

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

**December 19, 2024**

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, December 19, 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 6:30 pm.

**1.1** Flag Salute was led by Director Pahl.

**1.2** Roll Call was taken by Director Norberg and the following were in attendance: Director's Palmer, Pahl, Norberg, Costigan, and Gayheart. Also in attendance, Fire Chief Sean Hartley, Administrative Assistant Dana Schulke, Captain Alysha Delorto, Firefighter Alan Smoke, and Office Assistant Tara Bruce. Members of the public were Mike Dries and Bill Burt.

**2. Review of Meeting Agenda Items** – Director Palmer reviewed the agenda with the Board, and he suggested to move 6.5 (Executive Session) after item 10 (Correspondence/Recognitions and Good of the Order).

**3. Approval of the Board meeting minutes from November 21, 2024.** Director Norberg stated there was a small typo under 6.1 on the last sentence. Should read All were in favor “by” stating “Aye”. Director Pahl made a motion to approve the November 21, 2024, as amended. Director Costigan seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**4. Financial Reports -**

**4.1 Approval/receipt of the financial reports for November 2024.** Director Costigan stated that we have balanced for the November financials. Additionally, Jefferson County came through with getting us our funds. He also stated there was a shift of funds over to Building/Maintenance line item, as well as to Worker's Comp (this was directed from the Resolution that was signed by the Board at last month's meeting. He also stated that as far as revenue, we are right on the line as to where we are supposed to be. Also, he stated that after reviewing our Budget Variance, our personnel costs eat up 72% of our operating budget. Director Pahl made a motion to approve the November 2024 financial as presented. Director Norberg seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

**4.2 Appointment of Board members to sign checks for Thursday, January 9th and Monday, January 27, 2025** – It was decided that Director Gayheart and Director Pahl will sign checks on Thursday, January 9th, and Directors Norberg and Palmer will sign checks on Monday, January 27, 2025.

**5. Unfinished Business –**

**5.1 Budget Committee vacancies** – Director Palmer stated that Bill Burt, Ken Fisher and Bob Bengtson's terms are up. Dana stated she has received some emails from interested parties and she is hoping to get more so that we have a pool of residents to choose from. More information is to follow.

**6. New Business –**

**6.1 Board policy on credit card reward points** - Director Palmer stated currently we do not have a policy on this topic and asked for clarification from Dana regarding our credit card policy. Dana reviewed what SDAO is stating that we should have in policy. The Board discussed what type of language should be stated in the policy. Discussion ensued between the Board and staff regarding the use and kind of credit cards we are currently using. Director Pahl stated that they will work on the verbiage to put in the policy regarding this topic. There was no further discussion.

**6.2 Topic of Strategic Plan on Board agenda** – Director Palmer asked for clarification from Dana regarding having this topic on our agenda's, (if it should be on the agenda monthly), or possibly having it on the agenda quarterly. Chief Hartley stated it depends on how fast we can get things done. Director Palmer stated it was suggested to him that the Board have this as a standing topic in the quarterly workshops. The Board agreed to this, and it will be a standing topic in all future Board workshops. There was no further discussion.

**6.3 Attendance of SDAO Conference at River house in Bend – Director Palmer** stated this is coming up on February 7-9<sup>th</sup> of 2025. The Board members asked what the topics were, and Chief Hartley was able to locate them on the SDAO website with the speakers and topics. Dana will make sure she will register Director Palmer, Director Gayheart, Director Pahl and Chief Hartley for the conference. There was no further discussion.

**6.4 Set date for quarterly Board Workshop –** The Board discussed several dates in January. The date of January 14<sup>th</sup> came up and was confirmed for 1:00 pm.

**6.5 Performance Review of Fire Chief (Executive Session) –** was moved to after item 10 (Correspondence / Recognitions) on the agenda.

**7. Fire Chief's Report –** Chief Hartley stated that we are only 10 calls behind what we were last year for the number of calls. He introduced our newest employee, Alan Smoke, to the Board. He stated that Emily Lara received an offer from Eugene/Springfield Fire, and we are sad to see her go. He sent out to the Board the email from Blake Jamison regarding the GEMT FFS side of things. He reviewed with the Board the issue going on with this (which is an 86% reduction in GEMT revenue). He stated Blake is working with OFCA on this and our local Legislator's regarding this topic and more information is to follow once Chief Hartley finds out more information from Oregon Health Authority and Blake. Chief Hartley also stated that we assisted Jefferson County Sheriff's office with a body retrieval today and in the process, our capstand broke again. We just had this repaired a year ago. He stated that after discussion with Sargent Skidgel from Jefferson County Sheriff's Office, he might be able to assist us financially in getting a new one. The Board asked how much a new one will cost, and Chief Hartley stated about \$4,000 - \$5,000. We have several people looking at different options for getting a replacement. Our new engine should be here the week of January 13<sup>th</sup> and Hughes Fire will be delivering it. Chief Hartley has received a few inquiries about 522 that is for sale and he has replied to them. Asking price for it is \$25,000. Chief Hartley stated that the company we utilized for vehicle maintenance has closed their doors, and we are now going to use Pape Kenworth. He introduced Tara Bruce, our new part-time office assistant who will be supporting Dana and Chief Hartley. Captain Delorto is overseeing the hiring of our additional Firefighter/Paramedic position. There was no further discussion.

**8. CERT report –** Linda Kay was not in attendance of the meeting, there was no report.

**9. Comments/Questions -**

**9.1 Public input on the current agenda –** none

**9.2 Public input on future agenda topics –** Bill Burt stated that Dave Klem is heading up a committee with the HOA to see what it takes to make our community a Fire Wise community. Chief Hartley stated this has been an on-going project for a while now.

**10. Correspondence/Recognitions/Good of the Order –** In the Board packet, there were several Thank You notes received regarding the opportunity to interview for the Part-Time office position, as well as assistance from our crew on a call they went on. Director Pahl asked the staff if we have picked a date yet for our Emergency Preparedness Open House. Chief Hartley stated to the Board it will be reviewed in January. Director Pahl also stated a big shout out to Captain Delorto for organizing Shop with a Firefighter this year, she did a great job. Director Norberg reminded everyone that our holiday party will be on Saturday, January 11<sup>th</sup> and more information is to follow.

(6.5 At this time the Board went into Executive Session at 7:22pm to review and evaluate the performance of the Fire Chief. The Board came out of Executive Session at 8:48 pm and continued the meeting.

**11. Adjournment of regular meeting by Director Palmer at 8:49 pm.**

Respectfully submitted,

Dana Schulke  
Administrative Assistant