

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

June 20, 2024

A Joint Public Hearing and Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, June 20, 2024, at 6:00 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon. The Public Budget Hearing started at 6:00 pm with the Board Meeting immediately following the hearing.

Public Budget Hearing Minutes

1. Called to Order by Director Norberg at 6:00 pm.

2. Director Palmer led the flag salute.

3. Roll call was taken by Director Costigan and the following were in attendance: Director's Norberg, Pahl, Costigan, Palmer and Gayheart. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley. Members of the public in attendance were Mike Dries, Robin Huber, Barbara Oakley, Bill Burt, Linda Kay Widmer and Mac Walker. Brandie McNamee and Kacey Skaar attended via the Zoom platform.

4. Presentation of the 2023/2024 Budget – Fire Chief Sean Hartley presented the budget as approved by the Budget Committee. He went over each fund (General/Operating, Capital Reserve, and our Bond fund). The income to be received into the General Fund is a little higher for the next fiscal year, due to the rollover of grant funds for summer staffing, and an FF/Paramedic position that has not been filled yet. All of the wages and benefits for that position have been carried over. He also stated that we are anticipating more ambulance billing revenue since we are revising our rates, effective July 1. The taxes we estimated at the bottom of the spreadsheet included the levy increase which as voter approved last November. He went over our short-term debt, which was the main ambulance payment, operating contingency, and the \$75,000 that will be transferred into the Capital Reserve Fund for future expenditures. He then went over into the Capital Reserve Fund which included the match for the loan we are going to have for the new fire apparatus. The Bond Fund is for long term debt, which is for the building.

5. Comments from the Public – Mac Walker asked Chief Hartley if there were going to be items in the future that may surprise the public. Chief Hartley stated the only added item for next fiscal year will be the new structure engine. He also stated we are getting a new interface engine from the State of Oregon (which is free). The only other thing is the additional staffing we are trying to get, as we are getting busier. Mr. Walker also asked if there was a potential big fire on the Ranch, would our District be getting reimbursed from the State. Chief Hartley stated that depending on the size of the fire at a local level, we are all part of a Mutual Aid agreement, and we all help each other out. If the fire is within a certain distance of the Ranch, we will be receiving Federal resources to help us, as they would want to protect their land. Federal (FEMA) funding would also be available to us if it is on a larger scale. Mr. Bill Burt asked about the new fire engine and when we plan to get that. Chief Hartley stated our goal is to get the funding approved by Resolution in the July Board meeting and then get the paperwork rolling with the lender and vender to make the apparatus in August. Discussion ensued between Director Gayheart and Chief Hartley on how to sell the existing engine that we have. There were no other questions from the public.

6. Discussion/actions from the Board of Directors – none

7. Adjournment – Director Norberg ended the Budget Hearing at 6:13 pm.

Board Meeting Minutes

1. Called to Order by Director Norberg at 6:18 pm.

1.1 Roll Call by Director Costigan and the following were in attendance: Director's Norberg, Pahl, Costigan, Palmer and Gayheart. Also in attendance were Fire Chief Sean Hartley, Administrative Assistant Dana Schulke and Captain Adam Wiley. Members of the public in attendance were Mike Dries, Robin Huber, Barbara Oakley, Bill Burt, Linda Kay Widmer and Mac Walker. Brandie McNamee attended via the Zoom platform, and Kacey Skaar did not attend the Board meeting.

2. Review of Meeting Agenda Items – Director Norberg reviewed the agenda with the Board. A discussion ensued regarding having a Board Workshop. So, a 6.4 was added under new business to discuss a date for a Board Workshop.

3. Approval of the Board meeting minutes from May 16, 2024. Director Pahl made a motion to approve the May 16th, 2024, minutes as presented, Director Gayheart seconded the motion. All were in favor by stating “Aye,” motion carried, (5-0).

4. Financial Reports -

4.1 Financial reports for May 2024 – The financials were in the Board packet. Director Pahl stated we were two months running in having no issues with the financials and stated that on our Balance Sheet we are at a general net income of \$1,465,893.24. Director Norberg has a question on the Payable Invoice Detail sheet. She asked what Uline was for station rugs and Chief Hartley explained the need purpose of the transaction. Director Costigan made a motion to approve the May 2024 financials as presented, Director Palmer seconded. All were in favor by stating “Aye,” motion carried, (5-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Gayheart and Director Costigan will sign checks on Wednesday, July 10th and Directors Pahl and Palmer will sign checks on Thursday, July 25th, 2024.

5. Unfinished Business –

5.1 Update on Board access to Vector Solutions for SDAO training - Chief Hartley stated that Captain Wiley has been working with Vector Solutions and they have given all the Board members logins to utilize the program. Discussion ensued about which course all the Board members will have to take in order to receive a discount on our insurance.

6. New Business:

6.1 - Nominations of Board Officers for 2024/2025 term, effective July 1, 2024 – at this time, a nomination was presented for Director Palmer to be President by Director Norberg and Director Gayheart seconded the nomination. All in favor stated “Aye.” Director Norberg nominated Director Pahl as Vice President, and Director Costigan seconded the nomination. All in favor stated “Aye.” Director Norberg nominated Director Costigan as Treasurer and Director Palmer seconded the nomination. All in favor stated “Aye.” Director Palmer nominated Director Norberg as Secretary and Director Pahl seconded the nomination. All in favor stated “Aye.”

6.2 - Discussion/Approval of Resolution 2024-03 to revise the district's Ambulance Fee Schedule (effective July 1, 2024) - Director Norberg asked if there were any questions in regard to this topic as they have been reviewing this topic for the last several months. Chief Hartley went through the revised figures for the types of calls we provide with the Board and the public in attendance. He stated that Medicaid rates are set by the State and are a flat rate and usually very low. Several questions were raised about Medicare and how we are reimbursed by them. Director Costigan made a motion to approve Resolution 2024-03 to revise the districts Ambulance rates, effective July 1, 2024, as presented, Director Palmer seconded the motion. All in favor stated “Aye,” motion carried, (5-0).

6.3 Discussion/approval of Resolution 2024-04 to Adopt the 2024/2025 fiscal budget – Director Norberg asked if there were any other questions from the public. There were none. Director Pahl made a motion to approve Resolution 2024-04 to adopt the 2024/2025 fiscal budget as presented, Director Palmer seconded the motion. All in favor stated “Aye,” motion carried, (5-0).

6.4 – Discussion on Board Workshop – Director Norberg & Palmer asked the Board which dates would work for everyone to have a Board Workshop. The date of Thursday, August 8th was agreed upon at 2:00 pm, here at the station.

7. Fire Chief Report - His report was in the Board packet for the Board to see. He said we are slowly picking up on the calls for the month of May. We have been helping out Redmond and Prineville lately by staffing their stations. The building projects have been completed. He said he has received an email from OSFM stating we might receive our new engine by the end of June, or the first part of July. Director Norberg asked about the damage that was done to the south side of the building. Chief Hartley stated that we do not know how it happened, but that it has been almost completely repaired, just need to finish the painting. Director Norberg asked about our gutters and if they are going to get repaired. Chief Hartley stated that he and all three of the captains have finished their Blue Card Incident Command training. He also went over the Everbridge alert systems and everyone should have received the alert at their home or via their cell phone.

8. CERT Report – Linda Kay Widmer gave her report on the training the CERT members are doing. They had a great session last month with Sargent Skidgel on evacuation and what their role and responsibilities will be. She stated that they will be working on more radio traffic training since they have a small group of members, to make sure they are working together with the Incident Command. Discussion ensued regarding certified flaggers and Director Pahl stated this was a topic of conversation at the Homeowners Association.

9. Comments/Questions:

9.1 Public input on the current agenda - Mac Walker asked a question regarding residents that do not want to be transported to the hospital and how we manage that, along with standby at public events. Chief Hartley stated we struggle with residents to call 911 and that we have residents sign a form stating they are refusing to be transported to the hospital. Mr. Walker also asked if there was information on how to manage cheat grass and the junipers here on the Ranch. Chief Hartley said we just had the new Living with Wildfire book printed for Jefferson County residents, which will be in the new homeowners’ packets down at the Homeowners Association. Discussion ensued regarding the residents taking advantage of the Defensible Space grant opportunities that are available. Linda Kay asked Chief Hartley if there were other resources available for residents to take advantage of to assist with cleaning up their properties. Chief Hartley stated the Heart of Oregon organization is very helpful and has assisted a few residents out here on their property.

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - none

12. Adjournment by Director Norberg at 7:15 pm.

Respectfully,
Dana Schulke
Administrative Assistant