



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

Notice of Joint Public Budget Hearing and Board Meeting

The Crooked River Ranch Rural Fire Protection District Board of Directors, will hold a public Budget Hearing and Board Meeting on Thursday, May 17, 2018. The public Budget Hearing will start at 6:00 pm. The purpose of the public Budget Hearing is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Crooked River Ranch RFPD Budget Committee. A copy of the budget may be inspected or obtained at the fire station which is located at 6971 SW Shad Road, between the hours of 9:00 am and 5:00 pm. The Board meeting will follow immediately thereafter at the same location. Both meeting locations are accessible to persons with disabilities and will be recorded.

Board of Directors

Bob Bengtson, President (Position 5)
Dennis Kirk, Vice President, (Position 3) - excused
Barbara Oakley, Secretary (Position 4)
John Meredith, Treasurer (Position 2)
James Dille, Director (Position 1)

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Mark Wilson
Assistant Fire Chief, Sean Hartley
Administrative Asst., Dana Schulke

Hearing Agenda

1. Call to Order - Director Bengtson
 - 1.1. Flag Salute by Director Dille
 - 1.2. Roll Call by Director Oakley
2. Presentation of the Budget – Fire Chief, Harry Ward / Assistant Fire Chief, Sean Hartley
3. Comments from the public – (Please sign-up before the meeting begins; comments/presentations are limited to 3 minutes in length and duplicate comments/testimonies are to be avoided)
4. Discussion/comments/actions from the Board of Directors
5. Adjournment of Public Budget Hearing – Director Bengtson

Board Meeting Agenda

1. Call to Order – Director Bengtson
 - 1.1 Call to Order - Director Bengtson
 - 1.2 Roll Call by Director Oakley
2. Review of Agenda
3. Approval of Board Meeting Minutes
 - 3.1 Approval of April 19, 2018 Board meeting minutes
4. Financial Reports

- 4.1 Acknowledge receipt and approval of the financial reports for April 2018 – Director Meredith
- 4.2 Appointment of Board members to sign checks for Monday, June 11th and Monday, June 25th, 2018.
- 5. Comments from the public - (Please sign-up before the meeting begins; comments or presentations are limited to 3 minutes in length and duplicate comments or testimonies are to be avoided)
- 6. Unfinished business (consideration, discussion, and possible action on the following items):
 - 6.1 Follow-up discussion on new Radio's/911 System – Assistant Fire Chief, Sean Hartley
 - 6.2 Follow-up discussion on revising time of Board Meetings - Director Bengtson
 - 6.3 Follow-up discussion/review of the District using other law firms – Director Bengtson
 - 6.4 Follow-up discussion on setting a date for the SDAO Board Assessment – Director Bengtson
- 7. New Business (consideration, discussion, and possible action on the following items):
 - 7.1 Review of Code of Ethics/Conflict of Interest Policy – Fire Chief, Harry Ward
 - 7.2 Approval/Motion to Adopt Resolution 2018-02 for the 2018/2019 fiscal budget – Director Bengtson
- 8. Fire Chief's Report - Fire Chief, Harry Ward
- 9. Operations Report - submitted by Asst. Fire Chief, Mark Wilson
- 10. Correspondence & Recognitions – Director Bengtson
- 11. Comments/Questions
 - 11.1. Public
 - 11.2. Chief, Staff, and/or Volunteers
 - 11.3. Board of Directors
- 12. Adjournment – Director Bengtson

(In accordance with ORS 192.660, the Crooked River Ranch Rural Fire Protection District Board of Directors may convene in executive session at any time)

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Resources - Detailed

Historical Data				Resource Description	Budget for Next Year: 2018-2019		
Actual		Adopted Budget	Proposed By		Approved By	Adopted By	
Second Preceding	First Preceding	This Year					
2015-2016	2016-2017	2017-2018	Budget Officer	Budget Committee	Governing Body		
1	\$479,318	\$351,440	\$365,000	\$239,987	\$239,987	\$239,987	1
2	\$27,733	\$24,156	\$32,500	\$32,500	\$32,500	\$32,500	2
3	\$3,960	\$3,965	\$3,500	\$3,500	\$3,500	\$3,500	3
4	\$0	\$25,000	\$50,000	\$0	\$0	\$0	4
5	\$0	\$0	\$0	\$0	\$0	\$0	5
6	\$142,579	\$120,360	\$142,500	\$150,000	\$150,000	\$150,000	6
7	\$7,045	\$0	\$1,000	\$0	\$0	\$0	7
8	\$595	\$750	\$450	\$500	\$500	\$500	8
9	\$12,135	\$10,890	\$11,250	\$12,375	\$12,375	\$12,375	9
10	\$7,817	\$8,465	\$5,732	\$45,922	\$45,922	\$45,922	10
11	\$5,176	\$4,089	\$5,000	\$5,000	\$5,000	\$5,000	11
12	\$36,900	\$0	\$5,000	\$0	\$0	\$0	12
13	\$316	\$1,125	\$250	\$500	\$500	\$500	13
14		\$0	\$14,724	\$1,000	\$1,000	\$1,000	14
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28							28
29	\$723,574	\$550,240	\$686,906	\$491,284	\$491,284	\$491,284	29
30	\$661,945	\$764,316	\$774,743	\$821,558	\$821,558	\$821,558	30
31	\$1,385,519	\$1,314,556	\$1,461,649	\$1,312,842	\$1,312,842	\$1,312,842	31
32							32
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CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

General Fund

	Historical Data			Requirements Summary	Budget for Next Year: 2018-2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2015-2016	First Preceding 2016-2017						
1				PERSONNEL SERVICES				1
2	\$569,684	\$651,546	\$795,435	See detailed description	\$790,209	\$790,209	\$784,272	2
3								3
4								4
5								5
6	\$569,684	\$651,546	\$795,435	TOTAL PERSONNEL SERVICES	\$790,209	\$790,209	\$784,272	6
7				MATERIALS AND SERVICES				7
8	\$301,251	\$304,638	\$379,962	See detailed description	\$347,660	\$347,660	\$347,660	8
9								9
10								10
11								11
12	\$301,251	\$304,638	\$379,962	TOTAL MATERIALS AND SERVICES	\$347,660	\$347,660	\$347,660	12
13				CAPITAL OUTLAY				13
14	\$35,974	43,725	\$53,500	See detailed description	\$0	\$0	\$0	14
15								15
16								16
17								17
18	\$35,974	\$43,725	\$53,500	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	18
19				DEBT SERVICES				19
20	\$34,350	\$0	\$0	See detailed description	\$0	\$0	\$0	20
21								21
22								22
23								23
24	\$34,350	\$0	\$0	TOTAL DEBT SERVICES	\$0	\$0	\$0	24
25								25
26	\$25,000	\$25,000	\$20,190	Transfer to Building/Equipment Reserve Fund	\$0	\$0	\$0	26
27								27
28	\$25,000	\$25,000	\$20,190	TOTAL TRANSFERRED TO OTHER FUNDS	\$0	\$0	\$0	28
29	\$15,376	\$4,535	\$12,562	OPERATING CONTINGENCY	\$0	\$0	\$2,500	29
30	\$446,512	\$351,040		Ending Balance (Prior Years)				30
31			\$200,000	UNAPPROPRIATED ENDING FUND BALANCE	\$174,973	\$174,973	\$178,410	31
32	\$1,428,147	\$1,380,484	\$1,461,649	TOTAL REQUIREMENTS	\$1,312,842	\$1,312,842	\$1,312,842	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Personnel Services - Detail

Historical Data		Requirement Description	Number of Employees	Range*	Budget for Next Year: 2018-2019			
Actual	Adopted Budget This Year 2017-2018				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding 2015-2016	First Preceding 2016-2017							
1	\$58,458	\$74,117	1	\$65,000-\$80,000	\$79,800	\$79,800	\$79,800	1
2		\$53,881	2	\$54,000	\$55,558	\$55,558	\$55,558	2
3	\$30,848	\$34,901	3	\$16.32/Hour	\$34,729	\$34,729	\$34,729	3
4			4		\$1,224	\$1,224	\$1,224	4
5	\$190,018	\$208,172	5	\$35,460-\$54,876	\$173,946	\$173,946	\$173,946	5
6			6		\$34,335	\$34,335	\$34,335	6
7	\$14,685	\$5,505	7		\$12,480	\$12,480	\$12,480	7
8	\$25,062	\$26,568	8	\$30/Hour	\$35,280	\$35,280	\$35,280	8
9	\$99,463	\$141,419	9	\$12-\$15/Hour	\$174,690	\$174,690	\$174,690	9
10	\$54,053	\$70,826	10		\$98,419	\$98,419	\$98,419	10
11	\$32,539	\$34,382	11		\$38,248	\$38,248	\$38,248	11
12	\$11,996	\$1,776	12		\$15,000	\$15,000	\$15,000	12
13	\$35,994	\$0	13		\$0	\$0	\$0	13
14	\$0	\$0	14	\$19.50/Hour	\$36,500	\$36,500	\$36,500	14
15		\$0	15		\$0	\$0	\$0	15
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29			29					29
30			30					30
31			31					31
32	\$553,116	\$651,547	32	TOTAL PERSONNEL SERVICES REQUIREMENTS	\$790,209	\$790,209	\$784,272	32
33		\$795,435	33					33

**CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT
GENERAL FUND**

Capital Outlay & Grant Awards - Detailed

Line Item	Historical Data			Adopted Budget This Year 2017-2018	Requirement Description	Number of Employees	Range*	Budget for Next Year: 2018-2019			
	Actual		Proposed By Budget Officer					Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding 2015-2016	First Preceding 2016-2017									
1					CAPITAL IMPROVEMENTS/PURCHASES						
2	\$14,982	\$0	\$0,000		Apparatus Capital Purchases			\$0	\$0	\$0	
3	\$6,146	\$21,450	\$3,500		Building & Grounds Capital Purchases			\$0	\$0	\$0	
4	\$3,090	\$22,275	\$0		EMS Capital Purchases			\$0	\$0	\$0	
5	\$8,493	\$0	\$0		Fire Capital Purchases			\$0	\$0	\$0	
6	\$2,579	\$0	\$0		Training Capital Purchases			\$0	\$0	\$0	
7					GRANT AWARD EXPENDITURES						
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31											
32	\$35,290	\$43,725	\$53,500		TOTAL CAPITAL OUTLAY & GRANTS			\$0	\$0	\$0	

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

GENERAL FUND

Materials & Services - Detailed

		Historical Data			Requirement Description	Number of Employees	Range*	Budget for Next Year: 2018-2019		
Actual		Adopted Budget		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
Second Preceding 2015-2016	First Preceding 2016-2017	This Year 2017-2018								
1	\$19,402	\$14,505	\$14,000	1 Administration			\$15,000	\$15,000	\$15,000	1
2	\$14,591	\$8,037	\$10,000	2 Building Maintenance & Supplies			\$10,000	\$10,000	\$10,000	2
3	\$4,860	\$2,525	\$6,000	3 Department Services			\$5,000	\$5,000	\$5,000	3
4	\$49,655	\$51,509	\$52,500	4 Dispatch Services			\$58,115	\$58,115	\$58,115	4
5	\$23,529	\$25,356	\$28,860	5 EMS Operations			\$32,950	\$32,950	\$32,950	5
6	\$20,142	\$21,327	\$44,600	6 Fire Operations			\$16,705	\$16,705	\$16,705	6
7	\$7,161	\$7,171	\$10,000	7 Fuel			\$10,000	\$10,000	\$10,000	7
8	\$26,863	\$25,077	\$27,500	8 Insurance			\$30,000	\$30,000	\$30,000	8
9	\$0	\$2,614	\$2,500	9 Prevention			\$1,000	\$1,000	\$1,000	9
10	\$26,645	\$24,416	\$18,667	10 Professional Services			\$20,000	\$20,000	\$20,000	10
11	\$764	\$1,672	\$5,430	11 Radios/Communications			\$4,611	\$4,611	\$4,611	11
12	\$2,046	\$1,459	\$1,500	12 Rope Rescue Operations			\$1,500	\$1,500	\$1,500	12
13	\$6,919	\$7,470	\$8,594	13 Training			\$7,389	\$7,389	\$7,389	13
14	\$11,137	\$4,799	\$10,796	14 Travel			\$9,105	\$9,105	\$9,105	14
15	\$22,000	\$28,481	\$31,500	15 Tuition Reimbursement			\$31,500	\$31,500	\$31,500	15
16	\$7,327	\$4,992	\$6,000	16 Uniforms			\$5,713	\$5,713	\$5,713	16
17	\$27,853	\$22,322	\$27,500	17 Utilities			\$22,250	\$22,250	\$22,250	17
18	\$11,301	\$22,446	\$26,593	18 Vehicle/Equipment Maintenance			\$18,000	\$18,000	\$18,000	18
19	\$10,000	\$16,675	\$28,000	19 Volunteer Incentive Program			\$29,400	\$29,400	\$29,400	19
20	\$9,056	\$11,787	\$10,000	20 Wellness Program			\$10,000	\$10,000	\$10,000	20
21		\$0	\$9,422	21 SAFER Grant Expenditures			\$9,422	\$9,422	\$9,422	21
22				22						22
23				23						23
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29				29						29
30				30						30
31				31						31
32	\$301,251	\$304,640	\$379,962	32 TOTAL MATERIALS & SERVICES			\$347,660	\$347,660	\$347,660	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

Capital Reserve Fund

		Historical Data		Adopted Budget		Summary of Resources and Requirements				Budget for Next Year: 2018-2019			
		Actual	First Preceding 2016-2017	This Year 2017-2018						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding 2015-2016													
1						1	RESOURCES						1
2	\$46,016	\$140,929	\$221,550	2	Cash on hand* (cash basis) or			\$169,250		\$169,250		\$169,250	2
3	\$1,059	\$1,973	\$750	3	Interest			\$750		\$750		\$750	3
4	\$100,000	\$25,000	\$20,190	4	Transferred IN, from other fund(s)								4
5	\$0	\$0	\$0	5	VFA Grant Award Funds			\$0		\$0		\$0	5
6	\$147,075	\$167,902	\$242,490	6	TOTAL RESOURCES			\$170,000		\$170,000		\$170,000	6
7				7	REQUIREMENTS								7
8	\$6,146	\$0	\$0	8	Pavement Sealing Project (Transfer Out)			\$0		\$0		\$0	8
9		\$0	\$0	9	Transferred OUT, Building/Grounds Capital Purchases			\$0		\$0		\$0	9
10			\$50,000	10	Transferred OUT, Apparatus Capital Purchases			\$0		\$0		\$0	10
11			\$25,000	11	AFG, Regional - Radio Grant Expenditures			\$0		\$0		\$0	11
12				12									12
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28				28									28
30	\$6,146	\$0	\$75,000	30	Total requirements, except future expenditures			\$0		\$0		\$0	30
31	\$140,929	\$167,902	\$167,490	31	RESERVED FOR FUTURE EXPENDITURE			\$170,000		\$170,000		\$170,000	31
32	\$147,075	\$167,902	\$242,490	32	TOTAL REQUIREMENTS			\$170,000		\$170,000		\$170,000	32

CROOKED RIVER RANCH RURAL FIRE PROTECTION DISTRICT

BOND FUND

Debt Service - Fire Station - Summary

Line Item	Historical Data			Description of Resources and Requirements	Budget for Next Year: 2018-2019		
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding 2015-2016	First Preceding 2016-2017					
1				RESOURCES			
2	\$22,106	\$21,805	\$48,000	Cash on hand (cash basis) or	\$7,432	\$7,432	\$7,432
3	\$5,739	\$5,082	\$5,000	Previously levied taxes estimated to be received			
4	\$352	\$541	\$300	Earnings from temporary investments (Interest)			
5				Transferred IN, from other fund(s)			
6							
7	\$28,197	\$27,428	\$53,300	Total resources, except taxes to be levied	\$7,432	\$7,432	\$7,432
8			\$114,000	Taxes estimated to be received	\$160,609	\$160,609	\$160,609
9	\$151,189	\$152,215		Taxes collected in year levied			
10	\$179,386	\$179,643	\$167,300	TOTAL RESOURCES	\$168,041	\$168,041	\$168,041
11				REQUIREMENTS			
12				Bond Principal Payments			
13				Budgeted Payment Date			
14	\$55,000	\$90,000	\$95,000	Issue Date	\$100,000	\$100,000	\$100,000
15				12/15/2016			
16							
17	\$55,000	\$90,000	\$95,000	Total Principal	\$100,000	\$100,000	\$100,000
18				Bond Interest Payments			
19				Budgeted Payment Date			
20	\$52,418	\$4,083	\$31,000	Issue Date	\$29,822	\$29,822	\$29,822
21		\$31,000	\$29,822	3/29/2007	\$28,582	\$28,582	\$28,582
22				6/30/2019			
23	\$52,418	\$35,083	\$60,822	Total Interest	\$58,404	\$58,404	\$58,404
24				Unappropriated Balance for Following Year By			
25				Issue Date			
26	\$51,317			Budgeted Payment Date			
27							
28							
29	\$20,651	\$54,560		Ending Balance (Prior Years)			
30			\$11,478	Total Unappropriated Ending Fund Balance	\$9,637	\$9,637	\$9,637
31	\$179,386	\$179,643	\$167,300	TOTAL REQUIREMENTS	\$168,041	\$168,041	\$168,041

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

**Board Meeting Minutes
April 19, 2018**

A regular Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 19, at 6:30 p.m. 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 Bengtson at 6:30 p.m. Directors Bengtson, Dille, Meredith and Oakley were present. Director Kirk was excused from the meeting. Also present was Fire Chief, Harry Ward, Assistant Fire Chief, Mark Wilson, Assistant Fire Chief, Sean Hartley and Administrative Assistant, Dana Schulke. Also in attendance, Captain Alysha Delorto and Volunteer Dennis Senko. Members of the public in attendance, Tina Wilson, Pat Hayes, and Kate Zemke.
2. Review of Meeting Agenda Items – 7.2 was added under New Business to discuss the possibility of moving the time of the Board meetings to during the day.
3. **Approval of the Board Meeting Minutes/ Board Workshop.**
 - 3.1. March 15, 2018 Board Meeting minutes – minutes were reviewed by the Board and Staff. Dana Schulke stated that a spelling error had to be corrected under 4.1 to say “explained” rather than “explain”. Also under 11.3, the last paragraph had to remove the words “and they” right after the words Water Company. There were no other corrections to be made. Director Dille made a motion to approve the March Board meeting minutes as amended. Director Meredith seconded the motion. All were in favor, motion passed (4-0).
 - 3.2. April 5, 2018 Board Workshop minutes – minutes of the Board Workshop were reviewed by the Board and Staff. Director Dille made a motion to approve the Board Workshop minutes as presented. Director Meredith seconded the motion. All were in favor, motion passed. (4-0).
4. **Financial Reports -**
 - 4.1. Director Meredith presented the financial report as of the end of March 2018. In the First Interstate Bank general account, there was \$15,207.82. In the First Interstate Bank-Payroll account, we had \$3,040.67. In the Jefferson County Treasury the account balances were: Bond Fund \$37,233.55, Building/Equipment Capital Reserve Fund \$194,013.20, General Fund \$218,408.78, Local Option Levy Fund \$186,210.64. Accounts Receivable there was \$270.00. Director Bengtson stated that on the Budget Variance report he had noticed that we are doing well with “tightening the belt” with our current budget. Director Oakley made a motion to approve the March financial report as presented; Director Dille seconded the motion, all were in favor, motion passed (4-0). There was no further discussion.

4.2. Appointment of Board members to sign checks. – It was decided that Director Meredith and Director Bengtson will sign checks on Wednesday, May 9th and Director Meredith and Director Oakley will sign checks on Friday, May 25th, 2018.

5. **Comments from the public** – no one signed up to speak.

6. **Unfinished Business** –

6.1 Follow-up discussion on the new Radios received through grant. Assistant Chief, Sean Hartley stated that all the radios have arrived at Deschutes County 911/Dispatch and are being programed. We will not be transitioning to the new radios until the fall. We should be receiving the Invoice for the radios from Bend Fire in May to pay in this fiscal year. Director Meredith asked if they are finding any glitches with the use of the new radios. Assistant Chief Hartley stated that most of the coverage testing issues have been in the Bend area and they are working out the glitches. Once they are programed, we will try them out in different areas of the Ranch to make sure we have coverage in all areas. They should be up and running within 30 days. There was no further discussion on this topic.

6.2 Discussion on Board Assessment through SDAO - Director Bengtson stated that he has heard back from Rob Mills with SDAO Consulting Services. The dates for doing the Board Assessment in October are now full and there is only availability in the month of November. Director Bengtson gave the Board a few dates that were available in November for the Board Assessment. November 5th or 6th is good with the Board and Director Bengtson will then email the Board with which date works best, after he checks with Rob Mills. There was no further discussion.

7. **New Business** –

7.1 Discussion on moving June's Board meeting to the 20th. Chief Ward stated that June's meeting is usually the month where we make a motion to adopt the new budget for the upcoming fiscal year. On the 21st of June he will be flying out to National Fire Protection Association for a two day seminar, and Chief Hartley will be on vacation that week. Chief Ward asked the Board if moving the meeting to the 21st would be approved. The Board looked at their calendars and it was agreed by the Board members that June's meeting would be fine for the 20th of the month. There was no further discussion.

7.2 Discussion on moving the start time of the Board meetings to earlier in the day – Director Bengtson stated that he, Chief Ward and Chief Hartley had a brief discussion on the possibility of moving the start time of the Board meetings to earlier in the day, rather than at night. He stated that with working on our budget for 2018/2019, we are looking at ways to cut back and overtime was mentioned, not only for our Captains, but for Dana as well. It was suggested that maybe we could move our meetings to the day, rather than at night to help reduce Dana's overtime. Director Oakley stated that she did not have any issues with having it during the day, however one of the reasons we had them at night was to accommodate the volunteers/public who work during the day. There was much discussion between the Staff, Volunteers and Public as to the time. Assistant Chief Wilson stated that it's a double edge sword, are we trying to save money, or are we trying to accommodate the public with attending the meetings? Director Meredith asked if the amount of overtime is worth disrupting everyone's schedule. He would like to do a change that would have the least impact on staff and crew. There was still further

discussion between the Board and Staff. It was decided that this topic will be on next month's agenda under Old Business for further discussion.

8. Fire Chiefs Report – Chief Ward stated that we started the month out with our Annual Banquet and he thanked Dana for her efforts. Last Saturday we had our Emergency Preparedness Open House and it was well attended. We had 10 people sign up to become CERT certified. Our Wildland Fire Academy was canceled due to low attendance. Captain Fast and Chief met with Dave Palmer (HOA President) to look at the lower grass area by Hill Road for a practice burn. This is all subject to weather conditions and will include other agencies to assist. Fire Officer Class has been going on the last three weeks and is almost done. The budget is ready for next week's Budget committee meeting. Director Bengtson thanked Chief and Staff for putting up the High angle gear during the Open House, it was very informational.

9. Operations Report – an operations report was emailed to the Board, by Assistant Fire Chief, Mark Wilson. He verbally added that we are bringing on 3-4 new volunteers, one of our volunteers that was off of medical leave is now back. The sprinkler system in the Bay has been inspected by new company. They found many issues and fixed the sprinklers, however we have located a small leak in the compressor which needs to be repaired. Another CPR class has been set up for June 2nd @ 10:00 am which is open to the public. We will be doing a hands only CPR class for the Lyons Club.

10. Correspondence/Recognitions – There was a letter from our Attorney's office indicating their prices will be going up as of July 1, 2018. Dana will be investigating other firms for their pricing and will report back to the Board.

11. Comments/Questions:

11.1 Public – Pat Hayes would like to have copies of the financials available to the public so they can follow along. Dana will provide copies for the public. Pat Hayes also asked about how much the levy increase will be and stated that most residents are on a fixed income. Director Bengtson replied that expenses are going up and the District has no control over staff benefits or PERS increase.

11.2 Chief, Staff and/or Volunteers –nothing to report.

11.3 Board – Director Meredith attended a "Stop the Bleed" class in Bend and was wondering if our District would be able to offer a class for it. Assistant Chief Wilson stated that our main concern right now is to get the CPR classes going. Once this is established they will investigate the Stop the Bleed classes to teach. Director Oakley stated that with daylight lasting longer she would like to see the blinds put back on the windows behind them so that the public can see who is speaking, or rearrange the seating for the Board meetings. She also asked about when we will inform the public about the Levy increase. Chief Ward stated he will get the word out shortly and also do a press release.

12. Adjournment by Director Bengtson at 7:20 pm.

Respectfully,
Dana Schulke
Administrative Assistant

Balance Sheet

Crooked River Ranch Fire & Rescue As of April 30, 2018

APR 30, 2018

Assets

Current Assets

Cash and Cash Equivalents

Bond Fund	38,116.41
Capital Reserve Fund	194,268.98
FIB - Checking	22,052.55
FIB - Payroll	2,590.57
General Fund	160,707.07
Local Option Levy Fund	187,824.94
PayPal	149.47
Total Cash and Cash Equivalents	605,709.99

Accounts Receivable	1,282.01
Total Current Assets	606,992.00

Total Assets	606,992.00
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Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable	4,072.14
FIB - Credit Cards	1,761.79
Payroll Liabilities	20.69
Rounding2	(0.04)
Total Current Liabilities	5,854.58

Total Liabilities	5,854.58
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Equity

Current Year Earnings	29,638.76
Opening Balance Equity	0.90
Unrestricted Net Assets	571,497.76
Total Equity	601,137.42

Total Liabilities and Equity	606,992.00
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Budget Variance
Crooked River Ranch Fire & Rescue
For the month ended 30 April 2018

	YTD Actual	YTD Budget	Var USD	Var %
Revenue				
Ambulance Billing	\$142,296.41	\$142,500.00	-\$203.59	-0.1429%
Conflagration Revenue	\$14,699.49	\$14,724.00	-\$24.51	-0.1665%
Contractual Income	\$800.00	\$1,000.00	-\$200.00	-20.0%
Deschutes County: Bond Fund	\$9,368.30	\$0.00	\$9,368.30	
Deschutes County: General Fund	\$68,411.25	\$47,049.00	\$21,362.25	45.4043%
Deschutes County: Local Option Levy	\$0.00	\$17,663.00	-\$17,663.00	-100.0%
Emergency Address Signs	\$760.00	\$450.00	\$310.00	68.8889%
FireMed	\$11,250.00	\$11,250.00	\$0.00	0.0%
Interest Income	\$8.86	\$3,500.00	-\$3,491.14	-99.7469%
Jefferson County: Bond Fund	\$99,496.29	\$114,000.00	-\$14,503.71	-12.7226%
Jefferson County: Capital Reserve Fund	\$1,567.67	\$0.00	\$1,567.67	
Jefferson County: General Fund	\$525,778.82	\$516,225.00	\$9,553.82	1.8507%
Jefferson County: Local Option Levy	\$198,276.23	\$193,805.00	\$4,471.23	2.3071%
Misc. Income	\$1,076.50	\$5,000.00	-\$3,923.50	-78.47%
Sale of Assets/Apparatus	\$5,801.00	\$5,000.00	\$801.00	16.02%
Training Income	\$0.00	\$250.00	-\$250.00	-100.0%
Grant Revenue				
SAFER Grant Revenue	\$450.00	\$45,922.00	-\$45,472.00	-99.0201%
VFA Grant Revenue	\$9,763.80	\$9,810.00	-\$46.20	-0.4709%
Total Grant Revenue	\$10,213.80	\$55,732.00	-\$45,518.20	-81.7%
Total Revenue	\$1,089,804.62	\$1,128,148.00	-\$38,343.38	-3.3988%
Gross Profit	\$1,089,804.62	\$1,128,148.00	-\$38,343.38	-3.3988%
Operating Expenses				
Capital Outlay & Grant Awards				
Capitol Outlay & Grant Awards: - Bond Payment	\$126,342.72	\$155,822.00	-\$29,479.28	-18.9186%
Capitol Outlay & Grant Awards: Apparatus Capital Purchases	\$46,248.02	\$50,000.00	-\$3,751.98	-7.504%
Capitol Outlay & Grant Awards: Building Capital Purchases	\$3,411.00	\$3,500.00	-\$89.00	-2.5429%
Debt Services & Contingency: Contingency	\$0.00	\$12,562.00	-\$12,562.00	-100.0%
General Fund Transfer- In Building/Equipment Reserve	\$0.00	-\$20,190.00	\$20,190.00	100.0%
Total Capital Outlay & Grant Awards	\$176,001.74	\$201,694.00	-\$25,692.26	-12.7%
Materials & Services				
Materials & Services: Professional Services	\$17,237.72	\$18,667.00	-\$1,429.28	-7.6567%
Materials & Services: Administration	\$18,272.98	\$14,000.00	\$4,272.98	30.5213%
Materials & Services: Building & Maint.	\$9,718.53	\$10,000.00	-\$281.47	-2.8147%
Materials & Services: Department Services	\$5,289.01	\$6,000.00	-\$710.99	-11.8498%
Materials & Services: EMS Operations	\$26,071.72	\$28,860.00	-\$2,788.28	-9.6614%
Materials & Services: Fire Suppression	\$40,251.25	\$44,600.00	-\$4,348.75	-9.7506%
Materials & Services: Utilities	\$20,207.73	\$27,500.00	-\$7,292.27	-26.5173%
Materials & Services: Vehicle/Equipment Maint.	\$5,359.17	\$26,593.00	-\$21,233.83	-79.8474%
Total Materials & Services	\$142,408.11	\$176,220.00	-\$33,811.89	-19.2%
Materials & Services				
Materials & Services: Dispatch Services	\$52,630.24	\$52,500.00	\$130.24	0.2481%
Materials & Services: Fuel	\$8,857.85	\$10,000.00	-\$1,142.15	-11.4215%
Materials & Services: Insurance	\$27,141.00	\$27,500.00	-\$359.00	-1.3055%
Materials & Services: Prevention	\$311.18	\$2,500.00	-\$2,188.82	-87.5528%

Materials & Services: Radios/Communications	\$2,925.70	\$5,430.00	-\$2,504.30	-46.1197%
Materials & Services: Rope Rescue Operations	\$0.00	\$1,500.00	-\$1,500.00	-100.0%
Materials & Services: SAFER Grant Expenditures	\$1,307.00	\$9,422.00	-\$8,115.00	-86.1282%
Materials & Services: Training	\$5,861.86	\$8,594.00	-\$2,732.14	-31.7912%
Materials & Services: Travel	\$3,046.26	\$10,796.00	-\$7,749.74	-71.7834%
Materials & Services: Tuition Reimbursement	\$18,309.61	\$31,500.00	-\$13,190.39	-41.8743%
Materials & Services: Uniforms	\$7,853.40	\$6,000.00	\$1,853.40	30.89%
Materials & Services: Volunteer Incentives	\$22,160.00	\$28,000.00	-\$5,840.00	-20.8571%
Materials & Services: Wellness Program	\$4,279.00	\$10,000.00	-\$5,721.00	-57.21%
Total Materials & Services	\$154,683.10	\$203,742.00	-\$49,058.90	-24.1%
Personnel Services				
Personnel Services: Assistant Fire Chief: Salary	\$48,621.70	\$59,699.00	-\$11,077.30	-18.5553%
Personnel Services: Administrative Assistant: Overtime	\$257.04	\$1,224.00	-\$966.96	-79.0%
Personnel Services: Administrative Assistant: Regular Wage	\$28,718.48	\$34,729.00	-\$6,010.52	-17.3069%
Personnel Services: Employee Benefits	\$126,670.30	\$171,976.00	-\$45,305.70	-26.3442%
Personnel Services: Fire Chief	\$63,333.40	\$77,754.00	-\$14,420.60	-18.5464%
Personnel Services: Mechanic	\$2,100.00	\$15,000.00	-\$12,900.00	-86.0%
Personnel Services: Part-Time Employees	\$33,101.93	\$39,600.00	-\$6,498.07	-16.4093%
Personnel Services: Payroll Taxes	\$29,705.51	\$38,405.00	-\$8,699.49	-22.652%
Personnel Services: PERS	\$75,884.93	\$98,822.00	-\$22,937.07	-23.2105%
Personnel Services: Shift Personnel: Overtime	\$32,823.43	\$33,840.00	-\$1,016.57	-3.004%
Personnel Services: Shift Personnel: Regular Wage	\$139,530.64	\$171,396.00	-\$31,865.36	-18.5917%
Personnel Services: Volunteer Conflag Reimbursement	\$3,489.66	\$3,490.00	-\$0.34	-0.0097%
Personnel Services: Volunteer Shift Stipends	\$300.00	\$36,500.00	-\$36,200.00	-99.1781%
Personnel Services: Workers Comp. & Group Accident	\$9,334.91	\$13,000.00	-\$3,665.09	-28.193%
Total Personnel Services	\$593,871.93	\$795,435.00	-\$201,563.07	-25.3%
Total Operating Expenses	\$1,066,964.88	\$1,377,091.00	-\$310,126.12	-22.5204%
Net Income	\$22,839.74	-\$248,943.00	\$271,782.74	109.1747%

Payable Invoice Detail

Crooked River Ranch Fire & Rescue
 For the period April 1, 2018 to April 30, 2018

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Aflac					
Apr 17, 2018	April Premiums - EFT	April Premiums for: Tom, David, Alysha, Sean, Harry and Dana	599.88	599.88	Payroll Liabilities
Total Aflac			599.88		
Alysha Delorto					
Apr 26, 2018	Reimbursement	Reimbursement for frames purchased for Meritorious awards at annual banquet	33.76	33.76	Materials & Services: Department Services: Appreciation Dinner
Total Alysha Delorto			33.76		
Amazon					
Apr 3, 2018	XXXX 4382	Business Membership to Amazon Prime	12.99	12.99	Materials & Services: Administration: Memberships
Apr 16, 2018	XXXX 4382	Air Dryer Part ordered for 532	129.00	154.00	Materials & Services: Vehicle/Equipment Maintenance: 516092
Apr 16, 2018	XXXX 4382	Shipping	25.00	154.00	Materials & Services: Vehicle/Equipment Maintenance: 516092
Total Amazon			166.99		
Amy Weddle					
Apr 2, 2018	Tuition Reimbursement	Tuition Reimbursement for Winter Term 2018	1,750.00	1,750.00	Materials & Services: Tuition Reimbursement
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Amy Weddle			1,840.00		
Baxter Auto Parts					
Apr 9, 2018	18-497665	12 Volt PSNGR Cart LT for 590	159.99	149.48	Materials & Services: Vehicle Equipment/Maintenance: 514230
Apr 9, 2018	18-497665	Oil Filter	7.49	149.48	Materials & Services: Vehicle Equipment/Maintenance: 514230
Apr 9, 2018	18-497665	Credit for 12 Volt PSNGR Car Lt	(18.00)	149.48	Materials & Services: Vehicle Equipment/Maintenance: 514230
Total Baxter Auto Parts			149.48		
BendTel					
Apr 17, 2018	0329850	Telephone charges, Outbound charges, Recurring Service Charges, Taxes	434.94	434.94	Materials & Services: Utilities: Telecommunications
Total BendTel			434.94		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Blair Brock					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Apr 4, 2018	Tuition Reimbursement	Tuition Reimbursement for Winter Term 2018	718.25	718.25	Materials & Services: Tuition Reimbursement
Total Blair Brock			808.25		
Bobby Edwards					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Bobby Edwards			90.00		
BoundTree Medical, LLC					
Apr 6, 2018	PO-0095 / 82823752	Various medical supplies (list attached)	483.94	483.94	Materials & Services:EMS Operations: Supplies
Apr 9, 2018	82826581	Diphenhydramine 50MG	2.20	2.20	Materials & Services:EMS Operations: Supplies
Apr 10, 2018	82830115	Box of C2 Fentanyl, .05 mg	96.99	96.99	Materials & Services:EMS Operations: Supplies
Total BoundTree Medical, LLC			583.13		
Carson Oil Company, Inc.					
Apr 2, 2018	CP-00128632	Fuel for all apparatus	313.62	313.62	Materials & Services: Fuel
Apr 17, 2018	CP-00130030	Fuel for all apparatus	447.46	447.46	Materials & Services: Fuel
Total Carson Oil Company, Inc.			761.08		
Cash & Carry					
Apr 16, 2018	XXXX 4382	Station Supplies for Kitchen, Bathrooms and Laundry Rooms	233.67	233.67	Materials & Services:Building & Maintenance: Supplies
Total Cash & Carry			233.67		
Cayla Forsythe					
Apr 2, 2018	Tuition Reimbursement	Tuition Reimbursement for Winter Term 2018	1,750.00	1,750.00	Materials & Services: Tuition Reimbursement
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Apr 3, 2018	Reimbursement	Reimbursement for EMT Practical and written exams for EMT Certification	205.00	205.00	Materials & Services: Tuition Reimbursement
Total Cayla Forsythe			2,045.00		
City of Redmond - Public Works Department					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Mark Wilson, Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total City of Redmond - Public Works Department			90.00		
Coastal					
Apr 4, 2018	20500	Filler Oil Cap for Saw in Garden Room	3.85	3.85	Materials & Services:Building & Maintenance: Equipment
Apr 24, 2018	XXXX 4382	Parts for repairing Chainsaw	73.04	73.04	Materials & Services:Fire Suppression: Supplies/Equipment
Total Coastal			76.89		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Colton Steinke					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Colton Steinke			90.00		
Crooked River Ranch Water Company					
Apr 1, 2018	94	Water Use	14.17	48.76	Materials & Services: Utilities: Water
Apr 1, 2018	94	Base Rate	34.59	48.76	Materials & Services: Utilities: Water
Total Crooked River Ranch Water Company			48.76		
Crooked River Sanitary					
Apr 9, 2018	00014	Sanitation Services for March	69.92	69.92	Materials & Services: Utilities: Sanitation
Total Crooked River Sanitary			69.92		
Dan Marsh					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Dan Marsh			90.00		
David McDonald					
Apr 11, 2018	Reimbursement	Reimbursement for Hooks purchased for Decontamination Room	36.79	41.77	Materials & Services: Fire Suppression: Supplies/Equipment
Apr 11, 2018	Reimbursement	Reimbursement for female hose mender	4.98	41.77	Materials & Services: Fire Suppression: Supplies/Equipment
Total David McDonald			41.77		
Dennis Senko					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Dennis Senko			90.00		
Digital Employment/Streamline					
Apr 23, 2018	97222	Monthly Fee for Web hosting - April	100.00	100.00	Materials & Services: Professional Services: Computer Services
Total Digital Employment/Streamline			100.00		
FirePro, LLC					
Apr 1, 2018	3108010	Service Call to fix 2 leaks	45.00	1,270.00	Materials & Services: Building & Maintenance: Maintenance
Apr 1, 2018	3108010	Dry Sprinkler Annual Flow Test	295.00	1,270.00	Materials & Services: Building & Maintenance: Maintenance
Apr 1, 2018	3108010	Wet Sprinkler Annual Flow Test	225.00	1,270.00	Materials & Services: Building & Maintenance: Maintenance
Apr 1, 2018	3108010	Sprinkler Parts - 1 air maintenance device, 3 gauges	705.00	1,270.00	Materials & Services: Building & Maintenance: Maintenance
Total FirePro, LLC			1,270.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Frank Day					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Frank Day			90.00		
Fred Meyers					
Apr 6, 2018	XXXX 4382	Bottled Water and Flowers for Annual Banquet	55.57	55.57	Materials & Services: Department Services: Appreciation Dinner
Total Fred Meyers			55.57		
Freightliner Northwest					
Apr 16, 2018	PC253014422	Battery 1000CCa for 532	444.39	444.39	Materials & Services: Vehicle/Equipment Maintenance: 516092
Apr 16, 2018	PC253014422	Battery 1000CCa 185RC (STUD) CORE for 532	101.25	444.39	Materials & Services: Vehicle/Equipment Maintenance: 516092
Apr 16, 2018	PC253014422	Return of Battery 1000CCa 185RC (STUD) CORE for 532	(101.25)	444.39	Materials & Services: Vehicle/Equipment Maintenance: 516092
Total Freightliner Northwest			444.39		
Gary White					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Gary White			90.00		
High Desert Auto Supply					
Apr 21, 2018	Credit	Return of Oil Pressure Switch	(11.18)	(11.18)	Materials & Services: Vehicle/Equipment Maintenance: 510582
Apr 23, 2018	398276	Relay for 522	7.29	72.34	Materials & Services: Vehicle/Equipment Maintenance: 510582
Apr 23, 2018	398276	Electrical Connector for 542	34.99	72.34	Materials & Services: Vehicle/Equipment Maintenance: 510582
Apr 23, 2018	398276	Wiper Blade for 542	18.88	72.34	Materials & Services: Vehicle/Equipment Maintenance: 512905
Apr 23, 2018	398276	Oil Pressure Gauge Switch	11.18	72.34	Materials & Services: Vehicle Equipment/Maintenance: 514230
Total High Desert Auto Supply			61.16		
Home Depot					
Apr 3, 2018	XXXX 4382	Parts for Sprinkler System Compressor	7.95	7.95	Materials & Services: Building & Maintenance: Maintenance
Apr 24, 2018	XXXX 4382	Wood purchased to build sides on truck bed for 591	36.89	36.89	Materials & Services: Vehicle/Equipment Maintenance: 515753
Total Home Depot			44.84		
HRA VEBA Trust					
Apr 17, 2018	EFT	April contributions for: Tom, Alysha, David, Harry, Sean and Dana	1,500.00	1,500.00	Personnel Services: Employee Benefits: HRA VEBA
Total HRA VEBA Trust			1,500.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
IAFF 3650 - Redmond Firefighters Union					
Apr 9, 2018	Union Dues - ACH	Union Dues for Tom, Alysha & David	97.50	97.50	Payroll Liabilities
Apr 9, 2018	PAC Donations - ACH	PAC Donations to Union for Tom, Alysha & David	12.00	12.00	Payroll Liabilities
Apr 18, 2018	PAC Donation to Union - ACH	PAC Donations to Union from: Tom, Alysha & David	12.00	12.00	Payroll Liabilities
Apr 18, 2018	Union Dues - ACH	Union Dues for: Tom, Alysha and David	97.50	97.50	Payroll Liabilities
Total IAFF 3650 - Redmond Firefighters Union			219.00		
Jeff Green					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Jeff Green			90.00		
Jeff Scheetz					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Jeff Scheetz			90.00		
Jesse West					
Apr 2, 2018	Tuition Reimbursement	Tuition reimbursement for Winter Term 2018	1,750.00	1,750.00	Materials & Services: Tuition Reimbursement
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Jesse West			1,840.00		
Joe Woodruff					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Joe Woodruff			90.00		
Justin Abts					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Justin Abts			90.00		
Lone Pine Cafe					
Apr 23, 2018	XXXX 4382	Lunch for Fire Chief/Asst. Fire Chief on traveling to pick up apparatus from Burns	26.50	26.50	Materials & Services: Travel
Total Lone Pine Cafe			26.50		
Marta McGovern-Philpott					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Marta McGovern-Philpott			90.00		
Microsoft					
Apr 2, 2018	XXXX 4382	Annual Subscription for Office 365	99.99	99.99	Materials & Services: Professional Services: Computer Services
Total Microsoft			99.99		
Myrsideys Steward					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Myrsideys Steward			90.00		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Nationwide Retirement Solutions					
Apr 9, 2018	Deferred Comp - EFT	Deferred Comp for: Tom, Alysha, David, Sean and Dana	215.00	215.00	Payroll Liabilities
Apr 18, 2018	Def. Compensation - EFT	Deferred Compensation prem. for: Tom, Alysha, David, Sean and Dana	215.00	215.00	Payroll Liabilities
Total Nationwide Retirement Solutions			430.00		
Negus Landfill					
Apr 10, 2018	XXXX 4382	Fee to access landfill & dump old trash & items from Station	28.00	28.00	Materials & Services: Building & Maintenance: Maintenance
Total Negus Landfill			28.00		
Norco					
Apr 2, 2018	23428956	Oxygen Cylinder Rental	31.62	31.62	Materials & Services: EMS Operations: Supplies
Total Norco			31.62		
Oregon Fire Chief's Association					
Apr 20, 2018	XXXX 4382	Registration Fee for OFCA Conference at Eagle Crest, May 9-12th, 2018	290.00	290.00	Materials & Services: Training
Total Oregon Fire Chief's Association			290.00		
Oregon Health Authority					
Apr 19, 2018	XXXX 4382	Annual EMS License Fee	165.00	165.00	Materials & Services: EMS Operations: Fees/Dues
Total Oregon Health Authority			165.00		
Oregon PERS					
Apr 9, 2018	PERS - EFT	Employer Contributions	2,827.14	3,823.20	Personnel Services: PERS
Apr 9, 2018	PERS - EFT	Employee Contributions, paid by Employer	996.06	3,823.20	Personnel Services: PERS
Apr 19, 2018	PERS - EFT	Employer Contribution	2,637.54	3,566.80	Personnel Services: PERS
Apr 19, 2018	PERS - EFT	Employee Contribution paid by Employer	929.26	3,566.80	Personnel Services: PERS
Total Oregon PERS			7,390.00		
Pacific Power					
Apr 2, 2018	24712171-001	Basic Charges, Load Size, Demand Charge and Kilo Watt Usage	2,283.24	2,283.24	Materials & Services: Utilities: Electric
Total Pacific Power			2,283.24		
Pape' Kenworth					
Apr 2, 2018	9006158	Cover-Shuto for 542	3.01	7.06	Materials & Services: Vehicle/Equipment Maintenance: 512905
Apr 2, 2018	9006158	Rectangular Seal for 542	4.05	7.06	Materials & Services: Vehicle/Equipment Maintenance: 512905
Apr 2, 2018	9007876	130240 Gasket, Water for 542	12.10	18.25	Materials & Services: Vehicle/Equipment Maintenance: 512905
Apr 2, 2018	9007876	130226 Gasket, Water for 542	6.15	18.25	Materials & Services: Vehicle/Equipment Maintenance: 512905

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Apr 9, 2018	9006158	129839CUM Cover-SHUTO	3.01	7.06	Materials & Services:Vehicle/Equipment Maintenance: 512905
Apr 9, 2018	9006158	129888 CUM Seal-Rectanular	4.05	7.06	Materials & Services:Vehicle/Equipment Maintenance: 512905
Apr 9, 2018	9007876	130240 Gasket, Water PU for 542	12.10	18.25	Materials & Services:Vehicle/Equipment Maintenance: 512905
Apr 9, 2018	9007876	130226 Gasket, Water PU for 542	6.15	18.25	Materials & Services:Vehicle/Equipment Maintenance: 512905
Total Pape' Kenworth			50.62		

Paradise Rose Chuckwagon

Apr 2, 2018	XXXX 4382	Balance due for catering at Annual Banquet	200.00	200.00	Materials & Services:Department Services: Appreciation Dinner
Total Paradise Rose Chuckwagon			200.00		

Power Systems West, Oregon MS22

Apr 1, 2018	Y43613	Parts purchased for Station generator	136.50	154.90	Materials & Services:Building & Maintenance: Maintenance
Apr 1, 2018	Y43613	Shipping	18.40	154.90	Materials & Services:Building & Maintenance: Maintenance
Total Power Systems West, Oregon MS22			154.90		

Quill Corporation

Apr 10, 2018	6063700	Ream of 11 x 17 laser paper for Copier	25.69	37.17	Materials & Services:Administration: Supplies
Apr 10, 2018	6063700	Stir Sticks for Coffee	3.49	37.17	Materials & Services:Administration: Supplies
Apr 10, 2018	6063700	Shipping	7.99	37.17	Materials & Services:Administration: Supplies
Apr 24, 2018	6470431	File Folder Ltr size 1/3 cut	9.49	115.47	Materials & Services:Administration: Supplies
Apr 24, 2018	6470431	Cases of paper	105.98	115.47	Materials & Services:Administration: Supplies
Total Quill Corporation			152.64		

Ricoh USA, Inc.

Apr 4, 2018	Lease Payoff	Payoff of Ricoh Copier Lease	896.20	896.20	Materials & Services:Administration: Copier Expenses
Total Ricoh USA, Inc.			896.20		

Riley Jones

Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Apr 3, 2018	Tuition Reimbursement	Tuition Reimbursement for Winter Term 2018	1,271.83	1,271.83	Materials & Services: Tuition Reimbursement
Total Riley Jones			1,361.83		

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
S & H Products					
Apr 3, 2018	XXXX 4382	Removal Tool - Wy Valve Adaptor	78.00	92.29	Materials & Services:Fire Suppression: Supplies/Equipment
Apr 3, 2018	XXXX 4382	Shipping	14.29	92.29	Materials & Services:Fire Suppression: Supplies/Equipment
Total S & H Products			92.29		
SeaWestern Fire Fighting Equipment					
Apr 6, 2018	204819	SCBA Regulator Flow Test	1,540.00	1,828.00	Materials & Services:Fire Suppression: Hose/Ladder Testing
Apr 6, 2018	204819	Facepiece Flow Test	288.00	1,828.00	Materials & Services:Fire Suppression: Hose/Ladder Testing
Total SeaWestern Fire Fighting Equipment			1,828.00		
Special Districts Insurance Services					
Apr 6, 2018	03-0052514	May Health Premium for Employees	10,225.89	11,167.03	Personnel Services: Employee Benefits: Health Insurance
Apr 6, 2018	03-0052514	May Dental Premium for Employees	862.62	11,167.03	Personnel Services: Employee Benefits: Dental Insurance
Apr 6, 2018	03-0052514	May Long-Term Premium for Employees	78.52	11,167.03	Personnel Services: Employee Benefits: Long Term Disability Insurance
Total Special Districts Insurance Services			11,167.03		
St. Charles Health System					
Apr 23, 2018	2127	Quarterly EAP Counseling	100.00	100.00	Materials & Services:Professional Services:E.A.P.
Total St. Charles Health System			100.00		
Stamps.com					
Apr 19, 2018	XXXX 4382	Mo. Subscription Fee for use of Stamps.com	15.99	15.99	Materials & Services:Administration: Postage & Shipping
Apr 26, 2018	XXXX 4382	Purchase of stamps	50.00	50.00	Materials & Services:Administration: Postage & Shipping
Total Stamps.com			65.99		
Subway					
Apr 13, 2018	XXXX 4382	Sandwiches purchased for interview panel at Joint Recruitment @ Central Oregon Community College	224.02	224.02	Materials & Services: Travel
Total Subway			224.02		
Terminix					
Apr 4, 2018	107091	Maintainance of spraying building for rodants, ants, etc.	95.00	95.00	Materials & Services:Building & Maintence: Maintenance
Total Terminix			95.00		
Terrebonne Thriftway					
Apr 9, 2018	XXXX 4382	Ice purchased for Annual Banquet	24.90	24.90	Materials & Services:Department

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Apr 28, 2018	XXXX 4382	Lunch items for Fire Officer 1 class	9.49	9.49	Services: Appreciation Dinner Materials & Services: Department Services: Events
Total Terrebonne Thriftway			34.39		
Todd Nace					
Apr 2, 2018	Cell Phone Reimbursement	Cell Phone Reimbursement for Jan/Feb/March 2018	90.00	90.00	Materials & Services: Volunteer Incentives
Total Todd Nace			90.00		
UPS					
Apr 9, 2018	XXXX 4382	UPS Charges for a Pick-up	5.80	5.80	Materials & Services: Administration: Postage & Shipping
Apr 16, 2018	XXXX 4382	Shipping Charges	37.74	37.74	Materials & Services: Administration: Postage & Shipping
Total UPS			43.54		
US Bank Equipment Finance					
Apr 2, 2018	354117574	Interim Payment for Kyocera Copier	18.67	98.17	Materials & Services: Administration: Copier Expenses
Apr 2, 2018	354117574	One-Time Origination Fee	79.50	98.17	Materials & Services: Administration: Copier Expenses
Apr 16, 2018	254758039	Monthly Fee for Kyocera Copier	139.99	139.99	Materials & Services: Administration: Copier Expenses
Total US Bank Equipment Finance			238.16		
Verizon Wireless					
Apr 2, 2018	9804054220	Phone line usage for Zoll Machine	20.94	20.94	Materials & Services: Utilities: Telecommunications
Total Verizon Wireless			20.94		
Vern Samples Landscaping					
Apr 20, 2018	38478	Spring maintenance / sprinkler turn-on	75.00	77.00	Materials & Services: Building & Maintenance: Maintenance
Apr 20, 2018	38478	Spray Nozzle	2.00	77.00	Materials & Services: Building & Maintenance: Maintenance
Total Vern Samples Landscaping			77.00		
Weston Martin					
Apr 2, 2018	Tuition Reimbursement	Tuition Reimbursement for Winter Term 2018	1,566.70	1,566.70	Materials & Services: Tuition Reimbursement
Total Weston Martin			1,566.70		
Witmer Public Safety Group					
Apr 23, 2018	PO-0098 / E1716638	Streamlight NiCd Black sleeve Battery pack	150.36	121.53	Materials & Services: Fire Suppression: Supplies/Equipment
Apr 23, 2018	PO-0098 / E1716638	Rewards discount from company	(39.82)	121.53	Materials & Services: Fire Suppression: Supplies/Equipment

Payable Invoice Detail

INVOICE DATE	REFERENCE	DESCRIPTION	GROSS	INVOICE TOTAL	ACCOUNT
Apr 23, 2018	PO-0098 / E1716638	Shipping/Freight	10.99	121.53	Materials & Services:Fire Suppression: Supplies/Equipment
Total Witmer Public Safety Group			121.53		
Xero					
Apr 19, 2018	XXXX 4382	Mo. Subscription for Accounting Software	22.50	22.50	Materials & Services:Professional Services: Accounting/Payroll Services
Total Xero			22.50		
Your Care, LLC					
Apr 10, 2018	1364	Firefighter Physical and Respiratory Testing for Jeff Green	350.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Firefighter Physical for Adam Wiley	300.00	2,862.00	Materials & Services: SAFER Grant Expenditures
Apr 10, 2018	1364	Firefighter Physical for Myrsideys Steward	300.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Firefighter Physical for Mark Wilson	300.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Firefighter Lab w/o PSA for McKenzie Miller	189.00	2,862.00	Materials & Services: SAFER Grant Expenditures
Apr 10, 2018	1364	Firefighter Physical for Harry Ward	300.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Firefighter Lab w/o PSA for Stephanie Elliott	189.00	2,862.00	Materials & Services: SAFER Grant Expenditures
Apr 10, 2018	1364	Firefighter Lab w/PSA for Gary White	220.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Firefighter Lab w/o PSA for Frank Day	189.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Hepatitis B Vaccine for Cayla Forsythe	85.00	2,862.00	Materials & Services: Wellness Program
Apr 10, 2018	1364	Hepatitis B Vaccine, Firefigher Physical, and TB PPD for McKenzie Miller	440.00	2,862.00	Materials & Services: SAFER Grant Expenditures
Total Your Care, LLC			2,862.00		
Total			46,808.11		

Inquiry on Law Firms that service Fire Districts

<u>Law Firm</u>	<u>Pricing</u>	<u>Notes</u>
Local Govt. Law Group/Speer Hoyt – Eugene, OR	\$235/per hr. \$185/per hr. for Associate	Prices as of 7/1/18
Current Firm for CRR Fire & Rescue		
(Also does work for Polk County Fire & Rescue, Sister’s-Camp Sherman Fire & Rescue)		
<hr/>		
Fitch Law – Redmond, OR	\$295/per hr. (prorated) Current pricing \$50/ hr. consult fee	
(Works for Redmond Fire & Rescue)		
<hr/>		
Innova Legal Advisors Lake Oswego, OR	\$250/hr. Lower Hr. Rate for Paralegals Bill clients in 12 min increments at \$50/hr.	See attached letter
(Does work for Tualatin Valley Fire & Rescue)		
<hr/>		
Glenn, Reeder, Gassner & Carl, LLP Madras, OR	Tim Gassner	No Call back
(Works for Jefferson Co Fire/Madras)		
<hr/>		
Peck, Rubanoff & Hatfield Lake Oswego, OR	\$290/hr Lower Hr. Rate for Paralegals	
(Does work for Crook County Fire & Rescue)		
<hr/>		



April 20, 2018

Crooked River Ranch Rural Fire Protection District
Attn: Dana Schulke
6971 SW Shad Rd.
Terrebonne, Oregon 97760

Re: Engagement for Legal Services

Dear Ms. Schulke,

Please accept this letter in response to your invitation to provide a proposal for legal services. Innova Legal Advisors, P.C. represents a number of rural fire protection districts, and other public entities, and appreciates the opportunity to be considered as counsel for Crooked River Ranch Rural Fire Protection District.

Innova was established in 2015 by Bob Blackmore, Ron Guerra, and Heidi Mason. Our attorneys have over 60 years of combined legal experience. The firm's work is focused on public sector, special district, local government, employment, business governance, contracts, real estate, and dispute resolution, including litigation.

Innova represents the Western Fire Chiefs Association, the Oregon Fire Chiefs Association, Tualatin Valley Fire and Rescue, Canby Fire District, Lake Grove Fire, Jackson County Fire District #3, and several other rural fire protection districts on a limited basis. In addition to rural fire protection districts, Innova's attorneys have also represented a number of cities and counties, transportation districts, irrigation districts, and currently acts as special counsel for Yamhill County and the City of Newberg.

With regard to our scope of practice, the firm's services include the following:

- Emerging community paramedic practice/service models
- Chief contracts
- Information technology contracts
- Intergovernmental agreements
- Emergency management
- Public records and meetings compliance
- Ground Emergency Medical Transport (GEMT) initiatives
- Volunteer compensation issues
- Incident management teams

- Physician supervisor contracts
- HIPAA issues
- Employment law and counseling
- Land use regulation and litigation
- Real estate transactions
- Construction law
- Public contracts and agreements
- Functional consolidations
- Urban Renewal Agency / District administration
- Ethics rules interpretation and training
- Formation and consolidation of special districts
- Budget law
- Elections law
- Annexations
- Public / private partnerships
- Government relations and legislation
- Litigation and Dispute resolution

Innova is familiar with the Oregon statutes that apply to rural fire protection districts, and its attorneys have participated in drafting new federal and state legislation in such areas as urban renewal, system development charges, debt distribution plans in mergers, consolidations and annexations, internal revenue code provisions, building codes, liability for planning reviews, and employment practices, to name a few. Our lawyers have drafted and assisted in the development and adoption of fire codes, civil service, standards of practice, public contracting, board policy handbooks, and personnel regulations. It is important to note that the firm does not handle bond work, which is a service unique for public entities. Instead, we associate with outside bond counsel.

Our legal representation fees for municipal clients is \$250.00 per hour for general services, but may vary depending on the type of services provided, such as litigation or labor representation. Given the right need, paralegals could be assigned to your project at a lower hourly rate. The \$250.00 per hour rate is discounted from our normal billing rates and is offered only to municipal and non-profit clients. We reserve the right to change our rates and generally evaluate them at the beginning of each calendar year. Any deviation from the standard rate would be discussed with you in advance.

Clients are billed for expenses and costs incurred on their behalf. However, you will not be billed for standard postage (regular first class mail) or faxes.

We operate on a paperless basis, meaning that we store your records electronically. We use off-site email storage, online banking, and online and cloud-based document storage. We will use reasonable efforts to maintain your records securely, and our vendors have covenanted to us that they will also make such reasonable efforts. We also offer electronic billing as an alternative paper billing. We use current technology, which has helped us minimize our fees and bills.

Our expectations of CRR Fire are:

1. To pay bills promptly upon receipt; and
2. To be responsive to requests for information so that we may effectively represent you.

Our goal is to provide you with conscientious, competent, timely, and diligent legal services. However, we cannot achieve this goal without your cooperation. It is also important that you promptly notify us of any change of address or other contact information so that we may always reach you.

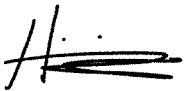
You may discontinue the use of our services at any time. Similarly, although we do not anticipate this happening, we may withdraw from providing services to your organization. In the event we decide to withdraw from representation, we will notify you of our decision in writing.

Although we prefer to communicate by email and phone, our mailing address is below:

Innova Legal Advisors, PC
Attn: Heidi Mason
One Centerpointe Dr., Suite 530
Lake Oswego, OR 97035

We appreciate and value the opportunity to be considered for representation of CRR Fire. We would also appreciate the opportunity to meet the board, Fire Chief, and executive staff, either in this process or if we are selected. If you have any questions, please feel free to call or e-mail us.

Sincerely,



Heidi W. Mason
Innova Legal Advisors, PC

CROOKED RIVER RANCH FIRE & RESCUE
ADMINISTRATIVE POLICY – CODE OF ETHICS AND CONFLICT OF INTEREST

ADOPTED: 1/2/2018

REVISED: 1/2/2018

SUPERSEDES: ###

CODE OF ETHICS AND CONFLICT OF INTEREST

PURPOSE:

To conduct procurement activities in an ethical manner, a Code of Ethics and Conflict of Interest Policy has been established for Crooked River Ranch Fire & Rescue, (the District).

Personal Conflict of Interest

No employee, volunteer, agent, Board member or immediate family member of the District shall participate in the selection of, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved. Such a *personal conflict of interest* would arise when any of the following has a financial interest or other interest in the firm selected for the award;

- 1) The employee, volunteer, agent, Board member of the District,
- 2) Any member of his/her immediate family,
- 3) His or her partner, or
- 4) Any organization that employs, or is about to employ, and of the above.

The District employees, volunteers, agent and Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from actual contractors, potential contractors, or parties to sub-agreements, including but not limited to monies, credits, discounts, seasonal or special occasion presents, edibles, drinks, household appliances and furnishings, clothing, vacations, travel or hotel expenses, various forms of entertainment if:

- 1) It tends to influence the employee, volunteer, agent, or Board member in the discharge of employee's official duties; or
- 2) The employee, volunteer, agent, or Board member recently has been, or is now, or in the near future may be, involved in any official act or action directly affecting the donor or lender; or
- 3) The employee, volunteer, agent or Board member has or appears to have influence over the District's actions affecting the donor or lender in the employee's official capacity.

Notwithstanding the above, this section shall not apply to the following scenarios:

- 1) An occasional unsolicited non-pecuniary gift of insignificant value (less than \$25.00) such as accepting food or refreshment of nominal value on infrequent occasions in the ordinary course of a business luncheon, business dinner meeting, or through the course of the business day, or unsolicited thank you cards or gifts of insignificant value such as coupons, balloons, floral arrangements, or small gift baskets; or

- 2) An unsolicited gift, gratuity, favor, entertainment, loan or other things of value when circumstances make it clear that an obvious long-standing social or family relationship rather than the business of the persons concerned is the motivating factor; or
- 3) Unsolicited advertising and promotional material such as pens, pencils, notepads, calendars, or other business-related items of nominal intrinsic value.

Purchasing employees or officers for the District must recognize that their purchasing activities are of public interest and a matter of public record. Therefore, their actions must be conducted in a manner to be fully substantiated and legally defended in accordance by the authority of the District. At all times, the District's employees, volunteers, agents and Board members must endeavor to keep from involvements that could result in a possible position of "conflict of interest."

When an actual or potential **violation** of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor. The person may also request written instructions and disposition of the issue. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or having an existing contract canceled.

Organizational Conflict of Interest

The Procurement Officer for the District is encouraged to work closely with its Attorney to review all situations that appear to have potential for an organizational conflict of interest.

Counsel can help in the preparation of restrict contracting clauses suitable for the particular situation. Counsel can also recognize when involvement with Counsel is appropriate.

Organizational conflicts of interest can cause two distinct problems. One concerns the issue of *bias*; the other involves the issue of *unfair competitive advantage*. An organizational conflict of interest occurs due to the type of work to be performed under a third party contract, or because of other activities or relationships such as:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the District;
- A contractor's objectivity in performing contract work is or might otherwise be impaired; or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. In fact, the District will always consider using a "Conflict of Interest Disclosure Statement," when contracting services of this nature.

- 1) The offeror shall provide a statement in its proposal which describes in concise manner all past, present or planned organizational, financial, contractual or other interest(s) affected by the District's employees, volunteers, agents or Board member; any

member of these entities' immediate family, partner, or organization that employs, or is about to employ, any of the above, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed contractors, and key personnel of any of the above. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Key personnel shall include any person owning more than 20% interest in the offeror, and the offeror's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action on this contract, where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

2) The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objectively.

3) In the absence of any relevant interest identified in (1) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractor prior to award of subcontract.

4) The District's Attorney will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to the District will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the District's Attorney may (a) disqualify the offeror, or (b) determine that it is otherwise in the best interest of the District to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

5) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award the contractor sees a conflict of interest with concerning the contract awarded as a result of this solicitation, which could not reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the District's Attorney. The disclosure shall include a complete description of the conflict, a description of the action the contractor has taken or proposes to take, to avoid or mitigate such conflict. The District's Attorney may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the District by sending a contractor a Notice of Termination specifying the nature of the default.

The problem of *unfair competitive advantage* occurs most often when a contractor is developing specifications or statements of work that will be used in the future competitive solicitation. The problem most often causing unfair competitive advantage occurs when the contractor writes specifications or statements of work around its corporate competitive strengths or products and then bids on those specifications or statements of work. The District can overcome unfair advantage by placing reasonable restrictions on the contractor's involvement in the procurement

that will utilize the specifications. Some form of advance restriction (limitation on future contracting) must be agreed to with the contractor as a provision within its consulting contract. Another scenario is that a contractor developing specifications or work statements may have access to information that the District has paid the contractor to develop, or which the District has furnished to the contractor for its work and which has not been made public. When this information enhances the contractor's competitive position in the bidding, it represents an unfair competitive advantage. The potential solution to this problem is to fully disclose all information to the bidders for a reasonable time prior to the receipt of the proposals.

The situation of "unfair competitive advantage" is to be distinguished from a "fairly won competitive advantage" which naturally accrues to any contractor that can do work more efficiently because it has more experience (i.e., won more contracts) for its products or services.

It is a fact that competitors are frequently discouraged from bidding on a particular procurement because they perceive an incumbent contractor to have an insurmountable competitive advantage by virtue of its previous work.

Environmental Impact Statements - There is a particular regulatory requirement imposed by 40 CFR 1506.5 on contractors who develop *environmental impact statements*. These contractors are required to sign a *disclosure statement* certifying that the firm has no financial or other interest in the execution or outcome of the proposed project. This certification is intended to avoid situations where contractors are hired to study alternatives and potential environmental impacts of proposed projects when they have some corporate interest in the outcome of their findings. Grantees are advised to include such a certification in their Requests for Proposals for the consultant services so that such conflicts can be identified early in the contracting process, thus avoiding unnecessary expense to offerors and delays to the project.

Obtaining Access to Proprietary Information - When a consulting contractor requires proprietary information from others to perform a contract for the District, the contractor may gain an unfair competitive advantage. Imposed restrictions protect the information and encourage companies to provide it when necessary for contract performance. A contractor doing the work for the District and requiring such information is required to enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and also to refrain from using it for any purpose other than that for which it was furnished. The District's Procurement Officer will obtain copies of these agreements.

COMPLIANCE WITH THE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

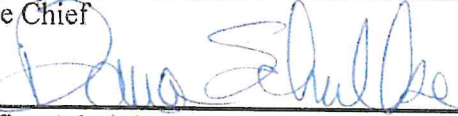
The District requires that all members, Fire Chief's, and Administrative Staff involved in procurement functions sign a **Conflict of Interest Statement**. All other Staff members, volunteers, and agents must read this policy and acknowledge that they have done so.

APPROVED:



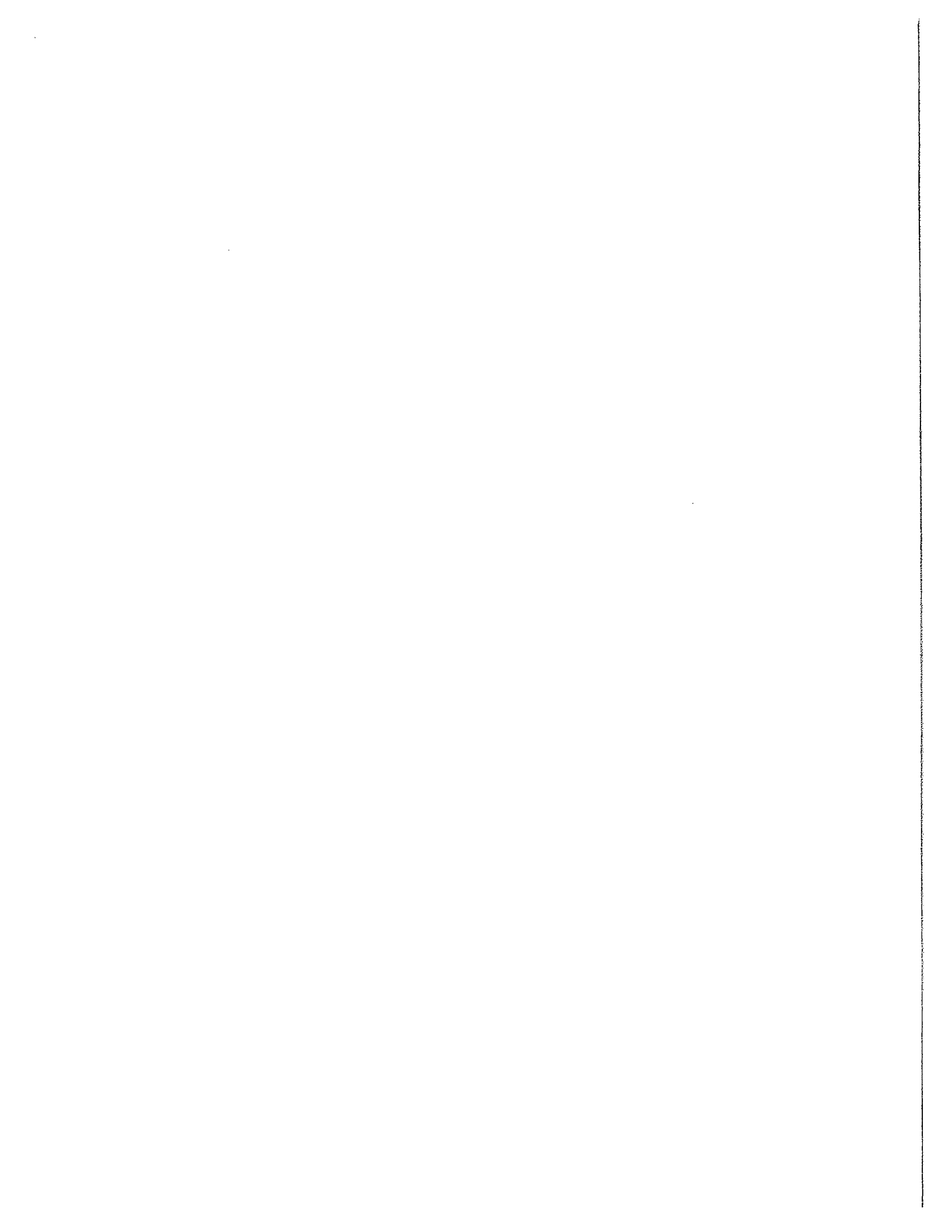
Fire Chief

1/2/2018
Date



Office Administrator

1/2/2018
Date





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

CONFLICT OF INTEREST POLICY

As a General Policy, Crooked River Ranch Fire & Rescue seeks to prevent and avoid any conflicts of interest in the conduct of its business operations and to avoid any appearance of such conflicts to the public it services. Each Board Member, Fire Chief and Administrative Staff Member has the duty to place the interests of Crooked River Ranch Fire & Rescue foremost in any dealings on behalf of the organization and has a continuing responsibility to comply with this Policy.

In order to comply with this Policy, it is expected that:

If a Board Member, Fire Chief and Administrative Staff Member has an interest in a proposed transaction with Crooked River Ranch Fire & Rescue in the form of significant personal or organizational financial interest in the transaction, or holds a position as Trustee, Director, Officer or Staff member in such organization or business, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. The disclosure shall be recorded in the minutes of the meeting.

Any Board Member, Fire Chief and Administrative Staff Member who has a potential conflict of interest concerning any matter coming before the Board or a committee shall not participate in any discussion of or vote in connection with the matter. The disclosure shall be recorded in the minutes of the meeting.

Any Board Member, Fire Chief or Administrative Staff Member who gains privileged information by virtue of his or her role as a Board Director, Fire Chief or Administrative Staff member shall not use that privileged information for personal or professional gain.

This Policy shall be distributed to incoming Board Members, Fire Chiefs, and Administrative Staff members. A signature in the designated space at the bottom of this Policy will indicate that you will abide by this Policy to the best of your ability. Noncompliance with the intent and spirit of this Conflict of Interest Policy may result in an action deemed appropriate by the Board of Directors of Crooked River Ranch Fire & Rescue.

This Policy may be revised or amended as determined appropriate by the Board of Directors and the Fire Chief.

I have read the above statement of policy regarding conflict of interest and agree to abide by the Policy to the best of my ability in my role as a Board Member, Fire Chief or Administrative Staff member.

Signature: _____ Date: _____

Printed Name: _____



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

JEFFERSON AND DESCHUTES COUNTIES, OREGON

In the matter of: Adopting the
Budget for 2018-2019 Fiscal Year

RESOLUTION: 2018-02

ADOPTING THE BUDGET

BE IT RESOLVED, the Board of Directors of Crooked River Ranch Rural Fire Protection District adopts the budget for fiscal year 2018/19 in the total of \$1,650,883 now on file at the Crooked River Ranch RFPD Office.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for purposes shown below are hereby appropriated:

General Fund

Personal Services..... \$784,272.
Materials & Services..... \$347,660.
Capital Outlay..... \$ -0-
Debt Services..... \$ -0-
Contingency..... \$ 2,500.
Transfers Out..... \$ -0-
Total..... \$1,134,432.

New Station Project

Bond Payment..... \$158,404.
Total..... \$158,404.

Capital Reserve Fund

Building & Equipment..... \$ -0-
Total..... \$ -0-

Total Appropriations, All Funds: \$1,292,836.
Total Unappropriated Amounts, All Funds \$ 358,047.
Total Budget: \$1,650,883.

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Crooked River Ranch RFPD hereby imposes the taxes provided for in the adopted budget at the rate of \$1.8379 per \$1,000 of assessed value for operations, at the rate of \$0.69 per \$1,000 for local option tax; bond levy amount of \$160,609 and that these taxes are hereby imposed and categorized for tax year 2018/19 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

General Government

General Fund..... 1.8379
Local Option Tax... 0.69

Excluded from Limitation

Bond Levy..... \$160,609.

The above resolution statements were approved and declared adopted on this
17th day of May, 2018

ATTEST:

**CROOKED RIVER RANCH
RURAL FIRE PROTECTION DISTRICT**

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

By: _____
Board Director

April 30, 2018

Thank-you to all of you for your kindness and service. We needed to call for a medical need. You all made us feel very well taken care of.

Les and Patti Hummel
7898 SW Shad Road
Crooked River Ranch, OR 97760

