



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760

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www.crrfire.org

Notice of Virtual Board Meeting **and Consideration of a Supplemental Budget**

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a virtual Board meeting on Thursday, March 17, 2022. The Board meeting will start at 6:30 pm and will be held electronically through Zoom via computer/telephone. This meeting also includes a notice of consideration for a Supplemental Budget for the 2021/2022 fiscal year. The public may access this meeting via a special phone and meeting number through the Crooked River Ranch Fire & Rescue website at www.crrfire.org. The meeting is accessible to people with disabilities and will be recorded. Public comment regarding the topics on this agenda may be emailed to admin@crrfire.org and will be forwarded to the Board of Directors, prior to the date of this meeting.

Board of Directors

Brad Pahl, President, (Position 1)
Jeff Green, Vice President (Position 3)
Barbara Oakley, Secretary (Position 4)
Kay Norberg, Treasurer (Position 2)
Mark W. Wilson, Director (Position 5)

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Sean Hartley
Admin. Assistant, Dana Schulke

Board Meeting Agenda

1. Call to Order – Director Pahl
 - 1.1 Roll Call by Director Oakley
2. Review of Agenda – Director Pahl
3. Approval of Board Meeting Minutes– Director Pahl
 - 3.1 Approval of Board Meeting minutes from February 17, 2022
4. Financial Reports
 - 4.1 Acknowledge receipt and approval of the financial reports for February 2022
– Director Norberg
 - 4.2 Appointment of Board members to sign checks for Monday, April 11th and Monday, April 25th, 2022 – Director Pahl
5. Unfinished business (consideration, discussion, and possible action on the following items):
 - 5.1 Update of steering committee for Levy – Fire Chief, Harry Ward
 - 5.2 Update on Board training for SDAO Best Practices requirements/Training for Board Directors/Boardroom Dancing – Director Pahl

6. New Business (consideration, discussion, and possible action on the following items):
 - 6.1 Chapter 14 of Board Policy/Review of Language– Director Pahl
 - 6.2 Discussion on Fire Med Membership Fee – Director Pahl
 - 6.3 Discussion/Consideration of a Supplemental Budget, and Approval of Resolution 2022-01 for accepting donated funds to the District and purchase of capital training equipment – Director Pahl
 - 6.4 Review of Cybersecurity status – Fire Chief, Harry Ward
7. Fire Chief’s Report – submitted by Fire Chief, Harry Ward in Board packet
8. Operations Report - submitted by Asst. Fire Chief, Sean Hartley in Board packet
9. Comment/Questions:
 - 9.1 Public input on the current agenda topics
 - 9.2 Public input on future agenda topics – (Please limit to one topic)
10. Correspondence/ Recognitions/ Good of the Order – Director Pahl
11. Adjournment – Director Pahl

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

**Board Meeting Minutes
February 17, 2022**

A virtual style Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, January 20, 2022, at 6:30 p.m., via the Zoom platform.

Board Meeting Minutes

- 1. Called to Order** by Director Pahl at 6:32 p.m. Director Oakley did the roll call, and the following participants were in attendance of the meeting: Director Pahl, Director Green, Director Oakley, Director Norberg and Director Wilson. Also in attendance was Fire Chief, Harry Ward, Assistant Fire Chief, Sean Hartley, Administrative Assistant, Dana Schulke and Captain, David McDonald. Members of the public in attendance was Bill Burt and Volunteer, Dennis Senko.
- 2. Review of Meeting Agenda Items** - Director Pahl asked if there were any additions or deletions to the agenda. There were none.
- 3. Approval of the Board Meeting minutes from December 16, 2021** – Director Pahl asked if there were any corrections to be made to the January minutes. Director Norberg stated that she did have a correction on 4.1 halfway down, the paragraph that stated, “Chief Ward stated it is the annual maintenance on the cots and the company has a very had time getting....” The sentence should read “...the company has had a tough time getting us the invoices on time....” Director Wilson stated he had a correction as well, under 9. Comments from the Board. He stated that “We can put a battery back on the truck so the pump will run....,” should say, “he did put in the donated battery that was donated from Hagemeister Electric.” There were no other corrections. Director Pahl entertained a motion to be made to approve the minutes. Director Norberg made a motion to approve the minutes as amended, Director Wilson seconded the motion. All Board members stated their approval by saying “yes” to approve the amended minutes. Motion was approved, (5-0).
- 4. 4.1 Approval of January 2022 Financials** – Director Pahl asked Director Norberg if there were any corrections or questions regarding the January financials. Director Norberg had a question on page 7 of the Payable Invoice Detail report. She was questioning the Mt. Bachelor Fitness Invoice and why it was so expensive. Chief Ward stated that our treadmill stopped working in the fitness center, and we had to get a new treadmill. We also put on consignment with Mt. Bachelor our bike that no one was using. She also asked if the members and volunteers were utilizing the treadmill and Chief Hartley stated it is well utilized by everyone and it was a volunteer who was on the initial treadmill when it stopped working. Director Norberg also asked about Pape’ Kenworth and what the tax amount was on the invoice. Director Wilson stated it is the Corporate Activity Tax that our Governor put in place. We all get charged this tax and everyone must pay it. It is mostly the larger companies that do a large volume of business who pass this tax on to the customer, as the smaller companies absorb this tax. Director Norberg also asked about the Point&Pay invoice that showed return of insufficient funds. Chief Hartley stated that there was an ambulance payment made via

credit card through the ambulance billing company, the payment was made but was declined by the credit card company. This is being rebilled by the ambulance billing company with an extra charge due to the first payment being declined. She also asked about the Target Solutions invoice and what all the charges are for. Chief Ward stated this is for all the modules or applications for the software package. We do all our training through this software, along with all our policies, our scheduled maintenance for all the apparatus and personnel evaluations. Chief Ward stated that these charges are annual for the software. Director Wilson asked about the General Fund budget variance, under Personnel Services and why these figures went up because in the original budget it was showing a much lower amount. Chief Ward stated this is the Conflagration funds that came in which increased that line item, along with the Payroll Taxes. There were no other questions. Director Pahl asked for a motion to be made. Director Oakley made a motion to approve the financials as presented, Director Green seconded the motion. All Board members approved the financials by stating "yes" with a vote to approve them. Motion was approved, (5-0).

5. **4.2 Appointment of Board members to sign checks in March 2021.** It was decided that Director Norberg and Director Pahl will sign checks on Thursday, March 10th, and Director Norberg and Director Oakley will sign checks on Friday, March 25th, 2022.

Old Business:

5.1 Update on Steering Committee & attendance of SDAO Conference – Chief Ward stated that they had a good meeting last month. They had a discussion on what issues were the most important for the District. The number one item discussed was Staffing, the second was Apparatus replacement. Also, Community Risk Reduction and BLS Volunteer response was a topic. In the next meeting they will have, the items will be put in the order of priority and the goals they want to achieve. Chief Ward also stated that we have changed up our website to include the number of calls from the prior month. We are really trying to inform the public as to what has been going on at the District through our website, the Telegraph, and social media. He also stated that we are hoping to have the Easter Egg hunt in April, depending on COVID. Director Pahl added that it was an effective meeting and must agree with everything Chief Ward stated, along with going through our strengths and weaknesses. Chief Ward stated that the next step will be developing survey questions to have the public answer and the Board will be getting more information on this. This will be done through Survey Monkey or by a paper questionnaire. Director Pahl and Director Oakley also attended the SDAO conference. Director Pahl has ordered some material/books which will be helpful for the Board. He stated that the hot topics were Risk Management, Cyber Security, Data Management and Ransomware. He would like to review our Cybersecurity over the next year. Heat and Smoke was another hot topic as OSHA will be developing a new policy for this. Director Oakley sat in on the Strategic Planning session and the one thing she took away from this session is that the Board needs to have input and they need to know what is in the strategic plan. The Board will be held accountable if anything does go wrong from what is in it. Chief Ward stated we do have one currently that Director Wilson participated in a few years back. We have checked off almost all the goals listed in our current strategic plan. There was no further discussion.

New Business:

6.1 Discussion on Turnout Cleaning Expenses - Chief Ward stated that Captain McDonald has put together a good plan to send out our turnouts for inspection. He sends out a certain amount to Northwest Safety Clean for inspection, cleaning, etc., and the company sends them back. Then he

sends out another set of turnouts for inspection, repairs, cleaning, etc. This explains why there are two invoices that are given to us. For clarification, we did not purchase new sets of turnouts, these were existing sets we had that need to be inspected and cleaned.

6.2 Discussion on Staffing for Increased Call Volume – Director Pahl stated that Director Wilson was questioning this topic and what we are looking at for the next fiscal year. Chief Ward stated that he has put all the numbers together (salary, PERS, benefits, etc.) and we are going to plug those into the next budget to see if it will be viable and if we will be able to sustain having that additional Firefighter/Paramedic. The last thing he wants to do is hire someone and then must let them go after a year because we cannot sustain this position. Director Pahl clarified that it would be a 40-hour a week position when they start. He is still working out the details on what the schedule would be. Director Green asked if there are grants to aid us in adding this position. Chief Ward stated there is the SAFFER grant and a couple of others for recruitment and retention. Director Green also asked about the overtime that would be reduced if we added an extra person and Chief has taken this into account. Director Pahl asked who the current budget committee members are. Chief Ward stated we have Ken Fisher, Bill Burt, Bob Bengtson, Joe Costigan and Debbie Sappenfield.

6.3 Discussion on SDAO Best Practices Requirements for 2022 – Director Pahl stated that the requirements are listed in the Board packet. Director Pahl stated that three of the five have already been completed, however each board member is responsible for taking a class online or in person, as well as an additional person signing up for the Board Leadership program. The purpose of this is so that we can receive 10% off our Insurance from SDAO.

7. Fire Chief's Report – Chief Ward's report was in the Board packet. Chief Ward did give an update on the CWPP for Jefferson County and that public comment for it is in March. Director Pahl asked about the next date for the Steering Committee meeting and Chief Ward stated he does not have a date for that just yet but will get the information out as soon as he has pinned down date. There was a burn-to-learn that was done last week and two of our students attended. Another three will be going this week to live fire training. Jefferson County Fire has also asked us to attend a live fire training in Madras. Director Norberg stated she was so happy to see the antique apparatus moving and being driven, and she also saw all the burn piles at the south end entrance of the Ranch that needed to be burned. Chief Ward stated during our Emergency Preparedness Open House in April, BLM will be here to go over their plan to burn all those piles and will hold a public meeting to inform residents of what will be happening in November/December of this year. There will be a good training opportunity for us to collaborate with them when this burn does take place. We will be sending a couple of our members to this to check off task needed for their training books. Chief Ward also stated the Lower Bridge Rangeland Association is happening and they are getting final approval through ODF. Chief Hartley reviewed which properties would be covered under this new association of which there will be dues to pay for protection.

8. Operations Report – This report was in the Board packet. Chief Hartley reviewed the call stats from January. He also stated the next Red Cross Blood Drive will be on March 31st. Director Norberg stated the one parking lot light is out and Chief Hartley stated we are aware of it, and we are getting pricing on the bulb to replace it.

9. Comments from the Public, Board or Staff, - Bill Burt asked when we were going to burn the limb dump, Chief Ward stated it will be on the 26th and Cloverdale Fire will be assisting us. He also stated the Lions Club needs to get a permit to pick up the wood from the piles on the south end of the Ranch. He asked if the promoter of the Rodeo contacted us for standby assistance, Chief Ward said yes, he has.

Bill stated the new rodeo grounds will be down by Commercial Loop and there is eighty-five acres down there that will be able to provide ample parking. Director Pahl stated that our Community Service Volunteer/CERT meeting has been rescheduled for Thursday, March 24th at 6:00 pm. Director Wilson asked where the 5-ton went after being sold, Chief Ward stated it is now in Granite, OR to help a fire protection district there. Director Wilson also reviewed the Honor Guard funeral service he attended at the St. Paul rodeo grounds. Chief Ward stated he is hoping the Chief from St. Paul Fire will reach out to him regarding their loss. Director Wilson also stated he has another funeral to attend next week and the support by the fire service has been well attended at these funeral services. Chief Ward said he was extremely impressed with the service, and by the Honor Guard. Director Pahl stated there are a couple of house bills that affect us, such as the Income Tax Credit for Volunteers which is going forward to the Senate, and the presumptive Cancer bill, in which he stated he was not sure if this one will go through. Director Pahl and Chief Ward stated that some verbiage needs to be changed in Chapter 14 under Banking Services, which will be put on the agenda for next month's meeting. Director Pahl asked if Director Wilson can work on a date for the two-on-one meeting with Chief Ward as it is his turn to attend. Chief Ward asked if two Board members that could come to the Station to review the Owl Video Conferencing for our Board meetings.

10. Correspondence/Recognitions/ Good of the Order – none

10. Adjournment by Director Pahl at 7:39 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue

As of February 28, 2022

Cash Basis

FEB 28, 2022

Assets

Current Assets

Cash and Cash Equivalents

| | |
|--|---------------------|
| Bond Fund | 34,715.99 |
| Capital Reserve Fund | 378,853.49 |
| FIB - Checking | 25,778.54 |
| FIB - Payroll | 3,678.57 |
| General Fund | 348,620.98 |
| Local Option Levy Fund | 505,445.78 |
| US Bank | 52.15 |
| Total Cash and Cash Equivalents | 1,297,145.50 |

Total Current Assets 1,297,145.50

Total Assets 1,297,145.50

Liabilities and Equity

Liabilities

Current Liabilities

| | |
|----------------------------------|---------------|
| FIB - Credit Cards | 3,815.12 |
| Payroll Liabilities | (3,601.56) |
| Total Current Liabilities | 213.56 |

Total Liabilities 213.56

Equity

| | |
|-----------------------|---------------------|
| Current Year Earnings | 1,296,931.94 |
| Total Equity | 1,296,931.94 |

Total Liabilities and Equity 1,297,145.50

\$883,576.02

-\$ 213.56

\$883,362.46



Budget Variance
Crooked River Ranch Fire & Rescue
General Fund
For the month ended 28 February 2022
Cash Basis

| | February Actual | YTD Actual | Budget | Var USD | Var % | Original Budget |
|---------------------------------------|--------------------|-----------------------|-----------------------|----------------------|-----------------|-----------------------|
| Revenue | | | | | | |
| Ambulance Billing | \$20,059.10 | \$181,271.94 | \$200,000.00 | -\$18,728.06 | -9.364% | \$200,000.00 |
| Beginning Fund Balance | \$0.00 | \$596,453.11 | \$521,135.00 | \$75,318.11 | 14.4527% | \$521,135.00 |
| Conflagration Revenue | \$0.00 | \$7,660.87 | \$7,661.00 | -\$0.13 | -0.0017% | \$400.00 |
| Contractual Income | \$0.00 | \$400.00 | \$400.00 | \$0.00 | 0.0% | \$0.00 |
| Emergency Address Signs | \$0.00 | \$475.00 | \$500.00 | -\$25.00 | -5.0% | \$500.00 |
| FireMed | \$900.00 | \$8,685.00 | \$13,500.00 | -\$4,815.00 | -35.6667% | \$13,500.00 |
| Grant Funds | \$0.00 | \$26,406.00 | \$151,008.00 | -\$124,602.00 | -82.5135% | \$72,658.00 |
| Interest | \$483.51 | \$2,581.08 | \$7,500.00 | -\$4,918.92 | -65.5856% | \$7,500.00 |
| Misc. Income | \$3,729.00 | \$7,148.65 | \$5,000.00 | \$2,148.65 | 42.973% | \$5,000.00 |
| Previously Levied Taxes | \$2,452.94 | \$20,513.22 | \$20,000.00 | \$513.22 | 2.5661% | \$20,000.00 |
| Sale of Assets/Apparatus | \$0.00 | \$0.00 | \$15,000.00 | -\$15,000.00 | -100.0% | \$15,000.00 |
| Taxes Collected in Year Levied | \$21,692.67 | \$1,005,772.23 | \$979,441.00 | \$26,331.23 | 2.6884% | \$979,441.00 |
| Training Income | \$0.00 | \$0.00 | \$500.00 | -\$500.00 | -100.0% | \$500.00 |
| Total Revenue | \$49,317.22 | \$1,857,367.10 | \$1,921,645.00 | -\$64,277.90 | -3.3% | \$1,835,634.00 |
| Gross Profit | | | | | | |
| | \$49,317.22 | \$1,857,367.10 | \$1,921,645.00 | -\$64,277.90 | -3.3449% | |
| Operating Expenses | | | | | | |
| Contingency | \$0.00 | \$0.00 | \$61,297.00 | -\$61,297.00 | -100.0% | \$58,952.00 |
| Transfer Out | \$0.00 | \$50,000.00 | \$50,000.00 | \$0.00 | 0.0% | \$50,000.00 |
| Debt Services | | | | | | |
| Debt Service:Apparatus Pmt | \$0.00 | \$27,045.17 | \$27,046.00 | -\$0.83 | -0.0031% | \$27,046.00 |
| Total Debt Services | \$0.00 | \$27,045.17 | \$27,046.00 | -\$0.83 | 0.0% | \$27,046.00 |
| Materials & Services | | | | | | |
| Administration | \$511.86 | \$11,120.42 | \$16,000.00 | -\$4,879.58 | -30.4974% | \$16,000.00 |
| Building Maintenance & Sup. | \$2,466.05 | \$13,188.27 | \$35,000.00 | -\$21,811.73 | -62.3192% | \$35,000.00 |
| Department Services | -\$1,623.76 | \$1,769.67 | \$3,000.00 | -\$1,230.33 | -41.011% | \$3,000.00 |
| Dispatch Services | \$63,425.72 | \$65,208.25 | \$71,612.00 | -\$6,403.75 | -8.9423% | \$71,612.00 |
| EMS Operations | \$1,549.10 | \$33,502.59 | \$45,000.00 | -\$11,497.41 | -25.5498% | \$45,000.00 |
| Fire Operations | \$436.41 | \$31,532.84 | \$67,535.00 | -\$36,002.16 | -53.3089% | \$67,535.00 |
| Fuel | \$773.50 | \$7,928.69 | \$15,000.00 | -\$7,071.31 | -47.1421% | \$15,000.00 |
| Insurance | \$0.00 | \$34,105.00 | \$36,000.00 | -\$1,895.00 | -5.2639% | \$36,000.00 |
| Prevention | \$1,623.76 | \$2,439.76 | \$1,500.00 | \$939.76 | 62.6507% | \$1,500.00 |
| Professional Services | \$1,228.33 | \$15,275.28 | \$45,000.00 | -\$29,724.72 | -66.0549% | \$45,000.00 |
| Radios/Communications | \$0.00 | \$23,355.72 | \$25,150.00 | -\$1,794.28 | -7.1343% | \$12,500.00 |
| Rope Rescue Operations | \$165.50 | \$165.50 | \$3,000.00 | -\$2,834.50 | -94.4833% | \$3,000.00 |
| SAFER Grant Expenditures | -\$1,535.00 | \$25,323.20 | \$68,008.00 | -\$42,684.80 | -62.7644% | \$26,158.00 |
| Training | \$119.74 | \$9,396.54 | \$25,715.00 | -\$16,318.46 | -63.4589% | \$25,715.00 |
| Travel | \$0.00 | \$167.36 | \$5,000.00 | -\$4,832.64 | -96.6528% | \$5,000.00 |
| Tuition Reimbursement | \$0.00 | \$9,671.75 | \$31,500.00 | -\$21,828.25 | -69.296% | \$31,500.00 |
| Uniforms | \$0.00 | \$1,543.57 | \$5,713.00 | -\$4,169.43 | -72.9814% | \$5,713.00 |
| Utilities | \$3,139.62 | \$14,658.71 | \$25,000.00 | -\$10,341.29 | -41.3652% | \$25,000.00 |
| Vehicle/Equipment Maint. | \$341.30 | \$28,796.58 | \$35,000.00 | -\$6,203.42 | -17.7241% | \$35,000.00 |
| Volunteer Incentive Program | \$10,000.00 | \$15,700.00 | \$22,600.00 | -\$6,900.00 | -30.531% | \$22,600.00 |
| Wellness Program | \$1,627.00 | \$5,300.93 | \$10,000.00 | -\$4,699.07 | -46.9907% | \$10,000.00 |
| Total Materials & Services | \$84,249.13 | \$350,150.63 | \$592,333.00 | -\$242,182.37 | -40.9% | \$537,833.00 |

| | | | | | | |
|---------------------------------------|----------------------|---------------------|-----------------------|----------------------|------------------|---------------------|
| Personnel Services | | | | | | |
| Administrative Assistant | \$3,763.43 | \$26,770.47 | \$39,403.00 | -\$12,632.53 | -32.0598% | \$39,403.00 |
| Administrative Assistant O/T | \$53.73 | \$719.35 | \$1,343.00 | -\$623.65 | -46.4371% | \$1,343.00 |
| Assistant Chief | \$5,071.34 | \$43,200.26 | \$67,049.00 | -\$23,848.74 | -35.5691% | \$64,367.00 |
| Employee Benefits | \$12,704.38 | \$101,675.04 | \$183,359.00 | -\$81,683.96 | -44.5487% | \$183,359.00 |
| Fire Chief | \$6,828.83 | \$55,968.10 | \$87,524.00 | -\$31,555.90 | -36.054% | \$87,524.00 |
| Part-Time Personnel | \$0.00 | \$15,961.25 | \$33,840.00 | -\$17,878.75 | -52.8332% | \$33,840.00 |
| Payroll Taxes | \$3,368.05 | \$26,104.01 | \$44,687.00 | -\$18,582.99 | -41.5848% | \$43,615.00 |
| PERS | \$11,009.25 | \$79,625.56 | \$151,969.00 | -\$72,343.44 | -47.6041% | \$151,969.00 |
| Shift Personnel Overtime | \$4,919.08 | \$29,285.20 | \$45,920.00 | -\$16,634.80 | -36.2256% | \$45,920.00 |
| Shift Personnel Wages | \$14,310.43 | \$118,883.91 | \$188,023.00 | -\$69,139.09 | -36.7716% | \$188,023.00 |
| Student Volunteer Stipends | \$810.00 | \$4,590.00 | \$7,290.00 | -\$2,700.00 | -37.037% | \$7,290.00 |
| Volunteer Conflag Reimb. | \$0.00 | \$1,561.70 | \$1,562.00 | -\$0.30 | -0.0192% | |
| Volunteer Stipends & Benefits | \$3,700.00 | \$26,500.00 | \$73,000.00 | -\$46,500.00 | -63.6986% | \$36,500.00 |
| Workers Comp. & Group Acc. | \$0.00 | \$15,963.99 | \$16,000.00 | -\$36.01 | -0.2251% | \$16,000.00 |
| Total Personnel Services | \$66,538.52 | \$546,808.84 | \$940,969.00 | -\$394,160.16 | -41.9% | \$899,153.00 |
| Total Operating Expenses | \$150,787.65 | \$974,004.64 | \$1,671,645.00 | -\$697,640.36 | -41.7338% | |
| Net Income / (Loss) before Tax | -\$101,470.43 | \$883,362.46 | \$250,000.00 | \$633,362.46 | 253.345% | |
| Net Income | -\$101,470.43 | \$883,362.46 | \$250,000.00 | \$633,362.46 | 253.345% | |
| Total Comprehensive Income | -\$101,470.43 | \$883,362.46 | \$250,000.00 | \$633,362.46 | 253.345% | |



Budget Variance
Crooked River Ranch Fire & Rescue
Capital Reserve Fund
 For the month ended 28 February 2022
 Cash Basis

| | February Actual | YTD Actual | Budget | Var USD | Var % | Original Budget |
|--|---------------------|---------------------|---------------------|----------------------|------------------|---------------------|
| Revenue | | | | | | |
| Beginning Fund Balance | \$0.00 | \$327,976.01 | \$359,000.00 | -\$31,023.99 | -8.6418% | \$359,000.00 |
| Grant Funds | \$0.00 | \$35,000.00 | \$0.00 | \$35,000.00 | | \$0.00 |
| Interest | \$205.13 | \$1,591.11 | \$2,750.00 | -\$1,158.89 | -42.1415% | \$2,750.00 |
| Transfer In | \$0.00 | \$50,000.00 | \$50,000.00 | \$0.00 | 0.0% | \$50,000.00 |
| Total Revenue | \$205.13 | \$414,567.12 | \$411,750.00 | \$2,817.12 | 0.7% | \$411,750.00 |
| <hr/> | | | | | | |
| Gross Profit | \$205.13 | \$414,567.12 | \$411,750.00 | \$2,817.12 | 0.6842% | |
| <hr/> | | | | | | |
| Operating Expenses | | | | | | |
| Contingency | \$0.00 | \$0.00 | \$100,000.00 | -\$100,000.00 | -100.0% | \$100,000.00 |
| Capital Outlay | | | | | | |
| Cap.Outlay & Grant Awards:Apparatus Purch. | \$0.00 | \$0.00 | \$50,000.00 | -\$50,000.00 | -100.0% | \$50,000.00 |
| Cap Outlay & Grant Awards:EMS Purchase | \$22,706.51 | \$35,713.63 | \$38,000.00 | -\$2,286.37 | -6.0168% | \$38,000.00 |
| Total Capital Outlay | \$22,706.51 | \$35,713.63 | \$88,000.00 | -\$52,286.37 | -59.4% | \$88,000.00 |
| <hr/> | | | | | | |
| Total Operating Expenses | \$22,706.51 | \$35,713.63 | \$188,000.00 | -\$152,286.37 | -81.0034% | |
| <hr/> | | | | | | |
| Net Income / (Loss) before Tax | -\$22,501.38 | \$378,853.49 | \$223,750.00 | \$155,103.49 | 69.32% | |
| <hr/> | | | | | | |
| Net Income | -\$22,501.38 | \$378,853.49 | \$223,750.00 | \$155,103.49 | 69.32% | |
| <hr/> | | | | | | |
| Total Comprehensive Income | -\$22,501.38 | \$378,853.49 | \$223,750.00 | \$155,103.49 | 69.32% | |



Budget Variance
Crooked River Ranch Fire & Rescue
Bond Fund
 For the month ended 28 February 2022
 Cash Basis

| | February Actual | YTD Actual | Budget | Var USD | Var % | Original Budget |
|---------------------------------------|--------------------|---------------------|---------------------|---------------------|------------------|---------------------|
| Revenue | | | | | | |
| Beginning Fund Balance | \$0.00 | \$16,232.95 | \$8,529.00 | \$7,703.95 | 90.3265% | \$8,529.00 |
| Interest | \$14.75 | \$156.39 | \$300.00 | -\$143.61 | -47.87% | \$300.00 |
| Previously Levied Taxes | \$433.99 | \$3,528.42 | \$3,500.00 | \$28.42 | 0.812% | \$3,500.00 |
| Taxes Collected in Year Levied | \$3,677.88 | \$170,528.23 | \$184,087.00 | -\$13,558.77 | -7.3654% | \$184,087.00 |
| Total Revenue | \$4,126.62 | \$190,445.99 | \$196,416.00 | -\$5,970.01 | -3.0% | \$196,416.00 |
| Gross Profit | \$4,126.62 | \$190,445.99 | \$196,416.00 | -\$5,970.01 | -3.0395% | |
| Operating Expenses | | | | | | |
| Debt Services | | | | | | |
| Debt Service: Bond Payment | \$0.00 | \$155,730.00 | \$179,848.00 | -\$24,118.00 | -13.4102% | \$179,848.00 |
| Total Debt Services | \$0.00 | \$155,730.00 | \$179,848.00 | -\$24,118.00 | -13.4% | \$179,848.00 |
| Total Operating Expenses | \$0.00 | \$155,730.00 | \$179,848.00 | -\$24,118.00 | -13.4102% | |
| Net Income / (Loss) before Tax | \$4,126.62 | \$34,715.99 | \$16,568.00 | \$18,147.99 | 109.5364% | |
| Net Income | \$4,126.62 | \$34,715.99 | \$16,568.00 | \$18,147.99 | 109.5364% | |
| Total Comprehensive Income | \$4,126.62 | \$34,715.99 | \$16,568.00 | \$18,147.99 | 109.5364% | |

Payable Invoice Detail

Crooked River Ranch Fire & Rescue

For the period February 1, 2022 to February 28, 2022

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--|-------------------|---|---------------|--------|---|
| Aflac | | | | | |
| Feb 16, 2022 | EFT | Premiums from Staff | 599.88 | Paid | Payroll Liabilities |
| Total Aflac | | | 599.88 | | |
| Annas Consultants, Inc. | | | | | |
| Feb 1, 2022 | 3053 | Annual service to breathing air test meeting NFPA 1500 standards, Grade D, includes freight | 436.41 | Paid | Materials & Services:Fire Suppression:Hose/Ladder Testing |
| Total Annas Consultants, Inc. | | | 436.41 | | |
| BoundTree Medical, LLC | | | | | |
| Feb 1, 2022 | 84372710 | Airway Kit, Larngoscope Blade, MVM Resuscitator Bag w/Reservoir for Child, and Adult | 108.00 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 7, 2022 | 84382954 | IV Flush Syringe, BD Posiflush Normal Saline | 18.47 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 7, 2022 | 84382954 | Shipping | 9.12 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392474 | PDI Super Sani Cloth Wipes | 45.72 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392473 | Mask Face Fla w/Ear Loops Fluid Resistant 50/bx 12 bx/cs | 94.74 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392473 | Convenience Bag, Bio Hoop, 50cc-2000cc, Emesis and Hazardous Waste Bag, 12/pl | 40.98 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392473 | Extrication Collar, Stifnect Select, Adult Adjustable, Nasal Cannula Hook | 80.70 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392473 | Gloves, High Five Blaze Large | 101.20 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 84392473 | Gloves, High Five Blaze Medium | 101.20 | Paid | Materials & Services:EMS Operations:Supplies |
| Total BoundTree Medical, LLC | | | 600.13 | | |
| Carson Oil Company, Inc. | | | | | |
| Feb 2, 2022 | CP-00356161 - EFT | C - CP-00356161 | 323.54 | Paid | Materials & Services:Fuel |
| Feb 16, 2022 | CP-00361584 - EFT | Fuel for all apparatus | 665.98 | Paid | Materials & Services:Fuel |
| Total Carson Oil Company, Inc. | | | 989.52 | | |
| CoEnergy -Central Oregon | | | | | |
| Feb 22, 2022 | 3142 | Commercial Propane/Regulatory Fee | 199.78 | Paid | Materials & Services:Utilities:Propane |
| Total CoEnergy -Central Oregon | | | 199.78 | | |
| Crooked River Ranch Water Company | | | | | |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|---------------------|---|------------------|--------|---|
| Feb 1, 2022 | 94 - ACH | Crooked River Ranch Water - 94 | 72.74 | Paid | Materials & Services:Utilities:Water |
| Total Crooked River Ranch Water Company | | | 72.74 | | |
| Crooked River Sanitary | | | | | |
| Feb 1, 2022 | 00014 - ACH | Sanitation Services for January 2022 | 72.02 | Paid | Materials & Services:Utilities:Sanitation |
| Total Crooked River Sanitary | | | 72.02 | | |
| Deschutes County 911 Service District | | | | | |
| Feb 16, 2022 | 2793 | Annual 911 Dispatch Services for FY 20/21 | 63,180.91 | Paid | Materials & Services:Dispatch Services |
| Feb 16, 2022 | 2799 | 911 Data network reimbursement, Feb. 2022 | 244.81 | Paid | Materials & Services:Dispatch Services |
| Total Deschutes County 911 Service District | | | 63,425.72 | | |
| HRA VEBA Trust | | | | | |
| Feb 16, 2022 | EFT | Contributions for Staff | 1,500.00 | Paid | Personnel Services:Employee Benefits:HRA VEBA |
| Total HRA VEBA Trust | | | 1,500.00 | | |
| IAFF 3650 - Redmond Firefighters Union | | | | | |
| Feb 3, 2022 | Union Dues - ACH | Union Dues for Tom, David, Alysha | 102.00 | Paid | Payroll Liabilities |
| Feb 3, 2022 | PAC Donations - ACH | PAC Donations from Staff | 20.00 | Paid | Payroll Liabilities |
| Feb 16, 2022 | Union Dues - ACH | Union Dues from Tom, Alysha, David | 102.00 | Paid | Payroll Liabilities |
| Feb 16, 2022 | PAC Donations - ACH | PAC donations from Staff | 20.00 | Paid | Payroll Liabilities |
| Total IAFF 3650 - Redmond Firefighters Union | | | 244.00 | | |
| Johnson Controls Fire Protection LP | | | | | |
| Feb 16, 2022 | 22751298 | Annual Monitoring of the Fire Alarm System | 634.88 | Paid | Materials & Services:Building & Maintenance:Maintenance |
| Total Johnson Controls Fire Protection LP | | | 634.88 | | |
| Les Schwab Tire Center - Redmond | | | | | |
| Feb 16, 2022 | 901180264 | Flat Tire Repair on 541 | 30.00 | Paid | Materials & Services:Vehicle Equipment/Maintenance:519658 |
| Total Les Schwab Tire Center - Redmond | | | 30.00 | | |
| MasterCard | | | | | |
| Feb 1, 2022 | XXXX | Kitchen, Bathroom and Janitorial supplies for the Station | 247.09 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 1, 2022 | HD 254982957 | 24" Laundry tub | 129.00 | Paid | Materials & Services:Building & Maintenance |
| Feb 1, 2022 | HD 254982957 | Drywall repair patch | 3.98 | Paid | Materials & Services:Building & Maintenance:Supplies |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--------------|----------------------|--|---------|----------|--|
| Feb 1, 2022 | HD 254982957 | Drywall compound | 4.38 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 1, 2022 | HD 254982957 | taping knives | 2.96 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 1, 2022 | HD 254982957 | Satin pure white paint | 47.96 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 1, 2022 | HD 254982957 | Paint Care Fee | 1.90 | Paid | Materials & Services:Professional Services:Accounting/Payroll Services |
| Feb 1, 2022 | HD 254982957 | 2"x10"x12' | 27.56 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 3, 2022 | HD 254983177 | supplies for remodel of the ems room | 58.97 | Paid | Materials & Services:Building & Maintenance |
| Feb 3, 2022 | Refund | Refund from Home Depot | (22.73) | Approved | Materials & Services:Building & Maintenance:Supplies |
| Feb 4, 2022 | HD 255964413 | Concrete screws | 4.75 | Paid | Materials & Services:Administration:Supplies |
| Feb 4, 2022 | HD 255964413 | Concrete drill bit | 5.98 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 4, 2022 | HD 255964413 | ABD trap adapter | 2.33 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 4, 2022 | HD 255964413 | 6' Dishwasher braided hose | 18.46 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 8, 2022 | XXXX 4382 | VSTAR PAR36 LED Bulb, 15W 2000LM Daylight, with Lenses, High Concentration from Amazon | 126.68 | Paid | Materials & Services:Vehicle/Equipment Maintenance:512905 |
| Feb 8, 2022 | HD 257046014 | Gas can for non ethanol fuel | 23.64 | Paid | Materials & Services:Vehicle/Equipment Maintenance: |
| Feb 9, 2022 | HD 257046144 | Shelves for EMS room | 89.67 | Paid | Materials & Services:Building & Maintenance:Equipment |
| Feb 10, 2022 | XXXX 4382 | Meeting Owl Pro - 360 degree, 108p HD Smart Video Conference Camera | 999.00 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 15, 2022 | XXXX 4302 | Filters for Building Heater | 83.88 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Feb 15, 2022 | XXXX 4302 | Ultimate Quick Detailer, 32 oz for cleaning of apparatus | 150.10 | Paid | Materials & Services:Vehicle/Equipment Maintenance: |
| Feb 15, 2022 | XXXX 4382 Stamps.com | Mo. Service Fee for use of Stamps.com | 17.99 | Paid | Materials & Services:Administration:Postage & Shipping |
| Feb 16, 2022 | XXXX 4382 | 123 High Power Lithium Batteries | 29.99 | Paid | Materials & Services:EMS Operations:Supplies |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|---------------------------------|--|------------------|----------|--|
| Feb 18, 2022 | HD 259357335 | Case and tripod adapter for Owl Meeting Pro | 72.81 | Paid | Materials & Services:Administration:Office Equipment |
| Feb 22, 2022 | INV-3658088/XERO | Xero Mo. Fee for Accounting Platform | 25.50 | Paid | Materials & Services:Professional Services:Accounting/Payroll Services |
| Feb 22, 2022 | 0000Y121Y8082/ UPS | Shipping Charges from UPS | 20.88 | Paid | Materials & Services:Administration:Postage & Shipping |
| Feb 24, 2022 | XXXX 4382 / Adobe | Adobe Subscription for Dana | 179.88 | Paid | Materials & Services:Administration:Subscriptions/Reference |
| Feb 25, 2022 | HD 261234623 | Tire Gauge for large truck tires | 10.88 | Paid | Materials & Services:Vehicle/Equipment Maintenance: |
| Feb 28, 2022 | HD 261885895 | Disposal of old fire hose. | 52.00 | Paid | Materials & Services:Building & Maintenance |
| Feb 28, 2022 | XXXX 4382 (OFSSOA Registration) | Registration for Dana, OFSSOA Spring Conference, May 1-3rd, 2022 (Oregon Gardens Resort) | 180.00 | Paid | Materials & Services:Training |
| Feb 28, 2022 | XXXX 4382 (Prime Membership) | Mo. Amazon Prime Membership Fee for | 12.99 | Paid | Materials & Services:Administration:Memberships |
| Total MasterCard | | | 2,608.48 | | |
| Nationwide Retirement Solutions | | | | | |
| Feb 7, 2022 | Def. Comp - EFT | Deferred Comp contributions from Staff | 230.00 | Paid | Payroll Liabilities |
| Feb 16, 2022 | Deferred Comp - EFT | Deferred Comp Contributions from Staff | 230.00 | Paid | Payroll Liabilities |
| Total Nationwide Retirement Solutions | | | 460.00 | | |
| Norco | | | | | |
| Feb 16, 2022 | 34241153 | D-Medical Oxygen USP | 70.48 | Paid | Materials & Services:EMS Operations:Supplies |
| Feb 16, 2022 | 34241153 | Handling Charge | 29.00 | Paid | Materials & Services:EMS Operations:Supplies |
| Total Norco | | | 99.48 | | |
| Oregon Fire District Directors Assn. | | | | | |
| Feb 2, 2022 | 2020 LOSAP payment | 2020 LOSAP payment for distribution to VALIC | 10,000.00 | Paid | Materials & Services:Volunteer Incentives |
| Total Oregon Fire District Directors Assn. | | | 10,000.00 | | |
| Oregon PERS | | | | | |
| Feb 7, 2022 | EFT | Employer contributions | 4,831.14 | Paid | Personnel Services:PERS |
| Feb 7, 2022 | EFT | Employee contributions, paid by Employer | 1,218.83 | Paid | Personnel Services:PERS |
| Feb 22, 2022 | PERS- EFT | Employer Contributions | 3,751.80 | Approved | Personnel Services:PERS |
| Feb 22, 2022 | PERS- EFT | Employee Contributions, paid by Employer | 949.98 | Approved | Personnel Services:PERS |
| Total Oregon PERS | | | 10,751.75 | | |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|---|---------------------|---|------------------|--------|---|
| Oregon Volunteer Firefighters Assoc. | | | | | |
| Feb 3, 2022 | 2022-3393 | 2022 OFVA Annual Dues | 112.50 | Paid | Materials & Services:Administration:Memberships |
| Total Oregon Volunteer Firefighters Assoc. | | | 112.50 | | |
| Pacific Power | | | | | |
| Feb 3, 2022 | 24712171-001 3 | Basic Charges, Load Size, Demand Charge, Kilowatt usages | 2,196.08 | Paid | Materials & Services:Utilities:Electric |
| Total Pacific Power | | | 2,196.08 | | |
| Quill Corporation | | | | | |
| Feb 23, 2022 | 23180324 / EFT | Copy paper, a legal-size ream of paper, pens, and post-its. | 63.36 | Paid | Materials & Services:Administration:Supplies |
| Total Quill Corporation | | | 63.36 | | |
| Solutions Yes | | | | | |
| Feb 24, 2022 | INV307514 - ACH | B/W Copies | 4.90 | Paid | Materials & Services:Administration:Copier Expenses |
| Feb 24, 2022 | INV307514 - ACH | Color Copies | 39.70 | Paid | Materials & Services:Administration:Copier Expenses |
| Total Solutions Yes | | | 44.60 | | |
| Special Districts Insurance Services | | | | | |
| Feb 7, 2022 | 03-0052514 - ACH | Employee Health Premiums for March | 9,924.15 | Paid | Personnel Services:Employee Benefits:Health Insurance |
| Feb 7, 2022 | 03-0052514 - ACH | Employee Dental Premiums for March | 893.97 | Paid | Personnel Services:Employee Benefits:Dental Insurance |
| Feb 7, 2022 | 03-0052514 - ACH | Employee Long-Term Premiums for March | 136.26 | Paid | Personnel Services:Employee Benefits:Long Term Disability Insurance |
| Total Special Districts Insurance Services | | | 10,954.38 | | |
| Streamline | | | | | |
| Feb 1, 2022 | 41F663Ca-0014 / ACH | Mo. Fee for Website | 100.00 | Paid | Materials & Services:Professional Services:Computer Services |
| Total Streamline | | | 100.00 | | |
| Stryker Medical | | | | | |
| Feb 8, 2022 | 3665203 M | MTS Power Loader for 572 | 22,396.51 | Paid | Capital Outlay & Grant Awards:EMS Purchase |
| Feb 24, 2022 | 3680778M | Cot Upgrade/Install Power Cot | 310.00 | Paid | Capital Outlay & Grant Awards:EMS Purchase |
| Total Stryker Medical | | | 22,706.51 | | |
| Sureline Broadband | | | | | |

Payable Invoice Detail

| INVOICE DATE | REFERENCE | DESCRIPTION | GROSS | STATUS | ACCOUNT |
|--|-----------------|---|-------------------|--------|--|
| Feb 7, 2022 | 9595 | Internet/Telephone Charges | 599.00 | Paid | Materials & Services:Utilities:Telecommunications |
| Total Sureline Broadband | | | 599.00 | | |
| Systems Design West | | | | | |
| Feb 3, 2022 | 20220178 | EMS Billing for December | 750.00 | Paid | Materials & Services:EMS Operations:Ambulance Billing Fees |
| Feb 3, 2022 | 20220178 | Postage | 14.50 | Paid | Materials & Services:EMS Operations:Ambulance Billing Fees |
| Total Systems Design West | | | 764.50 | | |
| Terminix | | | | | |
| Feb 1, 2022 | 187414 | Quarterly maintenance , spraying for rodents, spiders, etc. | 100.00 | Paid | Materials & Services:Building & Maintenance:Maintenance |
| Total Terminix | | | 100.00 | | |
| Terrebonne Hardware | | | | | |
| Feb 8, 2022 | HD 256681199 | Super glue | 6.99 | Paid | Materials & Services:Building & Maintenance:Supplies |
| Total Terrebonne Hardware | | | 6.99 | | |
| US Bank Equipment Finance | | | | | |
| Feb 16, 2022 | 464426436 - EFT | Contract Payment | 139.99 | Paid | Materials & Services:Administration:Copier Expenses |
| Total US Bank Equipment Finance | | | 139.99 | | |
| Your Care, LLC | | | | | |
| Feb 7, 2022 | 19104 | Firefighter Lab Panel w/o PSA for Sean Hartley | 210.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | Firefighter Lab Panel w/o PSA for Tom Fast | 210.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | SC Lab Arsenic Speciation for Tom Fast | 97.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | Firefighter Physical for Sean Hartley | 300.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | Firefighter Physical for Tom Fast | 300.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | Firefighter Physical for David McDonald | 300.00 | Paid | Materials & Services:Wellness Program |
| Feb 7, 2022 | 19104 | Firefighter Lab Panel w/o PSA for David McDonald | 210.00 | Paid | Materials & Services:Wellness Program |
| Total Your Care, LLC | | | 1,627.00 | | |
| Zoll Medical | | | | | |
| Feb 16, 2022 | 3446368 | Dual Lumen NIBP Tubing Assembly, PROPAQ MD | 55.00 | Paid | Materials & Services:EMS Operations:Supplies |
| Total Zoll Medical | | | 55.00 | | |
| Total | | | 132,194.70 | | |

BOARD POLICY- FINANCIAL MANAGEMENT

(14.01)


(14.01) FINANCIAL MANAGEMENT

1. PURPOSE

- A. To preserve capital through prudent banking and cash management activities.
- B. To achieve the most productive use of cash, minimize operating cost.
- C. To control receipts and disbursements.
- D. To maintain competitive and good working relations with financial institutions.
- E. To ensure and maintain good working relations with vendors by paying District bills in a timely manner.
- F. To ensure that all-financial system, functions and controls meet generally accepted accounting principles (GAAP), with the exception of using a modified cash basis of accounting.

Revise this section

2. BANKING SERVICES

- A. Banking services shall be reviewed at least every five years on a competitive bid basis; banks submitting proposals must meet the following minimum criteria:
 - i. Must be able to provide Collateral Pool Certificates of not less than \$9,000,000 as required by Oregon Statutes.
 -  ii. Must be insured by the Federal Deposit Insurance Corporation.
 - iii. Must be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
 - iv. Must provide annual audited financial statements.
 - v. Must not be subject to requirement to post collateral at 110 percent as stated in Oregon Statutes.
- B. All District bank accounts must be authorized and approved by the Fire Chief and the Board of Directors.

NOTICE OF REGULAR BOARD MEETING WITH SUPPLEMENTAL BUDGET

At the regular Board Meeting of the Crooked River Ranch Rural Fire Protection District, the Board of Directors will consider a supplemental budget for the current fiscal year per ORS 294.471(3). The meeting will be held at 6:30 pm on March 17th, 2022, at the Crooked River Ranch Fire Station located at 6971 SW Shad Rd. Terrebonne, OR 97760. A copy of the proposed supplemental budget may be viewed or picked up at the Crooked River Ranch Fire Station on or after March 9th, 2022, between the hours of 9:00 am and 5:00 pm or at www.crrfire.org.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUND(S) BEING MODIFIED

FUND: Capital Reserve Fund

| RESOURCE | AMOUNT | EXPENDITURE | AMOUNT |
|-----------------------|---------------|----------------------------|---------------|
| Misc. Income | \$ 5,000 | Training Capital Purchases | \$ 5,000 |
| REVISED TOTAL | | REVISED TOTAL | |
| FUND RESOURCES | \$416,750 | FUND REQUIREMENTS | \$416,750 |

Explanation of change(s):

The District received a generous donation from a member of the public that was not anticipated in the original budget preparation. The District has identified a capital purchase of a smoke generating machine for the new training building. This machine will benefit the District by creating more realistic training environments for our firefighters. The donation will purchase this machine if the supplemental budget is approved.

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

Capital Reserve Fund

DRAFT

| Line Item | Historical Data | | | Adopted Budget This Year 2020-2021 | Summary of Resources and Requirements | Budget for Next Year: 2021-2022 | | | | | |
|-----------|----------------------------|---------------------------|----------------|------------------------------------|---|---------------------------------|------------------------------|---------------------------|-------------------------------|-----------|-----------|
| | Actual | | | | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | Adopted By Resolution 2202-01 | | |
| | Second Preceding 2018-2019 | First Preceding 2019-2020 | Year 2020-2021 | | | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | \$183,405 | \$173,182 | \$115,000 | | Cash on hand* (cash basis) or | \$359,000 | \$359,000 | \$359,000 | \$359,000 | \$359,000 | \$359,000 |
| 3 | \$3,726 | \$2,841 | \$2,750 | | Interest | \$2,750 | \$2,750 | \$2,750 | \$2,750 | \$2,750 | \$2,750 |
| 4 | \$0 | \$13,909 | \$55,000 | | Transferred IN, from other fund(s) | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| 5 | \$0 | \$21,217 | \$206,851 | | Grant Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 6 | | | | | Misc. Income | | | | | | \$5,000 |
| 7 | | | \$0 | | Other financing sources | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 8 | \$187,131 | \$211,149 | \$379,601 | | TOTAL RESOURCES | \$386,750 | \$411,750 | \$411,750 | \$411,750 | \$416,750 | \$416,750 |
| 9 | | | | | REQUIREMENTS | | | | | | |
| 10 | | | \$0 | | Transferred OUT, Building/Grounds Capital Purchases | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 11 | | \$234,876 | \$0 | | Apparatus Capital Purchases | \$0 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| 12 | \$13,949 | \$0 | \$0 | | AFG, Regional - Radio Grant Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 13 | | | \$15,000 | | Building Purchases | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 14 | | | | | EMS Capital Purchases | \$38,000 | \$38,000 | \$38,000 | \$38,000 | \$38,000 | \$38,000 |
| 15 | | | \$35,000 | | Training Capital Purchases | | | | | | \$5,000 |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
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| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | | | | | Capital Contingency | | | | | | |
| 29 | \$13,949 | \$234,876 | \$50,000 | | Total requirements, except future expenditures | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| 30 | | \$134,250 | \$329,601 | | RESERVED FOR FUTURE EXPENDITURE (UEFB) | \$138,000 | \$188,000 | \$188,000 | \$188,000 | \$193,000 | \$193,000 |
| 31 | \$13,949 | \$369,126 | \$379,601 | | TOTAL REQUIREMENTS | \$386,750 | \$411,750 | \$411,750 | \$411,750 | \$416,750 | \$416,750 |

- DRAFT -



BEFORE THE BOARD OF DIRECTORS
OF
CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of a Supplemental Budget **RESOLUTION:** **2022-01**
for an occurrence that was not
ascertained at the time of original
preparation

WHEREAS, on June 24, 2021, the Board of Directors adopted Resolution 2021-04 adopting the budget and making appropriations for fiscal year 2021-2022; and

WHEREAS, ORS 294.471(1) provides for making a supplemental budget for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year which requires a change in financial planning; and

WHEREAS, after the adoption of the budget the District has received an unanticipated donation in the amount of \$5,000; and

WHEREAS, per ORS 294.473(1)(b) the District published notice of the proposed supplemental budget in the Bend Bulletin on March 9, 2022, being not less than 5 days prior to the regular Board meeting in which the supplemental budget was to be considered: and

WHEREAS the Board of Directors conducted a meeting on March 17, 2022, to obtain comment on the proposed supplemental budget, and the purchase of smoke generating machine for the District with the donated funds was discussed and public comment heard by the Board of Directors.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT:

The supplemental budget for fiscal year 2021-2022 is hereby adopted, and the amounts appropriated by the Board of Directors under Resolution 2021-04 for the Capital Reserve Fund are hereby amended as follows:

CAPITAL RESERVE FUND

| <u>Resource Category</u> | <u>Original Budget</u> | <u>Increase/ (Decrease)</u> | <u>Amended Budget</u> |
|-------------------------------|------------------------|-----------------------------|-----------------------|
| Misc. Income | \$0 | \$5,000 | \$5,000 |
| <u>Appropriation Category</u> | | | |
| Capital Outlay, Training | \$0 | \$5,000 | \$5,000 |

- DRAFT -

INTRODUCED and ADOPTED Thursday, March 17, 2022

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Brad Pahl, Board Director

By: _____
Kay Norberg, Board Director

By: _____
Jeff Green, Board Director

By: _____
Mark W. Wilson, Board Director

By: _____
Barbara Oakley, Board Director



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
Phone: (541) 923-6776 | Fax: (541) 923-5247
www.crrfire.org

Cyber Security Report

I'm following up with this email to describe current cyber/computer security measures in place.

1. All District owned computers have Norton Security installed. This software provides antivirus and spyware/malware protection. It automatically updates on a regular basis.
2. All District owned computers and tablets are connected to a secure wireless network in the fire station. This connection is behind a VPN and firewall that was purchased, and is maintained by, Deschutes County 911.
3. All District owned computers and tablets have software updates performed on a regular basis either manually or automatically.
4. Non-district owned computers, tablets, and phones may only connect to the "guest" wifi network. This network is set up so devices may not see other devices.
5. The station utilizes a decentralized network, there is no server where software runs for other connected computers. Each computer operates individually on the network and access from computer to computer is limited to prevent the spread of viruses, spyware/malware.
6. The network attached storage drive is backed-up to the cloud continuously. If it were to fail, we would be able to purchase a new network attached storage drive and download the cloud back-up to it.
7. The accounting software, emergency reporting software, and email system are cloud based which provides automatic back-up of data.

Several options we have discussed implementing.

1. Vector Solutions has a Computer Security Awareness course online. I am in the process of going through this course. Once completed I will let you know if the class would be appropriate to assign to all personnel to complete.
2. Password expirations in Google (email, calendar, drive, etc.). We can set up a password expiration rule. My recommendation is to choose a date at least 30 days in the future before we implement the rule. This will allow us time to provide information to all personnel that this change is going to be implemented, explain the password requirement rule, and allow them to ask questions. With this change we can set the length of time until a password expires. Current recommendations are varied but I think no more than 6-months would be appropriate.
3. Google, as well as many other online services we use, require or have as an option multi-factor authentication. While no two are exactly the same in how they utilize multi-factor authentication I believe we should have more discussions on which online services we utilize that we should turn that on for.

Sean Hartley
Assistant Chief/Paramedic



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
Phone: (541) 923-6776 | Fax: (541) 923-5247
www.crrfire.org

Fire Chiefs Report – March 2022

- Antique Fire Truck update. The mechanic was out a week or so ago and started the process of getting the old truck started. We couldn't find the key so he will install a push button to start the truck. He got the engine to turn over. After he is done with inspecting the wiring, he will go through the fuel system.
- The Community Service Volunteer meeting has been rescheduled for March 24th at 6pm.
- The video Equipment is here, and we have been using it with some of our meetings and trainings. It picks up voices clearly even across the room.
- I am currently waiting on a quote for a gas boiler for the floor heat system in the Bay. I already have a quote for a conventional heating system in the Bays (overhead heaters). I believe that using a gas boiler to replace the two electric ones for the floor heat is our best option. It will be more efficient and will save the district money in the long term.
- The Jefferson County Community Wildfire Protection Plan (CWPP) public meeting was postponed and has been moved to Thursday Mar 31, 2022, from 2pm to 3pm at the Jefferson County Fire District #1's Fire Station in Madras.
- The Easter Egg Hunt will happen this year, more to come on that.
- In our Safety committee meetings, we are always talking about safety issues and one of those is replacing light bulbs in the apparatus bays. We purchased a step ladder with a platform to stand on to replace the light bulbs in the bays. It could also be used to help install smoke detectors in homes with very tall, vaulted ceilings.
- Our report from property/ casualty, Workers compensation will increase up to 10% this year.

Respectively submitted,

Harry Ward, Fire Chief



CROOKED RIVER RANCH FIRE & RESCUE

Operations Report March, 2022

- Calls for service in February totaled 51. A breakdown of calls by month is below:

| Calls by Incident Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----|
| 1-Fire (Building, Wildland, Vehicle, etc.) | 0 | 0 | | | | | | | | | | | 0 |
| 2-Overpressure Rupture, Explosion, Overheat (No Fire) | 0 | 0 | | | | | | | | | | | 0 |
| 3-Rescue & EMS | 31 | 38 | | | | | | | | | | | 69 |
| 4-Hazardous Condition (No Fire) | 0 | 0 | | | | | | | | | | | 0 |
| 5-Service Call | 2 | 8 | | | | | | | | | | | 10 |
| 6-Good Intent Call | 6 | 5 | | | | | | | | | | | 11 |
| 7-False Alarm & False Call | 2 | 0 | | | | | | | | | | | 2 |
| 8-Severe Weather & Natural Disaster | 0 | 0 | | | | | | | | | | | 0 |
| 9-Special/Other Incident | 0 | 0 | | | | | | | | | | | 0 |
| | 41 | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Calls-To-Month End 2022 | | | | | | | | | | | | | |
| 92 | | | | | | | | | | | | | |
| <i>Total Calls-To-Month End 2021</i> | <i>39</i> | <i>52</i> | <i>55</i> | <i>61</i> | <i>57</i> | <i>62</i> | <i>64</i> | <i>50</i> | <i>41</i> | <i>59</i> | <i>45</i> | <i>42</i> | |

- Auto/Mutual Aid Given/Received (year-to-date)

- Auto-Aid Given - 1
- Auto-Aid Received - 0
- Mutual-Aid Given - 1
- Mutual-Aid Received – 3

- Thanks to Lieutenant Day, this year's Lion's Limb Dump Burn went very well. We were able to have all the firefighters who attended train on firing devices used in wildland firefighting. Once the piles of limbs were burning crews monitored the fire until late

morning and then members of the Lion's Club remained on scene throughout the afternoon.

- Chief Ward was the lead instructor for two burn-to-learns in Sisters that our Student Volunteers were able to attend this past month. They got to practice interior fire attack operations. The training was a success and they learned valuable skills.
- DPSST Fire Training is letting the District use their forcible entry prop. This prop allows firefighters to practice forcing different types of doors. These skills are very valuable when we encounter locked doors on emergency calls. The prop has been used at drill and by the shifts.
- Fire Med Memberships report (month-to-date):
 - Memberships renewed: 20
 - New memberships: 0
 - Non-renewals: 1

Respectfully submitted,

Sean Hartley
Assistant Chief

10849 NW Quail Road
Crooked River Ranch
Terrebonne, Oregon 97760

February 10, 2022

To Sean and his incredible team:

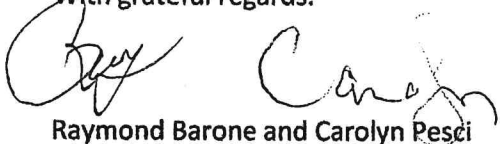
There are not enough words to thank you for the immediate response, expert attention and care that you and your team gave to my husband, Ray Barone, thru the missteps made by St. Charles following his neck/spine injury, December 2021.

This was not the first time you came to our rescue through the past years and you never fail to help above and beyond – giving me a peace that if you're here, all will now be ok.

The enclosed gift to CRR Fire and Rescue is such a small way to say we are all blessed to have you and your capabilities here.

(Large Donation to District)

With grateful regards.


Raymond Barone and Carolyn Pesci