

**Crook County Fire and Rescue**  
**Board Meeting**  
**October 20, 2022**

**Call to Order:** Dennis Merrill called the meeting to order at 9:00 am.

**Board Attendance:** Board members in attendance were Dennis Merrill, George Ponte, Gary Abrams, and Steve Lent.

**Staff Attendance:** Matt Smith, Dave Pickhardt, Russell Deboodt, Jerimiah Kenfield, Todd Olheiser, and Paula Landrus.

**Public Attendance:** Larry Long, Sam Scheideman

**Minutes:** Gary Abrams made a motion to approve the minutes, Dennis Merrill seconded the motion, passed unanimously.

**Consent Agenda:**

- Bills: Chief Smith reviewed the bills since last board meeting.
- Quarterly Update: Chief Smith reviewed the quarterly numbers with the Board, as well as the long-term financial plan.
- Consent Agenda: Chief reminded the Board the district is transitioning to a new accounting software, so the reports will look different than in the past. Chief Smith stated we should be expecting the audit in the next few months. The Board discussed increasing the Board review from one Board member to two, to add an extra set of eyes. The Board decided that they are comfortable with the current practice. Chief Smith stated he intends to move forward with hiring the budgeted positions. George Ponte moved to approve the consent agenda, Steve Lent seconded, motion passed unanimously.

**Old Business:**

- Senate Bill 762: Chief Deboodt gave an update on SB 762.
- Seismic Grant: Chief Smith gave a review of where the district is headed and how it relates to our budget priorities. With additional hires, the district is now limited on how many people can live in the stations. As we hit that limit, the district is evaluating how to grow our facilities and how that would look and be funded.

Chief Pickhardt gave a specific update on the seismic grant, its timeline, and impacts on district facilities. Chief Pickhardt reviewed the Finding of Fact document with the Board. This notice is published for 14 days, for public review. He then reviewed the most current timeline for the project. The Board agreed that moving forward with the proposed timeline was appropriate. The Board set a special board meeting for the Contract Review Board to review any public comment on the Finding of Fact. The Board set suggested November 7<sup>th</sup>, at 0900.

- Civil Service Appointment: The Board received one application for the vacancy on the Civil Service Commission. The applicant is Jim Ferraris, who is a retired law enforcement officer. George Ponte moved to appoint Jim Ferraris, Steve Lent seconded the motion, passed unanimously.

- Review SDAO Best Practice Board Duties and Responsibilities Policy: Chief Smith reminded that we reviewed SDAO Best Practice requirements in September. The current set of policies came from SDAO directly. They have recently updated these policies and Chief Smith has shared these changes with the Board. Chief Smith reviewed what these changes are. Chief Smith asked the board for verbal direction on if they would like to move forward with working to adopt the new SDAO Best Practice policy. The Board consensus was to discuss at the upcoming work session.

**New Business:**

- Review ASA, Auto and Mutual Aid Agreements, Contracts for Fire Protection: Chief Smith reviewed the ASA, Auto and Mutual Aid Agreements, and Contracts for Fire Protection as part of the Board's yearly schedule.

ASA plans (Ambulance Service Area) are a requirement of every County. Chief Smith and County Commissioner Jerry Brummer met and reviewed the current ASA plan. It was determined by the Crook County Court that an update to the plan was not needed. Other members of the County's ASA plan include Redmond Fire and Bend Fire. Chief Smith also described how interfacility transfers are handled by CCFR and it is not directly listed in the ASA plan.

Chief reviewed the definitions of Auto and Mutual Aid, and where these areas exist in Crook County Fire and Rescue's response areas. Chief Smith reviewed how these were recently applied to a structure fire in the Juniper Acres area of Crook County.

Chief reviewed the Districts history with contracts for protection outside the District. The only contract currently is with the Ochoco Christian Conference Center. This contract was approved by the board because of the significant life safety issue at the Center.

**Public Comment:**

- None

**Good of the Order:**

- Review Call Data: Chief Pickhardt reviewed the call data for September.
- Update on Hiring: The district is planning to pursue a new grant from OSFM for staffing. The grant is open to hiring up to four FTE. Three new employees have been hired in the last few months. Another employee to fill a current vacancy is expected to be hired soon. The district also plans to hire three additional positions by the end of the year to fill out the budgeted positions.
- Gary Abrams mentioned that OSHA is making visits to fire departments in central Oregon.

**Adjourn:** Dennis adjourned the meeting at 10:55 am.

**Respectfully submitted,**

Russell Deboodt

Dennis Merrill