’s, we were able to balance the July financials. Our Auditors were able to finish our audit and the manual journal entries were corrected. We had some questions that were presented to our auditors that were clarified. Director Costigan stated that our beginning fund balance was substantial due to a multitude of reasons. He commended the staff for doing a good job for staying on budget. Chief Hartley was able to correct the .09 error with Gabe at Jefferson County. Director Norberg made a motion to approve the July financials as presented. Director Palmer seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

4.2 Financial reports for August 2024 - Chief Hartley stated that once we were able to balance July's financials, August was easy and did balance. Director Costigan stated he is getting used to the reconciliation process. He said we are currently sitting "good," and everything balanced for August. Director Pahl made a motion to approve the August financials as presented. Director Norberg seconded the motion. All were in favor by stating "Aya," motion carried, (5-0).

**4.2 Appointment of Board members to sign checks** – It was decided that Director Gayheart and Director Norberg will sign checks on Thursday, October 10th, and Directors Pahl and Palmer will sign checks on Monday, October 28th, 2024.

## **5. Unfinished Business –**

**5.1 Review of Public Meeting Policy** – A full copy of the policy with all revisions in red were in the Board packet. Director Palmer asked the Board if they had anymore questions regarding the policy, as Director Pahl had one last month to incorporate a policy number into another. After meeting with Chief Harley and Dana, verbiage was added into one to accommodate his request. Director Pahl made a motion to approve the Public Meeting policy as amended. Director Norberg seconded the motion. All were in favor by stating "Aye," motion carried, (5-0).

**5.2 PGE Tax refund update** - At this time Director Palmer stated that it sounds like we will not have to owe anything to PGE. We had received a letter back from Jefferson County, in regard to the questions we asked them. Director Costigan reviewed with the Board and the audience the answers to our questions we had asked them in our letter. After review of the answers to our questions, Director Costigan stated Jefferson County responded very timely and he and the Board were pleased with the outcome. He appreciated their candor and cooperation in this matter. There is a grant that PGE offered the Jefferson County to offset part of the refund amount, as well as COVID dollars that were received to Jefferson County. These funds will be utilized towards the tax refund that was due, which will eliminate what we initially would have owed to PGE. At this time, the Board discussed the committees they had put together to bring awareness to this matter, and if they should continue to have them. Discussion ensued regarding this matter. Director Costigan suggested that the Board wait until after the election coming up to pursue any suggestions to Jefferson County, Legislators, etc. Director Palmer made a motion to disband the Legal subcommittee and keep the Political and Legislative subcommittees for the PGE issue. Director Gayheart seconded the motion. All were in favor by stating "Aye," motion carried, (5-0).

## **6. New Business:**

**6.1 Discussion/Approval of Resolution 2024-07 to received and appropriate unanticipated conflagration funds into the General Fund** – Chief Hartley reviewed the Resolution with the Board. Discussion ensued regarding how fast we received payment from the conflagrations we went on and how many there were. Director Pahl made a motion to approve Resolution 2024-07 as presented. Director Costigan seconded the motion. All were in favor by stating "Aye," motion carried, (5-0).

**6.2 Discussion/Approval on surplus of VHF mobile radios for donation to ODF REPA program** - Chief Hartley stated we have completed the replacement of our old VHF radios. He was speaking with the Rural Fire Protection District representative from ODF, and they would like to have our old VHF radios for their REPA program. We have twelve of the old

radios that are only worth about \$200 a piece. Chief Hartley would like to donate them to the ODF REPA program. Director Pahl made a motion to donate the VHF mobile radios to the ODF REPA program as presented. Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**7. Fire Chief Report** – Chief’s report was in the Board packet, and he added several different topics: staffing issues, student candidates, the IT migration, Parking Lot pavement estimates, Energy Trust fluorescent light replacement, our meeting with the ISO rating representative and the review of our burning regulations. He also added the date of October 9<sup>th</sup> to be the “push in” ceremony for our new 541 and a quick review of our new truck that was ordered and where we are in the production line.

**8. CERT Report** – Linda Kay stated they will be reviewing the BRIX application on their phones for next weeks meeting. She will be reviewing how important radio communications are when deployed by the Fire Chief. She is also drafting a policy for traffic control response and will be looking into the online CERT Basics class to engage more members on the team.

**9. Comments/Questions:**

**9.1 Public input on the current agenda** – William Burt commended the Board for working out the PGE issue with Jefferson County.

**9.2 Public input on future agenda topics** - none

**10. Correspondence/Recognitions/Good of the order** – none

**12. Adjournment** by Director Palmer at 7:59 pm.

Respectfully,  
Dana Schulke  
Administrative Assistant