

**Crook County Fire and Rescue Board Meeting**  
**Station 1201, 500 NE Belknap Street, Prineville, OR**  
**July 19, 2018**

**Call to Order**

Jim Dean called the meeting to order at 9:00 am.

**Roll Call:**

Board Members Present: Jim Dean, Dennis Bauldree, Steve Lent, Dennis Merrill

Staff Present: Matt Smith, Russell Deboodt, Mike Wright, Jeremiah Kenfield

**Approval of Minutes:**

Motion: Steve Lent      Second: Dennis Merrill      Passed Unanimously

**Old Business**

Update on Surplus Equipment: We were able to solidify the deal with Juniper Flat Fire for the surplus water tender and structure engine. The tender left here on Sunday, and they are extremely happy with the deal. They paid the district in full. The District still owns two white brush engines (1986) and a type 6 (1991). The district has received some inquiries for them, but as of now do not have a need to surplus them.

Update on Hiring: Chief Smith stated that the new firefighters will be starting August 1<sup>st</sup>. They will be doing a three day orientation when they start. All firefighters were former students with the department, so already have some department background and experience. The district is looking forward to getting them engaged and on shift.

Audit: The district went out for an RFP for a new auditor per the Board's request. It was published in the Bend Bulletin per contracting rules and regulations. We received one response from the RFP. Chief reviewed some of the fire departments that currently use this company. The district received positive feedback from these fire departments. The cost is more expensive than the previous auditor, however the level of service should be much higher as well. Chief reviewed the submittal and recommended the Board approve the submittal, Acuity LLC Certified Public Accountants. Dennis Merrill made the motion to approve the company, Steve Lent seconded, motion passed unanimously.

**New Business**

Board Officer Elections: Chief reviewed the Board duties for each position. Steve nominated Jim Dean for President, seconded by Dennis Bauldree, passed unanimously. Dennis Merrill nominated Steve Lent for Vice President, seconded by Dennis Bauldree, passed unanimously. Dennis Bauldree nominated Dennis Merrill for Secretary, seconded by Steve Lent, passed unanimously.

Update on Staffing Capability: Chief explained this is part of the Board's yearly agenda. CCFR is just getting to six career staff per shift, with variability for vacation and sick leave. We also have a fluctuating student level, part time, and volunteer ranks. Goal is always to be more static in our daily staffing, which is why the second career person will be staffed at 1202. When the numbers allow, the

district will flex out to staff the Juniper Canyon station. This will only occur when the daily staffing allows. The Juniper Canyon station will continue to have resident student volunteers living there. Chief reviewed the dynamic nature of emergency response when you have fluctuating staffing and experience levels. Chief reviewed our part time and volunteer programs, and how they interlink. Dennis Merrill asked how the scheduling of part timers went, Chief reviewed our scheduling system and cap on how many hours a part time person can work. Chief then reviewed our run card system. The goal of this system is to have a standard response to nonstandard incidents, and focuses on getting the appropriate number of staffing for individual call types. Steve Lent asked how we communicate on a large scene with all of our mutual aid partners. Chief Smith explained often times we are able to utilize the Central Oregon mutual aid plan, but sometimes a common radio frequency is initially tough to come by, but our strong interagency relationships solves those issues quickly.

### **Consent Agenda**

Chief reviewed the most recent quarterly report, and where we came in at the end of fiscal year 2017-2018. The district came in slightly ahead this year, primarily due to an increase in ambulance revenue. Jim Dean restated that knowing that this was likely going to be the scenario was the reason the Board approved moving forward so quickly with hiring the three new firefighters. Jim Dean read through the monthly bills. Motion made to approve the consent agenda by Dennis Bauldree, seconded by Dennis Merrill, passed unanimously.

### **Public Comment**

None

### **Good of the Order**

Chief reviewed the Special Districts training offered here at the Fire Station next month.

Chief passed out the MASA Medical air and ground transport membership opportunity to the Board members and reviewed the benefits and qualifications.

Steve Lent participated in an event at Black Butte Ranch, he stated it was his opinion that they lack fire prevention space around the homes, and poor signage makes navigating the community difficult. Steve asked if the board could tour places like Brasada Ranch and see what our resorts look like. Dennis Merrill reviewed his role in the Brasada Ranch Fire Prevention Committee and the processes they have and what they are currently working on.

### **Adjournment**

Dennis Bauldree made a motion to adjourn, Steve Lent seconded, motion passed unanimously, Jim Dean adjourned the meeting at 10:20 am.

Respectively Submitted,

Russell Deboodt

Jim Dean