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

October 15, 2026

A Board Meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, October 15th, 2026, at 6:00 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 Cross at 6:00 PM. Director Cross asked for a moment of silence to honor the victims and all those affected by the school shooting in Bend.

   1.1 Flag Salute – Director Palmer

   1.2 Roll Call – Taken by Director Costigan and the following were in attendance: Directors Cross, Pahl, Costigan, Fletcher and Palmer. Also in attendance were Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke, and Fire Marshal, Dennis Senko. Members of the public were Mike Dries, Kay Norberg, Susan Holt, Linda Kay Widmer, Bill & Vicki Burt, Robin Huber, Kay Limbaugh, Mike Lex and Dennis Squire. Michael Miller attended virtually via the Zoom platform, as did Kori Sarrett, CPA from Acuity. Barb Oakley signed on via Zoom at 6:24 p.m.

2. **Review of Agenda –** Director Cross reviewed the agenda.

3. **Approval of the Board Meeting minutes from Thursday, September 17, 2026 –** Director Pahl made a motion to approve the Board Meeting minutes from September 17th as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

4. **Review of 2025-2026 Financial Statements/Audit** – Kori Sarrett, CPA with Accuity, LLC, reported that the audit went well and reviewed the details of the few minor adjustments made. As a response to a question regarding the change in the process of handling accounts payable, she explained that Bill Pay is more secure than writing checks in the current financial environment. For the sake of transparency, it remains a preference that the treasurer does not sign checks and that two directors will continue to review and approve the payables each month.

   4.1 Acknowledge receipt and approval of the financial reports for September 2026 – Director Fletcher presented the financial reports for September 2026. He reported that

all accounts reconciled as of September 30, 2026. Director Costigan recognized a decrease in ambulance revenue. Director Pahl made a motion to approve the September 2026 financials as presented. Director Palmer seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

4.2 Appointment of Board members to sign checks for Tuesday, November 10th and Wednesday, November 25th, 2026 – Directors Palmer and Costigan will sign on Tuesday, November 10th, and Directors Palmer and Pahl will sign on Wednesday, November 25th.

5. Unfinished Business –

5.1 Update on Sale of Surplus Apparatus– Chief Hartley reported that there has been no activity after the price reduction. It was suggested that the price be reduced to $25,000.00, which was its original cost.

6. New Business –

6.1 Discussion on Chief Hartley's review/process –Director Costigan reported that an evaluation tool was created at the recent workshop for Chief's review. He noted that it would be distributed to all internal staff, as well as a substantial selection of external candidates, to complete the questionnaire. Because the list of candidates was long, it was suggested that it be divided in half. Director Palmer made a motion to pull half the names from a hat for the first year, then alternate each half every year. Survey Monkey will be used for internal staff. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

6.2 Discussion/Approval of Resolution 2026-08 accepting unanticipated conflagration revenue in the General Fund – Chief Hartley reported that $40,000 was budgeted for conflagration revenue. However, a difficult fire season resulted in $96,525 more than that. This resolution appropriates the additional revenue into the budget. The amount for personnel services will be updated to cover the wage reimbursements. He recommended that $12,993 be added to Materials & Services for vehicle maintenance on 592. He further recommended that $10,000 be added to the Contingency Fund and $25,000 into the Capital Reserve Fund. Director Pahl made a motion to approve Resolution 2026-08 accepting unanticipated conflagration revenue in the General Fund as presented. Director Costigan seconded the motion. All were in favor by stating "Aye"; motion carried (5-0).

6.3 Discussion on additional Levy for Personnel/Capital Projects for the district – Chief Hartley presented a projection of results of running a second local option levy.

After much discussion, it was suggested that the increase might not be palatable to the voters. It was also suggested that a survey be sent to Crooked River Ranch residents to get an idea of what might be acceptable. Chief Hartley will contact SDAO to find a professional survey organization.

7. **Fire Chief's Report –** Chief Hartley's report was in the Board packet, which he summarized. He further reported that Oregon Fire Chiefs Association has created an Oregon Certified Fire Executive program, which will focus on Oregon laws and tax system. The Chief noted that there is money available in the training budget as well as the travel budget. The Board agreed that Chief Hartley should apply for this program and will provide a letter of support by October 23rd.

8. **CERT Report –** Linda Kay Widmer reported CERT had one activation for directing traffic around a power pole fire. They will help with traffic control at the drive-through flu shot clinic at the station on October 22nd. There will be no training for CERT in the month of November and December, due to the holidays.

9. **Comment/Questions –**

   9.1 Public input on the current agenda topics – There was concern voiced by someone in the audience regarding the number of people that will be involved in the Fire Chief's review.

   9.2 Public input on future agenda topics – Director Pahl asked about the number of people on "Register to Burn", and Chief Hartley reported there were over 220 people registered.

10. **Correspondence/Recognitions/Good of the Order –** Director Cross read a letter of appreciation from a Ranch resident.

11. **Adjournment –** Director Cross adjourned the meeting at 7:38 PM.

Respectfully submitted,

Dana Schulke, Administrative Assistant