

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

January 16, 2025

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 16, 2025, 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 Palmer.

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, Office Assistant Tara Bruce, and Captain Adam Wiley. Members of the public were Sheryl Jones, Darren Squier, Robin Huber, Mike Dries and Bill & Vicki Burt.

2. Review of Meeting Agenda Items – Director Palmer reviewed the agenda with the Board with no changes or adjustments to be had.

3. Approval of the Board meeting minutes from December 19, 2024. Director Pahl made motion to approve the minutes as presented with no changes. Director Gayheart 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 the financials have balanced for December. Explaining that we are in January, this presents a halfway point from July through the end of the year for financial review. He and The Chief are going through the current year and past year taxes focusing on discrepancy where crediting was listed. Taxes paid to the District are correct, but they will firm up the line items where the credits are listed and that they are in the correct line item for both the bond and the general fund. Currently, the overall income is off about 1% from last year so this will be reviewed again when the February money is in. Material & Services including Building Maintenance and Supplies are a bit overbudget at this point. Additionally, the majority of the Professional Services budget has been accounted for already. The recap next month will be a much clearer idea of where we are as far as a halfway point once the Materials & Services are accounted for through the end of the year. Payroll for professional services are right in line for what was budgeted. The Bond Fund is right in line with where it should be as well. There was a transfer in January for the Capital Reserves so everything is aligning. Director Pahl made a motion to approve the December 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, February 10th and Monday, February 24th, 2025 – It was decided that Director Gayheart and Director Pahl will sign checks on Thursday, February 10th, and Directors Norberg and Palmer will sign checks on Monday, February 24, 2025.

5. Unfinished Business –

5.1 Budget Committee vacancies – Director Palmer stated that there are 3 vacancies for the Budget Committee and 4 residents have submitted interest. Bill Burt, Sheryl Jones, Mike Dries, and Kay Limbaugh are the parties interested. Director Palmer opened the floor for any suggestions on the voting. He wrote down the names of the board members and the names of the interested parties. They will include Bill Burt as well as the other three since he is re-applying for this committee and was previously, currently on the committee. This vote will be a part of public record. Kay Limbaugh could not attend this evening in person, but there were emails from the interested parties. The three in the audience were asked what their motivation to join this committee, what experience they bring, and how long they have lived on the Ranch. Sheryl was the first to speak, then Mike, followed by Bill. Votes were then cast. Bill Burt received 5 votes, Mike Dries received 5 votes, Sheryl received 2 votes, and Kay received 3 votes. Congratulations given to Bill, Mike, and Kay for being voted in.

6. New Business –

6.1 Board of Director Positions coming available- Position #1 and Position #2 will be coming available in the May elections. General process is reviewed on how to apply with the County Clerk of Jefferson County. A deadline of January 27th was mentioned for election officers to return the completed information form. February 8th will be the day the County Clerk publishes the information regarding the district board elections, and it is the first day candidates declare interest in running for the two positions. March 20th is the last day for candidates to file. May 20th is election day. There is a \$10 fee to submit an election filing. Director Pahl will be running again for Position #1. Director Norberg will not be running for Position #2. Director Costigan mentions that current members can be reached out to in getting a better idea of the time requirements and the general duties of the Board.

6.2 Budget Officer is chosen – Director Pahl moves to nominate Chief Hartley. Director Palmer directs the board on this motion, and it is seconded. All were in favor by saying “aye” (5-0)

6.3 Calendar Business and Review of Budget Committee Training and Financial Review Dates – Palmer reviewed these dates. April 10th will be Budget Committee Training and current Financial Review. May 1st will be the first Budget Committee Meeting with the Board of Directors. May 8th will be second Budget Committee Meeting if necessary. June 4th will be the public notice for the public budget hearing. June 19th hold public Budget Hearing prior to the June Board Meeting and Board enacts resolution to adopt the budget. June 26th filing of the LB1 and Tax Certification by the Budget Committee.

6.4 Review Board Workshop on 1/14– Director Palmer mentions that there was a review of credit card policy wording. Director Gayheart is going to provide the policy wording to The Board and to Dana this coming week so that the policy can be updated. Other general items reviewed during this workshop included the strategic planning, FF/PM staffing and recruiting, and capital item needs for the coming fiscal year. The next quarterly workshop will be scheduled later, but this can tentatively be planned for in May, after the 2nd Budget Committee Meeting.

6.5 Fire Chief Report – The SWOT assessment by the SDAO consultant will be planned for on March 7, 8, or 9th. Ensuring good attendance by Budget Committee Members, community members, and volunteers, these dates will be proposed, and a date and time can then be scheduled for this. Director Costigan, Gayheart, and Pahl will attend this assessment meeting. The Chief announced another record setting year for District calls in 2024 with 662 calls. The start of new year is already starting off busy with 35 calls just in the first 15 days of January. The busy wildland season is attributed to this. Within last year’s numbers, we have provided Redmond Auto Aid 4 times. They gave us Auto Aid 6 times. We provided Mutual Aid 27 times and we received Mutual Aid 8 times last year. For recruiting, we are planning a test for acquisition in February and we have two solid candidates for the FF/PM position as well as outreach to the local college programs. He is happy to report that the new fire engine will be delivered here to the station tomorrow 1/17. The engine should be in service by the end of March and a push in ceremony will be planned. The Chief is starting to work with HOA Board Member, Dave Klym, on finalizing status for making CRR a FireWise Community. He will be the community chair role for this initiative and will be putting a committee together. The District will be a stakeholder partner in this. Paperwork will be compiled in working with ODF and State on the requirements and steps towards becoming a FireWise Community. There are lot inspection records from the last 10 years that will be used as supporting documentation, there will be goals made with the FireWise Community, and a Risk Assessment will be done. Being recognized as a FireWise Community can have its benefits, and Chief Hartley is excited to have this come to fruition. There was a recap by The Chief of the ODF Hazard Mapping of The Ranch. There have been many calls to the station with questions. There has been an increase in the lot assessments. Chief Hartley will be scheduling a meeting with the HOA to review their fire mitigation funding. The CERT group will be meeting on 1/23. There has been a request for new CERT volunteers and the hope is to have a new CERT training session set up soon.

6.5 Thank you correspondence – A resident wrote in a thank you letter for the B Shift Group in recognition of Captain Wiley’s team during a call on 12/29.

7. Adjournment by Director Palmer at 7:17 pm.

Respectfully submitted,

Tara Bruce
Office Assistant